Adjust Tax Withholdings in Paylocity Self-Service

After using the IRS withholding calculator to determine the appropriate amount of withholding amount for the current tax year, log onto your Paylocity Self Service user account to update tax withholdings and use the Check Calculator to determine how the adjustments will affect your net pay.

- **Log into Paylocity Self Service**
  
  https://access.paylocity.com/
  
  Enter your Company ID, Username, and Password.

  Please contact your Business Manager for assistance with accessing your user account.

- **Update Withholdings**

  When you log into Paylocity Self Service, you land on your self-service page which looks like this screen print. Click on the down area in the **Pay** area:
Click on the blue link that says **More:**

Click on the blue **Tax Exemptions** link:
From this page, you can click on the blue Federal or State tax links to update withholdings:

On the Federal withholdings page, you can update Filing Status, Exemptions, and add any additional flat amount you’d like to withhold for federal taxes:
• **Use Check Calculator to determine net pay**

Select the Payroll Menu.

Select Check Calculator.

Select the Taxes tab.

Update the withholding information, then click on the Preview/Summary tab to preview how the changes will affect your net pay.