

My Info & Create a W-4

You'll learn about:

- My Info tab
- The Jobs page
 - Multiple Job Appointments
- Personal Information
- A brief summary about Expand and Collapse
- Tax Withholdings/Allowances
 - Create a W-4
 - Submit
- Review other My Info topics
 - *Address, Emergency Contact, Benefits/Deductions, Paychecks*

Quick List

Here's the steps you'll use to review **My Info** section and create a W-4

- Click on **My Info** tab
- Review the **Jobs** page
- Click on **Personal Information**
- Click on **Tax Withholdings/Allowances**

To create a W-4

- o Click on **Create W4**
- o Expand all sections, follow the instructions and complete the form
- o Click on **Submit**

Want more information?

 Refer to the following documents for detailed instructions about each topic:

WORKING WITH GRIDS & PICK LISTS

MORE NAVIGATION TIPS: for Expand or Collapse sections, Error Messages, and Transaction ID

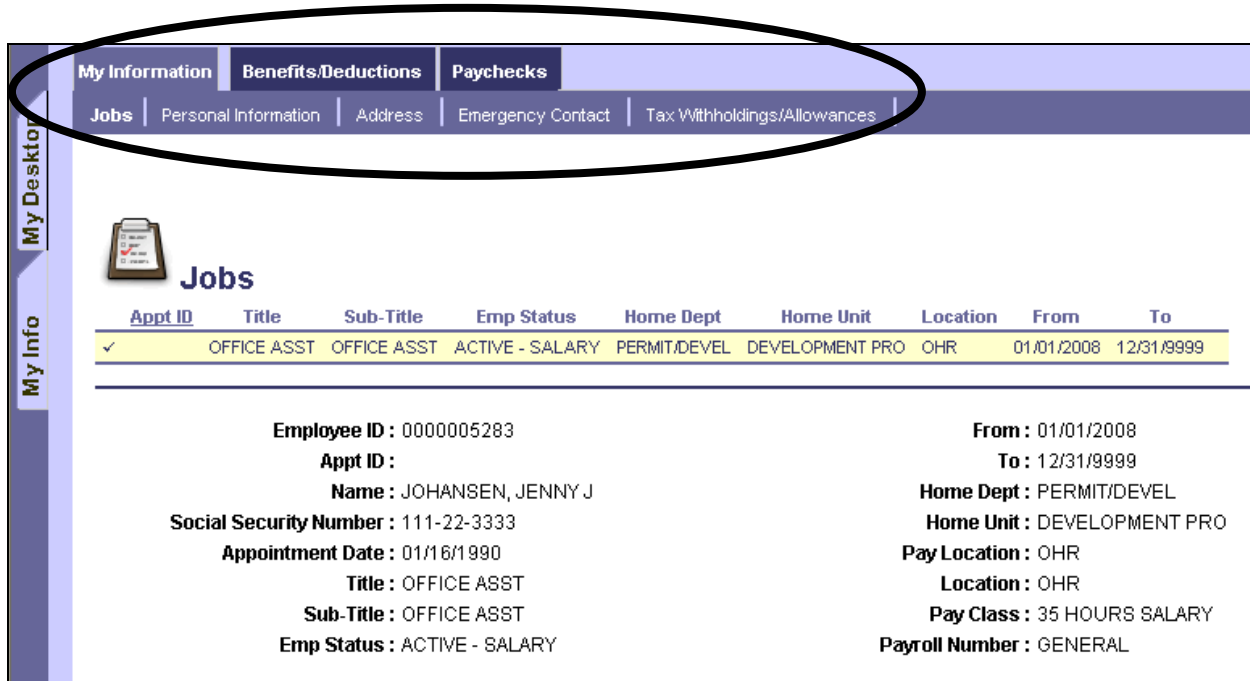
CHANGE YOUR PERSONAL INFORMATION: to changing your address, your contact information, and emergency contact.

VIEW PAYCHECKS & PRINT A W2

Review the Benefit Enrollment exercise (watch/try) for details about this topic.

My Info tab

After you click on the **My Info** tab from the Home page, the buttons across the top of the page change. The system automatically selects **My Information** and displays the **Jobs** page.



The screenshot shows a web interface with a vertical sidebar on the left containing 'My Desktop' and 'My Info' tabs. The top navigation bar includes 'My Information', 'Benefits/Deductions', and 'Paychecks'. Below this is a secondary bar with 'Jobs', 'Personal Information', 'Address', 'Emergency Contact', and 'Tax Withholdings/Allowances'. A black oval highlights the 'My Information' and 'Jobs' tabs. The main content area features a 'Jobs' section with a table of job appointments and a detailed employee information section.

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	OFFICE ASST	OFFICE ASST	ACTIVE - SALARY	PERMIT/DEVEL	DEVELOPMENT PRO	OHR	01/01/2008	12/31/9999

Employee ID : 0000005283	From : 01/01/2008
Appt ID :	To : 12/31/9999
Name : JOHANSEN, JENNY J	Home Dept : PERMIT/DEVEL
Social Security Number : 111-22-3333	Home Unit : DEVELOPMENT PRO
Appointment Date : 01/16/1990	Pay Location : OHR
Title : OFFICE ASST	Location : OHR
Sub-Title : OFFICE ASST	Pay Class : 35 HOURS SALARY
Emp Status : ACTIVE - SALARY	Payroll Number : GENERAL

The Jobs page

Jobs is the first page that displays for **My Information**, **Deductions/Benefits**, or **Paychecks**.

Multiple Job Appointments

If you have more than one job appointment with Baltimore County, you'll see each job listed on a separate line at the top of the Jobs page.

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	OFFICE ASST	OFFICE ASST	ACTIVE - SALARY	PERMIT/DEVEL	DEVELOPMENT PRO	OHR	01/01/2008	12/31/9999
	FIELD LINER	FIELD LINER	ACTIVE - MONTHLY	PARKS & REC	PARKS & REC	ESSEX	01/01/2008	12/31/9999

Employee ID : 0000005283 **From :** 01/01/2008
Appt ID : **To :** 12/31/9999
Name : JOHANSEN, JENNY J **Home Dept :** PERMIT/DEVEL
Social Security Number : 111-22-3333 **Home Unit :** DEVELOPMENT PRO
Appointment Date : 01/16/1990 **Pay Location :** OHR
Title : OFFICE ASST **Location :** OHR
Sub-Title : OFFICE ASST **Pay Class :** 35 HOURS SALARY
Emp Status : ACTIVE - SALARY **Payroll Number :** GENERAL

The first line in the grid is automatically selected. Notice the check near the left margin.

Additional information about the selected line displays in the fields below the grid.

To see details about a different job appointment, click anywhere on the desired line in the grid. The information will refresh (the screen will “blink”). The details for the selected job appointment display in the fields below the grid.

WORKING WITH GRIDS & PICK LISTS: Refer to this document for detailed instructions about Working with Grids.

A grid looks something like a table. Lines of information are displayed with column headings to identify segments of the information.

Take a close look at the column headings. **Appt ID** is underlined. You can sort the information in a grid by clicking on a column heading that is underlined.

Personal Information

When you click on this button, you'll see a third line of information at the top of the page called **Sections**.

My Information | Benefits/Deductions | Paychecks

Jobs | Personal Information | Address | Emergency Contact | Tax Withholdings/Allowances

Sections : [Personal Information](#) | [Education Information](#) | [Veteran Information](#) | [Military Information](#) | [Police/Fire Academy Information](#) | [Miscellaneous Personnel Dates](#) | [Retiree Information](#)

Personal Information

▼ Personal Information

Birth Date : 02/02/1975 Gender : Female

Social Security Number : 111-22-3333 Conviction : No

Place of Birth : Date of Death :

Ethnicity : BLACK Marital Status :

Disability : Country of Residence : United States

Citizenship Status : Natural Citizen

▶ Education Information

▶ Veteran Information

▶ Military Information

▶ Police/Fire Academy Information

▶ Miscellaneous Personnel Dates

▶ Retiree Information

Sections at the top of the page are links to the same topic that is listed down the left side of the page.


You can go to a section by clicking on the **Sections** link at the top of the page or you can use the scrollbar (right side of page) to move down the page and click on the topic you'd like to review.

A brief summary about Expand and Collapse

When you open a page that has multiple sections, the system automatically expands the first section; the remaining sections are collapsed.



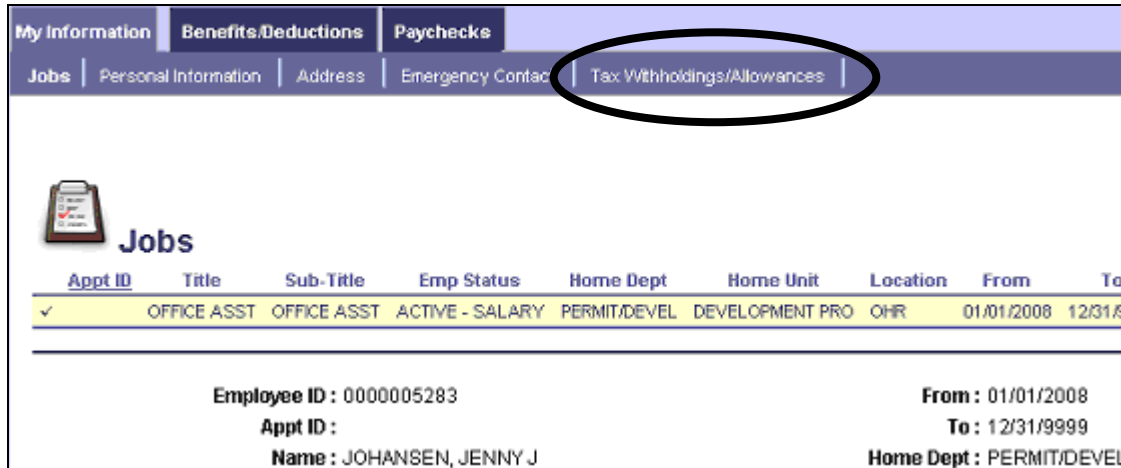
The screenshot shows a web page with a navigation bar at the top containing the text "Sections : [Personal Information](#) [Education Information](#) [Vete](#)". Below this is a main content area with a folder icon and the heading "Personal Information". Underneath the heading are two small icons: a downward-pointing arrow and an upward-pointing arrow. The "Personal Information" section is expanded, showing the following details: "Birth Date : 02/02/1975", "Social Security Number : 111-22-3333", "Place of Birth :", "Ethnicity : BLACK", "Disability :", and "Citizenship Status : Natural Citizen". Below this section is a collapsed "Education Information" section, indicated by a right-pointing arrow icon. At the bottom, a partially visible "Veteran Information" section is shown with a right-pointing arrow icon. Two callout boxes provide instructions: one on the left points to the expand/collapse icons and says "Use these icons to expand or collapse all sections on the page.", and one on the right points to the "Education Information" link and says "Click on a section link or topic to expand it."

 **MORE NAVIGATION TIPS:** Refer to this document for detailed instructions about Expand and Collapse.

Tax Withholdings/Allowances

Create a W-4

Notice that the **My Information – Jobs** page is displayed



The screenshot shows a web interface with a top navigation bar containing tabs for 'My Information', 'Benefits/Deductions', and 'Paychecks'. Below this is a sub-navigation bar with links for 'Jobs', 'Personal Information', 'Address', 'Emergency Contact', and 'Tax Withholdings/Allowances'. The 'Tax Withholdings/Allowances' link is circled. Below the navigation bar, there is a 'Jobs' section with a table of job records and employee details.

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	OFFICE ASST	OFFICE ASST	ACTIVE - SALARY	PERMIT/DEVEL	DEVELOPMENT PRO	OHR	01/01/2008	12/31/5

Employee ID : 0000005283
Appt ID :
Name : JOHANSEN, JENNY J

From : 01/01/2008
To : 12/31/9999
Home Dept : PERMIT/DEVEL

- Click on **Tax Withholdings/Allowances**
- From the Tax Withholdings/Allowances page, click on **Create W4** (bottom-left of page)

My Information | **Benefits/Deductions** | Paychecks

Sections : [General Information](#) | [Tax Information](#) | [Employer Information](#)

Employee Tax Withholding Certificate

Transaction ID : MYW4C-0404080000000000097

Tax Withholding Certificate

General Information

Employee ID : 0000005283	Current Social Security Number : 111-22-
Appointment Id :	Home Address : 9000 PA
First Name : JENNY	City/Town : BALTIM
Middle Initial : J	State/Province : MD
Last Name : JOHANSEN	Zip/Postal Code : 21204

Tax Information
 Employer Information

[W4 Form Instructions](#)

- Click on the circled icon, above, to expand all sections on the page.
- After you expand all sections, you'll see the instructions for completing your W-4 changes. Follow the instructions and complete the fields necessary to make your changes.
- Click on one of the buttons at the bottom of the page.



Undo – Clicking on this button will clear all the fields and allow you to start over.

Close – Clicking on this button closes the page. The changes you made will not be saved or accepted. The system returns to the Address page.

Submit – Clicking on this button records your information in your ESS account.

Submit

When you click on the Submit button, the following page displays:

My Information | Benefits/Deductions | Paychecks

Sections : [General Information](#) [Tax Information](#) [Employer Information](#)

View All (1 of 1) Transaction ID : MYW4C-0404080000000000098 processed successfull ...

Employee Tax Withholding Certificate

Transaction ID : MYW4C-0404080000000000098

Tax Withholding Certificate

General Information

Employee ID : 0000005283	Current Social Security Number : 111-22-3333
Appointment Id :	Home Address : 9000 PARK RD
First Name : JENNY	City/Town : BALTIMORE
Middle Initial :	

Take a look at the message at the top of the page:

- o Your changes have been accepted when you see a “success” message.
If you get an error message, you must correct the error before the system will accept your request.
- o The system assigns a unique Transaction ID number to every document. The ID is used to identify documents in other areas of the system.

MORE NAVIGATION TIPS: Refer to this document for detailed instructions about Error Messages and Transaction ID.

- Click on **Close** (bottom-left of page) to return to the Tax Withholdings/Allowances page

OR You could also click on:

Benefits/Deductions or **Paychecks** to view information in those sections


My Desktop to return to the Home page or Logout (top-right of page) to exit the system.

Navigation Tip: A “Back” button is not displayed. To leave this page and do something different, you must click on a button or tab.

Review other My Info topics

Use the navigation features described above to review other information in the **My Info** sections. Here's a few notes that might be helpful:


- **My Information – Address:** You'll use this section to review your current address as well as your contact information. In addition, you'll use this section to update your information when it changes.
- **My Information – Emergency Contact:** You'll use this section to review your current emergency contact information. In addition, you'll use this section to update your information when it changes.

 **CHANGE YOUR PERSONAL INFORMATION:** Refer to this document for detailed instructions about updating your address, your contact information, and your emergency contact.

- **Benefits/Deductions:** In addition to reviewing your current information, newly hired employees will use this section to enroll for benefits and existing employees will use this section during open enrollment.

Review the Benefit Enrollment Watch/Try to learn how to enroll for benefits as well as make changes to current benefits during open enrollment.

- **Paychecks:** You'll use this section to review you paycheck/advice details as well as your W2 tax form.

 **VIEW PAYCHECKS & PRINT W2 :** Refer to this document for detailed instructions about viewing your paycheck/advice as well as printing your W-2.