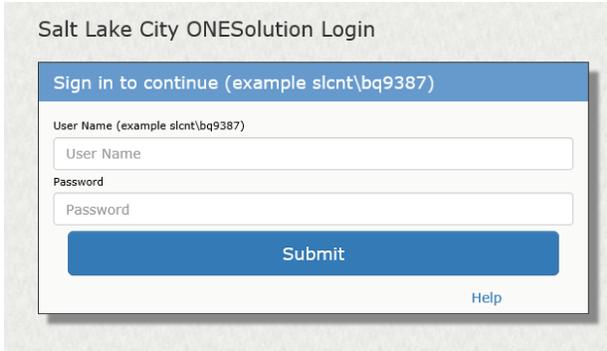


How to make changes to your W4 online

Open a web browser and go to slcnet/ on any device connected to the city's network or wifi. Click on Employee Online on the left hand side. Or follow [this link](#) directly.



Salt Lake City ONESolution Login

Sign in to continue (example slcnt\bq9387)

User Name (example slcnt\bq9387)

User Name

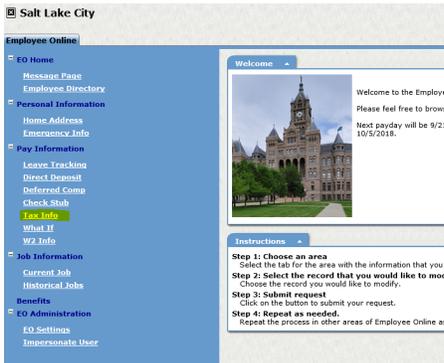
Password

Password

Submit

Help

Choose the Tax Info link on the left hand side of the main page.



Salt Lake City

Employee Online

- EO Home
- Message Page
- Employee Directory
- Personal Information
 - Home Address
 - Emergency Info
- Pay Information
 - Leave Tracking
 - Direct Deposit
 - Deferred Comp
 - Check Stub
 - Tax Info**
 - What If
 - W2 Info
- Job Information
 - Current Job
 - Historical Jobs
- Benefits
- EO Administration
 - EO Settings
 - Impersonate User

Welcome

Welcome to the Employee

Please feel free to browse

Next payday will be 9/21/10/5/2018.

Instructions

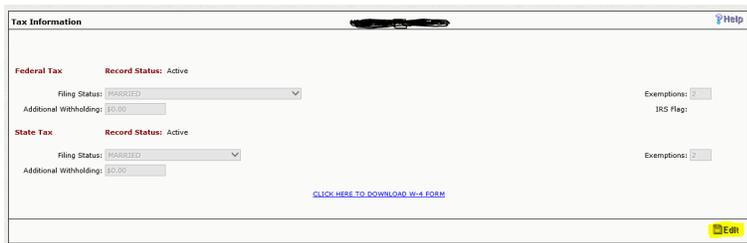
Step 1: Choose an area
Select the tab for the area with the information that you want to modify.

Step 2: Select the record that you would like to modify
Choose the record you would like to modify.

Step 3: Submit request
Click on the button to submit your request.

Step 4: Repeat as needed.
Repeat the process in other areas of Employee Online as needed.

This will open a screen showing your current tax settings. To edit simply click the edit button and enter the updated information.



Tax Information

Federal Tax Record Status: Active

Filing Status: MARRIED

Additional Withholding: \$0.00

Exemptions: 2

IRS Flag:

State Tax Record Status: Active

Filing Status: MARRIED

Additional Withholding: \$0.00

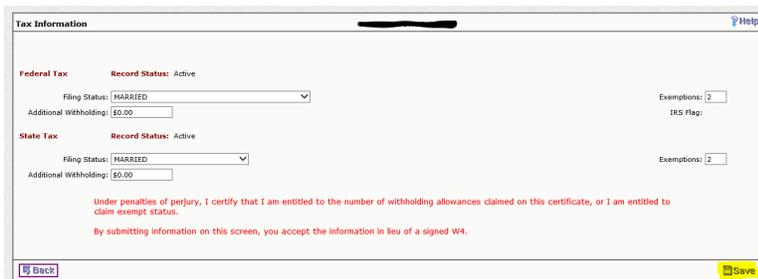
Exemptions: 2

IRS Flag:

[CLICK HERE TO DOWNLOAD W-4 FORM](#)

Edit

Then complete the form shown below and hit save.



Tax Information

Federal Tax Record Status: Active

Filing Status: MARRIED

Additional Withholding: \$0.00

Exemptions: 2

IRS Flag:

State Tax Record Status: Active

Filing Status: MARRIED

Additional Withholding: \$0.00

Exemptions: 2

IRS Flag:

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

By submitting information on this screen, you accept the information in lieu of a signed W4.

Back Save