

# Employee Self Service: W-4 Tax Information

---

## Key points

This page describes the key points to bear in mind when using the W-4 Tax Information form on PeopleSoft's Employee Self Service page.

---

## Special Federal withholding status

Note that certain Harvard employees will not be able use Employee Self Service to update their W-4 tax information. For example, Non-Resident Alien employees will see the following message:

*You are ineligible to modify your tax setup via Employee Self Service due to your Non-Resident Alien status or IRS limitations. If your status has changed, or you need further assistance in this matter, please contact Central Payroll or Tax Services.*

---

## More than ten allowances

If you want to claim more than ten allowances, you must submit a paper W-4 tax form to Central Payroll. This form can be found on Harvard's ABLE website, or online at [www.irs.gov](http://www.irs.gov).

---

## Enter additional amount, if any, you want withheld from each paycheck

If you want to withhold an additional amount of taxes from your paycheck, enter the amount you want withheld from **each** paycheck. For example, if you already have \$25 withheld from each paycheck and want to increase the amount to \$50, enter \$50.00 in the additional amount to be withheld field.

---

## Married but withhold at the higher single rate

For this to work properly, you must follow the instructions to select the single radio button for marital status and check the box. If you **do not** select single and then select apply to State (MA), Federal will update to single with the check box marked properly, but State (MA) will update to whatever marital status is selected when you submit the form.

---

**Claim exemption**

In this section of the form, you can claim exemption from Federal withholding.

You cannot use this section of the form to claim exemption from State (MA) withholding. To claim exemption from State (MA) withholding, you must submit a state form to Central Payroll.

*Going from exempt to subject:*

If you are already exempt from State (MA) and Federal withholding and no longer qualify as exempt, you may remove the check from the exempt check box and select apply to State (MA). The system will update both State (MA) and Federal to reflect the new elections.

*If you are subject for Federal and exempt for State (MA):*

If you are making a change in your Federal from subject to exempt, **do not** select apply to State (MA). If you do select apply to State (MA), the system will change Federal to exempt and State (MA) will be changed from exempt to withholding at the highest rate (“single” and “0”).

**No Massachusetts tax record**

If you choose to have your Federal withholding changes written to your Massachusetts tax record, but you don't actually *have* a Massachusetts tax record, you will see the following message:

Mass Tax Error (28200,7)

You have chosen to have your Federal Withholding Changes written to your Massachusetts Tax Record.

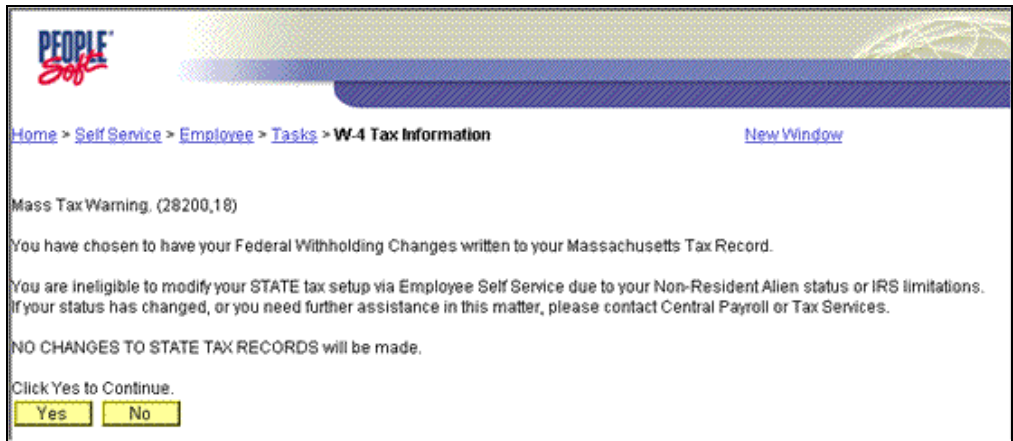
You do not currently have a Massachusetts Tax Record.  
NO CHANGES TO STATE TAX RECORDS will be made.

Please contact your local HR/Payroll office or Central Payroll for further assistance.  
Click Yes to Continue.

**Note that if you click “Yes,” your Federal withholding changes will be saved.**

**Special MA  
State  
withholding  
status**

If you choose to have your Federal withholding changes written to your Massachusetts tax record and you have a special State (MA) withholding status, you will see the following message:



PEOPLE  
Soft

[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [W-4 Tax Information](#) [New Window](#)

Mass Tax Warning. (28200,18)

You have chosen to have your Federal Withholding Changes written to your Massachusetts Tax Record.

You are ineligible to modify your STATE tax setup via Employee Self Service due to your Non-Resident Alien status or IRS limitations. If your status has changed, or you need further assistance in this matter, please contact Central Payroll or Tax Services.

NO CHANGES TO STATE TAX RECORDS will be made.

Click Yes to Continue.

**Note that if you click “Yes,” your Federal withholding changes will be saved.**

---