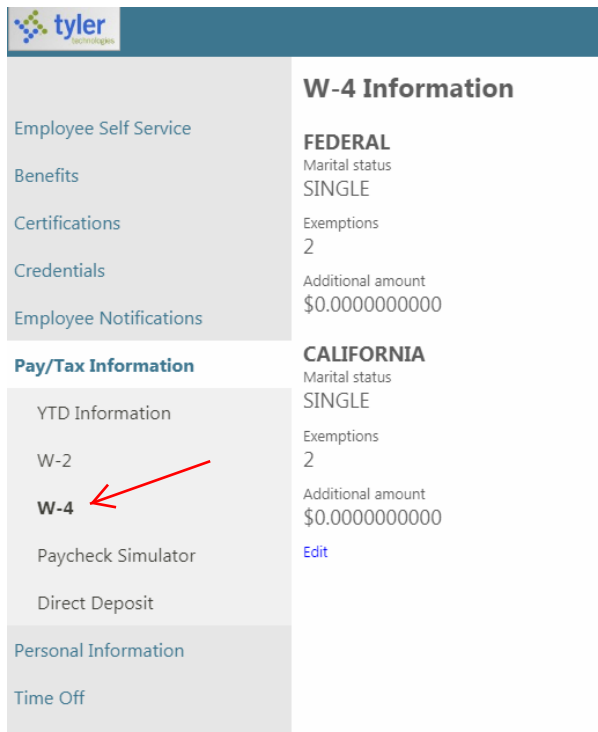


1. Using your internet browser, open the website: <https://selfservice.sbunified.org> and click on LogIn at the top right.
2. Login with your username, which is your employee ID number and your password. If you have never logged into ESS before, there are instructions on the main ESS page called "Help with logging into ESS".
3. Click on Pay/Tax Information and then W-4



The screenshot shows the Tyler Technologies ESS interface. On the left is a sidebar with navigation links: Employee Self Service, Benefits, Certifications, Credentials, Employee Notifications, Pay/Tax Information (highlighted), YTD Information, W-2, W-4 (pointed to by a red arrow), Paycheck Simulator, Direct Deposit, Personal Information, and Time Off. The main content area displays 'W-4 Information' with two sections: 'FEDERAL' and 'CALIFORNIA'. Both sections show 'Marital status' as SINGLE, 'Exemptions' as 2, and 'Additional amount' as \$0.0000000000. An 'Edit' link is visible at the bottom of the California section.

4. Click on Edit
5. Make your needed changes and then click on the box at the bottom of both the Federal and California sections that says you verify the changes are correct and complete. Click on Submit.

CALIFORNIA

Marital Status

SINGLE ▼

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions

1|

Additional Amount (\$)

0.00

- ☐ If your last name differs from your social security card, check here.
- ☐ Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Submit

Cancel

- Your changes will be effective once they are posted by the payroll assistant. Changes made after the 10th of the month will not be effective until next month's payroll.