[Update Federal Tax Data](http://ctclinkreferencecenter.ctclink.us/m/79727/l/992872-9-2-entering-u-s-employee-tax-data) QRG is great but we have not updated federal tax data for anyone since they can do it in Employee Self Service. With that said, we can update it.

I created this document mainly because we can check what someone has put in (single, married, additional tax, etc.) because they ask. WE CAN MAKE CHANGES BY ADDING A ROW – BUT we prefer employees do it in Employee Self Service.

Nav>Payroll for North America>Employee Pay Data USA>Tax Information>Update Employee Tax Data

**Federal Tax Data tab**: Add + a row, add Effective date and any changes, save.



To check history, just click Include History and look at the other pages. Cheers! 😊