



W4 Changes in Lawson

1. Login to eConnect
2. Click- Employee Self Service
3. Click- Bookmarks (left side of page)
4. Click- Employee Self-Service Tab
5. Click- Pay Tab
6. Click- Tax Withholding Tab
 - a. Click on the arrow to edits/make changes to W4
 - b. After making changes, select the Continue button.
 - c. Dialog box will pop up, this is agreeing to make the changes (select yes if you agree and want to make the changes, or select no if you do not wish to make the changes)

***The Model button, is what your tax withholding looks like on your check per your tax withholding status. If you wish to just view a different tax withholding, this will calculate what your check would look like if the changes are to be made.

For assistances or questions, please contact payroll_department@fbctx.gov