



Task Sheet

How-to Update Tax Withholdings

CATEGORY

Department: Tax

Type: Data

OVERVIEW

The online HR portal provides employees with digital access to set and update their own personal tax withholdings.

CONTENTS

	Page #
1.0 Getting Started	1
1.1 Access Online HR Portal	1
1.2 Sign-In	1
2.0 Access Tax Withholdings	1
2.1 Navigate to Tax Withholdings	2
3.0 Update Tax Withholdings	2
3.1 Update Federal Tax	2
3.2 Update State Tax	2
Final Step	2

1.0 Getting Started

1.1 Access Online HR Portal

Go to tilsonhr.com

Select "Login" (top right corner of screen).

Select "Employee Portal".

The page will redirect to the online HR Portal.

1.2 Sign-In

Type in Username and Password.

Select "Sign in".



The screenshot shows the tilson logo at the top center. Below the logo are two input fields: "Username" and "Password". Below the "Password" field is a blue button labeled "Sign in".

2.0 Access Tax Withholdings

2.1 Navigate to Tax Withholdings

The page will redirect to the employee portal dashboard.

On the menu bar, select the "Taxes" tab.

Select the "Tax Withholding" tab from the dropdown menu.

The page will refresh to display the tax withholding information.

3.0 Update Tax Withholdings

3.1 Update Federal Tax

Follow the prompts to update the Federal Tax settings.

Note: The “Additional Withholdings” fill-in may be left blank if no amount is to be withheld.

3.2 Update State Tax

Follow the prompts to update the State Tax settings.

Note: The “Additional State Withholding (per paycheck)” fill-in may be left blank if no amount is to be withheld.

Final Step

Review updates for accuracy. Select “Save” to complete the update.

The screenshot shows the 'Tax Withholding' page in the Tilson system. The left sidebar contains navigation options: Dashboard, Personal, Benefits, Pay, Taxes, Tax Withholding (selected), W-2, 1095-C, Slavic 401K, Swipeclock, and Documents. The main content area is titled 'Tax Withholding' and is divided into two sections: 'Federal Tax' and 'IN State Tax - Resident'. The 'Federal Tax' section includes input fields for 'Additional Withholding (per paycheck)', 'Allowance', and a dropdown menu for 'Filing Status' (currently set to 'Married'). The 'IN State Tax - Resident' section includes input fields for 'Total Exemptions', 'Additional Exemptions', and 'Additional State Withholding (per paycheck)'. A blue 'Save' button is located at the bottom left of the form area.

Note: If you have any questions, please feel free to contact your Tilson Service Team.