Access the Gweb Information System and follow these steps to update your state withholding:

1. Under the Employee Information Tab, choose Benefits and Deductions.
2. Click on Taxes and Miscellaneous.
Locate your current/active state deduction and click Update.

Choose a date in the current or a future pay period. See payroll calendar for help.

Update your filing status, number of allowances or additional withholding, if any, and click Certify Changes. You can also inactivate the deduction and activate a different state deduction.
Re-inputting your PIN and clicking submit is your legal electronic signature.

Verify your changes and choose Miscellaneous if you need to activate a different state tax.

Click Add a New Benefit or Deduction if you need to add a new state tax withholding.
Choose the correct state tax and click Select Benefit.

Choose the day after the effective date of the inactivated state tax. See payroll calendar for help.

Choose Active and update your filing status, number of allowances or additional withholding, if any, and click Certify Changes.
Re-inputting your PIN and clicking submit is your legal electronic signature.

Verify your changes and choose Miscellaneous to see your current elections.