

To: Alief ISD Employees

From: Debbie Guinn-Greene

Date: November 15, 2022

Re: IRS Form W-4, Employee's Withholding Certificate

Employees claiming “exempt” from withholding during 2022 on their Form W-4 must complete a new Form W-4 by February 15, 2023 to maintain their “exempt” status. If employees claiming “exempt” do not give their employer a new completed W-4 form by February 15, 2023, will be treated as single filing status. Any taxes withheld after February 15 and by the time the employee furnishes a new exempt W-4 are not refunded, since the employee did not have a valid W-4 on file during that time.

Employee Online allows you to *make changes to your withholding status*, view or print your check stub, do an address change, and print your W-2.

Login to Employee Online from your work computer using the same user name and password you use to log into your school computer.

If you have any questions please contact Payroll Department x29254.