

ECAPS SELF SERVICE CHECKLIST

You must log into eCaps and complete/review the following upon hire/re-hire. Go to <https://ecaps.cityofsacramento.org> (can be from any computer) to log into the system. The following items are under Employee Self Service. For assistance with your login or password contact IT at 808-7111. PD and Fire employees should call the PSIT Service Desk at 808-0444.

User ID: _____
F L employee ID # (w/out leading zeroes)

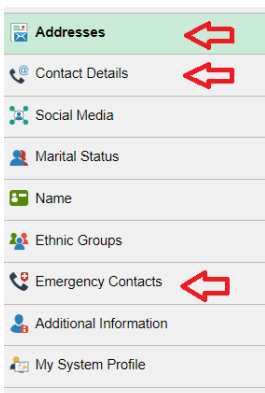
Password (default): _____
eCaps USER ID + last 4 SSN + \$

TO DO:

1. **Add Emergency Contact Information**
2. **Add/Review Phone Number on file for contact by telephone.**
3. **Add preferred Email Address for email communication sent out via eCaps.**
4. **Complete W-4 Tax Information** – failure to complete your W-4 Tax information in eCaps will cause your tax withholdings to default to Single with 0 withholdings. Your W-4 information is used to withhold the proper amount of income tax from your paycheck. For more information, go to <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.



1. To complete the TO DO list, sign into eCaps. Click the Personal Details tile.



2. Click and visit at least these 3 areas.

Addresses

Home Address ↓

Current

Mailing Address ↓

Current

3. If the information needs to be updated, click the gray arrows.

Cancel Save

Employee Instruction ↑

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

Address Type: Home

Country

Address 1

Address 2

Address 3

City

State

Postal

County

4. Complete the necessary areas, then click SAVE.



5. To confirm your W-4 withholdings go back to the home screen and click the Payroll tile.

Employee Self Service Payroll

Paychecks

W-2/W-2c Consent

View W-2/W-2c Forms

Voluntary Deductions

W-4 Tax information ←

W-4 Withholding Certificate Social Security Number

City of Sacramento

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS. www.irs.gov

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov

Address

131 Eighth Avenue
Vacaville CA 94967

Filing Status

Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

View Instructions

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

View Instructions

If your income will be \$200,000 or less (\$100,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,500

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

View Instructions

(a) Other Income

(b) Deductions

(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year 2020 and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

DE 4 California Tax Data

Indicate State Marital Status Single, or Married with two or more *

Withholding Allowances

SWT Additional Amount

Under penalty of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit ←

6. Then click the W-4 tax information option. Complete the form and click save.