

## ECAPS SELF SERVICE CHECKLIST

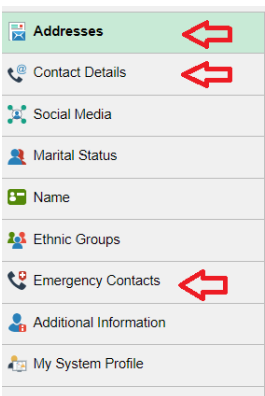
Log into [eCaps](#) and review and update the following upon hire/re-hire. For assistance with accessing eCAPS, contact IT at (916) 808-7111. Checklist items are available in eCAPS > Employee Self Service.

### TO DO:

1. Add Emergency Contact Information. A minimum of two (2) emergency contacts should be listed.
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 filing status to default to “Single or Married filing separately”. 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 Address 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](http://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](http://www.ssa.gov)

Address

131 Fifth 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 paycheck, 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 4B on Form W-4 for only one of these jobs. Leave these steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4B 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 (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$3,000

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

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.