



## w4\_marital\_status



## Table of Contents



Click  to select the code indicating the marital status of the employee.

Click **Save** to save the data. If a change to the **W4 Marital Status** field is saved in the current year, you are prompted to save the change to the next year's pay information. If you make a change to next year, you are prompted to save the change to the current year's pay information.

Click **Yes** to copy the record, or click **No** to continue without copying the record.

**Caution:** The **W4 Marital Status** and the **Nbr of Exemptions** fields can each be saved to the next year (or current year, as applicable). If only one of these two fields has been updated, both of the fields are copied to next year (or current year). If both fields are updated, both fields are copied to next year (or current year).



## Back Cover