



OVERVIEW

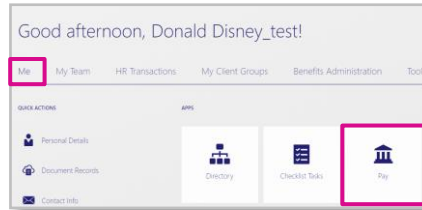
This document provides instructions for how to update tax withholding in Sinai Cloud.

AUDIENCE

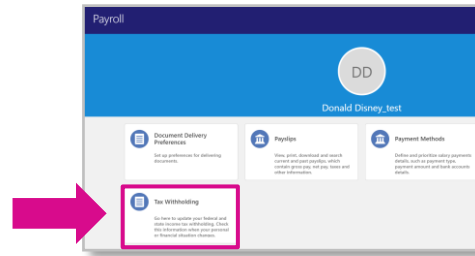
- **Anyone** who uses Sinai Cloud.

Update Tax Withholding

1. On the Sinai Cloud landing page, click the **Me** tab.
2. Click on the **Pay** tile.

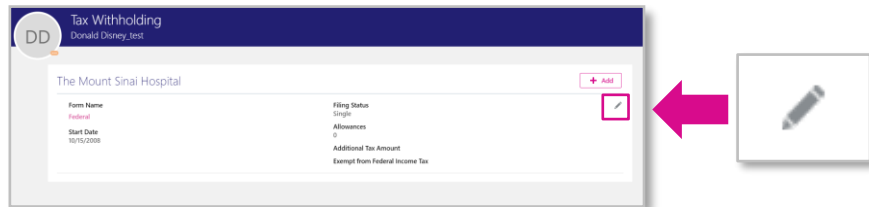


- The **Payroll** page will display.
3. Click on **Tax Withholding**.

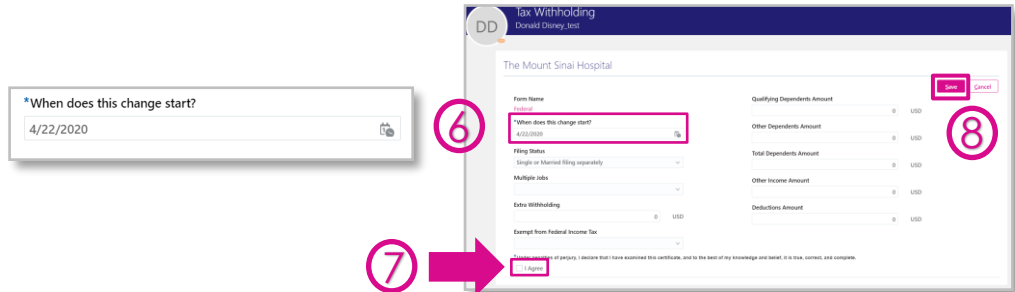


The **Tax Withholding** page will appear.

4. Click on the **pencil icon** to edit current tax withholding.
- Note: To add additional tax withholding, click the **Add** button.



5. **Update** your tax withholding information as needed.
6. Select a **start date** for the change.
7. Check the **I Agree** box, indicating you have reviewed for accuracy and completeness.
8. Click **Save**.



The **Tax Withholding** page will display your changes.

9. Click the **View Prior Tax Withholding** to view past tax withholding information.

