

Log on to Employee Self Service – ESS ess.staffordschools.net

Pay / Tax Link on the Navigation Bar

- W-4
- Select the link for [Edit FEDERAL](#) and/or [Edit VIRGINIA](#)
- Carefully follow the instructions on the electronic form
- Type your name in step 5 SIGN HERE
- SUBMIT

The changes will be submitted to the Payroll and Benefits Office for approval and final processing. Changes submitted prior to the 15th of the month will be effective for the upcoming payroll. (Example: changes submitted by March 15 will be effective on the April 1 check.)