Go to eweb.cabq.gov

Log in using your regular active directory log in information.

Once in, locate the compass icon in the top right corner of your screen.

This will slide out a navigation bar. Select ‘Navigator’ to proceed.
From this menu select ‘Self Service.’

Then select ‘Payroll and Compensation.’

To update your W4, select that option from the menu that comes up.

This will activate the entire tax withholding set up screen. Federal and State are done on the same screen. Start at the top, answering the questions as a series of steps as you move down the screen. Federal is on top, State is on bottom.
Step 1. Personal Information

After verifying SSN and mailing address, select a Filing Status. Fed and State no longer use withholding allowances. Taxes are calculated on your income, your filing status, and your credits.

**Step 2. Multiple Jobs or Spouse Works**

ONLY do this step if you have more than one employer and/or your spouse works AND you’re Married filing jointly.
**Step 3. Claim Dependents**

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 $2,000
- Multiply the number of other dependents by $500
- Other tax credits

Total

Only do this step if you are CLAIMING dependents, not if you ARE a dependent.

**Step 4. Other Adjustments**

Option C is where you would put in an additional amount to withhold IN ADDITION TO what the system calculates.

**New Mexico W-4 Data**

State taxes are calculated on your income and your Marital Status.

This is also where you would put in an additional amount to be deducted IN ADDITION TO the tax calculation.

New Mexico State is no longer using withholding allowances. They have chosen to go along with the Federal way of doing things – calculating based on wages and status.
Claim Exemption from Withholding

In order to claim exempt, you must QUALIFY for the status.

This is the area where you would select a tax-exempt status for the purpose of calculating income tax on your paychecks. **YOUR WAGES ARE STILL TAXABLE – THIS IN NO WAY AFFECTS YOUR TAX LIABILITY.** This ONLY prevents the system from calculating income tax deductions. Your wages are still reported to the IRS on your W-2.

When you're all done, hit Submit.

If you make changes at any time before end of business Tuesday of pay week, the system should capture your new tax calculation.

Irs.gov has a tax estimator program you can use to figure out where you should be on your federal taxes.