Please download the appropriate state income tax withholding form from

https://www.nber.org/state-income-tax-forms

and have the employee fill the form out completely. Please note there is no state income tax in Alaska, Florida, Nevada, New Hampshire, South Dakota, Texas, Tennessee, Washington, or Wyoming. The state tax form link also indicates the following:

There are no withholding forms for Pennsylvania; they withhold at a flat rate.