
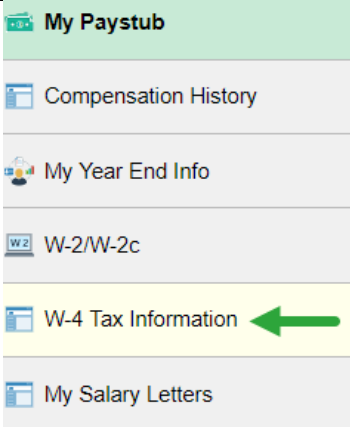
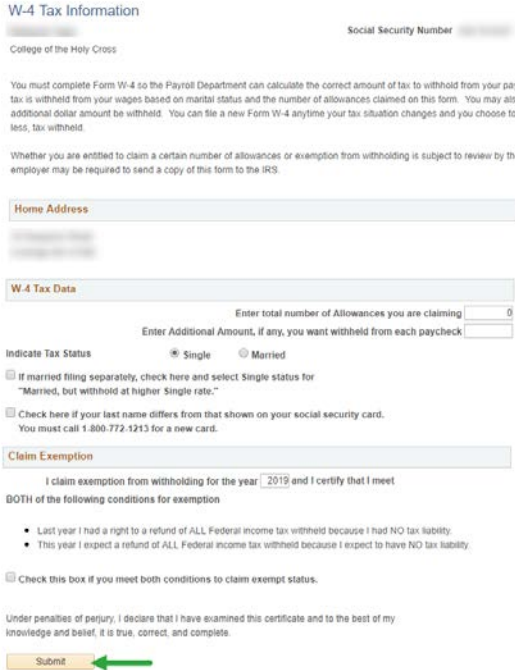


Entering/Updating W-4 Information

<ol style="list-style-type: none"> 1. Login to <i>PeopleSoft</i> (HR Self-Service). 2. Select the <i>Payroll & Compensation</i> tile from the homepage. 	
<ol style="list-style-type: none"> 3. Select <i>W-4 Tax Information</i>. 	
<ol style="list-style-type: none"> 4. Enter the appropriate <i>W-4 Tax Information</i> and click <i>Submit</i>. 	

Submitting W-4 Information

Job Aid

<p>5. In the <i>Verify Identity</i> popup message, enter your <i>Password</i> and click <i>Continue</i>.</p>	<p>Verify Identity</p> <p>To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.</p> <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p>
<p>6. Review the <i>Submit Confirmation</i> message to confirm your changes were successfully submitted.</p>	<p>Submit Confirmation</p> <p><input checked="" type="checkbox"/> The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.</p> <p><input type="button" value="OK"/></p>

Document Details

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