Submitting W-4 Information

Job Aid

Entering/Updating W-4 Information

1. Login to PeopleSo	oft (HR Self-Service).			
2. Select the <i>Payroll & Compensation</i> tile from the homepage.		Payroll & Compensation		
3. Select W-4 Tax Information.		📷 My Paystub		
		Compensation History		
		🔹 My Year End Info		
		w2 W-2/W-2c		
		W-4 Tax Information		
		My Salary Letters		
	W-4 Tax Information	Social Security Number		
	Complete from Y-44 so the Payrell Department tax is withheld from your wages based on mantal status a additional diolar amount be withheld. You can file a new I less, tax withheld.	can calculate the correct amount of tax to withhold from your pay. Federal income and the number of allowances claimed on this form. You may also specify that an Form W-4 anytime your tax situation changes and you choose to have more, of		
	Whether you are entitled to claim a certain number of allo employer may be required to send a copy of this form to t Home Address	wances or exemption from withholding is subject to review by the IRS. Your the IRS.		
	W-4 Tax Data Enter Additional Amoun	ter total number of Allowances you are claiming 0 II, If any, you want withheld from each paycheck		
	If married filing separately, check here and select Si Married, but withhold at higher Single rate." Check here if your last name differs from that show	marrino Ingle status for m on your social security card.		
	You must call 1.800.772.1213 for a new card. Claim Exemption I claim exemption from withholding for the ye	ar 2018 and I certify that I meet		
	BOTH of the following conditions for exemption • Lost year I had a right to a refund of ALL Federal in • This year I expect a refund of ALL Federal income	ncome tax withheid because I had NO tax liability. tax withheid because I expect to have NO tax liability.		
	Check this box if you meet both conditions to claim	exempt status.		
	knowledge and belief, it is true, correct, and complete.			
4. Enter the appropriate <i>W-4 Tax Information</i> and click <i>Submit</i> .				

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 In the Verify Identity popup message, enter your Password and click Continue. 	Verify Identity To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel. User ID: Password: Continue Cancel
 Review the Submit Confirmation message to confirm your changes were successfully submitted. 	Submit Confirmation Confirmation The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck. OK

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