## Entering/Updating W-4 Information

1. **Login to PeopleSoft (HR Self-Service).**

2. **Select the Payroll & Compensation tile from the homepage.**

3. **Select W-4 Tax Information.**

4. **Enter the appropriate W-4 Tax Information and click Submit.**
5. In the Verify Identity popup message, enter your Password and click Continue.

6. Review the Submit Confirmation message to confirm your changes were successfully submitted.