View/Edit W4 Tax Information

This job aid provides instructions on how to review and update your federal tax withholding elections within the self-service module of PeopleSoft HCM. **IMPORTANT! As of Jan. 1, 2020, only federal W-4 Tax Information can be updated through Self Service. Due to reporting requirements, the appropriate state form must be submitted to the Payroll Department for changes to state withholding.**

1. Log into PeopleSoft HCM with your six-digit Employee ID number and password. Select Payroll & Compensation.

2. Select W-4 Tax Information. **Note:** It may take a moment for the page to load.

3. Select appropriate Filing Status in Step 1: Personal Information.

4. If applicable, select appropriate option in Step 2: Multiple Jobs or Spouse Works.

5. If applicable, complete Step 3: Claim Dependents to claim tax credits for dependents. **Note:** These boxes must be dollar amounts only.

6. If applicable, complete Step 4: Other Adjustments to add additional income, itemized deductions, and/or extra tax withholdings. **Note:** These boxes must be dollar amounts only.

7. If applicable, complete Claim Exemption from Withholding.

8. Click Submit when finished.

9. Enter PeopleSoft password on Verify Identity page. Click Continue.

10. Click OK. **Note:** The effective date of the transaction will be the date you submitted changes.

Navigate to the PeopleSoft site for additional resources and training opportunities.

SDUSD > Staff Portal > Technical Support/ Help Desk > select PeopleSoft from the IT Resources drop down menu.