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FLUID – W-4 Tax Information Job Aid

1. Log into UTShare/FLUID
   - Go to www.utsa.edu
   - From the UTSA home page, click on myUTSA

   - Click on UTShare/PeopleSoft
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- Select The University of Texas at San Antonio from the drop down list

- Enter your login credentials with your network ID and passphrase
2. View W-4 Tax Information

Upon entering PeopleSoft/UTShare, the home page is your Employee Self Service page.

- Select Payroll and Compensation Tile

You are taken by default to the Pay check section

- Select W-4 Tax Information
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Your current withholding are shown. Change the information as needed.

Basic Instructions:

- Enter total number of Allowances you are claiming
- Indicate your Tax Status, tax filing status: (Single or Married)
- Click on the Submit button; review the additional instructions before submission

Special Additional Instructions:

- If you want additional withholding per paycheck, enter the amount in box 1
- If you want to claim Single withholding (more withheld) status, select the check box [2]
- If your name does not match your Social Security Card, select the check box [3] and call Social Security Administration for an updated card.
- If you are claiming withholding exemption, ensure you meet the criteria, and select the check box [4].
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- You will receive a Submit Confirmation page
- Select OK to finalize the process and exit the W-4 page.