Signing into PeopleSoft

1. Go to [HTTPS://UTSA.EDU](HTTPS://UTSA.EDU)
2. CLICK ON MyUTSA

Click on UTShare/PeopleSoft

Log in using your ABC123 and Password
Click on W-4 Information

1. Enter the number of Allowances you wish to claim
2. Click on your Tax Status (Single or Married)
3. Click the Submit Button
W-4 Tax Information

University of Texas, San Antonio

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

W-4 Tax Data

Enter total number of Allowances you are claiming: 2
Enter Additional Amount, if any, you want withheld from each paycheck:
Indicate Tax Status:  Married

☐ Check here and select Single status if married but withholding at single rate.
   Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.
☐ Check here if your last name differs from that shown 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 2017 and I certify that I meet the conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete.

Submit
You will then receive a submit Confirmation page. Click on OK

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

Click on the link to Return to UTZ Employee SS
If you have completed everything you wished to you can then Sign Out