FLUID – W-4 Tax Information Job Aid
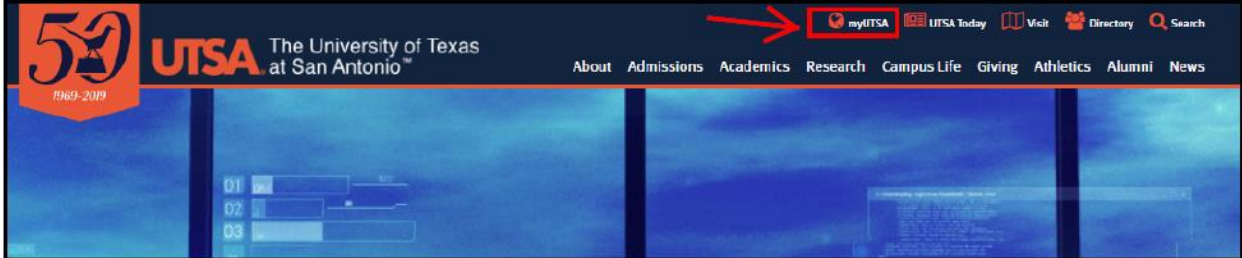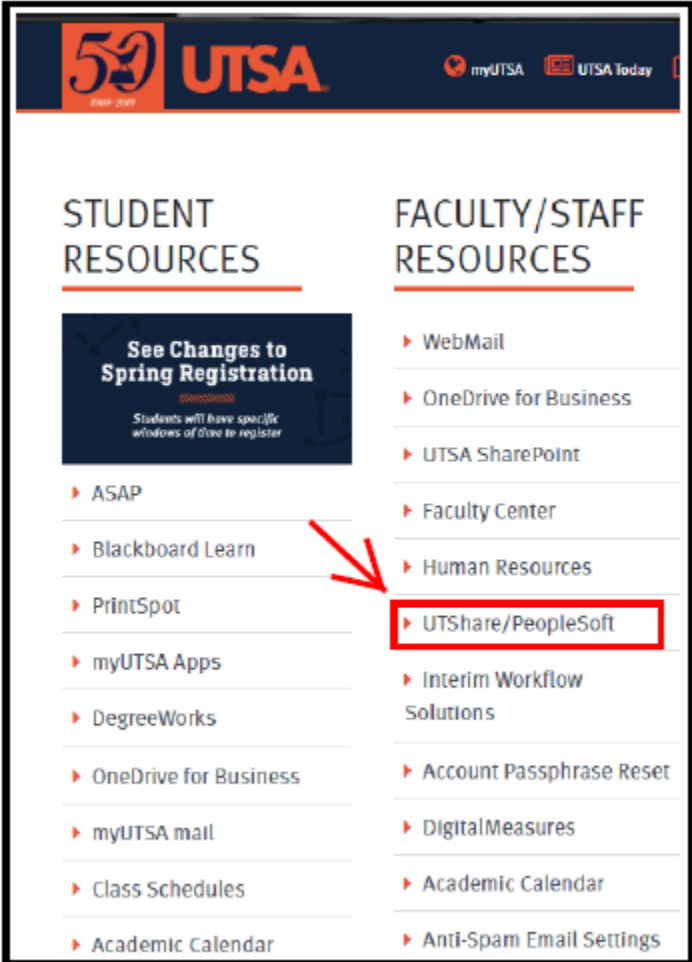
Table of Contents

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**

FLUID – W-4 Tax Information Job Aid

- Select **The University of Texas at San Antonio** from the drop down list

- Enter your login credentials with your network ID and passphrase

FLUID – W-4 Tax Information Job Aid

2. View W-4 Tax Information

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

- Select **Payroll and Compensation** Tile
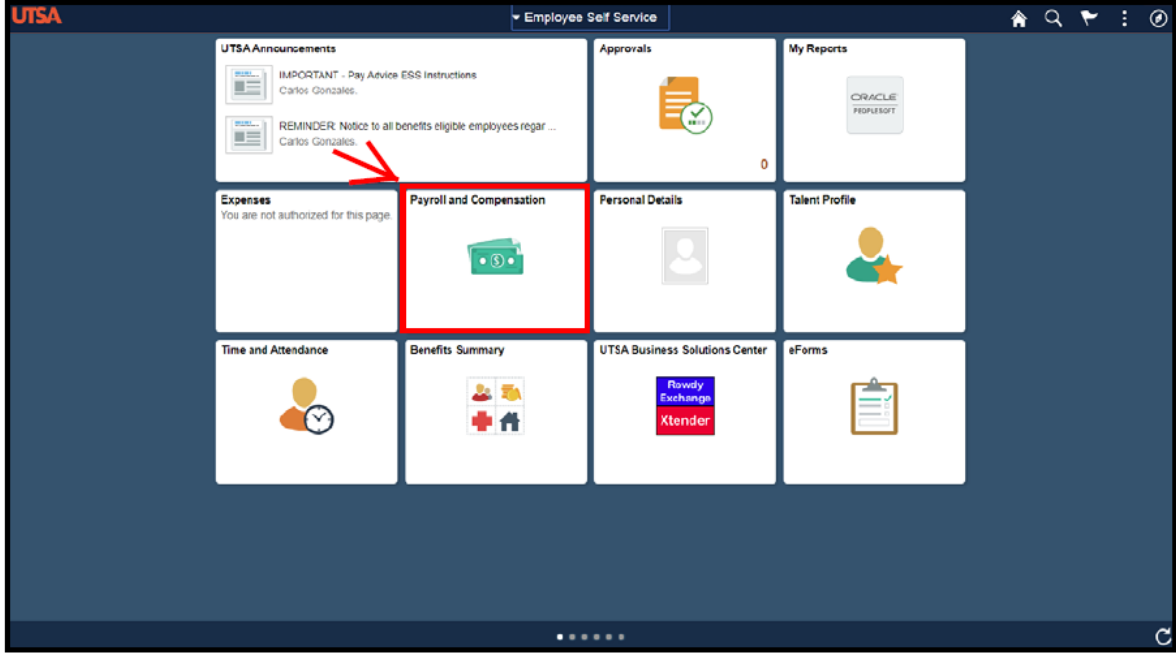
You are taken by default to the Pay check section

- Select **W-4 Tax Information**

FLUID – W-4 Tax Information Job Aid

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].

FLUID – W-4 Tax Information Job Aid

- You will receive a *Submit Confirmation* page
- Select **OK** to finalize the process and exit the W-4 page.

Submit Confirmation

☑ The Submit was successful.

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

End of W-4 Tax Information Job Aid