

# The University of Texas at Tyler

## How to Complete or make Changes to my Federal Income Tax Withholding

### How Do I Determine My Federal Income Tax Withholding?

As an employee of The University of Texas at Tyler, you must complete a W-4 Withholding Certificate so that the University can withhold the correct federal income tax from each payroll payment.

It is important to note that, in accordance with the IRS regulations, if the W-4 Withholding Certificate is not completed in a timely manner once you have been hired, or if it has been completed incorrectly, the tax withheld must be based on a single filing status with NO allowances ("Single and 0").

The IRS website has a tax withholding estimator that looks similar to what you will see in UT Share/PeopleSoft. If you have questions about how you should complete your W-4 Withholding Certificate, please visit the IRS website to use the estimator feature.

<https://www.irs.gov/individuals/tax-withholding-estimator>

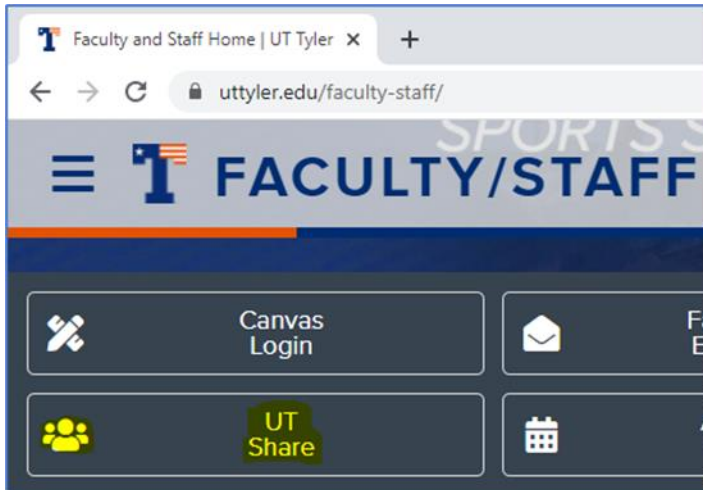
### When Should I Consider Changing My W-4 Form?

1. If you had a marital or dependent status change.
2. If you had to pay additional taxes when you filed your Form 1040 last year and expect similar circumstances this year.
3. If you got a substantial refund from the IRS last year and expect similar circumstances this year.
4. If you expect a lump-sum payroll payment for additional work, bonus pay, an award, or payout at end of employment, and you don't want the marginal tax rate to apply for that payment. Note: If you change your W-4 Withholding Certificate for that purpose, don't forget to change it back.

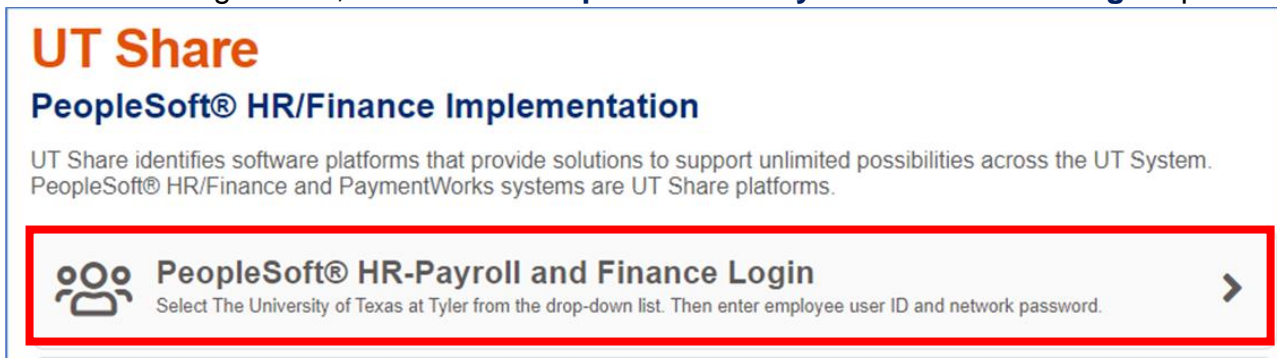
## How Do I Complete or Change My W-4 Status?

You can complete your W-4 Withholding Certificate for the first time or change your filing status at any time electronically using UT Share/PeopleSoft via the Employee Self Service “home” screen.

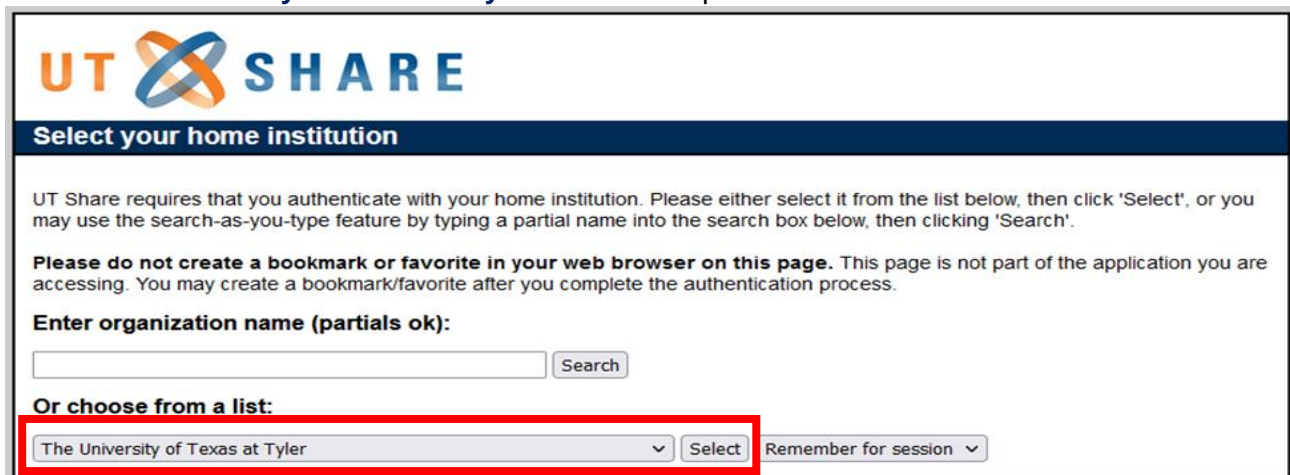
Log on to UT Share/Peoplesoft by navigating to the UT Tyler Faculty-Staff web page and clicking on the **UT Share** button from the menu.



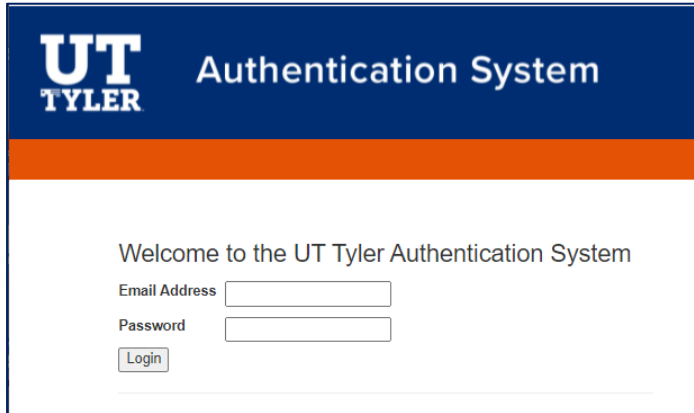
On the resulting screen, click on the **PeopleSoft HR-Payroll and Finance Login** option.



Select **The University of Texas at Tyler** from the drop-down list.



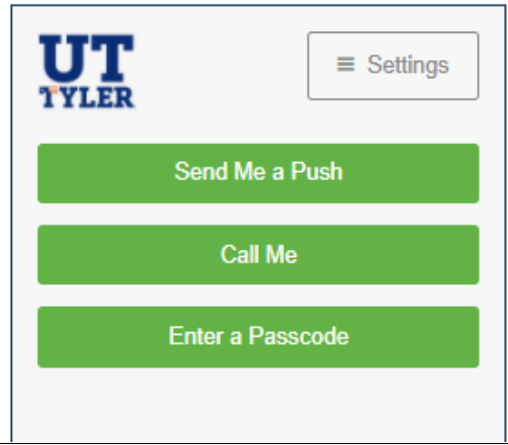
Sign in using your UT Tyler email address and network password.



The login form features the UT Tyler logo and the text 'Authentication System'. Below this, it says 'Welcome to the UT Tyler Authentication System'. There are two input fields: 'Email Address' and 'Password'. A 'Login' button is positioned below the password field.

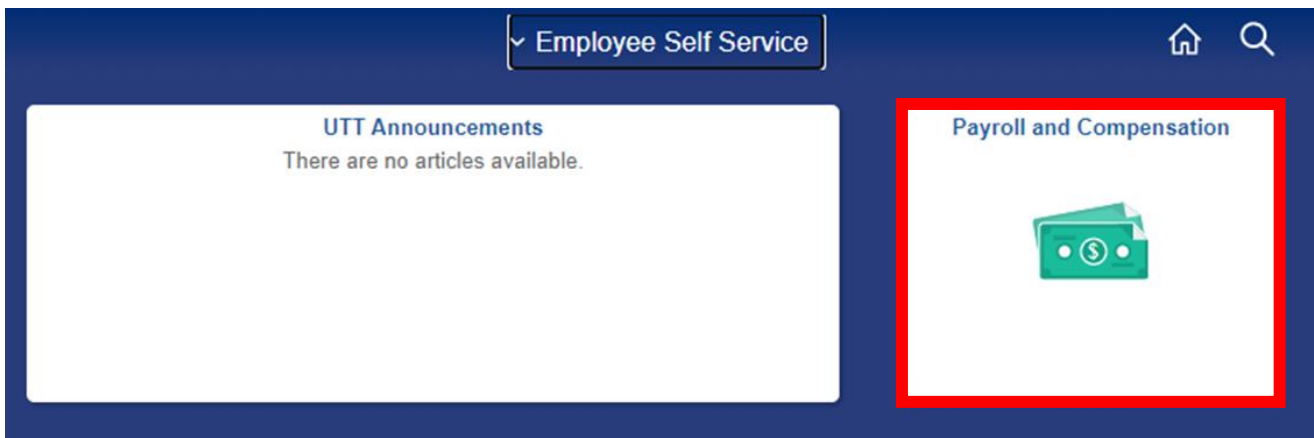
If logging in from off campus, you will need to authenticate your credentials by using the DUO security feature.

Authentication with Duo is required for the requested service.

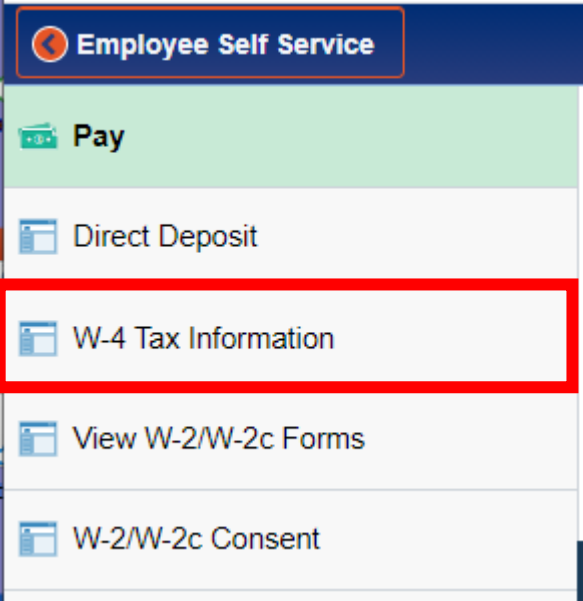


This panel shows the 'UT TYLER' logo and a 'Settings' button. Below are three green buttons: 'Send Me a Push', 'Call Me', and 'Enter a Passcode'.

Once logged in to UT Share/PeopleSoft, the home screen is your **Employee Self Service** page. Click on the **Payroll and Compensation** tile to continue.



The dashboard has a dark blue header with 'Employee Self Service' and navigation icons. The main area contains two tiles: 'UTT Announcements' (with the message 'There are no articles available.') and 'Payroll and Compensation' (highlighted with a red border and featuring a green wallet icon).

 <p>The screenshot shows the 'Employee Self Service' header in a dark blue box. Below it is a light green 'Pay' section with a calendar icon. Underneath are four menu items, each with a calendar icon: 'Direct Deposit', 'W-4 Tax Information' (highlighted with a red border), 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'.</p>	<p>From there, a menu populates on the left-hand side of the screen.</p> <p>Select the <b>W-4 Tax Information</b> option.</p>
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Complete the information requested in Steps 1 through 4 and when finished, click the **Submit** button found at the bottom of the screen.

Please remember to use the IRS tax estimator or consult your personal tax advisor for specific information entered on the W-4 Withholding Certificate.

Please note that changes made to your W-4 Withholding Certificate may take place two payroll payments later depending on what payroll you are paid on (monthly or semi-monthly payroll).