

## ePay Self Service W-4 Information Job Aid

The ePay Self Service W-4 Information functionality allows employees to view and update their W-4 Information for the current Calendar Year. Step-by-step instructions are outlined below.

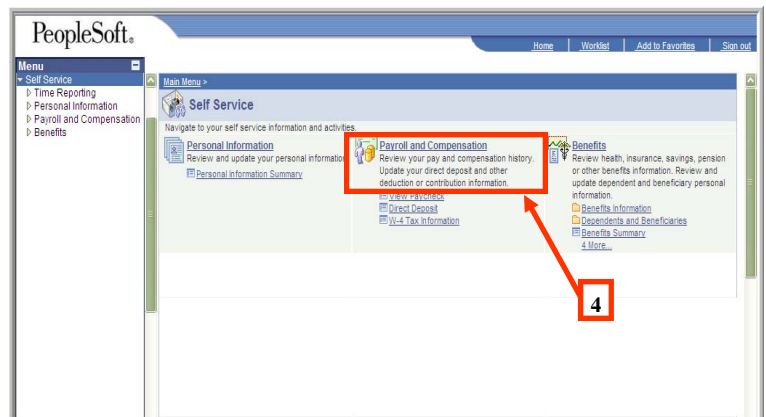
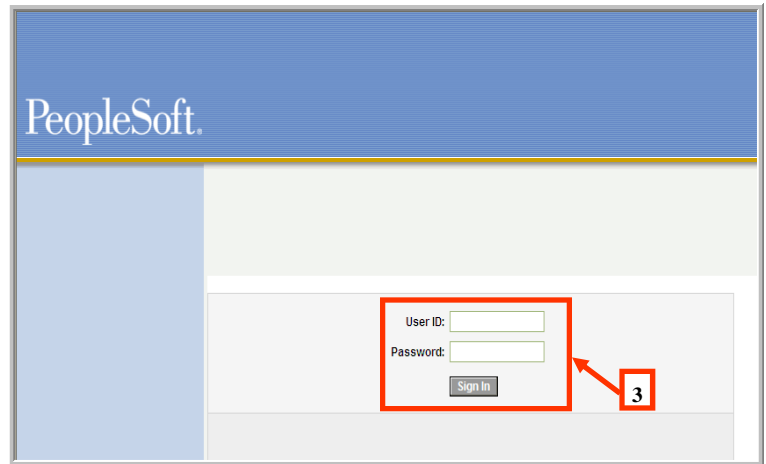
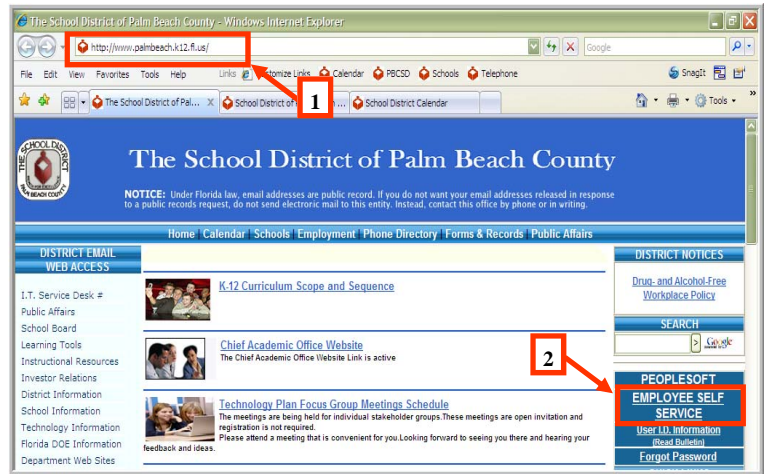
1. Access the District's home page at <http://www.palmbeach.k12.fl.us/>
2. On the right side of the page is the [EMPLOYEE SELF SERVICE](#) link. Click to access the PeopleSoft Login page. *(If you receive a message about enabling cookies, please clear your cache and return to Step #1. If you receive an error message about security, please click **Sign Out** and return to Step #1.)*
  - \* First time users, click on [Forgot Password](#) link to retrieve your login information.
  - \* Please click on [Forgot Password](#) link if you have forgotten your password, or do not know your login information.

*The District's PeopleSoft Login page appears.*

3. Enter your **User ID** and **Password**, and then click on the **Sign In** button.

*The PeopleSoft HCM Main Menu for Employee Self Service appears. The number of menu items will vary based on your level of security access.*

4. Click on the *Payroll and Compensation* link.

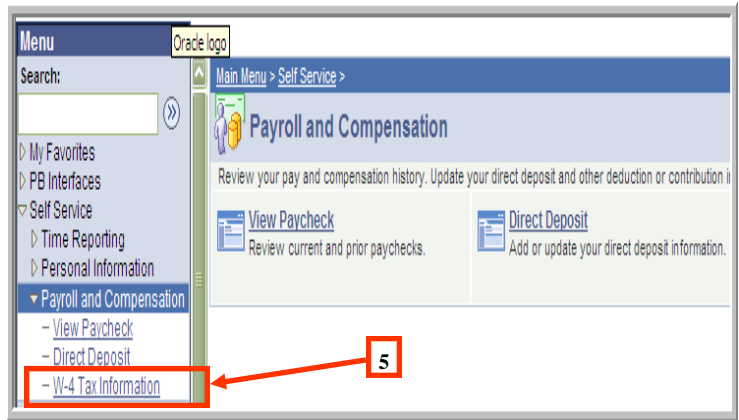


## ePay Self Service W-4 Information Job Aid

**The Payroll and Compensation Menu appears. From this menu, you can view your paycheck, change your direct deposit information, and update your W-4 tax information.**



5. Click on *W-4 Tax Information* link to review your current W-4 information.



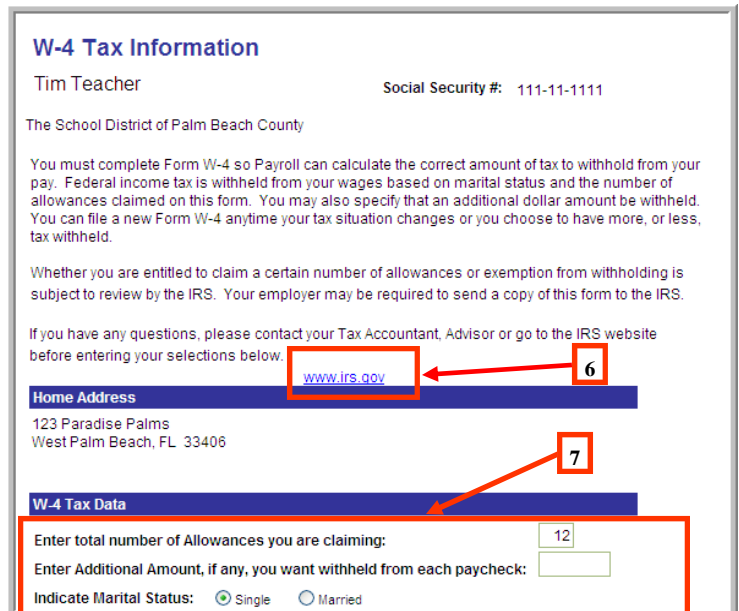
**The W-4 Tax Information page appears. You can review and/or update your current information.**



6. If you wish to obtain detailed information regarding W-4s, please click on the [www.irs.gov](http://www.irs.gov) link, which will take you to the IRS website.



7. If you wish to change the **number of Allowances** you are claiming, **Additional Amounts to be withheld**, and/or **change your Marital Status**, please specify these changes in the W-4 Tax Data section.



**You can update your W-4 Tax Data and/or Claim Exemption.**



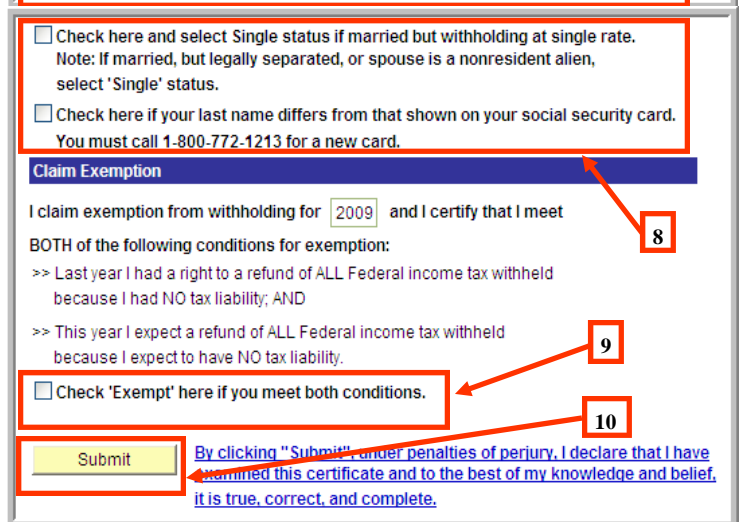
8. If you are changing your **Withholding Rate**, and/or if your **last name is different** than your **Social Security card**, then please check the appropriate box.



9. If you are **Claiming Exemption**, and meet the stated conditions, then please check the appropriate box.





10. Once all changes to your W-4 Tax Data have been made in this page, please click on the **Submit** button. If you do not, then your changes will not be submitted nor saved.



## ePay Self Service W-4 Information Job Aid

### The Verify Identity page appears.

-  11. Please confirm that your *User ID* is displayed correctly and enter your *Password* to confirm your W-4 changes.
-  12. Click on the *Continue* button.


### Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click [Sign Out](#).

User ID: 12345678

Password:

### The Submit Confirmation page appears.

-  13. Click on the *OK* button to confirm your changes.

### Submit Confirmation

The Submit was successful.

Federal Withholding Data has been submitted.

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

### You are taken back to the W-4 Tax Information page.

### W-4 Tax Information

Tim Teacher Social Security #: 111-11-1111

The School District of Palm Beach County

You must complete Form W-4 so Payroll 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 or 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.

If you have any questions, please contact your Tax Accountant, Advisor or go to the IRS website before entering your selections below. [www.irs.gov](http://www.irs.gov)

**Home Address**

123 Paradise Palms  
West Palm Beach, FL 33406

**W-4 Tax Data**

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status:  Single  Married

**If you have any questions regarding your access to PeopleSoft or navigation, please contact the IT Service Desk at (561) 242-4100 (Px44100).**

**If you have questions when entering your W4 information, please call Payroll at (561) 434-8944 (Px48944) or email [Epaygroup@palmbeachschools.org](mailto:Epaygroup@palmbeachschools.org) for assistance.**