

# Federal W-4 Tax Withholding Instructions

Using Internet Explorer

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.

The screenshot shows the San Diego Community College District website. The top navigation bar includes links for CLASS SCHEDULE, EMPLOYEE EMAIL, DIRECTORIES, and BOARD MEETINGS. The main menu has options for ABOUT, STUDENTS, FUTURE STUDENTS, COVID-19 INFORMATION, EMPLOYEES (highlighted), and SAN DIEGO PROMISE. A search bar for SDCCD is also present. On the left, a secondary menu lists various employee resources, with MYSDCCD PORTAL highlighted in a red box. The main content area features a large group photo of employees.

The screenshot shows the mySDCCD Login page. It includes a disclaimer: "By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited." There are input fields for User ID (containing 0000000000) and Password. A Sign In button and a link for "Forgot your Password?" are visible. A maintenance notice states: "Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use." Links for "Need Assistance? Student Help | Employee Help" are at the bottom.

Click on **Employee Dashboard** to access Self Service tiles. Select **My Pay** from the Employee Dashboard, then click on the **Tax Withholding** tile.

The tile is titled "Welcome to mySDCCD" and features a large icon of a person with a gear, representing the Employee Dashboard.

The Employee Dashboard menu includes options for My Pay (highlighted in a red box), Benefit Details, My Time, and My Personal Info.

The Tax Withholding tile displays a pie chart and the text "Updated 11/08/2021".

This enables you to view your current tax elections and change either your Federal W-4 (Employee's Withholding Certificate) or your California DE-4 (Employee's Withholding Allowance Certificate) form.

The screenshot shows the Tax Withholding page in the PeopleSoft system. It displays the following information:

Form Type	Jurisdiction	Withholding Details
Federal	Federal	Tax Status: Married Other Income: 0.00 Extra Withholding: 0.00 Dependent Amount: 2000.00 Deductions: 0.00 Other: >
State	California	Tax Status: Married Additional Amount: 0.00 Additional Percentage: > Withholding Allowances: 3 Additional Allowances: > Other: >

To update your federal taxes, click on the Federal Withholdings Detail.

### Tax Withholding

Company San Diego Comm College Dist  
Status Active

Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status Married	Dependent Amount 2000.00
		Other Income 0.00	Deductions 0.00
		Extra Withholding 0.00	Other
State	California	Tax Status Married	Withholding Allowances 3
		Additional Amount 0.00	Additional Allowances
		Additional Percentage	Other



You will get a pop up screen for the Federal Tax Withholding Forms. Click on the Federal Withholding Allowance Certificate.

### Federal Tax Withholding Forms



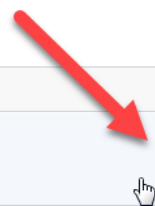
Company San Diego Comm College Dist

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 the marital status and your entries for steps 2 through 4 on Form W-4. You may also specify that an additional dollar amount of tax be withheld. You can file a new Form W-4 any time your tax situation changes and you choose to have more, or less, tax withheld.

You can make changes online using the downloaded updatable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

#### Updateable Forms

Form Description
Federal Withholding Allowance Certificate



You will get another pop up warning. Read the warning and click ok. **NOTE:** As a precautionary measure, you should not update your tax forms on a public computer.

#### WARNING

The system will download to your computer a copy of the tax form which contains personal information. You should only continue if you are using a trusted and secure computer.

You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.

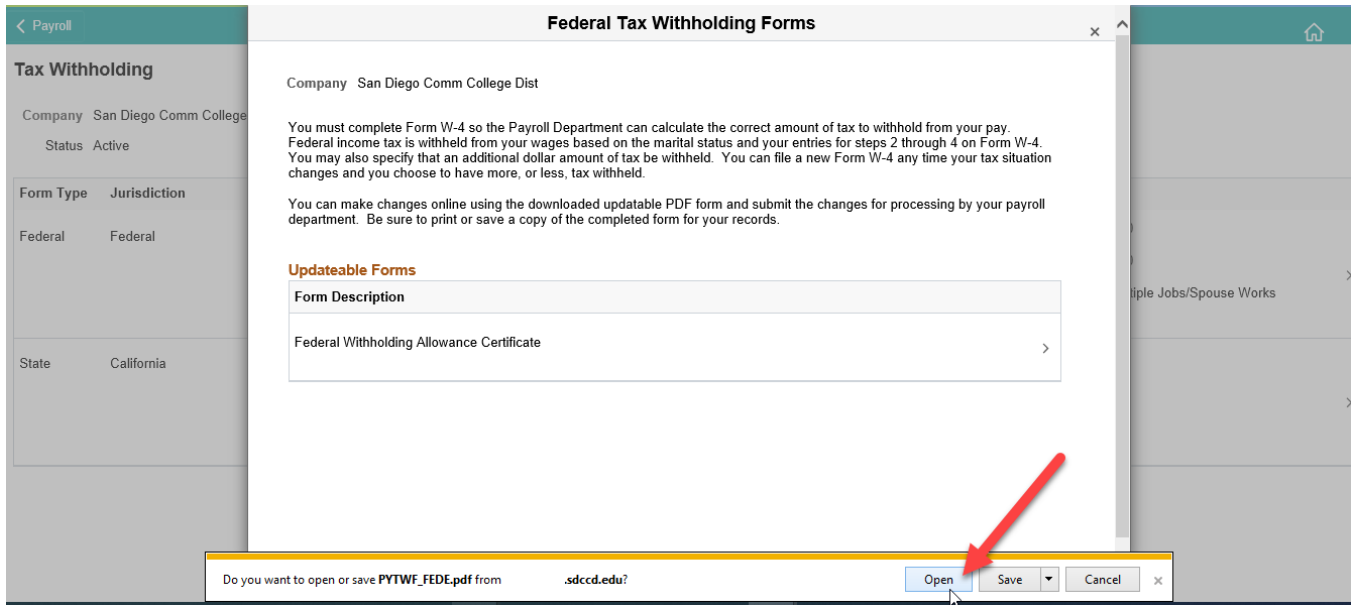
OK

Cancel

## VERY IMPORTANT-FOLLOW INSTRUCTIONS CLOSELY

Failure to do so will result in your form NOT being submitted.

Click open. An Internet Explorer Security window will appear, click allow



The screenshot shows the 'Federal Tax Withholding Forms' page. On the left, there is a sidebar with 'Tax Withholding' information: Company (San Diego Comm College), Status (Active), Form Type (Federal), Jurisdiction (Federal), and State (California). The main content area includes instructions: '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 the marital status and your entries for steps 2 through 4 on Form W-4. You may also specify that an additional dollar amount of tax be withheld. You can file a new Form W-4 any time your tax situation changes and you choose to have more, or less, tax withheld. You can make changes online using the downloaded updatable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.' Below this is a section for 'Updateable Forms' with a table containing 'Federal Withholding Allowance Certificate'. At the bottom, a file dialog box is open, asking 'Do you want to open or save PYTWF\_FEDE.pdf from .sdccd.edu?'. The 'Open' button is highlighted with a red arrow.



The screenshot shows the 'Federal Tax Withholding Forms' page with an 'Internet Explorer Security' dialog box overlaid. The dialog box has a yellow header and contains the following text: 'A website wants to open web content using this program on your computer'. Below this, it states: 'This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.' The program details are: Name: Adobe Acrobat\_Reader Win binaries, Publisher: Adobe Systems, Incorporated. There is a checkbox for 'Do not show me the warning for this program again' which is currently unchecked. At the bottom, there are 'Allow' and 'Don't allow' buttons. A red arrow points to the 'Allow' button.

Your name, address, and social security number will be pre-populated.

- If your address is inaccurate, update through Employee Self Service.
- If your name is inaccurate, contact the [Benefits' Office](#) at the Human Resources District Office.

**IMPORTANT:** Name must match what is on your social security card. If it does not match, contact the Social Security Administration and/or verify it is accurate within the PeopleSoft system.

Form <b>W-4</b> (Rev. December 2020) Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		
<b>Step 1:</b> <b>Enter Personal Information</b>	(a) First name and middle initial <b>Mickey</b>	Last name <b>Mouse</b>	(b) Social security number <b>111-11-1111</b>
	Address <b>1234 Disneyland Way</b>		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code <b>San Diego, CA 92</b>		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2:** Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do **only one** of the following.  
**Multiple Jobs or Spouse Works**  
 (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or

Complete the W-4 the same way you would a paper form.

- Make an election in Step 1 (C) (required).
- Complete Steps 2-4 ONLY if they apply to you.
- Once complete, click on Submit.

<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	_____ <b>Mickey Mouse</b> Employee's signature (This form is not valid unless you sign it.)		_____ <b>11/11/2021</b> Date
<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
	San Diego Comm College Dist 3375 Camino Del Rio South San Diego, CA 92108		952644299

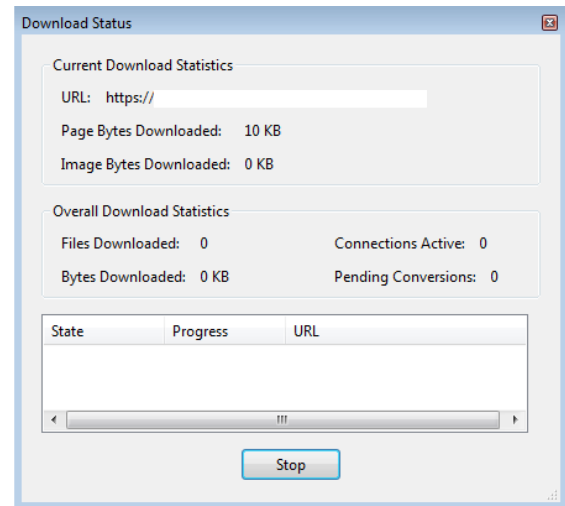
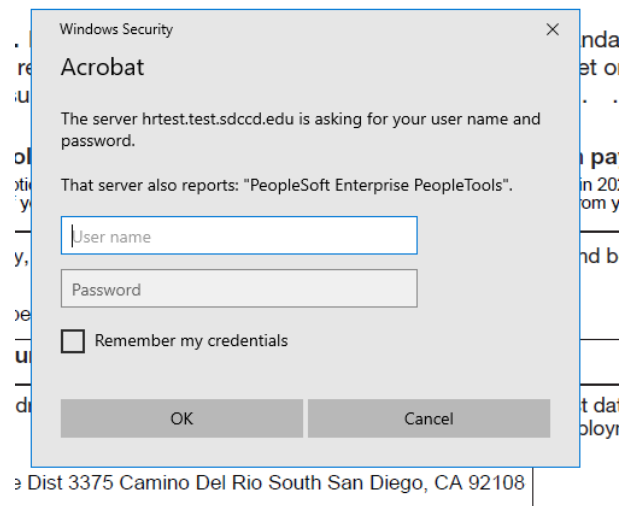
For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Form **W-4** (2021)



Upon clicking on submit, you will get a pop up to recertify your credentials. Use the same username and password you login to PeopleSoft with, and then click ok. Upon clicking on OK, you will get a pop up. **Do not** click on stop. Let the process run. Once the porcess is complete, the pop up will go away.



You will get a confirmation that the changes you have made were successfully submitted. Close the confirmation document, you may save it for your records if you choose however, saving is not required. Close the Adobe PDF Withholding Form, you may save for your records if you choose, however, saving is not required.



***The changes you have made to your Employee Withholding Allowance Certificate have been successfully submitted on 2021-11-11.***

***Please be advised when you close this document the original PDF document remains open for your reference. To exit the application process, you will need to close both the original and the updated PDF documents.***

To verify your changes have been made, go back to the Employee Dashboard. Click on **My Pay**, this will bring up your Payroll tiles. Click on the **Tax Withholding** tile. This enables you to view your current tax elections and confirm that the changes you made were successful.

Payroll		Tax Withholding			
<b>Tax Withholding</b>					
Company San Diego Comm College Dist					
Status Active					
Form Type	Jurisdiction	Withholding Details			
Federal	Federal	Tax Status	Married	Dependent Amount	2000.00
<b>Federal W-4</b>		Other Income	0.00	Deductions	0.00
		Extra Withholding	0.00	Other	
State	California	Tax Status	Married	Withholding Allowances	3
<b>California DE-4</b>		Additional Amount	0.00	Additional Allowances	
		Additional Percentage		Other	