

State California DE-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 MEETING. The main menu bar has ABOUT, STUDENTS, FUTURE STUDENTS, COVID-19 INFORMATION, EMPLOYEES (highlighted), and SAN DIEGO PROMISE. On the left sidebar, the EMPLOYEES menu is expanded, and MYSDCCD PORTAL is highlighted. The main content area shows 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 note at the bottom 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 also present.

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

The screenshot shows the "Welcome to mySDCCD" page. A large tile labeled "Employee Dashboard" with a person icon and a gear icon is highlighted.

The screenshot shows the "Employee Dashboard" menu. The "My Pay" tile is highlighted, along with other options: Benefit Details, My Time, and My Personal Info.

The screenshot shows the "Tax Withholding" tile. It features a pie chart with three segments (green, red, and white) 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:

- Company: San Diego Comm College Dist
- Status: Active

Form Type	Jurisdiction	Withholding Details
Federal	Federal	<p>Federal W-4</p> <p>Tax Status: Married</p> <p>Other Income: 0.00</p> <p>Extra Withholding: 0.00</p> <p>Dependent Amount: 2000.00</p> <p>Deductions: 0.00</p> <p>Other: ></p>
State	California	<p>California DE-4</p> <p>Tax Status: Married</p> <p>Additional Amount: 0.00</p> <p>Additional Percentage: ></p> <p>Withholding Allowances: 3</p> <p>Additional Allowances: ></p> <p>Other: ></p>

To update your state taxes, click on the State 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 State Tax Withholding Forms. Click on the California Withholding Allowance Certificate.

State Tax Withholding Forms



Company San Diego Comm College Dist

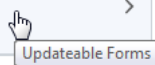
You may complete California Form DE 4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. California income tax is withheld from your wages based on what you claim on the Employee's Withholding Allowance Certificate (form DE 4). You can file a new DE 4 Form anytime your tax situation changes.

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

You can make changes to your withholding allowances online using the downloaded updateable 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
California 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.

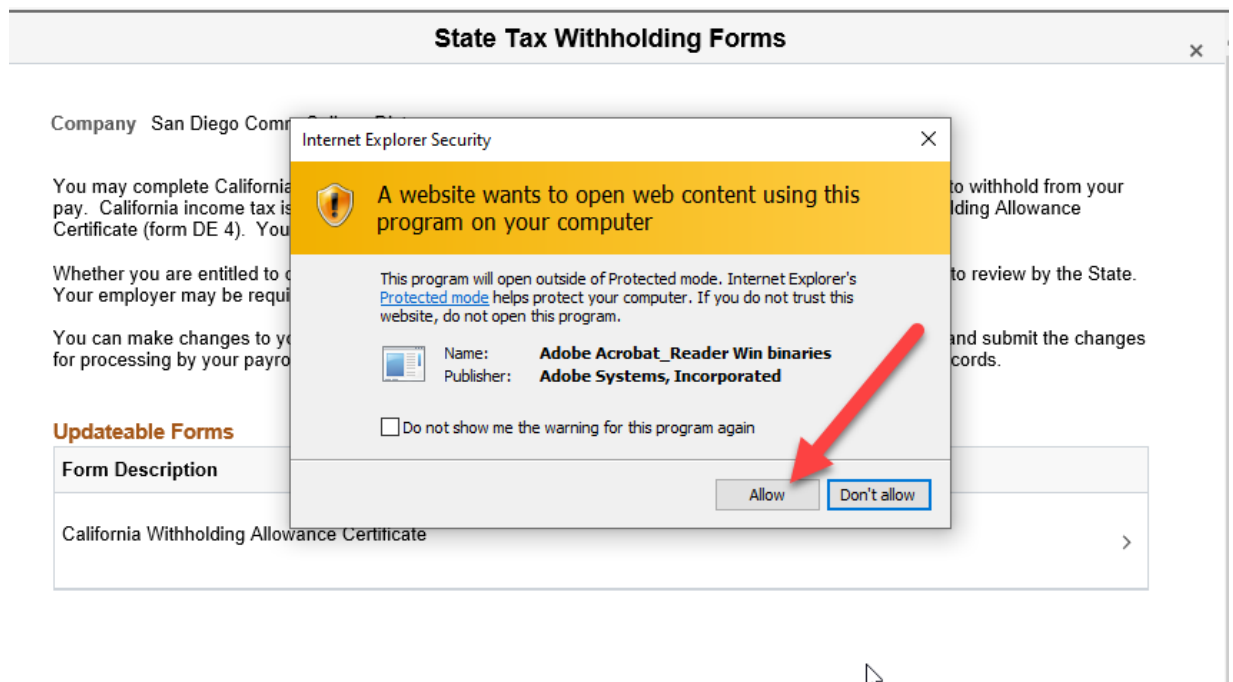
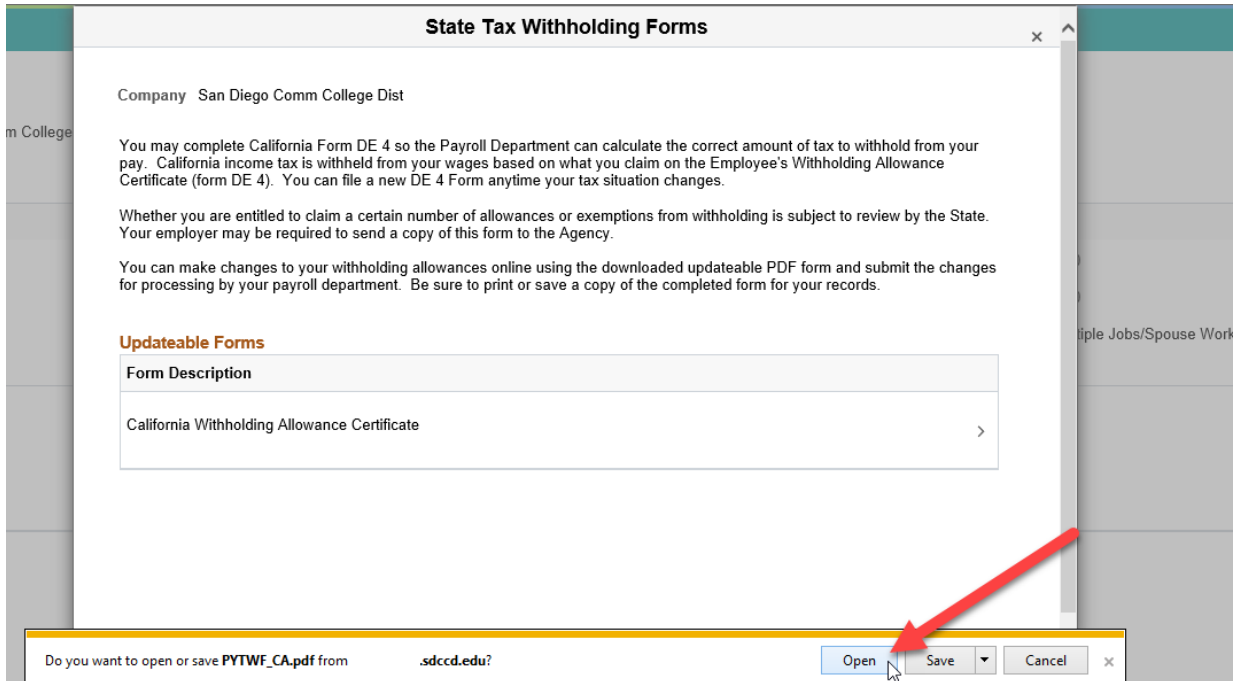
You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.

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



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.



Submit


EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information	
First, Middle, Last Name Mickey Mouse	Social Security Number 111-11-1111
Address 1234 Disneyland Way City, State, and ZIP Code San Diego, CA 92	Filing Status <input type="checkbox"/> SINGLE or MARRIED (with two or more incomes) <input checked="" type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD

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

- Make an election under Filing Status (required).
- Follow the instructions and use the appropriate worksheet for your situation. The worksheets are pages 3 and 4 of the Withholding Allowance Certificate.
- The data you enter on worksheet A & B will auto populate the form. If you wish to enter additional amount to be withheld, enter directly on step 2 (fillable field)

1. Use Worksheet A for Regular Withholding allowances. Use other worksheets on the following pages as applicable.
- 1a. Number of Regular Withholding Allowances (Worksheet A) _____ 0
- 1b. Number of allowances from the Estimated Deductions (Worksheet B, if applicable.) _____
- 1c. Total Number of Allowances you are claiming _____ 0
2. Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet C) _____
- OR
Step 2- Enter directly, does not populate from worksheet C 
- Exemption from Withholding**
3. I claim exemption from withholding for 2021, and I certify I meet both of the conditions for exemption. (Check box here)
- OR
4. I certify under penalty of perjury that I am **not subject** to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act of 2018. (Check box here)

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's Signature _____ Mickey Mouse _____ Date 2021-11-12

Once complete, scroll all the way to the top of the first page to verify your elections and then click on Submit.



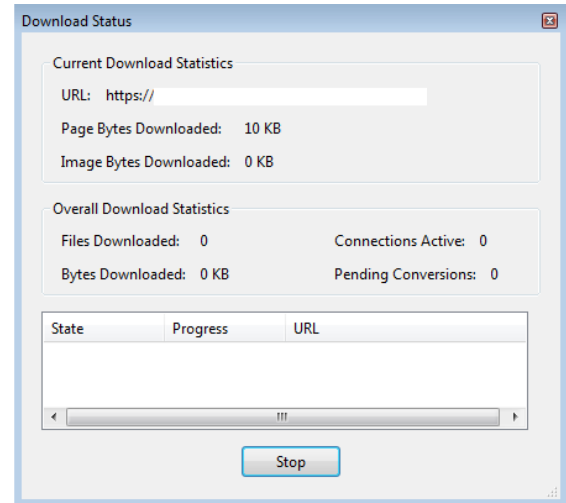
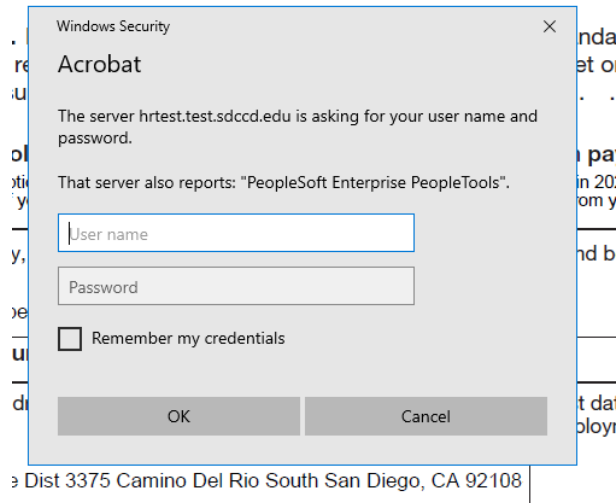
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City, State, and ZIP Code San Diego, CA 92	

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 process 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.

Form Type		Jurisdiction	Withholding Details	
Federal	Federal		Tax Status: Married	Dependent Amount: 2000.00
Federal W-4			Other Income: 0.00	Deductions: 0.00
			Extra Withholding: 0.00	Other
State	California		Tax Status: Married	Withholding Allowances: 3
California DE-4			Additional Amount: 0.00	Additional Allowances
			Additional Percentage	Other