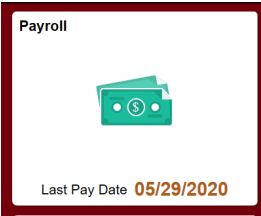


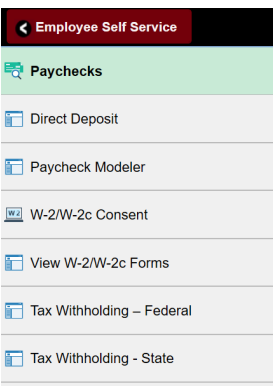
W4 Self-Service Instructions

1. Log in to Peoplesoft HCM at <https://hcm-prd.ps.sc.edu>.

2. Click on the Payroll icon

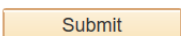


3. Select "Tax Withholding-Federal" and/or "Tax Withholding-State" to update federal or state tax withholdings respectively.

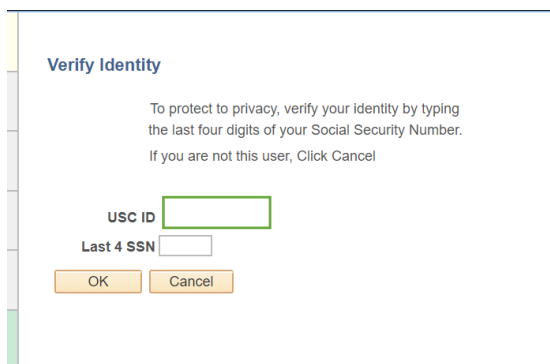


4. Enter selections. This is an electronic version of the W4 form. Follow instructions from the IRS and SC Department of Revenue on how to complete the forms (there are links to instructions on each page).

5. Once the selections are made. Click submit.



6. You will then be asked to enter the last four digits of your SSN to verify your identity. Once these are entered, click OK.



Verify Identity

To protect to privacy, verify your identity by typing the last four digits of your Social Security Number.
If you are not this user, Click Cancel

USC ID

Last 4 SSN