University of Houston Clear Lake
Human Resources

How to Update Your W-4

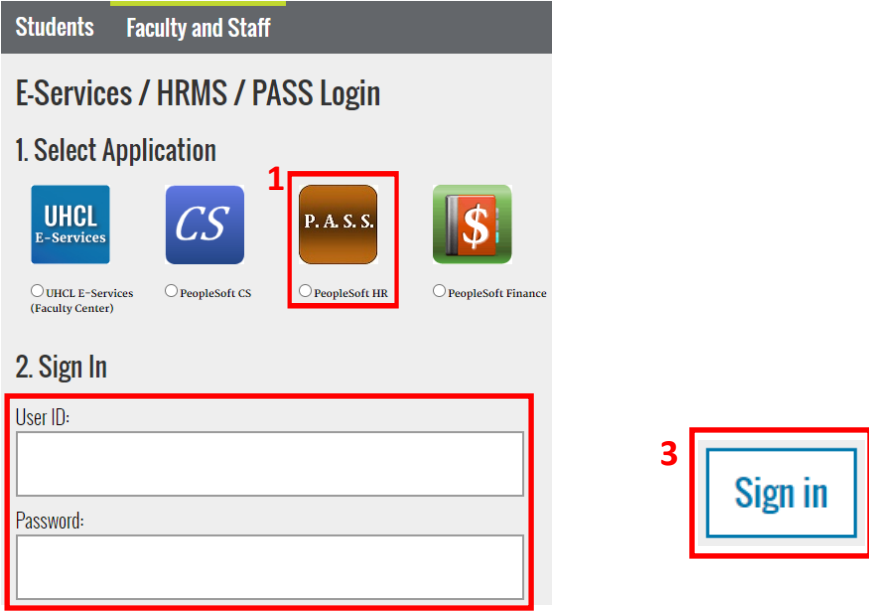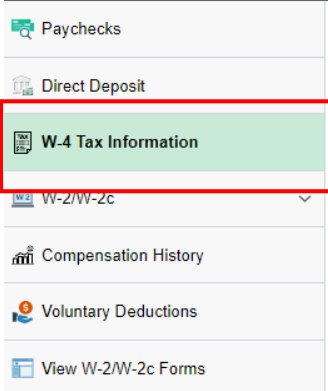|	
Go to the E-Services page. **1. Select P.A.S.S. or PeopleSoftHR.** **2. Login with your User ID and Password** **3. Click Sign In.**	**Students Faculty and Staff** **E-Services / HRMS / PASS Login** **1. Select Application** UHCL E-Services	CS	**1** P. A. S. S.	$ ○ UHCL E-Services (Faculty Center) ○ PeopleSoft CS ○ PeopleSoft HR ○ PeopleSoft Finance **2. Sign In** User ID: **2** [_____] Password: [_____] **3** Sign in
4. Click the Payroll & Compensation tile.	▼ Employee Self Service **Payroll & Compensation** **4**	Time	My Personal Info	Benefits Summary Total Rewards FY17 Total Rewards	Training	Miscellaneous	Approvals 0
5. Click on W-4 Tax Information.	Paychecks Direct Deposit **5** W-4 Tax Information W-2/W-2c Compensation History Voluntary Deductions View W-2/W-2c Forms

6. After making your changes, click submit.	Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. **6** [Submit]

Click **here** to go to the Payroll website to view the updated W4 form as of 2020.

Click **here** to go to the IRS website for more information on the W4 form.