

# Employee Self Service- W-4 Withholding Certificate

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# Microsoft Authenticator (MFA)

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Access to PeopleSoft from remote locations (off - campus) requires Microsoft Authenticator (MFA)

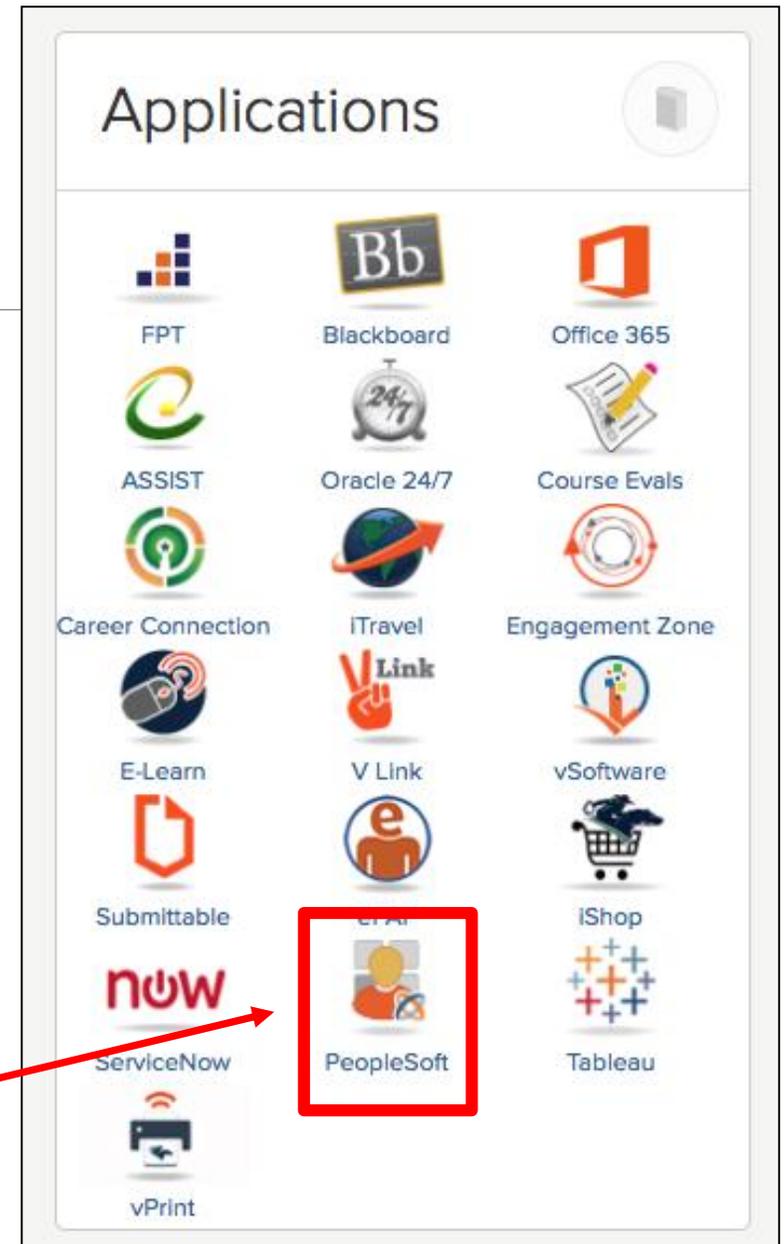
*Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.*

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

For more information please visit: <https://utrgv.edu/mfa>

# Log In

1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



University of Texas  
Rio Grande Valley

Employee Self Service

Jaggaer iShop Sign In

UTRGV iShop

Approvals

UTRGV HOP Policy

Visa Permit/Citizenship Data

Delegations

Time and Attendance

Payroll and Compensation

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

Total Rewards Statement 2021-22

My Forms

179

0

Last Pay Date 03/01/2022

Navigate to Employee Self Service and look for the tile 'Payroll and Compensation'



Payroll and Compensation

W-4 Withholding Certificate

UT Rio Grande Valley

Social Security Number [REDACTED]

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov)

**Step 1: Personal Information**

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 [www.ssa.gov](http://www.ssa.gov)

Address [REDACTED]

**Filing Status**

Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

**Step 2: Multiple Jobs or Spouse Works**

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 these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

**Step 3: Claim Dependents**

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000	<input type="text"/>
Multiply the number of other dependents by \$500	<input type="text"/>
Other tax credits	<input type="text"/>
<b>Total</b>	<b>500.00</b>

**Step 4: Other Adjustments**

[View Instructions](#)

(a) Other Income	<input type="text"/>
(b) Deductions	<input type="text"/>
(c) Extra Withholding	<input type="text" value="31.00"/>

**Notes:**

UTRGV Payroll Department staff is not authorized to provide tax guidance; however, if you require clarification regarding the steps or navigational instructions when completing the W-4, we will be glad to provide a walk-through.

Please contact us at 956-665-2558 or email payroll@utrgv.edu.

For tax advice, please consult with your tax professional.

- Pay
- Direct Deposit
- Voluntary Deductions
- W-4 Tax Information**
- View W-2/W-2c Forms
- W-2/W-2c Consent

### W-4 Withholding Certificate

UT Rio Grande Valley Social Security Number [Redacted]

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#### Address

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Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

### Notes:

Steps 1 & 2: Pertain to the filing tax status; check all boxes that apply.

Please read through the W-4 carefully and make the selections that apply to you personally. The Payroll Department will not contact you regarding your preferred selections.

The selections made under the 'Filing Status' and 'Multiple Jobs or Spouse Works' sections will remain in perpetuity until you apply any edits.

- Pay
- Direct Deposit
- Voluntary Deductions
- W-4 Tax Information**
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Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total 500.00

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**Step 4: Other Adjustments**

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

**Claim Exemption from Withholding**

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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.

**Notes:**

Step 3: Enter the total amounts of dependent credit you are claiming.

Step 4: Add any additional amounts you would like withheld from each paycheck.

The amounts entered under the 'Claim Dependents' and 'Other Adjustments' sections will remain in perpetuity until you apply any edits.

- Pay
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- Voluntary Deductions
- W-4 Tax Information**
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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.

**Notes:**

Claim Exemption from Withholding:

This section outlines the conditions for withholding exemptions. Please review them carefully. If you meet the exemption requirements, check the box. If you do not meet the requirements, do not check the box (leave it unchecked).

By claiming this exemption on your W-4, no federal income taxes will be withheld from your payroll checks. This means that you may owe taxes and penalties when you file your tax return with the IRS.

The 'exemption' is valid for only one calendar year and it will be reset to 'single and zero' during mid-February of each calendar year. You will be notified by the Payroll Department via email when the reset occurs.

Last step:

Once you have verified that your elections are accurate, click on the "Submit" button to complete the process.

### Submit Confirmation

 The Submit was successful.

Submit Confirmation will appear, click  
OK

OK

### Submit Confirmation

 The Submit was successful.

OK

Click on the Home Button to  
return to the PeopleSoft  
Homepage





Visa Permit/Citizenship Data

OnBoarding

- Personalize Homepage
- Help
- Sign Out

Time and Attendance

Talent Profile

Benefit Details

Total Rewards

You are not authorized for this page.

You may Sign Out of PeopleSoft by selecting the Actions List, then select Sign Out



Congratulations!

You have successfully completed this topic.

**End of Procedure.**