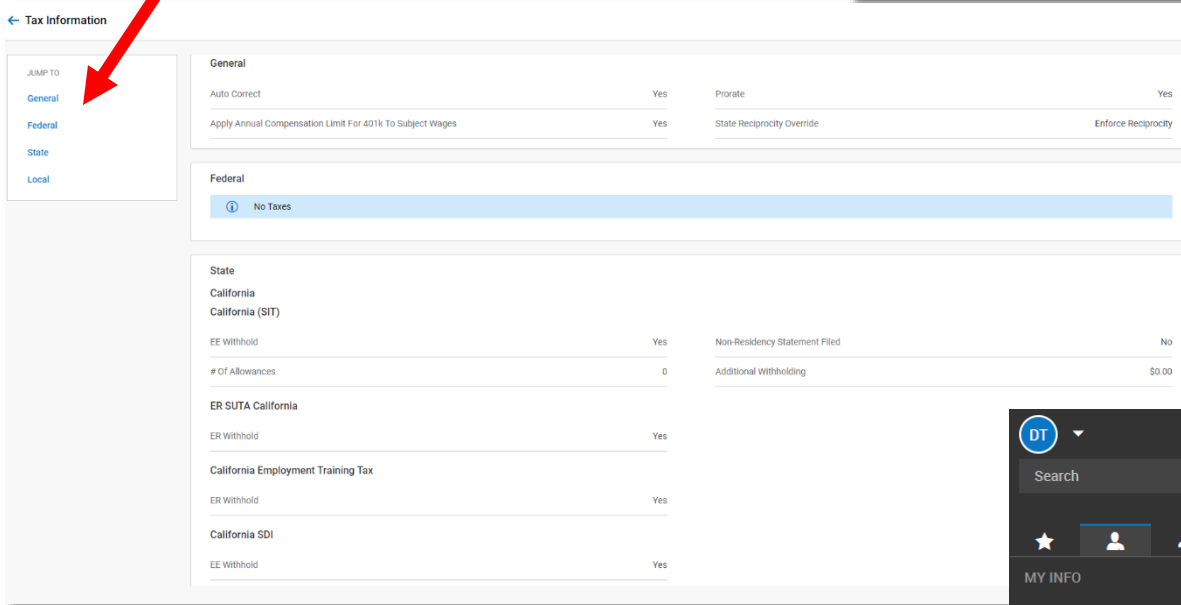
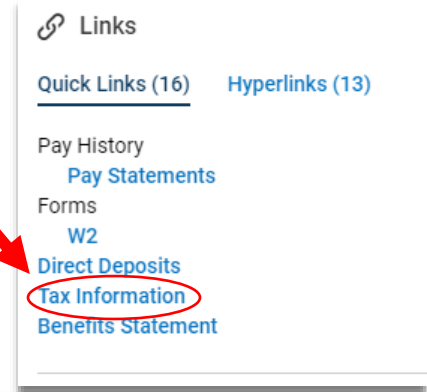


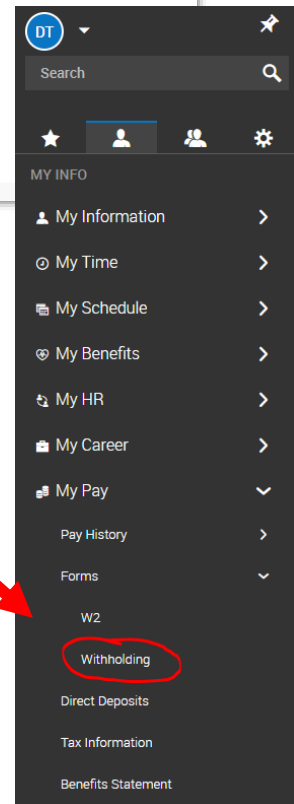
To view your tax settings:

1. From the dashboard, scroll down to the *Quick Links* tab within *Links* and select **Tax Information**.
2. Toggle through the menu in the upper left corner of your tax information screen to view your tax settings.

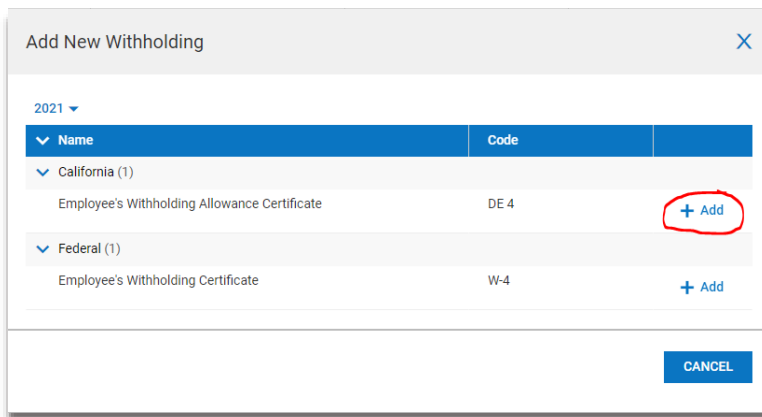
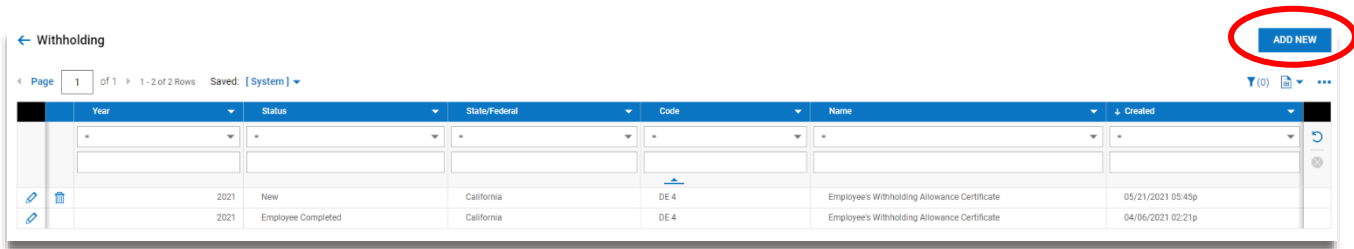


To update your tax settings:

1. From the main menu ☰ (upper left corner of screen), under the single user icon 👤, select **My Pay**. Select **Forms**. Then select **Withholding**.

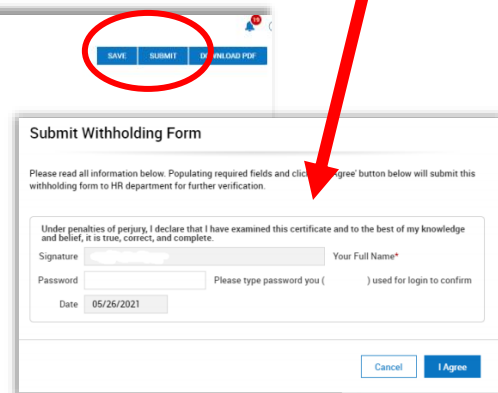
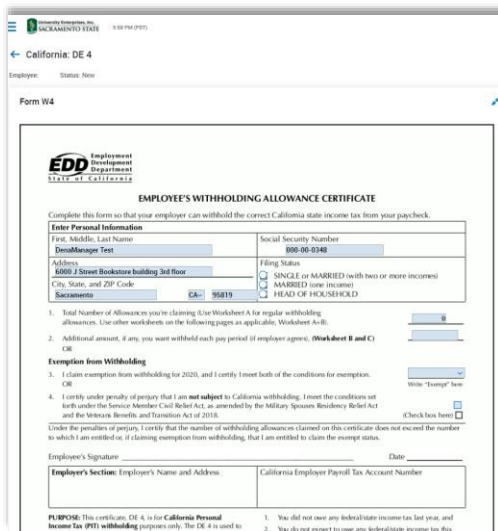


2. From the *Withholdings* page, select **ADD NEW**.



3. From the pop-up box, select **+Add** next to your selected type of withholding (DE-4 or W-4).

4. Fill out all required fields on the new form. Then select **SAVE** and **SUBMIT**. You will be required to enter in your signature and *UEIWorkforce* password again before submitting the new form.



Note: It may take up to one week for your changes to be updated and viewable.

Questions? Contact your supervisor. If needing further support, please contact UEIPayroll@csus.edu or call (916) 278-7427.