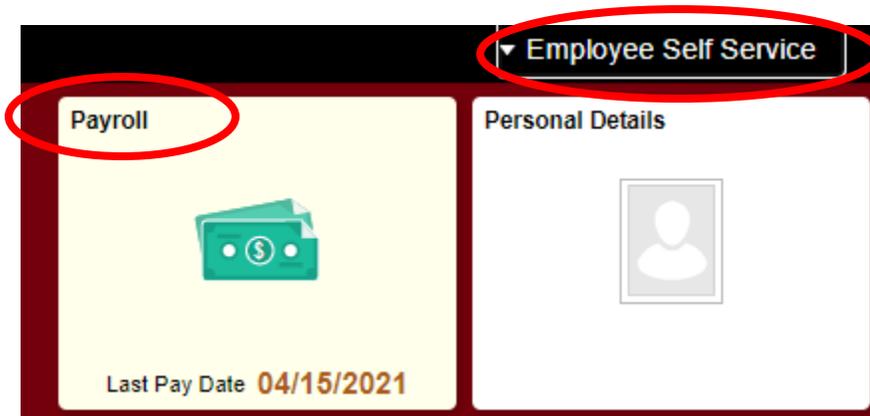


## Making Changes to Form W-4

1. Log in to [HCM - HR/Payroll System](#)
2. First select “Employee Self Service” and then select “Payroll”.



3. Select “USC Tax Withholding”.



4. Select “Tax Withholding – Federal” and (or) “Tax Withholding – State” to make changes to Form W-4.



5. Once changes are completed on each form select “Submit” at the very bottom of the page.

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.

