How to Update your W4 Online

Go to https://my.sandiego.edu/cp/home/displaylogin

Type in your e-mail username and password and click Login.

Click on the Employee tab and Employee Resources

Under Employee Links, click on HR Employee Self Service.

- USD Policy Manual
- HR Employee Self Service (Oracle)

Type in your USD One User Name and Password (If you forgot your password, contact the ITS Help Desk at extension 7900 for assistance)

Click on USD Employee Self Service

Under Payroll Self-Service, click on Tax Form (W-4)

Click on Update (this will only change the Federal withholding, see below regarding State)
Filing Status: Click the radio button for your Filing Status
Allowances: Enter number of allowances you would like to claim
Additional Amount Withheld: Enter additional Federal withholding dollar to be withheld (if applicable)
Last Name Different: Bring Social Security Card to Human Resources to update
Exempt from Withholding: If claiming Exempt from taxes, click Exempt box
Agreement: Click I Agree box and Continue

Review the W-4 that pops up, if correct click Submit.
If you need to make changes, click the Back button

Once completed, you will see a confirmation. Click Return to Overview to finish.

If you have any questions, please call the Payroll Department at (619) 260-4818 or email at payroll@sandiego.edu.

To change your State Withholding, complete the California Withholding Form(PDF) and print.
Sign and forward the form to the Payroll Department, Maher 112.