How to Update your W4 and State Withholding Online

Go to [https://my.sandiego.edu/cp/home/displaylogin](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, and then click on HR Employee Self Service under Employee Links.

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

Click on Tax Form (W-4)
Click on Update

The Tax Form Region screen will appear. Select Federal and then click Update.

Click the radio button for your Filing Status
Enter the number of Allowances you would like to claim
Enter an Additional Amount to be Withheld for Federal withholding (if applicable)
If you are claiming Exempt from taxes, complete the Exempt from Withholding section
Once completed, click I Agree in the Agreement section and Continue

Review your information, if correct click Submit.
If you need to make changes, click the Back button
Click Return to Overview

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 or continue following the instructions listed below.

To update your state tax withholding:

On the Federal Information screen, click on Update

The screen will change to Tax Form Region. Click on State and then click Update.

Click the radio button for your Filing Status
Enter the number of Allowances you would like to claim
Enter an Additional Amount to be Withheld for State withholding (if applicable)
Once completed, click I Agree in the Agreement section and Continue.

Review your information, if correct click Submit.

If your information is not correct, click on the back button and re-enter your information.