

PeopleSoft V9.1



Viewing and Updating W-4 Tax Information

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the SoftServ Icon from the Quick Access Bar.

I Would Like To:
Select

I Would Like To Use:
Select

People Finder

First Name Last Name

Search

JAGWIRE

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Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series – Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

What's New

View More

- Women's Health Magazine: 3 Women get real about gut struggles
- Why learning by doing matters more, longer
- Deck the halls with care and keep eyes on young children
- Attention: Student Health Services closure (Dec. 15-30)
- Scientists learn more about how motors maneuver our cells' roadways
- Augusta University's accreditation reaffirmed

View All

Concierge Service

706-721-9522

New Policies



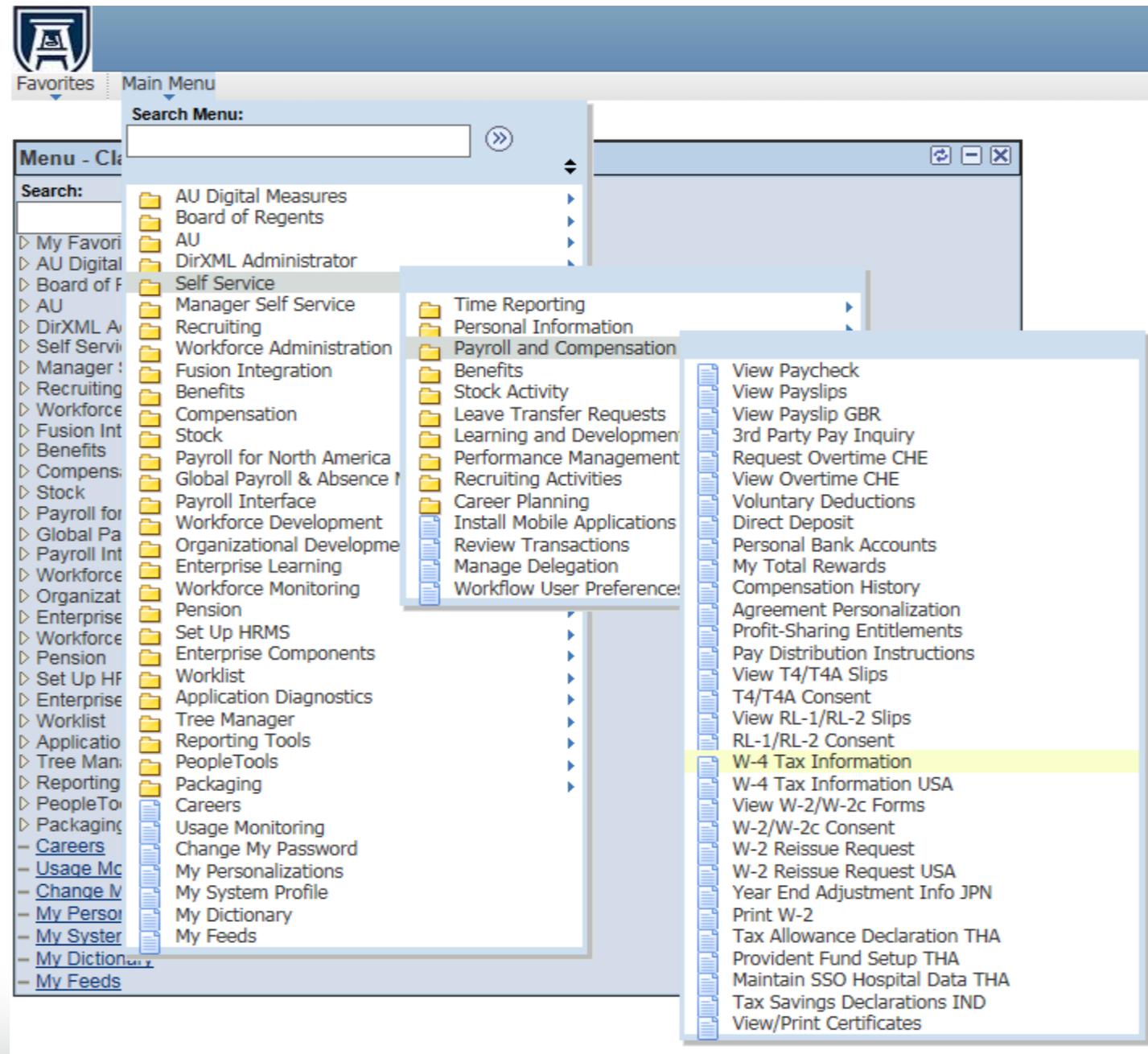
Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.

ORACLE®
PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
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You have successfully accessed SoftServ. Navigate to Payroll and Compensation so that you may view your W-4 tax information.

Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information



You have successfully accessed your W-4 Tax Information to view and/or update.

You may update your tax withholdings via this page. Upon data update completion, select "Submit".



W-4 Tax Information

Cathy Carver-Parker
Augusta University

Social Security Number: [REDACTED]

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

[REDACTED]

W-4 Tax Data

Enter total number of Allowances you are claiming: [REDACTED]

Enter Additional Amount, if any, you want withheld from each paycheck: [REDACTED]

Indicate Tax Status: [REDACTED]

- Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.
- Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

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

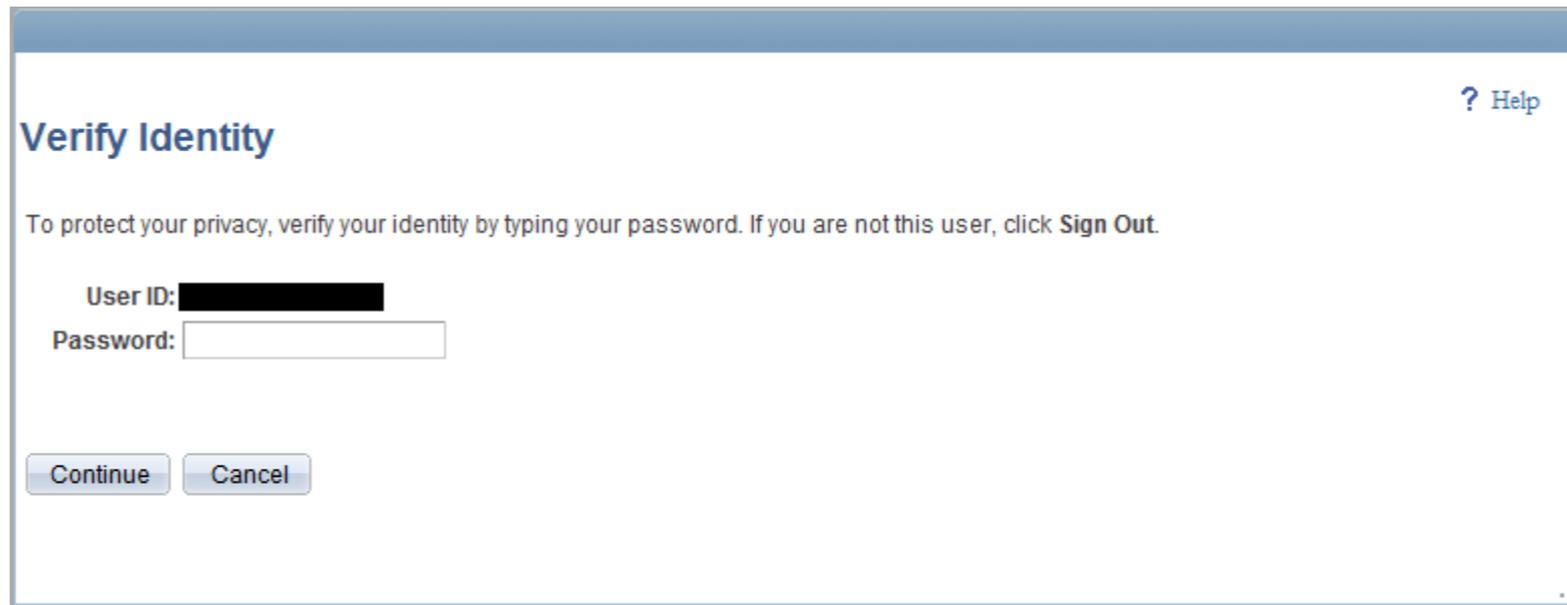
1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
 2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.
- Check this box if you meet both conditions to claim exempt status.

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.

Submit



You will be prompted to verify your identity by entering your login password. Select "Continue"



The image shows a 'Verify Identity' dialog box with a blue header bar. In the top right corner of the header, there is a question mark icon followed by the text 'Help'. The main content area has the title 'Verify Identity' in bold. Below the title is a message: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.' There are two input fields: 'User ID:' followed by a blacked-out box, and 'Password:' followed by an empty text box. At the bottom left, there are two buttons: 'Continue' and 'Cancel'. In the bottom right corner of the dialog, there is a small icon of three dots.

You have successfully updated your W-4 tax information.



Favorites Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.