Step 1:
SIGN INTO MYCSU
ON YOUR WELCOME PAGE, UNDER YOUR MYCSU TAB, SELECT THE EMPLOYEE TAB.
Step 3:
UNDER THE EMPLOYEE TAB, SELECT EMPLOYEES’ INFORMATION.
Step 5:
SELECT, “TAX FORMS”
Step 6:

SELECT, “W-4 EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE”
Step 7:

SELECT, “UPDATE”
Step 8:

* INDICATES A REQUIRED FIELD.

EFFECTIVE DATE FIELD WILL POPULATE DATE
YOU CAN CHANGE YOUR FILING STATUS
ADD OR SUBTRACT DEPENDENTS &
ADD ADDITIONAL WITHHOLDINGS
Step 9:

TO COMPLETE SET-UP TRANSACTION, SELECT “CERTIFY CHANGES” REVIEW YOUR CHANGES TO ENSURE YOUR INFORMATION IS CORRECT.
YOUR NAME, ADDRESS, FILING STATUS, # OF ALLOWANCES & ADDITIONAL WITHHOLDING INFO WILL APPEAR ONCE YOU SELECT “CERTIFY CHANGES”.

Step 10:  (Final Step)