CHANGING YOUR W-4 INFORMATION ON MY.BOISESTATE

Introduction
The purpose of this procedure is to walk employee through changing their W-4 form on-line through my.BoiseState.

Follow the procedure below to change your W-4 form online using my.BoiseState Self-Service

1. Open your web browser and go to the following URL address:
   https://hrcs.boisestate.edu/psp/EPRD/EMPLOYEE/HRMS/?cmd=login

2. Enter your Username and Password that was assigned to you.
   Click the SIGN IN button.

3. From HR Self Service menu, click on Payroll and Compensation

   ![Boise State web browser screenshot]

   NOTE: If this link is not working, Human Resources has not input your hiring paperwork into PeopleSoft. This needs to be done to activate your my.boisestate account. If after your first day of work, this link still does not work, please contact Human Resource Services x61616.
4 Click on W-4 Tax Information

5 Verify that your Home and Mailing addresses are correct. If not, update your personal information in my.BoiseState.
Decision to Make
Do you want to have different Federal and State allowances or do you want an additional amount withheld for State taxes

If Yes...
STOP HERE
Contact Human Resource Services and make arrangements to fill out a paper W-4 form.

If No...
Continue on with Step 7.

NOTES:
By changing the two areas:
“Enter total number of Allowances you are claiming” and “Indicate Marital Status”, you will be changing this for both Federal and State Taxes.

By changing the area:
”Enter Additional Amount, if any, you want from each paycheck”, you will be changing this for Federal Taxes only.

For both Federal and State
If you can claim an exemption from both Federal and state taxes:
Change the year that you are exempt and click in the checkbox.

You must checkmark this box if you meet BOTH conditions

Read the disclaimer and save your changes by clicking the Submit button.