

CPS@Work Employee Self-Service Updating Federal W-4 Form

The following instructions will assist you in updating your Federal W-4 via employee self-service. Below are step-by-step instructions for making these changes. Starting on page 2, you will see the same step-by-step instructions accompanied by screen shots to help with navigation. For assistance with this process, please call HR Payroll Services at 773/553-4729 Option 1.

Step 1: Login into PeopleSoft

Employees can access the CPS@Work portal from work or home at <https://www.cpsatworkprod.cps.k12.il.us/>. The employee's user id and password are the same as the network id and password.

Step 2: Click on "My Personal Information"

Step 3: Enter the Self-Service Section of "My Payroll"

Once you click on "My Payroll", you will see the links for View Paycheck, Direct Deposit, and W-4 Tax Information. Click on the link for **W-4 Tax Information**.

Step 4: Update Your Federal W-4 Tax Information

After clicking on the link for **W-4 Tax Information** you will see your current address Federal W-4 form. The amount of tax withheld is based on marital status and the number of allowances indicated on Form W-4. The employee may also indicate an amount to be withheld in addition to the required withholding.

Employees should either contact their tax advisors or use the [withholding allowance calculator](#) available online at the proper number of allowances needed for their tax liability for the year.

FWT Allowances - To change your allowances update the FWT Allowances box with the number of allowances you would like to claim.

FWT Additional Amount – Enter the dollar amount in the FWT Additional Amount (9999.99) box if you would like an ADDITIONAL amount withheld above your standard tax withholding.

Indicate Marital Status - Indicate your Marital Status. If you check Married File Single your federal taxes will be withheld at the single rate regardless of your "actual" marital status.

W4 Name Check - W4 Name Check - This box is checked if your name is different on your Social Security Card. **NOTE:** Employees must ensure that name changes are reported to both Social Security Administration and Employee Services.

Special FWT Status - This check box should be left blank **unless** you would like to file exempt. If you check this box - **NO** federal taxes will be withheld from your paycheck. You are certifying that you will not owe any federal taxes for the tax year.

Step 5: Save Your Changes

Click on the Submit button upon completion.

Step 6: Verify Identity

You will be prompted to enter your password to confirm your identity. Enter the same password used to access the employee portal.

Step 7: Confirmation

You will receive a Confirmation screen acknowledging the transaction was successful. However, due to timing, your change may not be reflected on the next paycheck. Click Ok, and your changes will be displayed. To return to the menu, click on [Return to Payroll and Compensation](#).

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Step 1: Login into PeopleSoft

Employees can access the CPS@Work portal from work or home at <https://cpsatworkprod.cps.k12.il.us>. The employee's user id and password are the same as the network id and password.

HR Portal Employee Sign On Page

User ID: (Same as Network ID)

Password: (Same as Network Password)

[Click here if you've forgotten your User ID and/or Password.](#)

Step 2: Click on "My Personal Information"

The screenshot shows the CPS@Work HR Portal homepage. The navigation bar includes links for HR Home, Compensation & Benefits, Employee Services, Forms, Payroll, and CPS Home. A search bar is present on the right. The main content area is divided into two columns. The left column contains 'Self Service Quick Links' with options like 'My Personal Information', 'My Work Items', 'Manager Employee Inquiry', 'HR Application', and 'HR User Support'. The right column contains an 'Employee Homepage' with a 'Welcome CPS Employees!' message, a '2009 Open Enrollment is Coming' notice, and a 'Mandated Reporters of Child Abuse' section.

Step 3: Enter the Self-Service Section of "My Payroll"

The screenshot shows the CPS@Work Self-Service Quick Links section. The page features a search bar at the top. Below it, there is a 'Main Menu > Self-Service Quick Links >' section. Underneath, there are three links: 'My Personal Information', 'My Payroll', and 'My Personal Information'. The 'My Payroll' link is circled in green.

Once you click on "My Payroll", you will see the links for View Paycheck, Direct Deposit, and W-4 Tax Information. Click on the link for [W-4 Tax Information](#)

The screenshot shows the CPS@Work Payroll and Compensation section. The page features a 'Main Menu >' section with a 'Payroll and Compensation' link. Below it, there are three links: 'View Paycheck', 'Direct Deposit', and 'W-4 Tax Information'. The 'W-4 Tax Information' link is circled in green.

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Step 4: Update your Federal W-4 Tax Information

After clicking on the link for **W-4 Tax Information**. You will see your current address Federal W-4 form.

Employees should either contact their tax advisors or use the [withholding allowance calculator](#) available online at the proper number of allowances needed for their tax liability for the year.

W-4 Tax Information

Social Security #: 4444

Board of Ed City of Chicago

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
1234 Clark St
Chicago IL 60603

To change your allowances update the FWT Allowances box with the number of allowances you would like to claim.

W-4 Tax Data

FWT Allowances

FWT Additional Amount:

Enter the dollar amount in the FWT Additional Amount (9999.99) box if you would like an **ADDITIONAL** amount withheld

Indicate Marital Status: Single Married

Indicate your Marital Status.
If you check Married File Single your federal taxes will be withheld at the single rate regardless of your "actual" marital status.

Married File Single
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

W4 Name Check
You must call 1-800-772-1213 for a new card.

W4 Name Check - This box is checked if your name is different on your Social Security Card.

Claim Exemption

Current Year and I certify that I meet

BOTH of the following conditions for exemption:

- >> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
- >> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Special FWT Status

This check box should be left blank **unless** you would like to file exempt.
If you check this box - **NO** federal taxes will be withheld from your paycheck. You are certifying that you will not owe any federal taxes for the tax year.

Remember to Submit your changes.

Submit

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.

[Return to Payroll and Compensation](#)

Step 5: Save Your Changes

Click on the Submit button upon completion.

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Step 6: Verify Identity

You will be prompted to enter your password to confirm your identity. Enter the same password used to access the employee portal.

Verify Identity

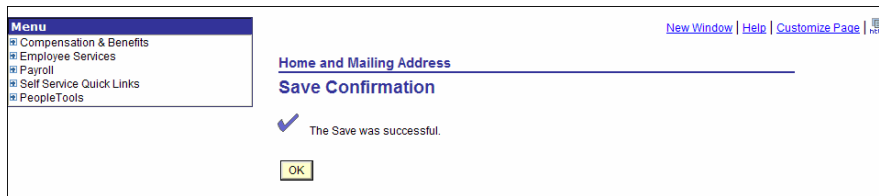
To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID

Password:

Step 7: Confirmation

You will receive a Confirmation screen acknowledging the transaction was successful. However, due to timing, your change may not be reflected on the next paycheck.



Click OK and your changes will be displayed. To return to the menu, click on [Return to Payroll and Compensation](#).

W-4 Tax Information

Social Security #: 4444

Board of Ed City of Chicago

Home Address

1234 Clark St
Chicago IL 60603

W-4 Tax Data

FWT Allowances

FWT Additional Amount:

Indicate Marital Status: Single Married

Married File Single

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

W4 Name Check

You must call 1-800-772-1213 for a new card.

Claim Exemption

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>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Special FWT 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.

[Return to Payroll and Compensation](#)