How To: Submit or Update Tax Information

This job aid provides an overview of the steps required to submit or update your federal and state tax information in PeopleSoft.

**Step 1:**
Log onto your PeopleSoft account via pshcm.dc.gov while at a DCPS location. 
Note: Tax information cannot be submitted via the out-of-network web address, ess.dc.gov, while at home.

**Step 2:**
Select the Navigation icon - the slanted diamond at the top right corner of your page. Once you click this icon, a drop-down menu will appear. You’ll then select “Navigator” to pull up the full navigation menu:
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**Step 3:**

Then, select “Self Service” within the Navigator list, which will then show a list of categories within your account to select. You will select “Payroll and Compensation” to view payroll related functions, including “W-4 Tax Information” to update Federal taxes, and “State Tax Information” to update State Tax information.

**Completing the W-4**

When you select the “W-4 Tax Information” option, complete all fields as requested, including the number of allowances you’d like to claim and your marital status.

Complete fields as appropriate and click the submit button at the bottom of the page.
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Completing State Tax Information
When you select the “State Tax Information” section, you will need to complete and submit two separate pages. First, indicate the state to which you’d like to pay taxes. Submit the form by selecting the “Submit” icon.

Next, you will be brought to a state/local jurisdiction tax form. Complete all fields as appropriate, and click the “Submit” button.

Note: If you are selecting a state other than Maryland, Virginia, or Washington, D.C., PeopleSoft will not withdraw state taxes and you will need to work with that state’s IRS division to pay taxes manually and directly to the state.

Note: The “Exempt” box should only be selected within the W4 and State Tax sections if you meet the IRS’ exemption standards. If you are unsure if you meet this status, please consult a tax professional or the IRS website, www.irs.gov.

Note: Direct Deposit changes will reflect on the following pay period after submission, provided the changes were made before payroll was processed for the following paycheck. To review the DC Government pay schedule and processing deadlines, click here: 2017 Payroll Schedule

Questions regarding the tax preference process can be directed to the OCFO (Payroll) at 202-442-5300 or the Time and Labor Team at dcps.timeandlabor@dcc.gov.