

FOR ACTIVE AND CURRENT EMPLOYEES

Directions for accessing the Form W4 (Employee's Withholding Allowance Certificate) on-line:

1. Navigate to the University portal, My Pitt, at **my.pitt.edu**.
2. Enter your University Computing Account username and password.
3. Click on the “**Log In**” button.
4. Click on the “**PRISM Login**” link.
5. Select “**PHR Employee Self-Service**” responsibility.
6. Select “**W4 Tax Form**”.
7. Click the Update button, make appropriate changes, and click Continue.

**Note: if you have forgotten your username or password, contact the Technology Help Desk at 412-624-HELP (4357) for assistance.*

FOR INACTIVE AND FORMER EMPLOYEES

Inactive and former employees do not have access to PRISM and therefore are unable to submit the W-4 on-line. Please complete the Form W-4

<http://www.cfo.pitt.edu/payroll/forms.html> and submit using one of the below methods:

Fax: 412-624-8072

Postal mail: University of Pittsburgh, Payroll Department, 207P Craig Hall, 200 South Craig Street, Pittsburgh, PA 15260

Email: payrollinfo@cfo.pitt.edu