University of Houston ◢ Clear Lake
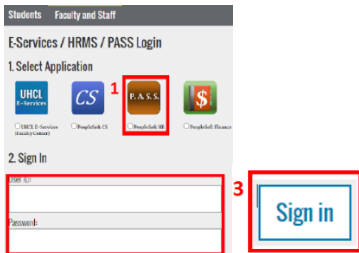### Human Resources

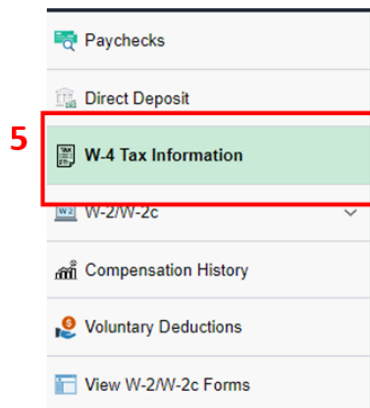# How to update your W4

Go to the **E-Services** page

1. Select **P.A.S.S.** or **PeopleSoftHR**
2. Login with your **User ID** and **Password**
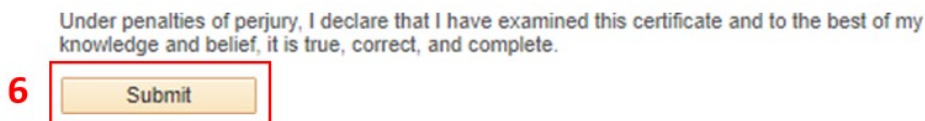3. Click **Sign In**

4. Click the **Payroll & Compensation** tile

5. Click on **W-4 Tax Information**

6. After making your changes, click **Submit**

Visit the **HR Payroll Webpage** to view the updated W4 form as of 2020

Visit the **IRS Webpage** for more information on the W4 form