University of South Carolina Employee Instructions for Electronic Submission of W-4 Form

W-4 Forms will now be accepted online via the **ITAMS** system. This process has been established so that employees can securely submit these forms without mailing them.

Instructions:

- 1. Follow the instructions for completing the W-4.
- 2. Sign the W-4.
- 3. Scan and save the form on your computer.
- 4. Log into ITAMS <u>https://itams.csd.sc.edu.</u>
- 5. Click **Upload** in the upper right corner.

		Home Ti	me Entry Leave Summ	ary Manager Approval Pe	iTA ople Search Profil Upload
6. Click	Browse, ther	n select your W-4	file.		•
		Home Ti	ime Entry Leave Summ	aary Manager Approval Pe	iTAI ople Search Profile Upload
	y List Group EMPT XMPT	Effective Date 03/04/2020	Expiry date Infinite	Dept. 620700-PAYROLL	iTAMS# 000000272017
File Upload		Browse Upload			

7. Click the **Upload** button.

	Pay List EXEMPT	Group XMPT	Effective Date 03/04/2020	Expiry date Infinite	Dept. 620700-PAYROLL	iTAMS# 000000272017
e Up	load					
File:			Browse			
			Upload			

If you have questions regarding this new process, please email payroll@mailbox.sc.edu.