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