

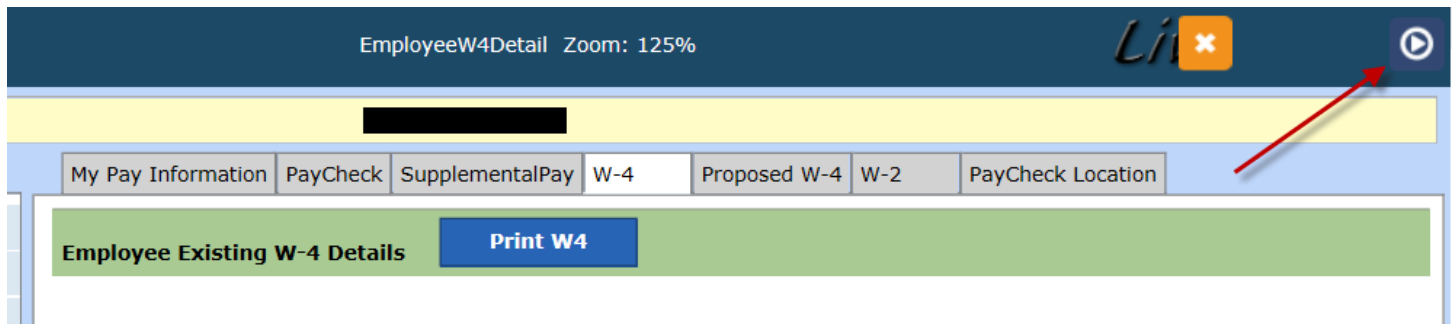
Employee Service Center - W-4

Log in to the Employee Service Center

- Go to the District homepage at www.tylerisd.org
- Under the **Employees** header, select **Employee Service Center**
- Login > Username: last name + first initial of first name (ex. SmithR) and Password: 8 digit DOB (ex. 01231982)

To access the W-4 tab in the Employee Service Center, employees click **My Tax Withholding (W-4)**, under **My Payroll Information**, on the Information navigation panel.

In the TEAMS Employee Service Center on the W-4 tab, a **video tutorial** has been added that discusses how to update W-4 information through the Employee Service Center.



Helpful Hint - When entering new information, clicking the submit button **once** shows what has been selected. Submit must be clicked a **second** time to complete the process.

For your new selection to be effective on the current payroll being processed, you must submit your change 4 business days prior to the pay date. For example, to be effective on the payroll date of Friday, May 16th, submit your W-4 change by the end of the day on Monday, May 12th to allow for processing time.