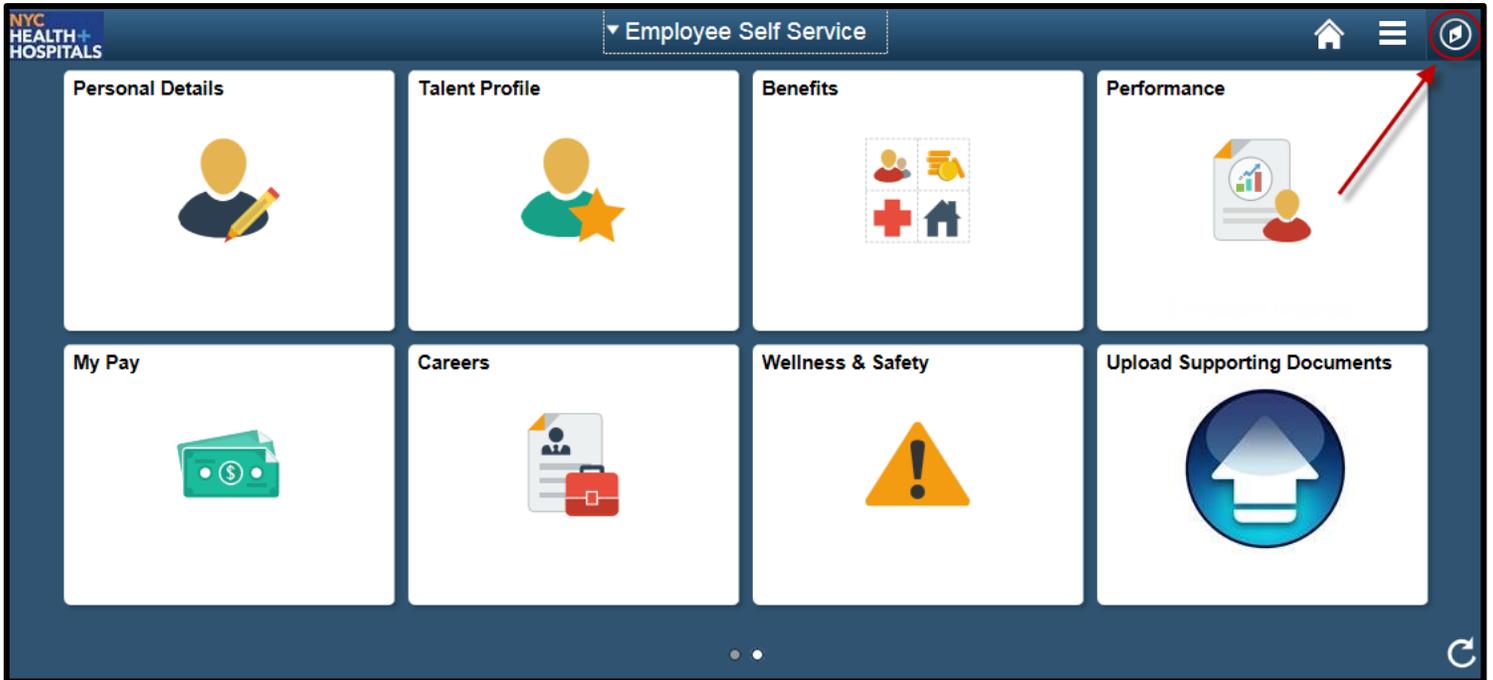
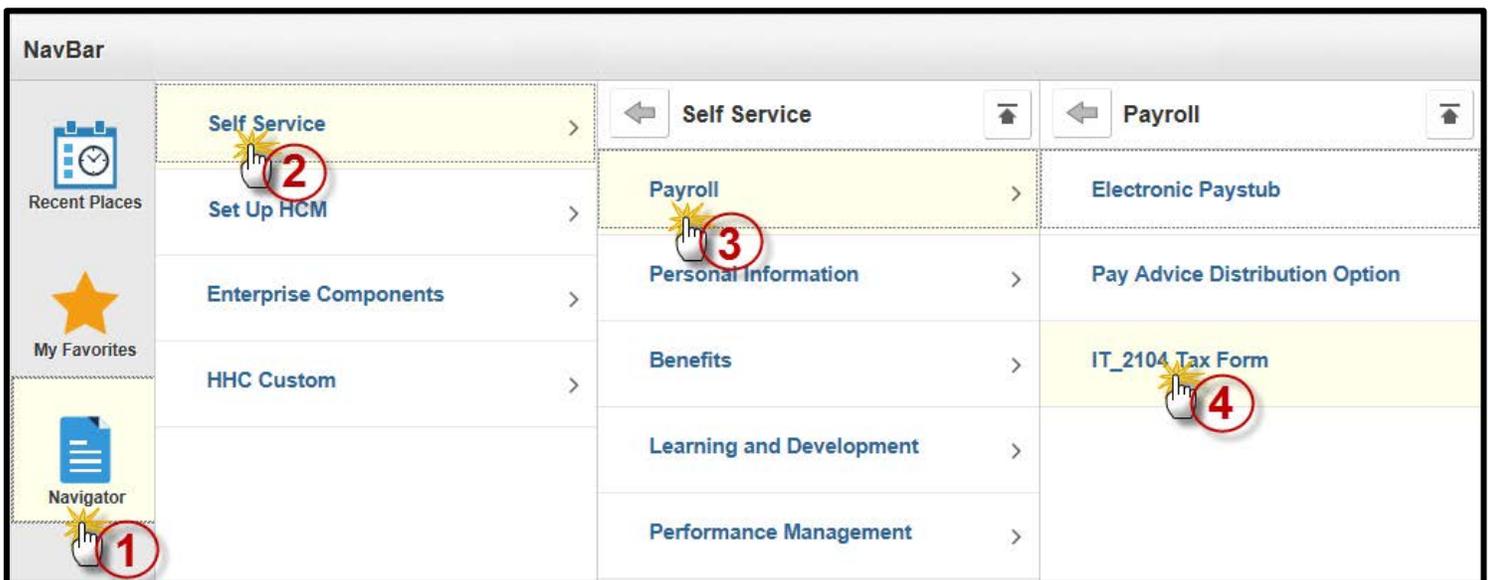


How to Update State Taxes

1. After successfully logging into PeopleSoft, click on the **Navigator** icon on the top right corner of your homepage.



2. Click on **Navigator** icon then click **Self Service > Payroll > IT_2104 Tax Form**



3. Click the Add a New Value tab.

The screenshot shows the 'Search/Fill a Form' page in the Employee Self Service portal. The page title is 'Search/Fill a Form'. Below the title, there is a navigation bar with 'Employee Self Service' and 'Search/Fill a Form'. The main content area has a sub-header 'Search/Fill a Form' and a message: 'To review your saved Forms, click Search. To add a new Form, click the Add a New Value tab.' Below this message are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red and has a hand cursor over it. Below the buttons is a 'Search Criteria' section with a dropdown menu set to 'Subject' and a text input field for 'begins with'. There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Advanced Search' buttons. A footer at the bottom left contains 'Find an Existing Value | Add a New Value'.

4. Please provide an explanation for your request in the “More Information” box; click the Save button.

The screenshot shows the 'IT_2104 Tax Form' page in the Employee Self Service portal. The page title is 'Search/Fill in a Form'. Below the title, there is a navigation bar with 'Employee Self Service' and 'Search/Fill in a Form'. The main content area has a sub-header 'IT_2104 Tax Form' and a message: 'Please provide an explanation for your request in the “More Information” box; click the SAVE button and then proceed to the Instructions Tab.' Below this message are several input fields: 'Subject', 'Employee ID', and 'Status Initial'. Below these fields is a 'More Information' section with a large text input box. The text inside the box reads: 'Enter your explanation for your request here and then click **SAVE** on the bottom left corner'. At the bottom left, there is a 'Save' button with a hand cursor over it. The bottom left corner also shows 'Form | Instructions'.

5. Click the **Attachment** tab.

The screenshot shows the 'Employee Self Service' interface with the 'Search/Fill in a Form' header. The 'Attachments' tab is highlighted and circled in red. Below the tabs, the form title is 'IT_2104 Tax Form' with sequence number '64650'. A red instruction reads: 'Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.' The form includes fields for 'Subject', 'Employee ID', and 'Status' (with 'Initial' selected). A large 'More Information' text area is present. At the bottom, there are 'Save' and 'Submit' buttons. The breadcrumb trail at the bottom left reads 'Form | Instructions | Attachments'.

6. Select **open** to obtain the fillable **IT 2104** tax form.

The screenshot shows the 'Employee Self Service' interface with the 'Attachments' tab selected. The form title is 'IT_2104 Tax Form' with sequence number '64650'. A red instruction reads: 'After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.' Below this is a table titled 'Download Templates' with columns for 'Description', 'Attached File', and 'Open'. The first row is highlighted in yellow and contains the file 'it2104_fill_in_2019.pdf'. The 'Open' button for this row is circled in red. Below the table is another section titled 'Upload your attachments' with a table for adding new files. The breadcrumb trail at the bottom left reads 'Form | Instructions | Attachments'.

Download Templates			Personalize	Find	View All	First	1 of 1	Last
Description	Attached File							
1 it2104_fill_in_2019.pdf	it2104_fill_in_2019.pdf	Open						

7. A new tab will open with the fillable form. Complete the form and then **click the print icon**.

Print out the following form. Comment Share Highlight Existing Fields

NEW YORK STATE 2019
Department of Taxation and Finance
Employee's Withholding Allowance Certificate **IT-2104**
New York State • New York City • Yonkers

First name and middle initial		Last name	Your social security number	
Permanent home address (number and street or rural route)			Apartment number	Single or Head of household <input type="checkbox"/> Married <input type="checkbox"/>
City, village, or post office			State	ZIP code
Married, but withhold at higher single rate <input type="checkbox"/>				
Note: If married but legally separated, mark an X in the Single or Head of household box.				
Are you a resident of New York City? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Are you a resident of Yonkers? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Complete the worksheet on page 3 before making any entries.				
1 Total number of allowances you are claiming for New York State and Yonkers, if applicable (from line 20)				1
2 Total number of allowances for New York City (from line 35)				2
Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.				
3 New York State amount				3
4 New York City amount				4
5 Yonkers amount				5

8. Scan the document and upload it to PeopleSoft by **clicking the Attach** button.

Employee Self Service Search/Fill in a Form New Window | Personalize Page |

Form | Instructions | **Attachments**

Seq Nbr 64650 **IT_2104 Tax Form**
Subject

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates Personalize | Find | View All | 1 of 1 | Last

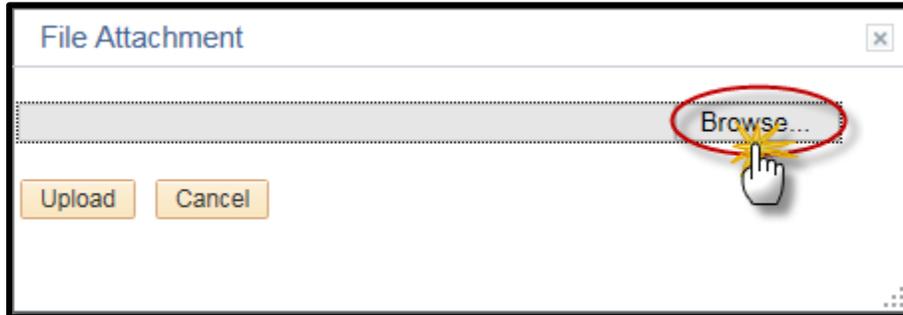
Description	Attached File	Open
1 it2104_fill_in_2019pdf.pdf	it2104_fill_in_2019pdf.pdf	Open

Upload your attachments Personalize | Find | View All | 1 of 1 | Last

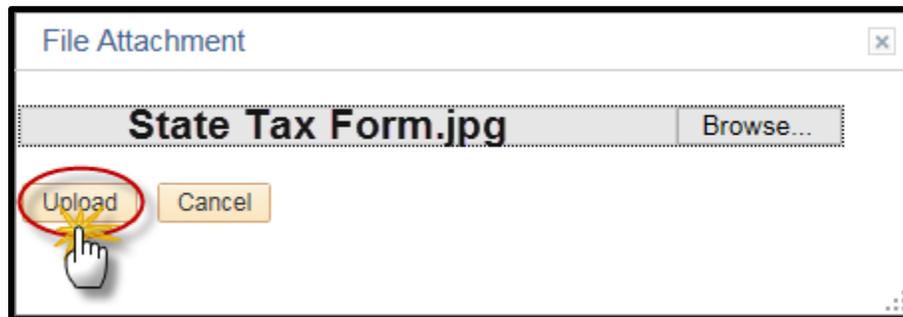
*Description	Attached File	Attach	Open
1		Attach	Open

Form | Instructions | Attachments

9. The File Attachment pop up box will appear. Click the **Browse** button to search for your document.



10. After finding your document, click the **Upload** button.



11. After you have attached your document, click on the **Form** tab.

Employee Self Service Search/Fill in a Form

New Window | Personalize Page

Form Instructions Attachments

Seq Nbr 64650 IT_2104 Tax Form

Subject

After attaching all required documents, please return to the Form tab and click **Submit** to finish submitting your supporting documentation.

Download Templates			Personalize	Find	View All	First	1 of 1	Last
Description	Attached File	Open						
1 it2104_fill_in_2019pdf.pdf	it2104_fill_in_2019pdf.pdf	Open						

Upload your attachments			Personalize	Find	View All	First	1 of 1	Last
*Description	Attached File	Attach	Open					
1 State Tax Form		Attach	Open					

Form | Instructions | Attachments

12. Click on the Submit button.

The screenshot shows the 'Employee Self Service' interface with the title 'Search/Fill in a Form'. The page has tabs for 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is active, displaying 'Seq Nbr 64650' and 'IT_2104 Tax Form'. A red instruction reads: 'Please provide an explanation for your request in the "More Information" box; click the SAVE button and then proceed to the Instructions Tab.' Below this are fields for 'Subject', 'Employee ID', and 'Status' (with 'Initial' selected). A large 'More Information' text area is present. At the bottom, there are 'Save' and 'Submit' buttons. The 'Submit' button is circled in red, and a mouse cursor is clicking it.

13. The following screen will appear indicating the status as Pending.

The screenshot shows the 'Employee Self Service' interface with the title 'Search/Fill in a Form'. The page has tabs for 'Form', 'Instructions', and 'Attachments'. The 'Form' tab is active, displaying 'IT_2104 Tax Form' and 'Subject'. Below the subject field is a 'Review/Edit Approvers' section. It contains a dropdown menu with 'IT_2104 Tax Form: 64650:Pending' selected. Below the dropdown is a table with one row: '1 Pending'. The 'Pending' status is highlighted in a blue box, and below it, a clock icon is followed by the text 'Multiple Approvers' and 'eProfile_name_address_changes'. At the bottom left, there is an 'OK' button circled in red, with a mouse cursor clicking it.

Note: Your information has now been submitted for review and updating.