

## 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 <https://itams.csd.sc.edu>.
5. Click **Upload** in the upper right corner.



6. Click **Browse**, then select your W-4 file.

A screenshot of the ITAMS system's file upload interface. The top navigation bar is yellow. Below it is a table with employee information: Pay List (EXEMPT), Group (XMPT), Effective Date (03/04/2020), Expiry date (Infinite), Dept. (620700-PAYROLL), and iTAMS# (000000272017). Below the table is a blue box labeled 'File Upload'. Inside this box, there is a 'File:' label, a text input field, a 'Browse...' button (circled in red), and an 'Upload' button.

7. Click the **Upload** button.

A screenshot of the ITAMS system's file upload interface, similar to the previous one. The 'File Upload' box contains the 'File:', input field, 'Browse...' button, and 'Upload' button (circled in red).

If you have questions regarding this new process, please email [payroll@mailbox.sc.edu](mailto:payroll@mailbox.sc.edu).