

As a University of California employee, you have access to the Human Resources and Benefits website, At Your Service. With this tool you can update your W-4 tax withholding exemptions.

To Access AYSO, visit <https://atyourserviceonline.ucop.edu/ayso/>.

**Sign In Process:**

- Enter Username
- Enter Password - Click “Sign In”

**Sign In**



Username:

Password:

**For new users click:**

→ [New User or Don't Have a Username?](#)

1. Enter your Social Security number and your temporary password. As a new employee, you are assigned a temporary password (your birthdate in the format mmddyyyy, with no dashes or slashes; for example, if your date of birth is June 17, 1967, your temporary password is 06171967) then select “Sign In.”



**Sign In Identify Yourself**

For a limited time, you will be able to sign in with your Social Security number.  
Please enter your Social Security number and password below.

Social Security number:

Password:  Temporary Password date of birth

2. Follow the instructions to create your permanent password. It must contain 6 to 12 alpha-numeric characters. Then agree to the Password Authorization.
3. Next, follow the instructions to create a Username.
4. You will also be prompted to create a security word that a Customer Service or Benefits Representative can use to help identify you when you call for information.
5. After you create a personal email address, answer any 6 of the 12 Challenge Questions. Providing answers to the challenge questions will allow you to access your personal information if you forget your password.



**If you forget your user name or password click:**

→ [Forgot your Username or Password?](#)

Follow the instructions to retrieve your username or password.

**Navigation:**

Once sign-in has been completed you will be taken to the main page.

Under “Income & Taxes” > click “Tax Withholdings.”

University of California

At Your Service | Log Off

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- California Franchise Tax Board

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- Investment Links
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**Change Withholdings:**

To make changes to tax withholdings > click “Change Withholdings.”

» Current Withholdings  
**Change Withholdings**  
 Fed/CA Exemption  
 Out-of-State Exemption  
 Estimate Tax Withheld  
 Calculate Allowances  
 Main Menu

» Print-friendly » Help

### Current Tax Withholding Information

Jane Wednesday, March 18, 2009, 2:28 PM PDT

Federal Tax Filing:	
Marital Status	Single
Personal Allowances	1
Additional Tax Withholding (monthly)	\$0.00

California State Tax Filing	
Marital Status	Single
Regular Withholding Allowances	1
Additional Withholding Allowances	0
Additional Tax Withholding (monthly)	\$0.00

Changes made here affect withholding for payroll only. To change withholding for retirement pay purposes please complete the [Tax Withholding Election Form U BEN 106](#).

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Make the appropriate changes to Federal and State filings, then **review it for accuracy**. When ready, click the “Submit” button.

Current Withholdings  
 » **Change Withholdings**  
 Fed/CA Exemption  
 Out-of-State Exemption  
 Estimate Tax Withheld  
 Calculate Allowances  
 Main Menu

### Federal Tax Filing:

Marital Status:

Single, or married but wish to withhold at the higher single rate  
 Married

Personal Allowances:  
 (Total number of allowances you are claiming) See [Federal Worksheet](#)

Additional Tax Withholding, if any:  
 \$  .  (monthly amount)

### California State Tax Filing:

Marital Status:

Single, or married but wish to withhold at the higher single rate  
 Married  
 Head of Household

Regular Withholding Allowances:  
 See [State Worksheet](#)

Additional Withholding Allowances:

Additional Tax Withholding, if any:  
 \$  .  (monthly amount)

**Submit**



**Exempt Status:**

To claim or file exempt status > click “Fed/CA Exemption” and follow the instructions on the screen.

Current Withholdings  
Change Withholdings  
Fed/CA Exemption  
Out-of-State Exemption  
Estimate Tax Withheld  
Calculate Allowances  
Main Menu

**Tax Exempt Status Update** [» Help](#)

Jane Wednesday, March 25, 2009, 5:18 PM PDT

**Instructions**

**Social Security Number:** XXX-XX-XXXX

In order to claim exemption from Federal and State tax withholding, you need to meet BOTH of the following conditions for exemption:

1. Last year you had a right to a refund of ALL Federal income tax withheld because you had NO tax liability.
2. This year you expect a refund of ALL income tax withheld because you expect to have NO tax liability.

If you are eligible to claim exemption for the following tax year, you must renew as soon as possible after January 1 of that year. Otherwise, the exemption will automatically expire in early February of that year. Please check with your Payroll office for your campus renewal deadline.

If you cannot claim exemption from BOTH Federal and State tax withholding, you need to contact your Payroll office to file your UC W-4/DE 4 form.

[Continue](#)