

Updating W-4 in Govs Suite

- 1) Log in to Onestop - **onestop.apsu.edu**
- 2) Click on the **Govs Suite** tile
- 3) Click on the **Me** tab
- 4) Click on **Pay**
- 5) Click **Tax Withholding**
- 6) Click the **Pencil Icon** to edit
- 7) **Filing Status** is the only required field - click the drop down to select the appropriate filing status.
- 8) You can also claim dependents, make other adjustments, etc.
- 8) To certify your changes (under penalty of perjury) scroll to the bottom of the page and **check the box next to “I agree”**.
- 9) Click **Save and Close** in the top right corner of the page.

Please email payroll@apsu.edu if you receive an error message or need assistance.

