## W4 EMPLOYEE ALLOWANCE CERTIFICATE ON EMPLOYEE SELF SERVICE

• Log onto the Portal at www.scps.k12.fl.us



- If you are experiencing difficulty with your username or password, please contact the Help Desk for SCPS, (407) 320-0350.
- Select the Employee Self Service icon.



• Select Main Menu, Self Service, Payroll and Compensation, W4.

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• Complete the required fields and select submit.