- 1. Scan in a document
  - a. Go to Peoplesoft Self-Service and log in: https://hcm-prd.ps.sc.edu/
  - b. Click on the Payroll Tile



c. Select the Document Upload Tile

Document Upload	

- d. Select the Upload button
- e. Select the file from your computer files and save
- f. Select the Description that best describes your document type: 8233 treaty, W9 treaty, W4, SC W4, NonSC W4. If you do not recognize any of these, please select "Other"

Document Upload :				Form ID
Information and Instructions				
Select document type and upload.				
Em	pl ID D76436651			
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		Attach document(s) below.		
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g. Submit. You will receive the following message.

Document Upload : Results				
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The eForm has been routed to the next approval step.				
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h. Payroll will review the document once submitted.