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Date: August 13, 2026

To: All Employees

From: Michael R. Gotto, Ed.D., Assistant Superintendent, Human Resources
Alva Diaz, Interim Assistant Superintendent, Business Services

Subject: Upcoming Payroll Changes – Please Review and Respond by August 24 Deadline

As part of our transition from the QSS payroll system to the new Advantage – Human Capital Management (HCM) system, regulatory updates require your attention prior to transition to ensure compliance.

New Form W-4 Required (Action Needed)

To ensure compliance with current IRS tax calculation requirements, all employees must complete and submit a **new Form W-4**. The current QSS system is not aligned with updated tax calculation standards, and new withholding elections must be captured in the new system.

IMPORTANT: California no longer accepts the federal Form W-4 to update state withholding. To ensure your state withholding is aligned with your federal election, you must also submit a new **DE-4 California Withholding Certificate**.

- **Blank forms will be provided to your school site office manager or department secretary.**
- **Deadline:** All W-4 and DE-4 forms must be submitted by **August 24, 2026** to your school site office manager or department secretary.
- **Important:** Employees who do not submit a new W-4 by the deadline will automatically be defaulted to **Single with zero allowances** for the first payroll processed in the new system.

We strongly encourage you to review your withholding selections carefully before submitting your form.

Please note that any changes to these forms will only be reflected in HCM.

We appreciate your attention to these updates and your cooperation during this transition. If you have general questions, please contact the Payroll Department at (562) 210-2404.