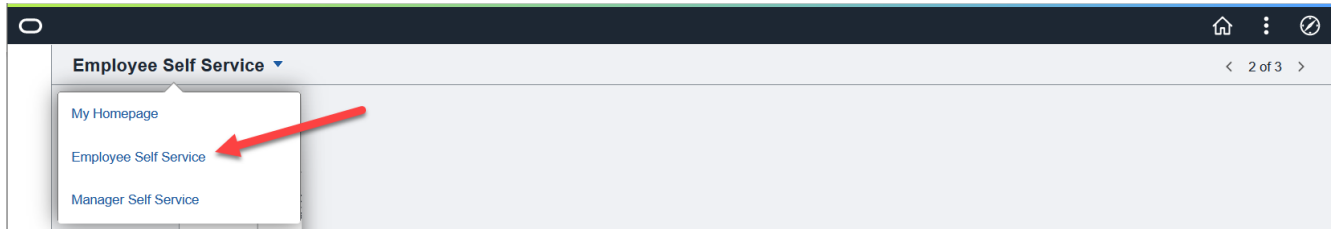




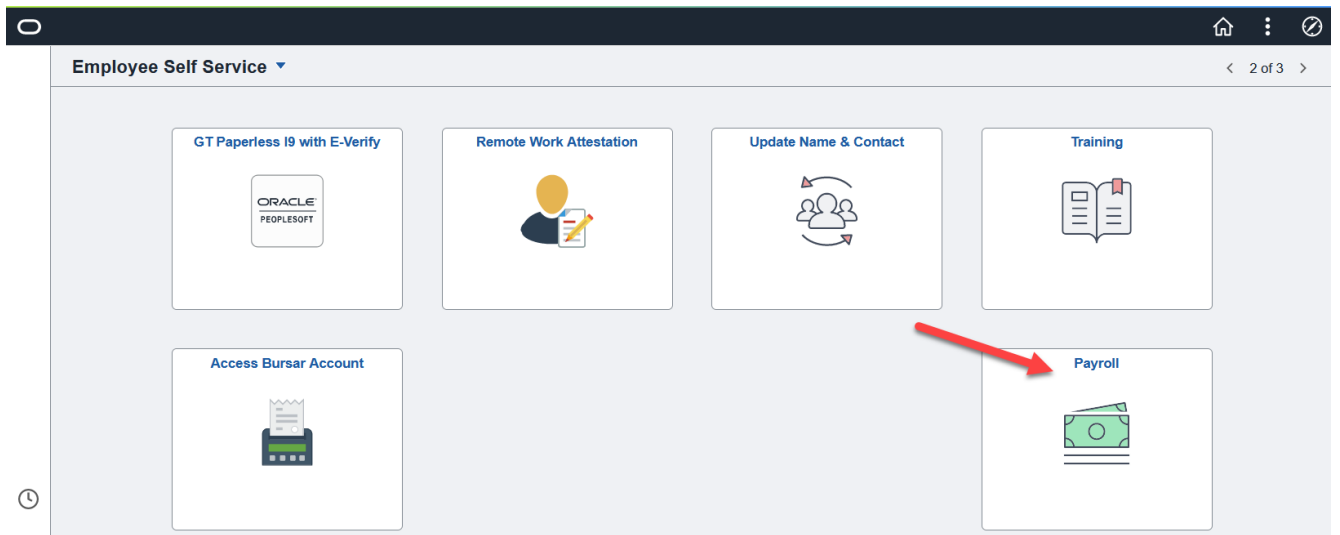
Step How to Update Your W4 in Employee Self Service

Navigation: Employee Self Service

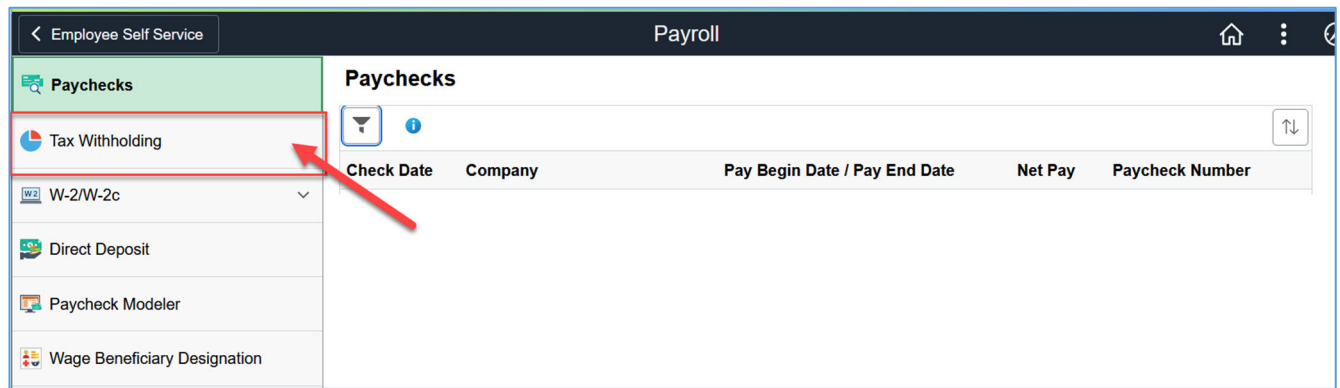
1 Using the down menu in PeopleSoft HR, select “Employee Self Service”. Note: The options you see in this menu depend on your security access in the system.



2 Next, we will click on the “Payroll” tile.



3 Click Tax Withholding menu.





4 The Tax Withholding has additional information and tools at the top of the page. The page will show current settings of both your Federal and State W4. To update either one of them, click in the section.

Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status	Married
		Dependent Amount	0.00
		Other Income	0.00
		Extra Withholding	0.00
State	Oklahoma	Tax Status	Exempt
		Withholding Allowances	
		Additional Amount	
		Additional Allowances	
		Additional Percentage	Other

5 A pop-up will appear with the description of the W4 and instructions. Once you have read the information, click the form section on the pop up to open the form in PDF (example in red box below). Some forms also have links to Additional Agency Links which may apply. The Federal W4 has a link for the Tax Withholding Estimator (in green box below) provided by the IRS to assist you with completing your W4 for your personal tax situation.

Federal Tax Withholding Forms

Company University of Oklahoma HSC

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on the marital status and your entries for steps 2 through 4 on Form W-4. You may also specify that an additional dollar amount of tax be withheld. You can file a new Form W-4 any time your tax situation changes and you choose to have more, or less, tax withheld.

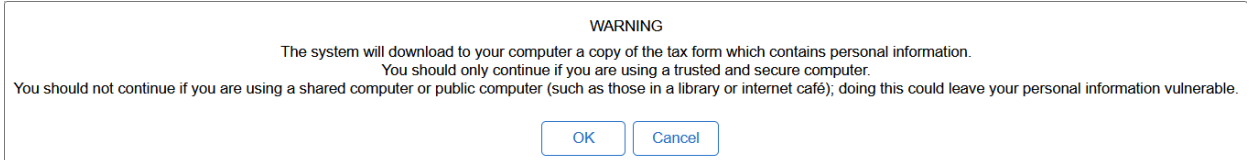
You can make changes online using the downloaded updatable PDF form and submit the changes for processing by your payroll department. Be sure to print or save a copy of the completed form for your records.

Form Description
Federal Withholding Allowance Certificate

URL Link Description
IRS Tax Withholding Estimator

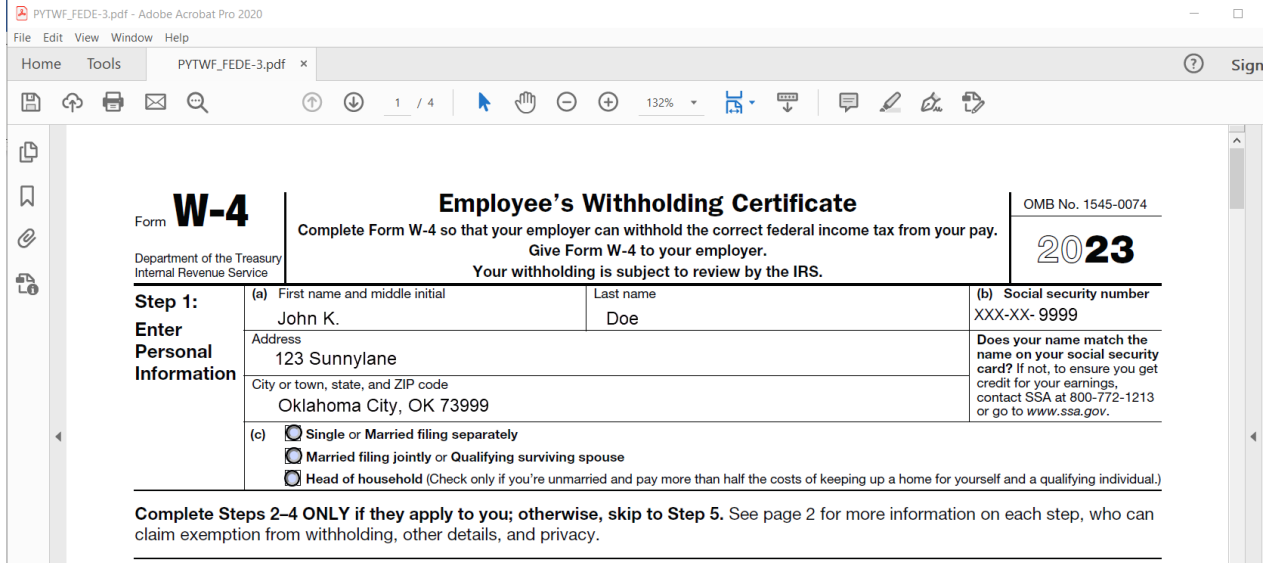


6 If you have your internet browser settings to open Adobe forms outside of the internet browser, you will receive a WARNING pop-up that you are leaving the system and opening a form with personal information.



7 The form should now open in Acrobat software. This should be either Reader or Pro version of the desktop application. For MacBook users only, this form must be opened in Adobe Reader application and will not work in Adobe Pro. This form should not be opened in the browser or it will not show the green submit button in the next step. **If the form opens in the browser, you will need to save the form to your computer and reopen it in a desktop version of Acrobat. The form WILL NOT function properly if in an internet browser.** For assistance with troubleshooting, see the [W4 PDF Troubleshooting Guide](#) linked at the top of the Tax Withholding page in PeopleSoft.

Note, the form will default with your name, social security number, and address information. You will need to complete Steps 1-4 as applicable to your personal tax situation.



8 After you have completed all applicable areas of the form, scroll to the bottom of the form. If you have opened the form properly in a desktop application, you should see a green Submit button on the bottom of the form. Your name and the University information is already complete in Step 5. When complete, click the submit button.

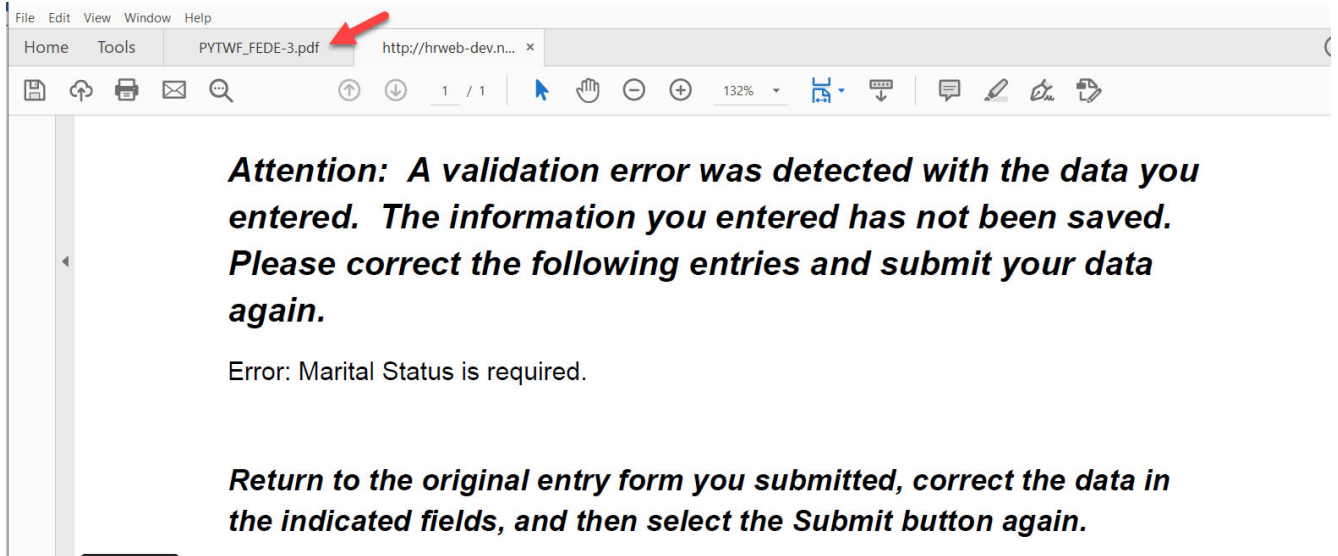
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	John K. Doe	2023-10-22	
	Employee's signature (This form is not valid unless you sign it.)		Date
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
	University of Oklahoma HSC P.O.BOX 26901 Oklahoma City, OK 73190		

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2023)

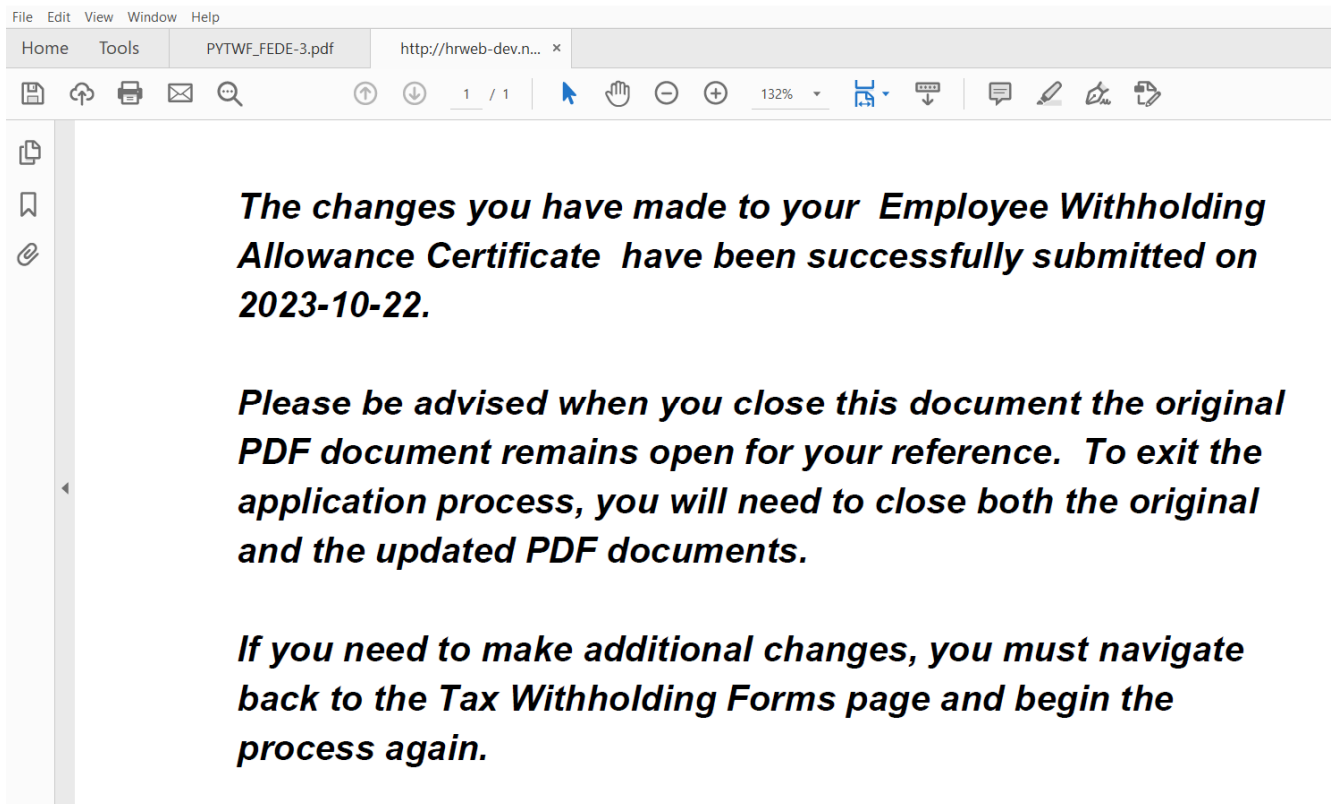
Submit



9 If there are errors on your submission, a second tab in Adobe will open with an Error message. Read the message then navigate back to the first tab, correct the error, and click the green submit button again.

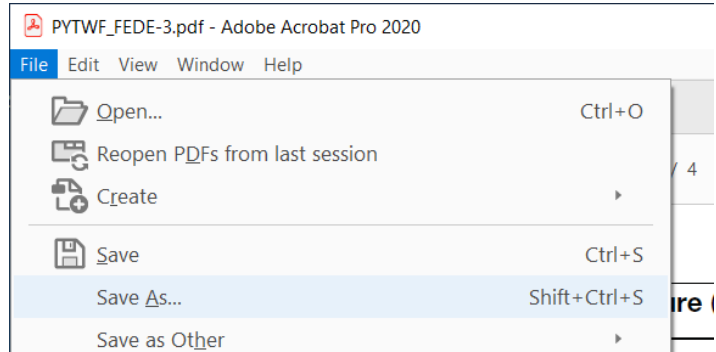


10 Once your form has submitted without errors you will receive another tab in Adobe that states the form has been submitted successfully.

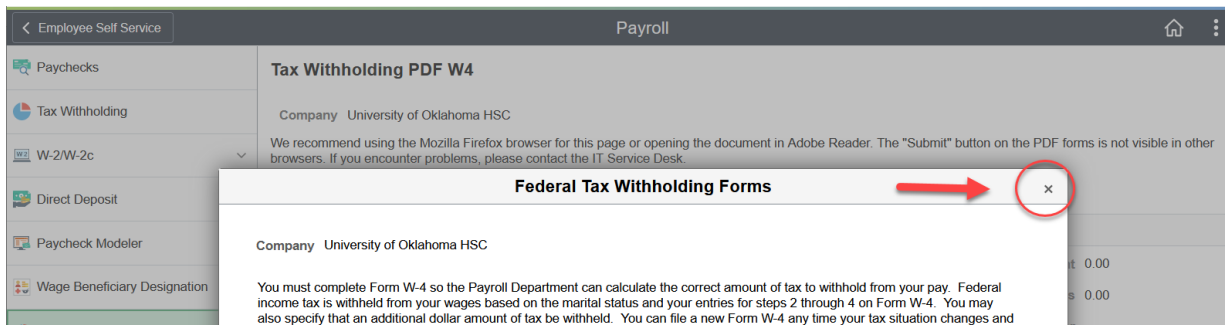




11 If you wish to save a copy of the form you submitted, click on the original/first tab in Adobe where your form is still visible and navigate to save the form.



12 Close Adobe after submitting and saving the form; navigate back to the internet browser. Close the original form pop-up box using the x circled below.



13 Your Tax Withholding form you updated should now reflect your updated information. If the data does not update on the screen, ensure you closed the Adobe document, click another menu option in PeopleSoft and click Tax Withholding again.

