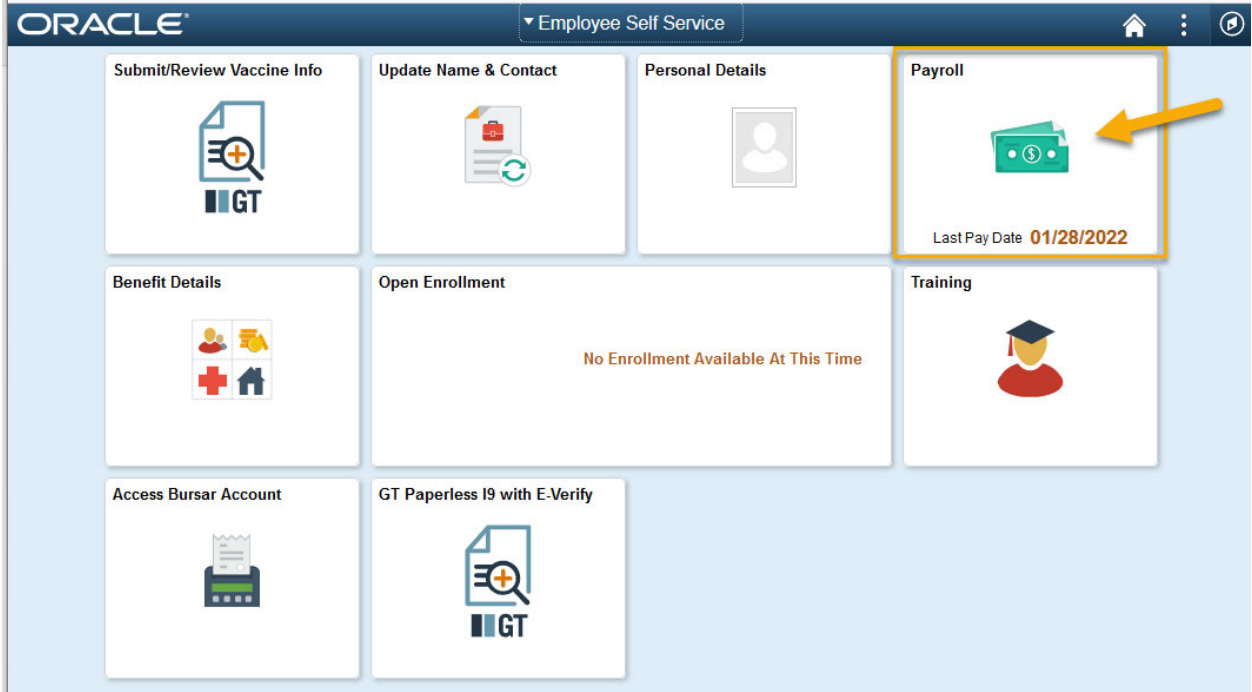


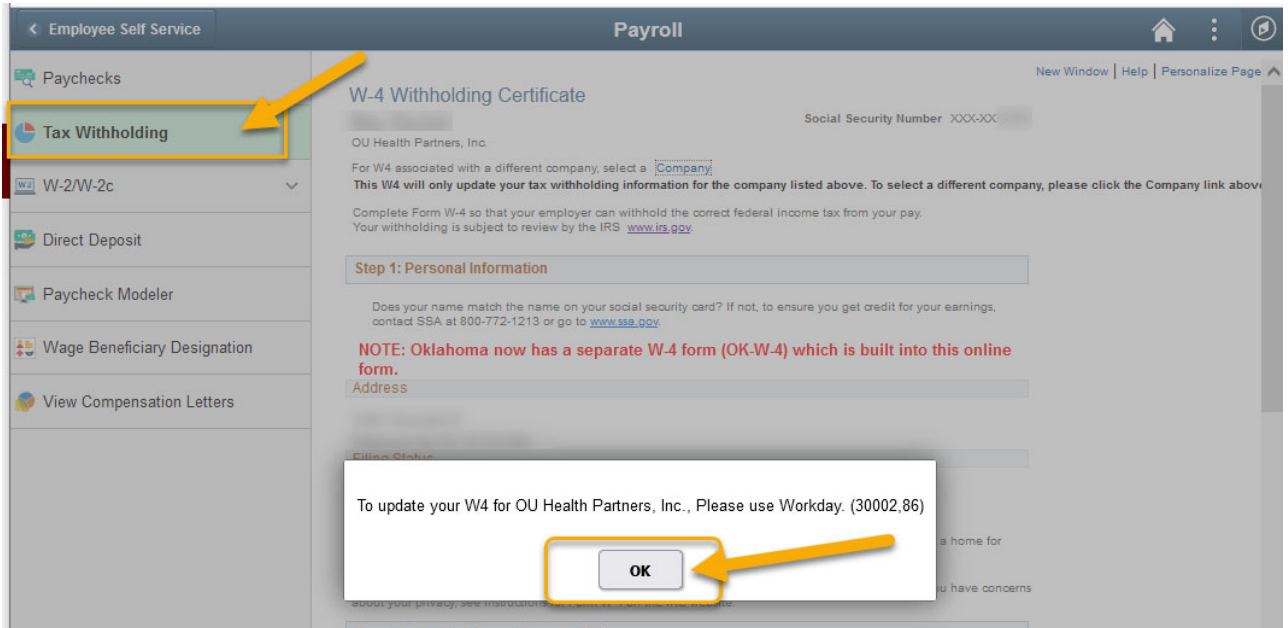


**Step**      **How to Update HSC W4 when you are an Employee Paid by HSC and OUH**  
**Navigation: Employee Self Service > Payroll**

1      Navigate to Employee Self Service and click on the Payroll icon.



2      Click on Tax Withholding. A box will immediately pop up that you have to update your W4 in Workday. This is because the W4 defaults to company HPI. You need to choose company HSC. Click OK and go to next step.





3 See highlighted in yellow shows you are currently in the OU Health Partners Inc W4. Click the blue Company link at the top of the page.

Employee Self Service Payroll

Paychecks  
Tax Withholding  
W-2/W-2c  
Direct Deposit  
Paycheck Modeler  
Wage Beneficiary Designation  
View Compensation Letters

### W-4 Withholding Certificate

Social Security Number XXX-XX

OU Health Partners, Inc.

[Company](#)

This W4 will only update your tax withholding information for the company listed above. To select a different company, please click the Company link above.

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov).

**Step 1: Personal Information**

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**NOTE: Oklahoma now has a separate W-4 form (OK-W-4) which is built into this online form.**

Address

Filing Status

Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

4 Choose the University of Oklahoma HSC company by clicking on the blue link.

Employee Self Service Payroll

### W-4 Withholding Certificate

Select the company that you would like to review.

Select a Company

OU Health Partners, Inc.

[University of Oklahoma HSC](#)

[Return to Self Service W4 Data](#)



5 You should now see the University of Oklahoma HSC W4 and can proceed with updating.

The screenshot shows the 'Employee Self Service' portal with a 'Payroll' section. The 'Tax Withholding' menu item is highlighted. The main content area is titled 'W-4 Withholding Certificate' and includes a 'New Window' link. The employer is identified as 'University of Oklahoma HSC' and the Social Security Number is masked as 'XXX-XX-XXXX'. A dropdown menu for 'W-2/W-2c' is visible. The page contains instructions for completing the form, a note about the separate OK-W-4 form, and input fields for 'Address' and 'Filing Status'.

Employee Self Service Payroll

Paychecks

**Tax Withholding**

W-2/W-2c

Direct Deposit

Paycheck Modeler

Wage Beneficiary Designation

View Compensation Letters

W-4 Withholding Certificate New Window

University of Oklahoma HSC Social Security Number XXX-XX-XXXX

For W4 associated with a different company, select a [Company](#).

**This W4 will only update your tax withholding information for the company listed above. To select a different company, please click**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov).

**Step 1: Personal Information**

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

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Address

Filing Status