Job Aid: HR-29 Employee Self Service-W4

Last Update: 7/26/22

Document Version History

Date	Version #	Comments
07/26/2022	**1.0**	**Initial Version**

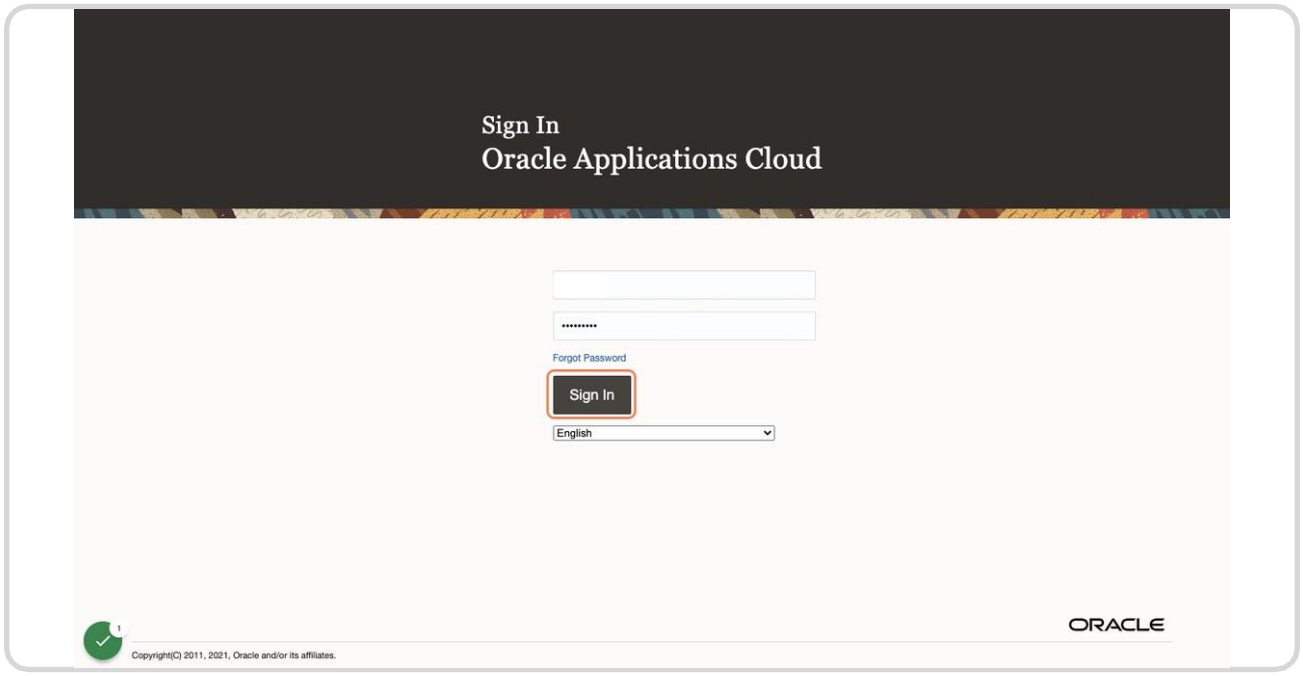
Pre-Requisites/ Job Descriptions

This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Description
1.	Employee

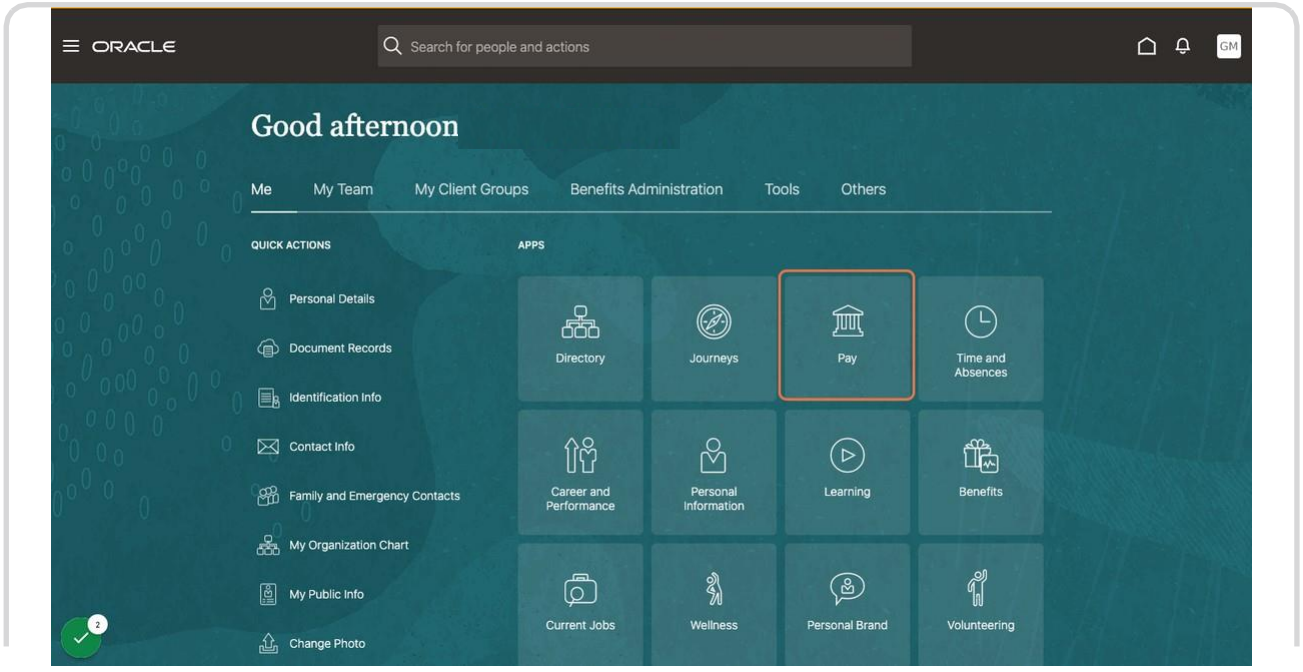
STEP 1

Click on “Sign In”



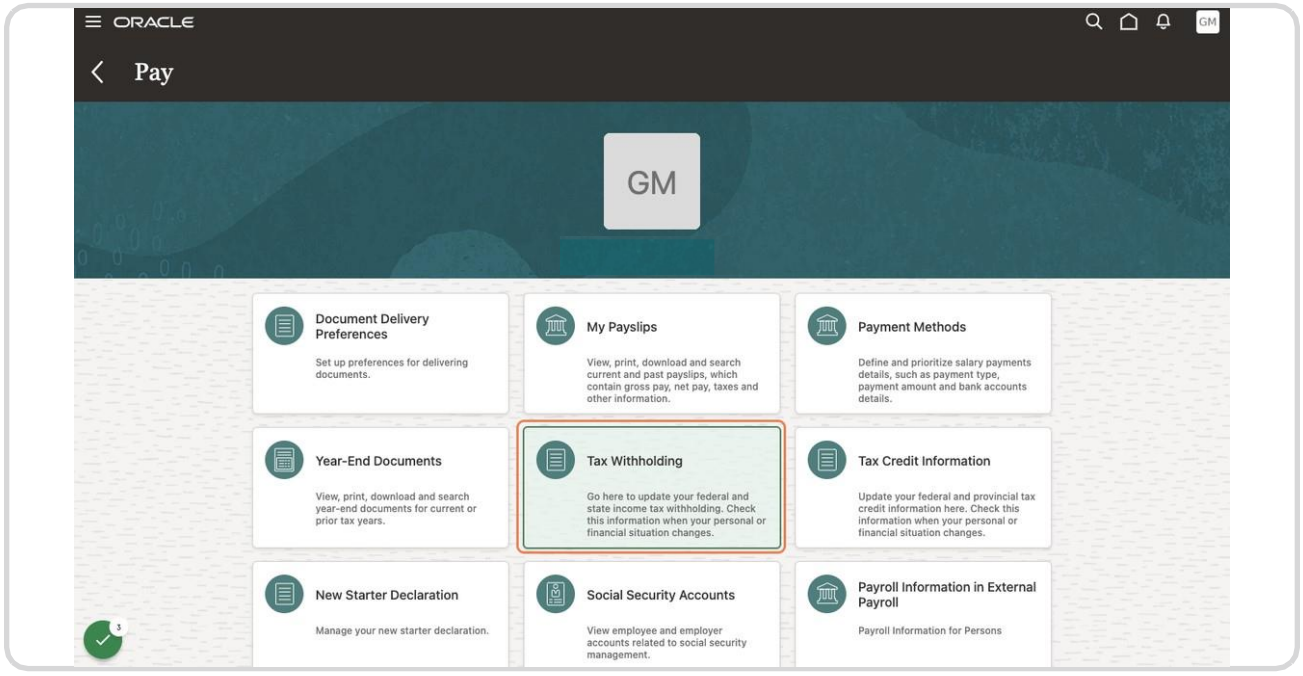
STEP 2

Under Me, click on the tile “Pay”



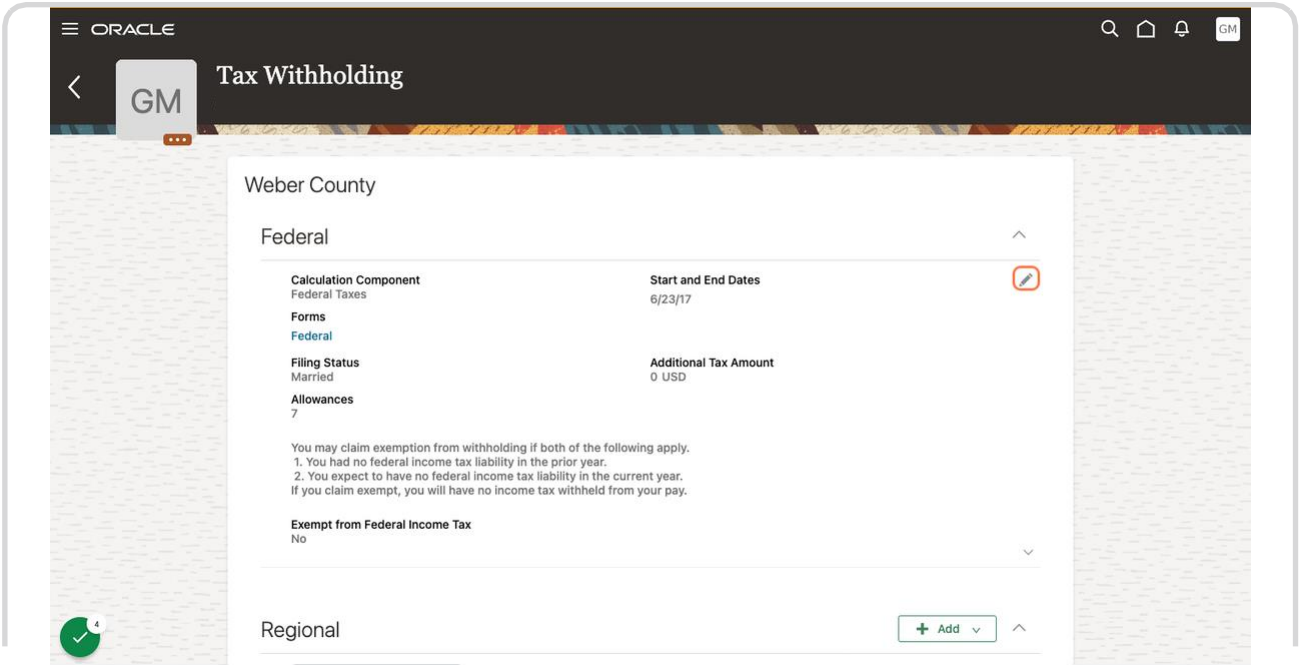
STEP 3

Click on the tile “Tax Withholding”



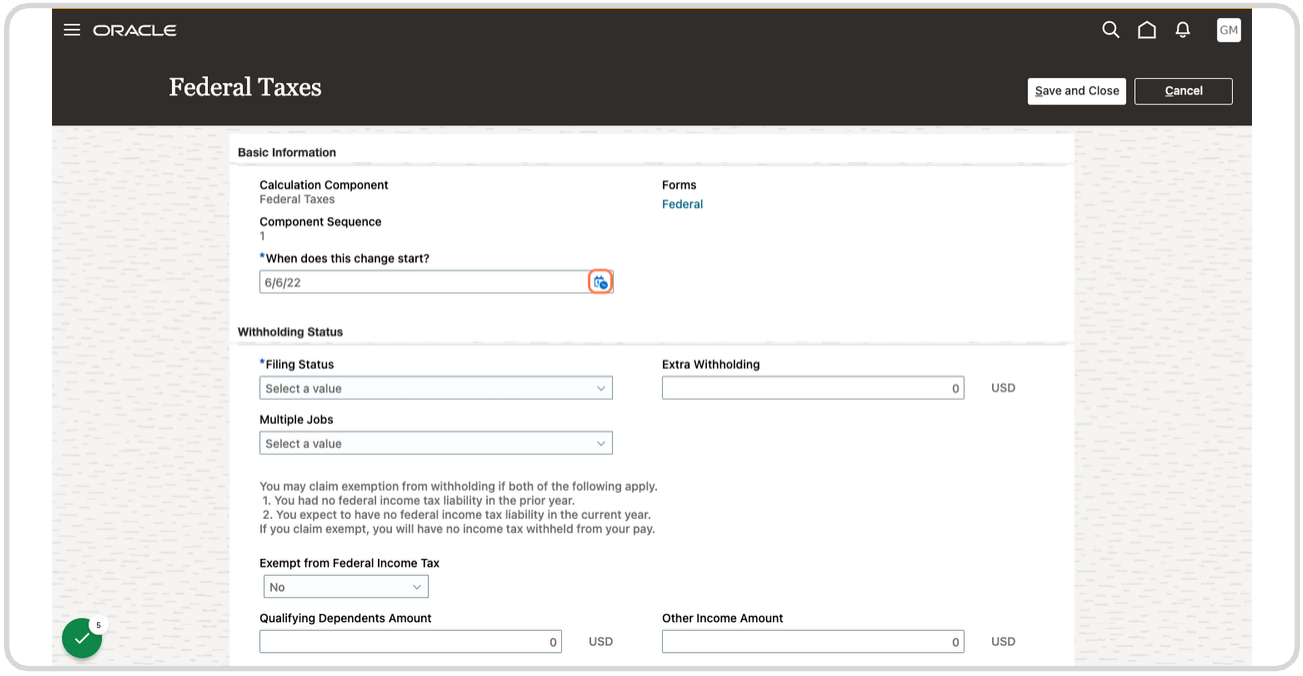
STEP 4

Under Federal section, click on Pencil symbol to edit.



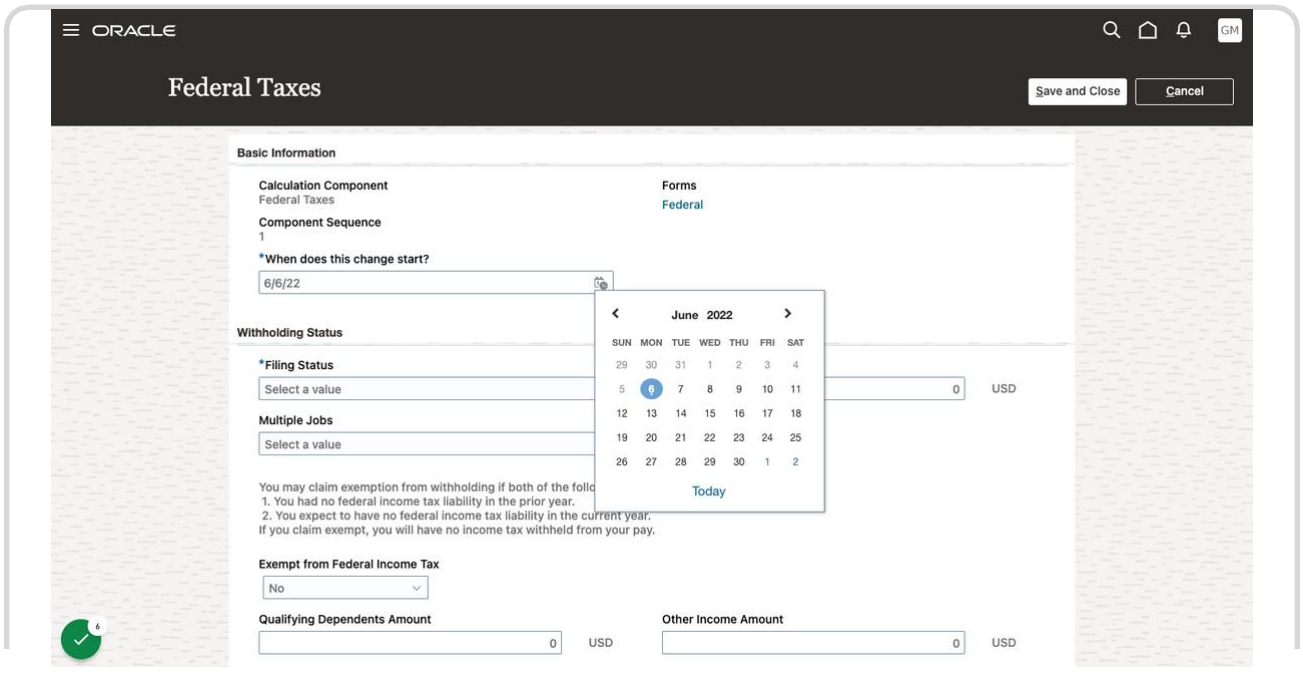
STEP 5

Click on Date Selector to select when this change is to start



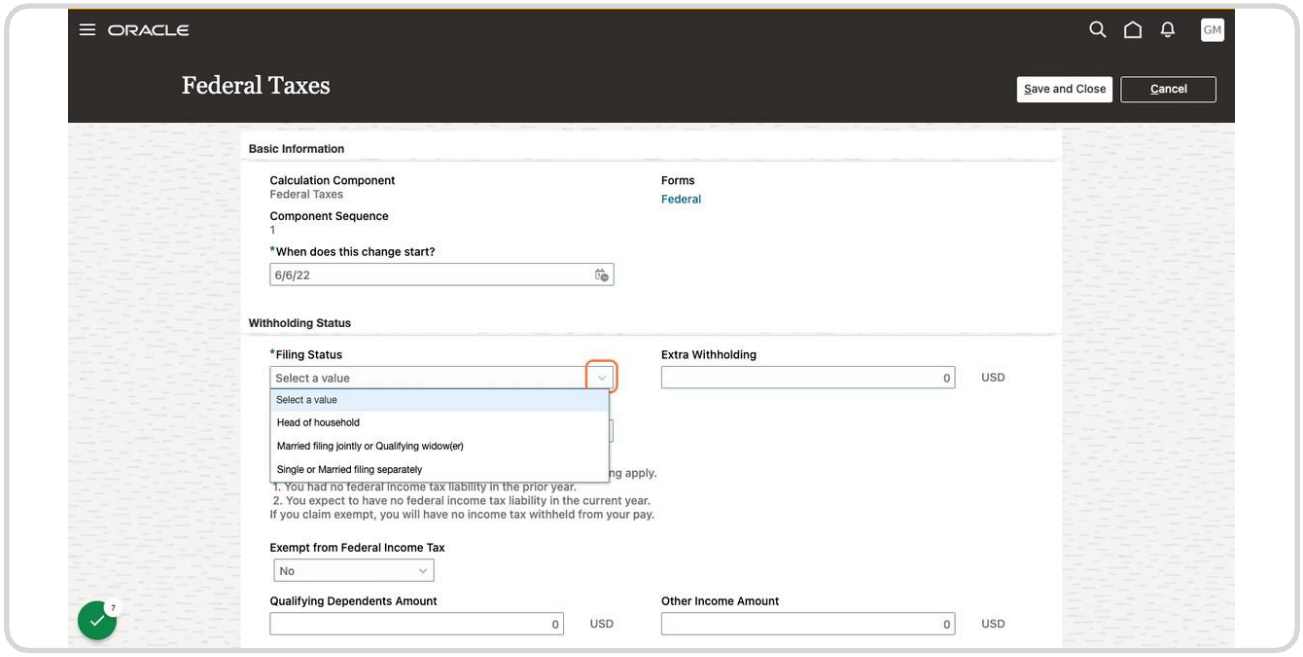
STEP 6

Select the date when you want the change to start on the system.



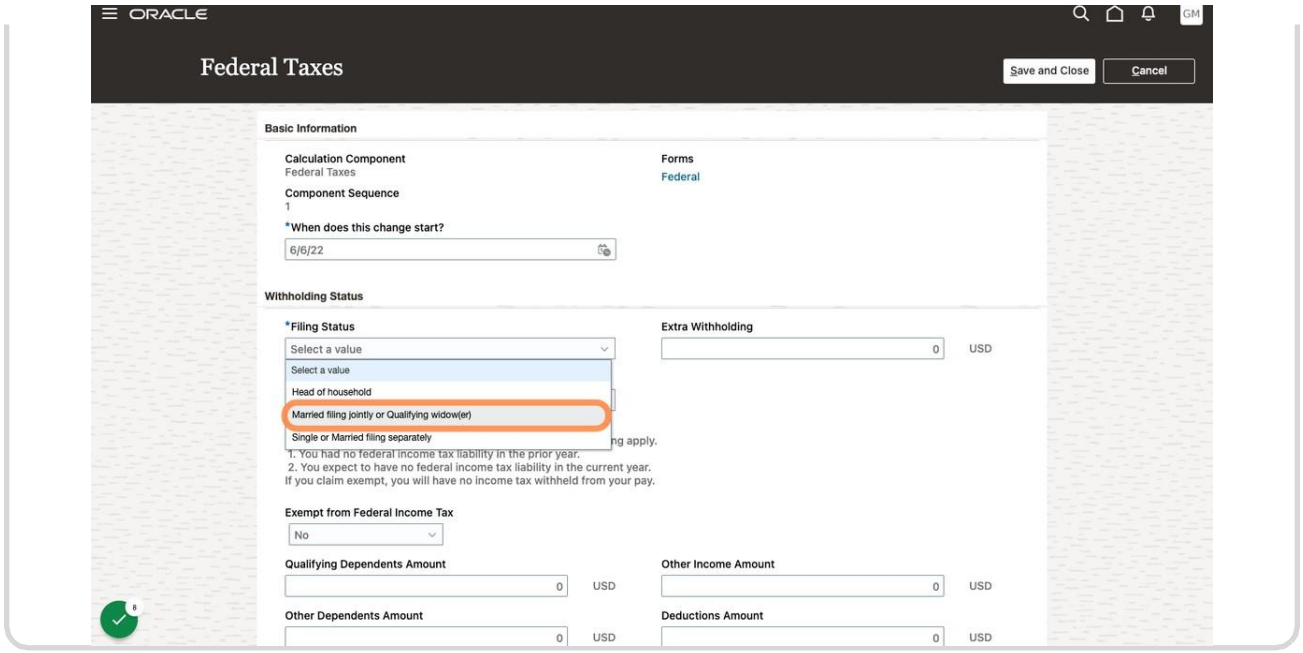
STEP 7

Select the Filing Status Drop down arrow



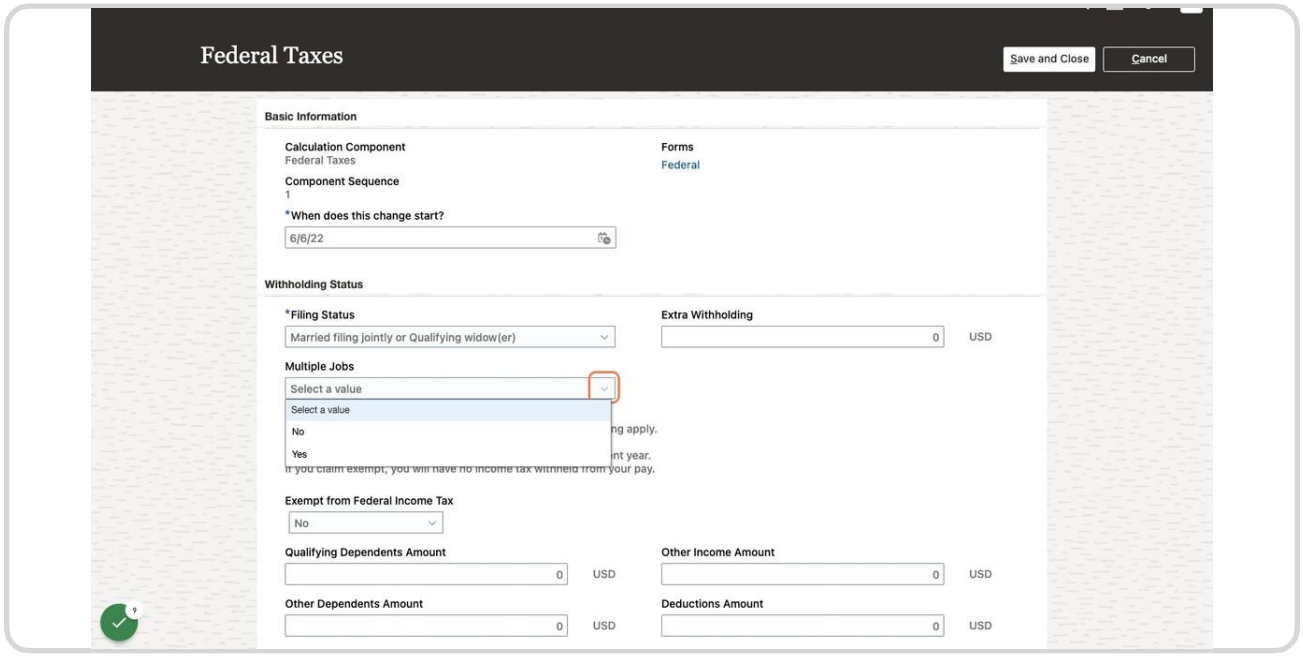
STEP 8

Select the “Filing Status” that is appropriate for you. In this example, the option 'Married Filing Jointly' is chosen



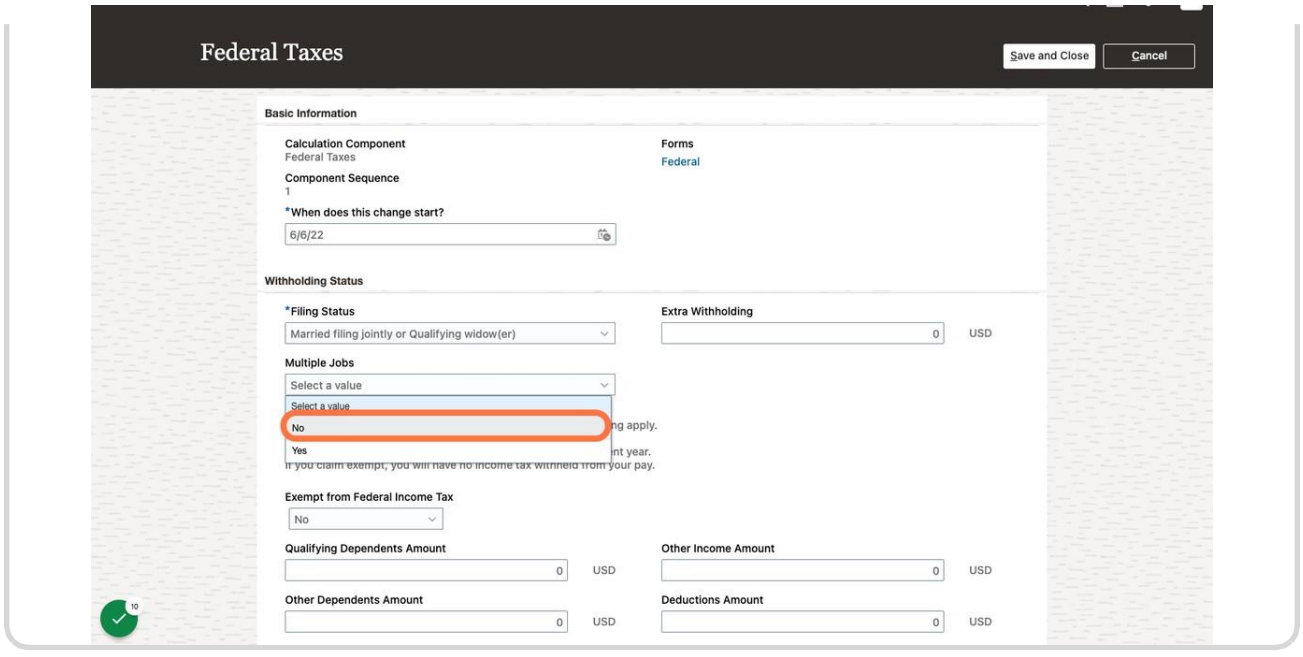
STEP 9

Select the “Multiple Jobs” dropdown arrow



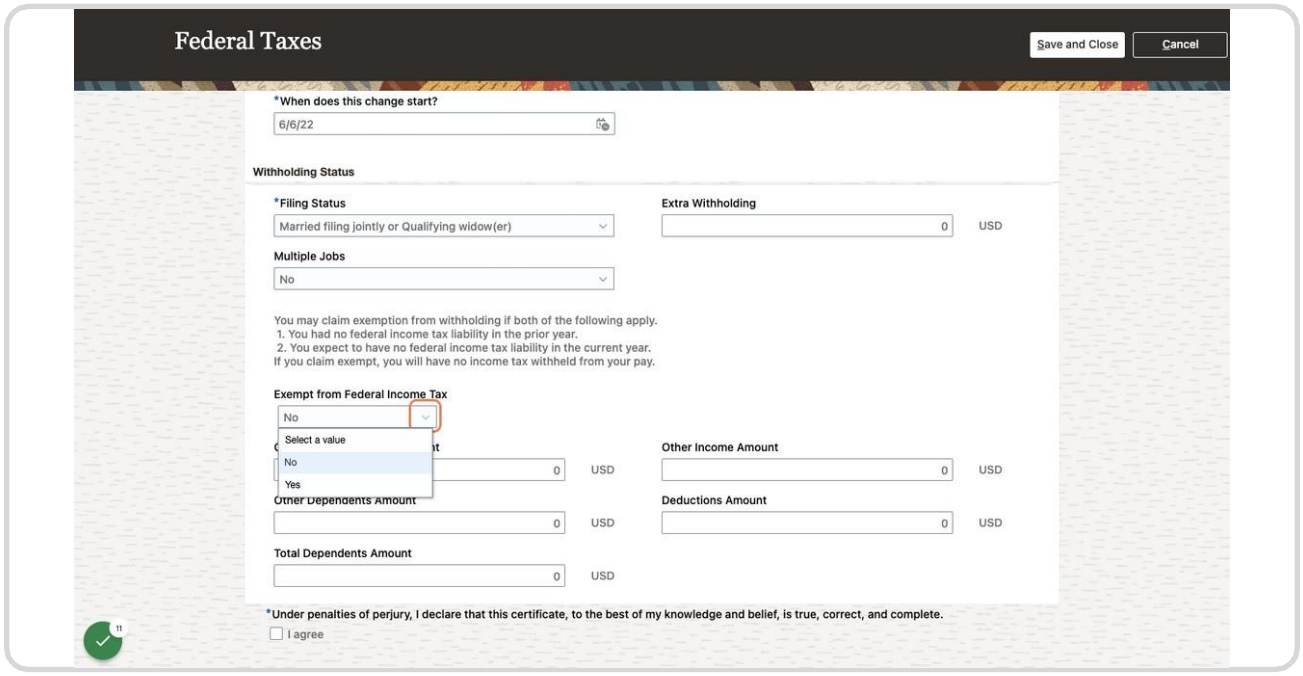
STEP 10

Select 'No' from the dropdown unless you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works



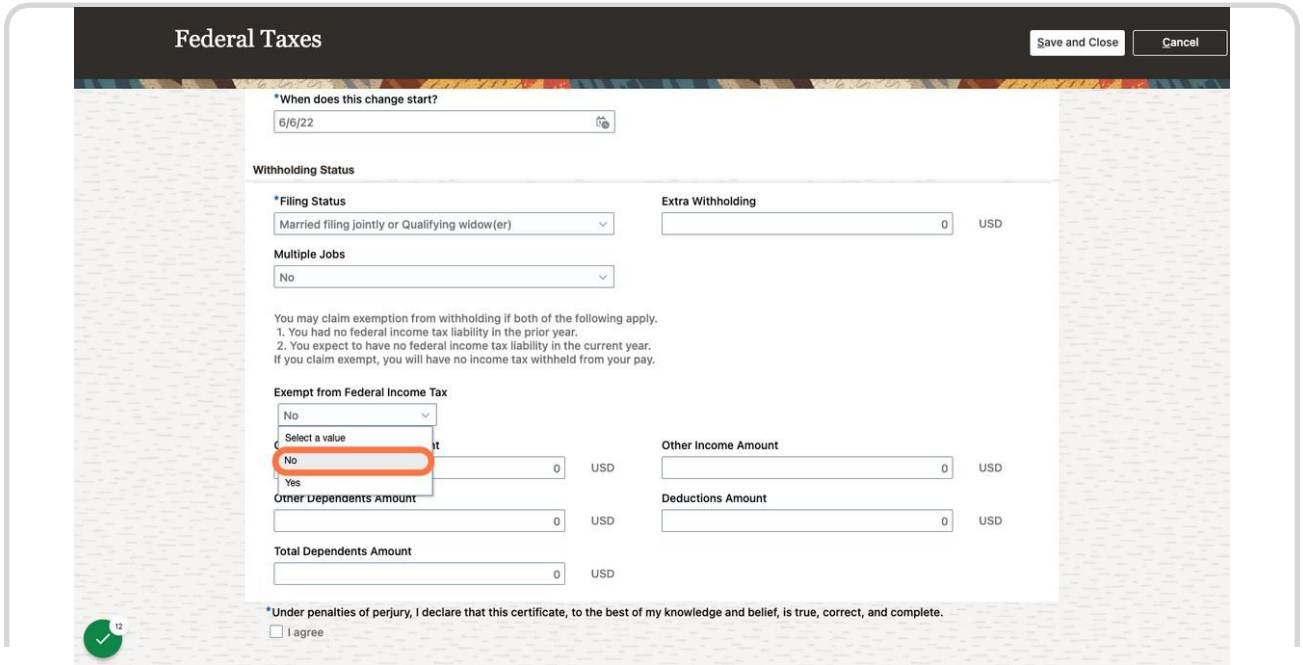
STEP 11

Select "Exempt from Federal Income Tax" dropdown arrow.



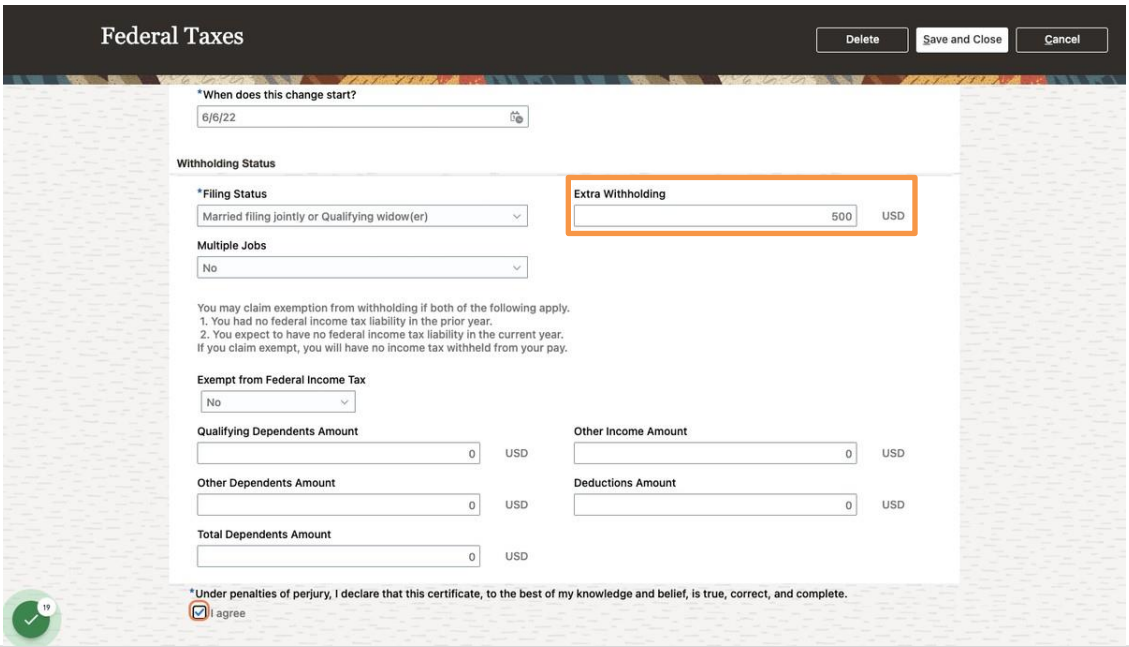
STEP 12

Select “No” unless you qualify for exempt status criteria listed above.



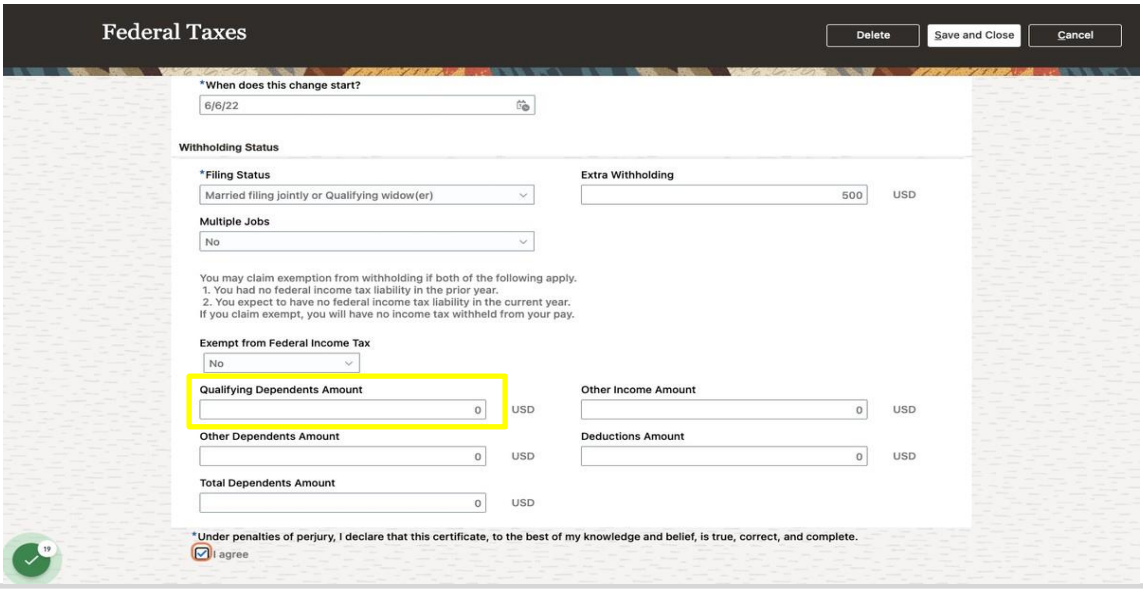
STEP 13

Enter amount value in "Extra Withholding" field for any additional tax you want withheld each pay period



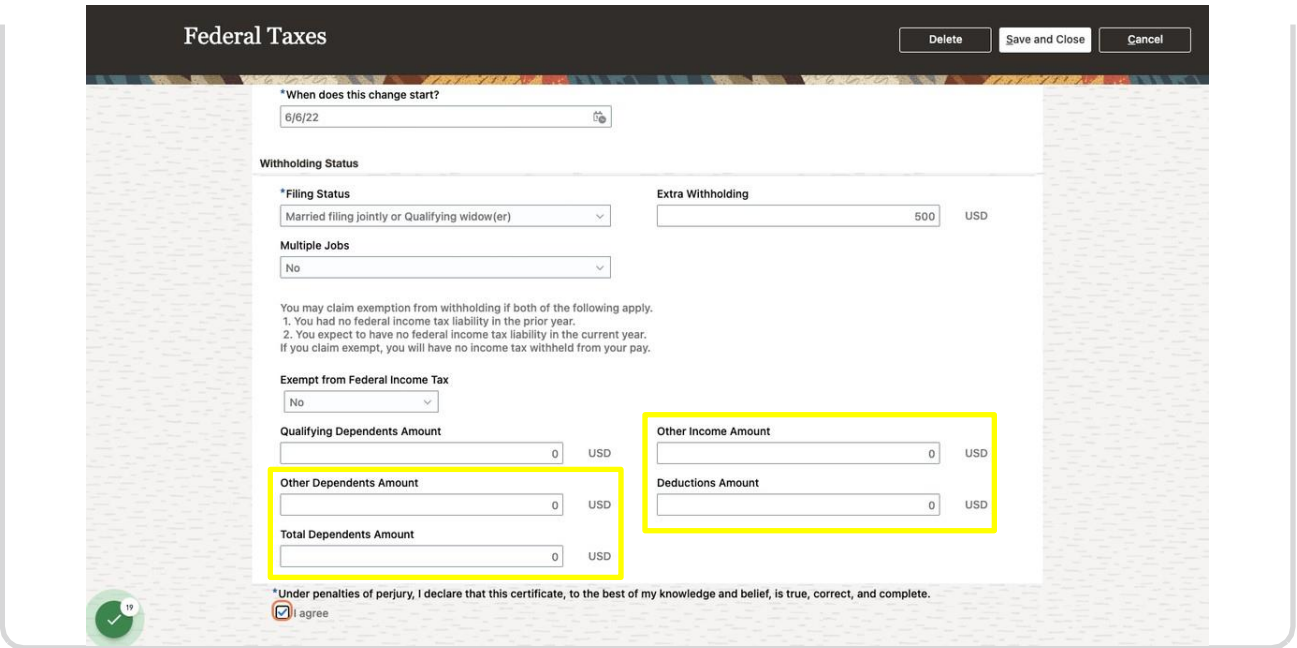
STEP 14

If your income will be $200,000 or less ($4,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by $2,000; Multiply the number of other dependents by $500. Add the dollar amounts above and enter the total amount here. Above dollars should be added in the yellow highlighted box in the below screenshot.



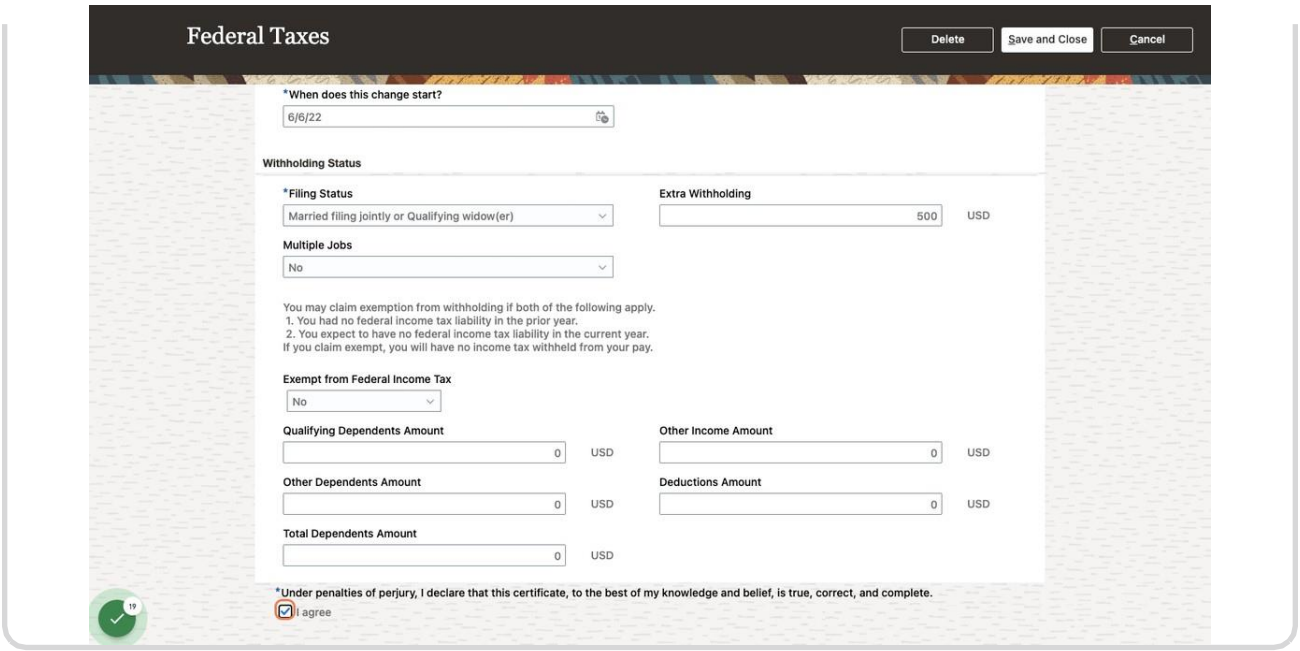
STEP 15

Workers can fill in the amount details in other fields, and then the 'Total Dependent amount' in the bottom.



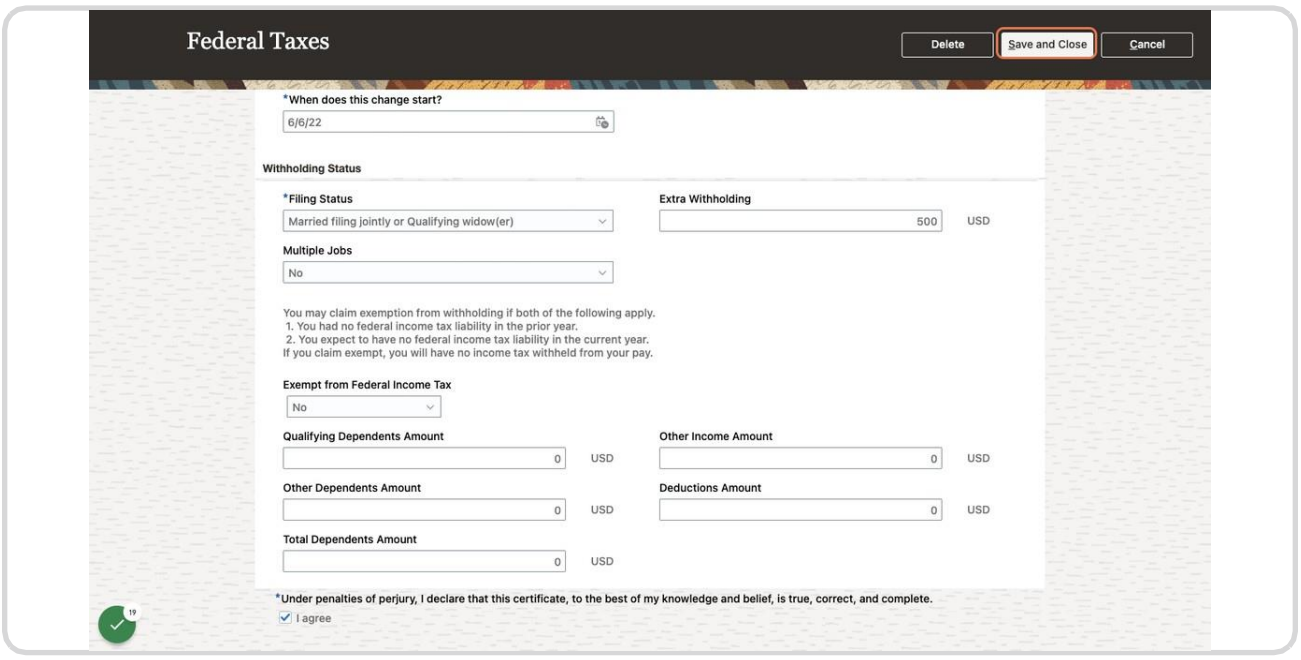
STEP 16

Click the "I agree" checkbox, to declare that this information is true, correct, and complete.



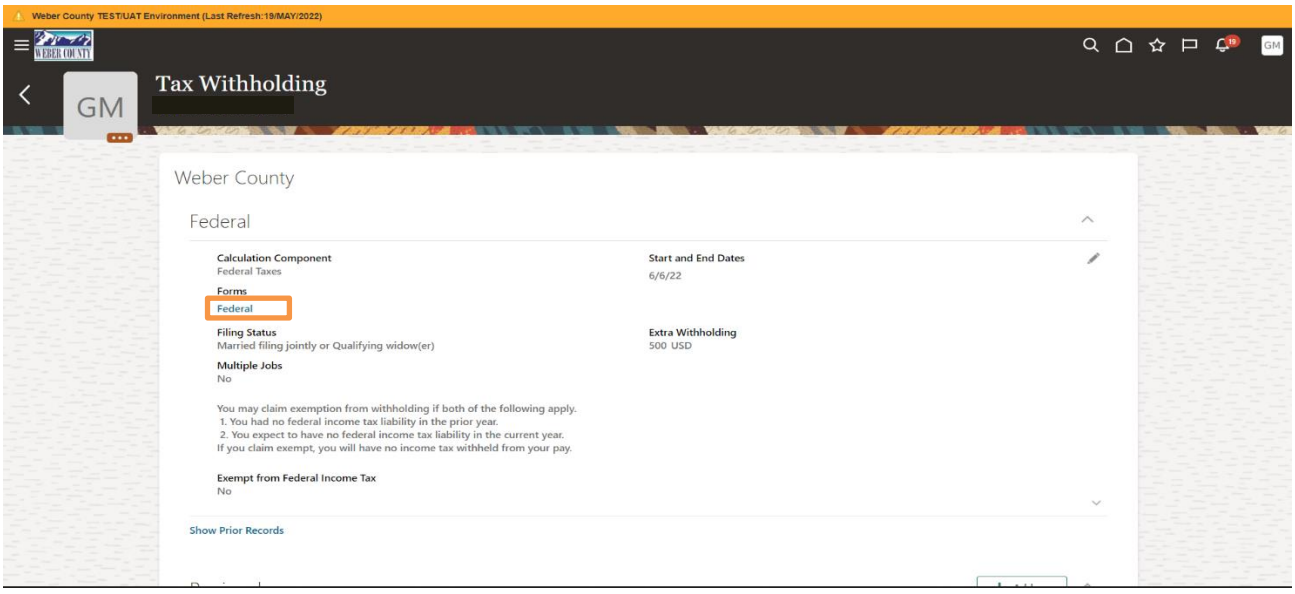
STEP 17

Click on “Save and Close” to record this information in the system.



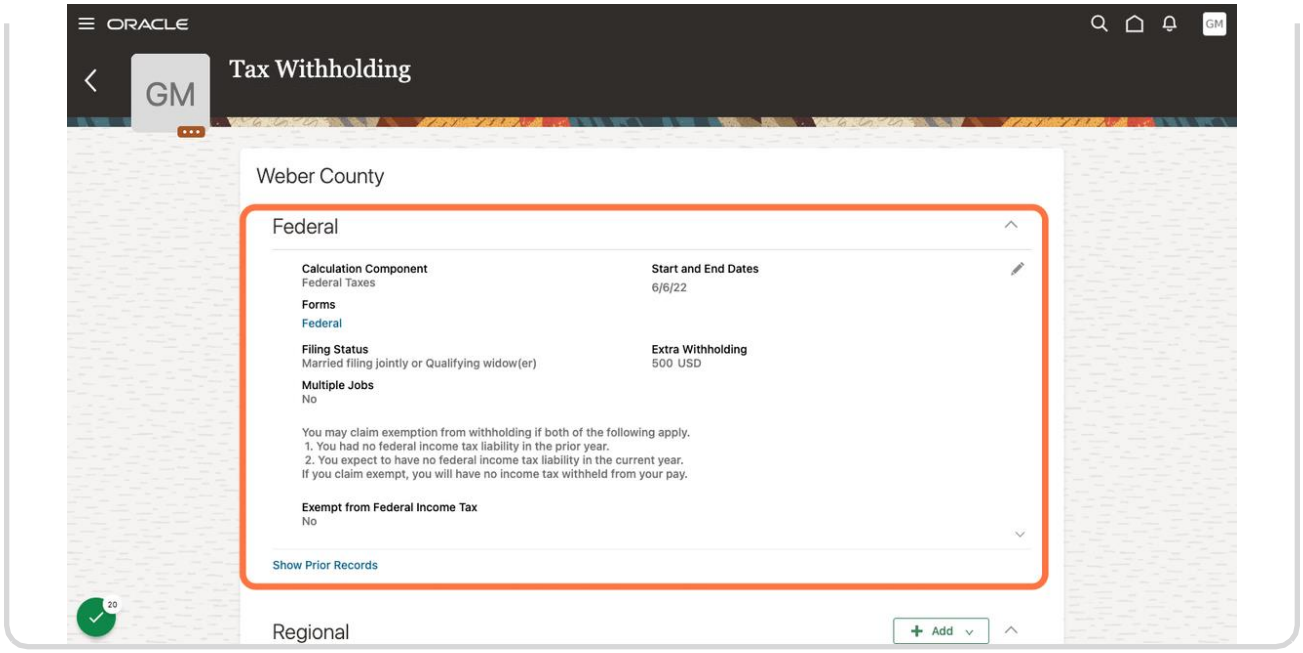
STEP 18

For additional notes and guidance, Click on ‘Federal’ link. Please make use of the IRS Estimator for the most accurate withholding.



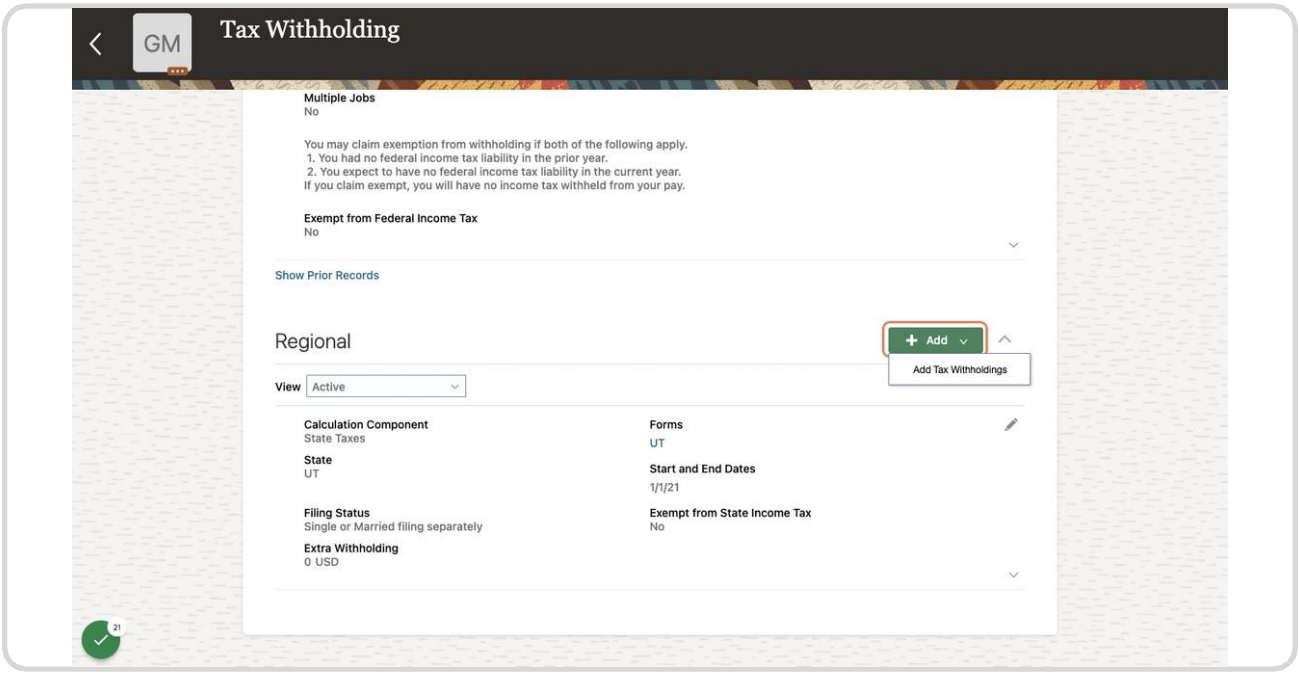
STEP 19

Here you can see the information you just entered for the federal income tax withholding.



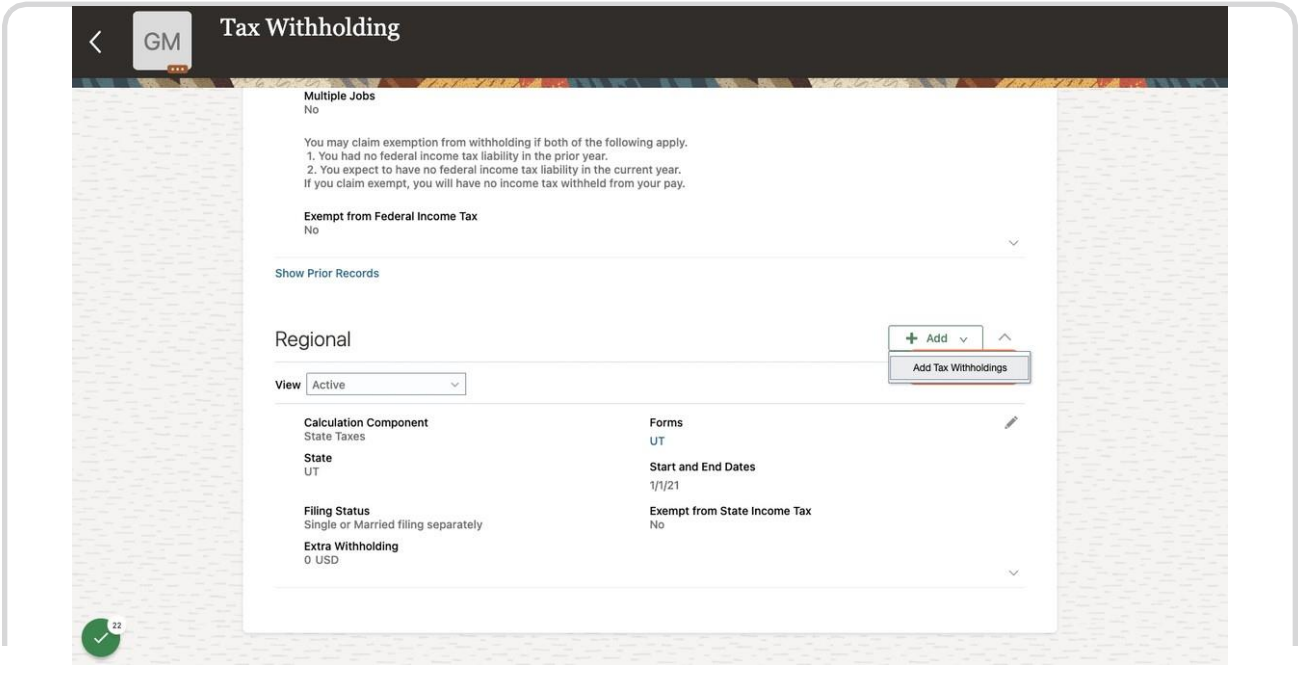
STEP 20

To add your state withholdings, click "+ Add" drop down under Regional section.



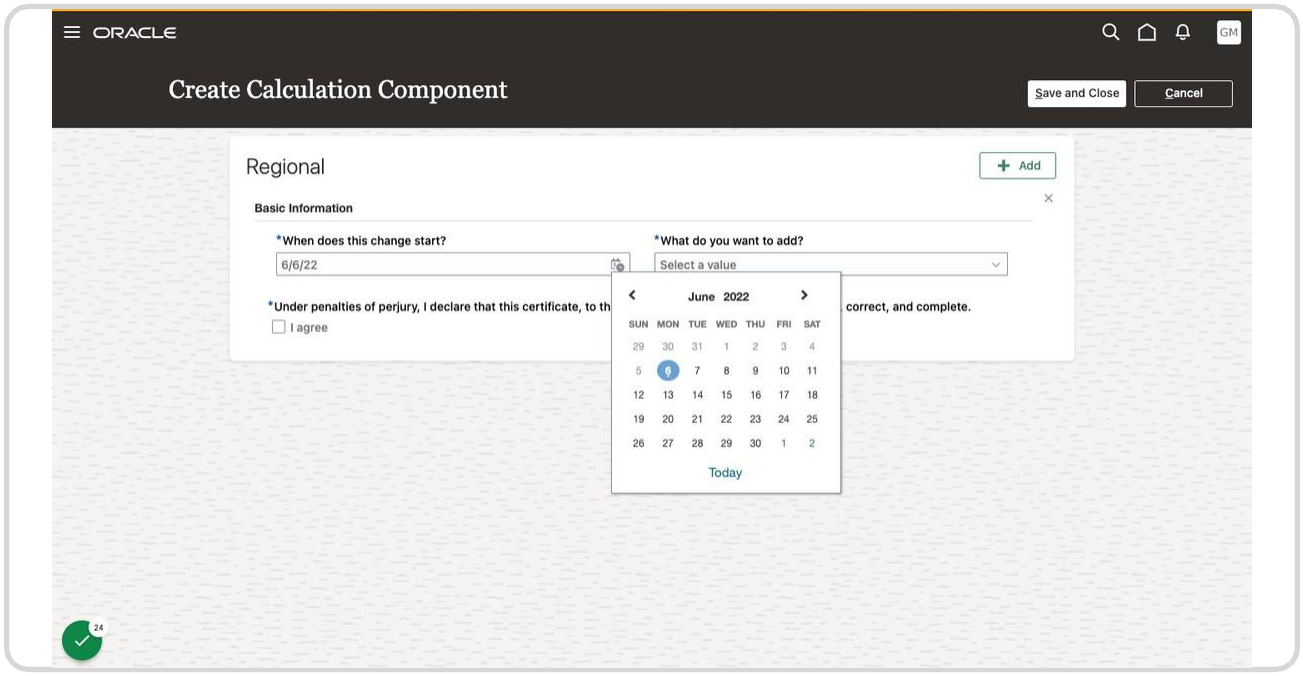
STEP 21

Select and click on "Add Tax Withholdings" option.



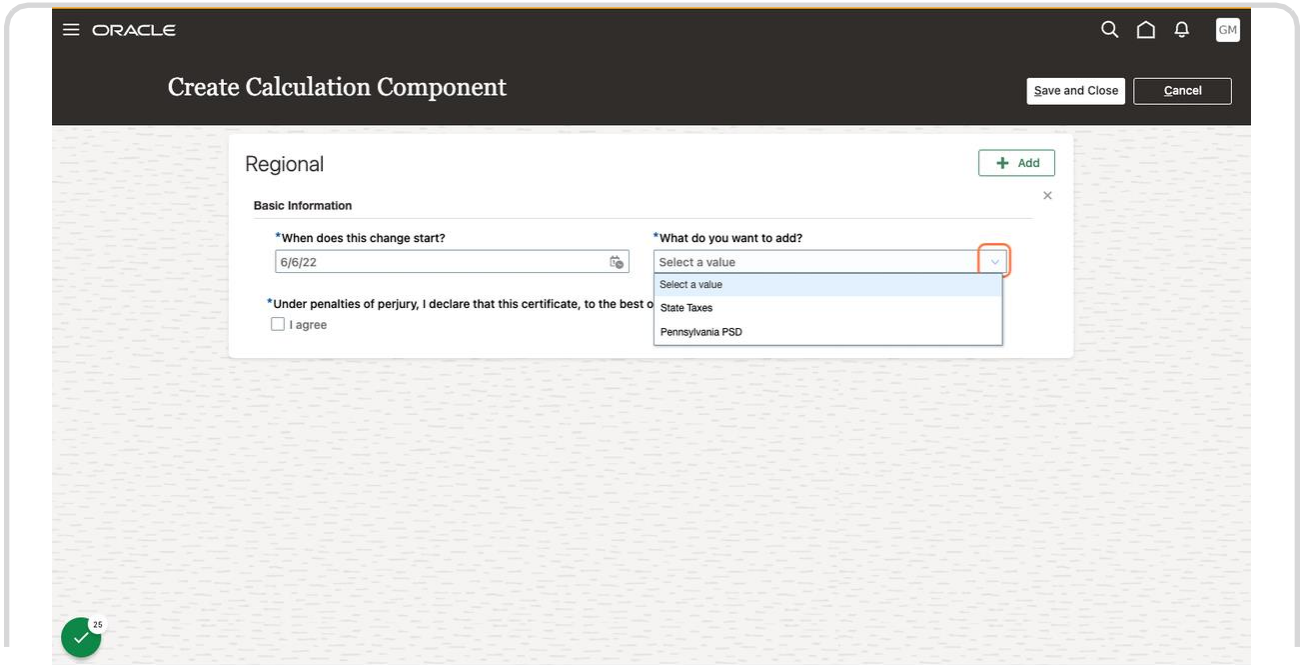
STEP 22

Select the date this tax withholding should start.



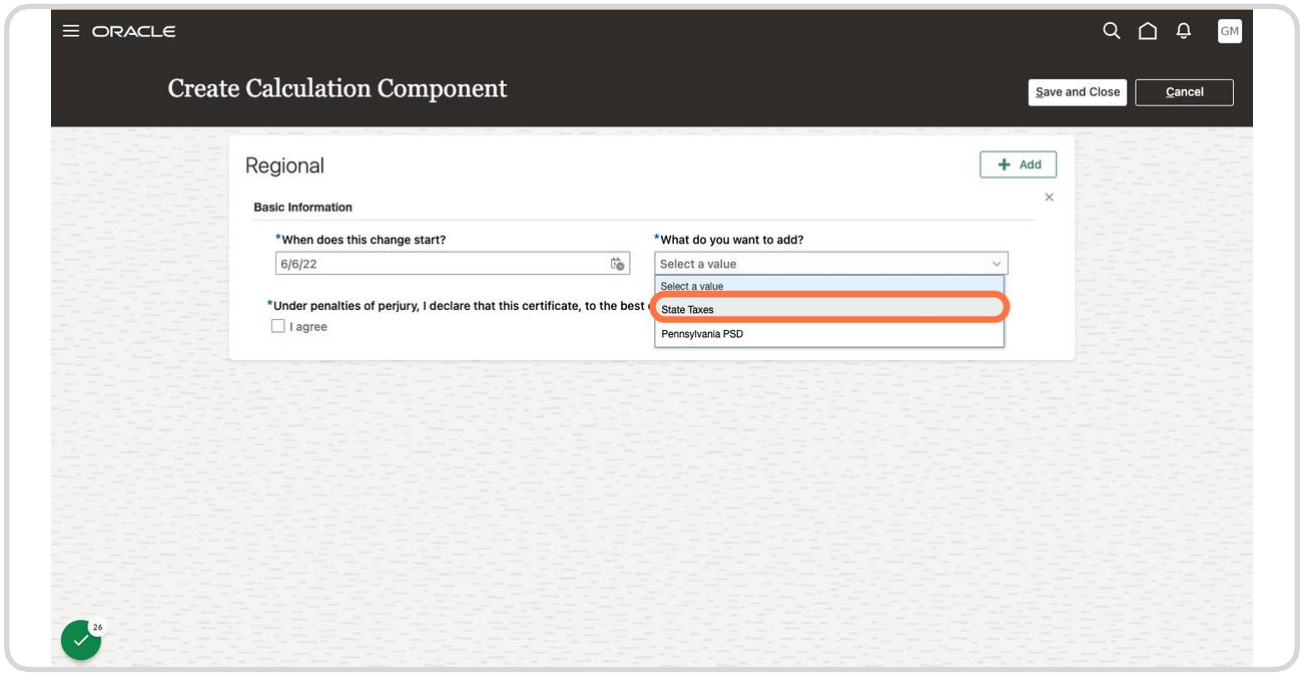
STEP 23

Click on 'What do you want to add' dropdown arrow.



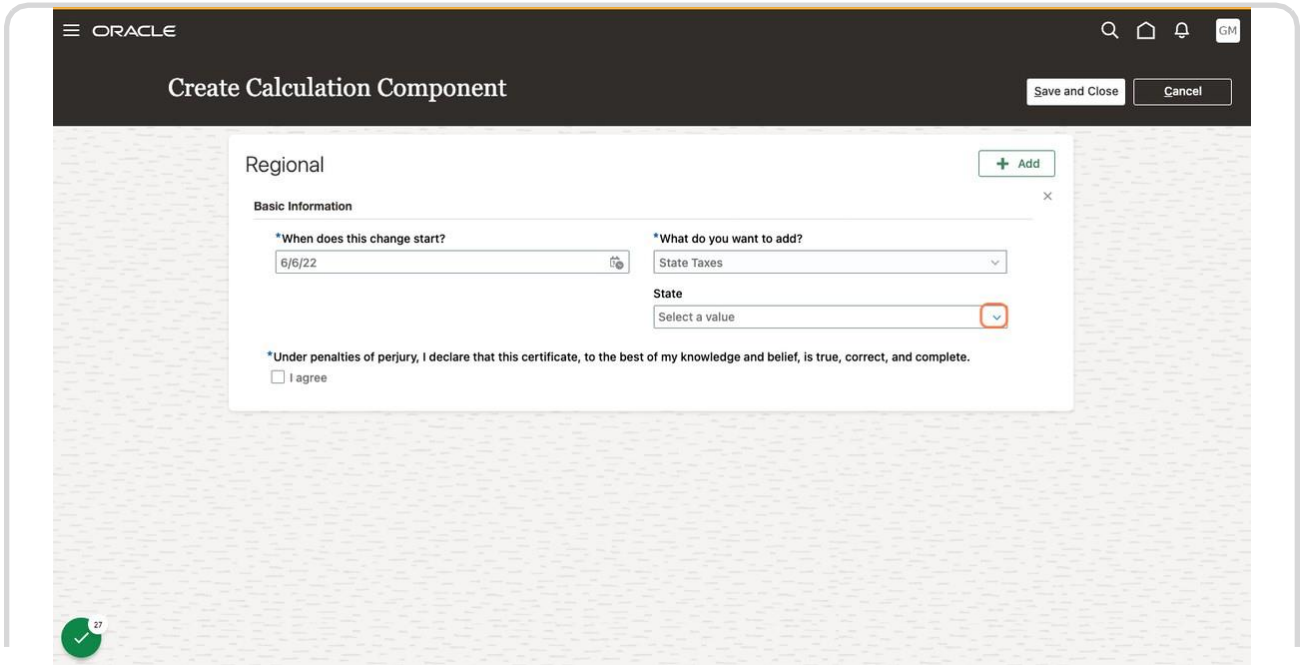
STEP 24

Select “State Taxes”



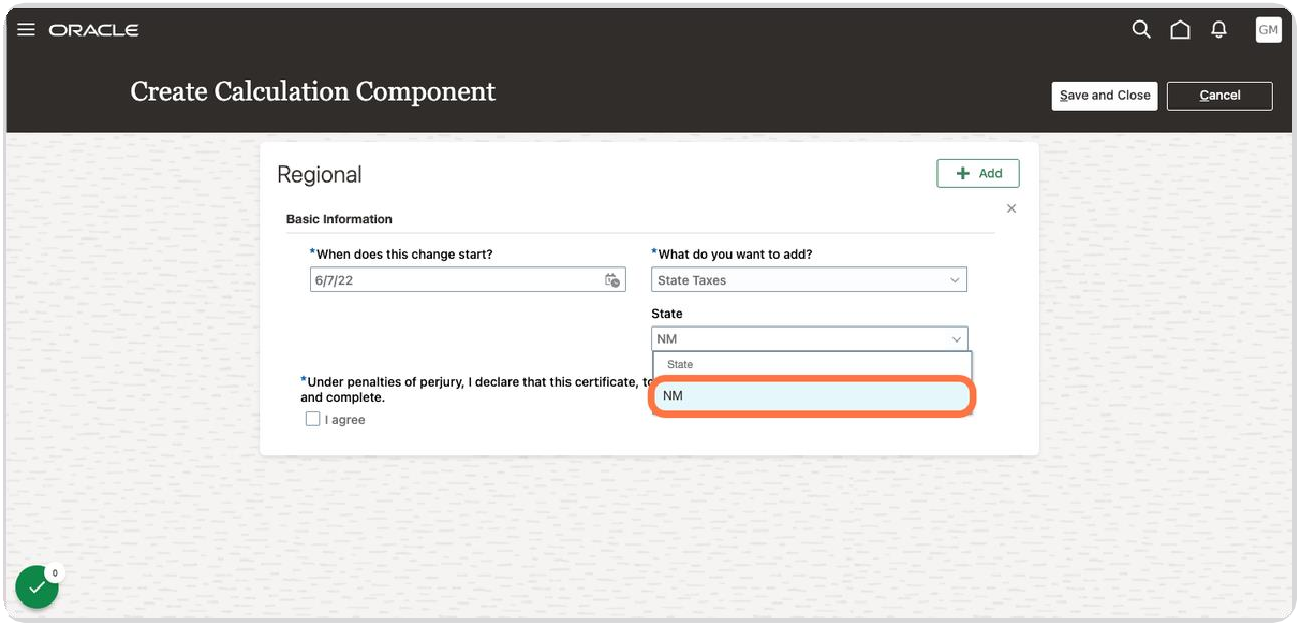
STEP 25

Click on "State" dropdown arrow.



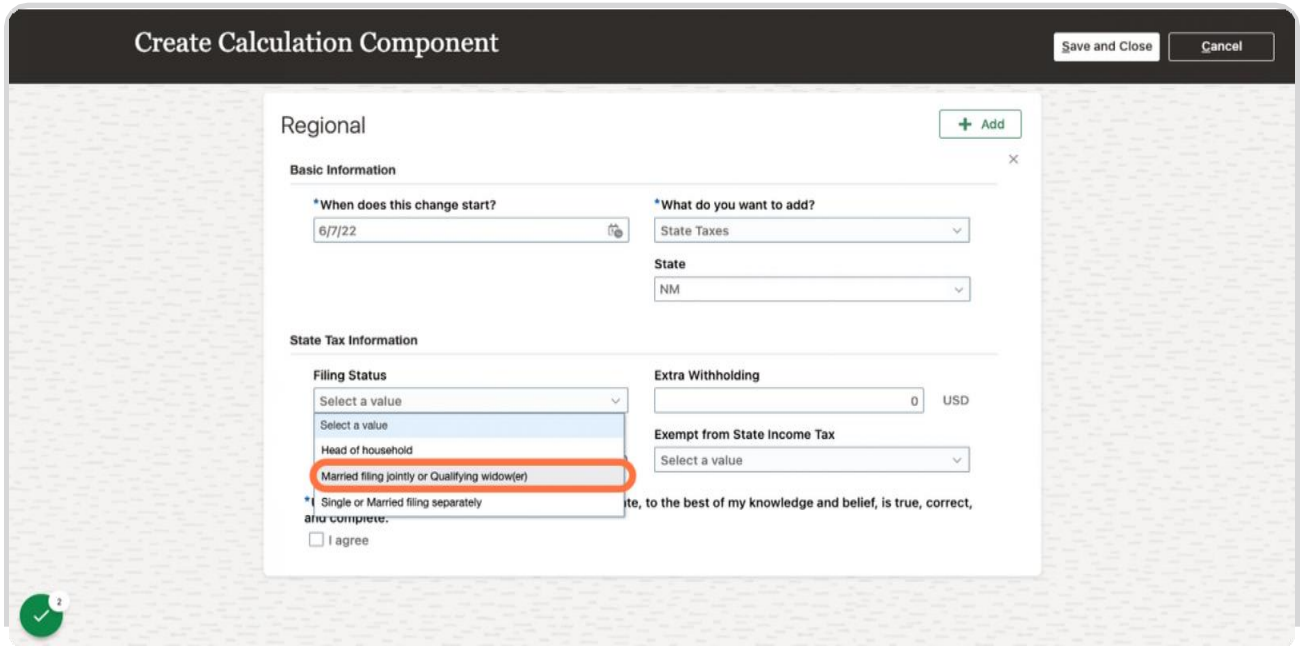
STEP 26

Select a state. For instance, state NM is selected



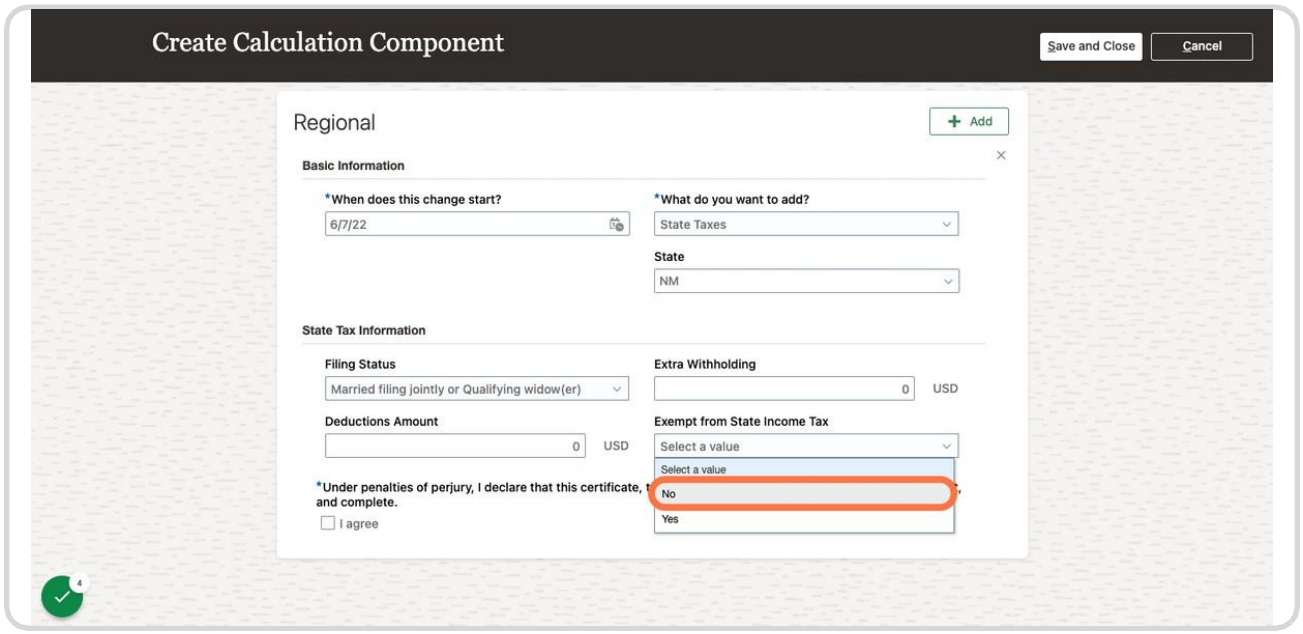
STEP 27

Select the "Filing Status" from the dropdown that is appropriate for you. In this example, option "Married filing jointly or Qualifying widower" is selected.



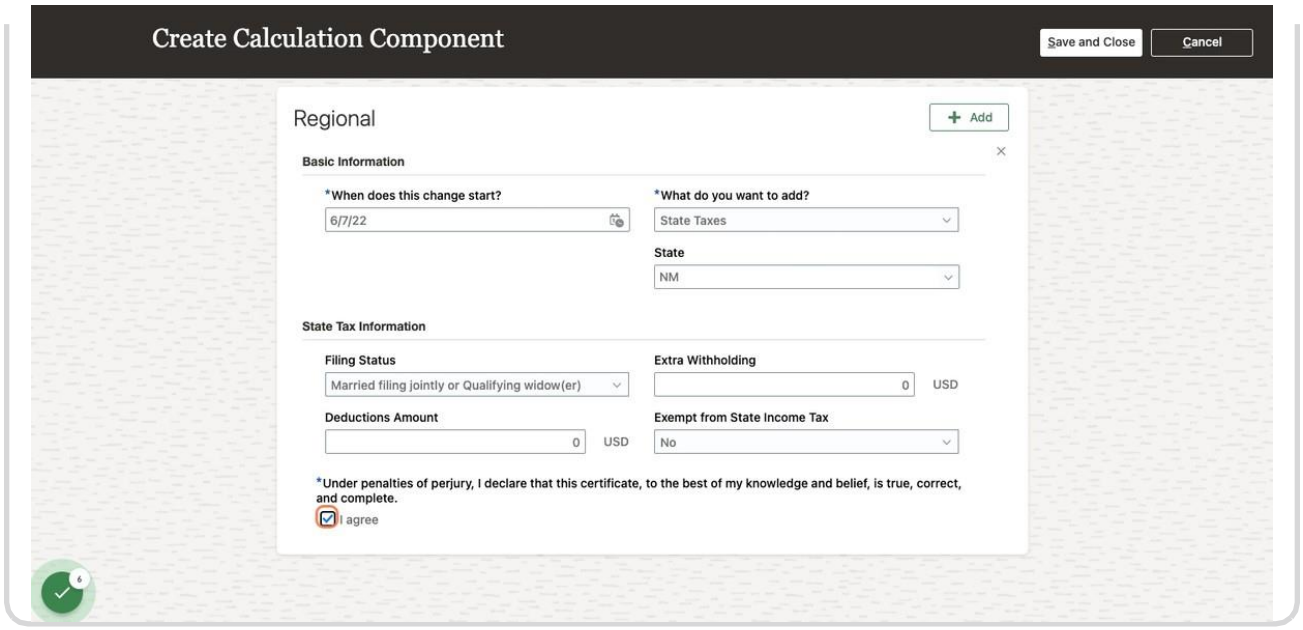
STEP 28

Select “No” for Exempt from State Income Tax unless you qualify for exempt status.



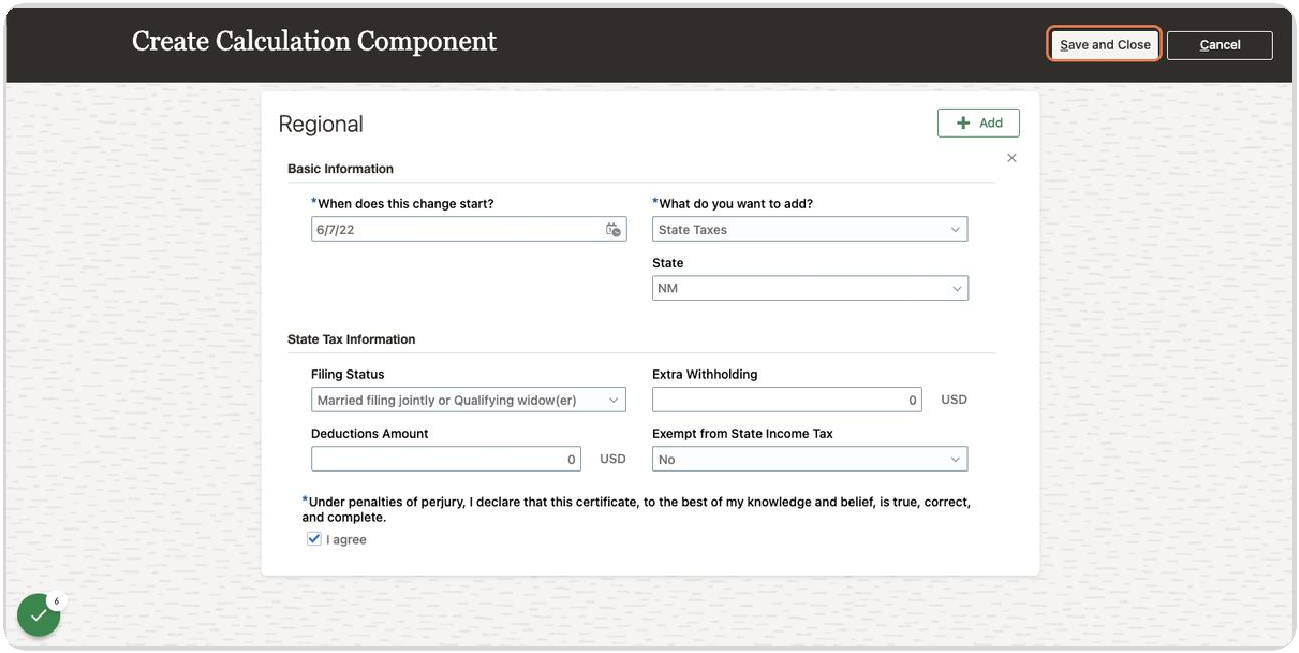
STEP 29

Click the checkbox “I Agree”, to declare that this information is true, correct, and complete.



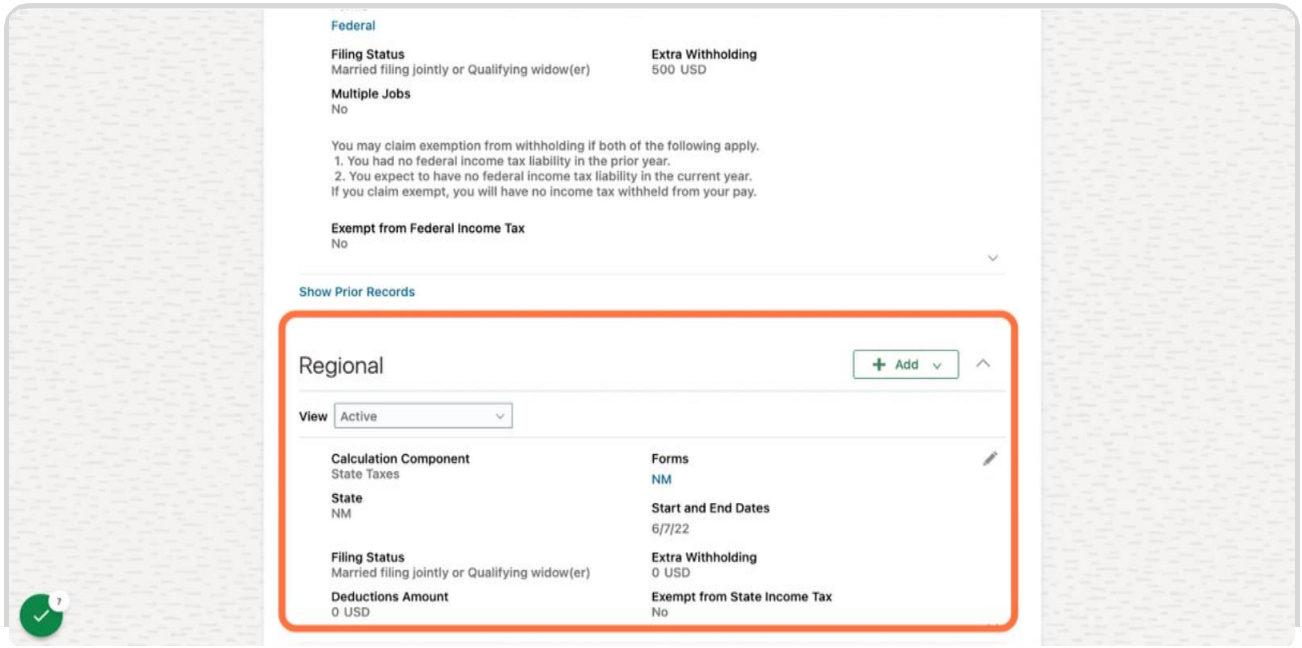
STEP 30

Click on “Save and Close”



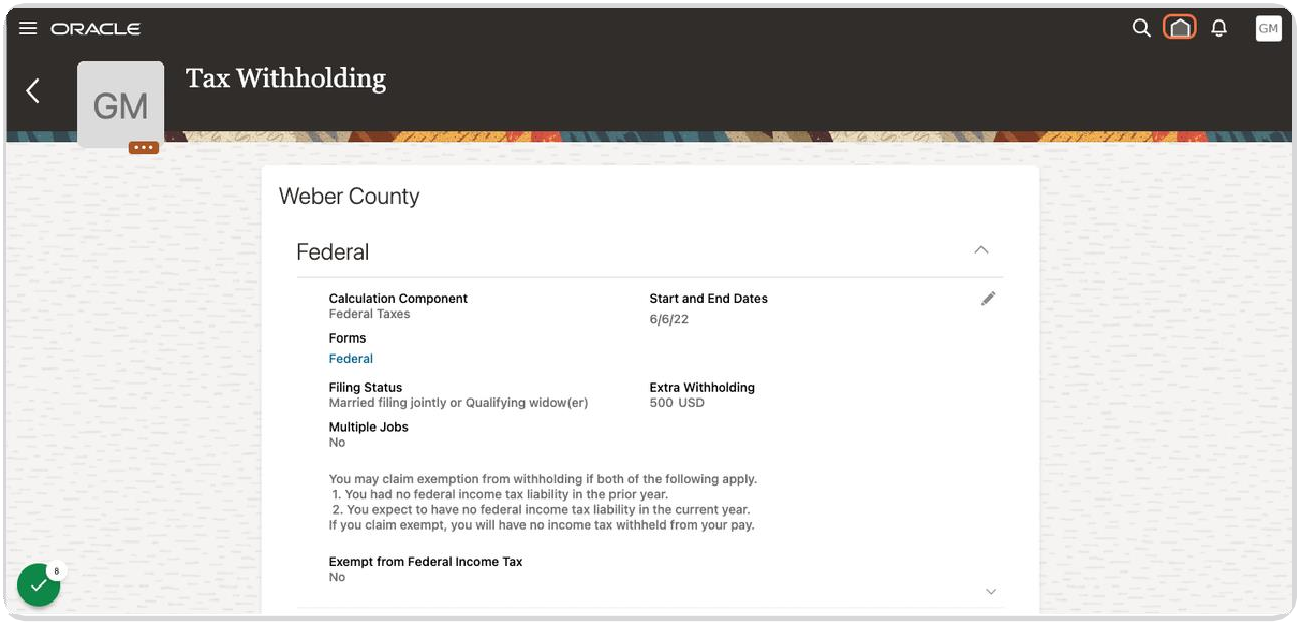
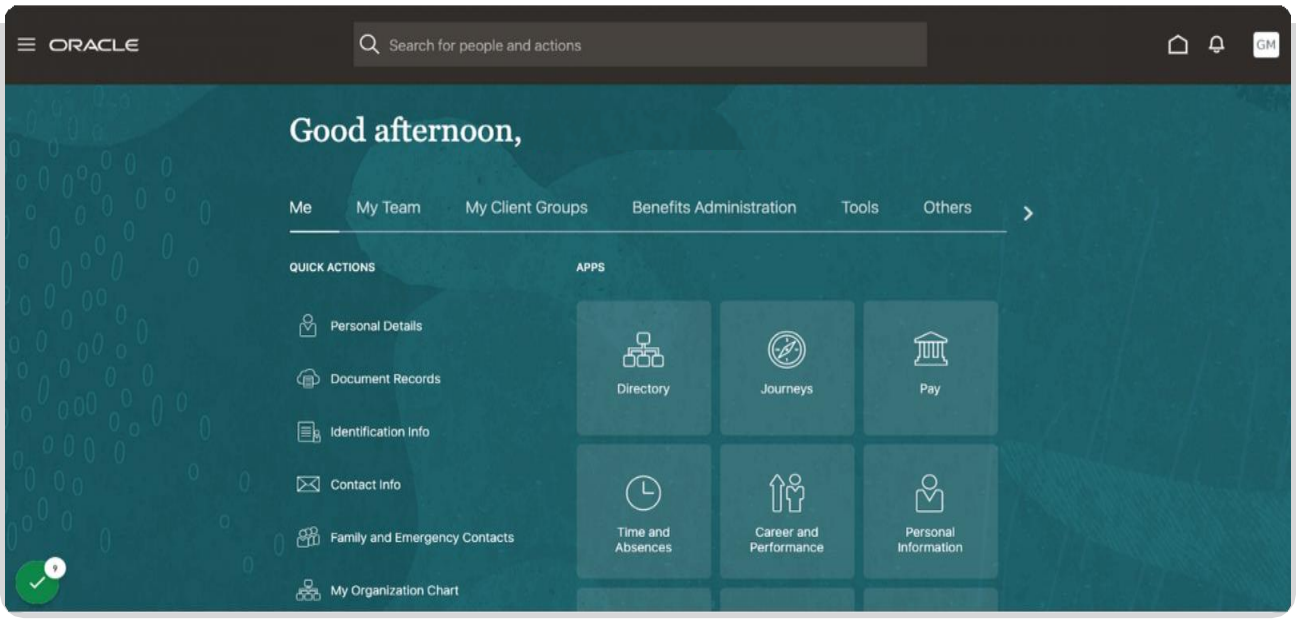
STEP 31

Here is the regional income tax withholding information you have entered.



STEP 32

Click on Home icon to return to the main screen



STEP 33