

Updating Tax Withholding in Oracle HR

Introduction


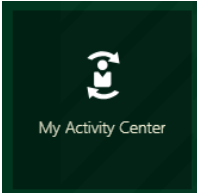
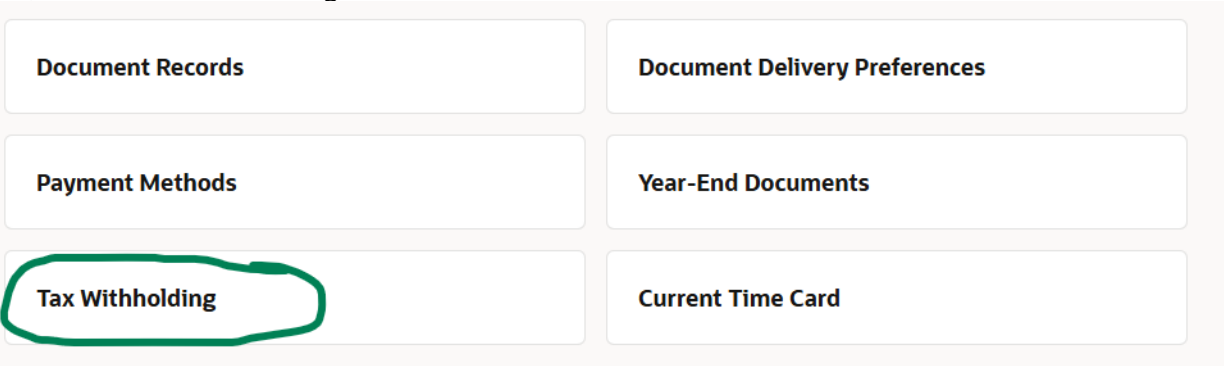
The purpose of this procedure is to describe how to view, and update your Tax Withholding on your W-4 in Oracle HR.


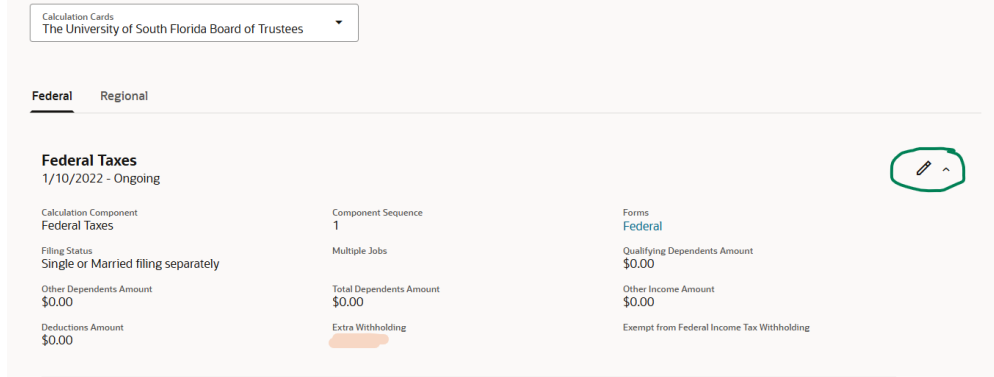

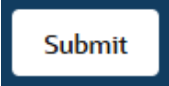
Audience

This document is intended for all actively paid employees.

Steps

The steps below detail the steps required update your tax withholding.

Step	Details
1	<p>Log into the Oracle HR Cloud Application and under the menu bar select Me</p> 
2	<p>Under Apps – Click on the My Activity Center</p>  <p>(you can also get to the Tax Withholding icon an alternate way by clicking Me > Show More> Pay > Tax Withholding)</p>
3	<p>This is the view of some of the things you can do with My Activity Center. For the purposes of this Job Aid, select Tax Withholding</p> 

4	<p>This is the Tax Withholding screen, click the pencil icon on the right hand side to open the form to make any changes. If you do not wish to make any changes, you can click the home place icon. </p> 
5	<p>https://www.irs.gov/individuals/tax-withholding-estimator</p> <p>If you are unsure of what to populate on the screen, please visit the IRS Tax Estimator tool which will guide you through a wizard which will tell you what to populate on this screen. NOTE: USF Payroll cannot provide any tax advice.</p>
6	<p>Enter a date using today's date which is the default or a future date. You cannot back date tax update changes:</p> 
7	<p>Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and com</p> <p><input type="checkbox"/> I agree</p> <p>Required</p> <p>Complete the updates that you wish to make to your tax withholding, then click the I agree check mark at the bottom of the page.</p>
8	<p>Then click the white highlighted Submit button on the upper right hand side of the page </p>
9	<p>Your tax data has been updated and it will be in effect for the next payroll that is in process. If you make your update after the Monday prior to payday, your withholding changes will be in effect for the following pay period, not the immediate one being processed. You can make additional changes if you wish.</p>