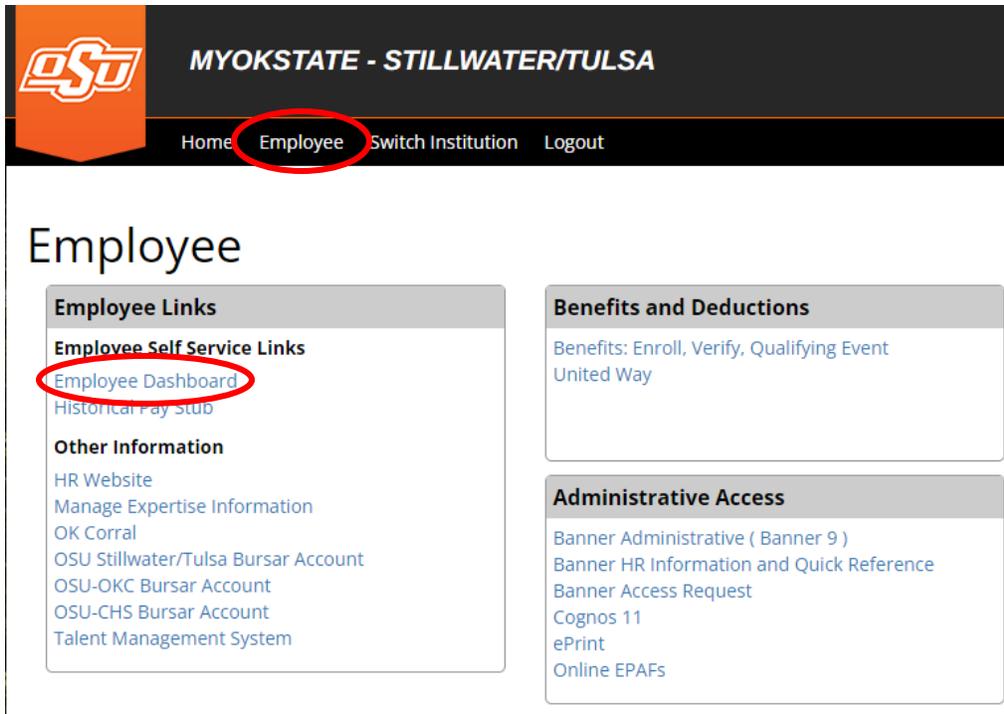


## Direct Deposit changes for OSU-OKC Employees

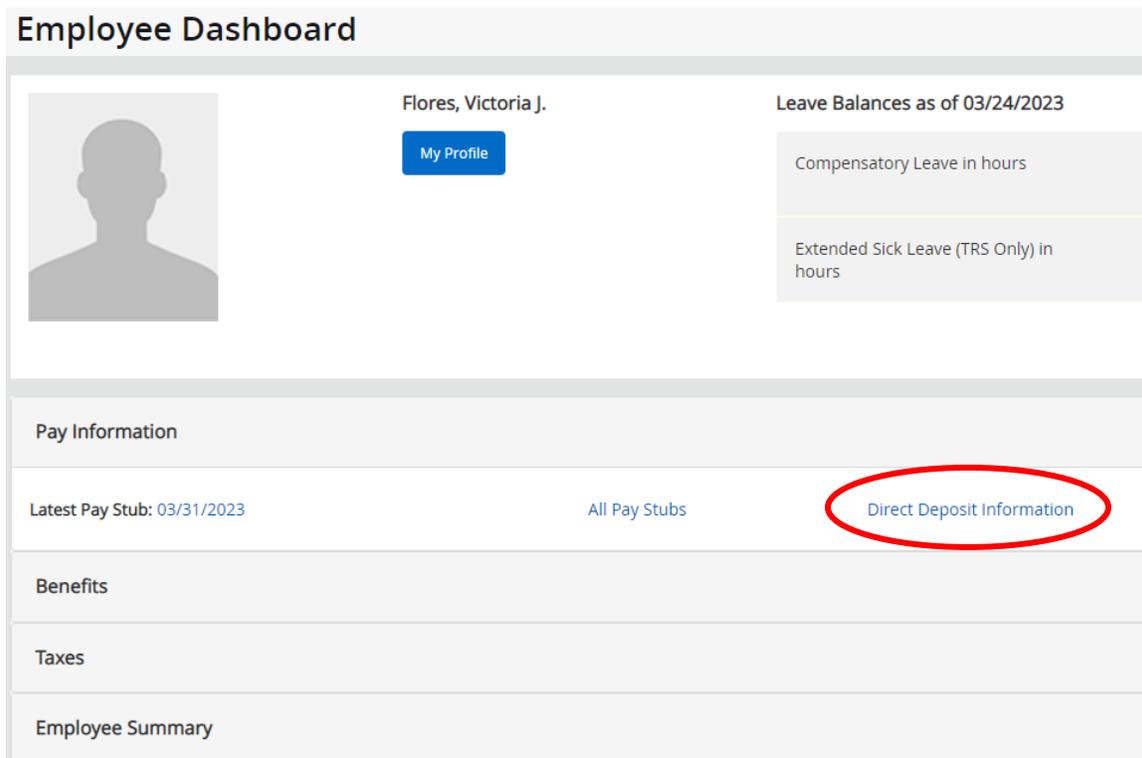
On the home page [www.osuokc.edu](http://www.osuokc.edu), click the **myOKSTATE** link to login, choose **OSU Stillwater/Tulsa** as your campus, and sign in with your O-Key credentials.

Click on the **Employee** link on the top menu bar, then **Employee Dashboard** under Employee Links.



The screenshot shows the top navigation bar of the MYOKSTATE - STILLWATER/TULSA website. The 'Employee' link is circled in red. Below the navigation bar, the 'Employee' page is displayed with several sections: 'Employee Links' (containing 'Employee Self Service Links' and 'Other Information'), 'Benefits and Deductions', and 'Administrative Access'. The 'Employee Dashboard' link under 'Employee Self Service Links' is also circled in red.

Click **Direct Deposit Information** to setup or make changes to your direct deposit information.



The screenshot shows the Employee Dashboard for Victoria J. Flores. The dashboard includes a profile picture placeholder, a 'My Profile' button, and 'Leave Balances as of 03/24/2023' (Compensatory Leave in hours, Extended Sick Leave (TRS Only) in hours). Below this, there is a 'Pay Information' section with links for 'Latest Pay Stub: 03/31/2023', 'All Pay Stubs', and 'Direct Deposit Information' (circled in red). Other sections include 'Benefits', 'Taxes', and 'Employee Summary'.

Once you click on **Direct Deposit Information**, the following page comes up displaying your current account. Click on **Modify Direct Deposit Allocation**.

Home  
Logout

## Direct Deposit Allocation

Direct Deposit Effective for Paychecks Issued After 04/01/2023

Bank Name	Routing Number	Account Number	Account Type	Deposit Status	Entry Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[Modify Direct Deposit Allocation](#) [Inactivate Direct Deposit](#)

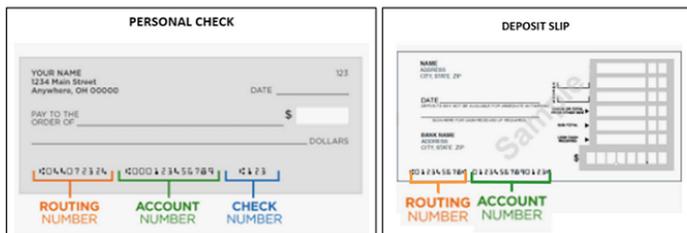
### Last Pay Distribution for Victoria Flores

Bank Name	Routing Number	Account Number	Account Type	Net Pay	Pay Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

NOTE: Oklahoma State University does not allow more than one account to be set up for an employee. Depending on when you submit your changes, it may take an additional pay period before the changes take effect.

Enter your account information. Click **Verify Routing Number**. Be sure to save changes once done.

## Direct Deposit Information



This direct deposit change will be effective starting 04/01/2023.

\* Bank Routing Number ⓘ

[Verify Routing Number](#)

\* Bank Name

\* Account Number ⓘ

\* Verify Account Number

\* Account Type

By checking this box, I authorize the State of Oklahoma to direct the financial institution to return said funds if monies to which I am not entitled are deposited to my account. I understand the payroll date and frequency of payment currently being utilized by my employer will not be affected by my decision to use Payroll Direct Deposit.

[Cancel](#)

[Save Deposit](#)

# W-4 changes for OSU-OKC Employees

Click on **Taxes** in the Employee Dashboard, the following page comes up displaying your current withholdings.

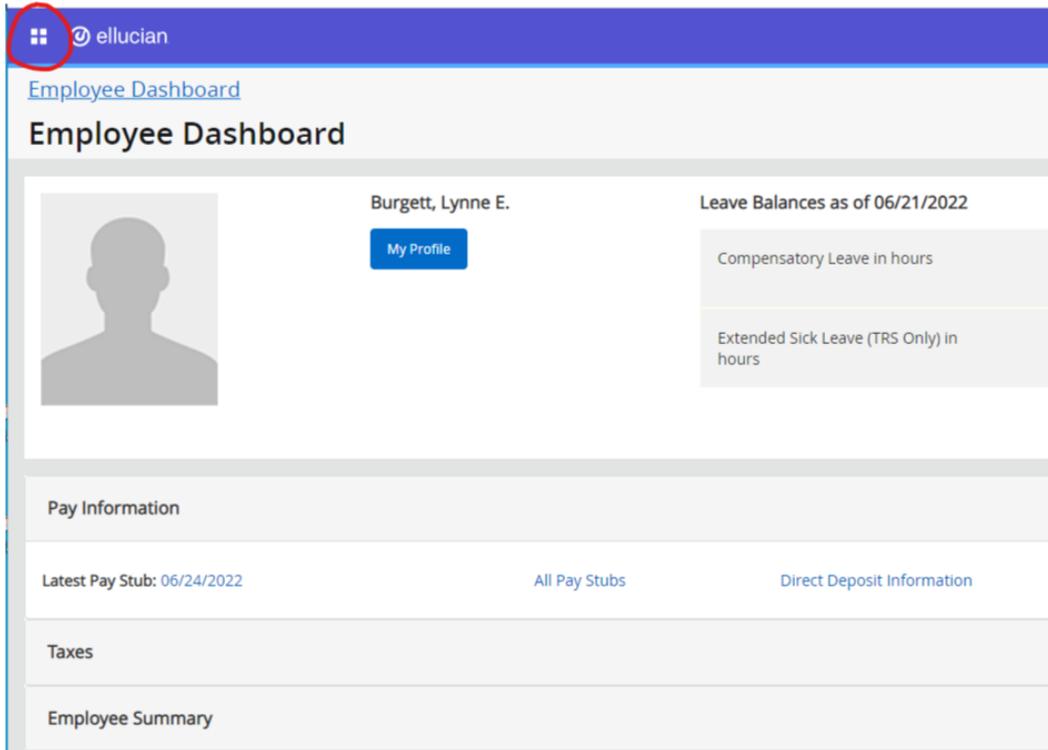
The screenshot shows a dashboard with several sections: Pay Information, Earnings, Benefits, and Taxes. The Taxes section is circled in red. Within the Taxes section, the link "W-4 Employee's Withholding Allowance Certificate" is also circled in red. Other visible links include "W-2 Wage and Tax Statement", "Electronic Regulatory Consent", and "1095-C Employer Provided Health Insurance Offer and Coverage Statement".

Once you click on **W-4 Employee's Withholding Allowance Certificate**, the following page comes up with your Federal W-4 Tax Withholding information. Click on Update at the bottom of the page. Once your changes have been made, click **Certify Changes** to save changes, or click **Restore Original Values** if you do not want to apply changes.

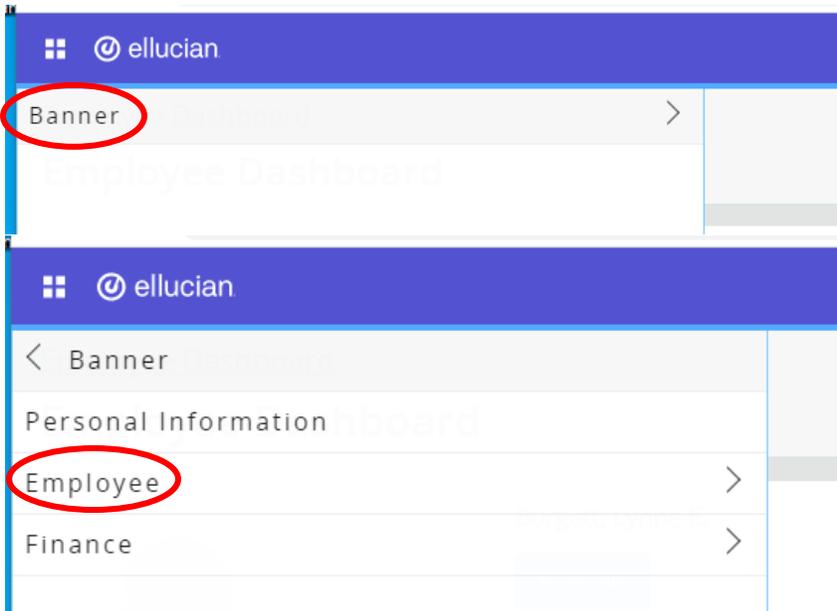
The screenshot shows the "W-4 Employee's Withholding Allowance Certificate" page. It includes a "Print" button and a navigation bar with "History", "Update" (circled in red), "Contributions or Deductions", and "Vendor Web Site". The main content area displays the following information:

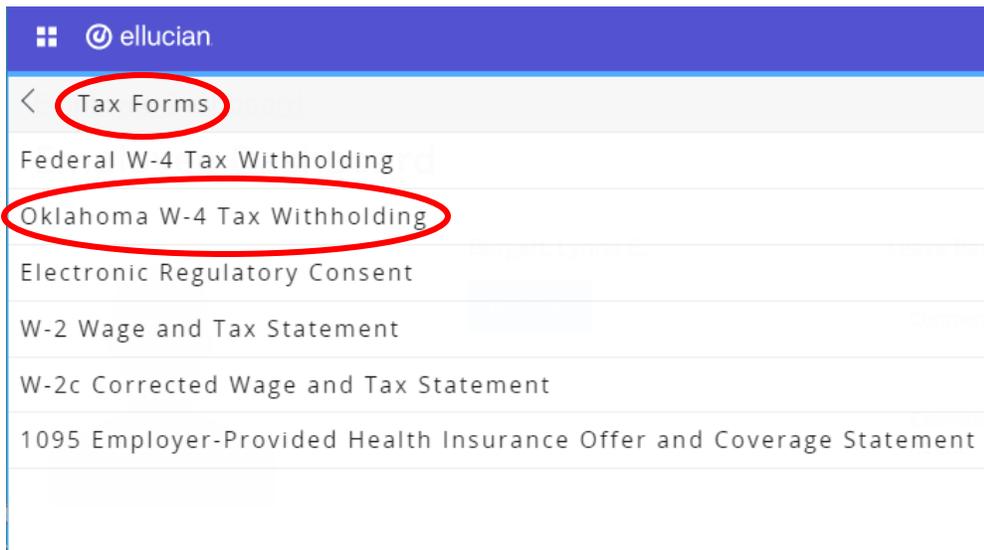
**Federal Income Tax**  
As of Date: Jun 21, 2022  
Name: [Redacted]  
Address: [Redacted]  
Last Name differs from SSN card: No  
Deduction Status: Active  
Start Date: [Redacted]  
End Date: [Redacted]  
Filing Status: Married Filing Jointly  
Number of Allowances: 0  
Additional Withholding: .00  
Note: Additional amount, if any, you want withheld from each paycheck.

Currently, you can only find your state withholding menu by click on the four squares at the top left of your Employee Dashboard page.



Click **Banner** to expand the menu. Click **Employee, Tax Forms**, and then **Oklahoma W-4 Tax Withholding**.





Once you click on **Oklahoma W-4 Tax Withholding**, the following page comes up. Once your changes have been made, click **Submit Changes** to save changes, or click **Restore Original Values** if you do not want to apply changes.

## Update Miscellaneous

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Make a selection and then choose Submit Changes to process the record. Sele

NOTE: Bursar Deductions are *CONTINUOUS UNTIL INACTIVED*. You may enter a future effective the month will take effect on the 1st of the following month. Oklahoma Withholding may not t

Instructions for updatable voluntary deductions:

[Bursar Deduction Instructions](#)   [Oklahoma State Withholding Instructions](#)

\* - indicates a required field.

### Oklahoma State Tax

Deduction Effective as of:

Mar 19, 2023

Status:

Active

Effective Date of Change MM/DD/YYYY:\*

03/19/2023

Note: Effective Date must be after Mar 18, 2023 the date you were last paid.

Filing Status:\*

Exmptns:\*

Additional Withholding 999999.99 :