

W-4 changes for OSU-OKC Employees

(New instructions for Banner 9)

On the home page www.osuokc.edu, click the **myOKSTATE** link to login, and sign in with your O-Key credentials.

Click on the **Employee** link on the top menu bar, not the *Self-Service* icon below.

MYOKSTATE - OKLAHOMA CITY

Home **Employee** Finance Switch Institution Logout

Home

Welcome/Instructions

Welcome to your portal new Banner users!

This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.

Applications

- Office 365
- Cowboy Mail
- ~~Self Service~~
- Canvas
- Google
- Orange Mail
- O-KEY
- Software Distribution

From the Employee page, click the link for *Employee 9 Self Service*.

MYOKSTATE - STILLWATER

Home Finance **Employee** Switch Institution

Employee

Employee Links

- Banner Administrative (Banner 9)
- Cognos 11
- Employee 9 Self Service**
- Banner HR Information and Quick Reference
- HR Website
- Benefits: Enroll, Verify, Qualifying Event
- Employee Self Service
- Pay Stub
- Leave Balances
- ePrint
- Online EPAFs
- OK Corral
- OSU Stillwater/Tulsa Bursar Account
- OSU-OKC Bursar Account
- OSU-CHS Bursar Account
- Banner Access Request
- Talent Management System
- Manage Expertise Information
- Historical Pay Stub

On your Employee Dashboard, you can expand the **Pay Information** menu to view *Direct Deposit Information*, or expand **Taxes** to view *W-4 Employee's Withholding Allowance Certificate*.

The screenshot shows the Employee Dashboard for 'ellucian' at Oklahoma State University. The dashboard includes a profile picture, a 'My Profile' button, and several leave balance cards: Compensatory Leave in hours, Annual Leave in hours, Sick Leave in hours, and Extended Sick Leave (TRS Only) in hours (0.00). The main content area is divided into 'Pay Information' and 'Taxes'. The 'Pay Information' section has a dropdown arrow and contains links for 'Latest Pay Stub: 06/24/2022', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. The 'Taxes' section also has a dropdown arrow and lists 'Federal Income Tax' and 'Oklahoma State Tax' with various filing status and exemption details. A 'My Activities' sidebar on the right contains buttons for 'Enter Time', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPA)', and 'Salary Planner'.

Depending on when you submit your changes, it may take an additional pay period before the changes take effect. The dates of payroll periods can be found on the HR website under 2022 Bi-weekly Paycheck Dates on the [Employee Resources](#) tab. If you have questions about the timing of your changes, please contact the payroll specialist in HR (ext 752).

Updating W-4 Federal & State Tax Withholdings

Under the Taxes menu in the middle of your Employee Dashboard, click on W-4 Employee's Withholding Allowance Certificate. The next screen will display your current elections. Click the update link at the bottom of the page.

W-4 Employee's Withholding Allowance Certificate

You can go to the IRS Tax Calculator Web Site by clicking on the Vendor Web Site link below. To update your W-4 information, click on the Update link below.

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:

Filing Status: Married Filing Jointly

Number of Allowances: 0

Additional Withholding: .00

Note: Additional amount, if any, you want withheld from each paycheck.

History [Update](#) | Contributions or Deductions | Vendor Web Site

[W2 Year End Earnings Statement]

Once your changes have been made, click to certify changes, or click to restore if you do not want to apply the changes.

W-4 Employee's Withholding Allowance Certificate

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History [Update](#) | Contributions or Deductions | Vendor Web Site

[W2 Year End Earnings Statement]

Be sure to click the Certify changes button at the bottom of the page.

Update W-4

 In 2020, the IRS redesigned the Federal W-4 and changed the calculations for determining how much federal income tax to withhold from an employee's paycheck. Applying the change using the Revised W-4 may have a significant impact on your tax withholding. Review the [Revised W-4 Form](#) for additional instructions or consu

Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window.

 **The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number**

* - indicates a required field.

Federal Income Tax

Deduction Effective as of:

Jul 06, 2022

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:*

07/06/2022

Note: Effective Date must be after Jun 25, 2022 the date you were last paid.

Deduction Status:*

Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

* Last year I had no tax liability and

* This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:*

Single

Step 2C Indicator:

Under Age 17 Amount 999999.99 :

Multiply the number of qualifying children under age 17 by \$2,000.

Above Age 17 Amount 999999.99 :

Multiply the number of other dependents by \$500.

Dependent Amount 999999.99 :

Step 3: Add the amounts above and enter the total here.

Other Income 999999.99 :

Step 4a) See Form W-4 instructions.

Deductions 999999.99 :

Step 4b) See Form W-4 instructions.

Additional Withholding 999999.99 :

Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Miscellaneous