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.

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

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.*

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:	▉▉▉▉▉▉▉▉
Address:	▉▉▉▉▉▉▉▉
	▉▉▉▉▉▉▉▉▉▉
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	▉▉▉▉▉
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.

[Print]

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

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:	▉▉▉▉▉▉▉▉
Address:	▉▉▉▉▉▉▉▉
	▉▉▉▉▉▉▉▉▉▉
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	▉▉▉▉▉
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.

[Print]

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.

[Certify Changes]

[Restore Original Values]

Miscellaneous