

## Introduction

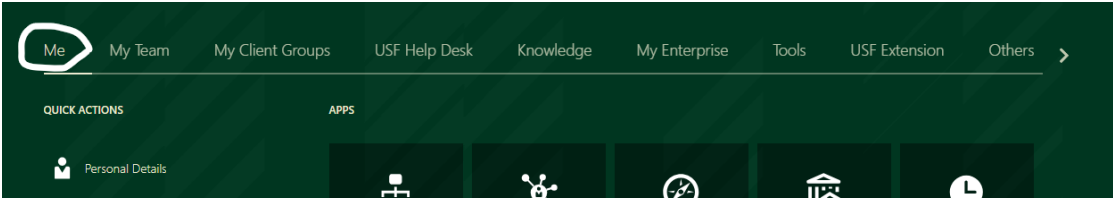
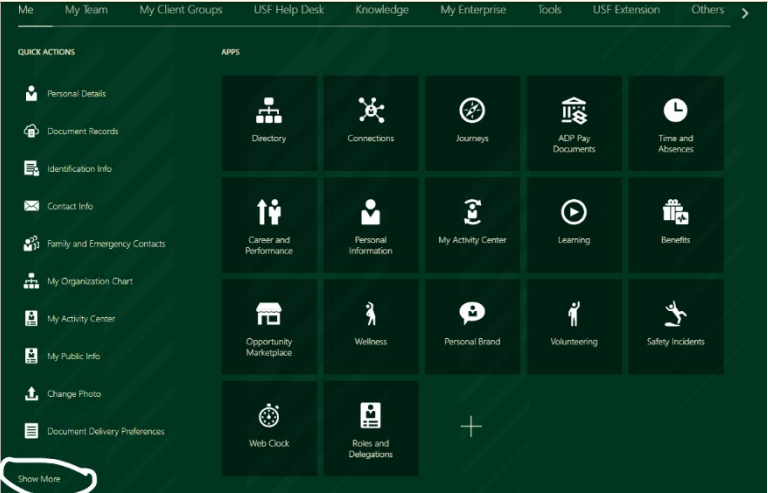
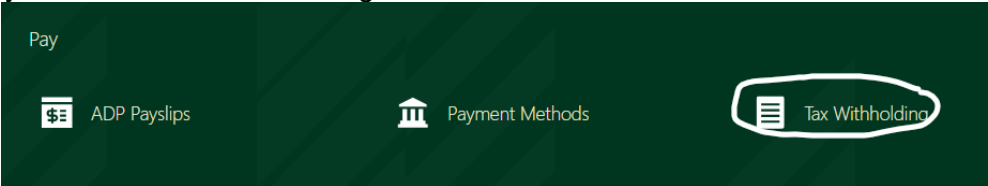

The purpose of this procedure is to be able to update and change your own W-4 Withholding Information.


## Audience

This document is intended for use by all employees.

## Steps

The steps outlined below show the navigation and the process whereby an employee can update/change/delete their W-4 Withholding information.

Step	Details
1	<p>Log into Oracle HR cloud, navigate to the Me heading. Me is where anything for an employee (Employee Self Service) is located.</p> 
2	<p>Click on Show More</p> 
3	<p>Under the heading Pay – Click on Tax Withholding</p> 
4	<p>If you have tax withholding set up, your current withholding information will appear here. Click the pencil icon in the top right corner.</p> 

5	<p>Begin by entering the date that the change to your withholding will start. Next, make any necessary changes to withholding status or amounts.</p> <div data-bbox="667 289 1495 436"><h2>Federal Taxes</h2><p>Tax Withholding</p></div> <div data-bbox="688 527 1474 625"><p>When does this change start? 03/26/2025 </p></div>
6	<p>Agree to the acknowledgement.</p> <div data-bbox="248 716 1495 800"><p>Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.</p><p><input type="checkbox"/> I agree</p></div>
7	<p>Click Submit at the top right of the page to save your changes.</p> <div data-bbox="240 884 1487 972"><h2>Federal Taxes</h2><p>Tax Withholding</p><p>Cancel <b>Submit</b></p></div>