
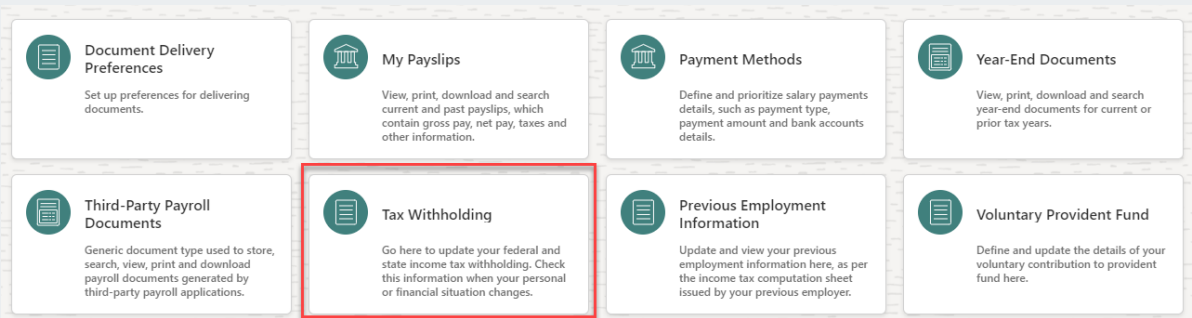
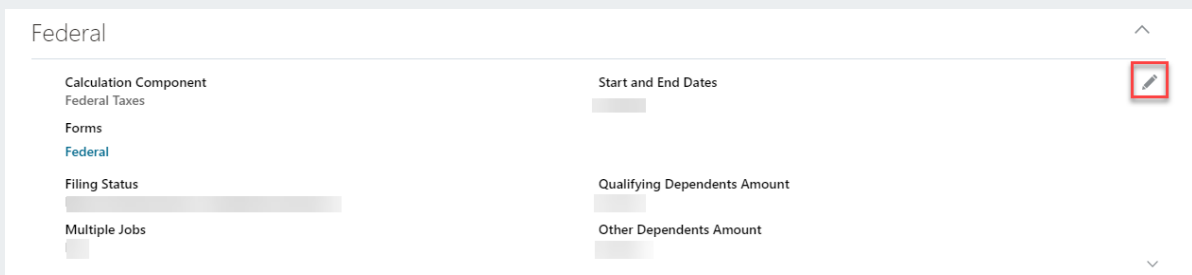


Updating Your W-4 Job Aid

This job aid will instruct UWH employees how to update their W-4 in Oracle Cloud.

Step	Action
1	Open Oracle Cloud .
2	<p>Click the Pay tile under the Me tab.</p> 
3	<p>Click Tax Withholding</p> 
4	<p>If you have current withholdings set up, they will show here. If not, it will show as none. Click the pencil to the righthand side to edit/add.</p> 

5	<div>Click the calendar icon and select the date you would like the change to be effective.</div> <div><div><div><div>Basic Information</div><div><div>Calculation Component Federal Taxes</div><div>Forms Federal</div></div><div>Component Sequence 1</div><div>*When does this change start? 5/30/24</div></div><div><div>Withholding Status</div><div><div>Step 1: Enter Personal Information</div><div>Note: Select Head of household only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.</div><div>*Filing Status Married filing jointly or Qualifying surviving spouse</div></div></div></div><div><div>< May 2024 ></div><table><tr><th>SUN</th><th>MON</th><th>TUE</th><th>WED</th><th>THU</th><th>FRI</th><th>SAT</th></tr><tr><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr></table><div>Today</div></div></div>	SUN	MON	TUE	WED	THU	FRI	SAT	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1
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6	<div>Step 1 is required. Select your filing status from the dropdown.</div> <div><div><div><div>Withholding Status</div><div><div>Step 1: Enter Personal Information</div><div>Note: Select Head of household only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.</div><div>*Filing Status Married filing jointly or Qualifying surviving spouse</div></div></div><div><div>Select a value</div><div>Head of household</div><div>Married filing jointly or Qualifying surviving spouse</div><div>Single or Married filing separately</div></div></div><div>Otherwise, skip to Step 5. step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.</div><div>The additional required information in step 1 will auto-populate from Oracle.</div></div>																																										
7	<div>Step 2 is optional. Select yes or no from the dropdown.</div> <div><div><div><div>Step 2: Multiple Jobs or Spouse Works</div><div>Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result on Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.</div></div><div><div>Multiple Jobs</div><div>No</div><div>Select a value</div><div>No</div><div>Yes</div></div><div>W-4 for only ONE of these jobs. other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)</div></div></div>																																										
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