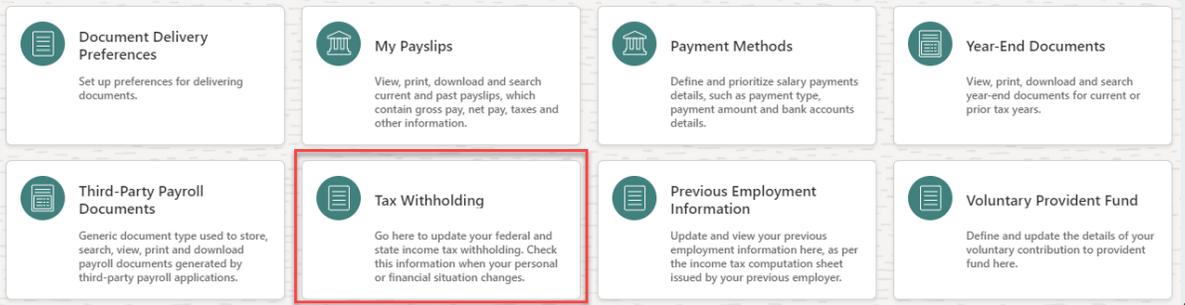


## Updating Your W-4 in Oracle Cloud Job Aid

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

Step	Action
1	Open <a href="#">Oracle Cloud</a> .
2	<p>Click the Pay tile under the Me tab.</p>  <p>The screenshot shows the Oracle Cloud user interface. At the top, there is a navigation bar with tabs: 'Me', 'My Team', 'My Client Groups', 'HR Help Desk', 'Procurement', 'Benefits Administration', 'Knowledge', and 'My Enterpris'. The 'Me' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section includes links for Personal Details, Document Records, Identification Info, Contact Info, and Family and Emergency Contacts. The 'APPS' section is a grid of tiles. The 'Pay' tile, which features a building icon, is highlighted with a red box. Other tiles in the 'APPS' section include 'UW Health Current Job Openings', 'Directory', 'Onboarding', 'Checklist Tasks', 'Career and Performance', 'Personal Information', 'Benefits', 'Current Jobs', and 'Roles and Delegations'.</p>
3	<p>Click Tax Withholding</p>  <p>The screenshot shows a page with eight tiles arranged in two rows. The 'Tax Withholding' tile in the second row is highlighted with a red box. The tiles are: 'Document Delivery Preferences', 'My Payslips', 'Payment Methods', 'Year-End Documents', 'Third-Party Payroll Documents', 'Tax Withholding', 'Previous Employment Information', and 'Voluntary Provident Fund'. Each tile contains an icon and a brief description of the service.</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>

**Tax Withholding**

Calculation Cards

**Federal** Regional

**Federal Taxes**

Calculation Component: [Redacted]  
 Filing Status: [Redacted]  
 Other Dependents Amount: [Redacted]  
 Deductions Amount: [Redacted]

Component Sequence: [Redacted]  
 Multiple Jobs: [Redacted]  
 Total Dependents Amount: [Redacted]  
 Extra Withholding: [Redacted]

Forms: [Redacted]  
 Qualifying Dependents Amount: [Redacted]  
 Other Income Amount: [Redacted]  
 Exempt from Federal Income Tax Withholding: [Redacted]

Show Prior Records

5

Click the calendar icon and select the date you would like the change to be effective.

**Basic Information**

Calculation Component: Federal Taxes  
Forms: Federal

Component Sequence: 1

\*When does this change start?  
5/30/24

**Withholding Status**

Step 1: Enter Personal Information

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.

\*Filing Status  
Married filing jointly or Qu

Complete Steps 2-4 ONLY if they apply to you. Otherwise, skip to Step 5.

6

Step 1 is required. Select your filing status from the dropdown.

**Withholding Status**

Step 1: Enter Personal Information

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.

\*Filing Status  
Married filing jointly or Qu

Select a value

Head of household

Married filing jointly or Qualifying surviving spouse

Single or Married filing separately

Otherwise, skip to Step 5.  
step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

The additional required information in step 1 will auto-populate from Oracle.

Step 2 is optional. Select yes or no from the dropdown.

Step 2: Multiple Jobs or Spouse Works

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](http://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.

Multiple Jobs

No

Select a value

No

Yes

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.)

