# How Do I Update My G-4 Information?

# Navigation

- 1. Log into OneUSG HCM.
- If the Employee Self Service page is not displayed, click on the blue NavBar and select Employee Self Service from the drop down listing.
- 3. On the Employee Self Service page, click the Taxes tile.
- 4. Then, click the G-4 Tax Information menu item.

## Review Your Current Withholding Information

5. The **G-4 Tax Information** page displays current information and elections for federal withholding.

#### Validate Your Work Location

 The I Am Working in the State of field defaults to display GA as the employee work location. If you are a Georgia resident working in another state, click the LookUp icon and select the appropriate state from the listing.

#### Change the G-4 Tax Data

- 7. Click the appropriate radio button associated with the Marital Status field.
- 8. Click the **Withholding Allowances** field and enter the number of allowances to claim.
- 9. Click the Additional Allowances field and enter the number of additional allowances to claim.
- 10. Click the **Additional Amount** field and enter a dollar amount to withhold, if desired.

#### **Claim a Withholding Exemption**

11. Click the check box associated with the **Special Tax Status** field, if you claim exemption from withholding because you:



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- a. Incurred no Georgia income tax liability last year and do not expect to have a Georgia income tax liability this year, or
- b. Meet the conditions set form under the Service Members Civil Relief Act as amended by the Military Spouses Residency Relief Act.

## Attest to the Accuracy of the Information & Submit

- 12. Review the declaration statement attesting to the accuracy of the updated information.
- 13. Click the **Submit** button.
- 14. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the Submit button again, as needed.
- 15. When the message indicates the submittal process was successful, click the **OK** button.
- 16. Click the < Employee Self Service button on the blue NavBar.

#### Complete the Task/Sign Out of Application

17. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



18. Click the **Sign Out** option in the listing.

