

## How Do I Update My W-4 Information?

### Navigation

1. Log into OneUSG HCM.
2. 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 **W-4 Tax Information** menu item.

#### Review Your Current Withholding Information

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

#### Validate Your Home and Mailing Address

6. The **Home and Mailing Address** sections display in read-only mode the addresses currently stored. NOTE: To make changes to this information, go to **Employee Self Service** and select the **Personal Details** tile. Click the **Home Address** and/or **Mailing Address** sections of the **Addresses** page and enter the desired changes.

#### Change the W-4 Tax Data

7. Click the **Enter Total Number of Allowances You Are Claiming** field and make any needed updates.
8. Click the **Enter Additional Amount, If Any, You Want Withheld From Each Paycheck** field and make any needed updates.
9. Click the appropriate radio button associated with the **Indicate Marital Status** field, if updates are required.
10. Select the checkbox in the next statement, if the employee is **married** but desires to withhold at the **single rate**.
11. Select the checkbox associated with the next statement, if the employee's name **does not match** the name on the social security card.



NOTE: Immediately call the number displayed in the statement and determine steps required to receive a new social security card.

### Claim a Withholding Exemption

12. Click the **Tax Year** field and enter the current year.
13. Review the two exemption qualification criteria.
14. Click the checkbox associated with the **Claim Exemption** section, to confirm eligibility for the withholding exemption.

### Attest to the Accuracy of the Information & Submit

15. Review the declaration statement attesting to the accuracy of the updated information.
16. Click the **Submit** button.
17. For privacy reasons, the system now displays the **Verify Identity** page. This page displays the employee's OneUSG HCM login id in read-only mode and requires authentication of the W-4 taxpayer's identity.
18. Enter your OneUSG HCM password in the **Password** field, to confirm your identity as the W-4 taxpayer.
19. Then, click the **Continue** button.
20. 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.
21. When the message indicates the submittal process was successful, click the **OK** button.
22. Click the < **Employee Self Service** button on the blue **NavBar**.

### Complete the Task/Sign Out of Application

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



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