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.