Human Capital Management (HCM)
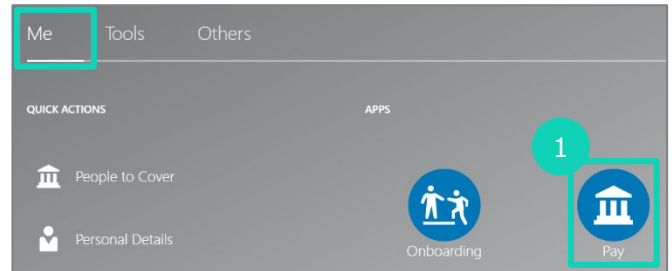
Updating Tax Withholding

Employee Direct Access

Disclaimer: The look and feel of the screens present in this Job aid may differ from the final Oracle HCM system. In the Oracle Core HR system, the screens will be customized based on the role and access.
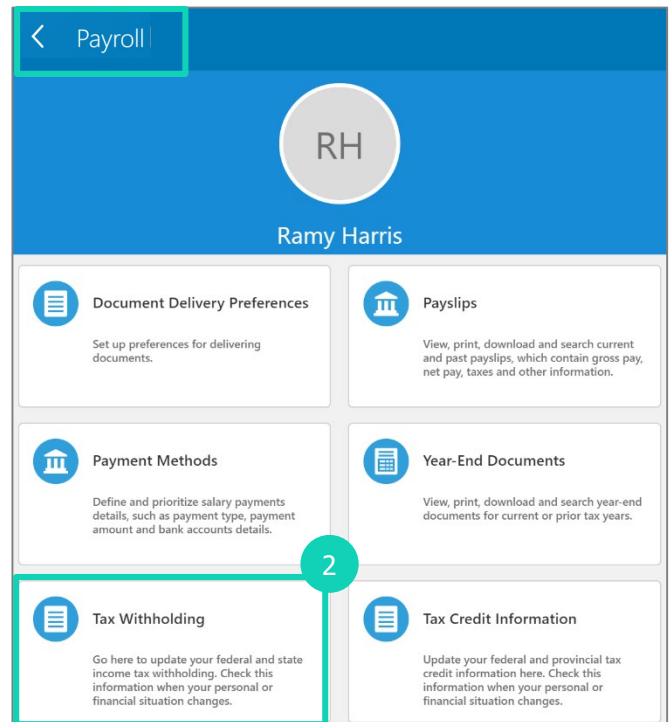
Updating Tax Withholding

You can update federal and state income tax withholding for yourself using Employee Direct Access (EDA).

Perform the following steps to update tax withholding:

1. On the Oracle Home Page, click the **Pay** tile under the **Me** tab.

2. The **Payroll** screen displays. Click the **Tax Withholding** section.

Perform the following steps to update tax withholding:

3. The **Tax Withholding** screen displays.

   a. You can click **View Prior Tax Withholding** to view prior tax withholding.

   b. You can use the **Edit** icon to edit the existing Federal Tax Withholding information.

   c. You can click the **Federal** link to view the W-4 form populated with your current information. You can also print the form.

   d. Click **Add** to add a new **Tax Withholding**.

   Note: Federal taxes appear on this screen by default.

4. A screen where you can enter details for additional tax withholding displays.

   a. Enter the start date in ***When does this change start?**.

   b. Select the state in which you are filing taxes, in the ***What form would you like to add?** field.

   For example, select 'CO' from the dropdown to update the Tax Withholding for Colorado.

   *Note: Additional fields display when you select the state in ***What form would you like to add?** These fields are covered in step **5**.*

Perform the following steps to update tax withholding:

5. Additional fields display.
   a. Select the **Filing Status** from the following dropdown options: 'Head of household', 'Married filing jointly', 'Single or Married filing separately'.
   b. Enter the **Additional Tax Amount**, in USD.
   c. Select 'Yes' or 'No' from the **Exempt from State Income Tax** dropdown.
   d. Read the disclaimer, and select the **I Agree** check box.
   e. Click **Save**.

6. The **Tax Withholding** screen displays.
   a. Validate the saved details.
   b. You can click the **Form Name** link to view the form populated with your changes.

      Note: *You can print the form, if required.*