

## Additional Tax Withholdings on Biweekly Pay Schedule

PaydayChange <Paydaychange@ou.edu>

Tue 3/5/2024 9:27 AM

To: PaydayChange <Paydaychange@ou.edu>

Good morning OU Norman employees!

You are receiving this email because you currently have additional state and/or federal tax withholdings taken from your paycheck. When you transition from a monthly pay schedule to a biweekly schedule in April, if you do not update your W-4 your additional tax withholding amount will start coming out of twenty-six paychecks instead of twelve.

As an example, if you currently have an additional \$100 deducted each paycheck that is \$1200 annually on a monthly pay schedule; when you are paid biweekly the annual amount would be \$2600 if you do not make any changes to your W-4.

To update the amount deducted from your paycheck, follow the instructions provided [HERE](#).

**You should take this action between April 20<sup>th</sup> – May 3<sup>rd</sup>, 2024! An action taken sooner than April 20<sup>th</sup> will result in a change prior to the transition to biweekly pay. Mark your calendar now!**

Thank you for your attention to this important matter.

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