

## Additional Tax Withholdings on Biweekly Pay Schedule - Final Notice

PaydayChange <Paydaychange@ou.edu>

Tue 4/23/2024 9:04 AM

To: PaydayChange <Paydaychange@ou.edu>

Good morning!

This is your last reminder to edit your W-4 if you'd like to update your additional tax withholdings. Please read original email below that was sent on March 5<sup>th</sup> for additional details.

**Now is the time to make this adjustment!** You should complete this action by 5/3/24 to ensure your withholdings are updated prior to your first regular biweekly paycheck.

Thanks,

**Emily Pierce, MBA**

Director

Administration & Finance

University of Oklahoma

(405) 325-5034

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**From:** PaydayChange <Paydaychange@ou.edu>

**Date:** Tuesday, April 2, 2024 at 9:13 AM

**To:** PaydayChange <Paydaychange@ou.edu>

**Subject:** Additional Tax Withholdings on Biweekly Pay Schedule - Second Notice

Please see email below as a reminder. **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!**

**Emily Pierce, MBA**

Director

Administration & Finance

University of Oklahoma

(405) 325-5034

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**From:** PaydayChange <Paydaychange@ou.edu>

**Date:** Tuesday, March 5, 2024 at 9:27 AM

**To:** PaydayChange <Paydaychange@ou.edu>

**Subject:** Additional Tax Withholdings on Biweekly Pay Schedule

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.

**Emily Pierce, MBA**

Director

Administration & Finance

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(405) 325-5034