

Update State Tax Withholdings

Step 1:

Log-in with your
4x4 and password.

ORACLE
PEOPLESFT

Access to this system from off-campus requires two-factor authentication using Duo.

[Click here to register for Duo or learn more about OU's \(Norman Campus Users\) two-factor authentication requirements.](#)

[Click here to register for Duo or learn more about OUHSC's \(HSC Campus Users\) two-factor authentication requirements.](#)

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode

Employee Self Service

Remote Work Attestation



Submit/Review Vaccine Info



Update Name & Contact



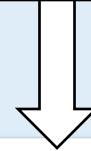
Training



Access Bursar Account



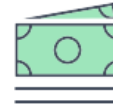
Step 2:
Select the Payroll
tile.



Open Enrollment

No Enrollment Available At This Time

Payroll



Last Pay Date 07/15/2022

Personal Details

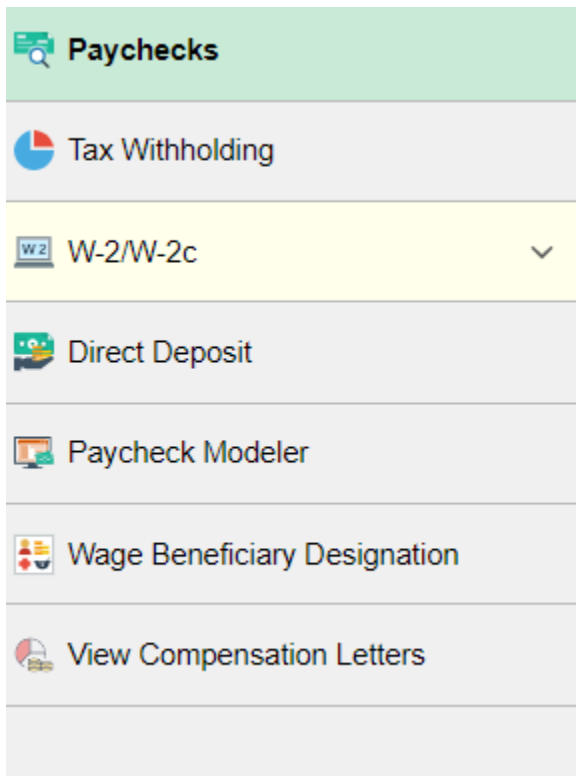


Benefit Details

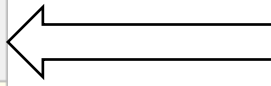


GT Paperless I9 with E-Verify





Step 3:
In the left-side menu,
select Tax Withholding.



W-4 Withholding Certificate

Company: NRM



Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

NOTE: Oklahoma now has a separate W-4 form (OK-W-4) which you must file with your Oklahoma state tax return.

Address

1025 E Etowah Rd
Noble OK 73068-8474

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up your home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are eligible for the Earned Income Tax Credit (EITC) or the Child Tax Credit (CTC), see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married and your spouse has a job. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

Step 4:
Fill out your information. Make sure to carefully review each section. This form has both the Federal (top) and Oklahoma (bottom) forms. If you have any questions about filling out the form we recommend reaching out to your tax accountant.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

Step 5:

Make sure to hit the Submit button at the bottom of the page to save your changes. (You can only change the data on your form once every 24 hours)