



PAYROLL AND EMPLOYEE SERVICES

The UNIVERSITY of OKLAHOMA

All University employees are encouraged to complete an IRS Federal W-4 and any required State W-4. Employees are also encouraged to review their W-4 annually or due to a major life event, such as a change in marital status or family member size.

W-4 changes are completed electronically on a computer using Employee Self Service. To make changes to your W-4 please follow the path below once you have signed into your Employee Self Service account.

Link to Self-Service: <https://selfservehc.ou.edu/psp/HCPRD/?cmd=login>

Path to Tax Withholding page (W4): Log into URL above > Click button titled "Payroll" > Click button titled "Tax Withholding"

As a Nonresident Alien, according to the IRS you are limited on your W-4 options. Please reach out to Anny Stapp (anny@ou.edu) for further guidance.

If you do not have access to a computer at your home or office, the Payroll office has two available computers in our lobby during open hours. If you do not yet have access to your Employee Self Service account please wait until your official start date with the University of Oklahoma, if you still do not have access please reach out to your supervisor for assistance. If you have access but are not able to log in, please contact OU IT for help.

If you have any issues with completing the required documents, please refer to the [Job Aid](#) for how to access and upload the documents, and refer to the [Troubleshooting Guide](#) for any other issues. If you still have any issues that the Job Aid and Troubleshooting Guide could not help with please contact the [IT Service Desk](#).

If you aren't sure what information to mark on the W-4 please feel free to reach out to a tax professional as University of Oklahoma employees are prohibited from providing tax advice.

Employees who do not complete the required W-4 will be taxed at the highest single tax rate.

In addition, the IRS encourages everyone to use the Tax Withholding Estimator to perform a "paycheck checkup." Use the [IRS Tax Withholding Estimator](#).