



# Human Capital Management (HCM)

## Updating Tax Withholding

### Employee Direct Access

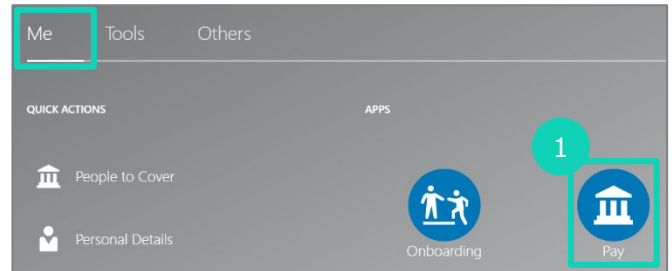
*Disclaimer: The look and feel of the screens present in this Job aid may differ from the final Oracle HCM system. In the Oracle Core HR system, the screens will be customized based on the role and access.*

# Updating Tax Withholding

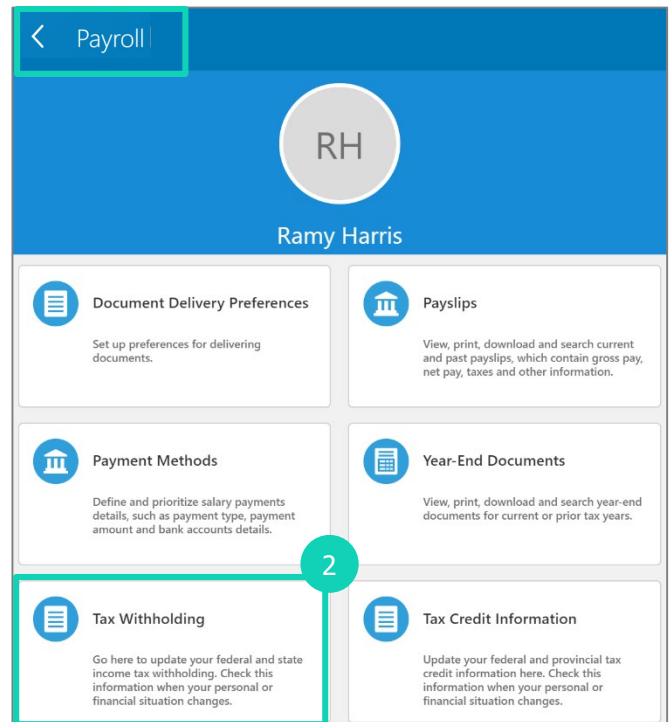
You can update federal and state income tax withholding for yourself using Employee Direct Access (EDA).

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.



# Updating Tax Withholding

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.*

**Tax Withholding**  
Ramy Harris

Securitas Security Services USA, Inc

Form Name	Allowances
Federal	0
Start Date	Additional Tax Amount
12/20/19	Exempt from Federal Income Tax
Filing Status	No
Single	

View Prior Tax Withholding

Securitas Security Services USA, Inc

Save Cancel

\*When does this change start?  
7/17/20

\*What form would you like to add?

# Updating Tax Withholding

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**.

The screenshot shows a form for updating tax withholding. At the top right, there are 'Save' and 'Cancel' buttons. A callout '5e' points to the 'Save' button. Below the buttons, there are four main sections: 1. '\*When does this change start?': A text input field containing '7/17/20'. 2. '\*What form would you like to add?': A dropdown menu with 'CO' selected. A callout '5a' points to this dropdown. 3. 'Filing Status': A dropdown menu with 'Married filing jointly' selected. A callout '5b' points to this dropdown. 4. 'Additional Tax Amount': A text input field containing '100' and a 'USD' label. A callout '5c' points to the 'USD' label. Below this is 'Exempt from State Income Tax': A dropdown menu with 'Yes' selected. A callout '5d' points to this dropdown. At the bottom, there is a disclaimer: '\*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.' Below the disclaimer is a checked checkbox labeled 'I Agree'. A callout '5e' points to the 'I Agree' checkbox.

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.*

The screenshot shows the 'Tax Withholding' screen for Ramy Harris (RH). The header includes a back arrow, the initials 'RH', and the name 'Ramy Harris'. Below the header, there is a section for 'Securitas Security Services USA, Inc' with an '+ Add' button. The main content area displays a list of withholding forms. The first form is for 'Federal' with a start date of '12/20/19' and a filing status of 'Single'. The second form is for 'CO' with a start date of '6/3/20' and a filing status of 'Married filing jointly'. A callout '6b' points to the 'Form Name' link for the 'CO' form. To the right of the list, there are columns for 'Allowances' (0), 'Additional Tax Amount' (100 USD), and 'Exempt from Federal Income Tax' (No). Below the list, there is a 'View Prior Tax Withholding' link. A callout '6a' points to the 'View Prior Tax Withholding' link.