OKLAHOMA WITHHOLDING UPDATES ON SELF SERVICE

At the time of hire, U.S. Citizens and Resident Non-Citizens state withholding will default to Oklahoma state tax, single filing status and zero allowances.

Changing to another state or exempt filing status (any state) cannot be setup through Banner self-service and must be setup by emailing the state W-4 to payroll.services@okstate.edu.

Non-Resident Non-Citizens should contact International Students and Scholars at iss@okstate.edu for more information regarding tax withholding options.

Marital status, number of allowances and additional withholding amounts can be changed via Banner self-service as follows.

1. Log in to Employee Self Service.
2. Select Benefits and Deductions.


NOTE: If you receive the error below, contact payroll.services@okstate.edu.

4. Update the information.
5. Enter the date you want the change to be effective (subject to limitations based on the payroll processing schedule) in the “Effective Date of Change MM/DD/YYYY” field.

6. Use the drop-down box to select the appropriate Filing Status:
   - Head of Household,
   - Married,
   - Married, but use Single Rate,
   - Single

7. Enter the desired number of allowances/exemptions in the “Exemptions” box (as a whole number).

8. Enter any additional amount you want withheld each pay period in the “Additional Withholding 999999.99” box (as a decimal, two places after the decimal).

9. Users are responsible for entering accurate information. Oklahoma State University is not responsible for any taxes owed or fines that might be incurred due to inaccurate information.

10. Review all information and click the Submit Changes button.

11. After you make changes, click Miscellaneous.
12. Scroll to the Oklahoma lick the History button next to “Oklahoma State Tax” to review all entries and verify the changes you made. Repeat if additional changes are needed.

If you have questions or need help modifying this deduction in employee self-service, email payroll.services@okstate.edu.