How Do I Update My W-4 Information?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Taxes tile.
3. Select W-4 Tax Information in the menu.
4. Input a number in the Enter total number of Allowances you are claiming field if making an update.
5. In the Enter Additional Amount, if any, you want withheld from each paycheck field, enter a monetary amount (optional).
6. Ensure the correct Tax Status is selected: Single or Married.
7. Check here and select Single status if married but withholding at single rate: Select this checkbox if you are married, but electing to withhold at the single rate.
8. Check here if your last name differs from that shown on your social security card: Select this checkbox if your last name on this page is different from your Social Security card.
9. Ensure the current year is appears in the Claim Exemption field. Update the year if needed.
10. Check this box if you meet both conditions to claim exempt status: Select this checkbox if you are able to claim exempt status (must meet the two conditions listed).
11. Click the Submit button.
12. To verify your identity, you must reenter your password and click Continue. This is the same password that you use to access OneUSG Connect.
13. Click OK on the confirmation page.