

FSU OMNI Training Guide

Employee Self-Service Training - Editing W-4 Tax Information

Understanding the W-4 Tax Information Process

Your W-4 tax information affects the federal taxes withheld on your paycheck. Therefore, you should ensure your W-4 information accurately reflects your tax liabilities. This tutorial will outline the basic steps to changing your W-4 tax information.

Navigation:

Log onto OMNI through the my.fsu.edu portal. Under **myFSU Links**, click on Human Resources.

The screenshot shows the myFSU portal homepage. The navigation bar includes links for HOME, MY INFO, ACADEMICS, FINANCES, EVENTS, QUICKLINKS, and HELP VIDEOS. The 'myFSU Links' section is highlighted with a red circle around the 'Human Resources' link. The 'My HR' section shows options like 'Access Timesheet', 'Access Paychecks', and 'PeopleFirst'. The 'Campus Events' section lists various events including 'Faculty Writing Accountability' and 'EngageTLH'.

Click on the **Payroll and Compensation** tile.

The screenshot shows the myFSU Employee Self Service portal. The 'Payroll and Compensation' tile is highlighted with a red circle. The portal displays various service tiles including Benefits, FSU Faculty Contracts, Learning and Development, ePAF+, FACET, eORR Online Role Request, Faculty Promotion and Tenure, Performance Management, Explore Jobs, Personal Information, FSU Onboarding, Time, and Announcements.

Click on the **W-4 Tax Information** tile.

Payroll

Paychecks  Pay Date: 07/10/2026 Net Pay: \$1,524.66 Taxes: \$344.43 Deductions: \$510.88 Total Gross: \$2,379.97	Compensation History 	W-2/W-2c Consent  Form consent received	W-2/W-2c Forms  2025 W-2 Form available	Voluntary Deductions  No Deductions
Direct Deposit  5 Accounts Updated 02/11/2025	W-4 Tax Information  Updated 12/31/2025	Tax Withholding  Updated 12/31/2025	Paycheck Modeler 	

The W-4 Tax Information screen will appear (see next page).

You must complete "Filing Status" but steps 2, 3 and 4 are optional. Once you have completed the form, click **Submit**.

NOTE:

The IRS highly recommends using the IRS Withholding Estimator (www.irs.gov/W4App) to conduct a withholding checkup on your tax liability. Completing Steps 2, 3 and 4 will help ensure your federal withholding tax will more accurately match your tax liability.

FSU does not withhold state income tax. Employees paying taxes in another state need to contact their local or state revenue office to make payment arrangements.

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W-4 Withholding Certificate

Social Security Number ***-**-****

Florida State University

FSU does not withhold state income tax. Employees paying taxes in another state need to contact their local or state revenue office to make payment arrangements.

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

Address

Filing Status

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

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, 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 filing jointly and your spouse also works. 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 \$2,200

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

[Hide Instructions](#)

(a) **Other Income.** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period.

(a) Other Income

(b) Deductions

(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet

BOTH of the following conditions for exemption from withholding:

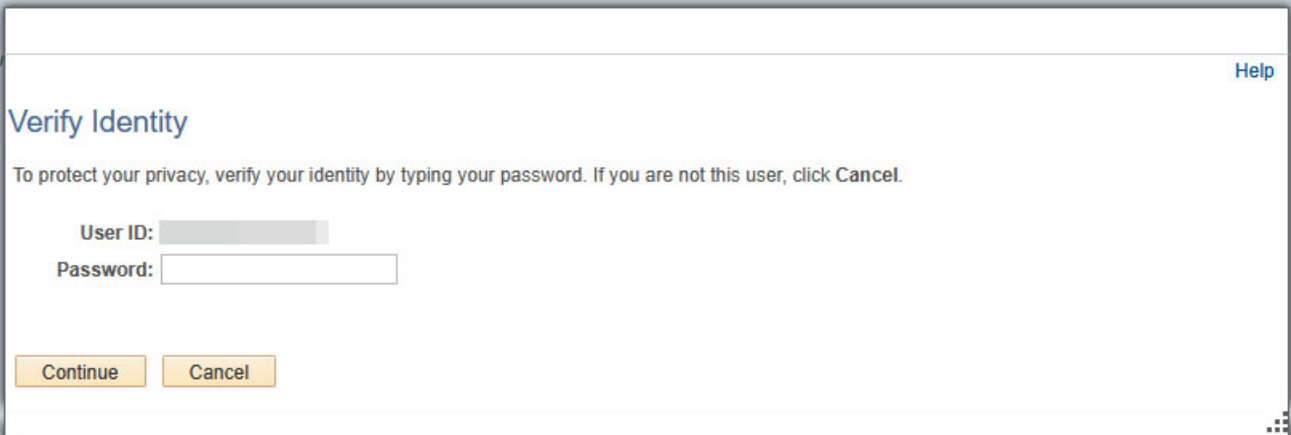
- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

☐ Check this box if you meet both conditions to claim exemption from tax withholding

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

Once you click submit, a **Verify Identity** box will appear. Enter your OMNI password to continue.

A screenshot of a web application showing a 'Verify Identity' modal dialog box. The dialog has a title bar with a 'Help' link. The main content area contains the title 'Verify Identity' and a message: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.' Below the message are two input fields: 'User ID:' with a greyed-out text box and 'Password:' with an empty text box. At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'. The dialog is overlaid on a background page that is partially visible, showing some text like 'that won't hav', 'ent income.', 'on and want', and '1.'.

that won't hav
ent income.
on and want
1.

Help

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID:

Password:

Continue Cancel

You will receive a Submit Confirmation screen upon completion. Click **OK**.

W-4 Withholding Certificate



The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

