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. Click on the Human Resources drop down under MYFSU LINKS:

Click on the W-4 Information link.
The W-4 Tax Information screen will appear. 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.
Once you click **Submit** a Verify Identity box will appear. Enter your OMNI password to continue.

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

Submit Confirmation

☑ The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.