

Updating My Federal Withholding (w4) with Employee Self Service (ESS)



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Accessing PeopleSoft Self Service

Log into the Self Service module of PeopleSoft. At <https://oasishrms.oasis.lcl/psp/HPD9/?cmd=login&languageCd=ENG&>

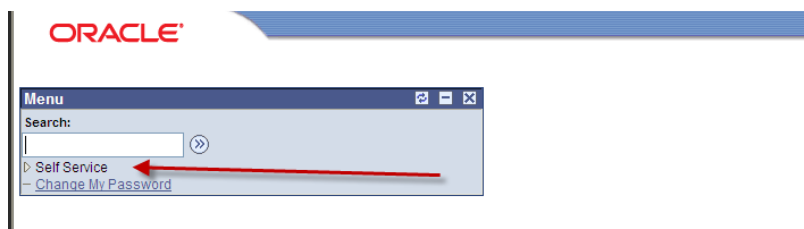
UserID = ESS + EmplID

Password = ESS + EmplID + \$ + last four digits of social security

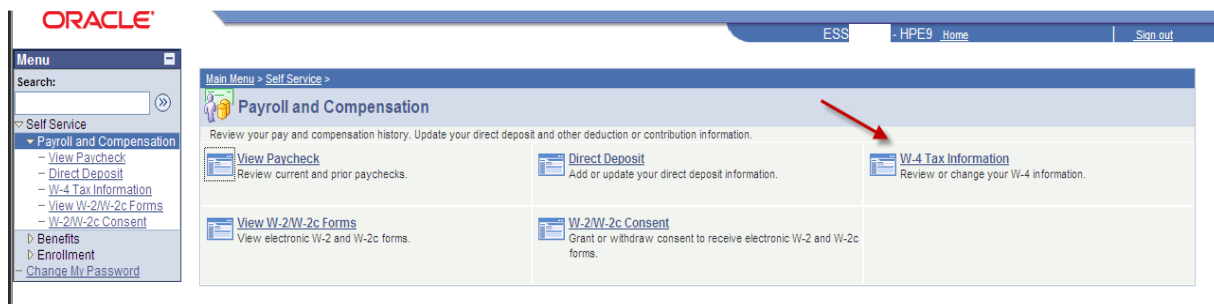


After you log in with your default password, the system will require you to change your password.

Click on the **Self Service** link.



Select **Payroll and Compensation > W-4 Tax Information**



Updating your W4 Withholding Status

The following page will display with your current federal withholding status.



ORACLE

Menu

Search:

- Self Service
 - Payroll and Compensation
 - View Paycheck
 - Direct Deposit
 - W-4 Tax Information
 - View W-2/WY-2c Forms
 - W-2/WY-2c Consent
 - Benefits
 - Enrollment
 - Change My Password

W-4 Tax Information

Jim Kringle Social Security #: **111-11-1111**
County of Riverside

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

100 Santa Dr.
Riverside, Ca 92502

Mailing Address

100 Santa Dr.
Riverside, Ca 92502

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

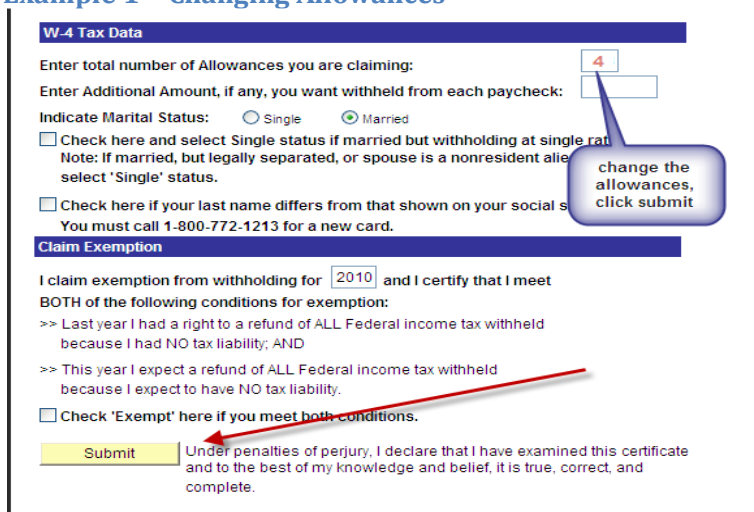
Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Your current federal state withholding status will display here.

Example: Married with 8 allowances

- ❖ Change the number of allowances by entering a number in the Allowances field.
- ❖ Change marital status by clicking Single or Married.

Example 1—Changing Allowances



W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions.

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.

change the allowances, click submit

The following page appears after clicking submit. Entering your password again confirms your identify.

Verify Identity

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

User ID: **ESS111111**

Password:

Verify your identity by re-entering
you password for self service.

When the password is entered correctly the following confirmation page appears.

Submit Confirmation

✓ The Submit was successful.

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

This change does not affect your state withholding.

You must submit a Form DE4 to Auditor-Controller Payroll Division. Fax (951) 955-3814 or Mail Stop 1160

Forms are available at www.auditorcontroller.org

Payroll> Tax Information--Payroll Related>

Example 2—Changing Allowances and Marital Status

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

change marital
status, click
submit

Claim Exemption

I claim exemption from withholding for and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions.

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.

Example 3—Claiming Exempt from Withholding—Federal Withholding Only

1. Make sure your allowances are at 0 (zero).
2. Indicate the appropriate marital status.
3. Check the exempt box
4. Click submit.

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your Social Security card.
You must call 1-800-772-1213 for a new card.

claim exempt, by reading below and checking the box. you must select a marital status as well.

Claim Exemption

I claim exemption from withholding for and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check 'Exempt' here if you meet both conditions.

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.

Claiming Exempt from Withholding

Per the instructions in IRS Publication 505, Tax Withholding and Estimated Tax, “You can claim exemption from withholding for 2010 only if both of the following situations apply.

For 2009, you had a right to a refund of all federal income tax withheld because you had no tax liability.

For 2010, you expect refund of all federal income tax withheld because you expect to have no tax liability.”

“If you claim exemption, but later your situation changes so that you will have to pay income tax after all, you must file a new Form W-4 within 10 days after the change.”

“Finally, an exemption is only good for one year. You must give your employer a new Form W-4 by February 15 each year to continue your exemption.” If you do not turn it in, your withholding will be changed to single and zero.

If you want to claim exempt from withholding of income tax on your W-4, please only fill out the following boxes. Filling out any more invalidates the form. Fill out boxes 1, 2, 3, 4, and 7. Then sign the form to validate it. (Note: you cannot claim exempt and request an additional amount be withheld.)
California Withholding



Claiming Exempt from Withholding—California Withholding Only

To claim exemption from withholding for California, you must file the federal Form W-4. Please write at the top of the page containing the Form W-4 that you are claiming exempt for both California and Federal as without the note, only federal will be changed. Please note, you can claim exempt for federal only, however to claim exempt for California, you must claim exempt for both federal and California. To claim exempt for California, the federal rules listed above from Publication 505 on exemptions still apply.

Changes to your state withholding are not available in self-service. If you want to change your state withholding status or allowance, you need to submit the California Form DE4—Employee's Earnings Withholding Allowance. This form is available on the Auditor-Controller's website www.auditorcontroller.org. Forms must be filled out completely and they cannot be altered. Incomplete or altered forms will not be processed and will be returned with an explanation of what is still needed to complete the form.

Frequently Asked Questions (FAQ)

Q—I forgot my password, how do I reset it?

A—Email the Oasis help desk at OasisHelpDesk@co.riverside.ca.us or call (951) 358-6100. You can also contact your department Human Resources representative.

Q—What does ESS mean?

A—The letters are an acronym for Employee Self Service.

Q—What is my UserId?

A—Your user id begins with the letters ESS followed by your employee Id number.
For example, ESS123456

Q—Who do I contact if I have questions about my w4?

A—Contact the Auditor-Controller Payroll Division at (951) 955-3810 or via email at aco_payroll@co.riverside.ca.us

Q—Do I still send a w4 form after make the change in self service?

A—No. You only send a form if changing your state (DE4) withholding status.

Auditor-Controller Office hours
Monday – Thursday
7:30 AM – 5:30 AM