



My Oracle Pay

Payslips, Payment Methods, Tax Withholding



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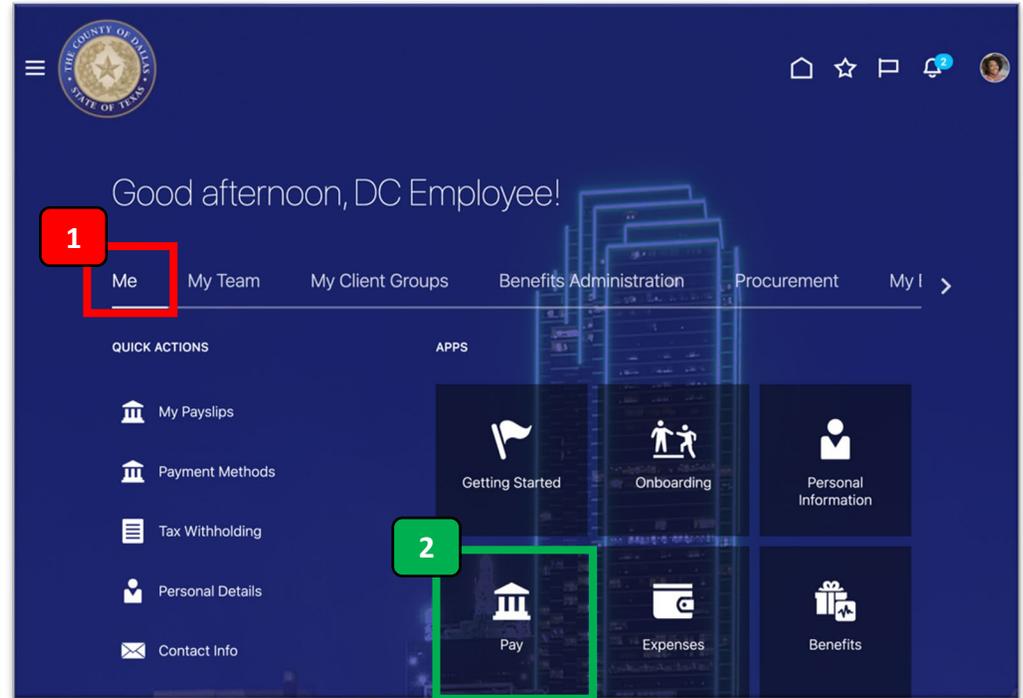
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1. Navigating to My Pay

Use the **Pay** tile to view your **Payslips**, manage your **Payment Methods** (such as Direct Deposit Bank Account Information), and update your **W-4 Tax Withholding Forms**.

1. From the **Home** screen, click the **Me** tab.
2. Click the **Pay** icon.





My Payslips

Use the **My Payslips** tile to view, print, download and search current and past Payslips, which contain gross pay, net pay, taxes and other information.

Please note: Any changes to your Personal Details will require verification and approval from Human Resource/Payroll and may require additional documentation.

1. Navigate to the **Pay** screen (Home → Me tab → Pay icon).
2. Click the **My Payslips** tile.
3. In the **Details** section, use the dropdown menu to select a **Date Range**.
4. Click the **Payslip title** link. A PDF file will download or open in your browser.
5. Open the **Payslip PDF file** to view details about your pay.

The screenshot shows the 'Pay' screen for a DC Employee. At the top left, there is a 'Pay' icon highlighted with a red box labeled '1'. Below it, there are two tiles: 'My Payslips' (highlighted with a green box labeled '2') and 'Payment Methods'. The 'My Payslips' tile description reads: 'View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.'

Details

The 'Details' section features a dropdown menu with 'Last 3 Months' selected, highlighted with a red box labeled '3'.

09/16/2022
4 09/16/2022_1265.64 1,265.64 USD
 08/27/2022 to 09/09/2022

The screenshot shows an Oracle Payslip for Cara Van. The document includes employee information, payroll details, and a summary of earnings and deductions.

| Employee Name | Payroll Relationship Number | Payroll |
|--|--------------------------------|---|
| Cara Van | 9999876553 | DC BIWEEKLY PAYROLL |
| Person Number | Assignment Number | Salary Basis Name |
| 9999876553 | E9999876553 | Exempt |
| Hire Date | Job Title | Tax Reporting Unit Name |
| 1-Sep-2022 | COUNTY CLERK.0014000 | County of Dallas |
| Employee Address | Position | Tax Reporting Unit Address |
| 1234 Elm Street Grand Prairie, TX 75050 US | 0099.County Clerk.Clerk Office | COUNTY OF DALLAS, PAULINE MEDRANO - CO TREAS 1201 Elm St, Suite 2300A DALLAS, TX 75270 US |

| Period Type | Period Start Date | Period End Date | Payment Date | Base Salary |
|-------------|-------------------|-----------------|--------------|-------------|
| Biweekly | 27-Aug-2022 | 9-Sep-2022 | 16-Sep-2022 | 5,000.00 |

| Summary | | | |
|-------------------------|----------|--------------|--|
| Description | Current | Year to Date | |
| Gross Earnings | 1,615.38 | 1,615.38 | |
| Employee Tax Deductions | 349.74 | 349.74 | |
| Net Payment | 1,265.64 | 1,265.64 | |

| Earnings | | |
|----------------|----------|--------------|
| Description | Current | Year to Date |
| Regular Salary | 1,615.38 | 1,615.38 |

| Tax Deductions | | |
|-----------------------------------|---------|--------------|
| Description | Current | Year to Date |
| FIT Withheld | 226.17 | 226.17 |
| Social Security Employee Withheld | 100.15 | 100.15 |
| Medicare Employee Withheld | 23.42 | 23.42 |

Payment Methods

Use the **Payment Methods** tile to define and prioritize salary payments details, such as payment type, payment amount, and bank account details.

Your Payment Methods should be included during conversion from EBS to Oracle Cloud, but you should verify the accuracy of the information to ensure there are no interruptions in your payment. It is your responsibility to keep your Payment Method information updated.

1. Navigate to the **Pay** screen (Home → Me tab → Pay icon).
2. Click the **Payment Methods** tile.

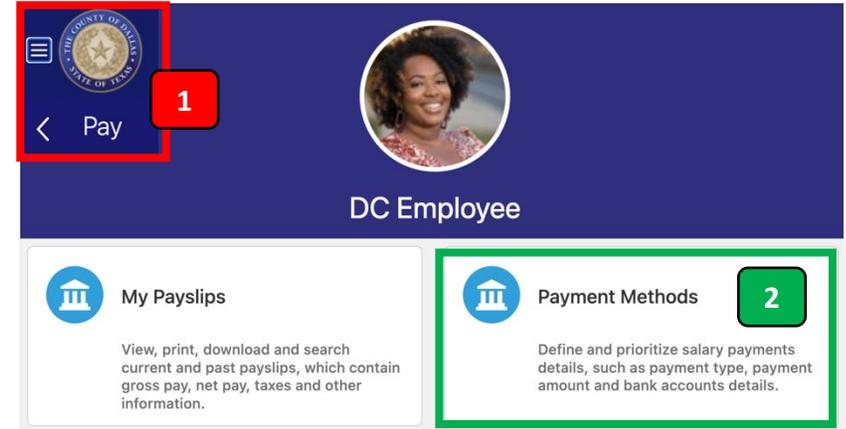
Payment Methods - Bank Accounts

IMPORTANT: After adding a new Bank Account, you **MUST** also add it to your Payment Methods!

1. In the **Bank Accounts** section, click the **+Add** button.
2. Enter your **Account Number**, **Account Type** (Checking or Savings), and **Bank**.
3. Enter your **Bank Branch**, which is the same as your **Routing Number**.
4. Click the Save button

Finding Your Routing Number and Account Number on a Check

1. The **Routing Number** is the first set of numbers on the bottom of a check and is the same as your **Bank Branch**.
2. The **Account Number** is the second string of numbers on the bottom of a check.

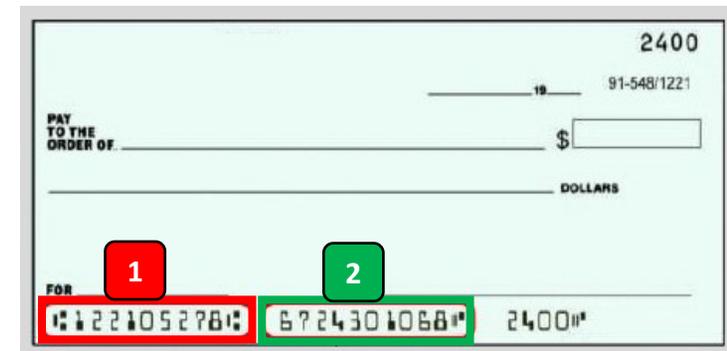


Bank Accounts

1 **+ Add**

| | | |
|-----------------|-------------|----------|
| *Account Number | 1234567890 | 2 |
| *Account Type | Checking | |
| *Bank | WELLS FARGO | |
| *Bank Branch | 021101108 | 3 |
| *Routing Number | 021101108 | |

Save **4**





Payment Methods – My Payment Methods

IMPORTANT: When adding a new Bank Account, you **MUST** also add it to your Payment Methods!

1. In the **My Payment Methods** section, click the **+Add** button.
2. Enter a nickname in the **What do you want to call this payment method?** section.
3. Choose a **Payment Type** (generally Direct Deposit).
4. Choose the **Bank Account** you wish to associate with this Payment Method.
5. Click the **Save** button.

When you add one Payment Method, it will default to 100% of your pay. However, you can split up your paycheck to be deposited into different accounts. Follow the same instructions to add a new Payment Method, then change account allocations.

- A. In the **Payment Amount** field, if you choose **Percentage**, type a number between 1 to 100. Your other Payment Methods will be updated automatically to equal 100%
- B. In the **Payment Amount** field, if you choose **Amount**, type a dollar amount. That dollar amount will be deposited into the account first, and remaining pay will be deposited into your other Payment Methods.

My Payment Methods **1** **+ Add**

Save **5**

*What do you want to call this payment method? **2**
DC Employee Checking

*Payment Type **3**
Direct Deposit

*Bank Account **4**
026012881 XXXXXX7890 Checking

*Payment Amount **A**
Percentage 50 %

*Payment Amount **B**
Amount 250 USD



Example of Splitting Payment Methods

For example, if your total payment amount was \$1,000, you can split it by percent or amount into several different accounts, with remaining money into a third account.

1. With a **Percentage** of 50%, \$500 will go into their primary Checking Acct.
2. Next, an **Amount** of \$250 will go into their Spending Checking Acct.
3. Finally, any **Remaining** pay will be deposited into their Savings Acct.
4. If you need to change the allocation amounts or order of deposit, click the **Reorder** button.

Splitting your Payment Methods can be a helpful way to automate spending and savings. Be sure to update this information anytime you have a change in your personal or financial situation.

Tax Withholding

Use the **Tax Withholding** tile to update your Federal and State income tax withholding. Check this information when your personal or financial situation changes.

1. Navigate to the **Pay** screen (Home → Me tab → Pay icon).
2. Click the **Tax Withholding** tile.



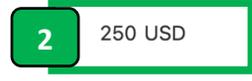
My Payment Methods



DC Employee Checking
 Direct Deposit
 026012881
 XXXXXX7890
 Checking



Spending Check Account
 Direct Deposit
 026012881
 XXXXXX3579
 Checking



Savings Account
 Direct Deposit
 026012881
 XXXXXX3210
 Savings



Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

Set up preferences for delivering documents.

Federal



Calculation Component
Federal Taxes

Start and End Dates
07/01/2022



Forms
Federal



Tax Withholding – Federal (Form W-4)

All employees must provide Federal Tax Withholding information for their Form W-4.

1. In the **Federal** section, click the **Edit (Pencil)** icon.
2. In the **Basic Information** area, choose the date when the changes start.
3. In the **Withholding Status** area, choose a **Filing Status**.
4. OPTIONAL: If you'd like, you can choose to have an **Extra Withholding** taken out of EACH PAYCHECK.

Exempt from Federal Income Tax

You may claim exemption from withholding if **BOTH** of the following apply:

- You had no federal income tax liability in the prior year; AND
- You expect to have no federal income tax liability in the current year.

IMPORTANT: If you claim exempt, you will have NO income tax withheld from your pay, and will be responsible for the full year's tax liability. If you believe you will have any federal income tax liability, it is recommended you select **No**.



Claiming Dependents and Deduction Amounts

1. You can add tax deductions for Dependents, such as children, foster or adopted children, permanently disabled people, or other qualifying family members.
2. If you have another source of income or deductions, you can also add them here to help make your Tax Withholdings more accurate.

For more information about Dependents and how to calculate the proper deduction amounts, visit www.irs.gov.

Finishing Your Federal Withholding Declaration

1. When you've completed your withholdings information, read the legally binding statement: **Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.**
2. Click the **I Agree** checkbox.
3. Scroll to the top of the page, and click the **Save and Close** button.

Qualifying Dependents Amount

 USD

Other Dependents Amount

 USD

Total Dependents Amount

 USD

1

2

***Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.**

1

I agree

2

Save and Close
Cancel

3



Tax Withholding – Viewing Your Federal Tax Withholdings Form W-4

At any time, you can view, download, or print your Federal Tax Withholdings Form W-4.

1. In the Federal section, under the Forms header, click the blue **Federal** link.
2. A new window will open, and you'll see your complete **Form W-4**.
3. Click the **Download** or **Print** icons, as desired.

REMEMBER: All employees must provide Federal Tax Withholding information for their Form W-4. Be sure to check and update this information when your personal or financial situation changes.

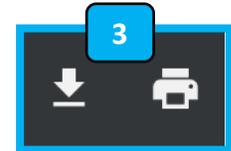
Federal

Calculation Component
Federal Taxes

Start and End Dates

07/01/2022

Forms
Federal 1



2

Form W-4

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2022

Step 1: Personal Information

| | | |
|---|------------------------------|---|
| (a) First name and middle initial DC | Last name Employee | (b) Social security number |
| Address 100 | | ▶ 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. |
| City or town, state, and ZIP code Dallas, TX-75201 | | |
| (c) <input checked="" type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widower <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) | | |

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

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 of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . .

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(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 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total 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 \$2,000 ▶ \$ 1,000.00

Multiply the number of other dependents by \$500 . . . ▶ \$ 1,000.00

Add the amounts above and enter the total here **3** \$ 2,000.00

Step 4 (optional): Other Adjustments

| | | |
|---|------|---------|
| (a) Other income (not from jobs). 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 | 4(a) | \$ 0.00 |
| (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here | 4(b) | \$ 0.00 |
| (c) Extra withholding. Enter any additional tax you want withheld each pay period | 4(c) | \$ 0.00 |

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) **DC Employee** Date **10-19-2022**

Employers Only

| | | |
|-----------------------------|--|--------------------------------------|
| Employer's name and address | First date of employment 07-01-2022 | Employer identification number (EIN) |
|-----------------------------|--|--------------------------------------|

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 102200 Form W-4 (2022)



Tax Withholding – Regional

Texas does not have a state income tax, and therefore it is unnecessary for residents of Texas to complete a Regional Income Tax Withholding form.

However, if you are a resident of another state, you may need to provide state income withholding information, based on your residency state’s income tax requirements.

1. In the **Regional** section, click the **+Add** button, and click **Add Tax Withholdings**.
2. In the **Basic Information** area, choose:
 - a. The **Date** when the changes start;
 - b. **What do you want to add?** (usually, **State Taxes**);
 - c. Your **State** of primary residency.
3. In the **State Tax Information** area, choose a **Filing Status**, and any **Allowances** for **Personal, Self and Spouse**, or **Head of Household**.
4. Add the **Number of Complete Exemption Dependents**, such as children or other qualifying family members.
5. OPTIONAL: If you’d like, you can choose to have an **Additional Tax Amount** to be withheld from EACH PAYCHECK.
6. Click the **I Agree** checkbox to attest to the legal declaration.
7. Scroll to the top of the screen and click the **Save and Close** button.

Regional + Add 1

Add Tax Withholdings

Basic Information 2

*When does this change start?
 

*What do you want to add?

State

State Tax Information 3

Filing Status

Personal Allowance

Number of Complete Exemption Dependents 4

Additional Tax Amount 5

USD

*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

I agree 6

7

Save and Close

Cancel



Tax Withholding – Viewing Your State Tax Withholdings Form

At any time, you can view, download, or print your State Tax Withholdings Form.

1. In the Regional section, under the Forms header, click the blue **Federal** link.
2. A new window will open, and you'll see your complete **State Tax Withholding Form**.
3. Click the **Download** or **Print** icons, as desired.

REMEMBER: Texas does not have a state income tax, and therefore it is unnecessary for residents of Texas to complete a Regional Income Tax Withholding form. However, if you are a resident of another state, you may need to provide state income withholding information, based on your residency state's income tax requirements.

Be sure to check and update this information when your personal or financial situation changes.

Regional

Forms
 AR

1

Start and End Dates

10/19/2022

3

AR4EC

2

STATE OF ARKANSAS
Employee's Withholding Exemption Certificate

Print Full Name DC Employee Social Security Number _____
 Print Home Address 100 City Dallas State TX Zip 75201

| How to Claim Your Withholding | Number of Exemptions Claimed |
|---|---|
| <i>See instructions below</i> | |
| 1. CHECK ONE OF THE FOLLOWING FOR EXEMPTIONS CLAIMED | |
| a. <input checked="" type="checkbox"/> You claim yourself. (Enter one exemption) _____ | 1 |
| b. <input type="checkbox"/> You claim yourself and your spouse. (Enter two exemptions) _____ | 0 |
| c. <input type="checkbox"/> Head of Household, and you claim yourself. (Enter two exemptions) _____ | 0 |
| 2. NUMBER OF CHILDREN or DEPENDENTS. (Enter one exemption per dependent) _____ | 2 |
| 3. TOTAL EXEMPTIONS. (Add Lines 1a, b, c, and 2) If no exemptions or dependents are claimed, enter zero. _____ | 3 |
| 4. Additional amount, if any, you want deducted from each paycheck. (Enter dollar amount) _____ | 50.00 |
| 5. I qualify for the low-income tax rates. (See below for details) _____ Please check filing status: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married Filing Jointly <input type="checkbox"/> Head of Household | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

I certify that the number of exemptions and dependents claimed on this certificate does not exceed the number to which I am entitled.
 Signature DC Employee Date: 10-19-2022

Instructions

TYPES OF INCOME - This form can be used for withholding on all types of income, including pensions and annuities.

NUMBER OF EXEMPTIONS - (Husband and/or Wife) Do not claim more than the correct number of exemptions. However, if you expect to owe more income tax for the year, you may increase your withholding by claiming a smaller number of exemptions and/or dependents, or you may enter into an agreement with your employer to have additional amounts withheld. This is especially important if you have more than one employer, or if both husband and wife are employed.

DEPENDENTS - To qualify as your dependent (line 2 of form), a person must (a) receive more than 1/2 of their support from you for the year, (b) not be claimed as a dependent by such person's spouse, (c) be a citizen or resident of the United States, and (d) have your home as their principal residence and be a member of your household for the entire year or be related to you as follows: son, daughter, grandchild, stepson, stepdaughter, son-in-law or daughter-in-law; your father, mother, grandparent, stepfather, stepmother, father-in-law or mother-in-law; your brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law or sister-in-law; your uncle, aunt, nephew or niece (but only if related by blood).

CHANGES IN EXEMPTIONS OR DEPENDENTS - You may file a new certificate at any time if the number of exemptions or dependents INCREASES. You must file a new certificate within 10 days if the number of exemptions or dependents previously claimed by you DECREASES for any of the following reasons:

(a) Your spouse for whom you have been claiming an exemption is divorced or legally separated from you, or claims his or her own exemption on a separate certificate, **or**

(b) The support you provide to a dependent for whom you claimed an exemption is expected to be less than half of the total support for the year. OTHER DECREASES in exemptions or dependents, such as the death of a spouse or a dependent, does not affect your withholding until next year, but requires the filing of a new certificate by December 1 of the year in which they occur.

You may claim additional amounts of withholding tax if desired. This will apply most often when you have income other than wages.

You qualify for the low-income tax rates if your total income from all sources is:

| | |
|---|----------------------|
| (a) Single | \$13,055 to \$15,700 |
| (b) Married Filing Jointly (1 or less dependents) | \$22,016 to \$26,100 |
| (c) Married Filing Jointly (2 or more dependents) | \$26,497 to \$32,200 |
| (d) Head of Household/Qualifying Widow(er) (1 or less dependents) | \$18,561 to \$22,600 |
| (e) Head of Household/Qualifying Widow(er) (2 or more dependents) | \$22,126 to \$26,000 |

For additional information consult your employer or write to:
 Arkansas Withholding Tax Section
 P. O. Box 8055
 Little Rock, Arkansas 72203-8055

AR4EC (R 11/17/2021)

2. Learn More About Oracle Cloud!



Check Out the [NEW Dallas County Oracle Cloud Info Site!](#)

Your one-stop shop for all things Oracle Cloud: [Latest News & Project Updates](#), [Training Schedules & Support Resources](#), and [Opportunities to Get Involved](#) to help people across the organization adopt our new HR, Finance and Budgeting system!

<https://www.dallascounty.org/departments/auditor/oracle/>



Get a head start with [Oracle Learning Explorer!](#)

Earn Learning Explorer Badges by completing video tutorials and quizzes! These tutorials are generic and NOT specific to the Dallas County configuration, but can give you a good general understanding of how to use different modules.

<https://education.oracle.com/learning-explorer>

3.