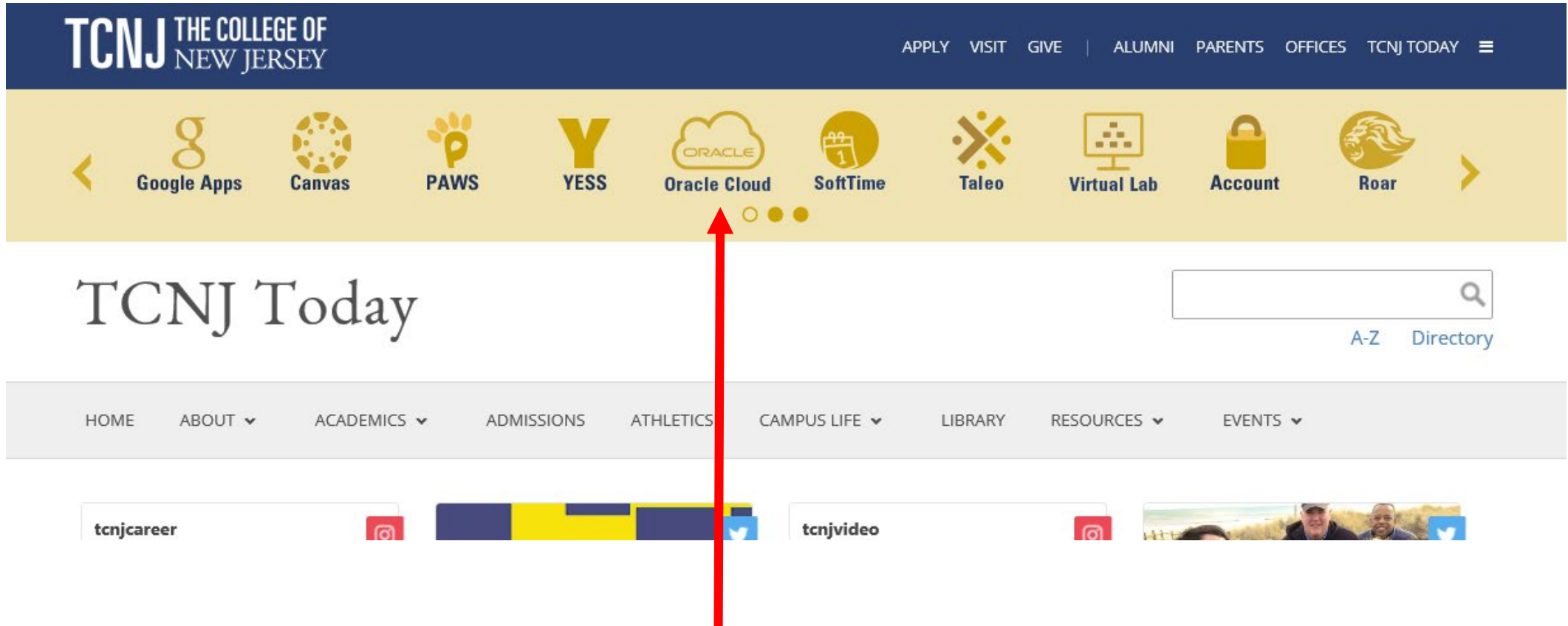


# Cloud Tax Withholding Self-Service

## Training Guide

1. Navigate to <https://today.tcnj.edu/> using Chrome, Firefox, Edge, or Safari (Cloud does not work in Internet Explorer).



2. Select '**Oracle Cloud**' from the menu options

Sign in to use available applications

- 3. Enter your TCNJ credentials (the same information you use to log into your email)



Enter your TCNJ credentials

Username

Password

Sign in

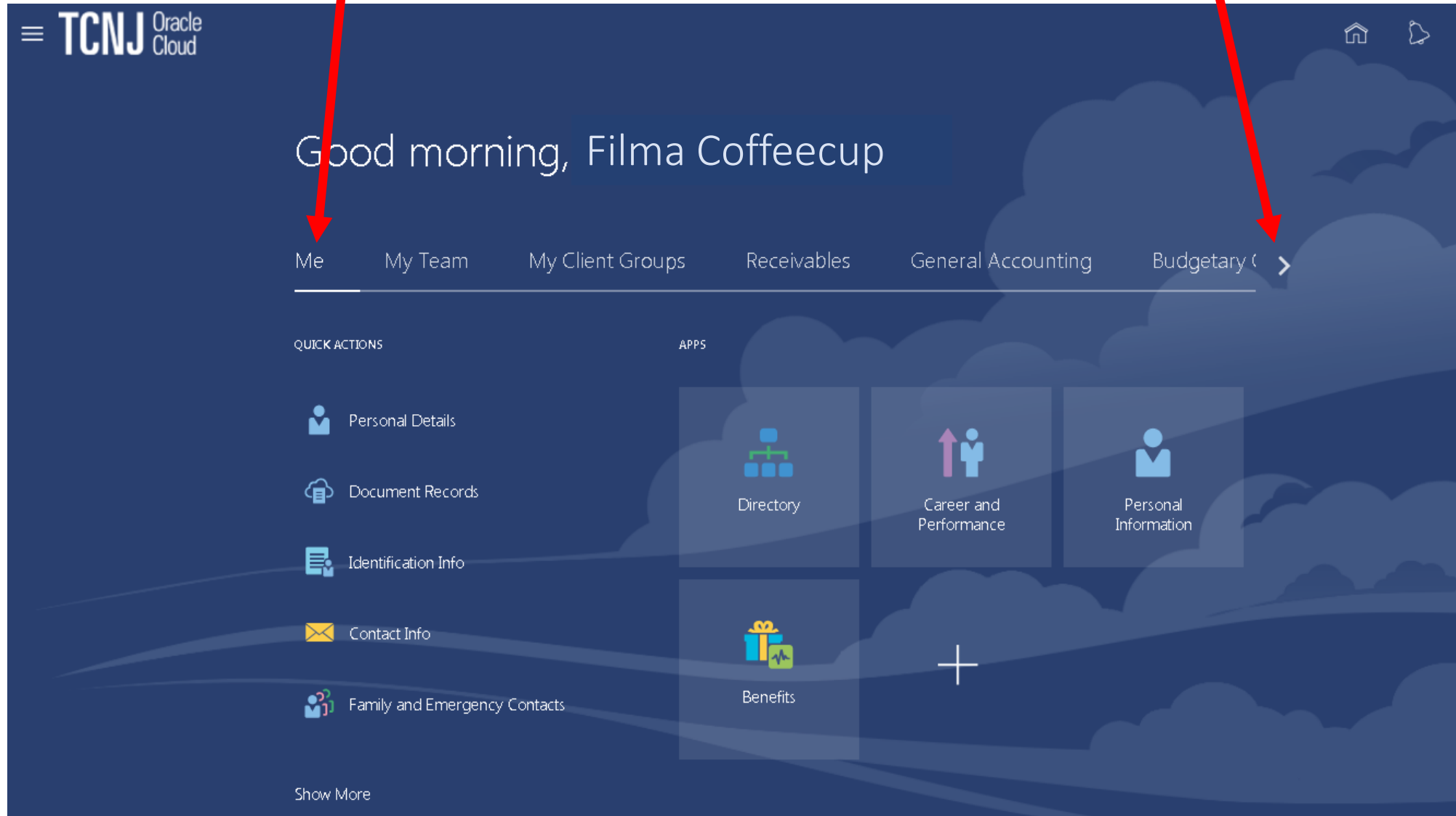


- 4. Click **'Sign In'**

**Keep your personal information secure.** Sign out and close your browser when you are finished.

Get sign in support: [IT Help Desk](#)

5. Scroll through the menu using the navigation arrow to view your available menu options.
6. Select 'Me'.



7. Select 'Pay'.



8. Click on any of the tiles below to review your **'Payslips'**, add **'Payment Methods'** (direct deposit), or update your **'Tax Withholding'** information.

Payroll

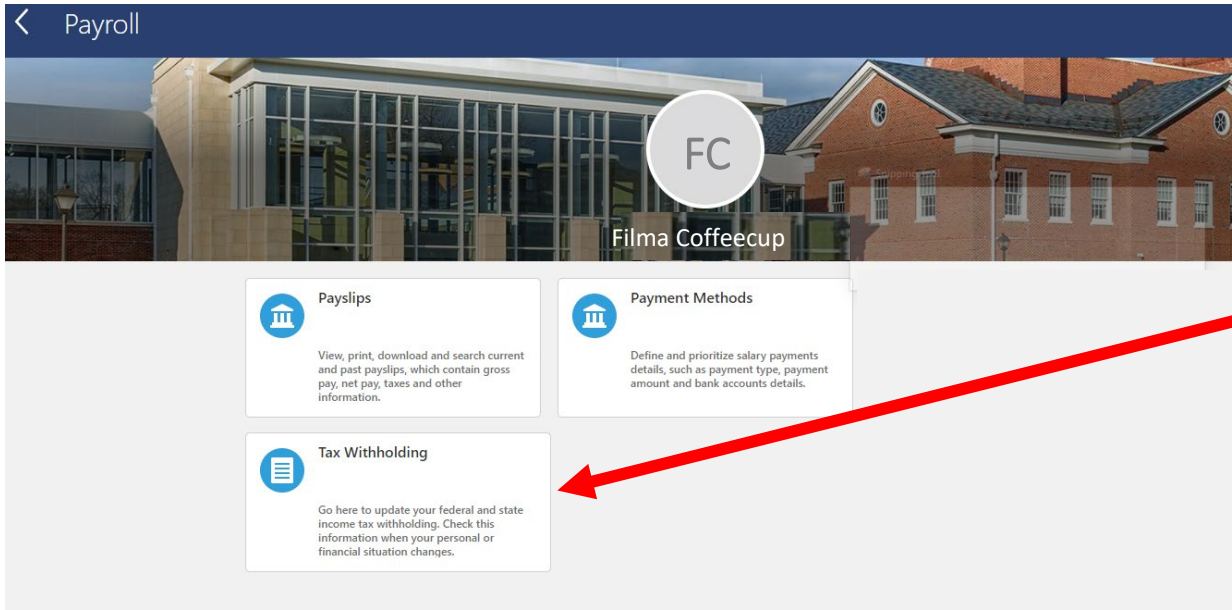
FC  
Filma Coffeecup

**Payslips**  
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

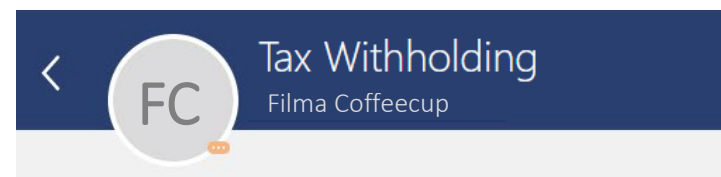
**Payment Methods**  
Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.



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

**Note:** W2s for 2018 and 2019 are available through the payroll office . 2020 and future years will be administered through ADP. All employees will receive communication concerning accessing W2 forms and how to opt for paperless W2 delivery.

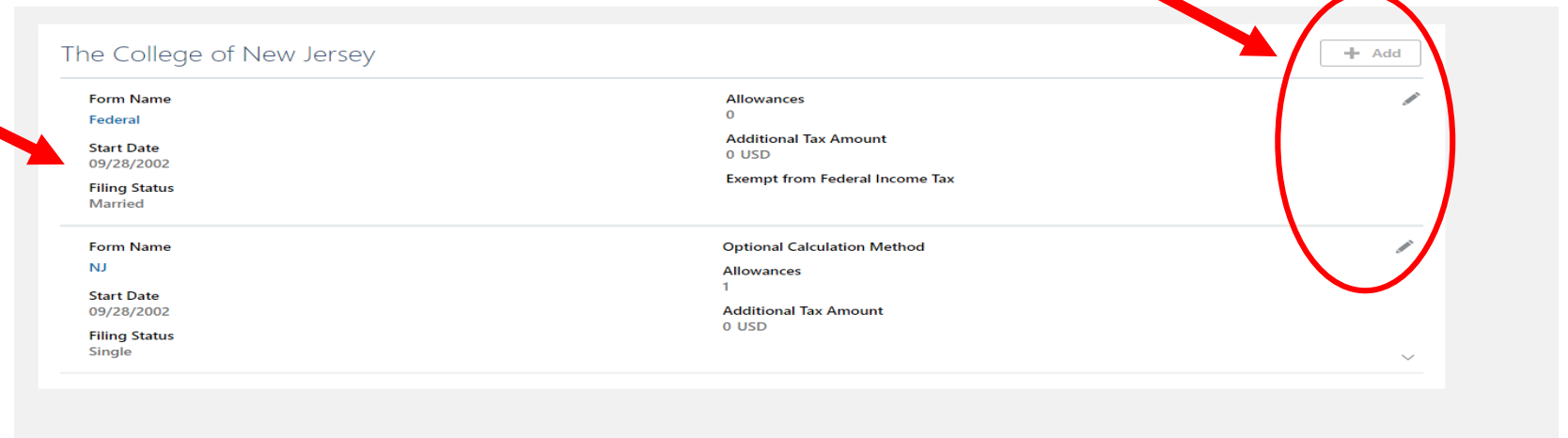


9. Click on 'Tax Withholding' to review, edit, or add W-4 tax withholding information, as shown in the window below.



11. Use the Edit (  ) icon to edit existing information or the Add (  ) icon to enter new information. **Federal and state withholding information must be entered separately.**

10. You will see any withholding information already on file by default.



12. When adding withholding information for Federal taxes, all fields marked with an asterisk\* are required to have an entry. When you have finished, click 'Save'.

The College of New Jersey

Form Name  
Federal

\*When does this change start?  
12/21/2020

\*Filing Status  
Select a value

Multiple Jobs  
Select a value

Extra Withholding  
0 USD

Exempt from Federal Income Tax  
Select a value

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

Qualifying Dependents Amount  
0 USD

Other Dependents Amount  
0 USD

Total Dependents Amount  
0 USD

Other Income Amount  
0 USD

Deductions Amount  
0 USD

Save Cancel

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Form Name  
NJ


Start Date  
09/28/2002

Filing Status  
Single



Optional Calculation Method  
Allowances  
1

Additional Tax Amount  
0 USD






13. If you need to enter or correct information for your state withholding, click on the edit (  ) icon in the appropriate row.

**Note:** Only NJ and PA taxes are withheld by the state of NJ. Only state withholding is taken out of PA. Any state taxes aside from NJ or PA may be inactivated by TCNJ.

  **Tax Withholding**  
Filma Coffeecup

The College of New Jersey + Add

<b>Form Name</b> Federal	<b>Allowances</b> 0	
<b>Start Date</b> 09/28/2002	<b>Additional Tax Amount</b> 0 USD	
<b>Filing Status</b> Married	<b>Exempt from Federal Income Tax</b>	
<b>Form Name</b> NJ	<b>Optional Calculation Method</b> Allowances 1	
<b>Start Date</b> 09/28/2002	<b>Additional Tax Amount</b> 0 USD	
<b>Filing Status</b> Single		

14. Complete any applicable changes. Note that some fields have dropdown arrow from which you may make your selection.

The screenshot shows a tax form with the following fields and annotations:

- Form Name:** NJ
- \*When does this change start?:** 01/04/2021
- Filing Status:** Single (dropdown arrow circled in red)
- Optional Calculation Method:** Select a value (dropdown arrow circled in red)
- Allowances:** 1
- Additional Tax Amount:** 0 USD
- Exempt from State Income Tax:** Select a value (dropdown arrow circled in red)
- Exemption for Military Spouse:** Select a value (dropdown arrow circled in red)
- \*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.**  
 I Agree
- Buttons:** Save (highlighted in grey), Cancel

Red arrows point from the text instructions to the dropdown arrows and the 'Save' button.

15. Check the acknowledgement box.

16. When you have finished, click 'Save'.