

W4 Review
Created on 3/18/2010 3:45:00 PM

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Procedure

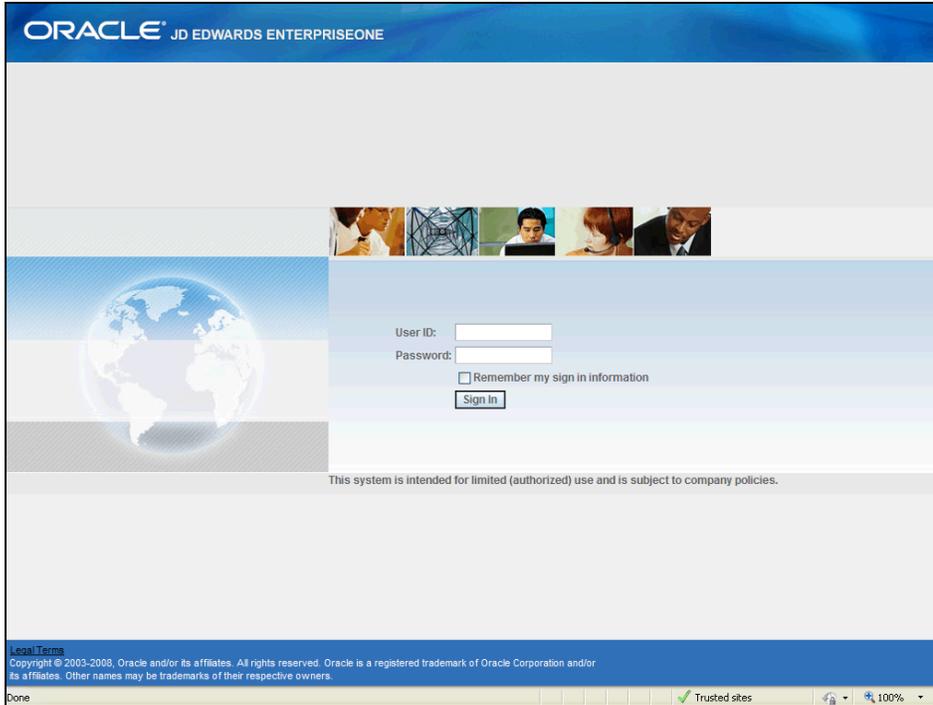
In this lesson you will learn how to review your W4.



Step	Action
1.	Go to EDGE.NE.GOV and click the W4 Review button.

Training Guide

W4 Review



Step	Action
2.	Enter your User ID in the User ID field.
3.	Click in the Password: field. 
4.	Enter your password in the Password field.
5.	Click the Sign In button. 
6.	After you have navigated to the Review W-4 screen you will be able to see your Tax Marital Status , Number of Exemptions , and any Additional Withholdings for both your Federal and State Income Tax. If any corrections need to be made contact your Human Resources Department.
7.	When you are finished click the Close button. 
8.	You have successfully completed this lesson. End of Procedure.