

**Employee W-4 Information Report**  
**Created on Friday, November 07, 2008**

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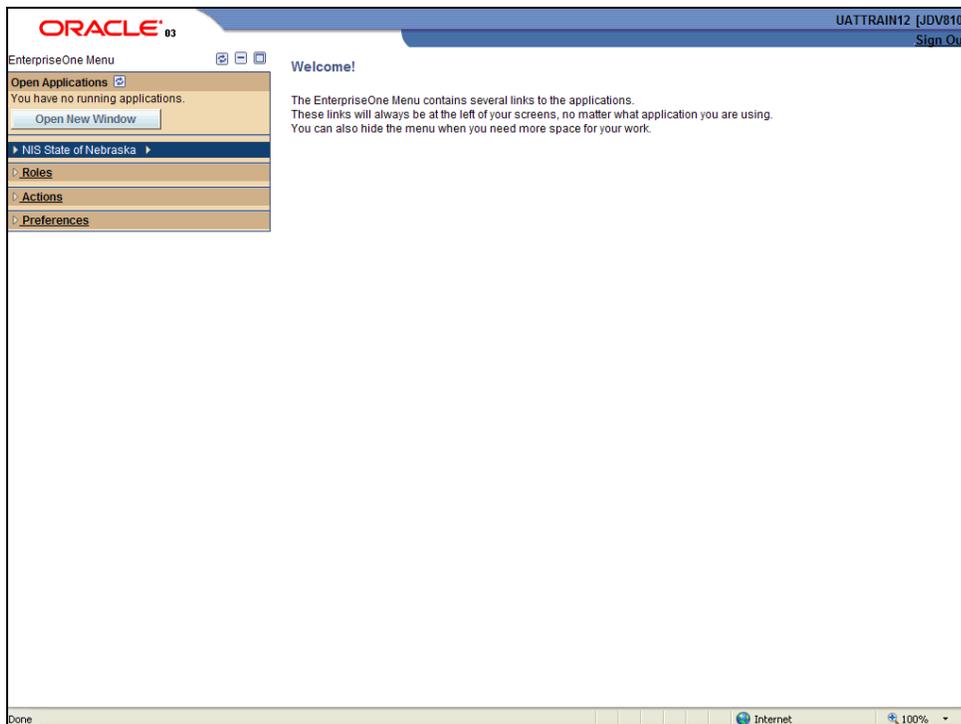


# Employee W-4 Information Report

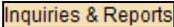
## Employee W-4 Information Report

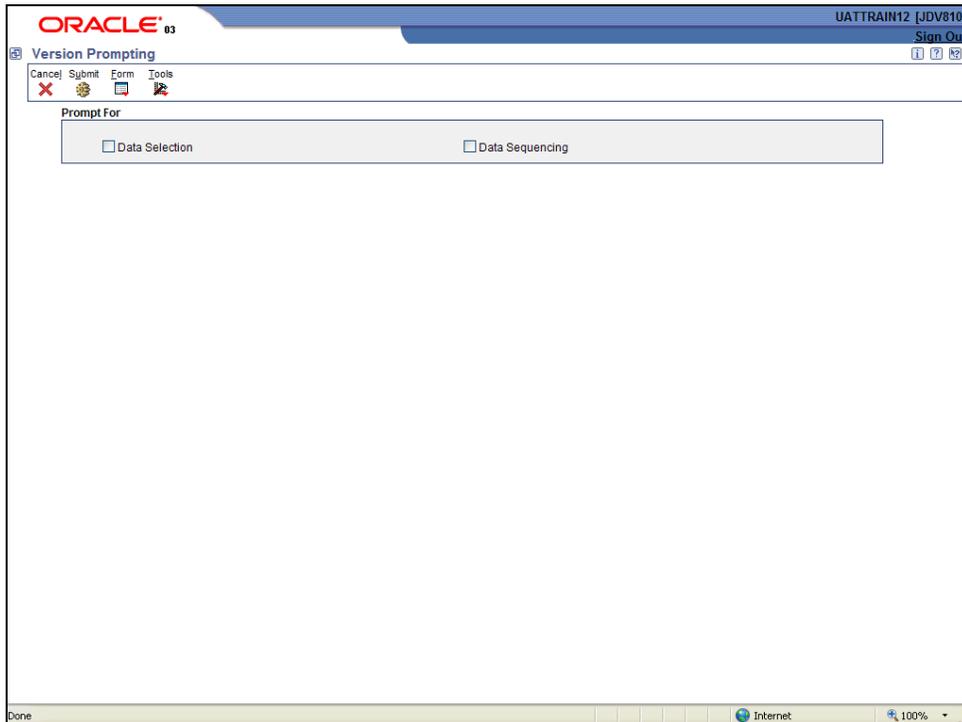
### Procedure

This report lists the tax exemptions and any additional FIT or SIT withholdings that an employee has. It was developed primarily due to the conversions to bi-weekly payroll but will be a useful tool when working on the 1.5% State Tax Withholding report.



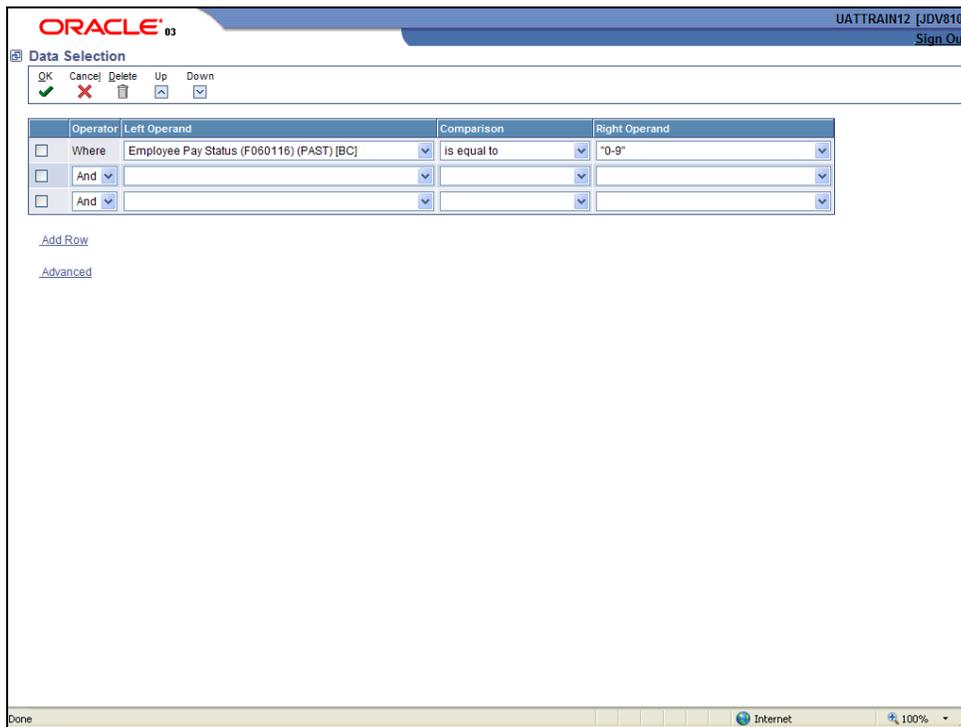
| Step | Action  |
|------|---|
| 1.   | Click the <b>NIS State of Nebraska</b> link.<br><a href="#">NIS State of Nebraska</a>                           |
| 2.   | Click the <b>Human Resources/Payroll - Agencies</b> link.<br><a href="#">Human Resources/Payroll - Agencies</a> |

| Step | Action   |
|------|--|
| 3.   | Click the <b>Inquiries &amp; Reports</b> link.<br>  |
| 4.   | Click the <b>HR/Payroll Reports</b> link.<br>       |
| 5.   | Click the <b>Payroll Reports</b> link.<br>          |
| 6.   | Click the <b>Employee W-4 Information</b> link.<br> |



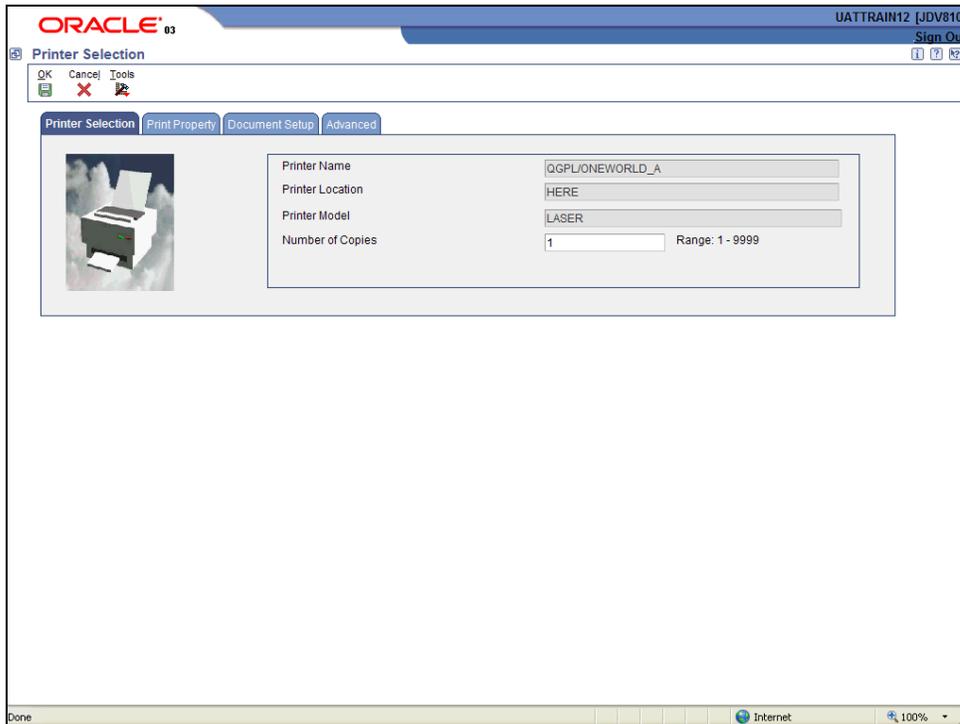
| Step | Action   |
|------|--|
| 7.   | Click the <b>Data Selection</b> option.<br> |

| Step | Action   |
|------|--|
| 8.   | Click the <b>Submit</b> button.<br>   |
| 9.   | If the report is to be run on a range of business units or multiple address book numbers, Data Selection must be utilized.<br><br>In this exercise we are not going to enter any Data Selection. |



| Step | Action   |
|------|--|
| 10.  | Click the <b>OK</b> button.<br>   |
| 11.  | Processing Options allow one Home Business Unit, one Security Business Unit, or one Address Book Number.<br><br>In this exercise we are going to enter the Security Business Unit. |
| 12.  | Click in the <b>Security Business Unit</b> field.<br><input type="text"/>  |

| Step | Action  |
|------|---|
| 13.  | Enter the desired information into the <b>Security Business Unit</b> field. Enter a valid value e.g. " <b>S270000001</b> ". |
| 14.  | Click the <b>OK</b> button.<br>            |



| Step | Action  |
|------|---|
| 15.  | This Report can be in PDF or CSV format. We are going to run this one in PDF.<br>Click the <b>OK</b> button.<br> |
| 16.  | You have successfully run the Employee W-4 Information Report. After running the report you will need to go to View Job Status to view the results.<br><b>End of Procedure.</b>                     |