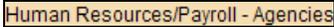
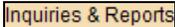
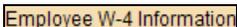


## Employee W-4 Information Report

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> 
3.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
4.	<p>Click the <b>HR/Payroll Reports</b> link.</p> 
5.	<p>Click the <b>Payroll Reports</b> link.</p> 
6.	<p>Click the <b>Employee W-4 Information</b> link.</p> 
7.	<p>Click the <b>Data Selection</b> option.</p> 
8.	<p>Click the <b>Submit</b> button.</p> 
9.	<p>If the report is to be run on a range of business units or multiple address book numbers, Data Selection must be utilized.</p> <p>In this exercise we are not going to enter any Data Selection.</p>
10.	<p>Click the <b>OK</b> button.</p> 
11.	<p>Processing Options allow one Home Business Unit, one Security Business Unit, or one Address Book Number.</p> <p>In this exercise we are going to enter the Security Business Unit.</p>
12.	<p>Click in the <b>Security Business Unit</b> field.</p> 

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. 
15.	This Report can be in PDF or CSV format. We are going to run this one in PDF.  Click the <b>OK</b> button. 
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. <b>End of Procedure.</b>