Employee W-4 Information Report

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **HR/Payroll Reports** link. HR/Payroll Reports
5.	Click the **Payroll Reports** link. Payroll Reports
6.	Click the **Employee W-4 Information** link. Employee W-4 Information
7.	Click the **Data Selection** option.
8.	Click the **Submit** button.
9.	If the report is to be run on a range of business units or multiple address book numbers, Data Selection must be utilized. In this exercise we are not going to enter any Data Selection.
10.	Click the **OK** button.
11.	Processing Options allow one Home Business Unit, one Security Business Unit, or one Address Book Number. In this exercise we are going to enter the Security Business Unit.
12.	Click in the **Security Business Unit** field.
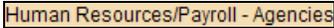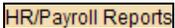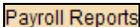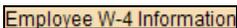
13.	Enter the desired information into the **Security Business Unit** field. Enter a valid value e.g. "**S270000001**".
14.	Click the **OK** button.
15.	This Report can be in PDF or CSV format. We are going to run this one in PDF. Click the **OK** button.
16.	You have successfully run the Employee W-4 Information Report. After running the report you will need to go to View Job Status to view the results. **End of Procedure.**