Employee W-4 Information Report

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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.

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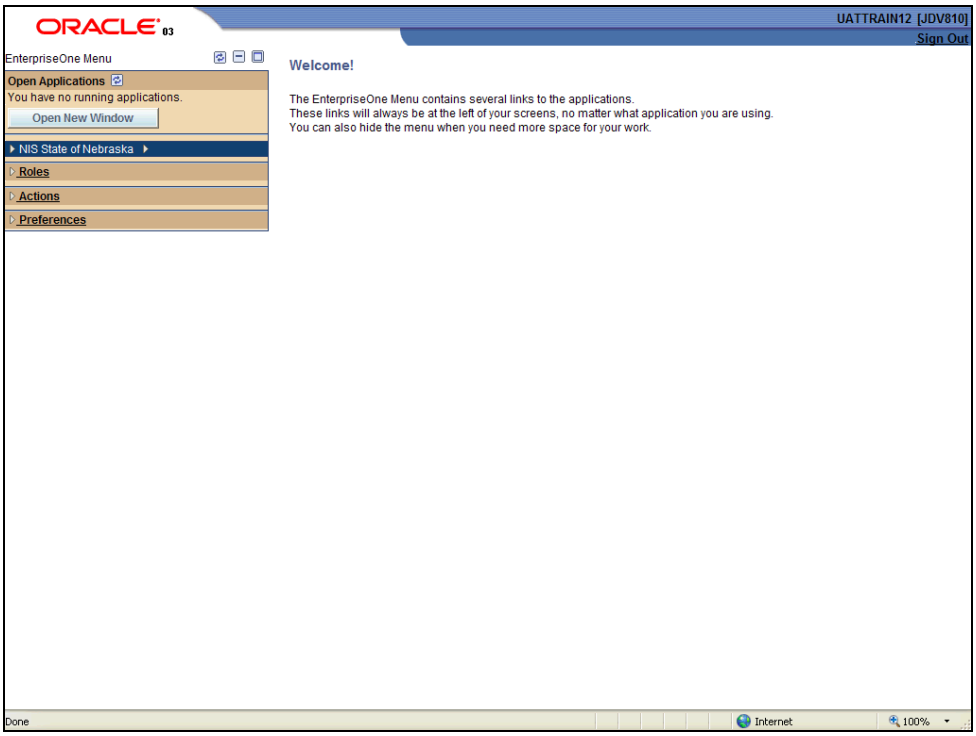
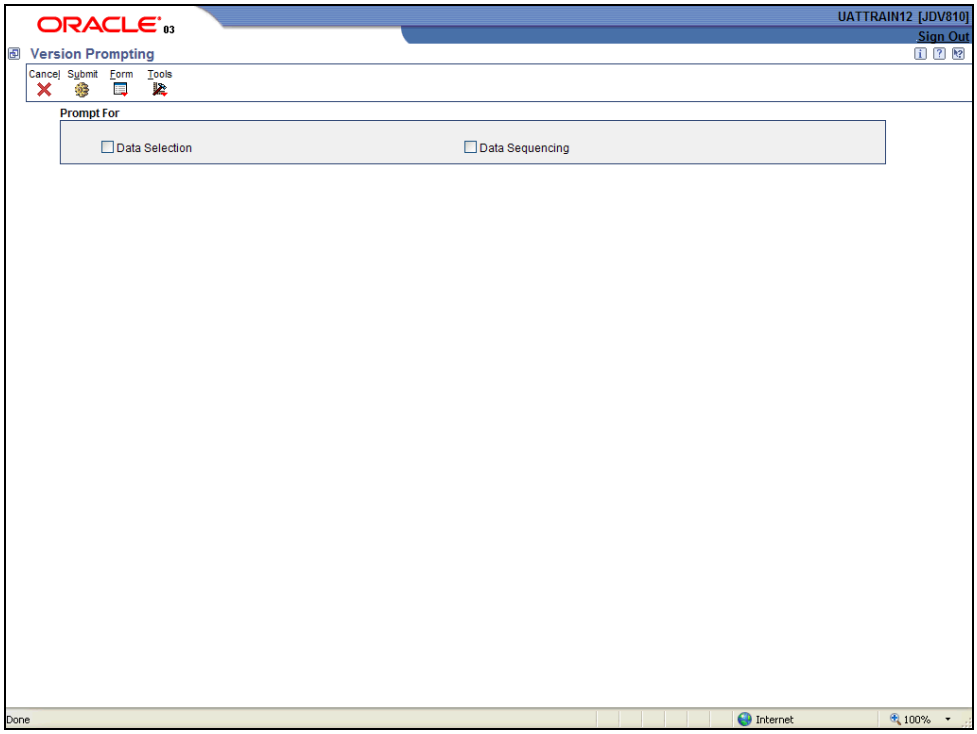
Procedure

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.



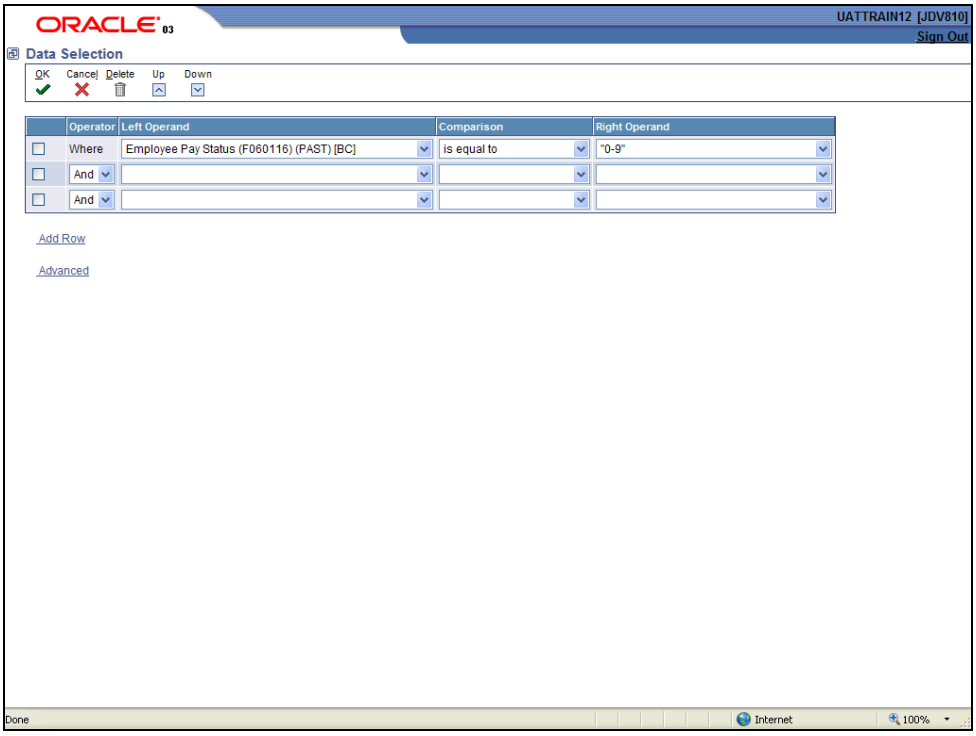
Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies

Step	Action
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



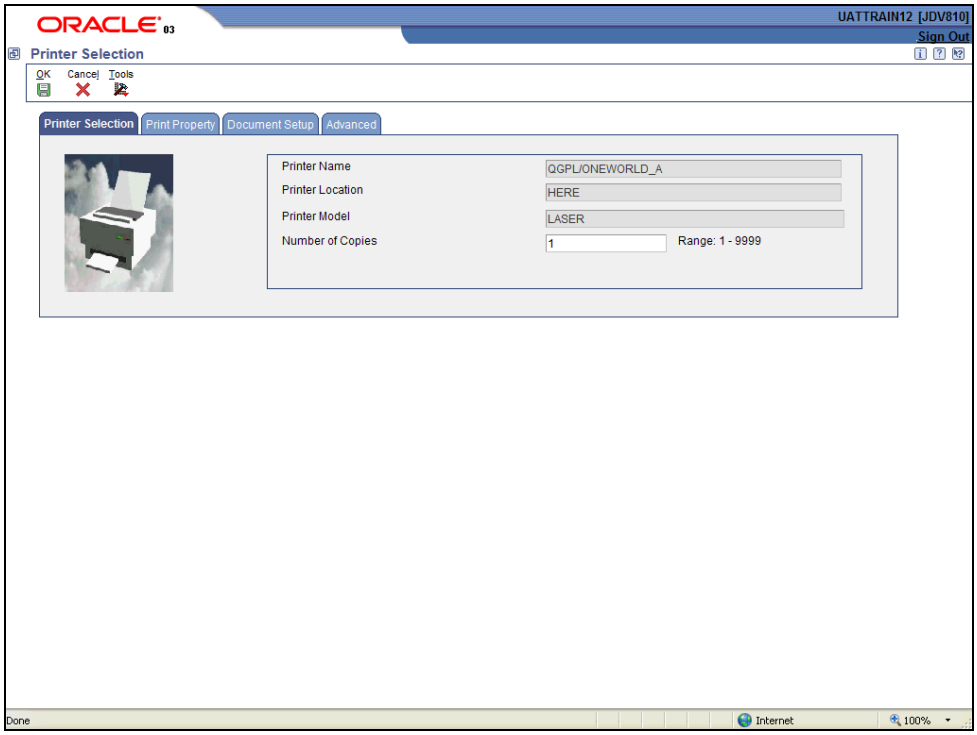
Step	Action
7.	Click the **Data Selection** option. ☐
8.	Click the **Submit** button.

Step	Action
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.



Step	Action
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**".

Step	Action
14.	Click the **OK** button.



Step	Action
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.**