

Entering IRS Form W-4 Information Into EnterpriseOne

Step 1: Change Federal Marital Status to a 2020 (and after) valid W-4 value. Valid values are highlighted below. You will no longer enter in a Status of 'M' or 'S' for new Federal W-4s. Enter the appropriate value (A, J, or H) in the Marital Status field on the Employee Tax Overrides screen.

Select User Define Code

Product Code: 06 PAYROLL (OLD)

User Defined Codes: MS Marital Status Codes

Description: []

Description 2: []

Records 1 - 17

Code	Description	Description 2
<input type="radio"/>	A	MARRIED FILING JOINTLY
<input type="radio"/>	G	MARRIED/ DOMESTIC FILING J...
<input type="radio"/>	H	HEAD OF HOUSEHOLD
<input type="radio"/>	J	SINGLE/MARRIED FILING SEP...
<input type="radio"/>	K	MARRIED FS ON SAME RETURN
<input type="radio"/>	M	MARRIED
<input type="radio"/>	O	MARRIED FS W/ EXEMPTION
<input type="radio"/>	S	SINGLE

W-4

Employee's Withholding Certificate

OMB No. 1545-0074

2020

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

Department of the Treasury
Internal Revenue Service

Step 1: Enter Personal Information

(a) First name and middle initial: [] Last name: [] (b) Social security number: []

Address: []

City or town, state, and ZIP code: []

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Access Employee Tax Overrides from Payroll > Employee Payroll Update. Find a name or address book number and click on the Payroll Related button. Payroll Related

Employee Payroll Update - Employee Tax Overrides

Employee Identification: [] Pension: [] Tax Method: []

Employee Tax ID: []

Marital Status - Fed Tax: A MARRIED FILING JOINTLY

Marital Status - State: M MARRIED

Tax Area (Work): [28] Supervisor: [] []

Tax Area (Res.): [28] Category Code 03: []

Check Route Code: [6501227900]

Pay Status: 0 ACTIVE

Lockout = []
Additional Overrides []

Note: Marital Status for State withholdings (Form W-4N) continue to use codes 'M' and 'S' in EnterpriseOne. The State Marital Status is on the same Employee Tax Overrides screen below the 'Marital Status – Fed Tax' field.

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Step 2: For existing teammates completing a new W-4, delete out any existing Federal Exemptions. For new hires, this field should be blank.

Employee Payroll Update - Employee Tax Overrides

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Employee Identification

Employee Tax ID Pension Tax Method

Marital Status - Fed Tax *MARRIED FILING JOINTLY*

Marital Status State Tax L... *MARRIED*

Tax Area (Work) Supervisor

Tax Area (Res.) Category Code 03

Check Route Code Lockout =

Pay Status *ACTIVE* Additional Overrides

Records 1 - 3

<input type="checkbox"/>		Tax Area Overridden	Tax Type	Description	Fe Ex	N/A	F T	N/A
<input type="checkbox"/>		FEDERAL	A	FEDERAL INCOME TAX	<input type="text" value=""/>	<input type="text" value=""/>	A	<input type="text" value=""/>
<input type="checkbox"/>		28	F	NEBRASKA STATE INCOME TAX	2		A	0

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Step 3: On the federal income tax line, the 'W4 Revision Year' field **MUST** be populated with '2020'. In future calendar years, you will still use '2020', there are no other valid values. The W4 Revision Year field should never be updated for State form W-4N.

Employee Payroll Update - Employee Tax Overrides

Employee Identification: [Redacted] Pension: Tax Method: [Redacted] KRONOS FLAG:

Marital Status - Fed Tax: MARRIED FILING JOINTLY Pay on Std Hours: 80.00

Marital Status State Tax L...: MARRIED

Tax Area (Work): 28 Supervisor: [Redacted]

Tax Area (Res.): 28 Category Code 03: [Redacted]

Check Route Code: 6501227900 Lockout =

Pay Status: ACTIVE Additional Overrides:

Records 1 - 3

	Fe Ex	N/A	F T	N/A	W4 Multiple job Flag	W4 Claim Dependent1	W4 Claim Dependent2	W4 Total Claim Dependent	W4 Other Income	W4 Deductions	Additional Withholding	W4 Revision Year
TAX			A		<input checked="" type="checkbox"/>	.00	.00	2000.00	.00	2020	.00	2020
INCOME TAX	2	A	0		<input type="checkbox"/>	.00	.00	.00	.00	.00	.00	0

Step 4: If on IRS form W-4, the teammate has checked the box in step 2(c), mark the 'W4 Multiple job Flag' in E1. Otherwise, leave the box unchecked.

**Step 2:
Multiple Jobs
or Spouse
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

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Step 5: Input all values from IRS form W-4 steps 3 and 4. The fields on the Employee Tax Overrides screen are in the same order as the steps on the IRS form W-4.

Employee Payroll Update - Employee Tax Overrides Query: All Records

Employee Identification: [Redacted] Pension: Tax Method: [Redacted] KRONOS FLAG:

Employee Tax ID: [Redacted]

Marital Status - Fed Tax: MARRIED FILING JOINTLY Pay on Std Hours: 80.00

Marital Status State Tax L...: MARRIED

Tax Area (Work): 28 Supervisor: [Redacted] [Redacted]

Tax Area (Res.): 28 Category Code 03: [Redacted]

Check Route Code: 6501227900 Lockout = [Redacted]

Pay Status: ACTIVE Additional Overrides: [Redacted]

Records 1 - 3

TAX	Fe Ex	N/A	F T	N/A	W4 Multiple Job Flag	W4 Claim Dependent1	W4 Claim Dependent2	W4 Total Claim Dependent	W4 Other Income	W4 Deductions	Additional Withholding	W4 Revision Year
INCOME TAX	2	A	0		<input checked="" type="checkbox"/>	.00	.00	.00	.00	.00	.00	2020

Step 3: Claim Dependents If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ► \$ [Redacted]

Multiply the number of other dependents by \$500 ► \$ [Redacted]

Add the amounts above and enter the total here **3** \$ [Redacted]

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income **4(a)** \$ [Redacted]

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here **4(b)** \$ [Redacted]

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period **4(c)** \$ [Redacted]

Step 5: Click on the OK button.

Employee Payroll Update - Employee Tax Overrides

Form Row Tools

Step 6: Enter in a valid Change Reason, click on the OK button.

Employee Payroll Update - Change Reason

Tools

Effective On: 01/19/2020

Change Reason: 016 CHANGE, EMPLOYEE REQUESTED

