Employee Payroll Update Quick Reference Guide

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PURPOSE

The Employee Payroll Update screen must be completed when you hire a new employee and/or when any of the information contained on this screen changes. This is the only screen you will complete within the Payroll & Financial Center pertaining to employees.

IMPORTANT NOTE: The Employee Payroll Update screen must be completed before the employee can be paid. The rest of the information is managed in Workday. Complete the following steps, once the hire event is completed in Workday and has fed over to the Payroll & Financial Center.

LOG IN TO THE PAYROLL & FINANCIAL CENTER

1. From this page, http://link.nebraska.gov/, click Payroll & Financial Center.

2. Type your User ID, press tab and then type your Password.

3. Click Sign In (or press Enter).

EMPLOYEE TAX OVERRIDES

1. In the Payroll & Financial Center, click the Navigator button, then go to STATE OF NEBRASKA > Payroll > Employee Payroll Update.

2. Type the Employee ID number.

3. Click **Find.**

4. Check the box to the left of Address Number (i.e., the Employee ID) to select the employee record.
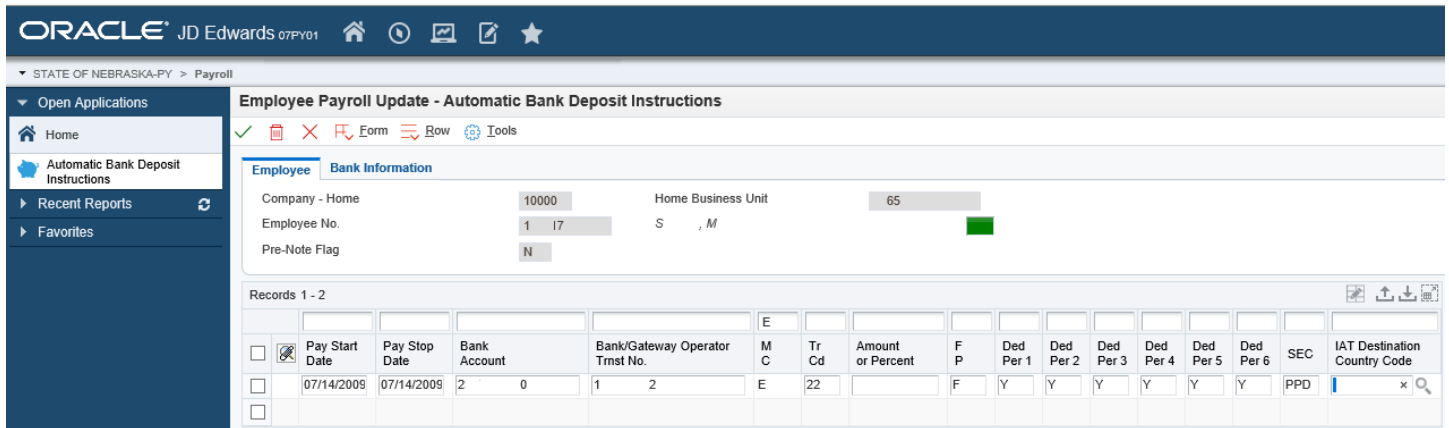
5. Click the Payroll Related icon at the top of the screen to access the Employee Tax Overrides screen.

6. Enter the appropriate data in the fields into the top grid as shown below.

   a) If the employee is attached to a specific Supervisory Organization in the Workday, but, she/he has a different supervisor who approves time entry in the Payroll & Financial Center, you can enter that supervisor's Employee ID number in the Supervisor field.

   b) Check that the **Tax Method** box is blank if entering a new hire.

   c) Ensure that you enter the appropriate code into the **Check Route Code** field.

   d) For entry of **Marital Status – Fed Tax**, the status must be one of the following: A (Married Filing Jointly), H (Head of Household), or J (Single or Married Filing Separately).

   e) For entry of **Marital Status – State**, that status must be either M (Married) or S (Single)

7. Enter the appropriate data from the employee's W4 or W4N in the fields on the bottom grid as shown below.

   a) The column **'Fe Ex'** is where State Exemptions should be entered. This column should always be blank for Federal information entered from a 2020 or later W4.

   b) The columns **'W4 Multiple job Flag'**, **'W4 Claim Dependent1'**, **'W4 Claim Dependent2'**, **'W4 Total Claim Dependent'**, **'W4 Other Income'**, and **'W4 Deductions'** should be populated with the correspondingly titled information from the Federal W4 (2020) form. None of those data fields should be populated on the State tax row. **NOTE:** JD Edwards will not calculate claim deductions for you; you must sum the dependent columns and enter the total into the **'W4 Total Claim Dependent'** column yourself.

   c) The 'Additional Withholding' column can be populated for both State and Federal information if the employee wants to have additional funds withheld for taxes from each paycheck.

   d) The 'W4 Revision Year' column should only be populated for the Federal tax row. This data field should be populated with "2020" anytime a Federal W4 (2020) form is received and entered.

		Tax Area Overridden	Tax Type	Description	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
☐		FEDERAL	A	FEDERAL INCOME TAX			A		☐	.00	.00	.00	.00	.00	.00	2020
☐		28	F	NEBRASKA STATE INCOME TAX			A	0	☐	.00	.00	.00	.00	.00	.00	0
☐									☐							

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EXPENSE ACCOUNT INFORMATION

1. From the Employee Payroll Update screen, click the **EE Expense Account** icon to access the Automatic Bank Deposit Instructions screen.

2. Enter the appropriate banking information to be used for the employee's expense reimbursements. The Method Code (MC) will default to **E**.

   - **NOTE:** This screen is for expense account information ONLY. Payroll deposit information is entered in Workday.