



**Unicorn HRO**

**W-4 Forms and Work Addresses**

## ***OVERVIEW***

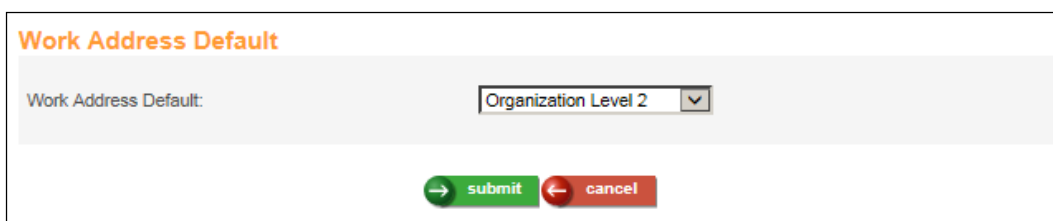
For Outsource and Hosted clients, the W-4 Forms function is available in the Payroll menu of Employee Self Service. If you wish to give your employees the ability to complete federal and state withholding forms, grant access to this function. Note that at this time, local tax changes are not supported in Employee Self Service. (If you wish to allow employees to complete the federal W-4 form, but not state withholding forms, grant access to the W-4 function rather than the W-4 Forms function.)

When an employee adds a new Federal W-4 form or state withholding form in the W-4 Forms function, a record will be added to Tax Elections. The PDF version of the withholding form will be added to the Employee Files function in Employee Self Service and Manager Services.

## ***SET-UP STEPS***

To give employees access to the W-4 Forms function, follow these set-up steps:

- 1) Define the Work Address Default. You may select any of the Organization levels (work addresses are stored in the Organization Setup function), Legal Entity (if all employees in the legal entity work at the address in Legal Entity Definition), or one of the Address types (if you store a work address for each employee in the Address function). When an employee goes to the W-4 Forms function in Employee Self Service, the system will get the employee's current active Mailing Address to determine the residence location, and will then determine the employee's work address. If the system cannot find a work address for the employee, he/she will not be able to complete state forms on-line; only the federal form will be available to that employee.



**Work Address Default**

Work Address Default: Organization Level 2

→ submit ← cancel

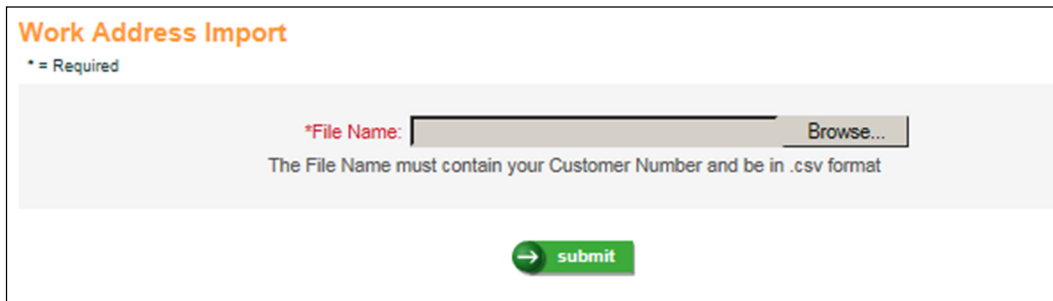
- 2) If you need to define work addresses other than the Work Address Default for any of your employees, enter them in the Work Address function.

| Work Address <span>+ add</span>                     |                           |   |              |
|---|---------------------------|---|--------------|
| To update, click on information in the left column. |                           |   |              |
| Work Address Code                                   | Description               | Address                                       | Action       |
| KOHR-CAPEMAY  | Kohr's Cape May NJ        | 103 Ocean Dr.<br>Cape May, NJ 08228-1234      | view  delete |
| KOHR-LAVALETTE                                      | Kohr's Lavelette NJ       | 111 Main St.<br>Lavalette, NJ 08244           | view  delete |
| KOHR-NORTHWILDWOOD                                  | Kohr's North Wildwood NJ  | 444 Main St.<br>N. Wildwood, NJ 08248         | view  delete |
| KOHR-OCEANCITY                                      | Kohr's Ocean City NJ      | 204 Boardwalk<br>Ocean City, NJ 08222         | view  delete |
| KOHR-ORTLEYBEACH                                    | Kohr's Ortley Beach NJ    | 222 Main St.<br>Ortley Beach, NJ 08245        | view  delete |
| KOHR-SEASIDEHEIGHTS                                 | Kohr's Seaside Heights NJ | 404 M St.<br>Seaside Heights, NJ 08246        | view  delete |
| KOHR-SEASIDEPARK                                    | Kohr's Seaside Park NJ    | 305 Ocean Ave.<br>Seaside Park, NJ 08229-2575 | view  delete |
| KOHR-SHIPBOTTOM                                     | Kohr's Ship Bottom NJ     | 406 Atlantic Dr.<br>Ship Bottom, NJ 08230     | view  delete |
| KOHR-VENTNOR  | Kohr's Ventnor NJ         | 333 Main St.<br>Ventnor, NJ 08247             | view  delete |

The Add page of the Work Addresses function is shown here. The Active field must be Yes in order for it to appear in the drop down list in the Work Profile function. If you have a work address that is no longer in effect, change the Active field to No.

| Add Work Address     |   |
|----------------------|---|
| * = Required         |   |
| <b>Address</b>       |   |
| * Work Address Code: | <input type="text"/>  |
| * Effective Date:    | <input type="text" value="08/24/2016"/>                         |
| * Description:       | <input type="text"/>  |
| Active:              | <input checked="" type="radio"/> Yes <input type="radio"/> No   |
| * Address Line 1:    | <input type="text"/>  |
| Address Line 2:      | <input type="text"/>  |
| Address Line 3:      | <input type="text"/>  |
| * City:              | <input type="text"/>  |
| * State:             | *no value <input type="button" value="v"/>                      |
| * Postal Code:       | <input type="text"/>  |
| * Country:           | *no country <input type="button" value="v"/>                    |
| County:              | *no value <input type="button" value="v"/>                      |
| <b>Telephone</b>     |   |
| Phone#:              | <input type="text"/>  |
| Cell Phone#:         | <input type="text"/>  |
| Fax#:                | <input type="text"/>  |
| Country Access Code: | <input type="text"/>  |
| Cell Carrier:        | *no value <input type="button" value="v"/>                      |
| Instructions:        | <div><input type="text"/></div> <div> </div>                    |
| Alternate Phone 1:   | *no value <input type="button" value="v"/> <input type="text"/> |
| Alternate Phone 2:   | *no value <input type="button" value="v"/> <input type="text"/> |

- 3) You may also add Work Addresses by using the Work Address Import function.



The screenshot shows a web form titled "Work Address Import" in orange text. Below the title is a legend: "\* = Required". The form has a light gray background. In the center, there is a label "\*File Name:" in red, followed by a text input field and a "Browse..." button. Below the input field, a message states: "The File Name must contain your Customer Number and be in .csv format". At the bottom center of the form is a green "submit" button with a right-pointing arrow.

The file must contain one header row. Enter the field names in the header row, separated by a comma. You must enter at least all mandatory fields: Work Address, Work Address Desc, Effective Date, Address Line 1, City, State, Zip and Country. If the State is Pennsylvania, the Subdivision field is also mandatory.

If any data values start with a zero, such as the postal code, format the cells for these fields as Text (or another applicable format) in Excel so that any leading zeroes are stored.

The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below. For the Active field, use values Y or N. If no Active value is on the file, the system will populate it as Y. If no Effective Date is on the file, the system will populate it with today's date.

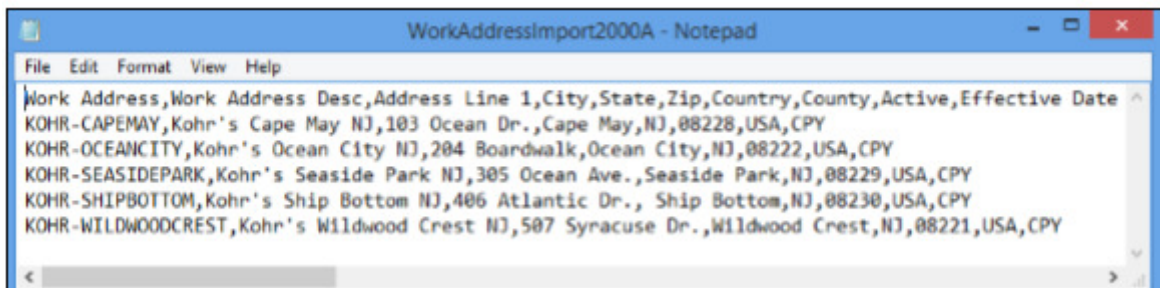
- Work Address
- Work Address Desc
- Effective Date
- Active
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip
- Phone#
- CellPhone#
- CellCarrier
- Fax#
- Alt Phone Type 1
- Alt Phone 1
- Alt Phone Type 2
- Alt Phone 2

- Alt Phone Type 3
- Alt Phone 3
- Alt Phone Type 4
- Alt Phone 4
- Alt Phone Type 5
- Alt Phone 5
- Country#
- County
- Country
- Verbal
- Subdivision

Click on the Browse button to select the file you wish to import. The file name must contain your Customer Number and it must be in the .csv format. Click on Submit to begin the process. The job will be sent to the job server. When the job completes, check the report in Report Master Listing. If no errors were found, the Work Address Import report will print No Errors Occurred, and the number of records imported. If any errors were found, the Work Address Errors report will tell you which records were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file.

If a record with the same Work Address already exists, an error will occur and be printed on the error log.

Here is an example of a file to be imported:



- 4) If you have specified any entries in the Work Address function, go to the Work Profile function and select the applicable address in the Work Address field. All Active entries from the Work Address function will be shown in the drop down list. If a Work Address has been selected in Work Profile, this will override the Work Address Default when this employee's work address is being determined.

The screenshot shows the 'Update Work Profile' form for William C (Bill) Fulton Jr. The form is divided into several sections: Summary, Demographics, Work Profile, Absences, Disciplinary Actions, Education, Certifications, Emergency Contacts, Job Review, and Skills. The 'Work Profile' section is active, showing fields for Position Data, Acquisition Date, Seniority Date, and Work Address. The 'Work Address' field is set to 'Value-Florham Park, NJ'. An arrow points to this field from the right. The 'Status' is 'Active' and the 'Status Reason' is 'New Hire'. The 'Supervisor Name' is 'Cheryl Howard'.

| Field                      | Value                        |
|----------------------------|------------------------------|
| *Original Hire Date:       | 01/02/1997                   |
| *Adjusted (Rehire) Date:   | 07/09/2013                   |
| Acquisition Date:          |                              |
| Last Paid Date:            | 10/15/2013                   |
| Seniority Date:            |                              |
| Projected Retirement Date: | 10/21/2016                   |
| *Organization:             | Florham Pk N                 |
| *Job Title:                | Manager - Intermediate Level |
| Work Address:              | Value-Florham Park, NJ       |
| Business Title:            |                              |
| Reports To:                | 601                          |
| Supervisor Name:           | Cheryl Howard                |
| *Status:                   | Active                       |
| *Status Date:              | 01/02/1997                   |
| *Status Reason:            | New Hire                     |
| Security Class:            | * no value                   |

- 5) When an employee completes a federal W-4 form, the PDF version of the form will be stored in the Employee Files function. When an employee completes a state withholding form, the PDF version of the form will also be stored in Employee Files. In order to see these PDFs in the Employee Files function in Manager Services, go to File Type Security and grant access to the applicable users for Federal W4 (ES) and State W4 (ES).

The screenshot shows the 'File Type Security' form. It has two radio buttons: 'By File Type' (selected) and 'By User Name'. The 'File Type' is set to 'State W4 (ES)'. There are two lists of users: 'Unauthorized Users' and 'Authorized Users'. The 'Unauthorized Users' list includes Ashanti McCallister, Ayushi Sharma, Betsy Blackley, Bftadmin, Cheryl Howard, Cog NewQA, Debra Mobley, Development Development, Donna Reynolds, Geetika Mendiratta, Geneva, GenevaWeb, HRAdmin 1, HRAdmin 2, and Jim Boniger. The 'Authorized Users' list includes Carol Bradbury, Kristy Catania, Pat Krayowski, Sbrock, and Sherry Flowers. There are 'Add >>' and '<< Remove' buttons between the lists. At the bottom, there are 'Select All' and 'Select None' buttons for both lists, and 'submit' and 'cancel' buttons.

| Unauthorized Users      | Authorized Users |
|-------------------------|------------------|
| Ashanti McCallister     | Carol Bradbury   |
| Ayushi Sharma           | Kristy Catania   |
| Betsy Blackley          | Pat Krayowski    |
| Bftadmin                | Sbrock           |
| Cheryl Howard           | Sherry Flowers   |
| Cog NewQA               |                  |
| Debra Mobley            |                  |
| Development Development |                  |
| Donna Reynolds          |                  |
| Geetika Mendiratta      |                  |
| Geneva                  |                  |
| GenevaWeb               |                  |
| HRAdmin 1               |                  |
| HRAdmin 2               |                  |
| Jim Boniger             |                  |

- 6) To allow employees to see the PDFs in Employee Files in Employee Self Service, make sure that the Employee Accessible field is set to Yes for the FW4 and SW4 values in the File Types common object.

The screenshot shows a form titled "Update Common Object Dictionary for File Types". It contains the following fields and options:

- \* Type of File: SW4
- \* Short Description: State W4 (ES)
- Long Description: State W4 (ES)
- Visible: ☒ Yes ☐ No
- Employee Accessible: ☒ Yes ☐ No

At the bottom, there are two buttons: a green "submit" button with a right arrow and a red "cancel" button with a left arrow.

- 7) In Messaging Setup, you may define a message that will be sent when the employee adds withholding forms. Use the Process called ES W-4 Forms and the Event called After Add. If you want to define a message that will be sent if an error occurs in the W-4 Forms function, use the Event called On Error.

The screenshot shows the "Messaging Setup" form. It includes the following elements:

- Process: ES W-4 Forms (dropdown menu)
- User: \*All Users (dropdown menu)
- Event: After Add (dropdown menu)
- A blue "+ add" button in the top right corner.
- A table with the following data:

| Message ID  | Subject  | Action                    |
|-------------|--|---------------------------|
| ESW4FormAdd | Employee 'Emp#' added tax(es) in ESS W-4 Forms | notification list  delete |

Below the table, there is a blue "+ add" button.

We recommend that Messaging functionality be configured to notify those in your organization, particularly those responsible for Payroll Administration so that employee Federal/State Tax Election changes may be verified. This would include determining whether the employee's local taxes, if any, need to be changed, since iCON does not currently allow changes to local taxes in Employee Self Service.

If an error prevents the employee from submitting a withholding form, such as when the employee has no Work Address, the On Error message will be sent to the recipients who have been set up in Messaging Setup. An error message will also be written to the Pending Payment Log. See the chart at the end of this document for a list of the error conditions that could occur.

In the Message, include the data element called Description; this will write information about the changes the employee made. You may also want to include the address fields, which will include the employee's current home address in the email message. Below is a sample message.

**Update Message**

Process:ES W-4 FormsEvent:After Add

Message ID:ESW4FormAddUser:\*All Users

Subject:Employee 'Emp#' added tax(es) in ESS W-4 Forms

**Message:**

Employee number 'Emp#' ('EmpName') added the following information on 'EventDate' at 'EventTime', effective 'EffDate':  
'Descript'

The employee's current mailing address is:  
'Addr1'  
'Addr2'  
'City', 'State' 'Zip'  
Organization: 'Orglvl'

**Add Data and/or Event Element:**

Click on Element Description in order to add it to the bottom of the Message.

Event Elements:

User Causing Event  
Date of Event  
Time of Event

Data Elements:

Address Line 1  
Address Line 2  
City  
Description



- 8) In Employee Security, grant access to the W-4 Forms function. Select the Add checkbox to give employees the ability to complete federal and state withholding forms. If employees currently have access to the W-4 function, you may wish to revoke this, since it only includes access to the federal W-4 form; the new W-4 Forms function gives access to both federal and state withholding forms. Grant access for each applicable Login Group.

In the Personal section, check to see if employees have access to Employee Files. This will allow them to see the PDFs of their withholding forms. If employees do not currently have access to Employee Files, first go to Common Object Dictionary and access File Types. Make sure that the Employee Accessible field is set to “Yes” for only those file types that you want employees to be able to view. Then grant access to the Employee Files function in Employee Security.

The screenshot displays the 'Employee Security' configuration page. At the top, there are dropdown menus for 'Login Group' (set to '\*Default') and 'Copy To Login Group' (set to '\*no-value'), along with a 'copy' button. Below this is a 'Function Search' bar and a note to 'Click on the plus sign to expand the Menu.' with links for 'Select All', 'Unselect All', 'Show All', and 'Hide All'. The main content area is divided into sections: 'Personal:', 'Payroll:', and 'Benefits:'. The 'Payroll:' section is expanded, showing a list of functions with checkboxes for access. A blue arrow points to the 'W-4 Forms' function, which has its 'Add' checkbox checked. Other functions include '1095-C Form', 'W-4', 'Paid Time Off', 'Time Off Request', 'Paycheck Information', 'Paycheck Calculator', 'Direct Deposit Accounts', 'Direct Deposit Print Preference', 'Retirement Deductions', 'W-2 History', and 'Workforce Management'. At the bottom, there are 'submit' and 'cancel' buttons.

| Function                        | Update                              | Add                                 | Delete                              |
|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1095-C Form                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| W-4                             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| W-4 Forms                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Paid Time Off                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Time Off Request                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Paycheck Information            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Paycheck Calculator             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Direct Deposit Accounts         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Direct Deposit Print Preference | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Retirement Deductions           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| W-2 History                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Workforce Management            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

## W-4 FORMS FUNCTION

After all of the set-up steps have been completed, employees will see the W-4 Forms function in the Payroll menu in Employee Self Service. The system will display the employee's current federal, state and local tax elections (if any).

The screenshot shows the 'W-4 Forms For: Value Solutions' page for Ashley Jones. The page has a header with 'Welcome, Ashley Jones' and links for 'Home | Print | Log off'. A left sidebar contains the 'ICON' logo and a menu with 'Personal' and 'Payroll' sections. The 'Personal' section includes links for Employee Directory, Personal Data, I-9, Address Information, E-Mail Address, Dependents, Education, Emergency Contacts, Change Password, Job Reviews, Salary History, Skills Information, Certifications, Employee Files, Training Classes, Training Enrollment, and Notification Elections. The 'Payroll' section includes a link for W-4 Forms. The main content area displays the current tax withholding information for Federal and North Carolina Income Tax. For Federal Income, the Filing Status is M (Married), Number of Exemptions is 4, and Additional Withholding per Pay Period is \$ 0.00. For North Carolina Income Tax, the Filing Status is M (Married), Number of Exemptions is 1, and Additional Withholding per Pay Period is \$ 3.00. There is an 'add' button with a plus icon.

Welcome, Ashley Jones Home | Print | Log off

W-4 Forms For: Value Solutions Ashley Jones

Below is your current tax withholding information. Click on the Add button if you wish to make changes to your federal or state tax elections. If you are subject to local taxes, please contact your Payroll Department if you need to make any changes.

Federal: + add

**Federal Income**

Filing Status: M (Married)

Number of Exemptions: 4

Additional Withholding per Pay Period: \$ 0.00

State:

**North Carolina Income Tax**

Filing Status: M (Married)

Number of Exemptions: 1

Additional Withholding per Pay Period: \$ 3.00

When the employee clicks on Add, the Effective Date will appear. It will default to today's date, but the employee may enter a future date if desired.

The screenshot shows the 'Add W-4 Forms' page for Ashley Jones. The page has a header with 'Welcome, Ashley Jones' and links for 'Home | Print | Log off'. A left sidebar contains the 'ICON' logo and a menu with 'Personal' and 'Payroll' sections. The 'Personal' section includes links for Employee Directory, Personal Data, and I-9. The 'Payroll' section includes a link for W-4 Forms. The main content area displays the 'Add W-4 Forms' form. It has a required field for 'Effective Date of W-4' with a default value of '09/26/2016'. There are 'submit' and 'cancel' buttons.

Welcome, Ashley Jones Home | Print | Log off

Add W-4 Forms Ashley Jones

\* = Required

\*Effective Date of W-4: 09/26/2016 x

submit cancel

The Employee Withholding Resource Center will appear. The employee clicks Start to begin the process.

This screenshot shows the 'Employee Withholding Resource Center' page. The top navigation bar includes 'Welcome, Ashley Jones', 'Home', 'Print', and 'Log off'. The left sidebar contains a menu with 'Personal' and 'Payroll' sections. The main content area is titled 'W-4 Forms' and 'Employee Withholding Resource Center'. It includes a brief description: 'The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.' At the bottom of the main content area, there are two buttons: 'Start' and 'Sign out'.

The system will determine the employee's residence address (from the current active Mailing address in the Address function) and the work address (using the Work Address from Work Profile, if any, otherwise the Work Address Default will be used). It will list the federal and states forms that the employee is subject to. Note that if the employee works in a different state than where they live, both state forms may be shown, according to those states' rules.

This screenshot shows the 'W-4 Forms' page where the user can select which sections to complete. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main content area is titled 'W-4 Forms' and 'Please select which sections you would like to complete:'. It contains two sections: 'Federal' and 'North Carolina Resident'. Each section has two radio button options: 'Help me determine which withholding forms apply to me' (selected) and 'I want to skip this section'. At the bottom of the main content area, there are two buttons: 'Back' and 'Continue'.

The employee may skip either section, or continue to both the federal and state sections. If the employee selects the federal form and clicks Continue, the first page of the federal section will appear.

Welcome, Ashley Jones Home | Print | Log off

W-4 Forms

Main Menu

**Federal — Survey**

Check my progress

Survey

**Choose one:**

- ☐ Foreign Earned Income Exclusion — I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year.
- ☐ Non-Resident Alien — I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a NonResident Alien Individual
- ☐ Quiero continuar en Español
- ☐ I want to continue in English

Back Next

After making a selection and clicking Next, the federal W-4 form will be listed. The employee clicks on Start to continue the process.

Welcome, Ashley Jones Home | Print | Log off

W-4 Forms

Main Menu

**Federal — Summary**

Check my progress

Summary

Based on answers you provided, we have determined the following Federal withholding form(s) may apply to you.

| Locality | Name    | Title | Status                                       |               |
|----------|---------|-------|--|---------------|
| Start    | Federal | W-4   | Employee's Withholding Allowance Certificate | Not completed |

Back

On each page, the employee will be presented with options and will click Next after entering their information. The employee will be given the option of completing the personal allowance worksheet if desired. At any time during this process, the employee may click on the tab called Form and Instructions for more information. The employee then clicks on the Wizard tab to return to the process of completing the form.

When all of the steps have been completed, the W-4 form will be shown with the employee's information filled in. The employee may go back and make changes if needed, or click on the attestation checkbox and click on Submit Form.

Welcome, Ashley Jones Home | Print | Log off

ICON

Personal

- Employee Directory
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

- W-4 Forms
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts

Main Menu

Federal - Employee's Withholding Allowance Certificate - W-4

★ Wizard Form and Instructions

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit Form

Form W-4 (2016)

The exceptions do not apply to supplemental wages greater than \$1,000,000. Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple jobs situations.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1385, Supplemental Form W-4, Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 305 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$100,000 (single) or \$150,000 (married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/efile](#).

When the employee submits the form, the system will save a PDF version of the form in Employee Files. This can be viewed by the employee if Employee Security has been granted for this function, and if the Employee Accessible radio button is Yes for the FW4 record in the File Types common object. A record in Tax Elections will also be created.

Welcome, Ashley Jones Home | Print | Log off

ICON

Personal

- Employee Directory
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

- W-4 Forms
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts

Main Menu

Your form has been submitted!

Continue

Form W-4 (2016)

The exceptions do not apply to supplemental wages greater than \$1,000,000. Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple jobs situations.

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Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1385, Supplemental Form W-4, Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 305 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$100,000 (single) or \$150,000 (married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/efile](#).

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent . . . . . A

B Enter "1" if: { You are single and have only one job; or You are married, have only one job, and your spouse does not work; or You are married, have only one job, and your spouse's wages (for the total of both) are \$1,500 or less. . . . . B

The employee will click Continue to start the state withholding form. The system will display the first section for the applicable state. After making a selection, the employee clicks on Next.

The screenshot shows the 'North Carolina Resident — Survey' form. On the left is a sidebar with the 'ICON' logo and a menu for 'Personal' and 'Payroll' items. The main content area has a 'Main Menu' tab and a 'Check my progress' button. Below this is a 'Survey' button with a right arrow. To the right of the button is a 'Choose one:' section with seven radio button options. At the bottom are 'Back' and 'Next' buttons.

Choose one:

- ☐ I plan to claim the N.C. standard deduction
- ☐ I plan to claim no tax credits or only the credit for children
- ☐ I prefer to complete the extended Form NC-4
- ☐ I am a Nonresident Alien working in the state of North Carolina
- ☐ I am exempt from *North Carolina* withholding
- ☐ I am not a resident of *North Carolina* and meet the conditions set forth under the Military Spouses Residency Relief Act (P. L. 111-97) and will have no *North Carolina* income tax liability
- ☐ None of the above

The employee will click on Start next to the state withholding form.

The screenshot shows the 'North Carolina Resident — Summary' form. It features the same sidebar as the previous form. The main content area has a 'Main Menu' tab and a 'Check my progress' button. Below this is a 'Summary' button with a right arrow. To the right of the button is a text block stating that withholding forms have been determined based on the user's answers. Below this text is a table with four columns: Locality, Name, Title, and Status. The table contains one row for 'North Carolina' with a 'Start' button in the Locality column. At the bottom is a 'Back' button.

Based on answers you provided, we have determined the following withholding form(s) may apply to you as a resident of **North Carolina**.

|                       | Locality       | Name    | Title   | Status               |
|-----------------------|----------------|---------|---|----------------------|
| <a href="#">Start</a> | North Carolina | NC-4 EZ | Employee's Withholding Allowance Certificate (Short Form) | <b>Not completed</b> |



At any time during the process, the employee may click on the Form and Instructions tab for more information. The employee then clicks on the Wizard tab to return to the process of completing the form. After the employee has responded to all sections, a completed form will be shown. The employee may go back and make any necessary changes, or may click on the attestation checkbox and click on Submit Form.

The screenshot shows the 'Form and Instructions' tab selected in the top navigation bar. The main content area displays the 'NC-4EZ Employee's Withholding Allowance Certificate' form. The form includes a 'Please review the document below' section with instructions on how to make changes or submit. A checkbox for attestation is present, followed by a green 'Submit Form' button. The left sidebar contains a 'Personal' menu with various options like 'Employee Directory', 'Personal Data', 'I-9', 'Address Information', 'E-Mail Address', 'Dependents', 'Education', 'Emergency Contacts', 'Change Password', 'Job Reviews', 'Salary History', 'Skills Information', 'Certifications', 'Employee Files', 'Training Classes', 'Training Enrollment', and 'Notification Elections'. The top right corner has links for 'Home', 'Print', and 'Log off'.

When the employee submits the form, a confirmation message will appear. The system will save a PDF version of the form in Employee Files. This can be viewed by the employee if Employee Security has been granted for this function, and if the Employee Accessible radio button is Yes for the SW4 record in the File Types common object. A record in Tax Elections will also be created.

The screenshot shows the 'W-4 Forms' section of the system. A confirmation message states: 'Your form has been submitted! All sections are completed.' Below the message is a green 'Finish' button. The left sidebar is the same as in the previous screenshot. The top right corner has links for 'Home', 'Print', and 'Log off'.

When the employee clicks Finish, a page similar to the following will appear, showing the employee the forms that have been completed.

The screenshot shows a web application interface for 'W-4 Forms'. The top navigation bar includes 'Welcome, Ashley Jones' and links for 'Home | Print | Log off'. A left sidebar contains the 'ICON' logo and a menu with 'Personal' and 'Payroll' sections. The 'Personal' section lists various options like 'Employee Directory', 'Personal Data', 'I-9', 'Address Information', etc. The main content area is titled 'W-4 Forms' and displays a 'Finished!' message: 'You have completed the forms below.' Below this, two sections are listed: 'Section 1 — Federal' with 'W-4 Employee's Withholding Allowance Certificate', and 'Section 2 — North Carolina' with 'NC-4 EZ Employee's Withholding Allowance Certificate (Short Form)'.

If the applicable access has been granted, the employee may view PDF files of the withholding forms in the Employee Files function.

The screenshot shows the 'Employee Files' page for 'Ashley Jones'. It includes a table with columns for 'Date Created', 'Description', 'Type', and 'Action'. The table lists two forms: a 'Federal W-4 Form' and a 'North Carolina Withholding Form', both dated 09/26/2016. Each row has a 'view' button with a magnifying glass icon. A note above the table states: 'To open or save the file, click on View. To sort the list by a different column, click on the column heading.'

| Date Created | Description                     | Type            | Action |
|--------------|---------------------------------|-----------------|--------|
| 09/26/2016   | Federal W-4 Form                | Federal W4 (ES) | view   |
| 09/26/2016   | North Carolina Withholding Form | State W4 (ES)   | view   |



This chart list various scenarios that can occur in the W-4 Forms function, and the corresponding actions that will take place, as well as the messages that are generated.

| Event  | Result  | ESS message   | iCON Message  | Pending Payment Log   |
|--|---|---|---|---|
| Employee completes a federal W-4 form  | The record is added to the W-4 Forms function and a PDF is created in Employee Files.   | Your form has been submitted! All sections are completed.   | Federal W4 was successfully added.  | N/A   |
| Employee completes a state withholding form  | The record is added to the W-4 Forms function and a PDF is created in Employee Files.   | Your form has been submitted! All sections are completed.   | A state income tax record for ( <i>state name</i> ) was successfully added.   | N/A   |
| Employee completes a state withholding form for a new state (when moving to another state), and an existing state record is deactivated since he/she no longer lives or works in that state. | In addition to the record being added and a PDF being created for the new state, an inactive record for the prior state will be added. This state's record will no longer appear in the W-4 Forms function. | Your form has been submitted! All sections are completed.   | State Tax Withholding (Tax Type ( <i>tax type code</i> )) for ( <i>state name</i> ) has been deactivated.   | N/A   |
| Employee's home state does not have active SIT and SUI Account Numbers in SUI and W-2 Manager.   | State withholding forms are not shown. Employee may complete a Federal W-4 form.  | WARNING: Home Address State ( <i>state name</i> ) is not set up for Tax Remittance. Please contact your Payroll Department. | WARNING: Home Address State ( <i>state name</i> ) is not setup for Tax Remittance. The employee was not able to complete a state withholding form in Employee Self Service. | WARNING: Home Address State ( <i>state name</i> ) is not setup for Tax Remittance.  |
| Employee's work state does not have active SIT and SUI Account Numbers   | State withholding forms are not shown. Employee may complete a Federal W-4 form.  | WARNING: Work Address State ( <i>state name</i> ) is not set up for Tax Remittance. Please contact your Payroll Department. | WARNING: Work Address State ( <i>state name</i> ) is not setup for Tax Remittance. The employee was not able to complete a state withholding                                | WARNING: Work Address State ( <i>state name</i> ) is not set up for Tax Remittance. |

| Event  | Result   | ESS message  | iCON Message  | Pending Payment Log                                |
|--|--|--|---|--|
|  |  |  | form in Employee Self Service.  |  |
| Employee does not have an Active Mailing Address               | Employee may not continue.   | WARNING: Home Address record was not found. Unable to process your withholding elections at this time.   | WARNING: Home Address Record was not found. The employee was not able to complete a state withholding form in Employee Self Service.        | WARNING: Home Address record was not found.        |
| Employee does not have a work address                          | State withholding forms are not shown. Employee may complete a Federal W-4 form. | WARNING: Work Address record was not found. You may submit a new Federal W-4, but any applicable state forms are not available at this time. Please contact your Payroll Department. | WARNING: Work Address Record was not found. The employee was not able to complete a state withholding form in Employee Self Service.        | WARNING: Work Address Record was not found.        |
| Employee has a zip code with other than 5 or 9 digits.         | Employee may not continue.   | Unable to process your withholding elections at this time.   | Invalid Home Address Zip Code ( <i>zip code</i> ). The employee was not able to complete a state withholding form in Employee Self Service. | Invalid Home Address Zip Code ( <i>zip code</i> ). |
| Employee is in the Pending Process Queue for an active payroll | Changes cannot be made.  | Payroll is currently being processed; no changes may be made at this time. Please try again later.   | N/A   | N/A  |