

New Hire Paperwork – State and Federal W-4 Forms

What You Need to Do:

To ensure proper state and federal tax withholdings, you must log into eBusiness Suite Employee Self Service to electronically complete a State W-4 and Federal W-4 form. **As soon as you have eBusiness Suite access, which is normally on your second day of employment, go to <https://ebiz.uni.edu> and login using your CatID credentials.**

What Happens If You Do Not Complete Your W-4 Forms:

If you do not complete your State W-4 and Federal W-4 forms, your withholding will be computed based on a single filer with no other adjustments. Therefore, your actual tax withholdings may not closely match your actual tax liability and may result in larger than expected tax due when you file your tax return.

Where You Can Obtain Assistance in Completing Your W-4 Forms:

- For a quick reference guide on completing W-4 forms in Employee Self Service as well as guides for many other Employee Self Service resources such as viewing your payslip, leave balances, W-2, or fringe benefit statement; completing your timecard; adding or updating your emergency contacts, go to <https://ebusiness.uni.edu/employee-self-service>.
- The IRS FAQ located at <https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4>.

Please Note: The Federal W-4 was significantly changed effective January 1, 2020. Employees completing the new W-4 are advised to read the W-4 instructions found at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. Step 1 (indicating your filing status) is required. Steps 2, 3, and 4 are optional, but completing them will help ensure your federal income tax withholding will more accurately match your tax liability. Step 2 is for households with multiple jobs; Step 3 is used to claim tax credits for dependents; Step 4 is for other adjustments (additional income such as interest and dividends, itemized deductions exceeding the standard deduction, and extra tax you want withheld).

For questions about completing your W-4 forms in eBusiness Suite, contact payroll@uni.edu.