

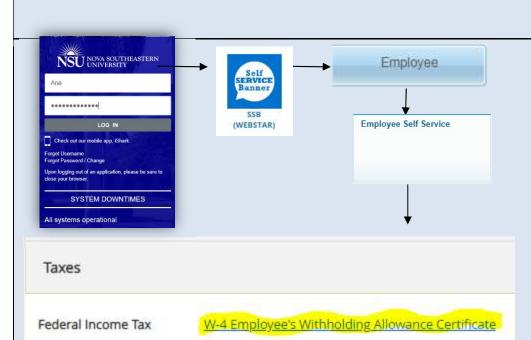
Employee Self-Service: W-4 Form Updates

Quick Reference Guide

* Non-resident aliens should not use the Online W-4 and must continue to email paper W-4s to hr4u@nova.edu

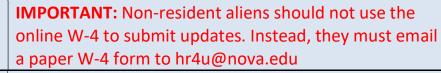
1. Log into SharkLink

Employees can report payroll tax form W-4 updates* via Self-Service Banner in the SharkLink portal. Self-service is available 24/7 and replaces paper forms and email requests for more quick and timely record updates.



- 1. Go to http://Sharklink.nova.edu
- 2. Type Username, Password and click the Log In button
- 3. Click on Self SERVICE Banner
- 4. Click on the Employee button → Employee Self Service
- 5. Scroll down to find the Taxes section
- 6. Click on the W-4 Employee's Withholding Allowance Certificate

2. Review Your Current W-4 Form



Federal Income Tax		
As of Date:	_09/30/2020	
Name:	John Smith	
Address:	123 Main Street, Coconut Creek, FL 33066	
Last Name differs from SSN card:	No	
Deduction Status:	Active	
Start Date:	07/11/2011	
End Date:		
Filing Status:	Head of Household	
NRA Indicator:	No	
Step 2C Indicator:	No	
Dependent Amount:	2,500.00	
Other Income:	.00	
Deductions:	.00	
Additional Withholding:	.00	
Additional Withholding:		

- 1. Carefully review your current W-4 Selections on file
- 2. Click on the Update button and go to the next page for further instructions

In addition:

- To update your HR/Payroll address: Navigate to Personal Information menu button, the Banner 9 Personal Information button, scroll down to the Address section, select the pencil edit icon
- To update your legal name: email a copy of your Social
 Security Card to hr4u@nova.edu along with your NSU ID
 number

3. Update Your Current W-4 Form



IMPORTANT: Consult with your tax advisor on any questions IRS Publication 17, Chapter 4 does not answer for you, NSU staff in OHR or Payroll cannot provide tax advice.

ederal Income Tax		<u></u>	Enter your desired char
Deduction Effective as of:		09/19/2020	2. Click the Certify Change
If your last name differs from that Note: See Form W-4 instructions.	shown on your Social S	ecurity Card, check here.	
Effective Date of Change MM/DD/YY Note: Effective Date must be after 09/	YY: * /18/2020 the date you wer	re last paid. 09/19/2020	Please note that by clicking the
Deduction Status:*		Active 🔻	providing your electronic signa
I claim exemption from withholding	g for the tax year specifie	d, and I certify that I meet both of the following conditions for exemption.	"Under penalties of perjury, I a
* Last year I had no tax liability an	d		certificate and, to the best of n
* This year I expect to have no tax If you meet both conditions, select		tatus field.	correct, and complete."
			IMPORTANT: An employee ma
Filing Status:*	Head of Household	•	or she submits, with no reason
NRA Indicator:			
Step 2C Indicator:			in less tax being withheld than
Dependents under 17 999999.99 :	2000.00	Multiply the number of qualifying children under age 17 by \$2,000.	of Publication 17, Your Federal
Other Dependents 999999.99 :	500.00	Multiply the number of other dependents by \$500.	
Dependent Amount 999999.99 :	2500.00	Step 3: Add the amounts above and enter the total here.	
Other Income 999999.99 :		Step 4a) See Form W-4 instructions.	
Deductions 999999.99 :		Step 4b) See Form W-4 instructions.	
Additional Withholding 999999.99 :	.00	Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period	L.
Certify Changes			
Restore Original Values			
W-4 Employee's Withholding Allowance Certifi	cate		_
W-4 Employee's Withholding Allowance Certifi	oute oute		

- nges and
- <mark>es</mark> button.

e Certify Changes button, you are ture to the following statement: leclare that I have examined this ny knowledge and belief, it is true,

ay be subject to a \$500 penalty if he nable basis, a Form W-4 that results is required. Refer to Chapter 4 Income Tax For Individuals.

