

# 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](mailto: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.



Taxes

Federal Income Tax

[W-4 Employee's Withholding Allowance Certificate](#)

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

**IMPORTANT:** Non-resident aliens should not use the online W-4 to submit updates. Instead, they must email a paper W-4 form to [hr4u@nova.edu](mailto:hr4u@nova.edu)

Personal Information | Alumni Services | Student | Financial Aid | **Employee** | Finance

### W-4 Employee's Withholding Certificate

Home > W-4 Employee's Withholding Certificate

#### 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

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

Print

History | **Update** | Contributions or Deductions

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](mailto: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.

#### Federal Income Tax

Deduction Effective as of: 09/19/2020

If your last name differs from that shown on your Social Security Card, check here.   
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:\* 09/19/2020  
Note: Effective Date must be after 09/19/2020 the date you were last paid.

Deduction Status:\* Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

\* Last year I had no tax liability and

\* This year I expect to have no tax liability.  
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:\* Head of Household

NRA Indicator:

Step 2C Indicator:

Dependents under 17 999999.99 : 2000.00 Multiply the number of qualifying children under age 17 by \$2,000.

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.

Certify Changes

Restore Original Values

W-4 Employee's Withholding Allowance Certificate

1. Enter your desired changes and
2. Click the **Certify Changes** button.

**Please note** that by clicking the *Certify Changes* button, you are providing your electronic signature to the following statement: "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."

**IMPORTANT:** An employee may be subject to a \$500 penalty if he or she submits, with no reasonable basis, a Form W-4 that results in less tax being withheld than is required. Refer to Chapter 4 of Publication 17, *Your Federal Income Tax For Individuals*.

#### 4. Certify Changes button

Certify Changes

Restore Original Values

**Note:** The **Certify Changes** button immediately updates your W-4 form with HR/Payroll.

The **Restore Original Values** button resets the form to its original state.

Personal Information | Alumni Services | Student | Financial Aid | Employee

## Tax Update Confirmation

Home > Tax Update Confirmation

The updates you requested were successfully processed.

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the NSU Payroll Department.

**IMPORTANT NOTE:** Please contact the NSU Payroll Department if you have any questions regarding form W-4 at [payroll@nova.edu](mailto:payroll@nova.edu)

[W-4 Employee's Withholding Allowance Certificate](#)

[Benefits and Deductions Menu](#) ■ [Employee Main Menu](#)

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3. A confirmation like this will display once you click the **Certify Changes** button.

4. If a correction is needed, simply complete a new W-4 Form online by repeating all steps