UltiPro: Change W-4 Job Aid

This job aid is intended for NSM employees to utilize when changing W-4 information in UltiPro.

1. Click the UltiPro icon on your desktop.



3. Choose Income Tax from the Pay category.

MENU	2 Myself	MY TEAM	ADMINISTRATION	SYSTEM CON	IFIGURATION	MORE	
~	Personal	Jobs	Career Develop	ment	Benefits		
Home	Employee Summary	Job Summary	Available		Benefits Summar	/	
	Name, Address, and	Compensation	Current		Beneficiaries/Dep	endents	
	Telephone	Job History	Completed		Investments		
Inbox	Status/Key Dates	Reviews	Pay		PTO Plans		
	Contacts Emergency Contacts	Other Company Info			COBRA		
			Current Pay Sta	itement	1095-C		
	Property	Career & Education	Pay History		Links		
	Private Info	Goals	YTD Summary				
	Other Personal Info	Competencies	Direct Deposit		Open Enrollment		
		Personal Developme	W-2 Model My Pay		Documents Employee Documents Document Acknowledgment		
	My Company	Talent Profile					
	Company Info Electronic Forms	Licenses					
		Skills	Time Management				
	Employee Directory	Tests					
	Organization Chart	Previous Employmer	t Time Clock Entr	ry			
	View Opportunities	Awards					
	UltimateSoftware.com	Education					
		Relocation Preference	ces				

Click Add/Change Withholding Form (W-4). 4.







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5. Click Employee's Witholding Allowance Certificate (W-4).

Current Pay Stateme	nt Pay History	YTD Summary	Direct Deposit	Income Tax	W-2	Model I	My Pay		
Withholding Forms (W-4)									
Add/Change Withholding Form (W-4)									
Description	Description Form			*					
Federal 5									

- *Note: Fields marked with an astric * are required.
- 6. Select the appropriate Filing Status.
- 7. Enter the total number of Allowances.

8. Click Next.	Withholding - Federal 8	xt Cancel help
-	Federal Tax Form W-4	nstructions
6	 Filing Status W-4 Box 3 If married, but legally separated, or spouse is a nonresident alien, select the "Single" option. Single 	
	 Married Married, but withhold at higher Single rate 	
	Last Name W-4 Box 4	
6-	Your last name differs from that shown on your Social Security card.	
	See Full Instructions for details.	
	Total number of allowances you are claiming.	
	Additional Withholdings W-4 Box 6	
	Additional amount, if any, to be withheld from each paycheck.	
	Exemption from Taxes W-4 Box 7	
	 I claim exemption from withholding. I certify that I meet both of the following conditions for Last year I had a right to a refund of all federal income tax withheld because I had no This year I expect a refund of all federal income tax withheld because I expect to have 	r exemption: tax liability, and e no tax liability.



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- 9. Click the checkbox to declare that the information is true, correct and complete.
- 10. Click Sign & Save.



