W-4 in myNKU

NKU employees can now modify their existing federal and state tax withholding in myNKU, replacing the need to submit a paper W-4 form.

To access your W-4, log in to myNKU and go to “Employee Self-Service”. Once there, click the “W-4 Tax Forms” tile.

Select your Federal or State form.

If you are moving to another state and want to add a form for that state, your address in the system must first be in that state. First, update your address in ESS by using the “Addresses” tile. Then, use the trash can icon to delete your previous state tax form. You can then click the “Add” button to create a form for your new state.

At this time, the only states available are Ohio, Kentucky, and Indiana. Other states require a paper form.

Using the Federal and/or State form, can make changes to your tax credits, deductions, and filing status.

Questions?
Contact the IT Help Desk at https://inside.nku.edu/it/help.html or (859) 572-6911.
Once you have made your changes, you must agree to the “Declaration” area by clicking the checkbox.

![Declaration](image)

Finally, select the date you would like the changes to take effect. If using the “From Date” option, please note that retroactive changes are not possible (you must enter a future date). Any changes you have made will reflect on the next payroll check.

Additional information from the IRS can be found using the link at the bottom of the page.

![Options](image)

Before leaving the page, you must save your changes using the button in the top-left corner.

![Save](image)

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