PAYROLL TAX WITHHOLDING

EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE W-4

The University of Nebraska at Omaha is required to withhold federal and state taxes from certain employee wages, using pre-defined IRS and State of Nebraska Income Tax withholding tables.

Each employee must complete a W-4 form when beginning work at UNO. If an employee does not complete the W-4 form, federal and state taxes will be withheld using the single status and zero withholding allowances. UNO will not refund any taxes that were withheld due to an employee’s neglect to complete the W-4 form. You can make changes to your W-4 form via ESS or contact UNO Human Resources, Payroll section to make changes.

To determine the correct number of allowances you should claim on your W-4, complete the Personal allowances Worksheet on the reverse side of the form.

A W-4 remains in effect until an employee submits a new one.

EXEMPTION FROM INCOME TAX WITHHOLDING

The W-4 for an employee who has indicated that he/she is exempt from withholding expires on February 15th each year. If the employee qualifies and wishes to continue being exempt from federal income tax withholding for the next calendar year, the employee must complete a new W-4 form. See the Exemption from Withholding section of IRS Publication 505.

NEBRASKA STATE INCOME TAX

Nebraska follows federal rules for determining the number of allowances to claim for Nebraska state tax withholding purposes.

SOCIAL SECURITY AND MEDICARE TAX

All employees of the University of Nebraska at Omaha are subject to Social Security and Medicare tax withholding, based on the earnings levels and tax rates established by the IRS. Two categories of student employees may be exempt from withholding, depending on the specific facts and circumstances relating to their employment as follows:

- Resident undergraduate and graduate students who meet the tests defined in IRS revenue procedure 98-16 and UNO Policy for being enrolled and regularly attending classes during the academic semester in which they are employed will be exempt from withholding on University wages. Nonresident aliens who hold F-1, J-1, M-1 or Q-1 visas and who are performing employment that is consistent with the provisions of their visa status; and do not meet the substantial presence test (SPT) which is 5 years for students and 2 years for teacher/researcher. (The term "student" refers to undergraduate or graduate.)