

Updating your Federal Tax Withholdings Through NBOE Employee Self Service (ESS)

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Select "[Employee Self Service](#)" from the **Employees tab on the NBOE Website. Then Click on ESS Login button**

ESS is the HR and Payroll application used by the District to maintain employee information. Employee Self Service (ESS) allows you to make changes to some of your personal and payroll information, as well as view and apply for jobs without having to visit the Payroll and Human Resources offices.

- Log on using the same ID and password you normally use to access the NPS network. You might want to read the [HOW-TO-GUIDE](#) to review ESS features, or perhaps print a copy before you proceed.



Please logon using **Internet Explorer** and turn off **Pop-up Blockers** to view Employee Self-Service pages. If you still have difficulty logging in or need assistance, please contact the ISD Customer Support Group at 973-733-8700 or send an email to csupport@nps.k12.nj.us.

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Enter User ID and Password and Click Sign In



Click "W-4 Tax Information"



The Federal Tax Certificate (W-4) page is displayed. The user's existing Federal tax data (if any) that is stored in the Payroll System as of the last effective pay period is displayed.

Please review your current W-4 configuration. Select your desired changes.

Step 1: Select your filing status

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

- Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 2: Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works.

Step 3: This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return.

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

Enter the qualifying dependent amount

Step 4c (optional) Enter in this step any additional tax you want withheld from your pay each pay period

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

To claim exemption from withholding, certify that you meet both of the conditions outlined by IRS by checking off this box

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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: Consult with your tax advisor on any questions regarding your W-4 forms, Office of Payroll cannot provide any tax advice.

Verify that the information displayed is correct, then select the Submit button to submit the Federal Tax (W-4) request. Then you will be prompted to enter your password to confirm and submit your changes.

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click Cancel.

User ID:

Password: