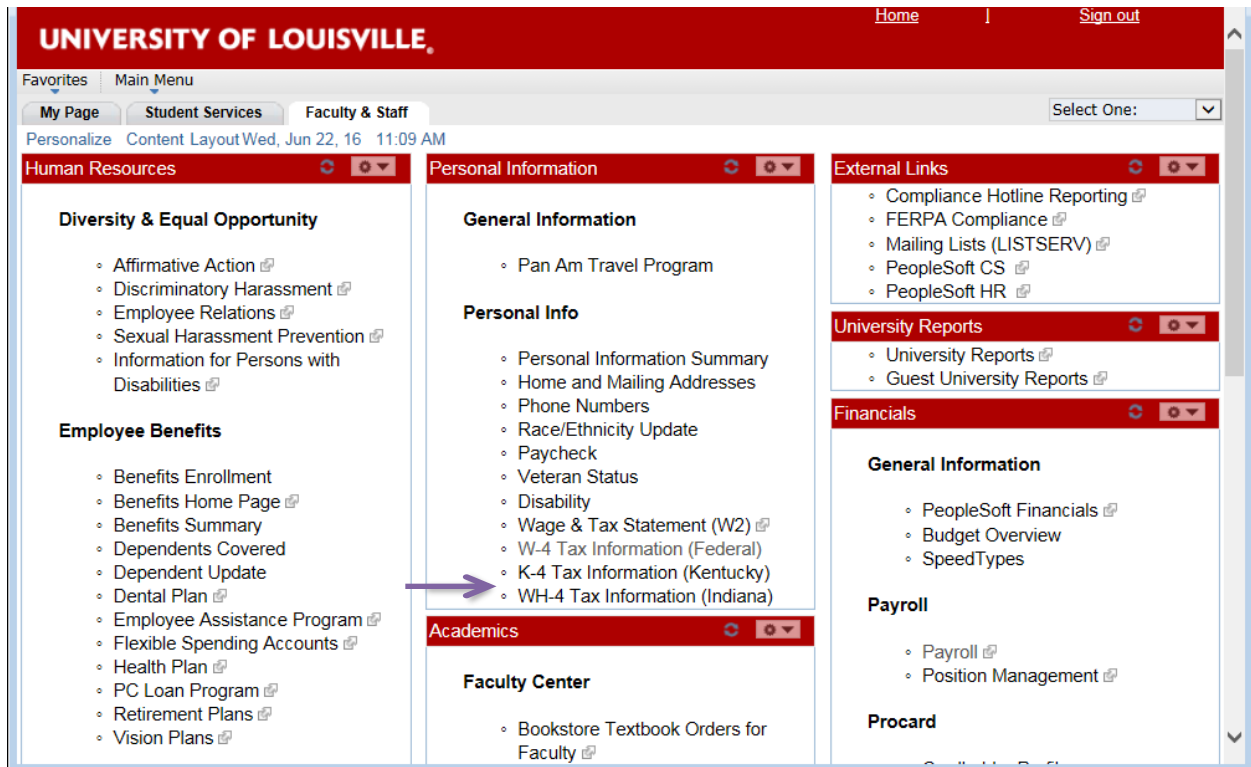


K-4 Tax Information (Kentucky) and WH-4 Tax Information (Indiana) pages through the Portal / ULINK:

Faculty & Staff tab > Personal Info > K-4 Tax Information or WH-4 Tax Information



The screenshot displays the University of Louisville portal interface. At the top, there is a red header with the university name and navigation links for Home and Sign out. Below the header, there are tabs for My Page, Student Services, and Faculty & Staff. The Faculty & Staff tab is selected. The main content area is divided into several sections: Human Resources, Personal Information, External Links, University Reports, Financials, Academics, and Faculty Center. The Personal Information section is expanded, showing a list of options including Pan Am Travel Program, Personal Info, Personal Information Summary, Home and Mailing Addresses, Phone Numbers, Race/Ethnicity Update, Paycheck, Veteran Status, Disability, Wage & Tax Statement (W2), W-4 Tax Information (Federal), K-4 Tax Information (Kentucky), and WH-4 Tax Information (Indiana). A blue arrow points to the K-4 Tax Information (Kentucky) and WH-4 Tax Information (Indiana) options.

K-4 Tax Information (Kentucky) and WH-4 Tax Information (Indiana) pages through PeopleSoft:

Self-Service > Payroll and Compensation > K-4 Tax Information or WH-4 Tax Information

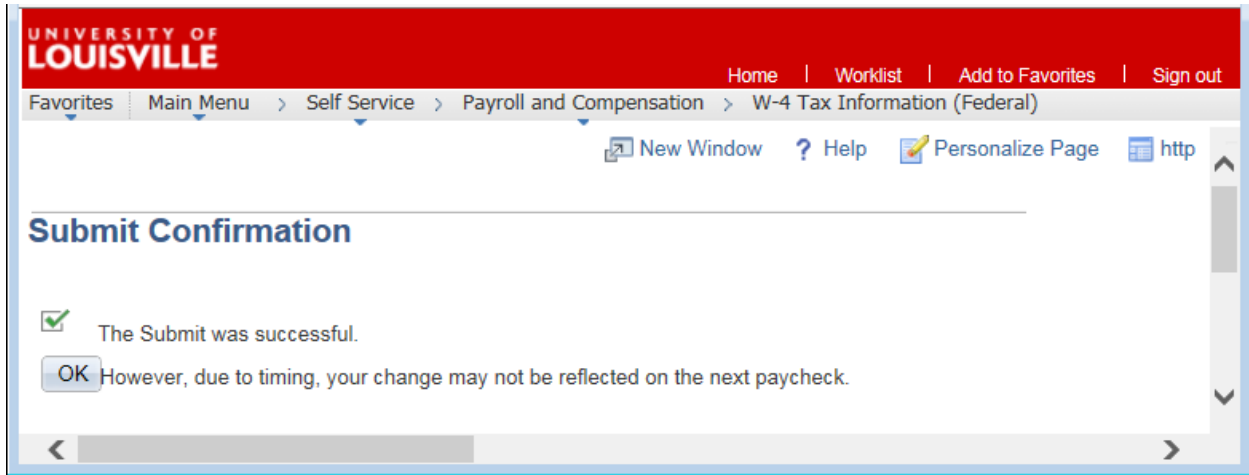
Message received if employee does not check the signature certification box before Submit:

The screenshot shows the University of Louisville Self Service portal for K-4 Tax Information (Kentucky). The page includes sections for Mailing Address (#1 Cards Court, Louisville KY 40208) and K-4 Tax Data (State: KY, Residency checked, Tax Marital Status: Single, Withholding Allowances: 1, Additional Withholding Amount: \$0.00). A modal message box is displayed over the form, stating: "Please select the Signature certification check box. (20000,653) It is Mandatory to select the Signature certification check box before you submit K-4 Form." Below the message box, there is a text area with a certification statement and a checkbox labeled "*By checking this box, I am electronically signing my form K-4." A "Submit" button is visible at the bottom of the form.

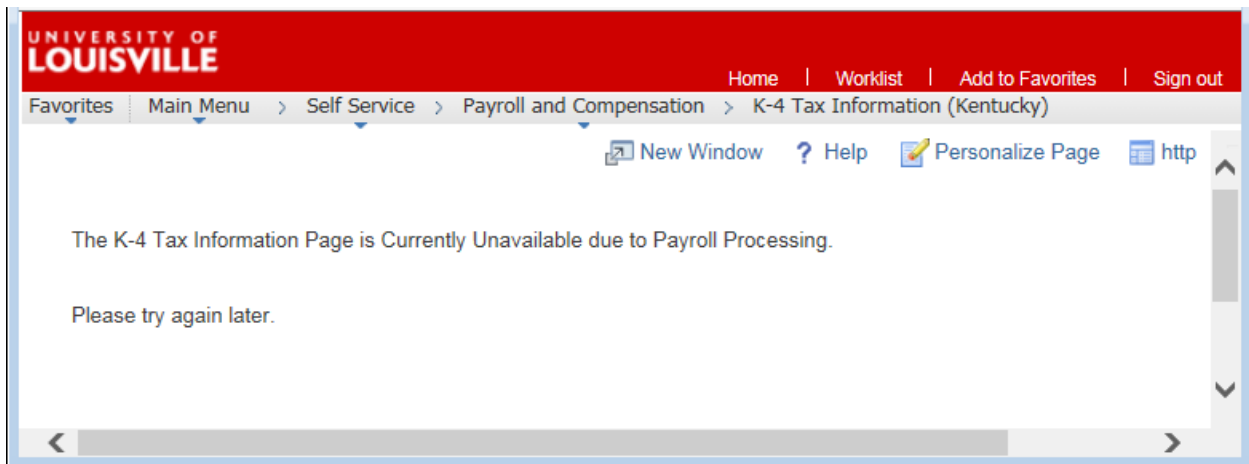
Verify Identity box received after clicking Submit button (employee must enter current password):

The screenshot shows the same University of Louisville Self Service portal. A "Verify Identity" dialog box is displayed over the form. The dialog box contains the text: "To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out." Below this text, the "User ID" is listed as "METHOM01" and there is a "Password:" label followed by an empty input field. At the bottom of the dialog box, there are "Continue" and "Cancel" buttons. A "Help" link is visible in the top right corner of the dialog box.

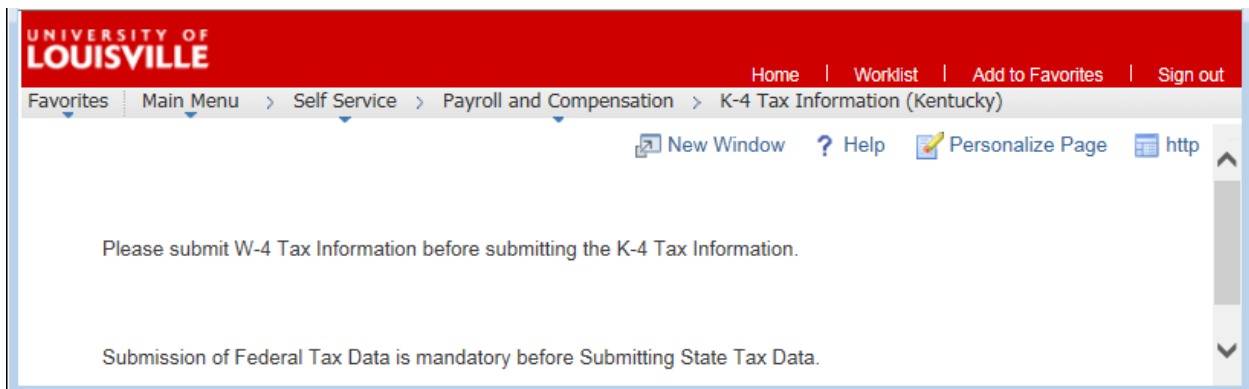
Submit Confirmation received following successful Submit:



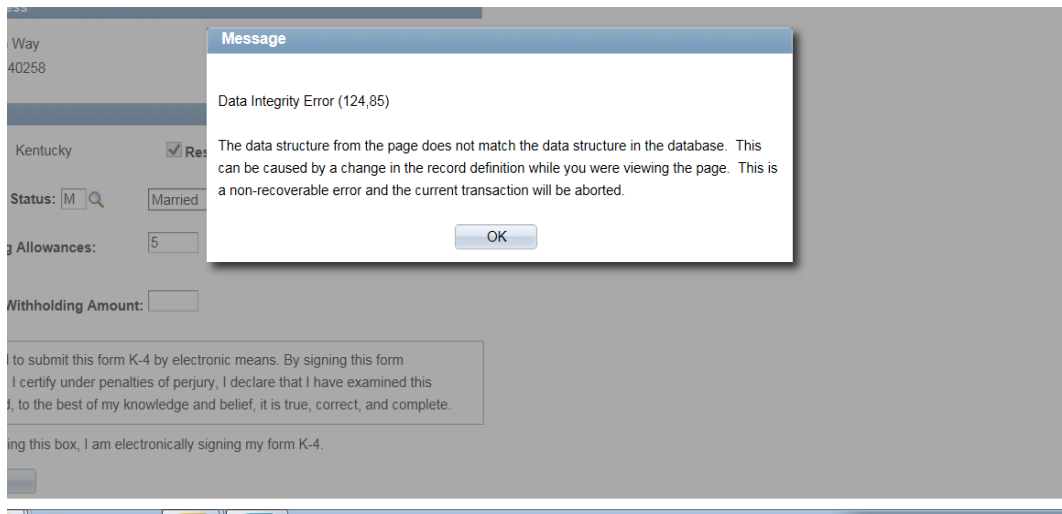
Message received when Payroll Final Calc and Confirm are being processed for a specific employee's paygroup/pay calendar, who is attempting to access the self-service K-4 or WH-4 form:



Message received when a new employee attempts to submit a state K-4 (or WH-4) form prior to submitting a federal W-4 form:



If a Data Integrity Error message is received, please clear cache, log back into ULINK or PeopleSoft, and access the K-4 or WH-4 form again.



Screen received if individual does not have an active job data record. *If any employee record # is active (75, 200, 400, etc) the individual will be able to submit an electronic K-4 or WH-4 form.

