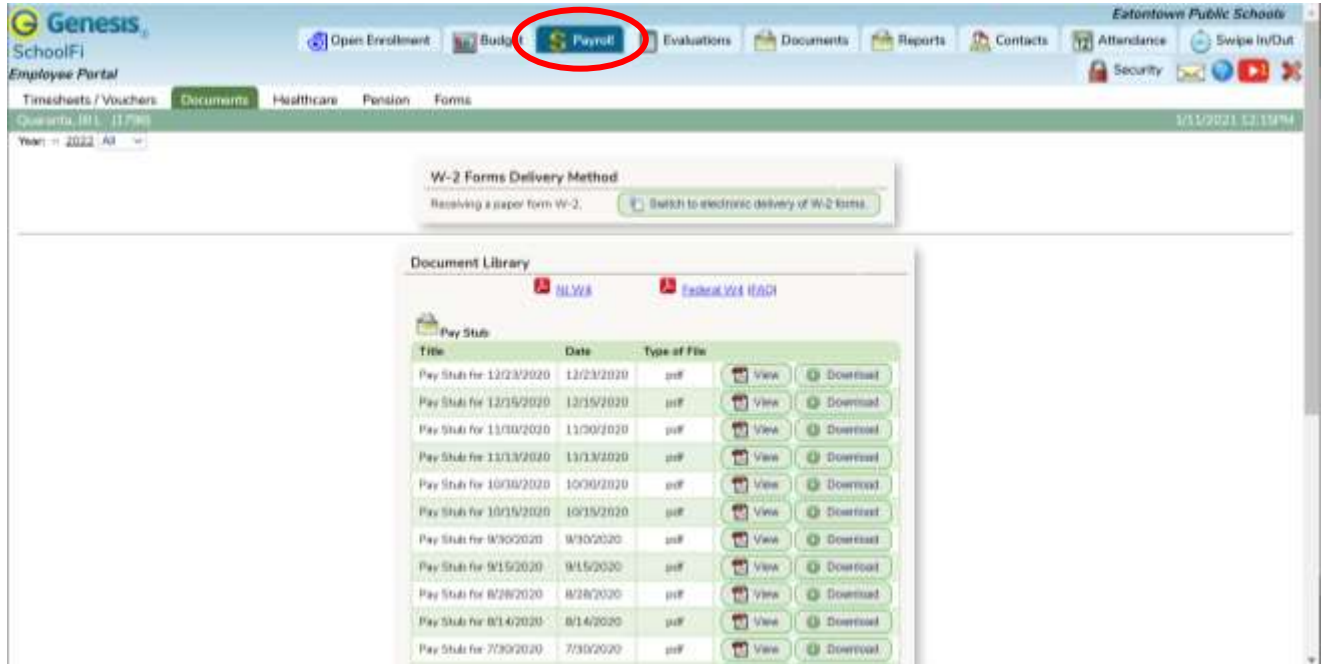


# Payroll Form Instructions

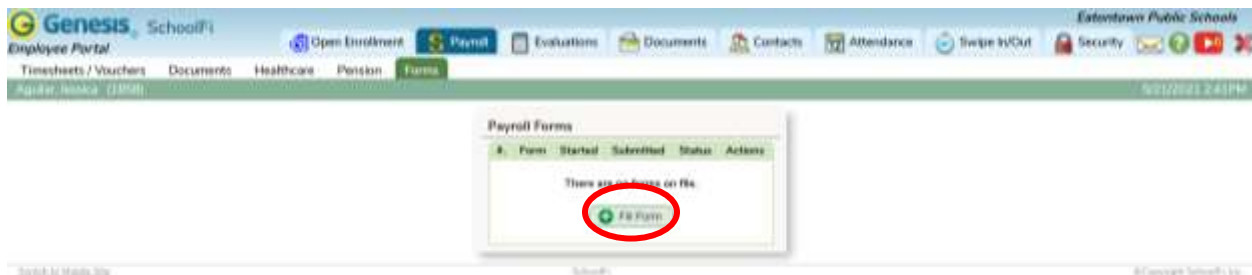
Log in to your Genesis Employee Portal, then find and click on the **Payroll** tab at the top of your screen.



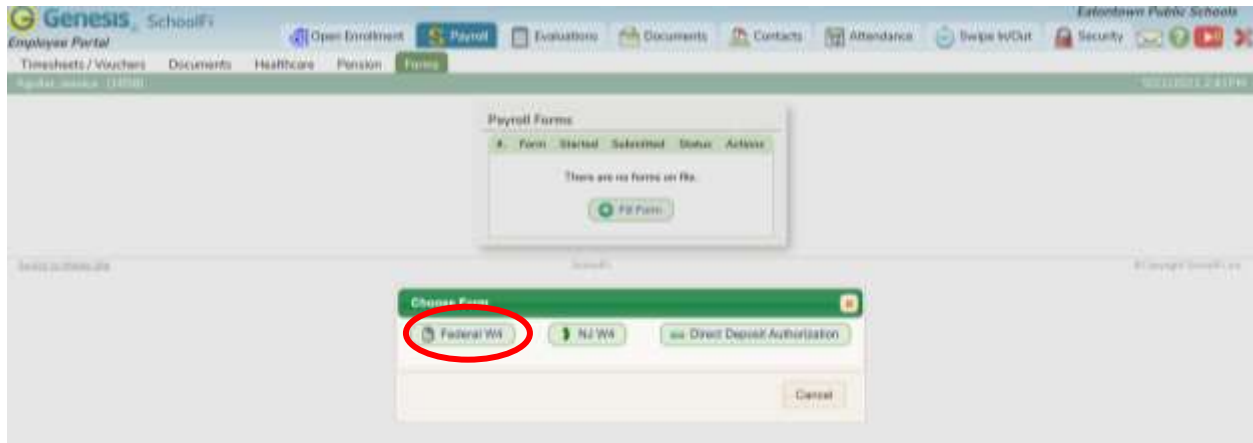
Find and click on the **Forms** tab to access your Payroll forms.



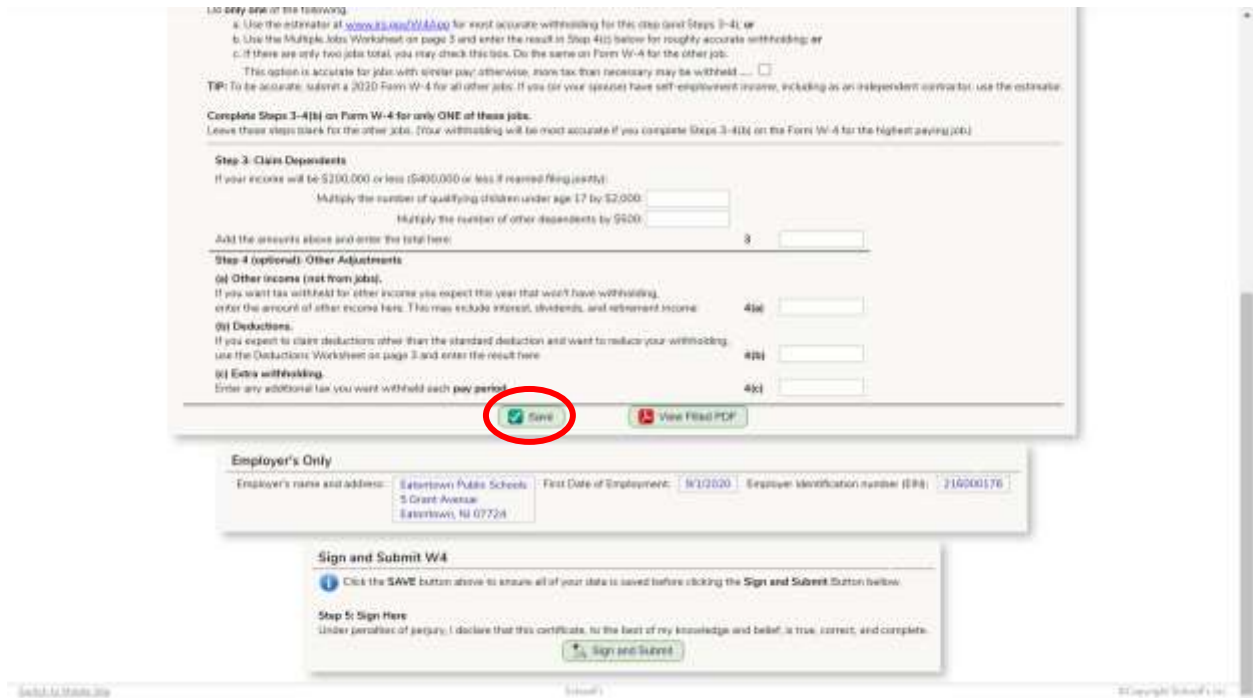
Click the **Fill Form** button.



A popup will appear and you will need to select which form to fill out. You must fill out **all 3** of the payroll forms listed, including the Federal W-4, State W-4, and Direct Deposit forms.



Follow the instructions in the form to complete the required information. **You must click the SAVE button before submitting the form.**



To submit the form, click the **Sign and Submit** button at the bottom.

Use any one of the following:

- a. Use the estimator at [www.nj.gov/treasury/taxation/withholding/](https://www.nj.gov/treasury/taxation/withholding/) for most accurate withholding for this step (and Steps 3-4) or
- b. Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- c. If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job.

This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimate.

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

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**Step 3: Claim Dependents**  
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 \$2,000:

Add the amounts above and enter the total here: 3

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**Step 4 (optional): Other Adjustments**

(a) **Other income (not from jobs).**  
If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(a)

(b) **Deductions.**  
If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here. 4(b)

(c) **Extra withholding.**  
Enter any additional tax you want withheld each pay period. 4(c)

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**Employer's Only**

Employer's name and address:  First Date of Employment:  Employer Identification number (EIN):

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**Sign and Submit W4**

Click the SAVE button above to ensure all of your data is saved before clicking the Sign and Submit button below.

**Step 5: Sign Here**  
Under penalty of perjury, I declare that this certification and the information I have furnished are true, correct, and complete.

When you have completed the first Payroll form, be sure to go back to complete the second and third forms as well.