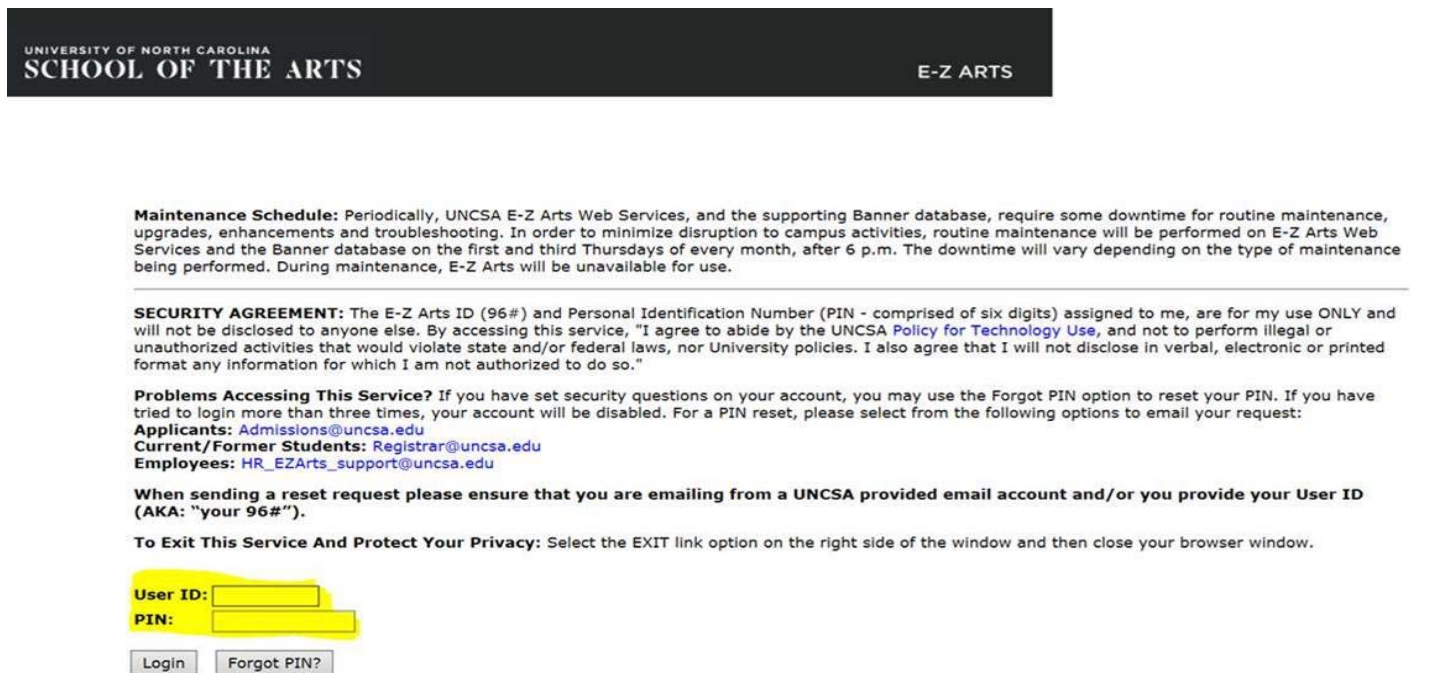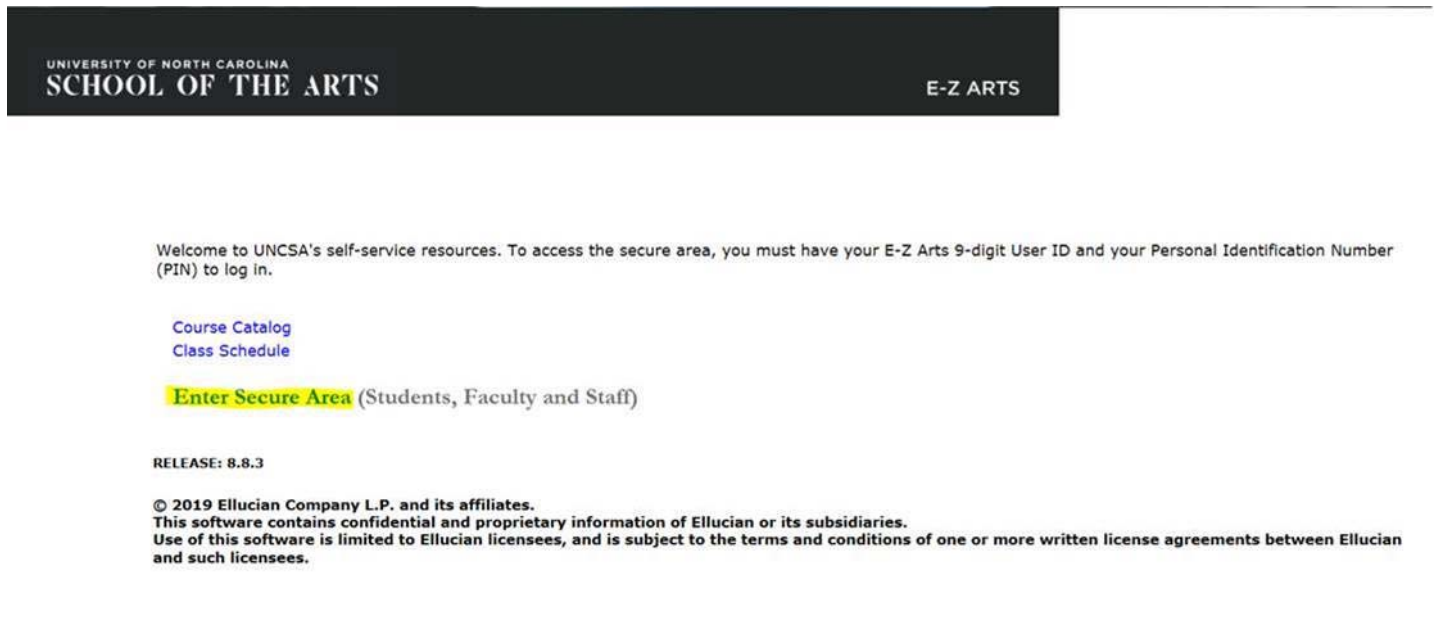Please follow the below screenshots to make changes to your W4 Federal Withholding.

NOTE: Any tax changes after the payroll deadline will be effective in the next payroll cycle.

Welcome to UNCSA's self-service resources. To access the secure area, you must have your E-Z Arts 9-digit User ID and your Personal Identification Number (PIN) to log in.

Course Catalog
Class Schedule

Enter Secure Area (Students, Faculty and Staff)

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Maintenance Schedule: Periodically, UNCSA E-Z Arts Web Services, and the supporting Banner database, require some downtime for routine maintenance, upgrades, enhancements and troubleshooting. In order to minimize disruption to campus activities, routine maintenance will be performed on E-Z Arts Web Services and the Banner database on the first and third Thursdays of every month, after 6 p.m. The downtime will vary depending on the type of maintenance being performed. During maintenance, E-Z Arts will be unavailable for use.

SECURITY AGREEMENT: The E-Z Arts ID (96#) and Personal Identification Number (PIN - comprised of six digits) assigned to me, are for my use ONLY and will not be disclosed to anyone else. By accessing this service, "I agree to abide by the UNCSA Policy for Technology Use, and not to perform illegal or unauthorized activities that would violate state and/or federal laws, nor University policies. I also agree that I will not disclose in verbal, electronic or printed format any information for which I am not authorized to do so."

Problems Accessing This Service? If you have set security questions on your account, you may use the Forgot PIN option to reset your PIN. If you have tried to login more than three times, your account will be disabled. For a PIN reset, please select from the following options to email your request:
Applicants: Admissions@uncsa.edu
Current/Former Students: Registrar@uncsa.edu
Employees: HR_EZArts_support@uncsa.edu

When sending a reset request please ensure that you are emailing from a UNCSA provided email account and/or you provide your User ID (AKA: "your 96#").

To Exit This Service And Protect Your Privacy: Select the EXIT link option on the right side of the window and then close your browser window.

User ID:
PIN:

Login   Forgot PIN?

Personal Information   Employee   Finance

Search [ ] [Go]

Main Menu

Personal Information
View address, phone and e-mail addresses.

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

Finance
Create or review financial documents, budget information, approvals.

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Personal Information   **Employee**   Finance

Search [ ] [Go]

Employee

Time Sheet
Biweekly Temporary and Student Employees

Leave Report
Permanent Employees

Leave Balances

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form.

Policy Review and Acceptance
Select this link to review and accept important UNCSA policies.

Employee Engagement Survey Results
Employee Engagement Survey Results

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Tax Forms

W-4 Employee's Withholding Allowance Certificate
NOTE: Updates to the W-4 form are for Federal withholding only. The NC-4 (State) form is not available for online updates at this time. Any changes to the NC-4 Form for State withholding must be submitted to the payroll department for processing.
Electronic W-2 Consent
W-2 Wage and Tax Statement
W-2c Corrected Wage and Tax Statement

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W-4 Employee's Withholding Certificate

Federal Tax
As of Date: May 20, 2020
Name:
Address:

Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Mar 01, 2016
End Date:
Filing Status: Head of Household
NRA Indicator:
                             No

Step 2C Indicator:
                             No

Dependent Amount:
                             .00

Other Income:
                             .00

Deductions:
                             .00

Additional Withholding:
                             .00

Note: Extra Withholding. Enter any addtional tax you want withheld each pay period.
[Print]

History | **Update** | Contributions or Deductions

Update W-4

* - indicates a required field.

Federal Tax

Deduction Effective as of: Jun 01, 2020

If your last name differs from that shown on your Social Security Card, check here. ☐
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:*   06/01/2020
Note: Effective Date must be after May 31, 2020 the date you were last paid.

Deduction Status:*   Active ▼

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

* Last year I had no tax liability and

* This year I expect to have no tax liability.
If you meet both conditions, select "Exempt" in Deduction Status field.

Field		
Filing Status:*	Head of Household ▼	
NRA Indicator:	☐	
Step 2C Indicator:	☐	
Dependents under 17 999999.99 :		Multiply the number of qualifying children under age 17 by $2,000.
Other Dependents 999999.99 :		Multiply the number of other dependents by $500.
Dependent Amount 999999.99 :		Step 3: Add the amounts above and enter the total here.
Other Income 999999.99 :		Step 4a) See Form W-4 instructions.
Deductions 999999.99 :		Step 4b) See Form W-4 instructions.
Additional Withholding 999999.99 :	.00	Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Certify Changes

Restore Original Values

W-4 Employee's Withholding Allowance Certificate