

Add the temporary Federal W4

Save a copy of the Federal W4 on your computer. Here's a link to the latest version:

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

Add the 2018 Federal W4 form to the 'Other Attachments' section. This will be used to attach a copy to the welcome notification.

Onboarding > Reference Files > Forms > Other Attachments > Click Create icon

The screenshot shows the 'On/Offboarding Dashboard' with the 'Reference Files' tab selected. The 'Forms' dropdown menu is open, showing options like 'Corporate Structure', 'Data Lists', 'Provisioning', 'Forms', 'Banks', and 'Container Forms'. The 'Forms' option is highlighted. In the background, the 'Other Attachments' section is visible, showing a table with columns 'Name', 'FileName', and 'Code'. A 'Create' icon is highlighted in the top left of the 'Other Attachments' section.

Enter the Name, upload the file, add the Code name and click Upload. You may need to refresh the page to see the form added.

The screenshot shows the 'On/Offboarding Dashboard' with the 'Reference Files' tab selected. The 'Forms' dropdown menu is open, and the 'Create' icon is highlighted. In the background, the 'Other Attachments' section is visible, showing a table with columns 'Name', 'FileName', and 'Code'. A 'Create' icon is highlighted in the top left of the 'Other Attachments' section.

Create Attachment

Name: 2018 Federal W4

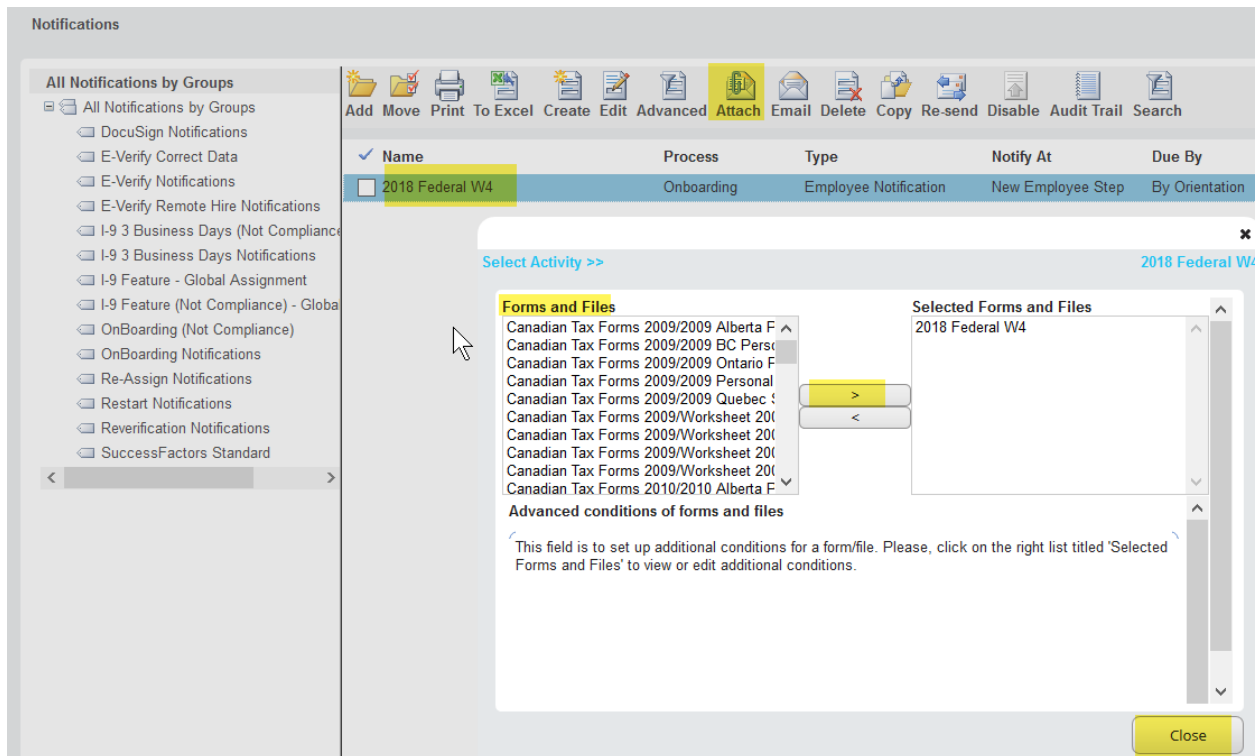
FileName: 2018 Form W-4.pdf

Code: 2018 Federal W4

Pull up your email. You may need to use Search to find it.

Select your email (the line will be blue)

Click the Attach icon and select your uploaded form from the Forms and Files list. Click the arrow to bring it to the Selected Forms and Files box and click Close.



To add text the notification, select your email (line will be blue) and click the Email icon. Here you can add any text to explain what to do with the Federal W4 attached.

Note: name of your welcome email may be different. Also, text provided in screenshot is sample only. You'll need to add content that is relevant to your business.

- [-] All Notifications by Groups
 - [-] DocuSign Notifications
 - [-] E-Verify Correct Data
 - [-] E-Verify Notifications
 - [-] E-Verify Remote Hire Notifications
 - [-] I-9 3 Business Days (Not Compliance)
 - [-] I-9 3 Business Days Notifications
 - [-] I-9 Feature - Global Assignment
 - [-] I-9 Feature (Not Compliance) - Global
 - [-] OnBoarding (Not Compliance)
 - [-] OnBoarding Notifications
 - [-] Re-Assign Notifications
 - [-] Restart Notifications
 - [-] Rereverification Notifications
 - [-] SuccessFactors Standard

☐ Add
 ☐ Move
 ☐ Print
 ☐ To Excel
 ☐ Create
 ☐ Edit
 ☐ Advanced
 ☐ Attach
 ☐ Email
 ☐ Delete
 ☐ Copy
 ☐ Re-send
 ☐ Disable
 ☐ Audit Trail
 ☐ Search

Name	Process	Type	Notify At	Duration
<input type="checkbox"/> Select Activity >> N5 (OB) Welcome Letter				
<p>we are also required by federal regulations to verify all new employees employment eligibility within three working days of their date of employment. Please make sure you bring the identification you selected with you to have it verified by a company representative.</p> <p>Due to a recent government update, the 2018 Federal W4 form you will be completing during your onboarding paperwork is no longer valid. We're working to update the site accordingly. Until then, we are asking that you print and complete the attached 2018 Federal W4 form. This 2018 Federal W4 form will be used for your payroll. Once you've completed your form, please bring it with you on your first day or you can send it to:</p> <p>Business Name</p> <p>Attn: Payroll</p> <p>111 X Street</p>				
<input type="button" value="Apply"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

☐ N5 (OB) Welcome Letter
 ☐ Onboarding
 ☐ Employee Notification
 ☐ PostHire Verification
 ☐ Status Change