Updating Federal and State Tax Withholding Information and Enrolling in Direct Deposit

Important Task

Important Information to Review Before Getting Started

Federal & State Forms are used by the Payroll Department to calculate the amount of federal & state tax to withhold from your pay. **The amount of tax withheld is based on how you complete these forms**. You may change your information if your tax situation changes, and you choose to have tax withheld.

If you do not complete the online federal & state forms your filing status will default to Single for federal taxes and Single with zero allowances for your state taxes.

W4 and State form changes submitted by Tuesday of pay week (prior to the pay calculation) will be reflected in that Friday's paycheck.

You must verify and/or enroll in direct deposit by Friday of your first week. *If you are enrolling or changing your bank account information, you must use a Novant Health computer. You are only able to view your information from home.*

PART 1 – Updating Federal and State Tax Withholding Information

From a Novant Health Facility

STEP 1 – Open an I-Connect page using the Microsoft Edge icon. Select the home icon in top left corner of the screen if the I-Connect home page does not automatically open.

STEP 2 – Select Team member resources on the right side of the screen followed by On Demand (Infor GHR).

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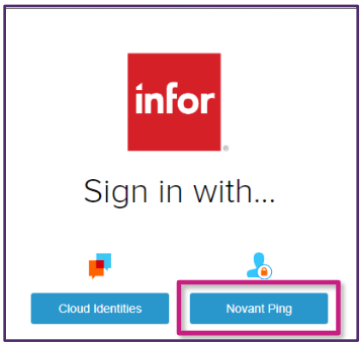
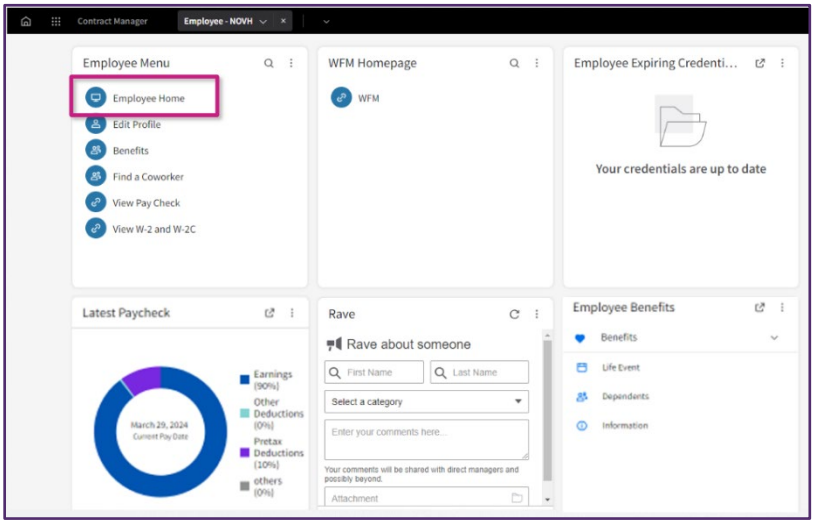
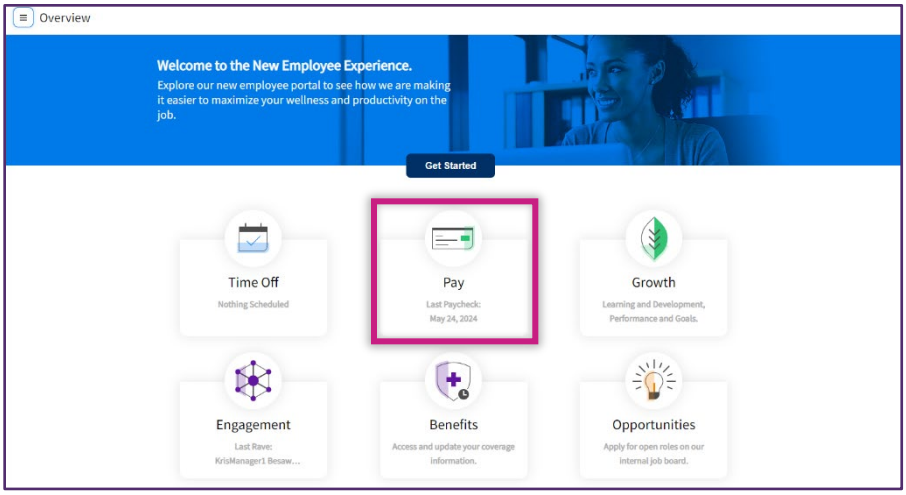
STEP 3 – Begin by selecting the Novant Ping button. Then, sign-in with your User ID (NH email) and your system password that you set up in Password Manager.



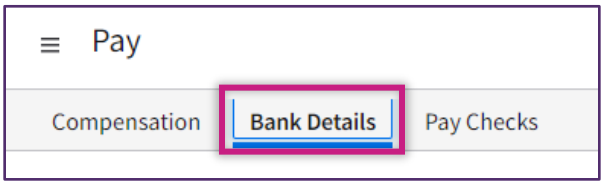
STEP 4 – Once you have signed into On Demand, you are taken to the Employee Workspace. Select the Employee Home option in the Employee Menu.



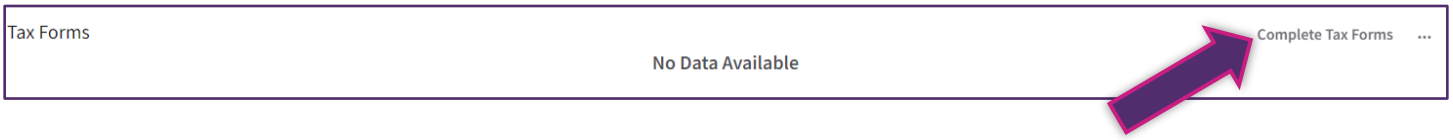
STEP 5 – Select the Pay widget in the middle of the screen.



STEP 6 – Select the Bank Details tab at the top of the Pay screen.

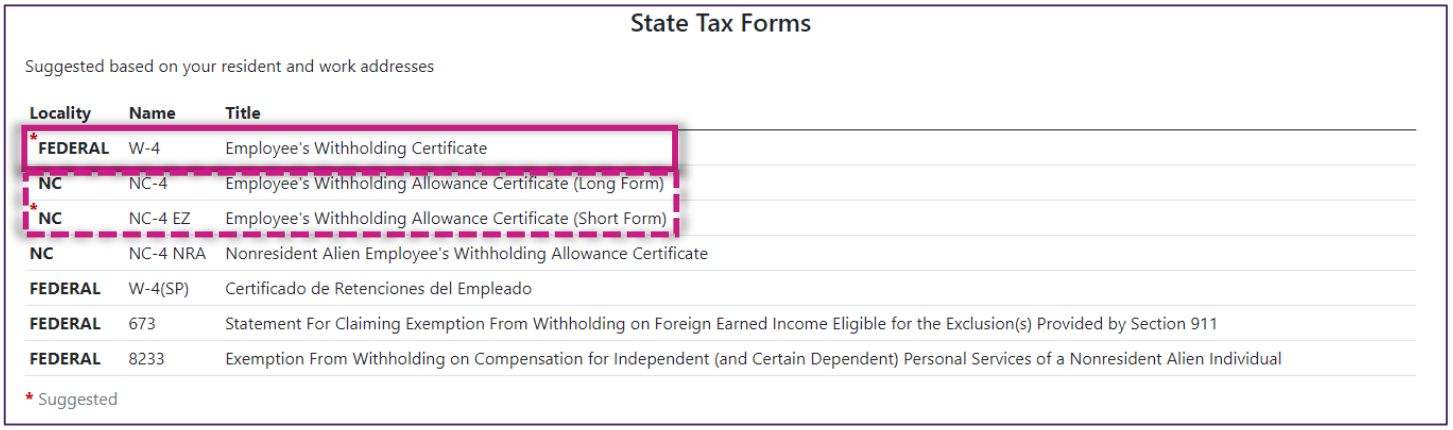


STEP 7 – Next, select the Complete Tax Forms option under the Tax Forms section.

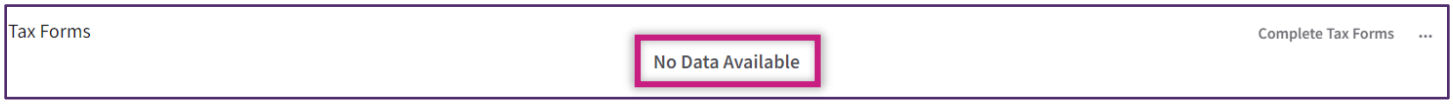


STEP 8 – Choose the Get Started button to open the form.

STEP 9 – You will select the form that you want to begin completing. *You will need to complete the Federal form and **one** of the State NC forms (based on your preference).* Follow the steps to complete the Federal and State tax forms.



STEP 10 – Once they've been completed, they will appear in the Tax Forms section in the Bank Details tab.

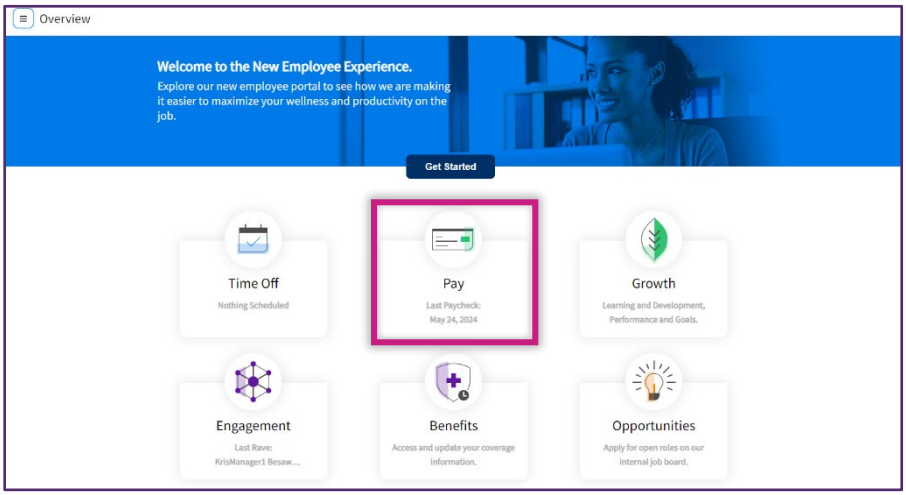


PART 2 – Enrolling in Direct Deposit

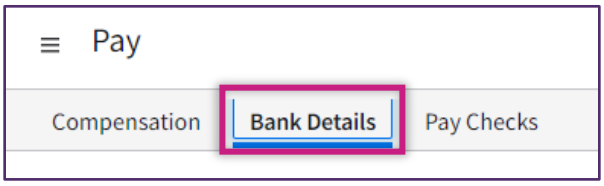
Note: You can have up to two bank accounts for direct deposit.

STEP 1 – Access Infor GHR On Demand from a Novant Health network computer (following the Novant Health Facility instructions above).

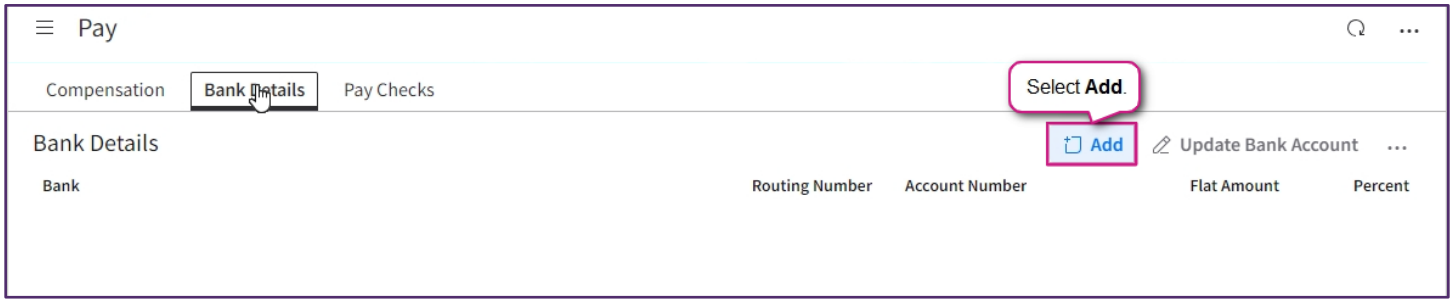
STEP 2 – After logging in with your NH email and password, select the Pay widget from the Overview menu.



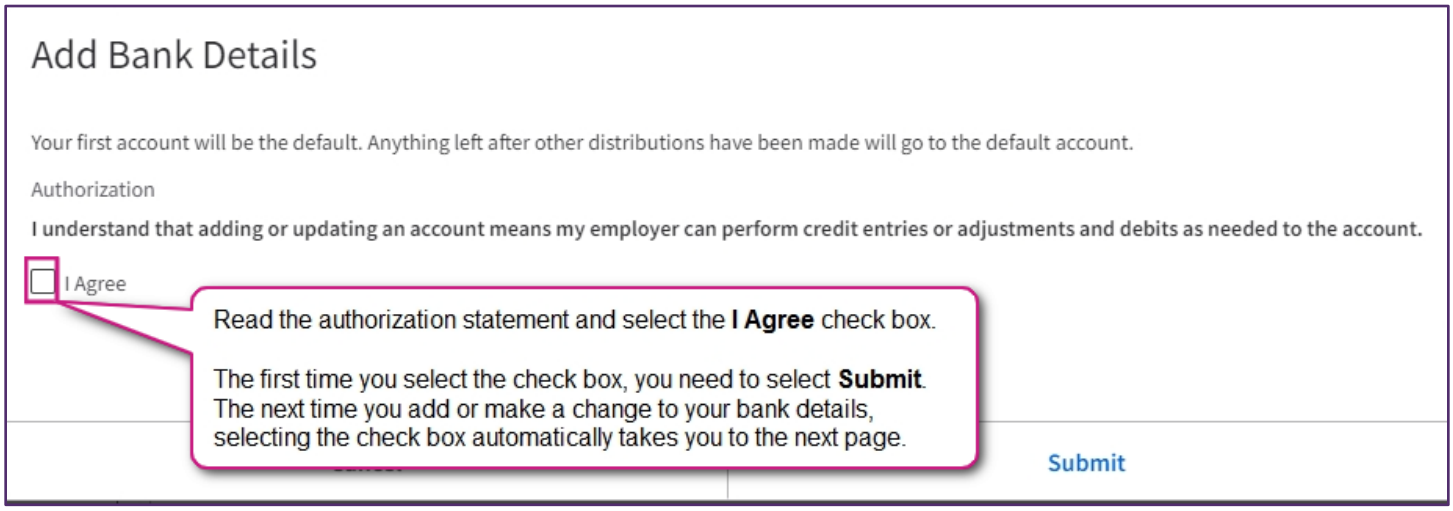
STEP 3 – Next, select the Bank Details tab at the top of the screen.



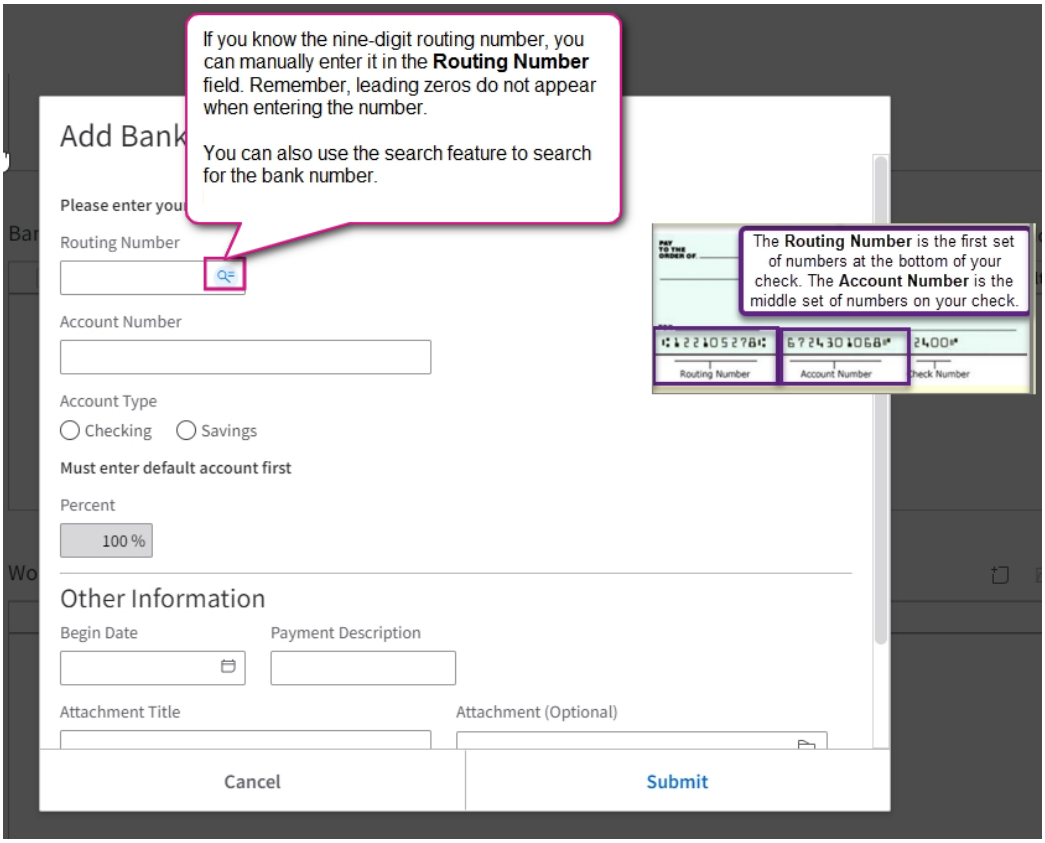
STEP 4 – Select the Add button at the top of the page.



STEP 5 – Select the I Agree check box after reading the authorization statement. Then, select the Submit button.



STEP 6 – Enter your routing number. Remember to use the check image below to ensure you are entering the correct number.



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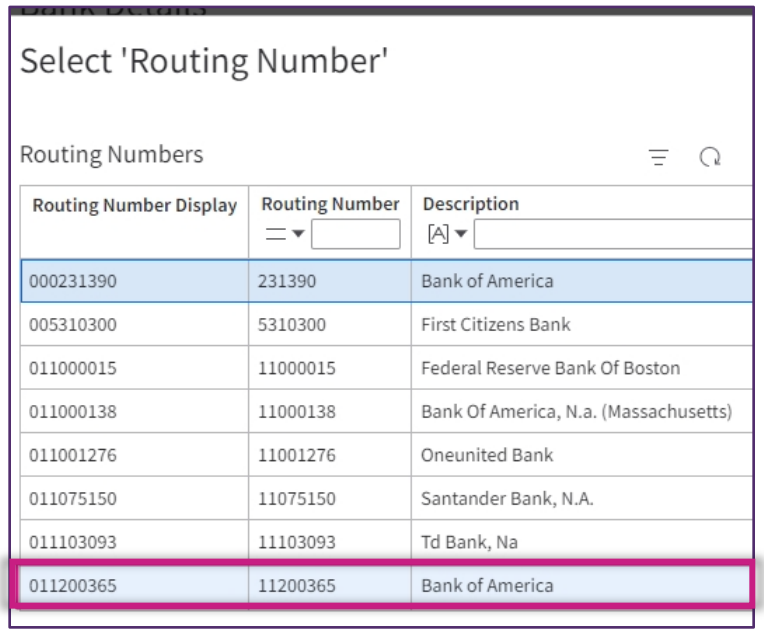
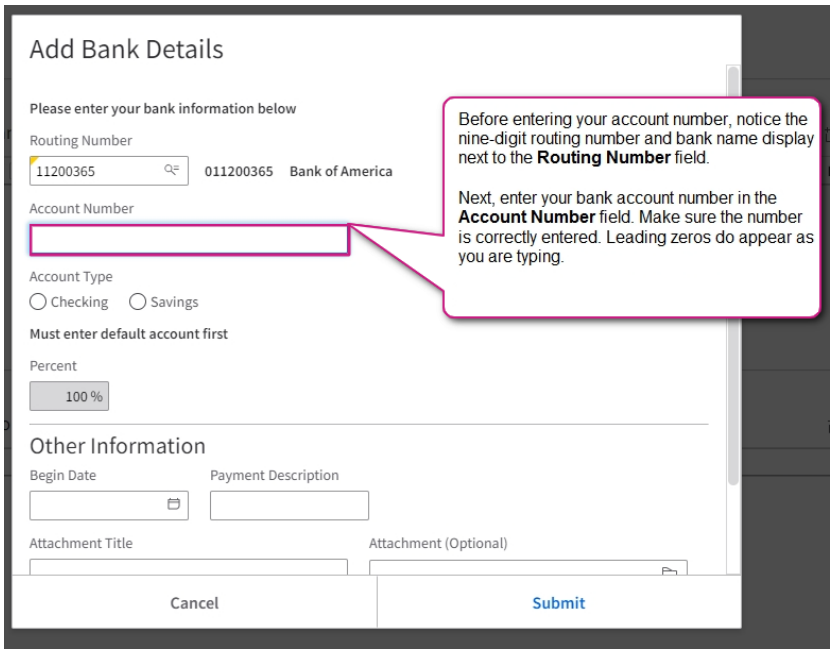
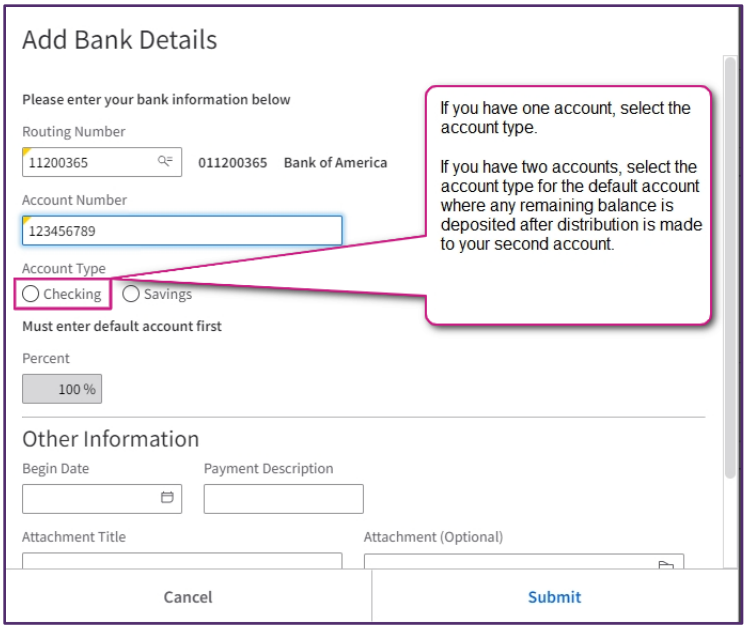
If you choose to use the lookup feature for your bank's routing number, you can search by routing number or description.



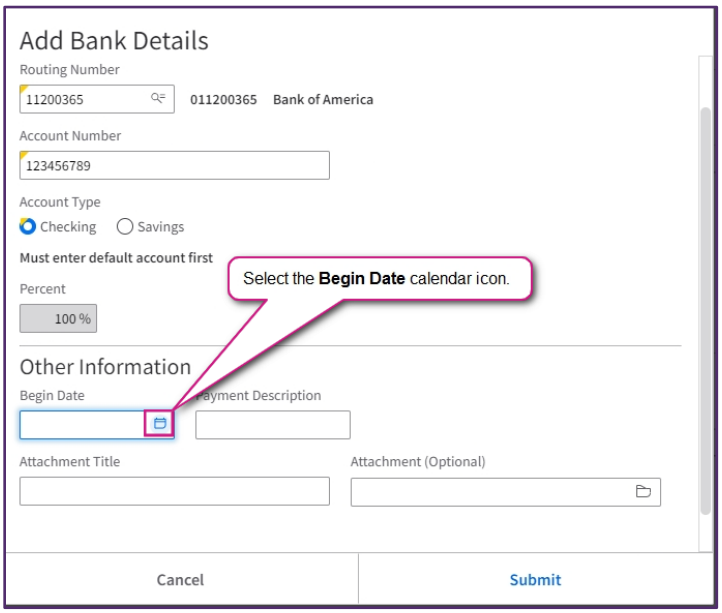
STEP 7 – Next, enter your account number. Make sure the number is entered correctly. Leading zeroes do appear as you are typing.



STEP 8 – Next, select the account type. *(Please review the note on the image if you have two accounts).*



STEP 9 – Select the begin date calendar icon. *(The begin date is today's date or a future day. Most of the time it will be today's date).*



STEP 10 – Select the Submit button.

(If you only wish to add one bank account, you have completed the steps to add your direct deposit. If you wish to add a second account, continue with step 11 below).

STEP 11 – Select the Add button.

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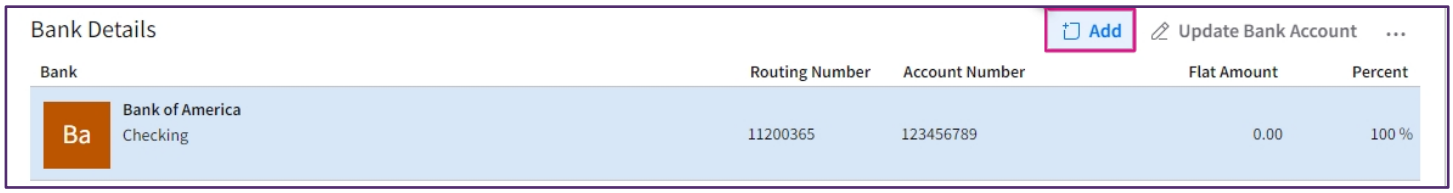
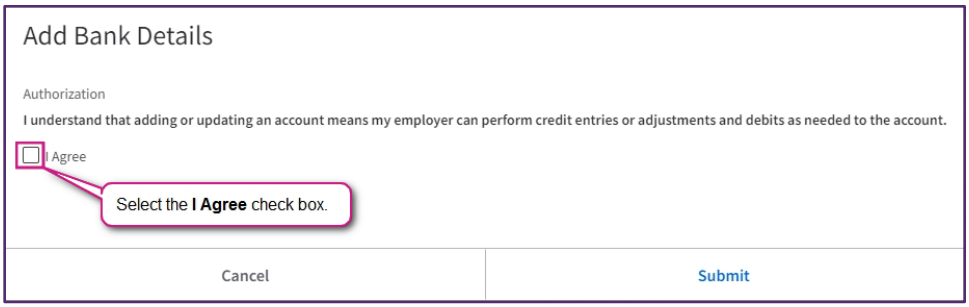
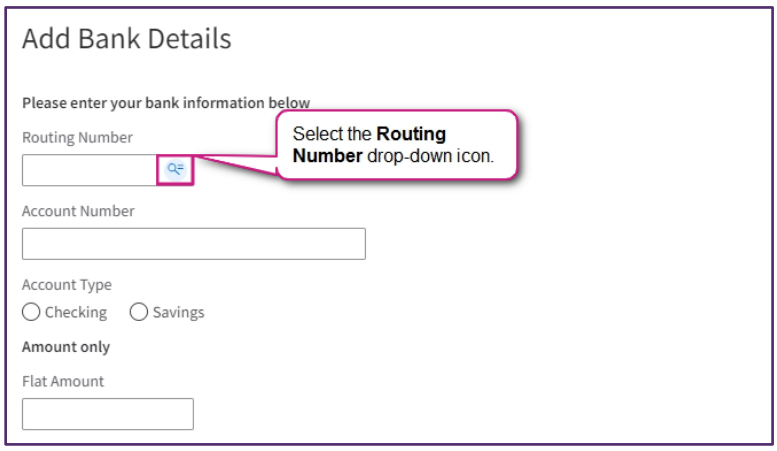


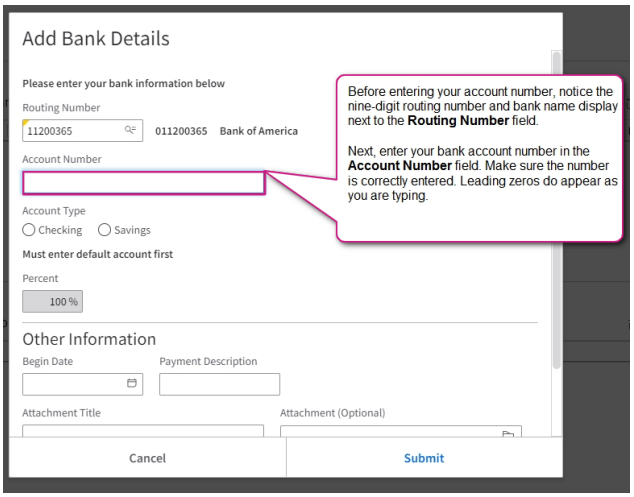
STEP 12 – Select the I Agree check box.



STEP 13 – Enter the routing number or select the magnifying glass icon to look up your bank's number. Use the search field to help you find the number.



STEP 14 – Enter the account number of your bank carefully.



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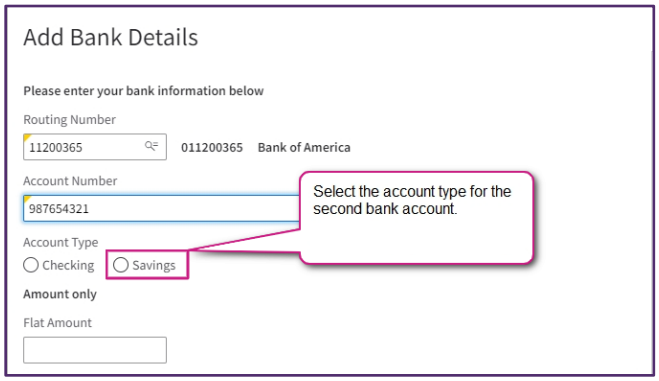
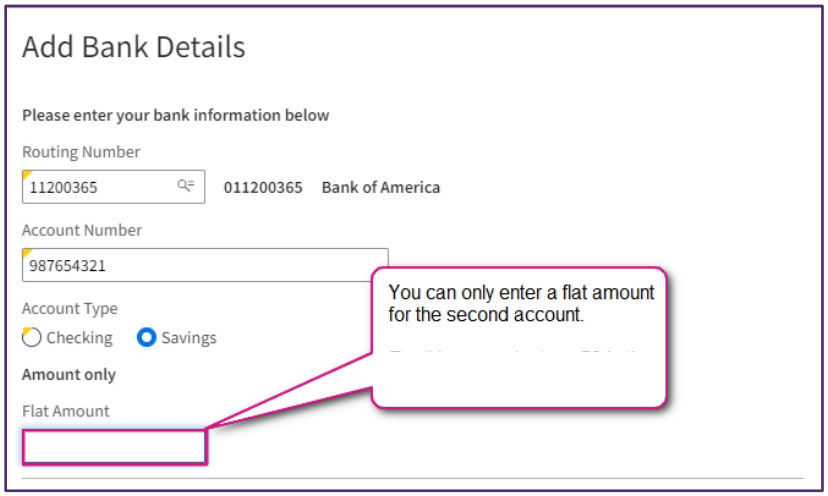
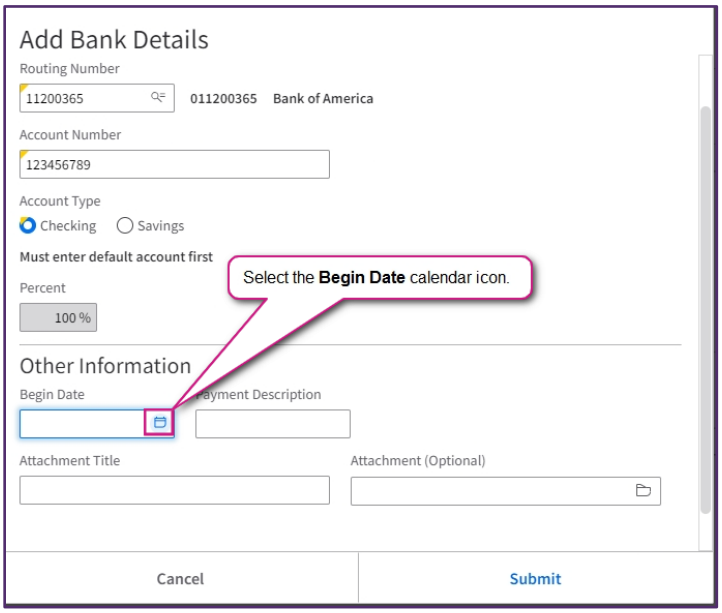
STEP 15 – Select the account type.



STEP 16 – Enter the flat amount for the second account.



STEP 17 – Next, select the begin date calendar icon. (Select today's date or a future day). Select the Submit button.



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Note: It may take up to two payroll cycles for your direct deposit to become activated.

Important Note for Rehires: Please review your direct deposit information to ensure it is correct. The Effective Date must be updated for you to receive your first check via direct deposit. If the Effective Date is not updated, then your first check will be issued as a paper check. Once you click Submit, you will then receive an email message confirming receipt of your changes. If you do not receive this automated confirmation email, please email payroll@novanthealth.org to confirm that your direct deposit information and the Effective Date have been updated.

Additional Information: De-Activating Existing Direct Deposit Information

If you have encountered fraud and have had to close your bank account, you can stop your direct deposit and receive a paper check for one or two pay periods allowing you time to establish a new bank account. You will need to contact the Payroll department at payroll@novanthealth.org or by calling 336-277-1050 or toll free at 866-564-4139. (In order to stop a direct deposit for the current pay period, Payroll will have to be notified by 2:00 pm on Tuesday of pay week).

Still Have Questions?

If you have questions about completing the above referenced tax forms and or direct deposit information, please email **AskHR@novanthealth.org**.

If you have any questions about your paycheck or direct deposit, email the payroll department at **payroll@novanthealth.org.**

If you have any questions about the amount of your pay, please contact your manager.

Infor GHR On Demand Note

On Demand can also be used to access pay stubs, make changes to personal information, update emergency contact information, and make benefit elections.

Reviewed 06/06/24
Revised 06/06/24