

**YTD Adjustments to show withholdings on W2**

Transaction Code:  
PU19

**Purpose** Use this procedure when you need to make manual adjustments for employees with other state income tax to include the value on the employees W2 for the central W2 processing.

**Trigger** An employee is required to pay state income tax.

**Prerequisites** An employee has a state tax withholding deduction entered on *Recurring Payments/Deductions (0014)* or *Additional Payments (0015)*. This **must** be completed before the deadline for **manual year-to-date adjustments**.  
  
When agencies identify employees who are subject to another state’s income taxes, and the agency has not previously submitted the Employer’s State ID number to DES, the agency will need to complete the [Employer’s State ID Number form](#) (Refer to communication *Reporting other State taxes on W-2s sent 4/18/2012*) and submit to the [DES Service Center](#).

**End User Roles** Tax Processor Role.

Change History	Change Description
11/8/2011	Created
07/19/2012	Prerequisites updated. Screen shot of W-2 Updated to included Employee State ID # Populated.

**Menu Path** Human Resources → Americas → USA → Subsequent activities Period-Independent → Payroll supplement → PU19 Tax Reporter

**Transaction Code** PU19

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Scenario:**

An employee lives in Oregon and works in Washington State. This employee has to pay Oregon state income tax.

In December you determine that the employee has \$375 deducted on wages totaling \$25,000. A test W2 has been generated and the state income tax field is blank.



**Note:** The wages **may** or may **not** match the wages documented in line 1 of the employees' W2. Check with the Tax Guide of the state with the income tax.

1 Wages, tips, other compensation	2 Federal income tax withheld	42480.87	6182.75
3 Social security wages	4 Social security tax withheld	44990.00	1889.58
5 Medicare wages and tips	6 Medicare tax withheld	44990.00	652.36
a Employee's SSA number		Employer use only	
500-10-1368			
b Employer's FEID number		d Control number	
75-3214740		40000418	
c Employer's name, address, and ZIP code			
Department of Early Learning 1009 College Street SE Lacey WA 98504-5480			
7 Social security tips	8 Allocated tips		
9 Advance EIC payment	10 Dependent care benefits		
11 Nonqualified plans	12a See instructions for box 12		
13 Statutory Employee Retirement plan Third-Party Sick pay	12b		
14 Other DEF RET 2509.13 PRETAX INS 1050.00	12c		
	12d		
e Employee's first name and initial Last name Suff.			
SHIORI MISAKA			
468 GREEN HILL RD LONGVIEW WA 98632			
f Employee's address and ZIP code			
15 State	Employer's state ID	18 Local wages, tips, etc.	
16 State wages, tips, etc.		19 Local income tax	
17 State income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2011** OMB No. 1545-0008 Dept. of the Treasury - Internal Revenue Service  
Copy C for Employee's records

1 Wages, tips, other compensation	2 Federal income tax withheld	42480.87	6182.75
3 Social security wages	4 Social security tax withheld	44990.00	1889.58
5 Medicare wages and tips	6 Medicare tax withheld	44990.00	652.36
a Employee's SSA number		Employer use only	
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16 State wages, tips, etc.		19 Local income tax	
17 State income tax		20 Locality name	

Form **W-2** Wage and Tax Statement **2011** OMB No. 1545-0008 Dept. of the Treasury - Internal Revenue Service  
Copy 2 To Be Filed With Employee's STATE Income Tax Return

1 Wages, tips, other compensation	2 Federal income tax withheld	42480.87	6182.75
3 Social security wages	4 Social security tax withheld	44990.00	1889.58
5 Medicare wages and tips	6 Medicare tax withheld	44990.00	652.36
a Employee's SSA number		Employer use only	
500-10-1368			
b Employer's FEID number		d Control number	
75-3214740		40000418	
c Employer's name, address, and ZIP code			
Department of Early Learning 1009 College Street SE Lacey WA 98504-5480			

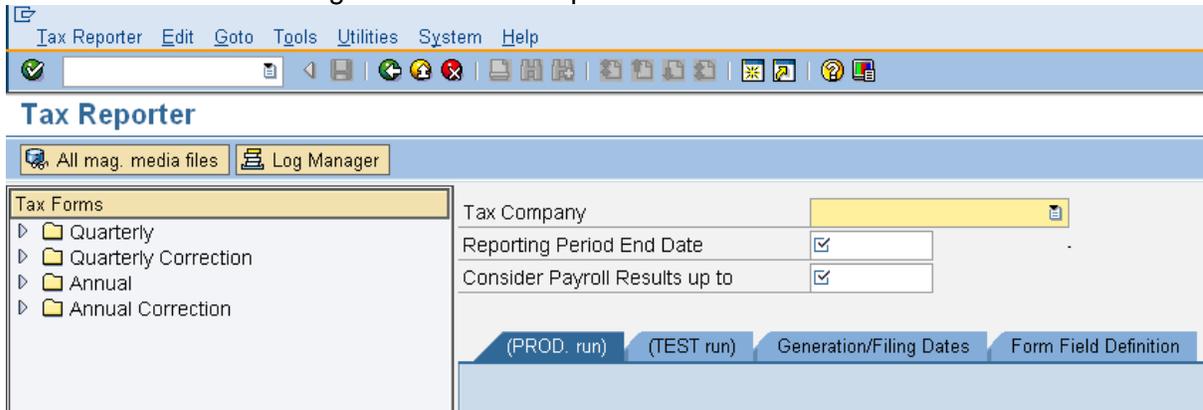
1 Wages, tips, other compensation	2 Federal income tax withheld	42480.87	6182.75
3 Social security wages	4 Social security tax withheld	44990.00	1889.58
5 Medicare wages and tips	6 Medicare tax withheld	44990.00	652.36
a Employee's SSA number		Employer use only	
500-10-1368			
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75-3214740		40000418	
c Employer's name, address, and ZIP code			
Department of Early Learning 1009 College Street SE Lacey WA 98504-5480			

A wage type **2682** (Oregon St W/H Tax) has been created and deducted throughout the year on the employees *Recurring Payments/Deductions* infotype (0014). Create a Manual Adjustment for the amount that has been deducted from the employee, to populate field 17 **State income tax** on the employees' W2.



Currently state income tax is not implemented within the Tax Reporter.

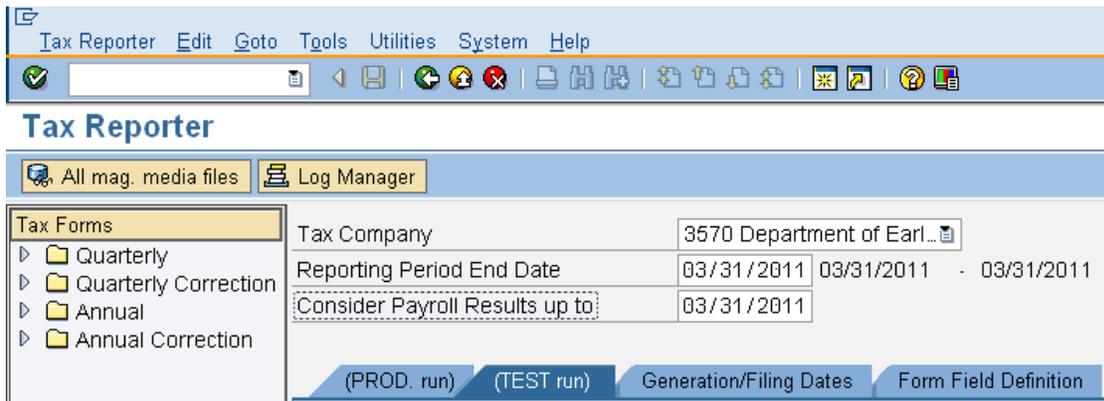
1. Start the transaction using the above menu path or transaction code **PU19**.



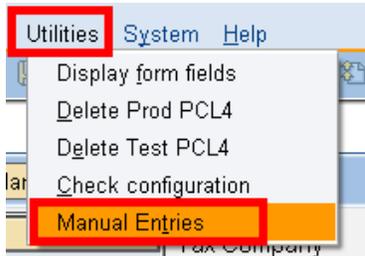
2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry														
Field Name	R/O/C	Description												
Tax Company	R	<p>Select your agency's Tax Company ID.</p> <p></p> <p>Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p><b>Example:</b>1110 (Department of Personnel)</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Main Tax Company</th> <th style="text-align: left;">Included sub-areas</th> </tr> </thead> <tbody> <tr> <td>2450 (Military Department)</td> <td>2450 through 2453</td> </tr> <tr> <td>(Department of Corrections)</td> <td>3101, 3102, 3103, 3105, 3111, 3117, 3118 &amp; 3119</td> </tr> <tr> <td>31RU (Department of Corrections)</td> <td>3106, 3110, 3112 &amp; 3115</td> </tr> <tr> <td>31RU (Department of Corrections)</td> <td>3107, 3109, 3122 &amp; 3123</td> </tr> <tr> <td>31RU (Department of Corrections)</td> <td>3113, 3114 &amp; 3120</td> </tr> </tbody> </table>	Main Tax Company	Included sub-areas	2450 (Military Department)	2450 through 2453	(Department of Corrections)	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119	31RU (Department of Corrections)	3106, 3110, 3112 & 3115	31RU (Department of Corrections)	3107, 3109, 3122 & 3123	31RU (Department of Corrections)	3113, 3114 & 3120
Main Tax Company	Included sub-areas													
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(Department of Corrections)	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119													
31RU (Department of Corrections)	3106, 3110, 3112 & 3115													
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31RU (Department of Corrections)	3113, 3114 & 3120													

		<p>31RU (Department of Corrections)      3108, 3116 &amp; 3121</p> <p>30RU (Department of Social Health Services)      3000, 3001, 3002, 3003, 3004, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016, 3017, 3018, 3019, 3021, 3022, 3023, 3024, 3025, 3026, 3027, 3028, 3029,3031</p> <p>405RU      4050, 4051</p> <p>4610 (Department of Ecology)      4610 through 4612</p> <p>5401 (Employment Security Department)      5401 through 5416</p> <p><b>Example: 3570 (Dept. of Early Learning)</b></p>
Reporting Period End Date	R	<p>The Reporting Period End Date.</p> <p><b>Example: 12/31/2011</b></p>
Consider Payroll Results up to	R	<p>The Consider Payroll Results up to.</p> <p> Enter the Quarter End Date. (Using the same format above.)</p> <p><b>Example: 12/31/2011</b></p>



3. Click the  to the left of  Annual
4. Select  W-2 - Wage and Tax Statement
5. Click  Utilities on the Menu Bar and select **Manual Entries**



6. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	An employee's unique identifying number. <b>Example:</b> 40000419
Tax Form Group	O	The Tax Group <b>Example:</b> 0001 Withholding Tax

System Help

Manual Entry Adjustment

Tax Company: 3570 Department of Earl...  
Reporting Period: 01/01/2011 To 12/31/2011

Taxable and Tax Deposits, Interests, Penalties

Personnel No. 40000419 To  
Tax Form Group 0001 To

New Retrieve

Info	Pernr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax
△○						12/31/2011		

7. Click  Retrieve

8. Click the  New

9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Taxau	R	The state of income tax. <b>Example:</b> OR
Taxable or value	R	Enter the amount of wages, tips, other compensation. <b>Example:</b> 25,000
Tax	R	Enter the amount withheld form the employee. <b>Example:</b> 375

System Help

**Manual Entry Adjustment**

Tax Company: 3570 Department of Earl...

Reporting Period: 01/01/2011 To 12/31/2011

Taxable and Tax | Deposits, Interests, Penalties

Personnel No.: 40000419 To: [ ]

Tax Form Group: [ ] To: [ ]

Info	Pernr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax
	40000419	[ ]		0001	Withholding tax	12/31/2011	[ ]	[ ]

10. Click  (Enter) to verify entries

Info	Pernr	Taxau	Wksit	TxGr	Tax form group text	Pay date	Taxable or value	Tax
	40000419	OR		0001	Withholding tax	12/31/2011	25,000.00	375.00

 If all entries are permissible you will receive a green light next to the Pernr in the Info column.

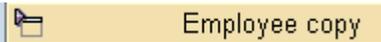
11. Click  to save your entries.

12. Click **Yes** on the Save Data pop-up

13. Click  (Back) to return to the Tax Reporter Screen.

14. Click the  to validate the manual entry is on the W2.

15. Under  enter personnel numbers **1** to **99999999**

16. Click the  and verify the **Regular** radio button is selected.

Regular

17. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	An employee's unique identifying number.  <b>Example:</b> 40000419

18. **Uncheck** the following:

Generate Audit Report

Generate magnetic tape

Generate authority copy

19. Click  and **uncheck** the following:

Generate Form W3

to  

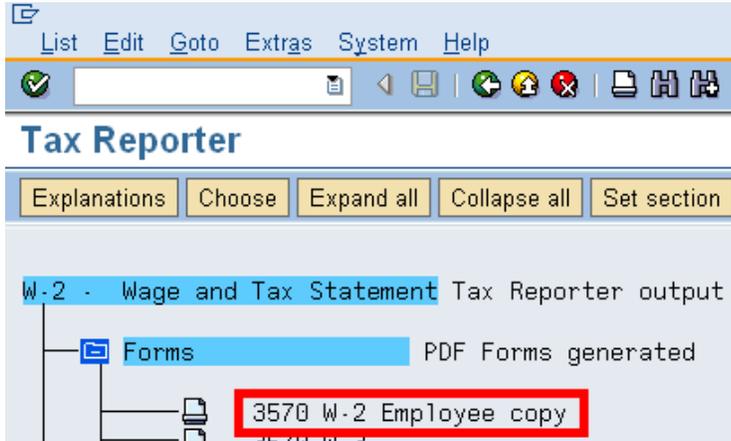
to  

Generate summary copy

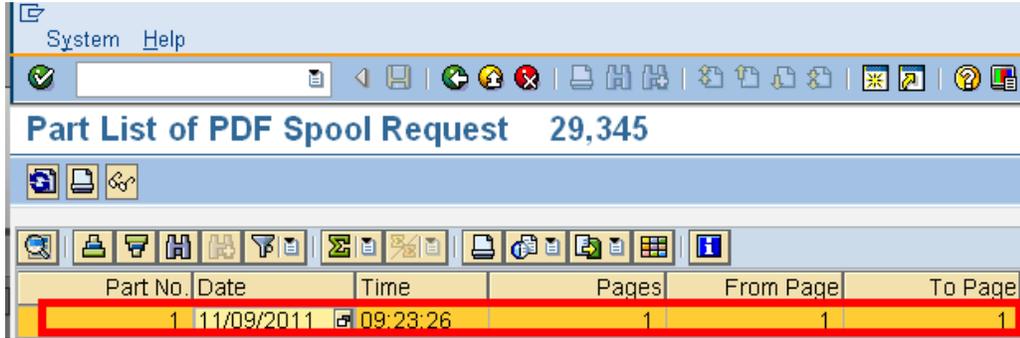
20. Click 

21. Click  **Forms** PDF Forms generated

22. Double click on the text



23. Double click the line text to view the W2



1 Wages, tips, other compensation	43204.89	2 Federal income tax withheld	12164.51
3 Social security wages	44876.35	4 Social security tax withheld	1884.81
5 Medicare wages and tips	44876.35	6 Medicare tax withheld	650.71
a Employee's SSA number	500-10-1368	Employer use only	
b Employee's FED ID number	91-6001068	d Control number	40000418
c Employer's name, address, and ZIP code Department of Early Learning 1009 College Street SE Lacey, WA 98504-5480			
7 Social security tips		8 Allocated tips	
9		10 Dependent care benefits	
11 Nonqualified plans		12a See instructions for box 12	DD 6370.00
13 Statutory Employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Union member <input type="checkbox"/> Sick pay <input type="checkbox"/>		12b	
14 Other DEF RET 1671.46 PRETAX INS 420.00		12c	
e Employee's first name and initial Last name Suffix SHIORI MISAKA 468 GREEN HILL RD LONGVIEW, WA 98632			
f Employee's address and ZIP code			
15 State OR Employer's state ID 1296525-9	16 Local wages, tips, etc.	17 State income tax	3300.00
18 State wages, tips, etc.	43204.89	19 Local income tax	
20 Locality name			
<b>W-2 Wage and Tax Statement 2011</b> Dept. of the Treasury - Internal Revenue Service Copy C for Employee's records This information is being furnished to the IRS. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			

1 Wages, tips, other compensation	43204.89	2 Federal income tax withheld	12164.51
3 Social security wages	44876.35	4 Social security tax withheld	1884.81
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14 Other DEF RET 1671.46 PRETAX INS 420.00		12c	
e Employee's first name and initial Last name Suffix SHIORI MISAKA 468 GREEN HILL RD LONGVIEW, WA 98632			
f Employee's address and ZIP code			
15 State OR Employer's state ID 1296525-9	16 Local wages, tips, etc.	17 State income tax	3300.00
18 State wages, tips, etc.	43204.89	19 Local income tax	
20 Locality name			
<b>W-2 Wage and Tax Statement 2011</b> Dept. of the Treasury - Internal Revenue Service Copy 2 To Be Filed With Employee's STATE Income Tax Return			

1 Wages, tips, other compensation	43204.89	2 Federal income tax withheld	12164.51
3 Social security wages	44876.35	4 Social security tax withheld	1884.81
5 Medicare wages and tips	44876.35	6 Medicare tax withheld	650.71
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14 Other DEF RET 1671.46 PRETAX INS 420.00		12c	
e Employee's first name and initial Last name Suffix SHIORI MISAKA 468 GREEN HILL RD LONGVIEW, WA 98632			
f Employee's address and ZIP code			
15 State OR Employer's state ID 1296525-9	16 Local wages, tips, etc.	17 State income tax	3300.00
18 State wages, tips, etc.	43204.89	19 Local income tax	
20 Locality name			
<b>W-2 Wage and Tax Statement 2011</b> Dept. of the Treasury - Internal Revenue Service Copy B To Be Filed With Employee's FEDERAL Tax Return			

1 Wages, tips, other compensation	43204.89	2 Federal income tax withheld	12164.51
3 Social security wages	44876.35	4 Social security tax withheld	1884.81
5 Medicare wages and tips	44876.35	6 Medicare tax withheld	650.71
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f Employee's address and ZIP code			
15 State OR Employer's state ID 1296525-9	16 Local wages, tips, etc.	17 State income tax	3300.00
18 State wages, tips, etc.	43204.89	19 Local income tax	
20 Locality name			
<b>W-2 Wage and Tax Statement 2011</b> Dept. of the Treasury - Internal Revenue Service Copy 2 To Be Filed With Employee's CITY or LOCAL Income Tax Return			



**Note:** Verify that the correct state and Employer's State ID number is displayed on the employee's W-2.



**Note:** As these are **state adjustments**, these will **not** show on your agencies **Form 941** or **Form 941X**.

Results
You have successfully created a manual adjustment for the employees state income tax to appear on their W2.