YTD Adjustments to show withholdings on W2

Transaction Code: PU19

PurposeUse 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 <u>DES Service Center</u>.

End User Tax Processor Role. Roles

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
Error	Example : Nake an entry in all required fields. Action : Fix the problem(s) and then click (Enter) to validate and proceed.
Warning ①	Example: ORECORD Valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation	Example: Save your entries. Action: 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.

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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.

r wages, ups, outer compensation	2 Federal moorne tax withheld	r wages, ups, outer compensation	2 Federal moone tax widmeta
42480.87	6182.75	42480.87	6182.75
3 Social security wages	4 Social security tax withheld	3 Social security wages	4 Social security tax withheld
44990.00	1889.58	44990.00	1889.58
5 Medicare wages and tips	6 Medicare tax withheld	5 Medicare wages and tips	6 Medicare tax withheld
44990.00	652.36	44990.00	652.36
a Employee's SSA number	Employer use only	a Employee's SSA number	Employer use only
500-10-1368		500-10-1368	
b Employer's FED ID number	d Control number	b Employer's FED ID number	d Control number
75-3214740	40000418	75-3214740	40000418
c Employer's name, address, and ZIP code		c Employer's name, address, and ZIP code	
Department of Early Learni	ng	Department of Early Learning	ng
1009 College Street SE	-	1009 College Street SE	_
Lacev WA 98504-5480		Lacev WA 98504-5480	
7 Social security tips	8 Allocated tips	7 Social security tips	8 Allocated tips
9 Advance EIC payment	10 Dependent care benefits	9 Advance EIC payment	10 Dependent care benefits
11 Nonqualitied plans	12a See instructions for box 12	11 Nonqualitied plans	12a See instructions for box 12
13 Statutory Retirement Third-Party	12b	13 Statutory Retirement Third-Party	12b
Employee plan olok pay		Employee plan olor pay	
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15 State Employer's state ID	18 Local wages, tps, etc	15 State Employer's state ID	18 Local wages, tips, etc
16 State wages, tips, etc.	19 Local income tax	16 State wages, tips, etc.	19 Local income tax
17 State income tax	20 Locality name	17 State income tax	20 Locality name
W-2 Wage and Tax 201 Copy C for Employee's records	Service. This information is being furnished to the IRS. If you are required to file a tax return, a negligence penality or other sanction may be imposed on you if this income is taxable and you fail to report it.	W-2 Wage and Tax 201 Statement Copy 2 To Be Filed With Employee's STATE Income	Dept. of the Treasury - Internal Revenue Service a Tax Return
1 Wages, tips, other compensation	2 Federal Income tax withheld	1 Wages, tips, other compensation	2 Federal Income tax withheld
42480.87	6182.75	42480.87	6182.75
3 Social security wages	4 Social security tax withheid	3 Social security wages	4 Social security tax withheld
44990.00	1889.58	44990.00	1889.58
5 Medicare wages and tips	6 Medicare tax withheld	5 Medicare wages and tips	6 Medicare tax withheld
44990.00	652.36	44990.00	652.36
a Employee's SSA number	Employer use only	a Employee's SSA number	Employer use only
500-10-1368		500-10-1368	
To Employer'S FED TO Number	d Control number	b Employer's FED ID number	d Control number
15-3214/40	40000418	15-3214/40	40000418
c Employer's name, address, and ZIP code		c Employer's name, address, and ZIP code	
Department of Early Learning	ng	Department of Early Learnir	ng
1009 College Street SE		1009 College Street SE	
Lacey WA 98504-5480		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**.

<u> <u>T</u>ax Reporter <u>E</u>dit <u>G</u>oto T<u>o</u>ols <u>U</u>tilities S<u>y</u>s</u>	tem <u>H</u> elp					
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	(PROD. run) (TEST run) Ge	neration/Filing Dates / Form Field Definition				

2. Complete the following fields:

R=Required	Entry C	D=Optional Entry	C=Conditio	nal Entry
Field Name	R/O/C	Description		
Tax Company	R	Select your agen	cy's Tax Co	mpany ID.
		Agencies that ha identificat areas) ha one repor enter that informatic	ve more tha ion number ve the optio t. To view a agency's ta on.	n one tax (agencies with sub- n to roll them all into a specific agency, just x company
		Example:1110 (I	Department	of Personnel)
		Main Tax Cor	npany	Included sub- areas
		2450 (Military Department)	2 2	450 through 453
		(Department of Corrections)	of	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119
		31RU (Depart Corrections)	ment of	3106, 3110, 3112 & 3115
		31RU (Depart Corrections)	ment of	3107, 3109, 3122 & 3123
		31RU (Depart Corrections)	ment of	3113, 3114 & 3120

		31RU (Department of Corrections)	3108, 3116 & 3121
		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
		405RU	4050, 4051
		4610 (Department of Ecology)	4610 through 4612
		5401 (Employment Security Department)	5401 through 5416
Reporting Period End	R	The Reporting Period End I	zariy Learning) Date.
Date		Example: 12/31/2011	
Consider Payroll Results up to	R	The Consider Payroll Resul	ts up to.
		Enter the Qual the same form	rter End Date. (Using at above.)
		Example: 12/31/2011	

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 3. Click the b to the left 4. Select W-2 - Wag 	ft of 🗀 Annual e and Tax Statement					
5. Click Utilities on the M	Menu Bar and select Manual En	tries				
Utilities System Help Display form fields Delete Prod PCL4 Delete Test PCL4 ar Check configuration						

Manual En<u>t</u>ries

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6.Complete the following fields:

R=Require	ed Entry	O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Personnel Number	R	An employee's unique identifying number.
		Example: 40000419
Tax Form Group	0	The Tax Group
		Example: 0001 Withholding Tax

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8. Click the

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

9. Complete the following fields:

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40000419	0001 Withholding tax 12/31/2011

10. Click (Enter) to verify entries			
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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			
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Info Permr Taxau Wksit TxGr Tax form group text P	ay date	Taxable or value	Tax
CCC 40000419 OR 0001 Withholding tax 12	2/31/2011	25,000.00	375.00
If all entries are permissible you will receiv	ve a gre	en light next to	the Pernr in
the into column.			

11. Click Retrieve to save your entries.

12. Click Yes on the Save Data pop-up

🖻 Sav	e data			×
3	Data was chan Save changes	ged first?		
	Yes	No	×	Cancel

- 13. Click (Back) to return to the Tax Reporter Screen.
- 14. Click the W-2 Wage and Tax Statement (TEST run) to valiate the manual entry is on the W2.
- 15. Under Test selection enter personnel numbers 1 to 99999999

16. Click the Employee copy 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.	
		Example: 40000419	

18. **Uncheck** the following:

🗌 Generate Audit Report
🗌 Generate magnetic tape
🗌 Generate authority copy

19. Click Authority copy	and uncheck the following:
☐ Generate Form W3 to	
to 🖻	
Generate summary copy	
20. Click Test online	
21. Click 🖬 Forms	PDF Forms generated

22. Double click on the text



23. Double click the line text to view the W2

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	4 Social security tax withheid	43204.89 3 Social security wages	4 Social security tax withheid
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c Employer's name, address, and ZIP code		c Employer's name, address, and ZIP code	
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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

1

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