

Oregon Tax Filing Report

Use this report to view Oregon tax information from stored payroll results for a selected quarter, period, or multiple periods within the same quarter. This report will display tax withholding amounts and wages for employees subject to Oregon taxes, to include both employee and employer taxes.

Related Procedures:

[Additional Steps for Out-of-State Employees](#)

[Residence Tax Area](#)

[Work Tax Area](#)

[Unemployment State](#)

Related Resources:

[Payroll Out-Of-State Employee Tax Resources](#)

[Out-of-state Remote Work Guidance and Resources](#)

[Out-of-State Employee Coding Guide](#)

Authorized Roles:

[Financial Reporting Processor](#)

[Payroll Analyst](#)

[Payroll Inquirer](#)

[Payroll Processor](#)

[Payroll Supervisor](#)

[Tax Reporter](#)

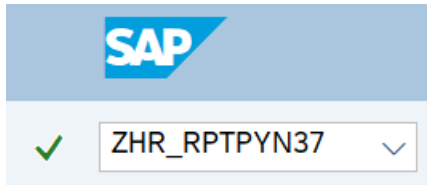
TIPS:

This report provides stored payroll results for Oregon state income and transit, Paid Leave Oregon, Workers' Benefit Fund (WBF), Unemployment (UI), and local transit associated taxes and wages. The information in this report can be used to help agencies complete their Oregon tax filings/reporting.

See [Additional Steps for Out-of-State Employees](#) for more information on setting up an out-of-state employee.

Step 1

Enter transaction code ZHR_RPTYPN37 in the command field and click the Enter button.



Step 2

The following field is required:

- [Tax Company](#)

Oregon Filing Report

Tax Company	3104
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TIPS:

Enter an appropriate [tax company](#). For agencies with more than one tax company, the report will display tax company results for both the agency and any subagencies.

Step 3

Select the appropriate radio button:

- Pay Period Remittance
- Quarterly Reports

Tax Company
<input checked="" type="radio"/> Pay Period Remittance
Payroll Period
Payroll Area
Pay Period
<input type="radio"/> Quarterly Reports
Quarter

TIPS:

The radio buttons will determine the time period of the data that will display in the results.

The radio buttons will default to Pay Period Remittance but can be changed to a different selection.

Use the Pay Period Remittance selection to select one or more pay periods within a quarter. If you selected Pay Period Remittance, proceed to Step 4 and skip Step 5.

Use the Quarterly Reports selection to select one full quarter. If you selected Quarterly Reports, skip to Step 5.

Step 4

For Pay Period Remittance, complete the following fields:

- Payroll Area
- Pay Period

The following field is optional:

- Pay Period To

Payroll Period			
Payroll Area	11		
Pay Period	7 2024	To	12 2024

TIPS:

Pay Period Remittance will display results for a selected period or range of periods.

Choose from one of the following Payroll areas:

- 10: Monthly
- 11: Semi-Monthly

Do not use Payroll areas other than those listed above. Payroll area 10 is used by the Board for Volunteer Firefighters only.

The Pay Period field will default to the current pay period but can be changed to a different selection.

You can view results from multiple pay periods by entering a period in the To field. These pay periods must be within the same quarter.

Step 5

For Quarterly Reports, complete the following field:

- Tax Year

Select one of the following radio buttons:

- Qtr 1
- Qtr 2
- Qtr 3
- Qtr 4

Quarter

Tax Year

Qtr 1 Qtr 2 Qtr 3 Qtr 4

TIPS:

Quarterly Reports will display results for the selected tax quarter.
 The selection will default to Qtr 1 but can be changed to a different quarter.

Step 6

Previously saved layout variants may be added to the ALV Parameters section.

ALV Parameters

Layout Variant

TIPS:

The following statewide layout variants are available:

- /MAIN (Payroll Period Layout)
- /MAIN R (Payroll Period Range)
- /OQ (Quarterly Report)

An ALV variant name is not required. Leaving this field blank will result in the default layout (/MAIN) for this report.

Step 7

Click the Execute button.

Sample report results:

State of Washington - HRMS
 Oregon Filing Report - Period Remittance

Report ID: ZHR_RPTPYNS7
 User: [redacted]
 Date: 10/09/2024
 Payroll Period: 07.2024 To 12.2024
 Tax Company: 3101 - WASHINGTON STATE DEPT OF CORRECTION
 Oregon BIN: 1339701-3

Tax Company	Personnel Number	First Initial	First Name	Last Name	SSN	Withholding	State Transit	Portland Tri-met T.	Eugene-Springfield.	PFML Remittance	WBP Remittance
3101						489.48	6.80	0.00	0.00	75.22	3.20
3104						389.68	5.50	0.00	43.44	58.84	3.20
3106						348.78	4.74	38.56	0.00	52.73	3.20
3119						348.04	4.50	0.00	0.00	48.61	3.20
3128						401.40	6.02	0.00	47.62	64.72	3.20
3128						370.14	5.82	47.36	0.00	62.65	3.20
						2,347.52	33.38	85.92	91.06	362.77	19.20

TIPS:

Columns included in the report results depend on your default layout for this report. The report layout can be changed, saved, or a previously saved layout can be selected.

The full column names will display when hovering the cursor over the column headings.