

W-4 Withholding Allowance Report

Transaction Code: S\_PH9\_46000361

**Purpose** Use this procedure to identify Employee’s Withholding Allowance Certificate Form W-4 information in HRMS

**Trigger** Perform this procedure when you need to identify the tax filing status and number of exemptions claimed by the employee

**Prerequisites** The employee must have completed their W-4

**End User Roles** In order to perform this transaction you must be assigned the following role: Financial Reporting Processor, Payroll Analyst, Payroll Processor, Tax Reporter

Change History	
Date	Change Description
1/22/15	Procedure Created

Transaction Code S\_PH9\_46000361

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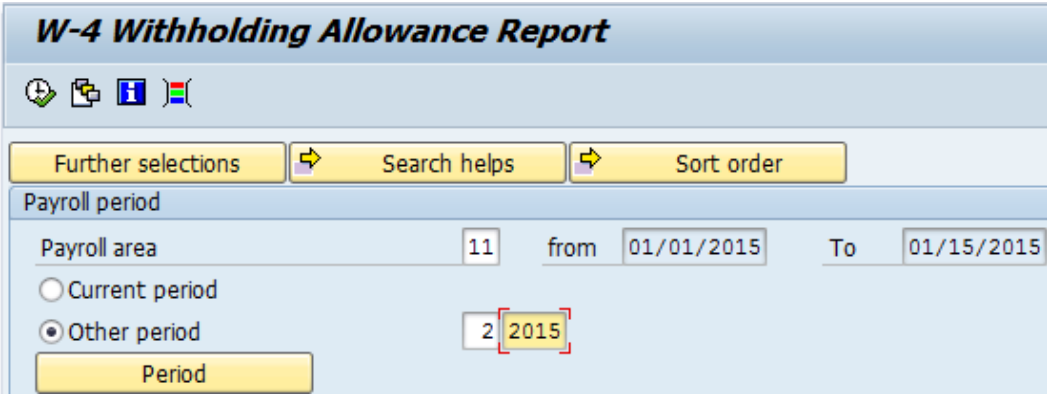
**Procedure**

- 1. Start the transaction using the transaction code **S\_PH9\_46000361**.

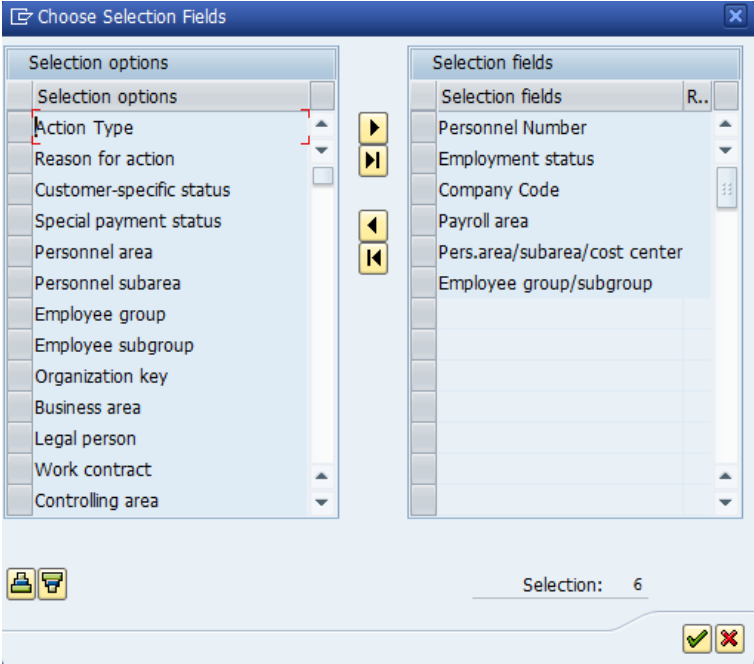
- 2. Click the **Payroll period** button to enter the desired payroll period



3. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	Description of the Payroll Area.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. <b>Example:</b> 11
Current Period	C	To run the report for the current payroll processing period. (default)
Other Period	C	To view results for a previous payroll period select this radio button and enter the payroll period.  <b>Example:</b> 02/2015



4. Click **Further selections** to add additional fields to the the **Selection** screen.



5. Select the box to the left of **Personnel Area** and click  (select) to add to the **Selection Fields column**.
6. Click  (continue) to return to the selection screen.
7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personal Area	R	A specific agency/sub agency in the State of Washington  <b>Example</b> 1790 – Department of Enterprise Services

8. Click (Execute) to generate the report.

Tax Jurisdiction Allowance Threshold								
Per. no.	Employee Name	Employee SSN	Effective date	Claimed Status	Claimed Allow	Mandated Status	Mandated Allow	
71006137	Incident #xxxxxxx Production ...	123456789	01/01/2015	01	02	00	00	
71006132	Incident #xxxxxxx Production ...	123456789	01/01/2015	02	01	00	00	
.....	.....	.....	.....	..	..	..	..	

The report results will display the employees Personnel Number, Name, Social Security Number, Effective date, filing status, and number of allowances claimed by the employee.

**Comments**  
None.