Change	Change Description
End User Roles	In order to perform the following transaction, you must be assigned the following role: Tax Reporter Role.
Prerequisites	None.
Trigger	An employee had an underpayment or overpayment
Purpose	Use this procedure when you need to make manual adjustments for employees who have had an underpayment or overpayment for a prior year and the tax values and amounts need to be adjusted to make the employee's W2 and the employer's Form 941 quarterly reports correct.
Manual Adjustr	nents Transaction Code: PU19

Change History	Change Description
11/22/2011	Created
Manu Dath	Human Resources & Americas & USA & Subsequent estivities

Menu PathHuman Resources → Americas → USA → Subsequent activitiesPeriod-Independent → Payroll supplement → PU19 Tax Reporter

Transaction Code PU19

<u>Year-to date (YTD) Updates</u> – This is a spreadsheet that agencies can use to report and track manual year-to-date adjustments for state and federal reporting. It includes a list of the 34 tax groups that agencies may need to update in HRMS, PU19/Manual Entry.

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 : Make an entry in all required fields.							
😡	Action : Fix the problem(s) and then click (Enter) to validate and proceed.							
Warning	Example: Decord 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.							
or	Action: Perform the required action to proceed.							

Scenario:

An employee received taxable money outside of HRMS. The agency is updating the employees year-to-date taxable earnings within the Tax Reporter.

PERNR	Personnel Area	Check Date	Tax Group (TxGr)	Taxable Wages	Тах
40000419	3570	11/10/2011	0001 (Withholding Tax)	\$10.00	
40000419	3570	11/10/2011	0003 (Employee social security taxable and tax)	\$10.00	\$0.62
40000419	3570	11/10/2011	0004 (Employer social security taxable and tax)	\$10.00	\$0.42
40000419	3570	11/10/2011	0005 (Employee medicare taxable and tax)	\$10.00	\$0.15
40000419	3570	11/10/2011	0006 (Employer medicare taxable and tax)	\$10.00	\$0.15

- ¢ <u>Tax Reporter</u> <u>Edit</u> <u>G</u>oto T<u>o</u>ols <u>U</u>tilities S<u>y</u>stem <u>H</u>elp 🗈 🖪 I 😋 😧 I 🚨 🛗 🛗 I 籠 🛍 🛍 I 📰 🖉 I 😨 I **Ø Tax Reporter** 🕵 All mag. media files 🛛 🛃 Log Manager Tax Forms Tax Company 🕨 🗀 Quarterly Reporting Period End Date Quarterly Correction Consider Payroll Results up to 👂 🗀 Annual Annual Correction (PROD. run) (TEST run) Generation/Filing Dates Form Field Definition
- 1. Start the transaction using the above menu path or transaction code PU19.

R=Required	Entry C	D=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Tax Company	R	Select your agency's Tax Company ID.
		Main Tax Company Included sub-areas
		Main Tax Company Included sub-areas
		i)
		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.

		2450 (Military Department)	2450 through 2453			
		3ORU (Department of Social Health and Services)	3000 through 3031			
		305R (Department of Veterans Affairs)	3050 through 3053			
		31RU (Department of Corrections)	3101 through 3123			
		40RU (Department of Transportation)	4050 through 4051			
		4610 (Department of Ecology)	4610 through 4612			
		5401 (Employment Security Department)	5401 through 5416			
		Example: 3570 (Dept. of				
Reporting Period End	R	The Reporting Period End	Date.			
Date		Example: 12/31/2011				
Consider Payroll Results up to	R	The Consider Payroll Results up to.				
		Enter the Quarter End Date. (Using the same format above.)				
		Example: 12/31/2011				

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	ax Reporter <u>E</u> dit <u>G</u> oto T <u>o</u> ols Utilities S <u>y</u> s									
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	Forms Quarterly Quarterly Correction Annual Annual Correction	Tax Company Reporting Period End Date Consider Payroll Results up to	B570 Department of 12/31/2011 12/31. 12/31/2011 12/31.							
		(PROD. run) (TEST run)	Generation/Filing Dates	Form Field Definition						
^{3.} Clic	to the left of \Box An	inual								
4. _{Sel}	ect 🗈 W-2 - Wage and Tax	Statement								
	tilities on the Menu Bar a system Help Display form fields Delete Prod PCL4 Delete Test PCL4 Check configuration Manual Entries	nd select Manual Entries								

NOTE: Tax Reporter is **not** security specific. **Be sure** to verify that **your** tax company is displayed in the field.

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R=Required Entry O=Optional Entry C=Conditional Entry						
Field Name	R/O/C	Description				
Reporting Period	R	Enter the Pay date that is to be adjusted. Both field should be the have the same date. Example: 11/10/2011				
Personnel Number	R	An employee's unique identifying number. Example: 40000419				

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There are two ways to complete **manual adjustments**.

Option 1 – Viewing all Tax Groups, using scroll bar to enter appropriate entries. Follow Steps 8-13

Option 2- Using the Multiple selection to view only needed Tax groups. Follow Steps 14-23

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1st option of completing a manual adjustment: Viewing all Tax Groups (TxGr)

R=Require	d Entry (D=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Taxable or value	R	Enter the amount of wages, tips other compensation
		Example: 10
Тах	R	Enter the appropriate values per TxGr.
		Example: .62

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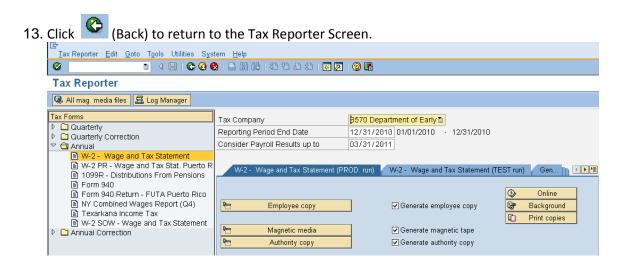
10. Click (Enter) to verify entries

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

11. Click Retrieve to save your entries.

12. Click Yes on the Save Data dialog box

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	Yes	No	×	Cancel	



14. 2nd option of completing a manual adjustment: Specifying the Tax Group (TxGr) needed

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15. (Click (Multi selection) to the left of Tax Form Group
	🖙 Multiple Selection for Tax form group
	Select Single Values Select Ranges Exclude Single Values Exclude Ranges

16. Input the needed Tax Authority (Taxau) groups.

LE Multiple Selection for Tax form group
Select Single Values Select Ranges Exclude Single Values Exclude Ranges
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You can **exclude** values/ranges by selecting the **Exclude Single Values** and/or

Exclude Ranges.

- 17. Click (Copy) on the *Multiple Selection for Tax form group* to return to the Manaul Entry Adjustment Infotype.
- 18. Click New to display the selected tax groups.

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R=Required	Entry C	D=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Taxable or value	R	Enter the amount of wages, tips other compensation Example: 10
Тах	R	Enter the appropriate values per TxGr. Example: .15

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Results

You have successfully created a manual adjustment for the employees.