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

| Change<br>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        | <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.  |  |  |  |  |  |  |  |
| Warning      | Example: Decord valid from xx/xx/xxxx to 12/31/9999 delimited at end.<br>Action: If an action is required, perform the action. Otherwise, click<br>(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<br>Area | Check<br>Date | Tax Group (TxGr)                                 | Taxable<br>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          |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         |  |
|             |         | <b>i</b> )                                   |
|             |         | 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<br>Department)                              | 2450 through<br>2453 |  |  |  |
|-----------------------------------|---|--|----------------------|--|--|--|
|                                   |   | 3ORU (Department of<br>Social Health and<br>Services)      | 3000 through<br>3031 |  |  |  |
|                                   |   | 305R (Department of<br>Veterans Affairs)                   | 3050 through<br>3053 |  |  |  |
|                                   |   | 31RU (Department of<br>Corrections)                        | 3101 through<br>3123 |  |  |  |
|                                   |   | 40RU (Department of<br>Transportation)                     | 4050 through<br>4051 |  |  |  |
|                                   |   | 4610 (Department of<br>Ecology)                            | 4610 through<br>4612 |  |  |  |
|                                   |   | 5401 (Employment<br>Security Department)                   | 5401 through<br>5416 |  |  |  |
|                                   |   | Example: 3570 (Dept. of                                    |                      |  |  |  |
| Reporting Period End              | R | The Reporting Period End                                   | Date.                |  |  |  |
| Date                              |   | Example: 12/31/2011  |                      |  |  |  |
| Consider Payroll<br>Results up to | R | The Consider Payroll Results up to.                        |                      |  |  |  |
|                                   |   | Enter the Quarter End Date. (Using the same format above.) |                      |  |  |  |
|                                   |   | Example: 12/31/2011  |                      |  |  |  |

| Ę                  |   |  |  |                       |  |  |  |  |  |  |
|--------------------|---|--|--|-----------------------|--|--|--|--|--|--|
|                    | ax Reporter <u>E</u> dit <u>G</u> oto T <u>o</u> ols Utilities S <u>y</u> s   |  |  |                       |  |  |  |  |  |  |
| <b>S</b>           | A 1 1 C 2 C   |  | 2   🛛 🖪  |                       |  |  |  |  |  |  |
| Та                 | Tax Reporter  |  |  |                       |  |  |  |  |  |  |
| <b>Q</b> ,         | 🕵 All mag. media files 🚊 Log Manager  |  |  |                       |  |  |  |  |  |  |
|                    | Forms<br>Quarterly<br>Quarterly Correction<br>Annual<br>Annual Correction   | Tax Company<br>Reporting Period End Date<br>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 |  |  |  |  |  |  |
| <sup>3.</sup> Clic | to the left of $\Box$ An  | inual  |  |                       |  |  |  |  |  |  |
| 4. <sub>Sel</sub>  | ect 🗈 W-2 - Wage and Tax  | Statement  |  |                       |  |  |  |  |  |  |
|                    | tilities on the Menu Bar a<br>system Help<br>Display form fields<br>Delete Prod PCL4<br>Delete Test PCL4<br>Check configuration<br>Manual Entries | nd select <b>Manual Entries</b>  |  |                       |  |  |  |  |  |  |

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

| I t      |                  | nent of Early집<br>To 12/31/2011<br>Penalties |            |   |   |   |
|----------|------------------|--|------------|---|---|---|
| I t      | 01/01/2011       | To 12/31/2011                                |            |   |   |   |
| I t      | 01/01/2011       | To 12/31/2011                                |            |   |   |   |
| I t      | 01/01/2011       | To 12/31/2011                                |            |   |   |   |
|          |                  |  |            |   |   |   |
| Tax Depo | sits, Interests, | Penalties                                    |            |   |   |   |
|          |                  |  |            |   |   |   |
|          |                  |  |            |   |   |   |
|          |                  |  |            |   |   |   |
|          |                  | To 🔁   |            |   |   |   |
| an       |                  | То 🔂   |            |   |   |   |
| •        |                  |  |            |   |   |   |
| w 📴      | Retrieve         |  |            |   |   |   |
| nr Taxau | Wksit TxGr       | Tax form group text                          | Pay date   | Taxable or value  | Tax   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  |  | 12/31/2011 |   |   |   |
|          |                  | w Pro Retrieve                               | w Retrieve | W         Pay         Retrieve           nr         Taxau         Wksit         TxGr         Tax form group text         Pay date           12/31/2011         12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011 | W         Retrieve           Taxau         Wksit         TxGr         Tax form group text         Pay date         Taxable or value           12/31/2011         12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011         12/31/2011           12/31/2011         12/31/2011         12/31/2011         12/31/2011 | NM         Retrieve           Taxau         Wksit         TxGr         Tax form group text         Pay date         Taxable or value         Tax           nr         Taxau         Wksit         TxGr         Tax form group text         Pay date         Taxable or value         Tax           nr         Taxau         Wksit         TxGr         Tax form group text         Pay date         Taxable or value         Tax           12/31/2011 |

| 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.<br><b>Example:</b> 11/10/2011 |  |  |  |  |
| Personnel Number                                      | R     | An employee's unique identifying number.<br><b>Example:</b> 40000419  |  |  |  |  |

| I⊂<br>S⊻stem <u>H</u> elp  |            |                  |      |  |
|--|------------|------------------|------|--|
|  | ይ 🕄 🕄      | i 🛛 i 🕲 🖬        |      |  |
| Manual Entry Adjustment  |            |                  |      |  |
|  |            |                  |      |  |
| Tax Company 3570 Department of Earl  |            |                  |      |  |
| Reporting Period 11/10/2011 To 11/10/2011  |            |                  |      |  |
| Taxable and Tax Deposits, Interests, Penalties   |            |                  |      |  |
| Personnel No. 40000419 To Solution   |            |                  |      |  |
| New         Imp         Retrieve           Info         Permr         Taxau         Wksit         TxGr         Tax form group text | Pay date   | Taxable or value | Тах  |  |
|  | 12/31/2011 |                  | T MA |  |
|  |            |                  |      |  |

| 7. | Clic     | ck 📴                                   |                    | Re                          | triev                     | e  |             |                    |                  |  |   |
|----|----------|--|--------------------|-----------------------------|---------------------------|--|-------------|--------------------|------------------|--|---|
|    | פי<br>S∖ | ∠stem <u>H</u> el                      | q                  |                             |                           |  |             |                    |                  |  |   |
|    | 0        |  |                    | Ē                           | 4                         | 3   😋 🙆 🤅                                    | 2 I 🗅 (H) ( | 18   <b>8</b> 19 4 | ) 🗶   🐹 🖉   🕼    | 2 🖪  |   |
|    | Ма       | anual E                                | ntry A             | djust                       | tmei                      | nt   |             |                    |                  |  |   |
|    | Î        | Ð                                      |                    |                             |                           |  |             |                    |                  |  |   |
|    |          | Company<br>orting Peri                 | Dd                 |                             |                           | )epartment o<br>(2011 To                     | f Earl1     | 011                |                  |  |   |
|    |          | Taxable an<br>ersonnel N<br>ax Form Gi | 0.                 |                             | .00004                    | erests, Penalt<br>419 🕑 To<br>To<br>Retrieve | ies         | <b>(</b> )         |                  | If entries have<br>for the employ<br>will list them<br>are | vee the system<br>n in the <b>Tax</b>   |
|    |          | Pernr                                  | Taxau              | Wksit                       | TxGr                      | Tax form grou                                | up text     | Pay date           | Taxable or value | Тах  | Generat                                 |
|    |          |  |                    |                             |                           |  |             |                    |                  |  | × • • • • • • • • • • • • • • • • • • • |
|    |          | <                                      |                    |                             |                           |  |             |                    |                  |  | ▼                                       |
|    | 8        |  |                    |                             |                           |  |             |                    |                  |  |   |
|    |          | m                                      | will re<br>lessage | the er<br>ceive t<br>in you | mploy<br>he be<br>ir stat | yee you                                      | r           |                    |                  |  |   |

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

| 8. | Clic  | k the                                     |          |       | New                      |          |                      |            |                  |     |          |  |  |
|----|-------|---|----------|-------|--------------------------|----------|----------------------|------------|------------------|-----|----------|--|--|
|    | e     | stem                                      |          |       |                          |          |                      |            |                  |     |          |  |  |
|    | 0     | ◎ ↓ ■   ♥ ♥ ⊗   □ ₩ ₩   ₺ ₺ ₺ ₩   ₩   ₽ ₪ |          |       |                          |          |                      |            |                  |     |          |  |  |
|    | Ма    | Manual Entry Adjustment                   |          |       |                          |          |                      |            |                  |     |          |  |  |
|    |       |   |          |       |                          |          |                      |            |                  |     |          |  |  |
|    | Тах ( | Compar                                    | ıy       | 3     | 570 De                   | epartm   | ent of Early 🗎       |            |                  |     |          |  |  |
|    | Repo  | orting P                                  | eriod    | 1     | 11/10/2011 To 11/10/2011 |          |                      |            |                  |     |          |  |  |
|    |       |   |          |       |                          |          |                      |            |                  |     |          |  |  |
|    |       | Taxable                                   | and Tax  | Depos | its, Inte                | rests, F | Penalties            |            |                  |     |          |  |  |
|    |       |   |          |       |                          |          |                      |            |                  |     |          |  |  |
|    | Pe    | rsonne                                    | I No.    | 4     | 000041                   | 19 T     | ſo 📃 🖨               |            |                  |     |          |  |  |
|    |       |   | Group    |       |                          |          | Го <mark>Ф</mark>    |            |                  |     |          |  |  |
|    |       |   |          |       |                          |          |                      |            |                  |     |          |  |  |
|    |       |   | New      | ₽₽    |                          | etrieve! |                      |            |                  |     |          |  |  |
|    |       | Info                                      | Pernr    | Taxau | Wksit                    |          | · · ·                | Pay date   | Taxable or value | Tax |          |  |  |
|    |       |   | 40000419 |       |                          |          | v                    | 11/10/2011 |                  |     |          |  |  |
|    |       |   | 40000419 |       |                          |          | Earned income credit |            |                  |     | <b>L</b> |  |  |
|    |       |   | 40000419 |       |                          |          | Employee social sec… |            |                  |     |          |  |  |
|    |       |   | 40000419 |       |                          |          | Employer social sec… |            |                  |     |          |  |  |
|    |       |   | 40000419 |       |                          |          | Employee medicare t… |            |                  |     |          |  |  |
|    |       |   | 40000419 |       |                          |          | Employer medicare t… |            |                  |     |          |  |  |
|    |       | 040                                       | 40000419 |       |                          |          | State unemployment … |            |                  |     |          |  |  |
|    |       | 040                                       | 40000419 |       |                          | 0009     | Employer Special Pa… | 11/10/2011 |                  |     |          |  |  |
|    |       | 040                                       | 40000419 |       |                          |          | Employer unemployme… |            |                  |     |          |  |  |
|    |       |   | 40000419 |       |                          | 0013     | Er Emplmt Security … | 11/10/2011 |                  |     |          |  |  |
|    |       | • •                                       |          |       |                          |          |                      |            |                  |     | • •      |  |  |
|    | 87    | ហិក                                       |          | 1     |                          |          |                      |            |                  |     |          |  |  |

# 1<sup>st</sup> 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                                       |

| 2   |                  |   | 1                               | ⊲ 🛛       |  |  |  |  |     |              |  |
|-----|------------------|---|---------------------------------|-----------|--|--|--|--|-----|--------------|--|
| la  | nual             | Entry A   | djust                           | tmen      | t  |  |  |  |     |              |  |
| Ì   | 2                |   |                                 |           |  |  |  |  |     |              |  |
|     | ompai<br>rting P | · · · · · · · · · · · · · · · · · · ·   |                                 | 1/10/2    | epartment (<br>2011 To   |  |  |  |     |              |  |
| 4   | axable           | e and Tax 🖌   | Depos                           | its, Inte | rests, Pena  | Ities  |  |  |     |              |  |
|     |                  |   |                                 |           |  |  |  |  |     |              |  |
| Per | rsonne           |   |                                 | 000041    | 10 T   |  |  |  |     |              |  |
|     |                  |   |                                 |           | 191 10 1   |  |  |  |     |              |  |
| Та  |                  | n Group   | 4                               | 00004     | 19 <u>To</u><br>To   |  |  |  |     |              |  |
| Та  |                  |   | 4                               | 00004     |  |  |  |  |     |              |  |
| Ta) |                  |   | 4<br>                           |           |  |  |  |  |     |              |  |
|     |                  | n Group<br>New  |                                 | R         | To<br>Retrieve   | form group text  | Pay date   | Taxable or value                                   | Тах |              |  |
|     | < Form           | n Group<br>New  | P⊋<br>Taxau                     | R         | To<br>Retrieve<br>TxGr Tax   |  | Pay date   |  | Tax |              |  |
| ב   | K Form           | New<br>Pernr  | P⊋<br>Taxau                     | R         | To<br>Retrieve<br>TxGr Tax<br>0001 With  | form group text  | 11/10/2011   | 10.00  | Тах |              |  |
| ב   | K Form           | New<br>Pernr<br>40000419  | <mark>∎⊋</mark><br>Taxau<br>FED | R         | To<br>Retrieve<br>TxGr Tax<br>0001 With<br>0002 Earr   | form group text<br>hholding tax  | 11/10/2011<br>t 11/10/2011   | 10.00  | Tax | 0.42         |  |
|     |                  | New Perm 40000419 40000419  | Taxau<br>FED                    | R         | To<br>Retrieve<br>TxGr Tax<br>0001 With<br>0002 Earn<br>0003 Emp   | form group text<br>hholding tax<br>hed income credi  | 11/10/2011<br>t 11/10/2011<br>11/10/2011   | 10.00<br>10.00                                     | Tax | 0.42         |  |
|     |                  | Group           New           Permr           40000419           40000419   | FED<br>FED                      | R         | To<br>Retrieve<br>TxGr Tax<br>0001 Wit<br>0002 Earn<br>0003 Emp<br>0004 Emp  | form group text<br>hholding tax<br>hed income credi<br>loyee social sec  | 11/10/2011<br>t 11/10/2011<br>11/10/2011<br>11/10/2011   | 10.00<br>  | Tax |              |  |
|     |                  | Group           New           Permr           40000419           40000419           40000419           40000419           40000419  | FED<br>FED<br>FED               | R         | To<br>TxGr Tax<br>0001 With<br>0002 Earn<br>0003 Emp<br>0004 Emp<br>0005 Emp   | form group text<br>hholding tax<br>ned income credi<br>loyee social sec<br>loyer social sec  | 11/10/2011<br>t 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011   | 10.00<br>10.00<br>10.00<br>10.00                   | Tax | 0.42         |  |
|     |                  | Group           New           Pernr           40000419           40000419           40000419           40000419           40000419           40000419           40000419  | FED<br>FED<br>FED               | R         | To<br>TxGr Tax<br>0001 With<br>0002 Earn<br>0003 Emp<br>0004 Emp<br>0005 Emp<br>0006 Emp   | form group text<br>hholding tax<br>hed income credi<br>loyee social sec<br>loyer social sec<br>loyee medicare t  | 11/10/2011<br>t 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011   | 10.00<br>10.00<br>10.00<br>10.00<br>10.00<br>10.00 | Tax | 0.42<br>0.15 |  |
|     |                  | Group           New           Pernr           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419  | FED<br>FED<br>FED               | R         | To<br>TxGr Tax<br>0001 With<br>0002 Earn<br>0003 Emp<br>0005 Emp<br>0006 Emp<br>0006 Star  | form group text<br>hholding tax<br>hed income credi<br>loyee social sec<br>loyer social sec<br>loyer medicare t<br>loyer medicare t  | 11/10/2011<br>t 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011   | 10.00<br>10.00<br>10.00<br>10.00<br>10.00          | Tax | 0.42<br>0.15 |  |
| ב   |                  | Group           New           Pernr           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419                    | FED<br>FED<br>FED               | R         | To<br>TxGr Tax<br>0001 With<br>0002 Earn<br>0003 Emp<br>0004 Emp<br>0006 Emp<br>0006 Star<br>0009 Emp  | form group text<br>hholding tax<br>ned income credi<br>loyee social sec<br>loyee social sec<br>loyee medicare t<br>loyer medicare t<br>te unemployment                     | 11/10/2011<br>t 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011               | 10.00<br>10.00<br>10.00<br>10.00<br>10.00          | Tax | 0.42<br>0.15 |  |
| 2   |                  | Group           New           Pernr           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419           40000419 | FED<br>FED<br>FED               | R         | To           TxGr         Tax           0001         With           0002         Earn           0003         Emp           0004         Emp           0005         Emp           0006         Emp           0007         Star           0009         Emp           0001         With | form group text<br>hholding tax<br>ned income credi<br>loyee social sec<br>loyer social sec<br>loyee medicare t<br>loyer medicare t<br>te unemployment<br>loyer Special Pa | 11/10/2011<br>t 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011 | 10.00<br>10.00<br>10.00<br>10.00<br>10.00          | Tax | 0.42<br>0.15 |  |

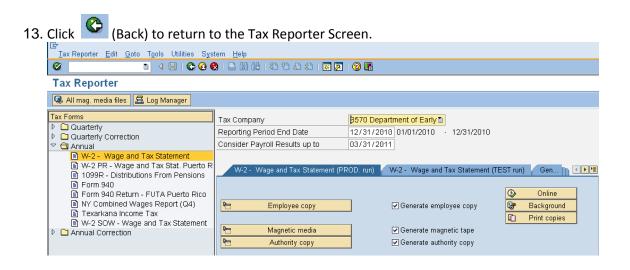
10. Click (Enter) to verify entries

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

| 🖙 Sav | e data                        |    |   |        | $\times$ |
|-------|-------------------------------|----|---|--------|----------|
| 0     | Data was char<br>Save changes | -  |   |        |          |
|       | Yes                           | No | × | Cancel |          |



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

| 8        |   |  | Ē     | 4 🛛        |   | 8 🔞 🕄 🗆 🛱 🖓 😫 🕄  | ት 🗘 🖏 🛛 🖉  | I 🖉 I 🕲 🖪        |         |  |
|----------|---|--|-------|------------|---|--|--|------------------|---------|--|
| lan      | ual   | Entry A  | djust | tment      | t   |  |  |                  |         |  |
| 1        | 3   |  |       |            |   |  |  |                  |         |  |
|          |   |  |       | 570 Da     | un en urban   | ant of Fork T  |  |                  |         |  |
|          | ompan<br>ting Pe                              |  |       | 1/10/2     | ·   | nent of Early  To 11/10/2011   |  |                  |         |  |
| μοια     | ung Pa  | enou   |       | 171072     | 2011  | 10 11/10/2011  |  |                  |         |  |
| Te       | avabla  | and Tax  | Donco | ito Intor  | raata   | Penalties  |  |                  |         |  |
| Та       | ахаріе  | and tax  | Depus | its, inter | rests,  | Penalles   |  |                  |         |  |
|          |   |  |       |            |   |  |  |                  |         |  |
| Pers     | sonnel  | d No   | 4     | 000041     | 9   | To 🕒   |  |                  |         |  |
| 010      | Johne   |  | 4     | 000041     |   |  |  |                  |         |  |
| Tax      | Form  | Groun  |       |            |   | То   |  |                  |         |  |
| Тах      | Form  | Group  |       |            | -   | To   |  |                  |         |  |
| Tax I    | Form  | Group<br>New   |       |            | etrieve   |  |  |                  |         |  |
|          |   | New  | laxau |            | etrieve   |  | Pav date   | Taxable or value | Тах     |  |
| L)<br>In | nfo   | New  |       | Wksit      | etrieve<br>TxGr   | Tax form group text  | Pay date   | Taxable or value | Тах     |  |
| ln<br>(  | nfo<br>OQO                                    | New<br>Pernr   |       | Wksit      | etrieve<br>TxGr<br>0001   |  | 11/10/2011   | Taxable or value | Тах     |  |
| ln<br>(  |   | New<br>Pernr<br>40000419   |       | Wksit      | etrieve<br>TxGr<br>0001<br>0002   | Tax form group text<br>Withholding tax   | 11/10/2011<br>11/10/2011   | Taxable or value | Тах     |  |
|          |   | New<br>Pernr<br>40000419<br>40000419   |       | VVksit     | etrieve<br>TxGr<br>0001<br>0002<br>0003   | Tax form group text<br>Withholding tax<br>Earned income credit   | 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011   | Taxable or value | Tax     |  |
|          |   | New<br>Pernr<br>40000419<br>40000419<br>40000419   |       | Wksit      | etrieve<br>TxGr<br>0001<br>0002<br>0003<br>0004   | Tax form group text<br>Withholding tax<br>Earned income credit<br>Employee social sec…   | 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011   | Taxable or value | Tax<br> |  |
|          |   | New<br>Pernr<br>40000419<br>40000419<br>40000419<br>40000419   |       | Wksit      | etrieve<br>TxGr<br>0001<br>0002<br>0003<br>0004<br>0005                                 | Tax form group text<br>Withholding tax<br>Earned income credit<br>Employee social sec<br>Employer social sec   | 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011   | Taxable or value | Tax     |  |
|          |   | New<br>Pernr<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419                                     |       | Wksit      | etrieve<br>TxGr<br>0001<br>0002<br>0003<br>0004<br>0005<br>0006                         | Tax form group text<br>Withholding tax<br>Earned income credit<br>Employee social sec<br>Employer social sec<br>Employee medicare t  | 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011   | Taxable or value | Tax     |  |
|          | 1f0<br>040<br>040<br>040<br>040<br>040<br>040 | New<br>Pernr<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419                         |       | Wksit      | etrieve<br>TxGr<br>0001<br>0002<br>0003<br>0004<br>0005<br>0006<br>0007                 | Tax form group text<br>Withholding tax<br>Earned income credit<br>Employee social sec<br>Employer social sec<br>Employee medicare t<br>Employee medicare t                       | 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011                             | Taxable or value | Tax     |  |
|          |   | New<br>Pernr<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419             |       | Wksit      | etrieve<br>TxGr<br>0001<br>0002<br>0003<br>0004<br>0005<br>0006<br>0007<br>0009         | Tax form group text<br>Withholding tax<br>Earned income credit<br>Employee social sec<br>Employer social sec<br>Employee medicare t<br>Employer medicare t<br>State unemployment | 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011               | Taxable or value | Tax     |  |
|          |   | New<br>Pernr<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419<br>40000419 |       | Wksit      | etrieve<br>TxGr<br>0001<br>0002<br>0003<br>0004<br>0005<br>0006<br>0007<br>0009<br>0010 | Tax form group text<br>Withholding tax<br>Earned income credit<br>Employee social sec<br>Employer social sec<br>Employer medicare t<br>State unemployment<br>Employer Special Pa | 11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011<br>11/10/2011 | Taxable or value | Tax     |  |

| 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 |
|   |
| O. Lo Up  |
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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.

|    | lanual            | Entry A                                      | djust | tmen      | t                    |                                  |   |  |                  |     |
|----|-------------------|--|-------|-----------|----------------------|----------------------------------|---|--|------------------|-----|
| 1  | j 🔁               |  |       |           |                      |                                  |   |  |                  |     |
| Та | ax Compa          | ny   | Þ     | 1570 De   | epartr               | ent of Early                     | 1   |  |                  |     |
| Re | eporting F        | Period                                       | 1     | 1/10/2    | 2011                 | To 11                            | /10/2011                                  |  |                  |     |
|    |                   |  |       |           |                      |                                  |   |  |                  |     |
| -  | Taxable           | e and Tax 🥤                                  | Depos | its, Inte | rests,               | Penalties                        |   |  |                  |     |
|    |                   |  |       |           |                      |                                  |   |  |                  |     |
|    | Personne          | el No.                                       | 4     | 000041    | 19                   | То                               | \$  |  |                  |     |
| -  | Tax Form          |  |       | 001       |                      | To 0006                          |   |  |                  |     |
| 1  |                   |  |       |           | -                    |                                  |   |  |                  |     |
| [  |                   | New  | ₽٦    | R         | etrieve?             |                                  |   |  |                  |     |
|    |                   | Pernr  | Taxau | Wksit     | TxGr                 | Tax form gro                     | oup text                                  | Pay date                               | Taxable or value | Tax |
|    | Info              | Femi   |       |           |                      |                                  |   | 44.140.10044                           |                  |     |
|    |                   | 40000419                                     |       |           | 0001                 | Withholdi                        | ng tax                                    | 11/10/2011                             |                  |     |
| -  |                   | 40000419                                     |       |           |                      |                                  | ng tax<br>social sec…                     |  |                  |     |
| -  | 040<br>040<br>040 | 40000419<br>40000419<br>40000419             |       |           | 0003<br>0004         | Employee<br>Employer             | social sec…<br>social sec…                | 11/10/2011<br>11/10/2011               |                  |     |
|    |                   | 40000419<br>40000419<br>40000419<br>40000419 |       |           | 0003<br>0004<br>0005 | Employee<br>Employer<br>Employee | social sec…<br>social sec…<br>medicare t… | 11/10/2011<br>11/10/2011<br>11/10/2011 |                  |     |
|    |                   | 40000419<br>40000419<br>40000419             |       |           | 0003<br>0004<br>0005 | Employee<br>Employer<br>Employee | social sec…<br>social sec…                | 11/10/2011<br>11/10/2011<br>11/10/2011 |                  |     |
| -  |                   | 40000419<br>40000419<br>40000419<br>40000419 |       |           | 0003<br>0004<br>0005 | Employee<br>Employer<br>Employee | social sec…<br>social sec…<br>medicare t… | 11/10/2011<br>11/10/2011<br>11/10/2011 |                  |     |
| -  |                   | 40000419<br>40000419<br>40000419<br>40000419 |       |           | 0003<br>0004<br>0005 | Employee<br>Employer<br>Employee | social sec…<br>social sec…<br>medicare t… | 11/10/2011<br>11/10/2011<br>11/10/2011 |                  |     |
| -  |                   | 40000419<br>40000419<br>40000419<br>40000419 |       |           | 0003<br>0004<br>0005 | Employee<br>Employer<br>Employee | social sec…<br>social sec…<br>medicare t… | 11/10/2011<br>11/10/2011<br>11/10/2011 |                  |     |
|    |                   | 40000419<br>40000419<br>40000419<br>40000419 |       |           | 0003<br>0004<br>0005 | Employee<br>Employer<br>Employee | social sec…<br>social sec…<br>medicare t… | 11/10/2011<br>11/10/2011<br>11/10/2011 |                  |     |

| 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.<br>Example: .15         |

| C<br>Sy  | <u>/</u> stem      | <u>H</u> elp      |        |                  |          |             |                         |               |                      |                  |              |   |
|----------|--------------------|-------------------|--------|------------------|----------|-------------|-------------------------|---------------|----------------------|------------------|--------------|---|
| ۷        |                    |                   | ٦      |                  |          | 🙆 😡   l     | 366                     | <b>8</b> 9 (1 | <b>5 (C) (C)</b> (   | 2 0 5            |              |   |
| Ма       | nual               | Entry A           | djust  | men              | t        |             |                         |               |                      |                  |              | _ |
|          | Ð                  |                   |        |                  |          |             |                         |               |                      |                  |              |   |
|          | Compa<br>orting P  | -                 |        | 570 De<br>1/10/2 |          | ent of Earl | L <b>.</b><br>1/10/2011 | ]             |                      |                  |              |   |
|          | Taxable            | e and Tax         | Depos  | its, Inte        | rests, I | Penalties   |                         |               |                      |                  |              |   |
|          |                    |                   |        |                  |          |             |                         | _             |                      |                  |              |   |
|          | ersonne<br>ax Form | el No.<br>n Group |        | 000041<br>001    |          | To 0006     | <del>3</del>            | _             |                      |                  |              |   |
|          | )                  | New               | ₽₽     | R                | etrieve! |             |                         |               |                      |                  |              |   |
|          | Info               | Pernr             |        | Wksit            | TxGr     | Tax form g  | roup text               | F             | <sup>p</sup> ay date | Taxable or value | Tax          |   |
|          |                    | 40000419          |        |                  |          | Withhold    |                         |               | 1/10/2011            | 10.00            |              | 릨 |
|          |                    | 40000419          |        |                  |          |             | social s                |               |                      | 10.00            | 0.02         | ╡ |
|          |                    | 40000419          |        |                  |          |             | social s                |               |                      | 10.00            | 0.42         | ٣ |
|          |                    | 40000419          |        |                  |          |             | medicare                |               |                      | 10.00            | 0.15<br>0.15 |   |
|          |                    | 40000419          | FED    |                  | 0006     | cmbiolaeu   | medicare                | : L I         | 171072011            | 10.00            | 0.15         |   |
|          |                    |                   |        |                  |          |             |                         |               |                      |                  |              |   |
|          |                    |                   |        |                  |          |             |                         |               |                      |                  |              |   |
|          |                    |                   |        |                  |          |             |                         |               |                      |                  |              |   |
|          | -                  |                   |        |                  |          |             |                         |               |                      |                  |              | ₽ |
|          |                    |                   |        | 1                | 1        | 1           |                         | 1             |                      | I I              | • •          |   |
|          |                    |                   | 3      |                  |          |             |                         |               |                      |                  |              |   |
| <b>Q</b> | 1 2 4              | 388               | Ľ      |                  |          |             |                         |               |                      |                  |              |   |
|          |                    | -                 |        |                  |          |             |                         |               |                      |                  |              |   |
|          | sk 🌘               | 🎽 (Ent            |        | 1:               | ملماء    |             | _                       |               |                      |                  |              |   |
| 20. Ciic | СК 💻               | (Ent              | er) to | o vali           | date     | entrie      | S.                      |               |                      |                  |              |   |
|          |                    |                   |        |                  |          | _           |                         |               |                      |                  |              |   |
| 21. Clic |                    | l                 | Retri  | eve              |          |             |                         | 4             |                      |                  |              |   |
|          | СК 💾               | •                 |        |                  |          | to sa       | ive your                | ent           | ries.                |                  |              |   |
|          |                    |                   |        |                  |          |             |                         |               |                      |                  |              |   |
| 2. Clic  | k Yes              | s from tl         | ne Sa  | ve da            | ata p    | op-up       | screen                  |               |                      |                  |              |   |
| G        | Save               | data              |        |                  |          |             |                         |               | ×                    | _                |              |   |
|          |                    |                   |        |                  |          |             |                         |               |                      |                  |              |   |
|          |                    | Data w            | as ch  | ange             | d.       |             |                         |               |                      |                  |              |   |
| 10       |                    |                   |        |                  |          |             |                         |               |                      |                  |              |   |
|          | 9                  | Save cl           | nange  | es fir:          | ST?      |             |                         |               |                      |                  |              |   |
|          |                    |                   |        |                  |          |             |                         |               |                      |                  |              |   |
|          |                    | V.                |        |                  | ,        |             | 94                      | <u> </u>      | n e e l              |                  |              |   |
|          |                    | Ye                | es     |                  |          | No          | ×                       | Ca            | ncel                 |                  |              |   |
| 0        | <b>_</b>           |                   |        |                  |          |             |                         |               |                      | _                |              |   |
| 23. 🔇    | 🗐 (Ba              | ack) to r         | eturn  | n to t           | he T     | ax Repo     | orter Sci               | reer          | ı.                   |                  |              |   |
|          | •                  |                   |        |                  |          | •           |                         |               |                      |                  |              |   |

### Results

You have successfully created a manual adjustment for the employees.