Manual Adjustments Transaction Code: PU19

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.

Trigger An employee had an underpayment or overpayment

Prerequisites None.

End User Roles In order to perform the following transaction, you must be assigned the following role: **Tax Reporter Role.**

Change History	Change Description
11/22/2011	Created

Menu Path Human Resources → Americas → USA → Subsequent activities Period-Independent → Payroll supplement → PU19 Tax Reporter

Transaction Code PU19

Year-to date (YTD) Updates – 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:

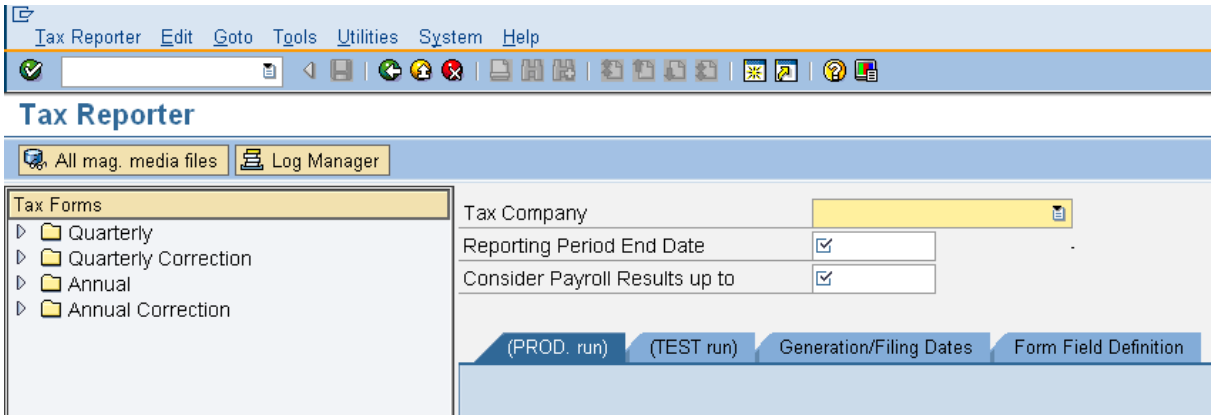
Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **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	Tax
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

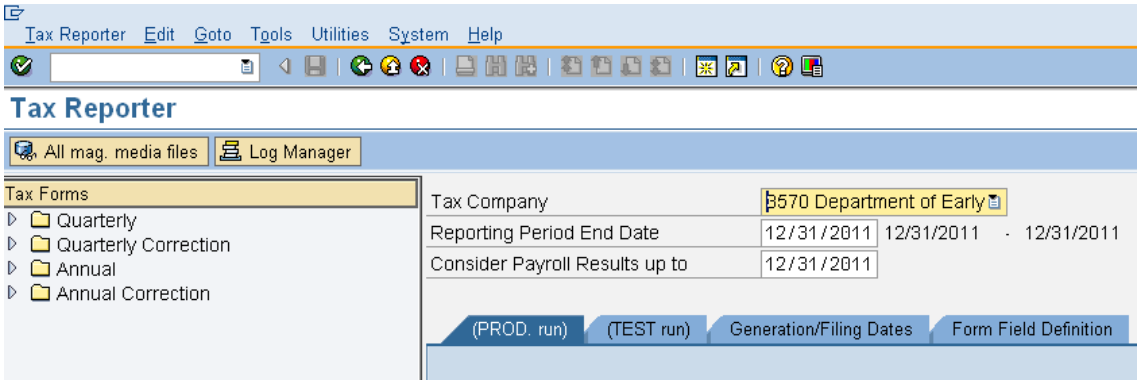
1. Start the transaction using the above menu path or transaction code **PU19**.

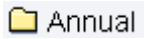


2. Complete the following fields:

R=Required Entry O=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** 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 Early Learning)
Reporting Period End Date	R	The Reporting Period End 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

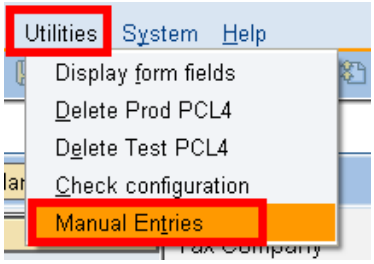


3. Click the to the left of 

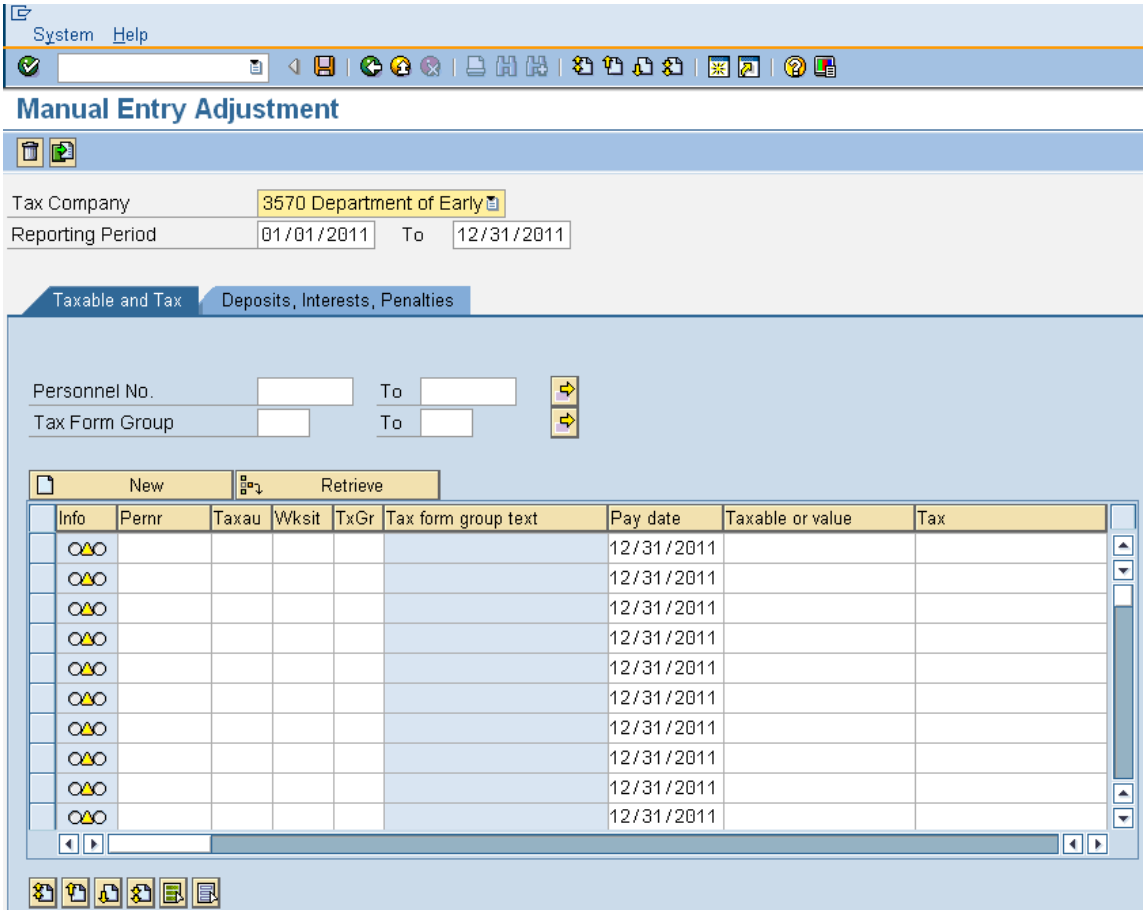
4. Select

5. Click

on the Menu Bar and select **Manual Entries**

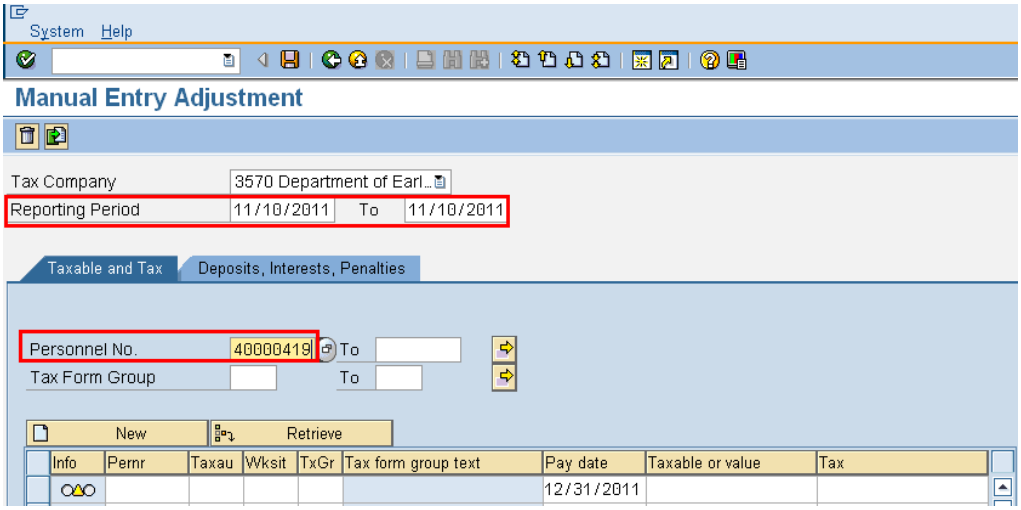


NOTE: Tax Reporter is **not** security specific. **Be sure** to verify that **your** tax company is displayed in the field.

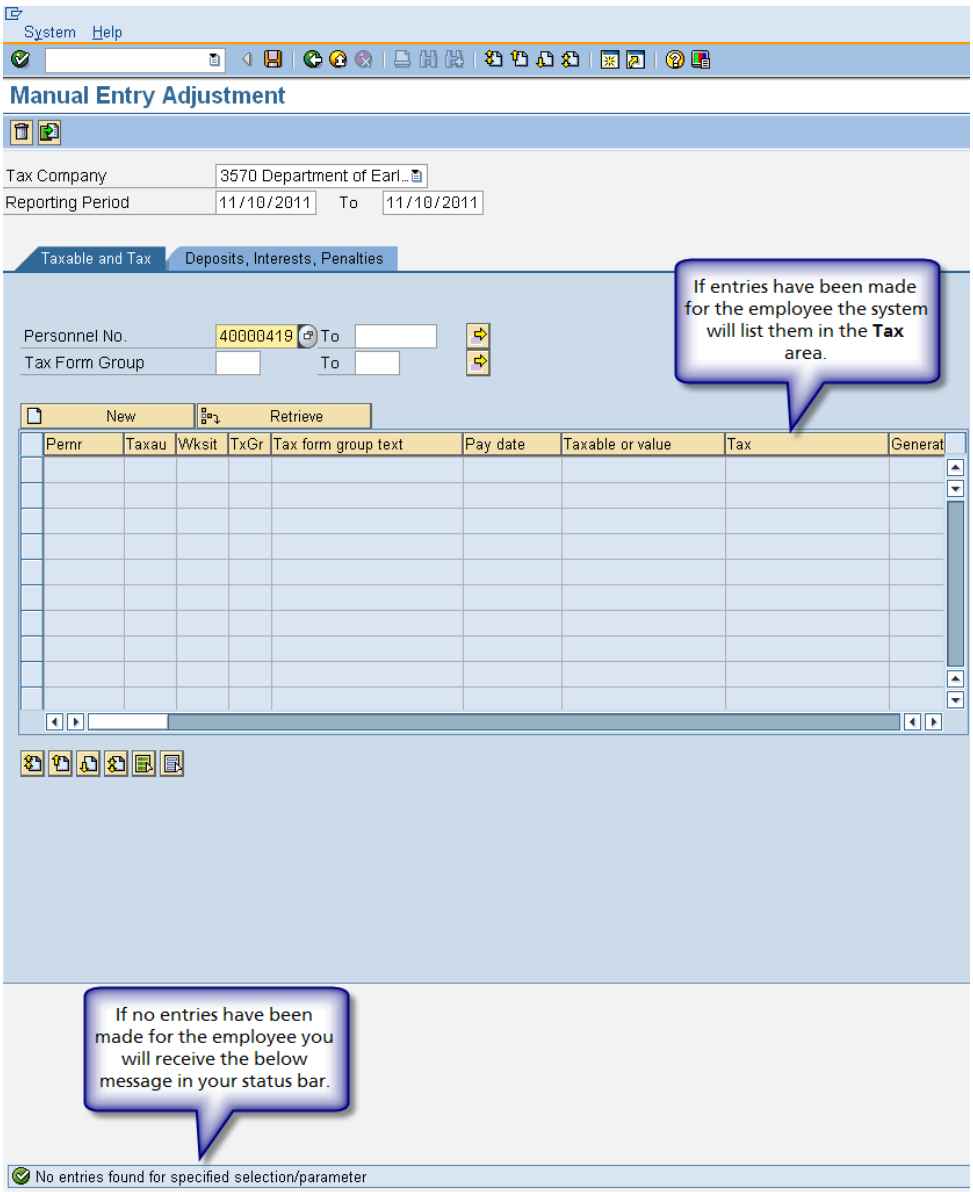


6. Complete the following fields:

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


System Help
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
Tax Form Group
To
New
Retrieve
Info
Pernr
Taxau
Wksit
TxGr
Tax form group text
Pay date
Taxable or value
Tax
12/31/2011

7. Click



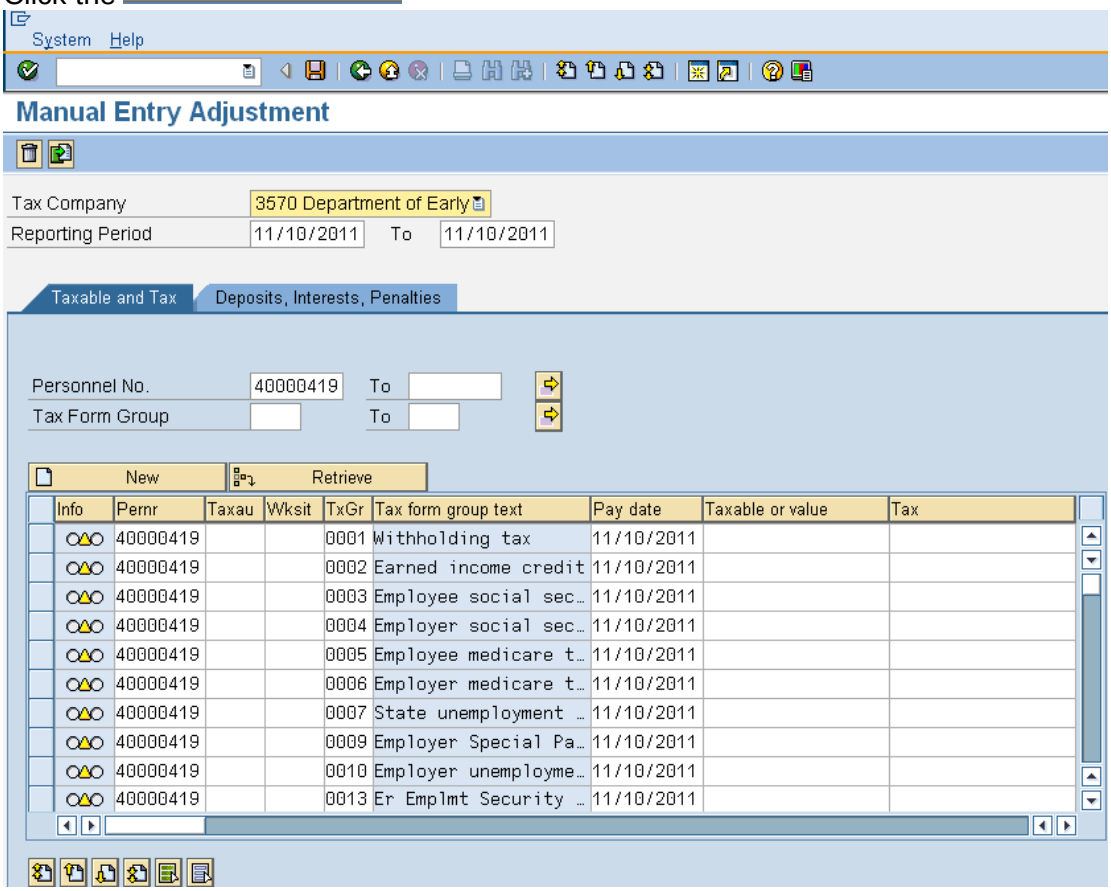
There are two ways to complete **manual adjustments**.

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

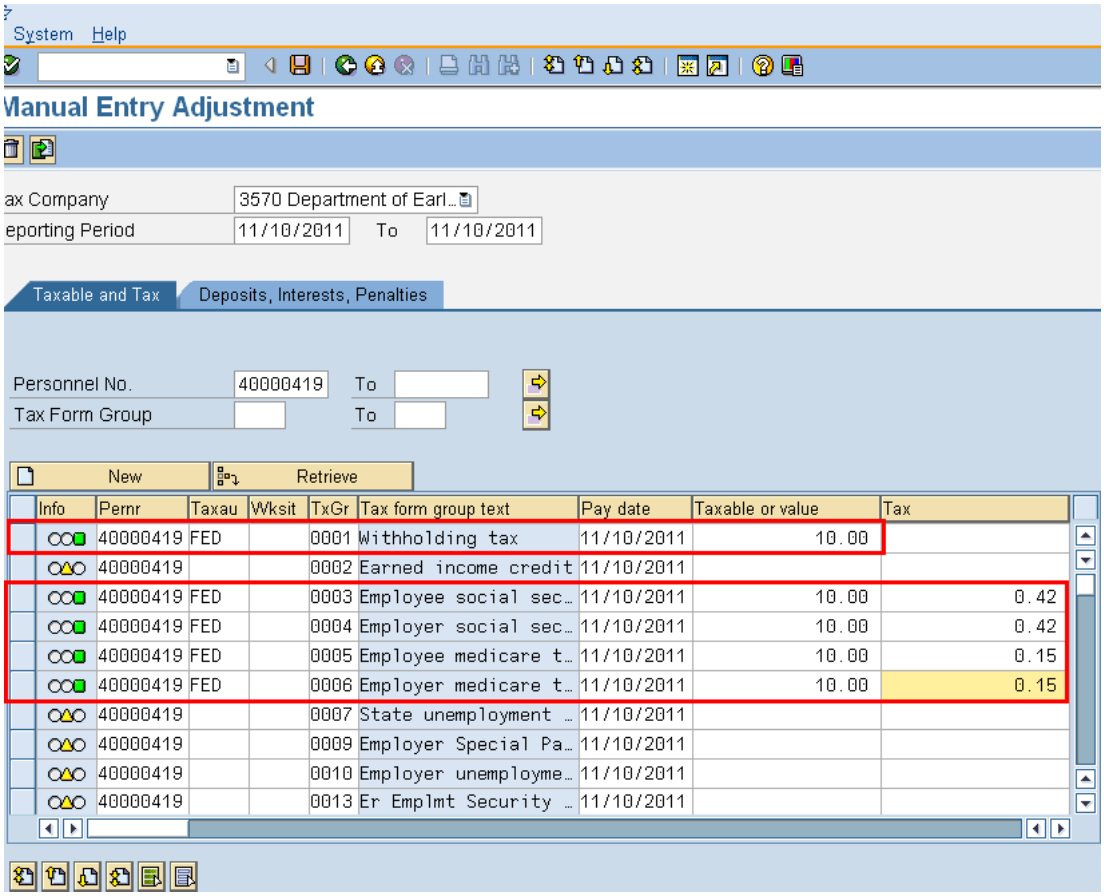
1ST option of completing a manual adjustment: Viewing all Tax Groups (TxGr)

8. Click the New



9. Complete the following fields:

R=Required Entry O=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
Tax	R	Enter the appropriate values per TxGr. **Example:** .62



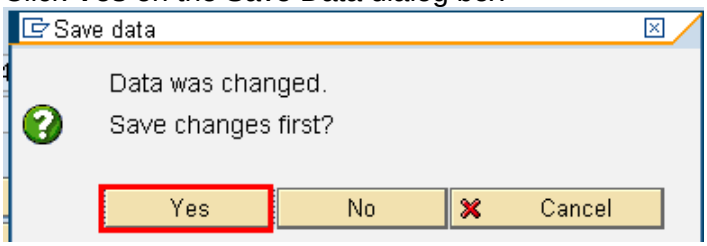
10. Click (Enter) to verify entries

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

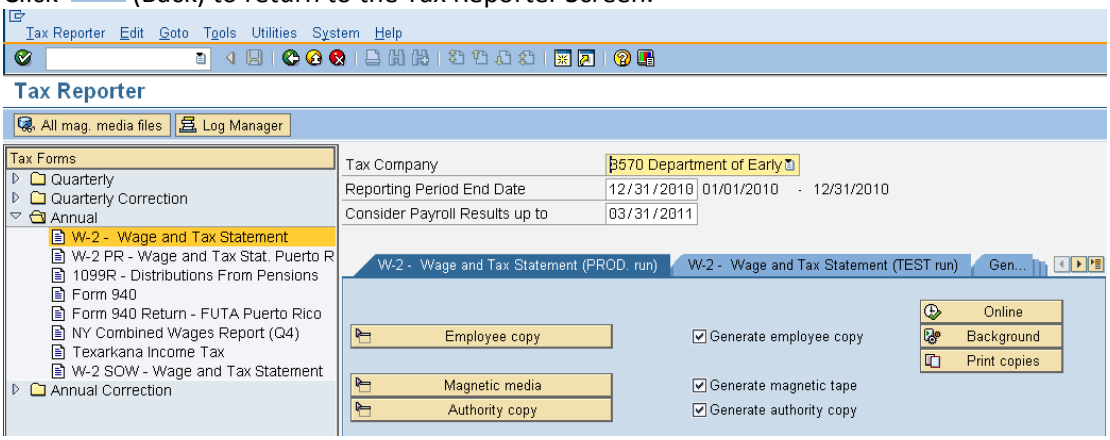
11. Click

to save your entries.

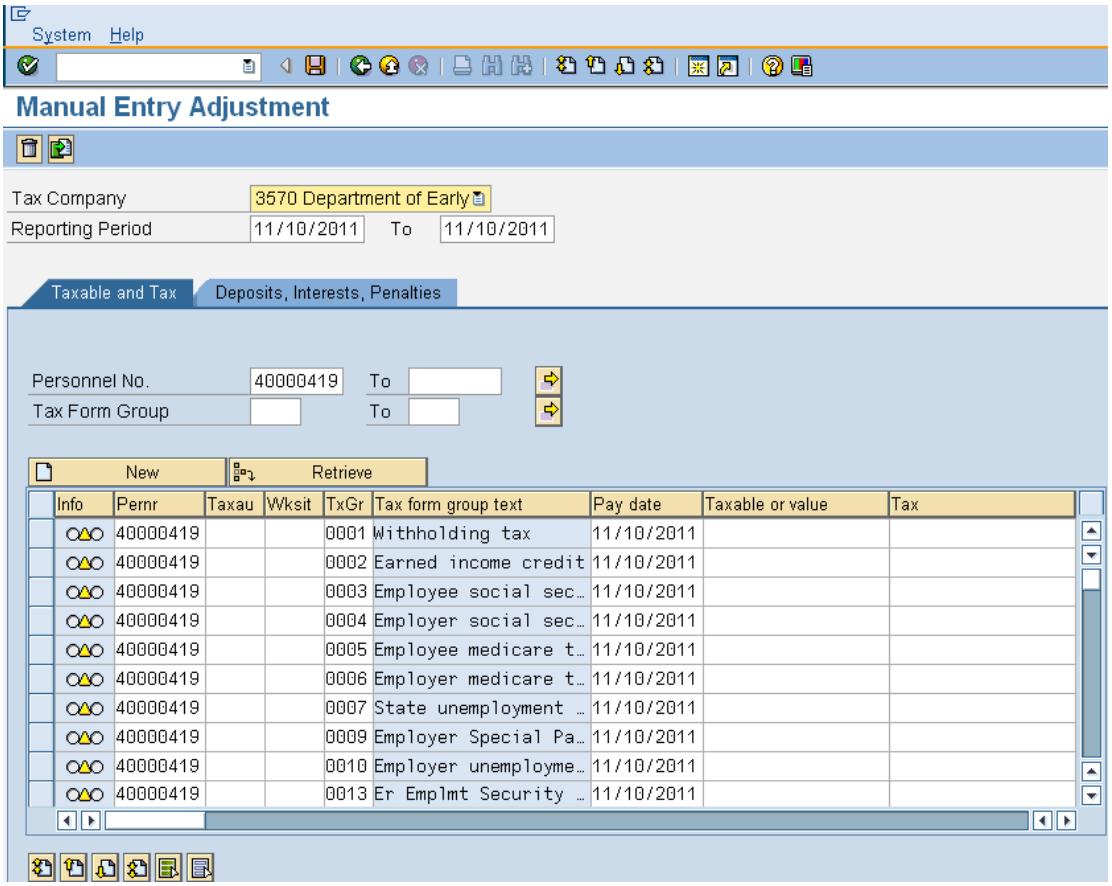
12. Click **Yes** on the Save Data dialog box



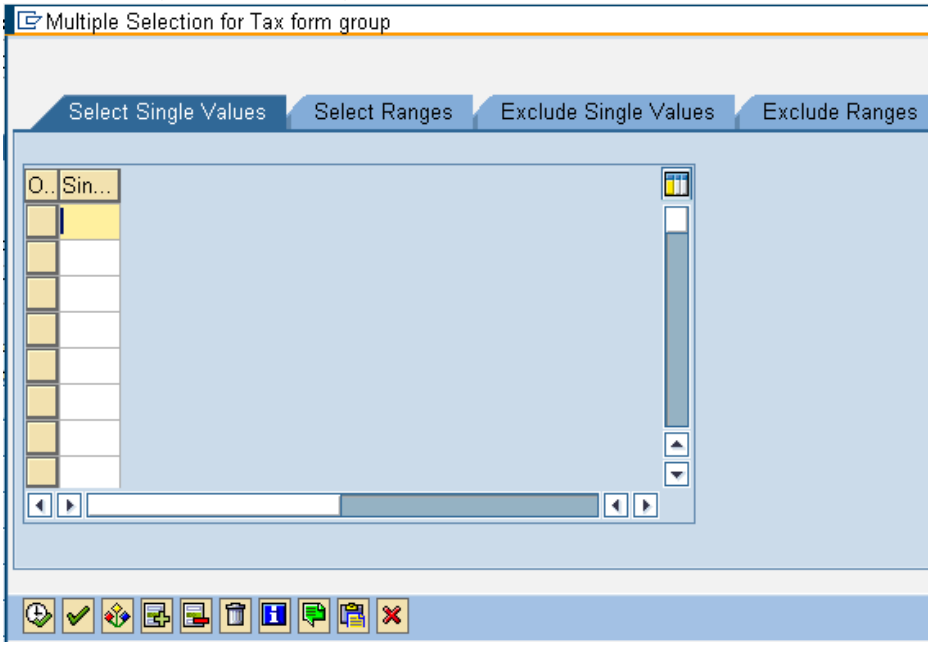
13. Click (Back) to return to the Tax Reporter Screen.



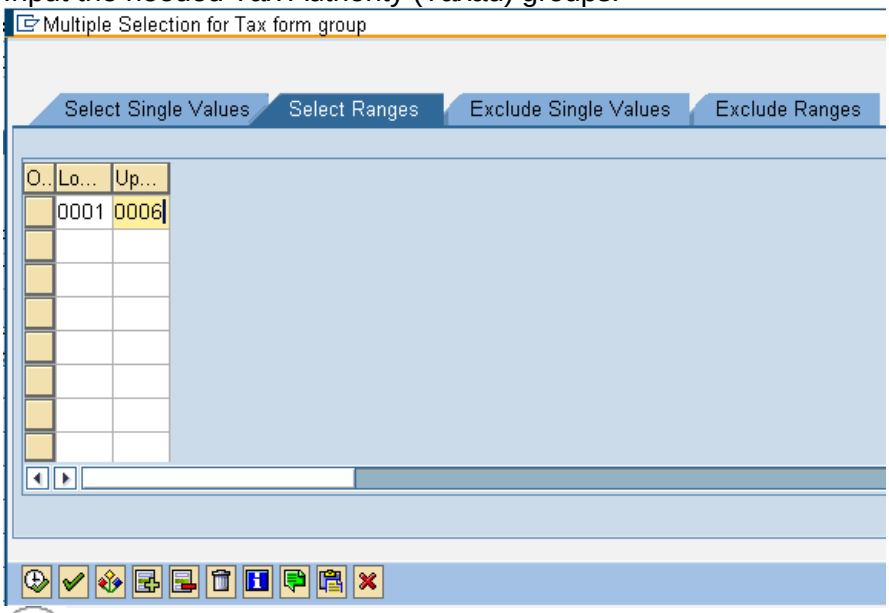
14. **2nd option of completing a manual adjustment: Specifying the Tax Group (TxGr) needed**



15. Click (Multi selection) to the left of Tax Form Group



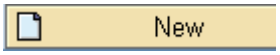
16. Input the needed Tax Authority (Taxau) groups.



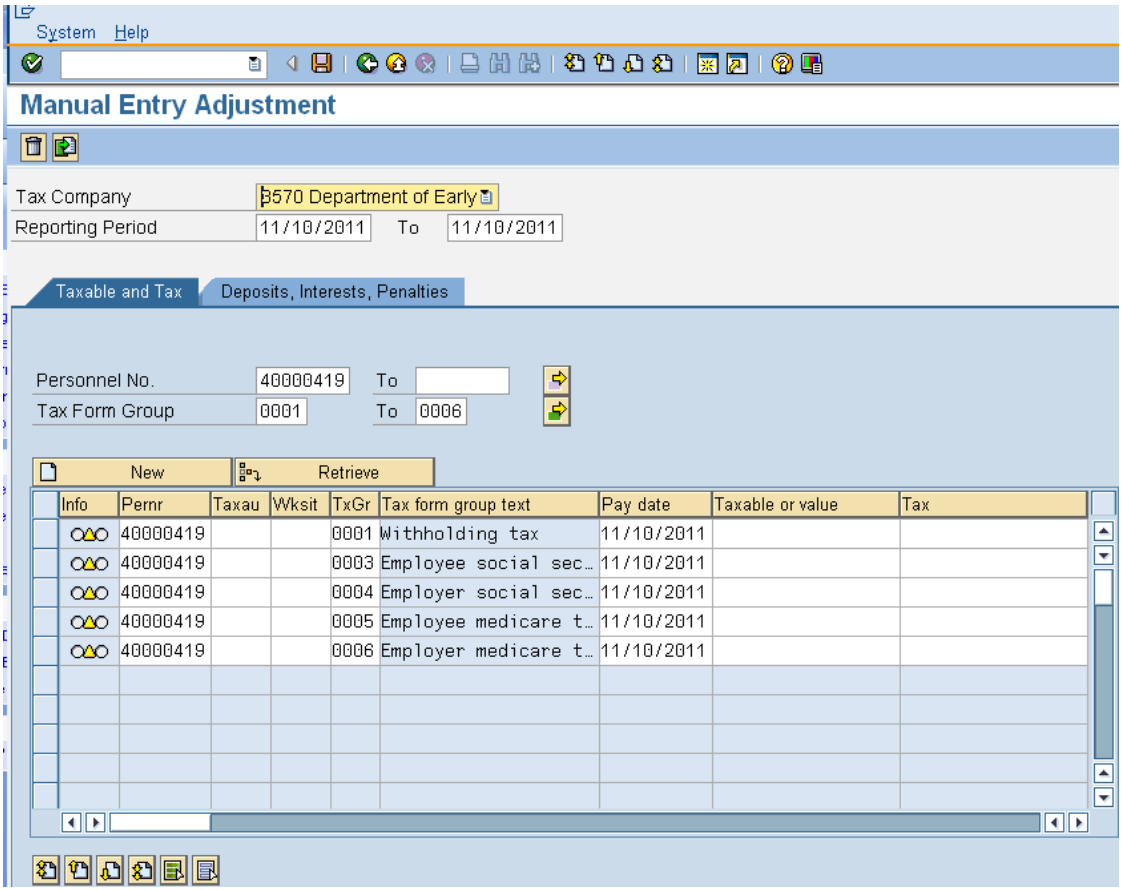
You can **exclude** values/ranges by selecting the **Exclude Single Values** and/or

Exclude Ranges.

17. Click (Copy) on the *Multiple Selection for Tax form group* to return to the Manaul Entry Adjustment Infotype.

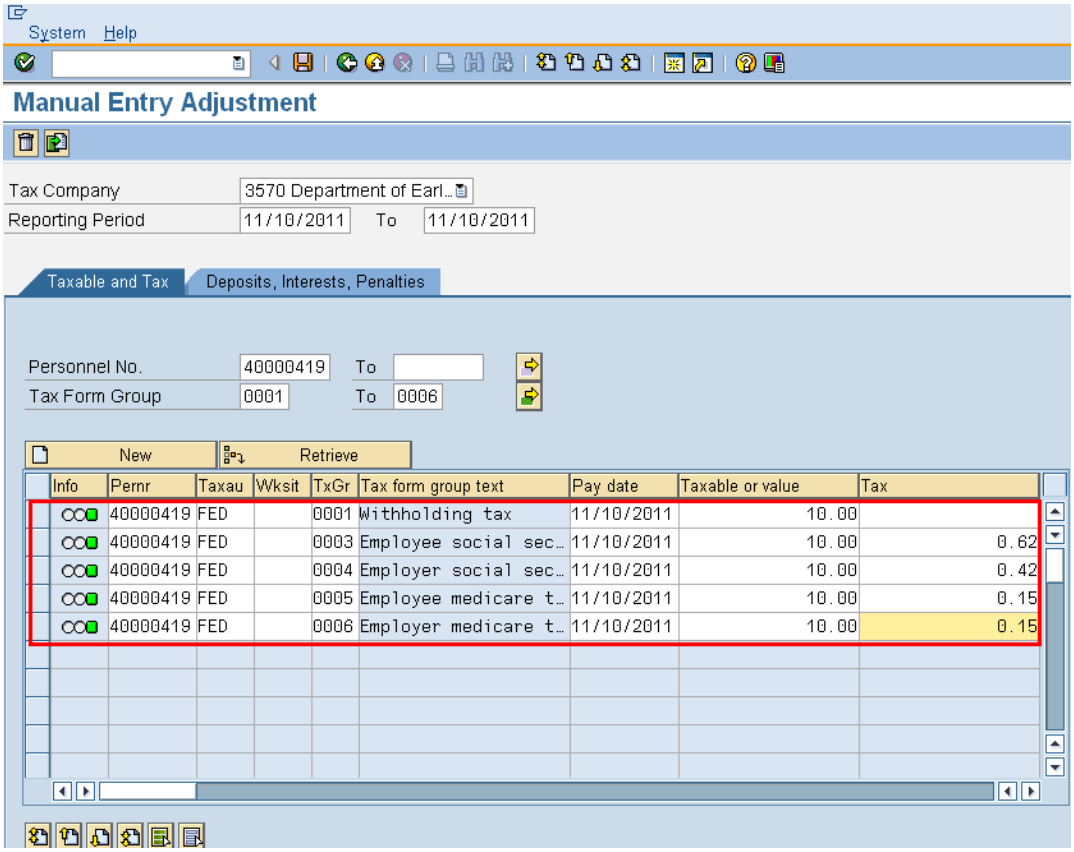
18. Click 

to display the selected tax groups.



19. Complete the following fields:

R=Required Entry O=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
Tax	R	Enter the appropriate values per TxGr. **Example:** .15

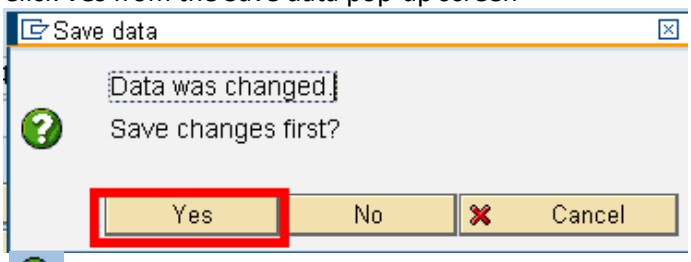


20. Click (Enter) to validate entries.

21. Click

to save your entries.

22. Click **Yes** from the Save data pop-up screen



23. (Back) to return to the Tax Reporter Screen.

Results
You have successfully created a manual adjustment for the employees.