State of Oklahoma
COR105 Maintaining Payroll Records Manual

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MAINTAINING PAYROLL DATA OVERVIEW

PeopleSoft Payroll for North America gives you complete control over all aspects of payroll operation — from time reporting, payroll calculation, and tax computation to check preparation, payroll reporting, and tax reporting. You define and establish earnings, deductions, taxes, and processes that fit your business needs.

PeopleSoft Payroll is efficient and calculates only when needed, such as when you've made a change to an employee's pay or when an employee's pay has not yet been calculated. Rather than processing all employees during each run, the system will process only the ones you've made adjustments for. Depending on the number of changes you make, it may only take a few minutes. You can run it multiples times without spending excessive time calculating payroll.

You also have the option to recalculate the entire payroll on those rare occasions when you need to make a change to table information after you have calculated a payroll. For example, if you need to make an adjustment on a health insurance premium after you've calculated the payroll for a period, you must update the appropriate Benefits Tables. Then you recalculate the entire payroll to ensure that the health deductions for employees enrolled in that plan are calculated with the new rate.

This training manual will cover establishing and maintaining Payroll Data. The Maintain Payroll Data menu contains the pages that you use to maintain payroll-specific data, such as tax information, additional pay, general deductions, savings bonds, direct deposit, and garnishments information.

These pages work in conjunction with the information you enter on the Administer Workforce pages and the benefit deduction data maintained in PeopleSoft Benefits.

ADDITIONAL PAY

OVERVIEW

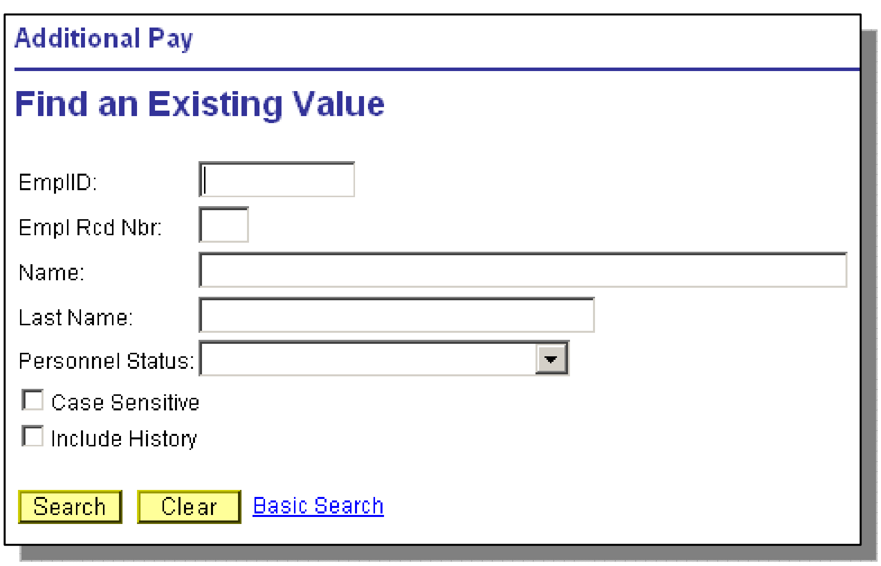
The PeopleSoft Additional Pay pages store information about recurring payments made to an employee by the State. These are earnings paid to the employee on a regular basis in addition to their regular pay. The amount of the payment is specified, the frequency with which it will be paid, and the date or goal amount at which it should stop.

When the State creates Paysheets, the additional pay records that that are marked as 'OK to Pay', that have not reached the end date, or where the goal balance has not reached the goal amount, will be added to the employee's Payline for payment on the employee's check. These earnings will be located in the Other Earnings area of the Paysheet. The State is using the additional pay pages for the following types of payments:

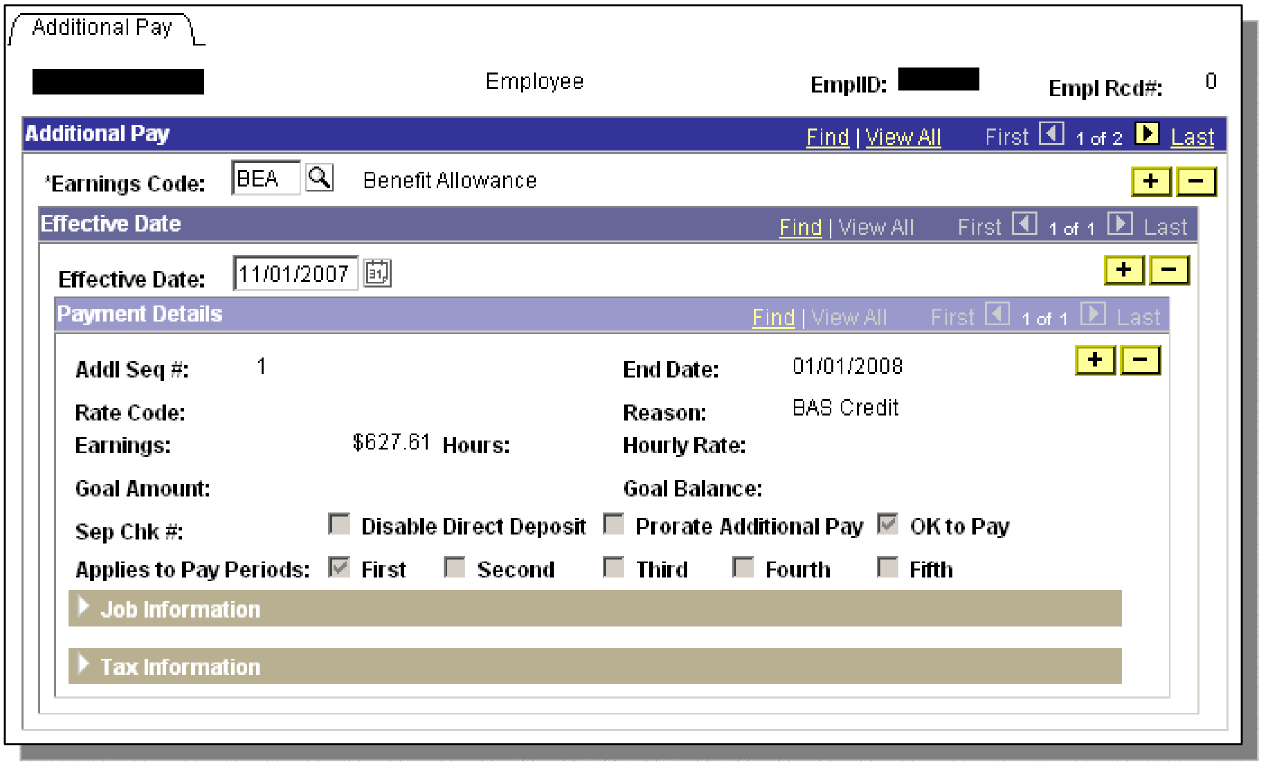
- Benefit Allowances
- Remaining Benefit Allowances
- Housing Allowances
- Car Allowances
- Uniform Allowances

NAVIGATION: ***Compensate Employees > Maintain Payroll Data (US) > Use > Additional Pay***

Enter the search criteria for the employee and **click** on the Search button. If you know the employee's ID, enter it in the **EmplID** field. If you do not know the ID, you can do a search using the employee's first or last name.



NOTE: The State of Oklahoma is using multiple Jobs. To ensure you view all of the employee's records, blank out the ***"0"*** that defaults into the **Empl Rcd Nbr** field and **click** the Search button.



Additional Pay

[redacted] Employee **EmplID:** [redacted] **Empl Rcd#:** 0

Additional Pay Find | View All First 1 of 2 Last

*Earnings Code: BEA Benefit Allowance

Effective Date Find | View All First 1 of 1 Last

Effective Date: 11/01/2007

Payment Details Find | View All First 1 of 1 Last

Addl Seq #:	1	**End Date:**	01/01/2008
Rate Code:		**Reason:**	BAS Credit
Earnings:	$627.61 **Hours:**	**Hourly Rate:**	
Goal Amount:		**Goal Balance:**	

Sep Chk #: ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☑ OK to Pay

Applies to Pay Periods: ☑ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth

Job Information

Tax Information

Select an **Earnings Code** using the lookup button. Enter an **Effective Date** for the additional pay. (Check this date, as it defaults to the current date. Change it if necessary.)

Enter the **Addl Seq #** which should always be ***"1"*** unless there are multiple additional pay records for an earnings type.

Enter the **Earnings** amount and check the OK to Pay box. The **OK to Pay** selection will add this payment to the Employee's Payline for disbursement on the employees check. If you leave the **OK to Pay** box empty, the systems will not include the earnings on the employee's check.

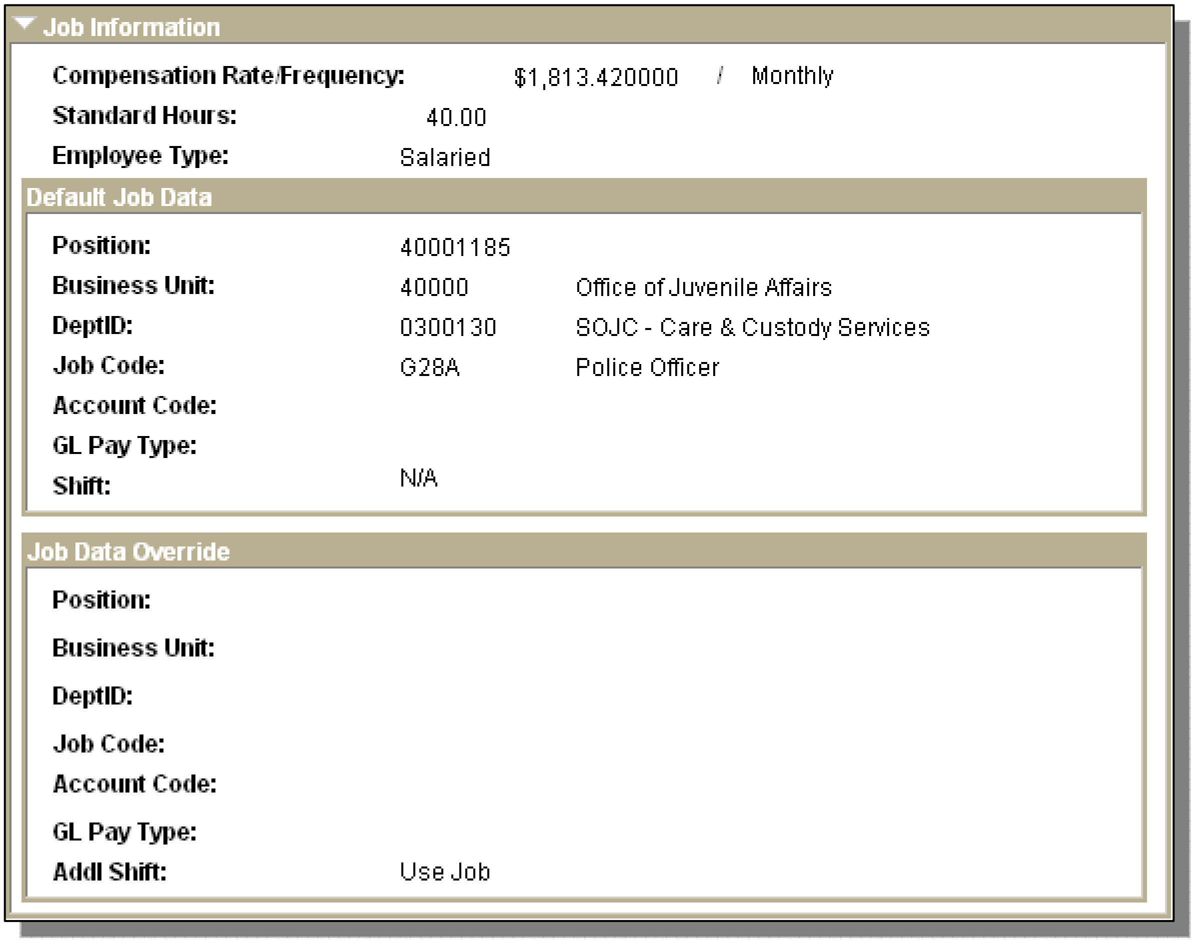
Select the **Applies to Pay Periods** check boxes. All the check boxes will default as selected. Update the check boxes appropriately only checking on **First**.

Click on the Save button to save the page.

End Date	Enter only if the payment should stop at some future date. (Example: ***"BEA"***).
Rate Code	The State is not using this field, so it must remain blank.
Earnings, Hours, Hourly Rate	Enter as necessary, depending on the type of earnings being paid
Goal Amount	Enter only if you want to control the termination of the payment by amount instead of by the End Date. Both fields can be left blank as well.
Sep Chk#	Enter a number (starting with ***"1"***) if the earnings should be paid on a separate check.
Disable Direct Deposit	**Click** the box if the earnings should not be included in the direct deposit advice but should be paid on a separate check.
Prorate Additional Pay	**Click** the box if you want the system to pay a prorated amount when the effective date falls in the middle of the pay period.
OK to Pay	**Click** to actually pay the earnings.
Applies to Pay Periods	The system will have checked the appropriate pay periods, assuming the earnings should pay on all periods. Change this if necessary.

JOB INFORMATION

To view this information, **click** on the in front of Job Information



Job Information

Compensation Rate/Frequency:	$1,813.420000	/ Monthly
Standard Hours:	40.00	
Employee Type:	Salaried	

Default Job Data

Position:	40001185	
Business Unit:	40000	Office of Juvenile Affairs
DeptID:	0300130	SOJC - Care & Custody Services
Job Code:	G28A	Police Officer
Account Code:		
GL Pay Type:		
Shift:	N/A	

Job Data Override

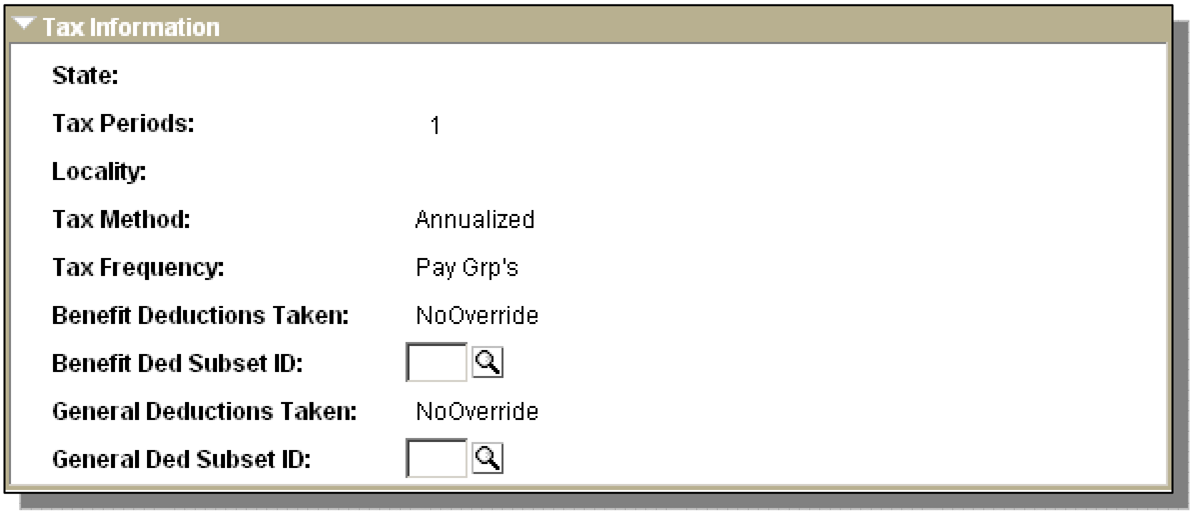
Position:	
Business Unit:	
DeptID:	
Job Code:	
Account Code:	
GL Pay Type:	
Addl Shift:	Use Job

This group box displays the job data information as entered on the employee's Job record. The **Account Code** is ***"blank"*** due to the fact that Additional Pay will be charged to the GL account(s) defined on Job Earnings Distribution on Job Data.

TAX INFORMATION

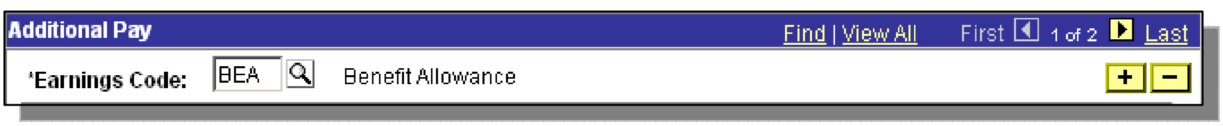
Use the Tax Information group box to change any of the employee's default tax information.

To view this information, **click** on the in front of ***Tax Information***



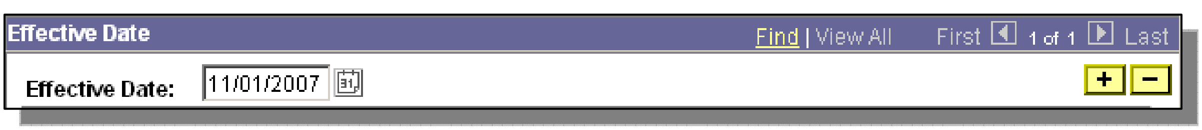
SCROLL AREAS

The Additional Pay page is made up of three scroll areas. The ***Additional Pay*** scroll area contains the **Earnings Code** to be paid. To insert a row, **click** on the sign at the top right corner of the page.



Inserting rows at this level will pay multiple earnings to the employee.

The ***Effective Date*** scroll area will control when the earnings begin. To insert a row, **click** on the sign across from the effective date.



The ***Payment Details*** scroll area controls how the earnings should pay on the specified effective date. To insert a row, **click** on the sign.

DIRECT DEPOSIT PROCESSING

OVERVIEW

Direct deposit information for the State of Oklahoma will be entered at the Agency level for the **primary job** only. The State will give each employee the option of one direct deposit account. When an employee submits paperwork for direct deposit and the data is entered into the system, the next pay cycle that is processed for the employee, his/her net pay will be electronically transferred to the employees account. The State of Oklahoma will not longer be doing prenotes with the banks.

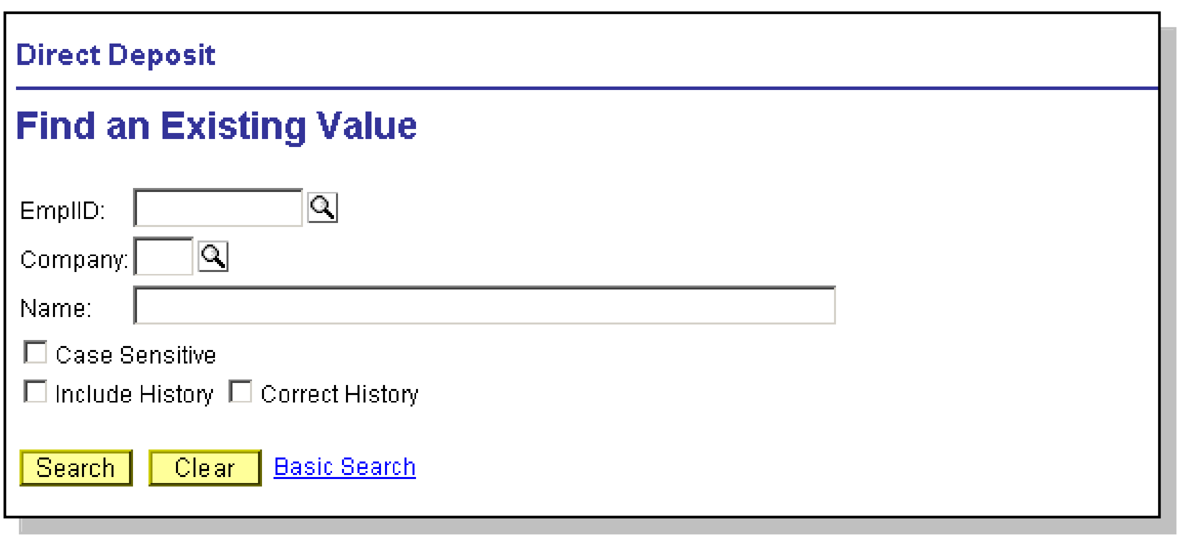
ESTABLISHING EMPLOYEE DIRECT DEPOSIT

Use this page to enter the information to enable the direct deposit of employee pay to checking and/or savings bank accounts

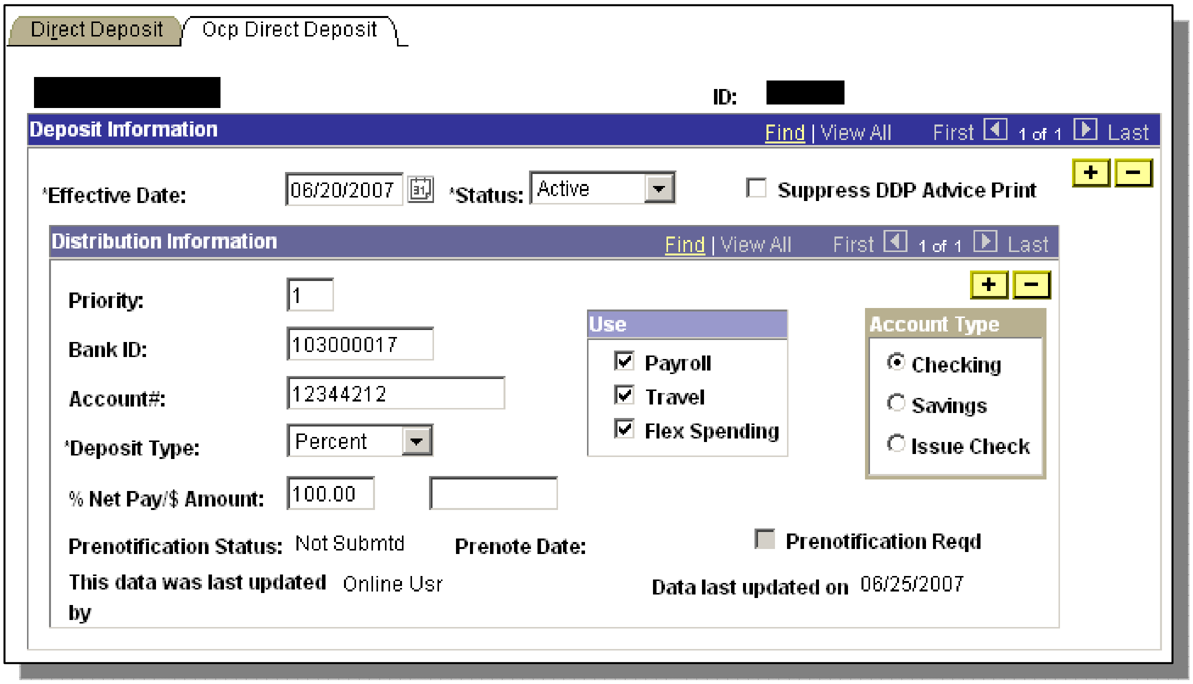
DIRECT DEPOSIT PAGE (OCP)

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Direct Deposit***

To **select** an employee, enter the search criteria and **click** on the Search button.



Click on the ***OCP Direct Deposit*** tab at the top of the page.



Once you receive direct deposit paperwork from an employee, begin defining the direct deposit details. The employee should have included a cancelled check with the routing/transit and account numbers along the bottom. You will need to enter the correct digits for the Bank ID (bank routing number) and the Account (Bank Account Number) into the Direct Deposit page. Numbers are usually listed across the bottom of the check.

Routing Number (Bank ID) Check Number Account Number (Note: order may vary according to banks).

Example: 103000017 5646 12344212

Enter the **Effective Date** and set the **Status** to ***"Active"***. Set the **Priority** to ***"1"*** and enter the **Bank ID** and **Account#**.
Click on the drop down button and **select** the **Deposit Type** from the drop down list. Enter ***"100%"*** in the **% Net Pay/$ Amount** field.

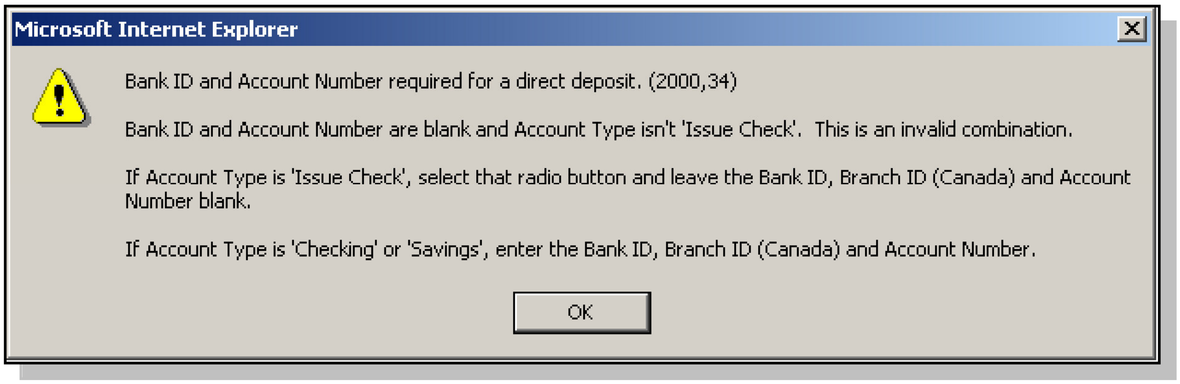
Select the appropriate checkbox under the ***Use*** section. **Select** the **Account Type** and leave the **Prenotification Reqd** checkbox unchecked.
Click on the Save button.

NOTE: Only if an employee has ***"Payroll"*** checked can they also **select** the Travel and Flex Spending payments to be a Direct Deposit.

Suppress DDP Advice Print	Do Not check this box • The State is not yet implementing the self-service portion of PeopleSoft that would allow this functionality.
Priority	Enter a priority number for this direct deposit. During calculation, distributions are made to accounts in order of their priority number—the lower the priority number, the higher the priority. The system uses the priority if the employee's net check cannot cover all the deposit definitions. For the State, this will not matter, as the employee can only have one direct deposit definition anyhow.
Bank ID	Enter the Bank ID. This is the routing/transit number.
	NOTE: You must enter a Bank ID and an Account # for each Account Type that you indicate in the Account Type group Box.
Account #	Enter the employee's account number.
Deposit Type	In this drop-down box, **choose** Amount if the employee wants a fixed dollar amount to be deposited in this account. In this drop-down box, **choose** Balance if the balance of an employee's pay is to be deposited in this account.
Use group box	This box is a customization for the state of Oklahoma. The radio buttons indicate to the system different types of payments. The Accounts Payable and Office of State Treasury use the direct deposit information contained in this box to create the Electronic File Transfer (EFT) files. • Payroll for the employee's normal payroll earnings • Travel for the employee's travel reimbursement through Accounts Payable • Flex Spending for the employee's Flexible Spending reimbursements through OST
Account Type group box	**Select** ONE radio button from the three: Checking, Savings, and Issue Check. The Checking and Savings account types will require Bank and Account data. The Issue Check option will not require those fields to be filled in
Prenotification Status and Prenote Date	The State of Oklahoma no longer prenotes.
Prenotification Reqd)	The State of Oklahoma no longer prenotes.
This data was last updated by	This area will display information about the user and last time the data was updated. Payroll employees can only access the data through the Direct deposit page online. The system can access the information when it runs payroll.

ERROR MESSAGES

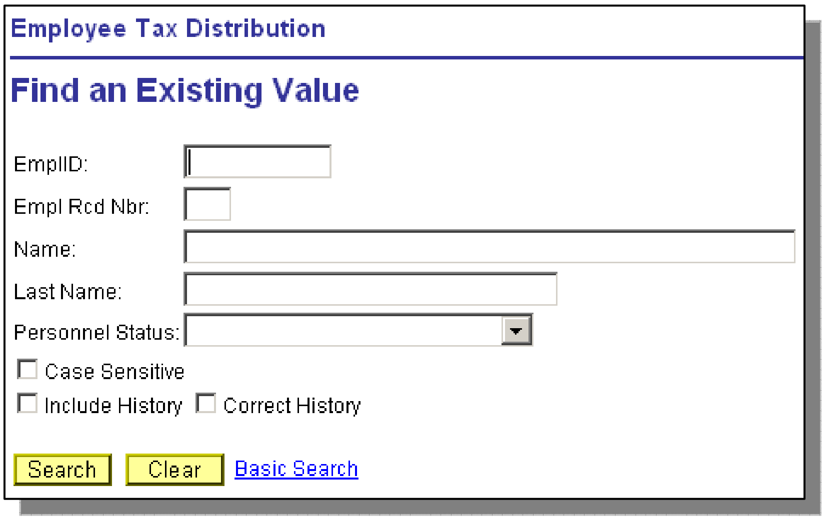
If an **Account Type** of Savings or Checking is selected, PeopleSoft runs a validation to ensure that the **Bank ID** and **Account Number** fields are filled in. The system issues the following error message if either of these fields is blank.



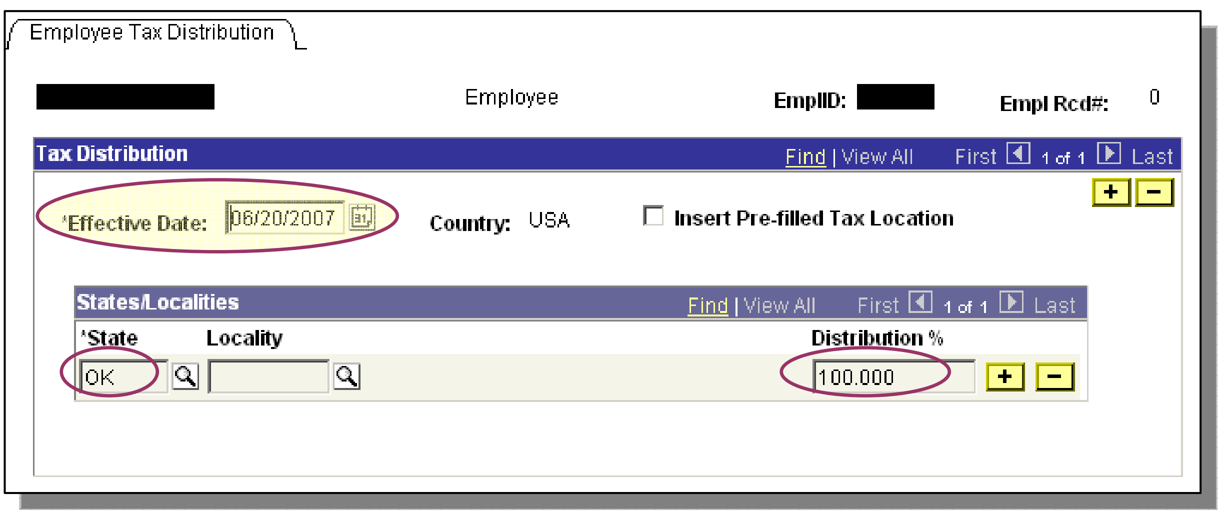
NOTE: This is an error message and not a warning. The data must be entered to save this page.

EMPLOYEE TAX DISTRIBUTION

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Distribution***



To **select** an employee, enter the criteria and **click** on the Search button.



This page is used to specify which state's rules will be used for tax calculation purposes.

NOTE: The **Effective Date** should always be the **same as** the **Hire Date** on Job Data.

MAINTAINING EMPLOYEE TAX DATA

OVERVIEW

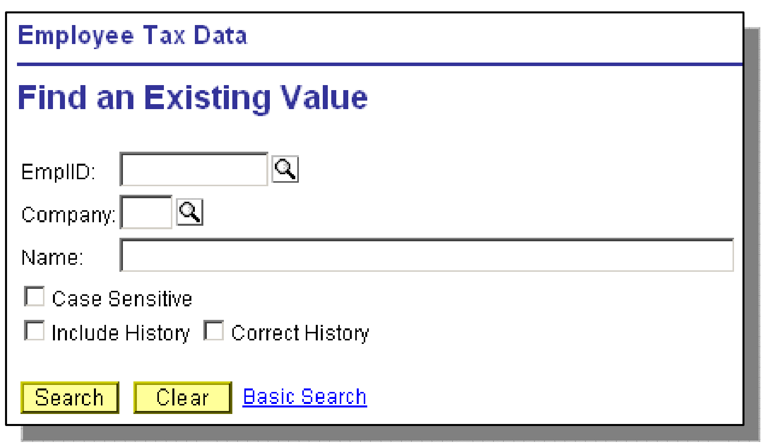
One of the core data elements that PeopleSoft Payroll needs to correctly compensate an employee is Tax Information. The Employee Tax Distribution Page must be completed to identify which state is the employee's primary place of residence. State and Federal Tax Information needs to be maintained, along with the exemptions from State or Federal Unemployment Tax. PeopleSoft Payroll provides the functionality to define additional withholding amounts and record any IRS communications requiring allowance limits for legal reasons.

When a new employee is hired in PeopleSoft, the employee's tax records should be reviewed and updated to reflect their correct W-4 information.

FEDERAL TAX DATA

This page is used to enter and maintain the federal tax information that the system uses to calculate federal taxes for employees.

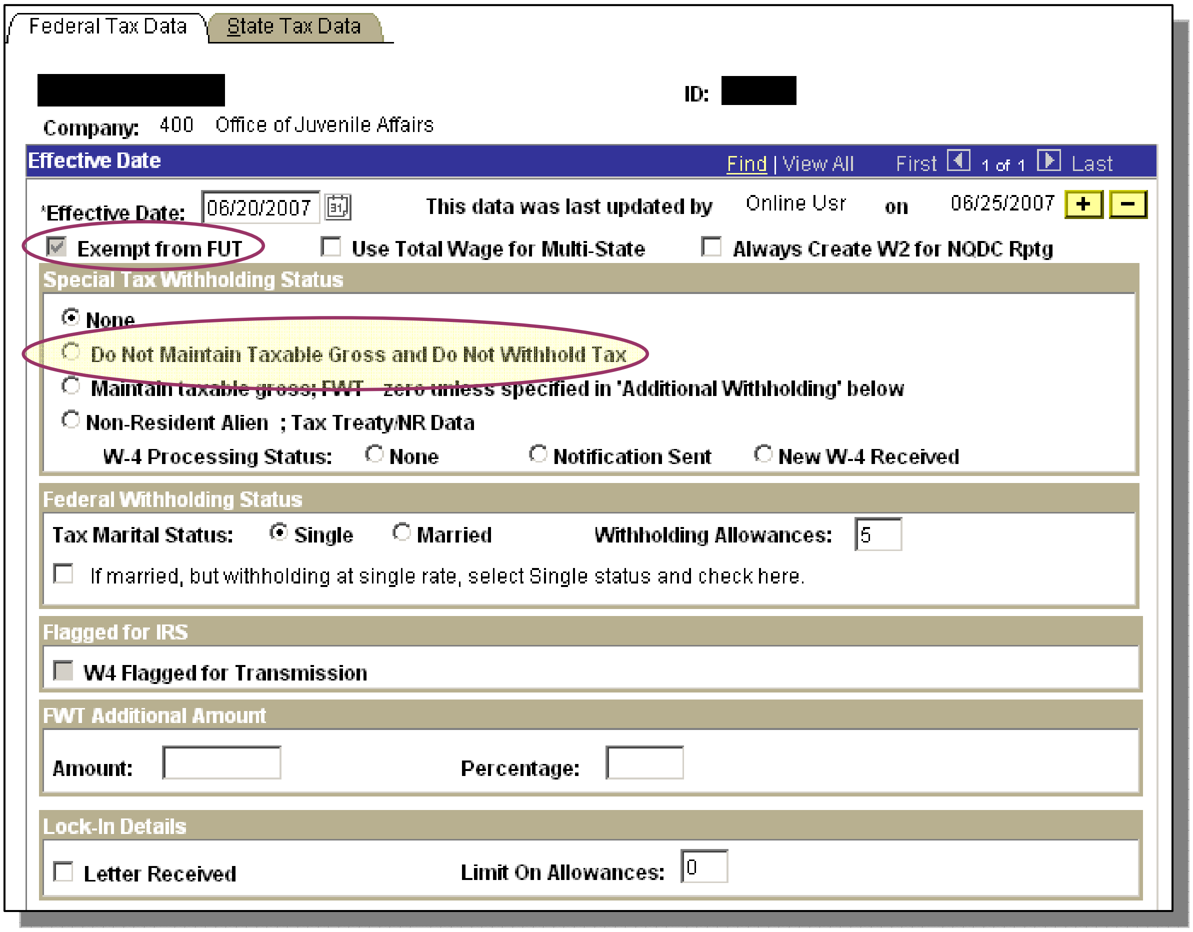
NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data***



To **select** an employee, enter the criteria and **click** on the Search button.

NOTE: The Federal, State, and Local Tax Data pages are a set of "chained" pages. The effective date field is only enterable on the Federal Tax page and is display only on the State and Local pages.

Federal Tax Data



NOTE: ***"Exempt from FUT"*** has been grayed out. The status of this field defaults in from the Company table setup and should never be changed at the employee level.

<u>CAUTION</u>: The **Special Tax Withholding Status** ***"Do Not Maintain Taxable Gross and Do Not Withhold Tax"*** should **<u>NEVER</u>** be selected.

Enter the **Effective Date** of the employee's hire and **choose** the **Tax Marital Status**; ***"Single"*** or ***"Married"***.

Enter the number of allowances in the **Withholding Allowances** field.

In the **FWT Additional Amount** group box, enter a flat amount and **click** on the ***State Tax Data Tab*** to move to the next page.

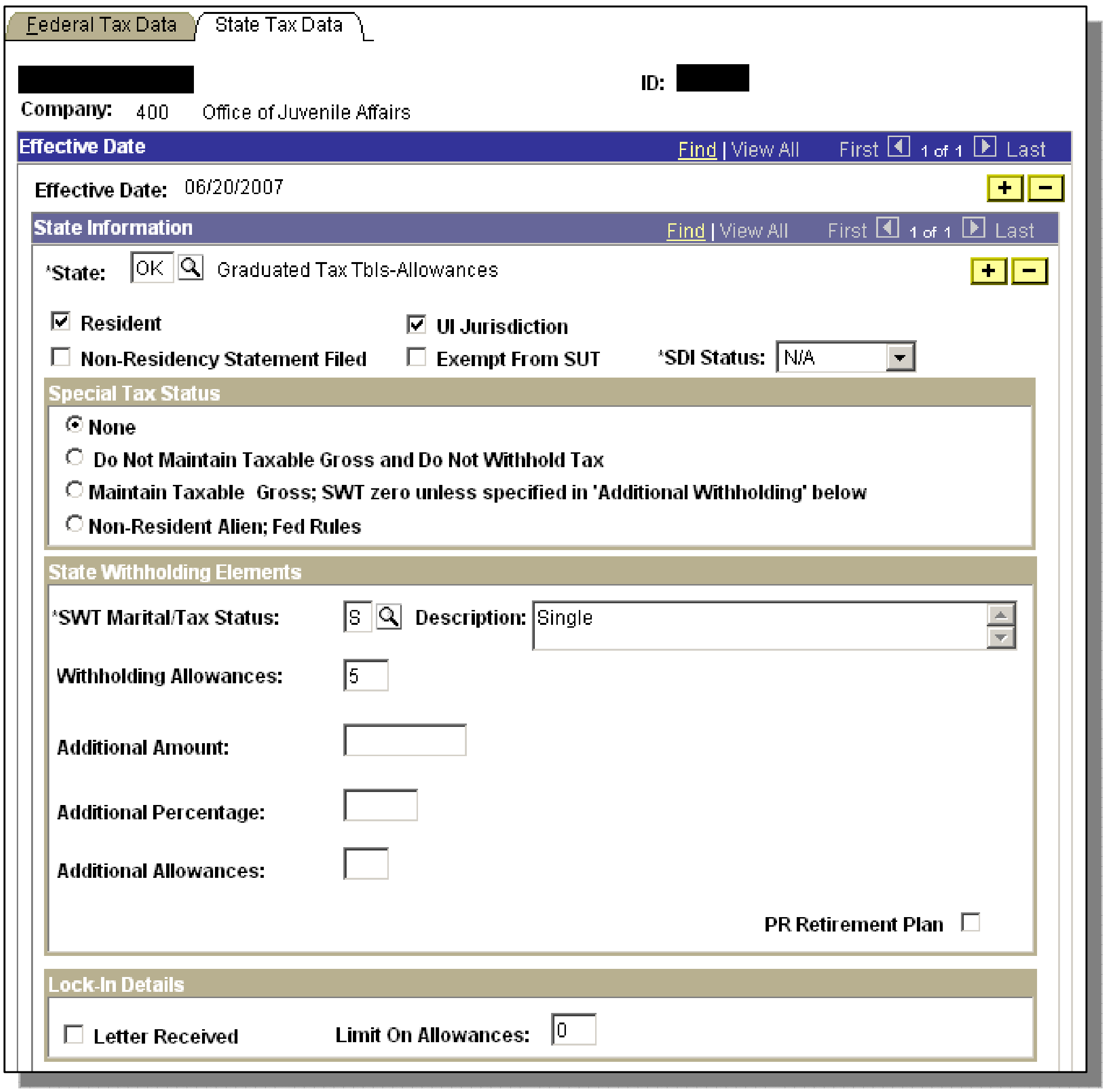
Federal Tax Data Fields

Federal tax data last updated by	This field displays the last entity to update the record, along with the date of the update.
Exempt from FUT	Depending on the Agency (Company), the system has been configured to default employee to FUT and SUT exempt or eligible. This default controls the values in these checkboxes, and is grayed out at the employee level for the State of Oklahoma.
Use Total Wages for Multi-State Employee	PeopleSoft will include wages from multiple states to calculate state tax if this box is checked.
Special Tax Withholding Status	• **None** - This tax status indicates that the system should refer to the delivered Federal tax table in its calculation of the employee's taxes. • **Maintain Gross** - This option overrides the normal tax calculation. • If you do not indicate any amount or percentage in the Additional Withholding Amount or Percentage fields, the system will maintain a gross earnings balance but will not withhold any FWT. You can fill in an amount or percentage in the Additional Withholding Amount or Percentage fields and the system will withhold only what you specify. • **Do Not Maintain Taxable Gross and Do Not Withhold Tax – *This option should NEVER be selected.*** It will result in FWT not being withheld from the employee's pay and no Federal Taxable gross balance being maintained.
W-4 Processing Status	PeopleSoft offers functionality that can alert you to employees who have claimed tax-exempt status on their W-4. • **None -** If the employee has no special exempt status. • **Notification Sent -** If you have notified the employee to submit a new Form W-4 • **New W-4 Received -** If the employee has submitted a new W-4 indicating tax-exempt status
Tax Marital Status	Use these fields to reflect the employee's marital status for federal withholding taxes, as indicated on the submitted form W-4.
Withholding Allowances	Enter the number of allowances that the employee claims for federal withholding tax purposes. This number should match the number on the employee's W-4 form.
FWT Additional Amount	If the employee elects to have additional withholding deducted, you will use these fields to indicate that additional FWT taxes are to be taken. You can specify both an amount and a percentage.
Letter Received	Use this checkbox to indicate that the IRS has sent the State a letter mandating that an employee's withholding allowances cannot exceed a limit.
Limit on Allowances	If the above is true, you will enter the maximum number of allowances possible.

State Tax Data

This page is used to enter and maintain state tax information that the system uses to calculate state taxes for employees

Navigation: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data***



NOTE: The State only taxes and collects Unemployment Insurance (UI) for Oklahoma even if the employee resides in Texas (or any other state).

Select the **State *"OK"*** using the lookup button. **Click** on the ***"Resident"*** checkbox to indicate that Oklahoma is the employee's state of residence. To save these pages, **click** on the Save button.

State Tax Data Fields

UI Jurisdiction	**Select** the UI Jurisdiction check box if the state selected in the State field is the state of jurisdiction for unemployment insurance tax. **This field will always be selected for Oklahoma.**
Special Tax Status	**Select** None to indicate that no special tax status exists for the employee The system will calculate state withholding tax based on the employee's gross, marital status, and withholding allowances.
Maintain Gross Taxable	**Select** this option to override the normal tax calculation. If you do not use the amount or percentage fields in the Additional Amount Adjustment group box, no State withholding will be calculated for the employee. If you do use the amount or percentage fields, the system will withhold either the flat amount or a percentage of the taxable wages.
Do Not Maintain Taxable Gross and Do Not Withhold Tax	Selecting this option will indicate that state withholding taxes should NOT be withheld from the employee's pay and that not balances for taxable gross will be maintained.
Non-Resident Alien	The State will use this check box to calculate state taxes using the same treaty rule as used for federal tax calculations. Please see 1042 processing for details, beginning on page 14.
SWT Marital/Tax Status (State Withholding Tax Marital/ Tax Status)	**Select** the appropriate marital/tax status for state withholding taxes, as indicated on the employee's W-4.
Withholding Allowances	Enter the number of allowances that the employee claimed for state withholding on the W-4 form.
Additional Amount	If the employee elects to have additional withholding deducted, you will use these fields to indicate that additional taxes are to be taken. You can specify both an amount and a percentage.
SDI Status	The default should be correct, It reflects the value of the SDI Deduction on the State Tax Table and is derived from the Employee's SDI Status entered on his or her Company Table.

LOCAL TAX DATA (NOT USED BY THE STATE)

The State of Oklahoma does not require any Local tax data for employees. This page does not need to be completed to finish the employee tax data component.

NON-RESIDENT ALIEN TAX PROCESSING

OVERVIEW

The State University system extends scholarships and fellowship funding to students from outside the US, there are special US tax laws for these funds. To accommodate these situations, the U.S. government has entered into tax treaties with nearly 40 foreign jurisdictions. (PeopleSoft delivers treaty definitions for these countries). Income tax treaties serve to coordinate the tax systems of the United States and other countries that are parties to these treaties. Treaty provisions affect the taxation of non-resident aliens working in the U.S. While tax treaties are generally based on a standard model, but each treaty might have slightly different provisions, depending on the country's specific negotiated rules.

To claim benefits of a treaty, an employee must have a visa and be a resident of one of the treaty countries. An employee can claim benefits of only one treaty at any given time. Employees who want to claim benefits under a tax treaty must submit a written statement and applicable forms (W-4, Form 8233, Form 1001) to the State of Oklahoma.

As an employer, the State must apply the specific treaty rules when calculating federal withholding tax. These rules often include time limits and earnings caps. Different types of earnings, such as scholarships, grants, and fellowships, might be subject to different taxation rates. The State must produce a Form 1042-S and a 1042 summary form for each non-resident alien employee affected by the special withholding rates. (If the State files 250 or more 1042-S forms, reporting must be done on magnetic media.) Earnings reported on a 1042-S are not reported on a W2. Employees may need both a W2 and a 1042-S if some earnings are covered by the special tax treaty rates and some are not. In addition to employees covered by tax treaties, some non-resident alien employees, such as those with specific types of earnings such as scholarships, fellowships, and grants, must also have those earnings reported on a 1042-S.

Countries participating in tax treaties with the United States should have an entry in the Treaty/NR Alien Table. This manual will cover setting up and maintaining 1042-employee tax information. Complete the following steps to properly tax a Non-Resident Employee.

1. Establish payroll earnings codes that are linked to 1042 income codes.

2. Establish/Maintain Treaties in the Treaty/NR Alien table.

3. Specify the employee's 1042 status on the Employee Tax data page.

4. Track 1042 balances

5. Produce 1042 forms for Non-Resident Employees

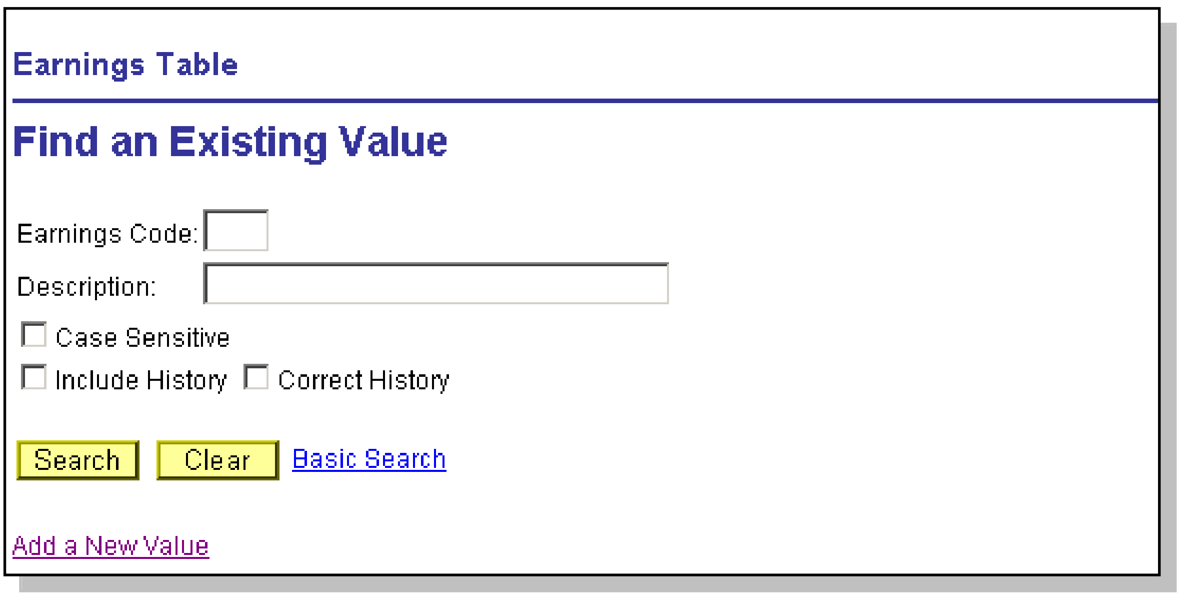
DEFINING EARNINGS AS 1042 ELIGIBLE

In order for the system to recognize an earnings code as eligible for 1042 tax processing, you must configure the code properly.

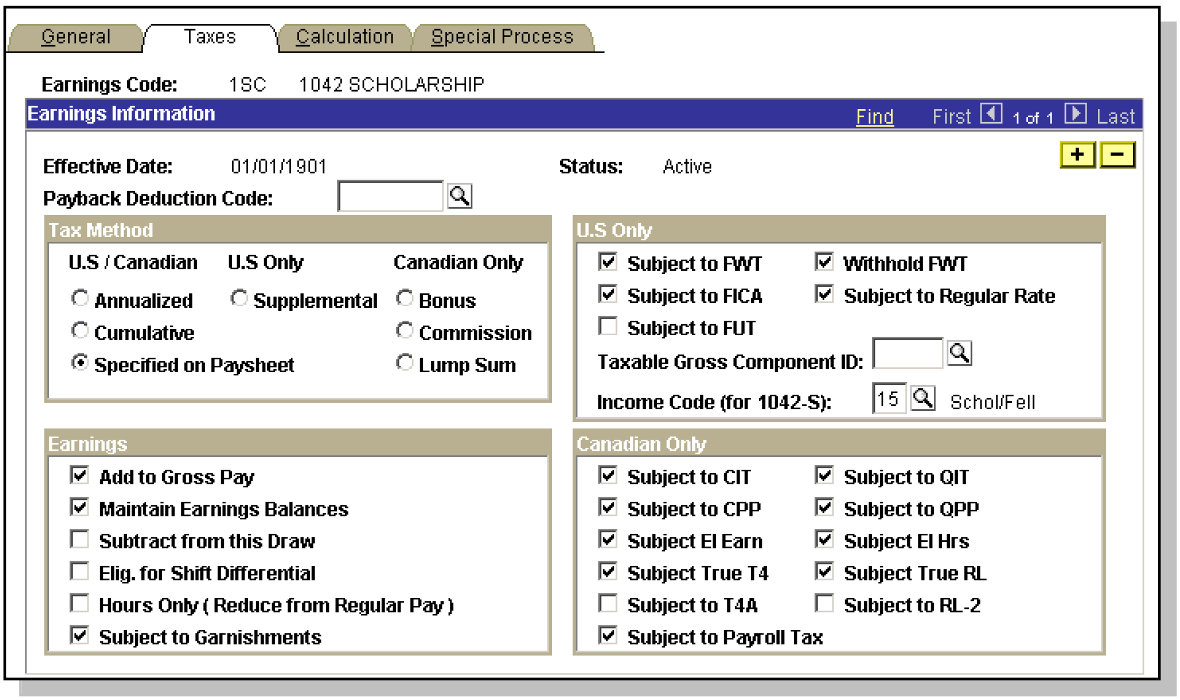
EARNINGS CODE TABLE

NAVIGATION: ***Home > Define Business Rules > Define Payroll Process > Setup 1 > Earnings Table***

To add a new value, **click** on the Add a New Value hyperlink and enter the code. If you are searching for an existing earnings code **click** on the Search button.



In our example, the **Income Code (for 1042-S)** field has been specified as **Schol/Fell**. This configuration will link the earnings to an income codes and to a tax treaty, insuring proper taxation of this specific Earnings Code. Income Codes are delivered values that designate categories of earnings typically received by Non-Resident Alien employees.



PEOPLESOFT DELIVERED 1042-S INCOME CODES

12	Royalties
15	Scholarship/Fellowship Grants
16	Independent Personal Services
17	Dependent Personal Services
18	Teaching
19	Studying and Training
50	Other Income

The State has configured the following earnings code to include 1042 Income codes.

STATE OF OKLAHOMA 1042-ELIGIBLE EARNINGS CODES

Ern code	Description	Income code
1SC	1042 SCHOLARSHIP	15
CST	1042-COMP STUDYING & TRAINING	19
CTA	1042-COMP FOR TEACHING	18
ISP	1042-S COMP INDEPEND PER SER	16

NOTE: If the employee does not receive one of these earnings code, the system will NOT apply the special taxation indicated for the treaty and will tax the earnings as W-2 instead.

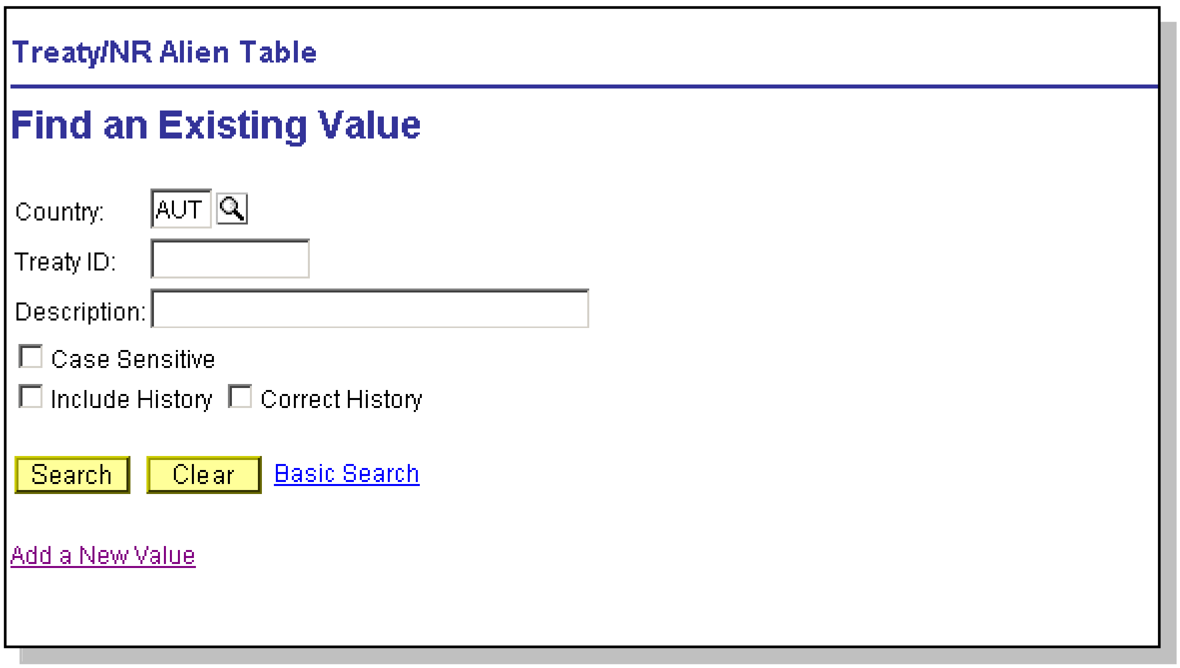
Once the earnings codes have been linked to Income codes, the Tax Treaty table must be properly configured.

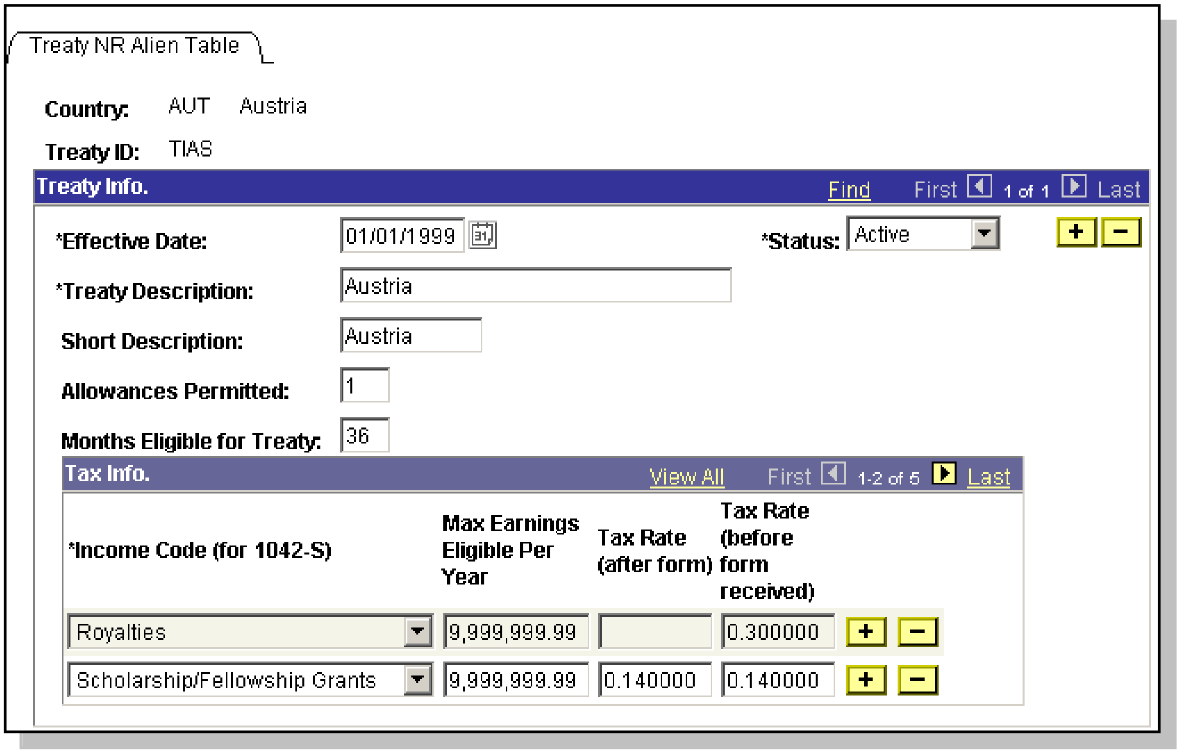
TREATY NR ALIEN TABLE

The State will use this page to capture the tax rates specified in tax treaties (including exempt earnings, which are recorded with a 0% tax rate). This table identifies those earnings, indicated by Income codes, subject to a flat withholding tax. The percentage of tax calculated depends on whether the employee has provided the correct forms indicating an alien and special taxation status.

NAVIGATION: ***Home > Define Business Rules > Define Payroll Taxes > Setup > Treaty/NR Alien Table***

To **select** an existing value, enter the **Country** and **click** on the Search button.





Country	To establish entries on the Tax Treaty NR Alien Table that are applicable to more than one country (for example, to use for all scholarship income that is to be taxed at 30%), you can use any value prefixed by a $ in the country code (for example, **Country** = ***$S***).
Allowances Permitted	For each tax treaty record you establish, specify the number of allowances permitted by the treaty.
Income Code (for 1042-S)	**Select** each type of earnings subject to special tax treatment under the treaty**.**
Max Earnings Eligible per Year	Specify the earnings caps that apply for each earnings type.
Tax Rate (after form)	Specify the taxation rates that apply for each earnings type once the employee has submitted an 8233, W-8, W-8 BEN, or W-9 form.
Tax Rate (before form received)	Specify the taxation rates that apply for each earnings type if the employee neglects to turn in one of the forms listed above before the end of the pay period.

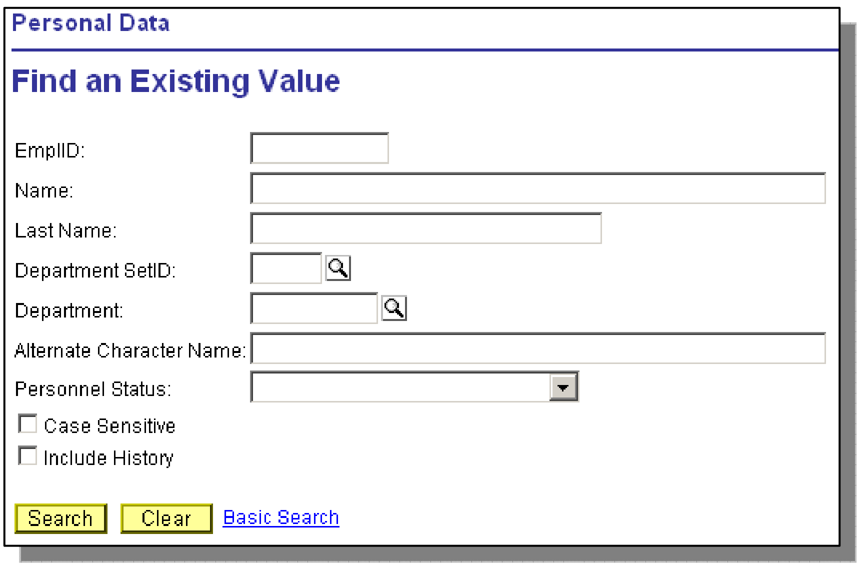
EMPLOYEE SET UP FOR 1042 PROCESSING

There are several components to be completed for 1042 Processing. The Personal Data and Identification Data pages have to be set up in Human Resources and Tax Data has to be entered in Payroll.

PERSONAL DATA

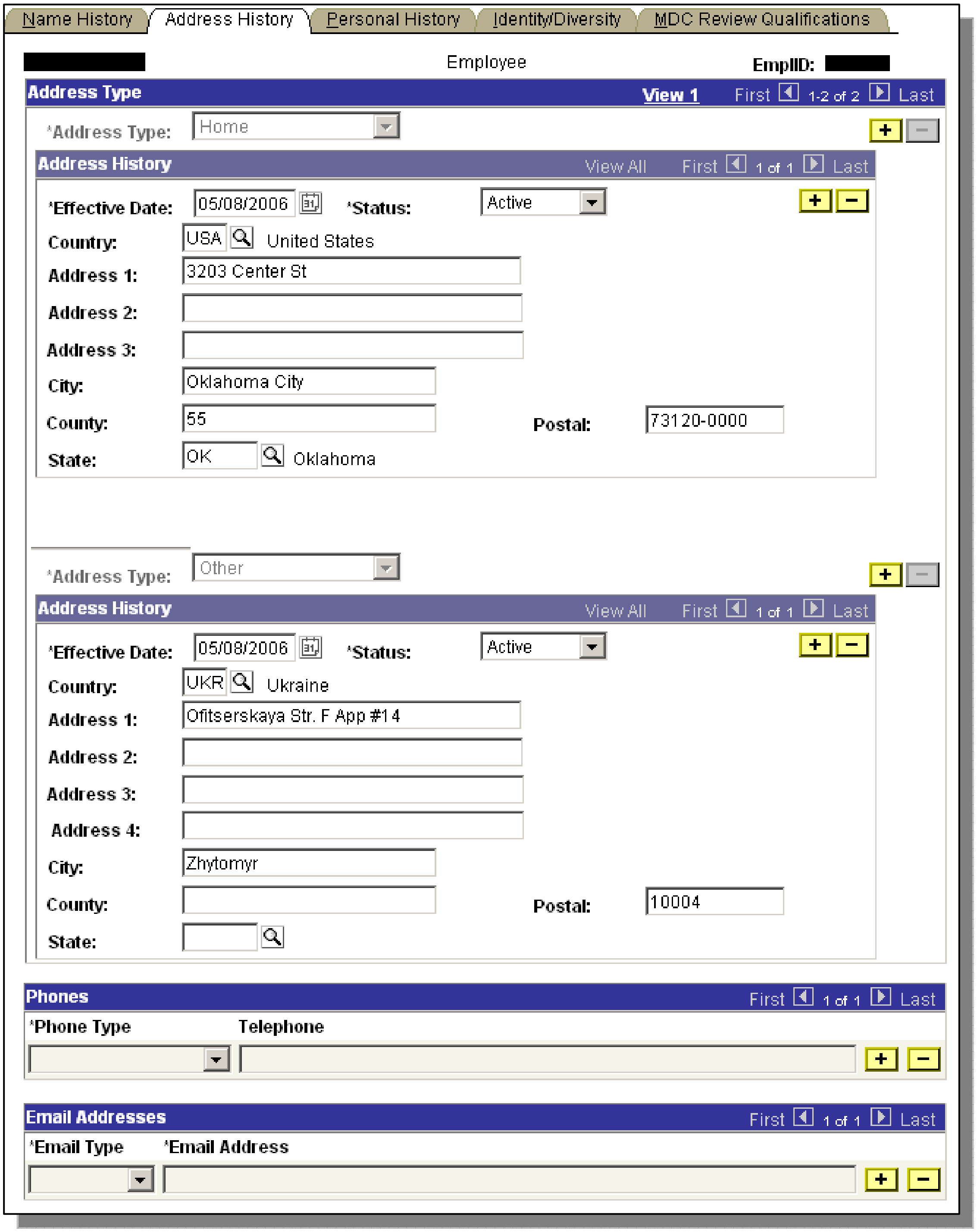
The Personal Data page is used to show the employee's address in their home country, as well as show proof of eligibility to work in the U.S.

NAVIGATION: ***Home > Administer Workforce > Administer Workforce (GBL) > Use > Personal Data***



To **select** an employee, enter the criteria and **click** on the Search button.

ADDRESS HISTORY PAGE



Name History | Address History | Personal History | Identity/Diversity | MDC Review Qualifications

[redacted] Employee EmplID: [redacted]

Address Type View 1 First 1-2 of 2 Last

*Address Type: Home

Address History View All First 1 of 1 Last

*Effective Date: 05/08/2006 *Status: Active

Country: USA United States

Address 1: 3203 Center St

Address 2:

Address 3:

City: Oklahoma City

County: 55 Postal: 73120-0000

State: OK Oklahoma

*Address Type: Other

Address History View All First 1 of 1 Last

*Effective Date: 05/08/2006 *Status: Active

Country: UKR Ukraine

Address 1: Ofitserskaya Str. F App #14

Address 2:

Address 3:

Address 4:

City: Zhytomyr

County: Postal: 10004

State:

Phones First 1 of 1 Last

*Phone Type Telephone

Email Addresses First 1 of 1 Last

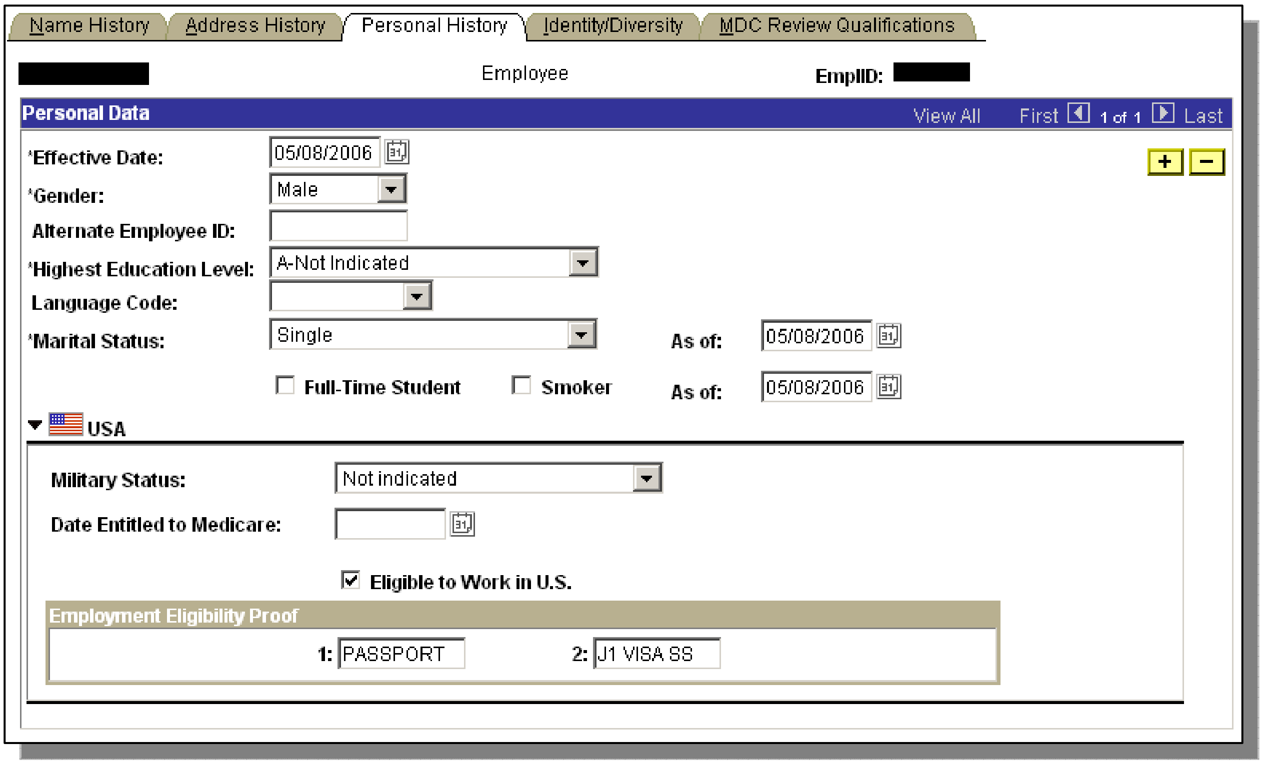
*Email Type *Email Address

The employee should have two addresses listed:

Address Type **Home –** Lists the employee's address in the United States

Address Type **Other** – Lists the employee's actual home address in their respective country.

PERSONAL HISTORY PAGE

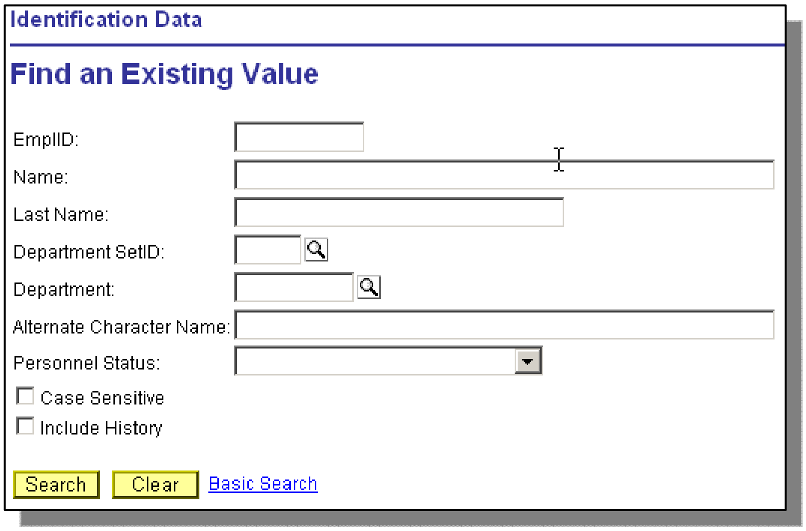


Select the checkbox next to ***"Eligible to Work in U.S."***. Enter two forms of identification in the ***Employment Eligibility Proof*** group to show which documents were used to verify that the employee is legally eligible to work in the United States.

IDENTIFICATION DATA

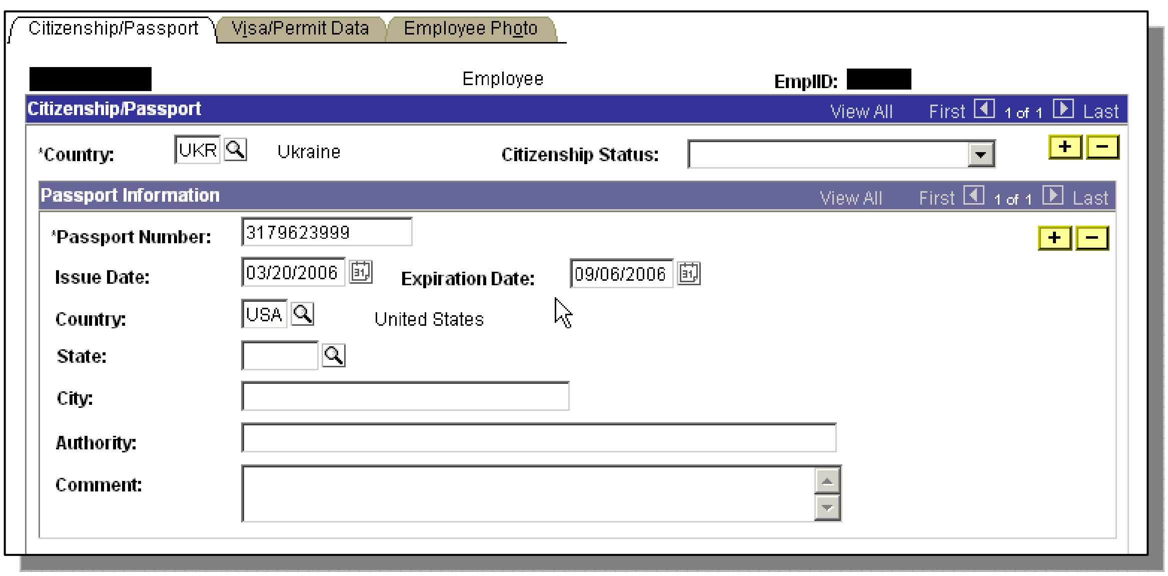
The Identification Data pages list information on the employee's Passport and Visa/Permit.

NAVIGATION: ***Home > Administer Workforce > Administer Workforce (GBL) > Use > Identification Data***



To **select** an employee, enter the criteria and **click** on the Search button.

CITIZENSHIP/PASSPORT PAGE



Country – Enter or **click** on and **select** the country the passport was issued in from the drop down list.

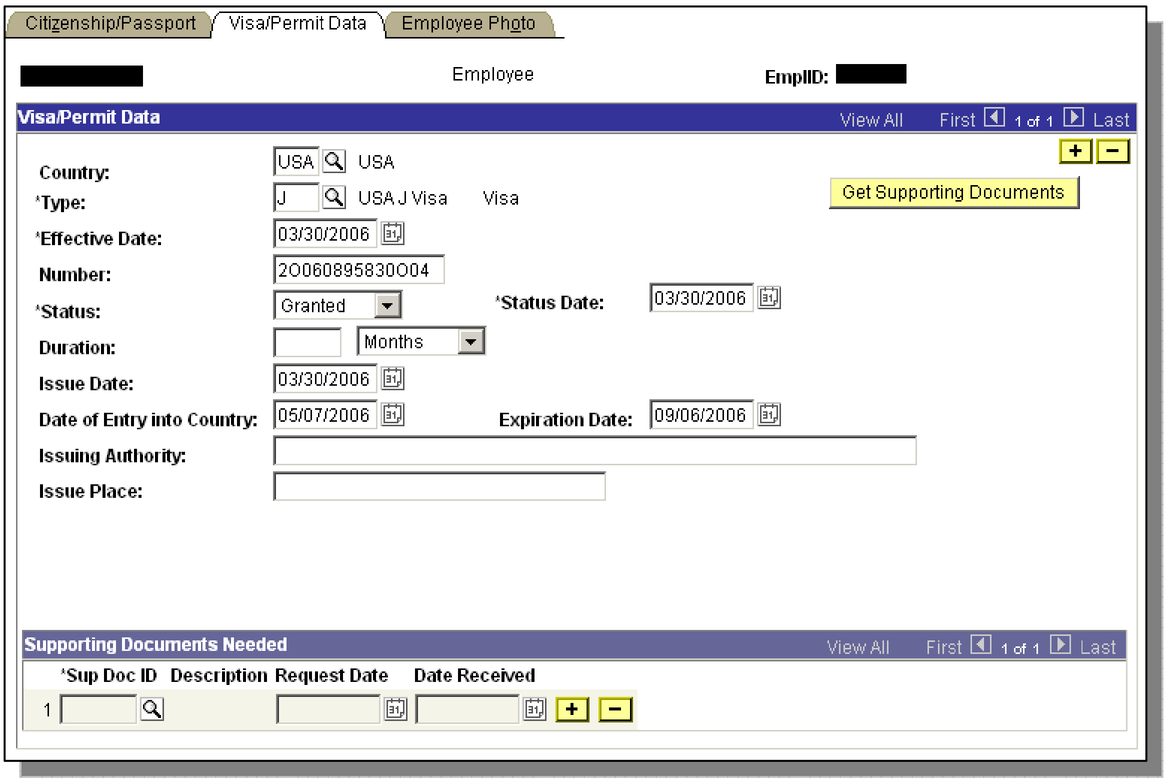
Citizenship Status – Click on and **select** the appropriate Status from the drop down list.

Passport Number – Enter the passport number.

Issue Date – Enter the date the passport was issued.

Expiration Date – Enter the date the passport expires.

VISA/PERMIT DATA PAGE



Country – Enter or **click** on and **select** the country the visa was issued for.

Type – **Click** on to **select** the type of visa/permit.
The system will only display types associated with the country selected.

Effective Date – Enter effective date of the visa.

Number – Enter the Visa/Permit number

Status – Click on to **select** the appropriate status (Applied, Granted, Renewal or Renewed).

Status Date – Enter the date on which the status of the visa/permit changed.

Duration – Enter the number of days, months, or years the employee stayed in the country.
Click on in the adjacent field to **select** the unit of duration (*Days, Months,* or *Years*).

Issue Date – Enter the date the visa/permit was issued.

Date of Entry into Country – Enter the date the employee entered into the United States.

Expiration Date – Enter the date visa/permit expires.

Issuing Authority – Enter the name of the agency that issued the visa/permit.

The [Get Supporting Documents] button is used to have the system enter a list of appropriate supporting documents needed to obtain the visa/permit type you entered in the ***Supporting Documents Needed*** group box. **Not used by the State of Oklahoma**

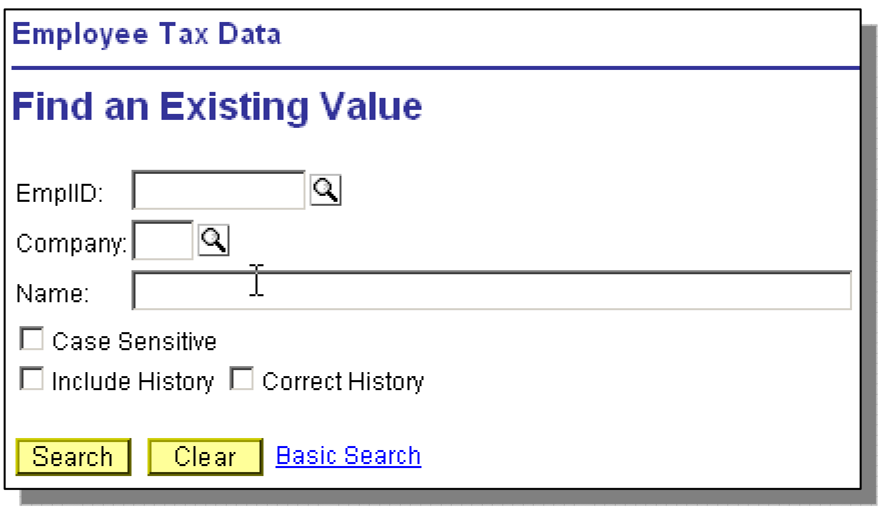
EMPLOYEE TAX DATA – 1042-S

The State must indicate that the employee is eligible for 1042-S tax processing on the Federal tax data page. To claim benefits of a treaty, an employee must have a visa and be a resident of one of the treaty countries. An employee can claim benefits for only one treaty at any particular time. Employees who want to claim benefits under a tax treaty must submit a written statement to their employer, along with applicable forms.

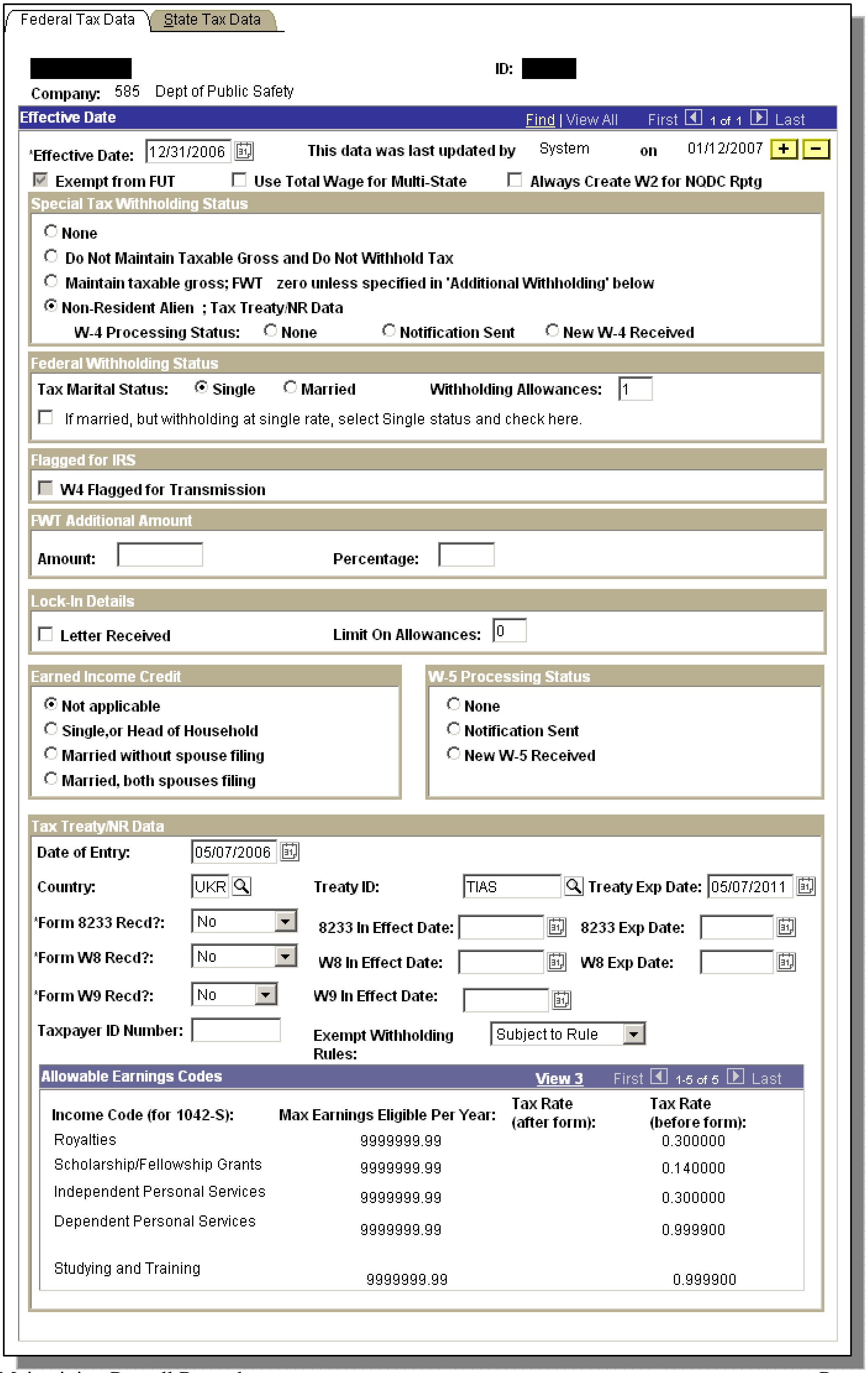
Indicate that the employee is a non-resident Alien in the **Special Tax Withholding** group box on the Federal tax data page. The information in this group box assigns the employee to a tax treaty table and enables the eligible employee to be subject to a reduced tax treaty rate.

EMPLOYEE FEDERAL TAX DATA PAGE

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data***



To **select** an employee, enter the criteria and **click** on the Search button.



Federal Tax Data | State Tax Data

[redacted] ID: [redacted]

Company: 585 Dept of Public Safety

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 12/31/2006 This data was last updated by System on 01/12/2007

☑ Exempt from FUT ☐ Use Total Wage for Multi-State ☐ Always Create W2 for NQDC Rptg

Special Tax Withholding Status

- ○ None
- ○ Do Not Maintain Taxable Gross and Do Not Withhold Tax
- ○ Maintain taxable gross; FWT zero unless specified in 'Additional Withholding' below
- ◉ Non-Resident Alien ; Tax Treaty/NR Data

W-4 Processing Status: ○ None ○ Notification Sent ○ New W-4 Received

Federal Withholding Status

Tax Marital Status: ◉ Single ○ Married Withholding Allowances: 1

☐ If married, but withholding at single rate, select Single status and check here.

Flagged for IRS

☐ W4 Flagged for Transmission

FWT Additional Amount

Amount: Percentage:

Lock-In Details

☐ Letter Received Limit On Allowances: 0

Earned Income Credit

- ◉ Not applicable
- ○ Single,or Head of Household
- ○ Married without spouse filing
- ○ Married, both spouses filing

W-5 Processing Status

- ○ None
- ○ Notification Sent
- ○ New W-5 Received

Tax Treaty/NR Data

Date of Entry: 05/07/2006

Country: UKR Treaty ID: TIAS Treaty Exp Date: 05/07/2011

*Form 8233 Recd?: No 8233 In Effect Date: 8233 Exp Date:

*Form W8 Recd?: No W8 In Effect Date: W8 Exp Date:

*Form W9 Recd?: No W9 In Effect Date:

Taxpayer ID Number: Exempt Withholding Rules: Subject to Rule

Allowable Earnings Codes View 3 First 1-5 of 5 Last

Income Code (for 1042-S):	Max Earnings Eligible Per Year:	Tax Rate (after form):	Tax Rate (before form):
Royalties	9999999.99		0.300000
Scholarship/Fellowship Grants	9999999.99		0.140000
Independent Personal Services	9999999.99		0.300000
Dependent Personal Services	9999999.99		0.999900
Studying and Training	9999999.99		0.999900

SPECIAL TAX WITHHOLDINGS STATUS GROUP BOX

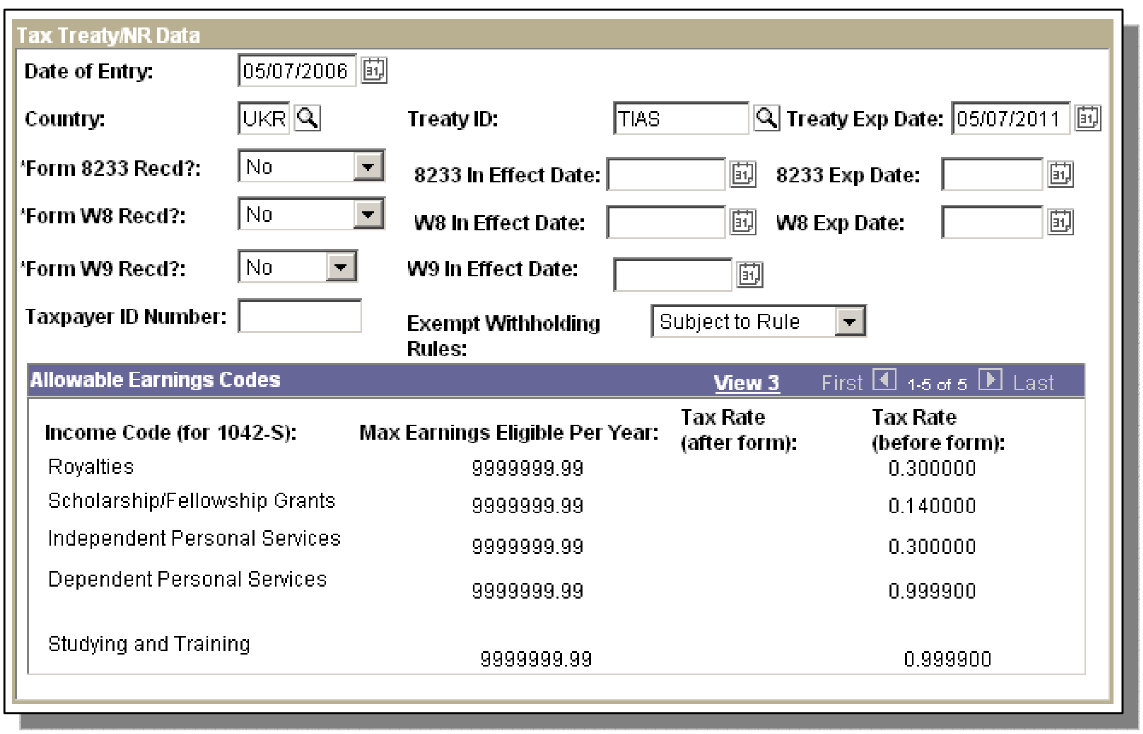

Special Tax Withholding Status

- None
- Do Not Maintain Taxable Gross and Do Not Withhold Tax
- Maintain taxable gross; FWT zero unless specified in 'Additional Withholding' below
- Non-Resident Alien ; Tax Treaty/NR Data

W-4 Processing Status: None / Notification Sent / New W-4 Received

Select the ***"Non-Resident Alien; Tax Treaty/NR Data"*** radio button. This will instruct the system to tax the employee as a Non-Resident Alien. When this option is selected provide the appropriate taxation information for the Non-Resident Alien on the Tax Treaty NR Data group box.

TAX TREATY/NR DATA GROUP BOX


Tax Treaty/NR Data

Date of Entry: 05/07/2006

Country: UKR Treaty ID: TIAS Treaty Exp Date: 05/07/2011

*Form 8233 Recd?: No 8233 In Effect Date: 8233 Exp Date:

*Form W8 Recd?: No W8 In Effect Date: W8 Exp Date:

*Form W9 Recd?: No W9 In Effect Date:

Taxpayer ID Number: Exempt Withholding Rules: Subject to Rule

Allowable Earnings Codes View 3 First 1-5 of 5 Last

Income Code (for 1042-S):	Max Earnings Eligible Per Year:	Tax Rate (after form):	Tax Rate (before form):
Royalties	9999999.99		0.300000
Scholarship/Fellowship Grants	9999999.99		0.140000
Independent Personal Services	9999999.99		0.300000
Dependent Personal Services	9999999.99		0.999900
Studying and Training	9999999.99		0.999900

Enter the **Date of Entry** and **select** the **Country** using the lookup button.

Enter the **Treaty ID** of **TIAS** and the system will default the **Expiration Date.**

Select *"Yes"* for **Form 8233 Recd** and enter the **8233 in Effect Date.**

Country	**Select** a country from the delivered list, or **select** one of the generic or State entries that are prefixed with $ that you may have established on the Tax Treaty NR Alien Table.
Treaty Exp Date (Treaty Expiration Date)	The treaty expiration date defaults in. The system calculates the date based on the Date of Entry and rules established on the Tax Treaty/NR Data Table.
Form 8233 Recd?	Form 8223 is required for all income codes except 15 (scholarships and fellowships). **Select** Yes or No from the drop down list, and enter the appropriate date in the 8233 In Effect Date field.
Form W8-BEN Recd?	Form W8-BEN, formerly Form 1001, is required for scholarship and fellowship income. (The W-8 is a certification of Foreign status). **Select** Yes or No from the drop down list, and enter the appropriate date in the W8-BEN In Effect Date field.
Form W9 Recd?	If applicable to the employee, **select** Yes or No from the drop down list, and enter the appropriate date in the W9 In Effect Date field. Form W9 was formerly known as Form 1078. (The IRS prefers the W-8 form, but the W-9 is the State's way to certify and identify a taxpayer's identification number (TIN)).
Taxpayer ID Number	Enter the taxpayer ID number (TIN) of the employee. If you enter a value here, the system uses this value instead of the SSN when producing the 1042 forms/magnetic media.

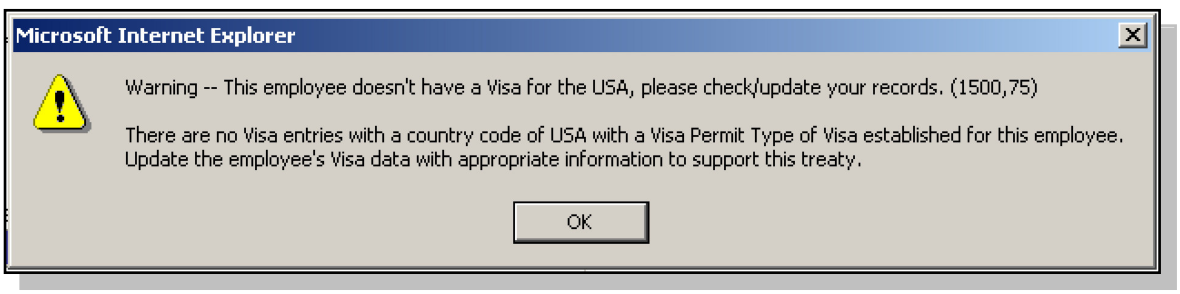
PeopleSoft populates the ***Allowable Earnings Codes*** group box with information entered on the Treaty/NR Alien Table page according to the **Country** and **Treaty ID** you specify.

Max Earnings Eligible Per Year	This is the earnings cap that applies to each earnings type per the tax treaties for nonresident aliens.
Tax Rate (after form)	For nonresident aliens, whose forms (8223 or W8-BEN) have been completed and are in effect, this is the tax rate that is applied to their income until the income exceeds the maximum earnings specified.
Tax Rate (before form)	For nonresident aliens this is the tax rate that is applied to the employee's income if their forms (8223 or W8-BEN) have not been completed.

EDITS AND WARNINGS

The system will check to see if the Country you specify is the same as the employee's Personal Data record. If not, it will issue the following warning:

The system runs a validation to ensure that the employees that are eligible for 1042 tax processing have a Visa on record.



NOTE: These warnings indicate that the employee may have set-up issues and require changes on other records. Please contact the OSF or your local HR administrator office with any questions before saving.

The system will re-set the treaty date (even if you had not yet entered a date in that field). The date will reflect the value on the Treaty table for the country specified. This is a message only and does not indicate any problem or error.

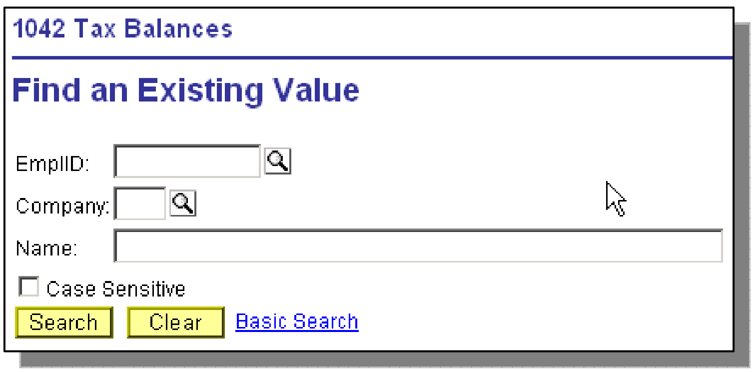
Inquiring on Employee 1042 Balances

Once you have confirmed payroll for employees with 1042 tax statuses, review the Taxable Gross and Tax Balances. PeopleSoft provides Inquiry pages for viewing 1042 Tax Information.

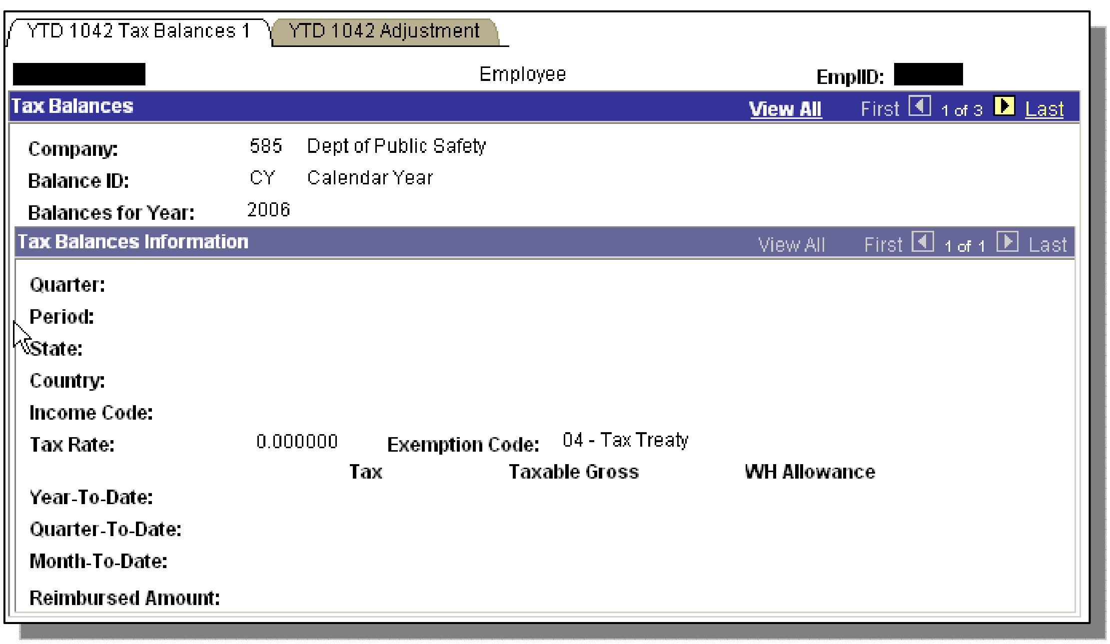
YTD 1042 Balances Page

Use this page to view employee's 1042 Tax Balances.

Navigation:* *Home > Compensate Employees > Maintain Payroll Data(US) > Inquire > 1042 Tax Balances



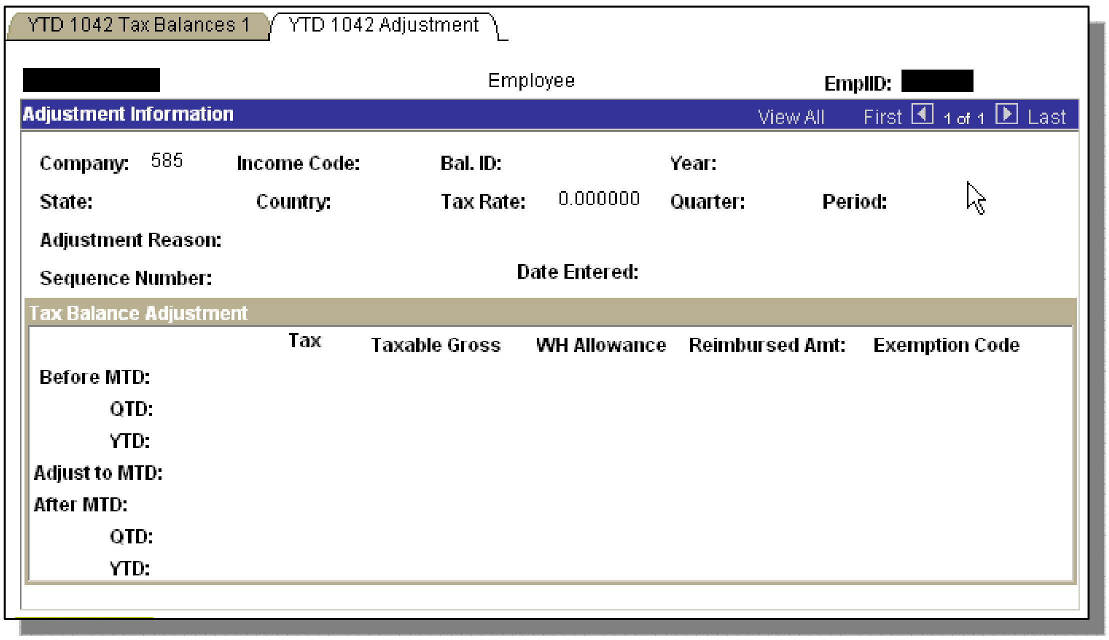
To **select** an employee, enter the criteria and **click** on the Search button.



The ***Tax Balances*** scroll area displays the employee's balances by Company, Balance ID and balance year.

The ***Tax Balances Information*** scroll area displays the specific tax treaty entity and details about how the tax was calculated. Organized by Quarter, balance period and treaty, it also displays the Year, Quarter, and Month-to-date totals for the tax and taxable gross.

The YTD 1042 Adjustment page allows you to view any balance adjustments that have been made for the employee.



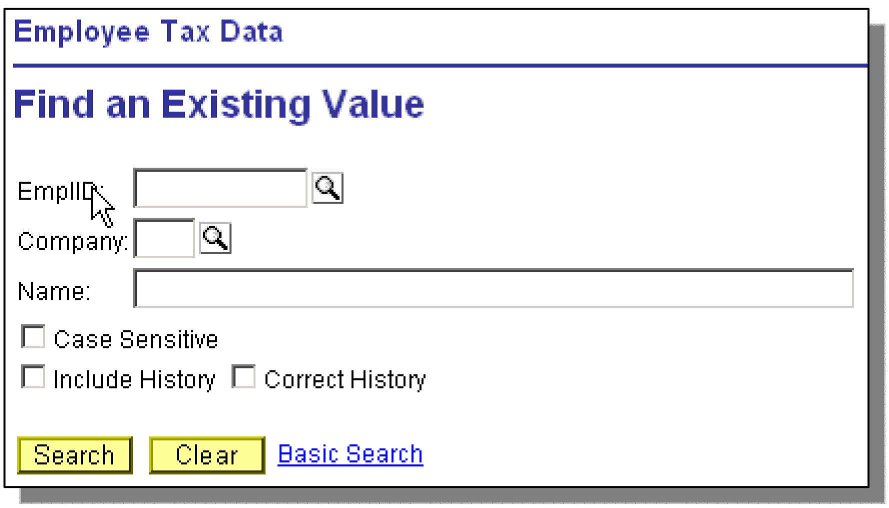
EARNED INCOME CREDIT (EIC) PROCESSING

OVERVIEW

Earned Income Credit is a payment from the government that is available to individuals who meet a number of qualifications related to family and income status. Employees can **choose** to receive advance Earned Income Credit payments with each paycheck, by filling out and submitting a Form W-5 to the State. Employees who receive advance EIC (Earned Income Credit) payments must complete a new Form W-5 each year to continue to receive advance EIC payment.

FEDERAL TAX DATA

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Employee Tax Data***


Employee Tax Data

Find an Existing Value

EmplID:

Company:

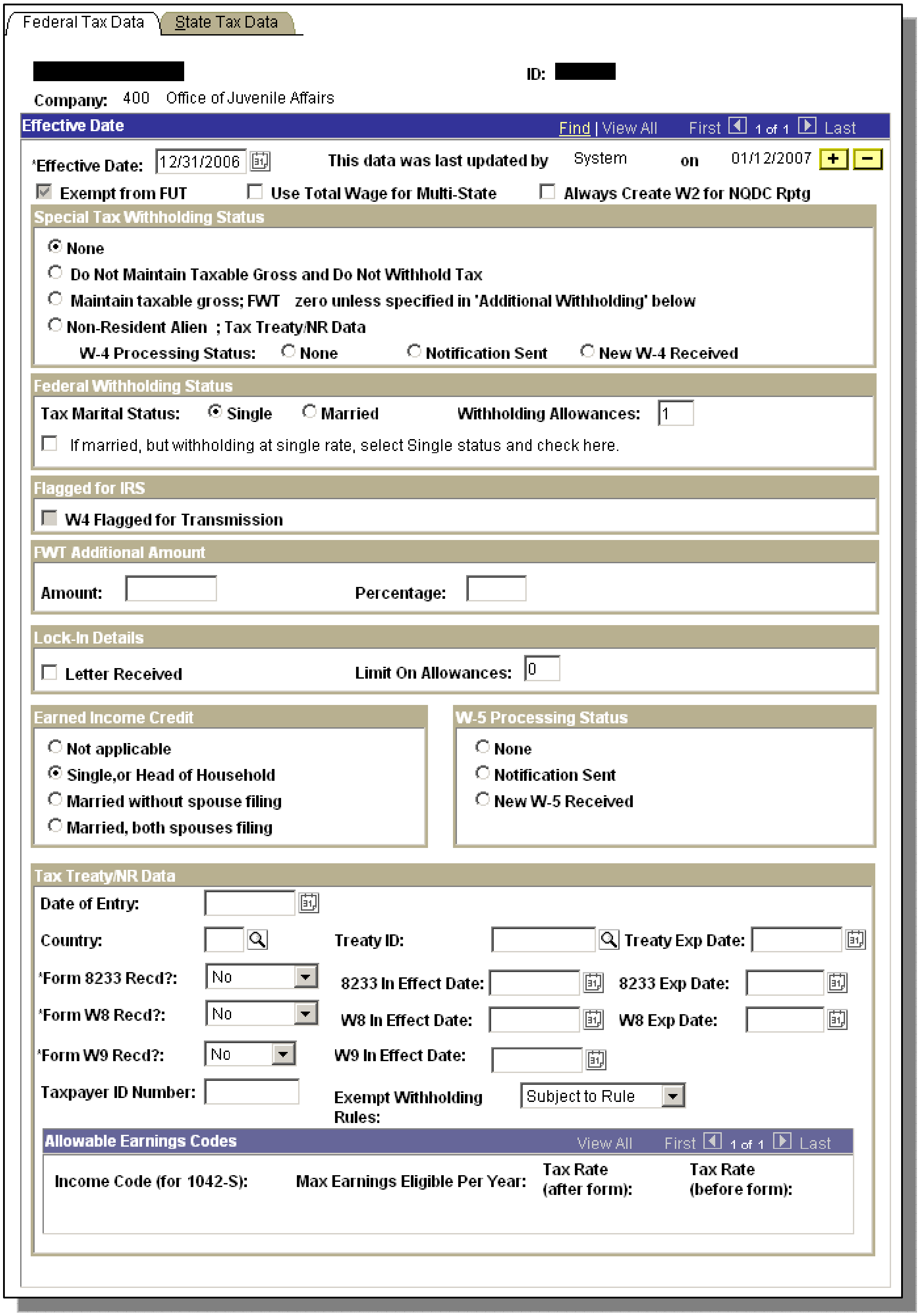
Name:

Case Sensitive

Include History Correct History

Search Clear Basic Search

To **select** an employee, enter the criteria and **click** on the Search button.



Federal Tax Data | State Tax Data

[redacted] ID: [redacted]

Company: 400 Office of Juvenile Affairs

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 12/31/2006 This data was last updated by System on 01/12/2007

Exempt from FUT Use Total Wage for Multi-State Always Create W2 for NQDC Rptg

Special Tax Withholding Status

- None
- Do Not Maintain Taxable Gross and Do Not Withhold Tax
- Maintain taxable gross; FWT zero unless specified in 'Additional Withholding' below
- Non-Resident Alien ; Tax Treaty/NR Data

W-4 Processing Status: None Notification Sent New W-4 Received

Federal Withholding Status

Tax Marital Status: Single Married Withholding Allowances: 1

If married, but withholding at single rate, select Single status and check here.

Flagged for IRS

W4 Flagged for Transmission

FWT Additional Amount

Amount: Percentage:

Lock-In Details

Letter Received Limit On Allowances: 0

Earned Income Credit

- Not applicable
- Single,or Head of Household
- Married without spouse filing
- Married, both spouses filing

W-5 Processing Status

- None
- Notification Sent
- New W-5 Received

Tax Treaty/NR Data

Date of Entry:

Country: Treaty ID: Treaty Exp Date:

*Form 8233 Recd?: No 8233 In Effect Date: 8233 Exp Date:

*Form W8 Recd?: No W8 In Effect Date: W8 Exp Date:

*Form W9 Recd?: No W9 In Effect Date:

Taxpayer ID Number: Exempt Withholding Rules: Subject to Rule

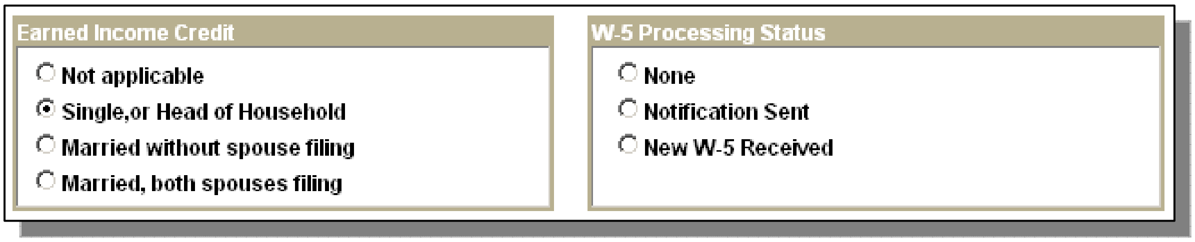
Allowable Earnings Codes View All First 1 of 1 Last

Income Code (for 1042-S):	Max Earnings Eligible Per Year:	Tax Rate (after form):	Tax Rate (before form):

The fields on this page process the same for EIC employees as they do for non-EIC employees. The exception is the **Earned Income Credit** and **W-5 Processing Status** group boxes.

Enter the **Effective Date** of the row you are inserting or correcting as well as indicating the **Tax Marital status** and the appropriate number in the **Withholding Allowances** field.

EIC and W-5 Group Boxes



Earned Income Credit Group Box

The payment amounts are determined by rates in the Federal/State Tax Table under $E (Earned Income Credit tax class). Some employees may be eligible to participate in the Advanced Earned Income Credit (AEIC) program.

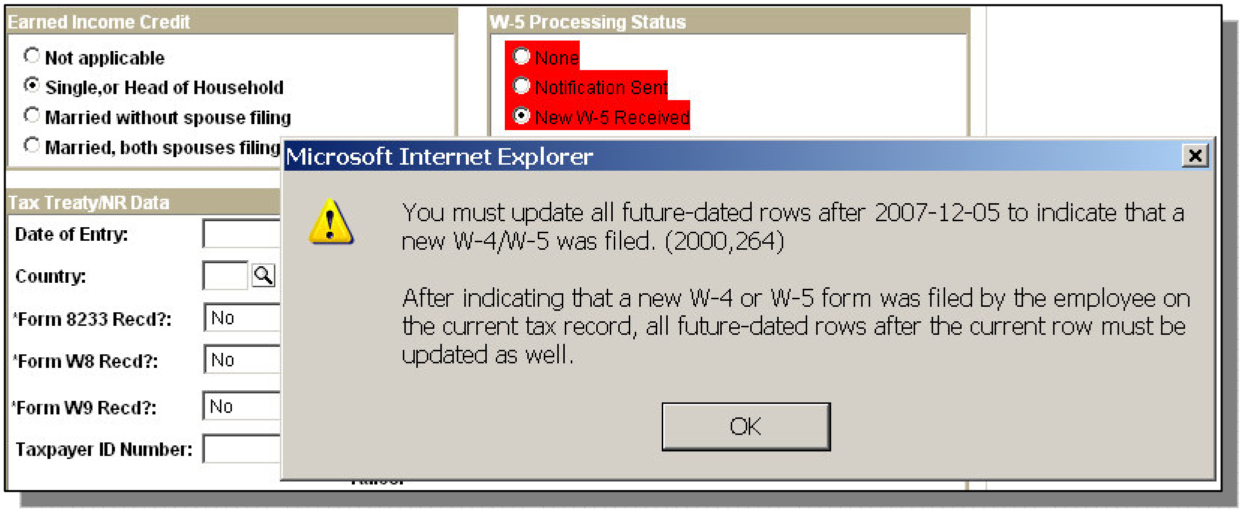
Not applicable	**Select** this option if the employee is not eligible for this credit. No payment is made.
Single, or Head of Household **OR** **Married without spouse filing**	**Select** this option if the employee is eligible for the credit and is single or married without the spouse filing. Generally, this selection should match the Tax Marital status and Withholding Allowances you specified in the fields above this group box on the page.
Married with both spouses filing	**Select** this option if the employee is eligible for the credit and is married with both spouses filing. Generally, this selection should match the Tax Marital status and Withholding Allowances you specified in the fields above this group box on the page.

W-5 Processing Status Group Box

The W-5 Processing Status is used with the W-5 Business Process Designer that is run at year-end to identify employees who must submit new forms to retain their Advanced Earned Income Credit status.

None	**Select** this option if W-5 processing is not applicable to the employee.
Notification Sent	**Select** this option to indicate that the employee has been notified to submit a new Form W-5.
New W-5 Received	**Select** this option to indicate that a new Form W-5 has been received.

When you **select** the New W-5 received, the system will issue a warning to update future rows, if they exist:



Click OK to acknowledge the message and return to your work.

When you are finished entering the EIC data, **click** the Save button to save your changes.

EMPLOYEE GARNISHMENT

OVERVIEW

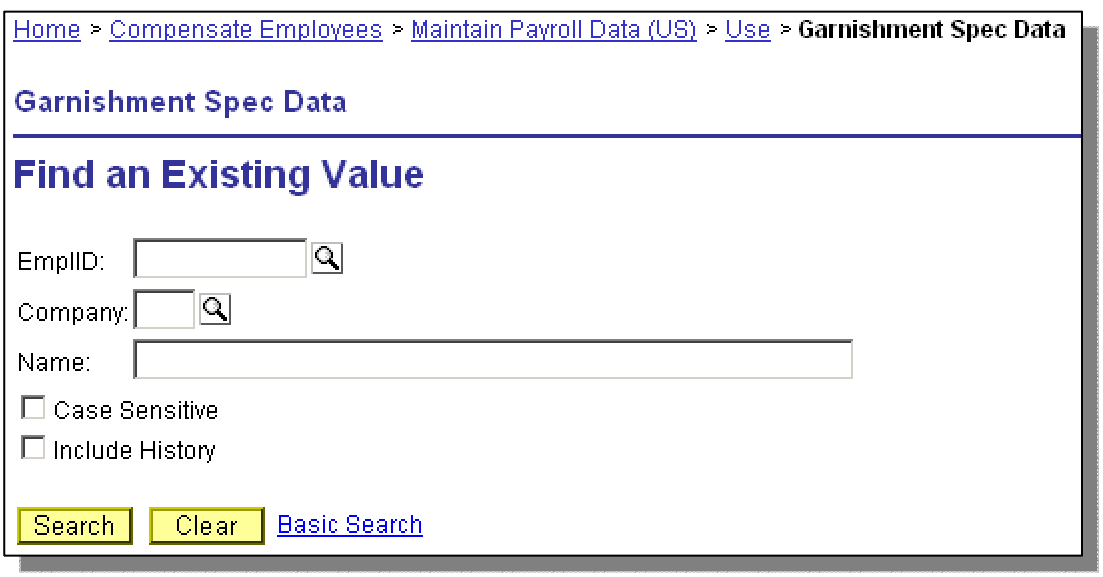
PeopleSoft delivers extensive garnishment functionality to accommodate most court orders. Some of the functionality is listed below:

- Integrated payroll deduction of Garnishments based on individual employee Garnish Specifications
- Disposable earnings definition that is configurable by the State
- Record of the Vendor or Payee that should receive the garnishment once deducted
- The ability to do a one-time suspension of a garnishment deduction on the paysheet

PeopleSoft maintains the Garnishment rule information and calculation rules, while the State can **select** the composition of an employee's Disposable Earnings. All employee garnishments will be entered and maintained within PeopleSoft at the Agency level. Each Agency will enter, maintain, and stop an employee's garnishment using the Garn Spec pages.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data***

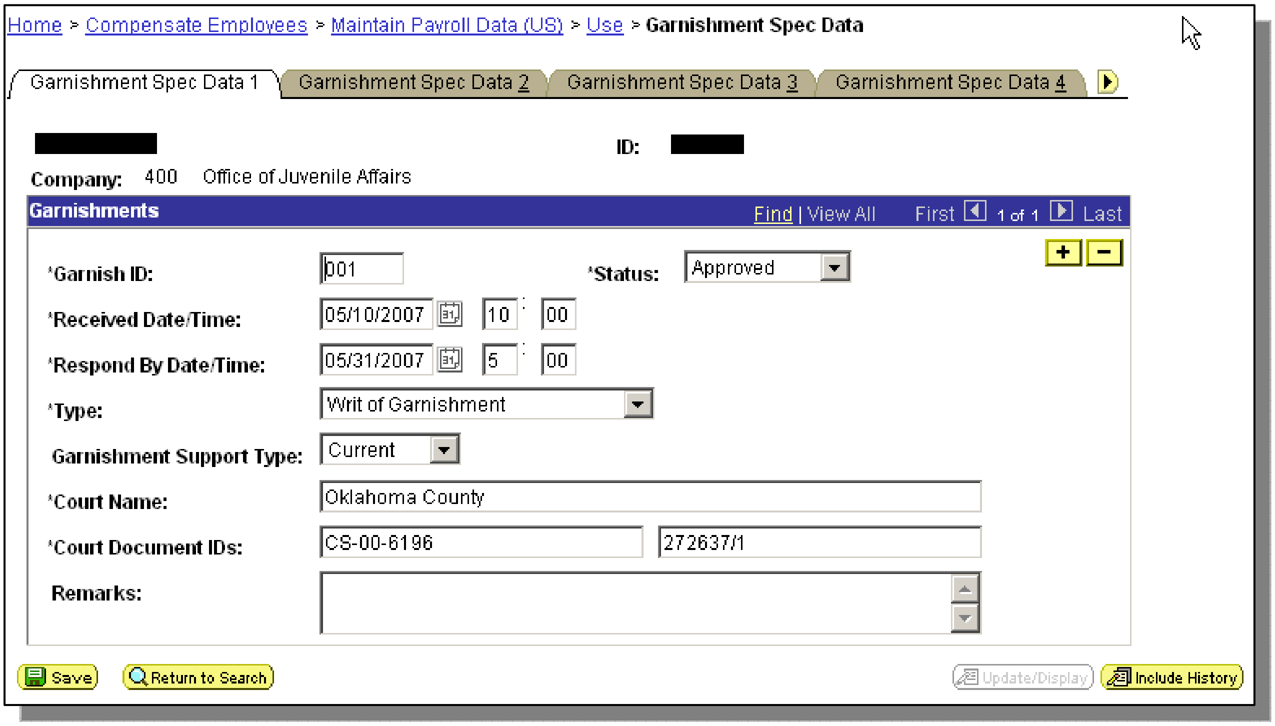
To **select** an employee, enter the criteria and **click** on the Search button.



Garnishment Spec Data 1

Use the ***Garnishment Spec 1*** page to enter garnishment order information.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data > Garnishment Spec Data 1***



NOTE: You can define only one garnishment specification for each garnishment order that you receive for an employee. The system requires that each garnishment specification have a unique garnish ID.

Enter the **Garnish ID** and **select** the **Status** of ***"Approved"*** from the dropdown list. Enter the **Received Date/Time** and the **Respond By Date/Time**.

Click on the to **select** the **Type** from the dropdown list = ***"Current"*** or ***"Arrears"***

Enter the **Court Name** and **Court Document IDs -** these fields must be entered.

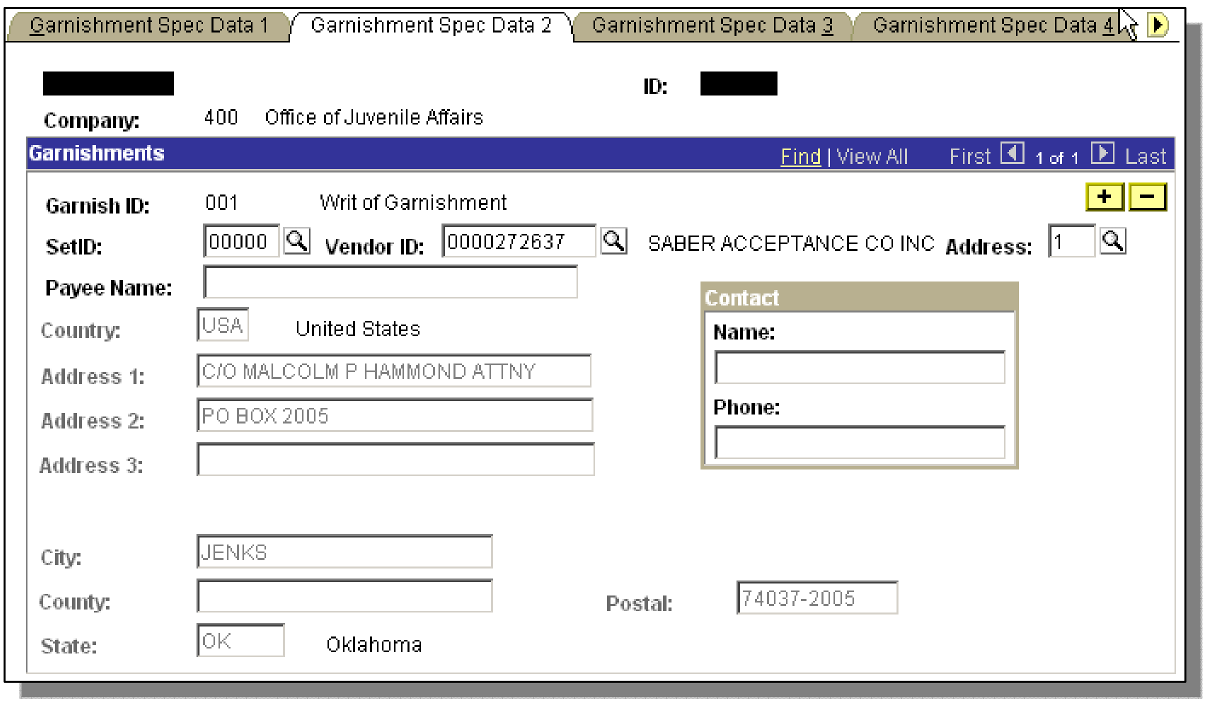
Remarks Field – Optional

Status	You will use this field to update the status of the garnishment as it changes over time. **Received: Select** this value when you establish a new garnishment record. You can also use it to test the garnishment deduction before you put it into production via an online check scenario. **Approved:** Use this value to indicate that you will be complying with the issuing authority. **Completed: Select** this value when the garnishment is paid in full. **Rejected: Select** this value if you cannot comply with the garnishment or levy. For example, if you have terminated the employee and there are no wages to garnish, you can reject the garnishment. **Suspended:** Use this value to stop the garnishment deduction while preserving the garnishment specification data. If you **choose** Received or Approved, the system will process the garnishment when you run Pay Calculation. If you **select** Completed, Rejected, or Suspended, the system will ignore the garnishment during the Calculation process.
Received Date/Time	Enter the date and time the state received the garnishment from the court, authorized agency, or government agency.
Respond By Date/Time	Enter the date and time by which the State must tell the court, authorized agency, or government agency whether you can comply with the garnishment order. (If the employee is no longer employed, you cannot garnish wages)
Type	**Select** the type of garnishment or levy from the following list: • **Writ of Garnishment:** Typical garnishment type for failure to pay. • **Tax Levy:** Failure to pay taxes. (Federal or State) • **Chapter 13 Bankruptcy:** Bankruptcy in Canada, or Chapter 13 bankruptcy in the U.S. • **Wage Assignment:** Similar to a writ, signifying a failure to pay. • **Child Support, Spousal Support,** and **Dependent Support:** Typically ordered by a family court. If you **select** this value, also **select** Current or Arrears in the Garnishment Support Type field - Student Loans (Federal or State).
Garnishment Support Type	Applies only for garnishment types of Child, Dependent, and Spousal Supports.
Court Name	Use this field to indicate the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment. This would generally be the Court that forwarded the garnishment to the State.
Court Document IDs	Enter any codes with which the State can identify the garnishment documents from the court or reports that might be sent back to the court or government agency. For example, garnishment documents might carry a file or case number that would be helpful when referring to the garnishment, but a tax levy usually uses a date and the employee's social security number (SSN)

GARNISHMENT SPEC DATA 2

Use this page to indicate payee information. PeopleSoft uses the **Vendor ID** to correctly create the Garnishment payment through Accounts Payable.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data >Garnishment Spec Data 2***



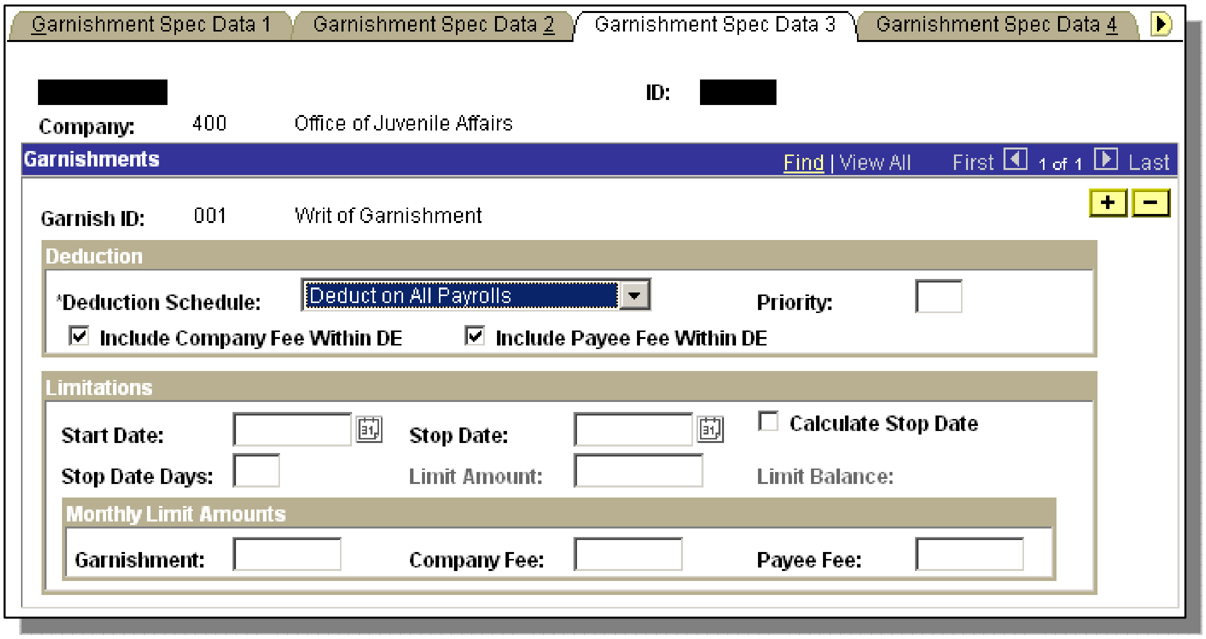
Select a **SetID** (will ***always*** be ***00000***), **Vendor ID,** and **Address Sequence #** using the lookup buttons. When you **select** the **Address Sequence Number** - ***select address 1*** and tab out of the field the address information will default.

NOTE: Ensure that an address is entered; otherwise AP will not produce a check even though the deduction is taken out of the employee's paycheck.

GARNISHMENT SPEC DATA 3

Use this page to define garnishment deduction parameters and limitations.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data >Garnishment Spec Data 3***



Deduction Schedule	This is where you tell the system how to deduct each garnishment: • **Deduct on All Payrolls:** By choosing this option, you indicate that the system should process the garnishment deduction on all payrolls processed for the employee up to the Monthly Limit Amount entered in the Monthly Limit Amounts Grid area. If nothing is enter, the garnishment amount will be deducted from all of the employees' pay. You will have to do some additional data entry on Garnishment Spec Data 4 page to complete the deduction information. ***(Monthly).*** • **Deduct by Schedule:** This option indicates to the system that you will define a schedule for the garnishment deduction. You will need to complete data on the Garnishment Spec Data 5 page to create the deduction schedule and complete the deduction information, used for ***Bi-Weekly*** pay cycles.
Priority	**Select** the processing priority of the garnishment in case the employee has multiple garnishments. For example, Child support garnishments take priority over Tax Levies. You should understand that this priority is not the same as the deduction priority in the General Deduction Table. Also remember that a lower priority number means a higher order of processing and therefore a higher priority. The system uses this value to process garnishments to which proration rules do not apply.
Include Company Fee Within DE	The State of Oklahoma does not include a company fee in the employee's deduction but some agencies do.
Include Payee Fee Within DE	This should be left as checked (the default) unless the court order specifies differently.

Limits

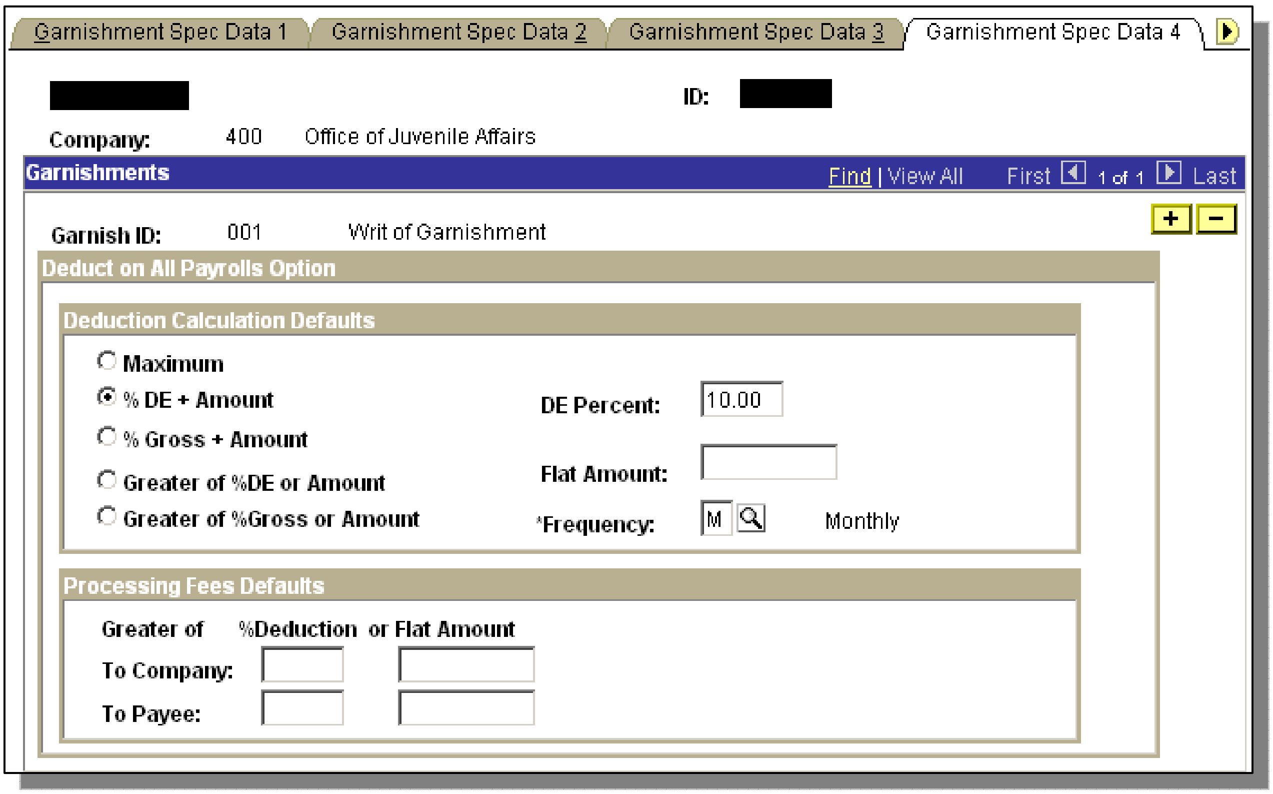
The fields in this box allow you to place restrictions on the time a garnishment is in effect or on the amount the garnishment can reach. Some states will not allow more than one writ type garnishment to be collected at a time, such as Oklahoma. Oklahoma also limits the deduction not to be taken for more than 180 days per writ.

Start Date	Leave this field blank if the garnishment is to start immediately (the garnishment will be taken on the first payroll that is processed after the garnishment has been entered). Otherwise, start the garnishment on the first day of the month following the receipt of the garnishment.
Stop Date	The State will be leaving this field blank as well to insure the entire garnishment is collected. If you use this field you must enter a **date** that is **GREATER than the check date** for a pay period to have the system take the garnishment for that period. If the **date** is **less than the check date**, the garnishment will **NOT** be deducted. **NOTE:** Rule of thumb is to enter the begin date of the employees' next pay cycle.
Calculate Stop Date **Stop Date Days**	These fields allow you to accommodate state laws (i.e. Tennessee, Oklahoma) where a certain type of garnishment (Writ) cannot extend beyond a certain number of days. The system includes logic that can figure out when the employee has earnings available for garnishing and extends the end date to the limit you define.
Limit Amount	This field allows you to enter a limit amount to establish a maximum total amount for the garnishment deduction (sometimes a garnishment will come with a pre-defined limit amount as set by the issuing authority). When this field has an amount, the limit balance field will be updated each time the State runs Pay Confirmation reflecting how much of the garnishment has been paid to date. When the limit balance equals the limit amount, the system automatically stops taking the deduction. If you do not want to define a limit, leave this field blank. **Once an amount has been entered and saved, this field can NOT be changed without assistance from CORE.**
Limit Balance	This field is only maintained when a Limit Amount has been entered. Each time the State runs Pay Confirmation, the system will update the amount in this field, displaying how much of the garnishment has been paid to date. When the limit balance equals the limit amount, the system automatically stops taking the deduction. **This field can NOT be changed without assistance from CORE.**

GARNISHMENT SPEC DATA 4

Use this page to define deduction information when deducting from all payrolls. Before using this page, **select** the Deduct on All Payrolls option on the Garnishment Spec Data 3 page.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data > Garnishment Spec Data 4***


Garnishment Spec Data 1 | Garnishment Spec Data 2 | Garnishment Spec Data 3 | Garnishment Spec Data 4

[redacted] ID: [redacted]

Company: 400 Office of Juvenile Affairs

Garnishments Find | View All First 1 of 1 Last

Garnish ID: 001 Writ of Garnishment

Deduct on All Payrolls Option

Deduction Calculation Defaults

- Maximum
- % DE + Amount — DE Percent: 10.00
- % Gross + Amount
- Greater of %DE or Amount — Flat Amount:
- Greater of %Gross or Amount — *Frequency: M Monthly

Processing Fees Defaults

Greater of	%Deduction	or Flat Amount
To Company:		
To Payee:		

Select the appropriate **Deduction Calculation Defaults** radio button.
If you **select** ***"Maximum"*** no other **select**ion is necessary.
If you **select** ***"% DE + Amount"***, enter the **DE Percent** and/or **Flat Amount.**

Next, **select** the **Frequency** from the drop down list by **clicking** on the button.

Deduction Calculation Defaults

Maximum	If you **select** this option, the system will calculate: Disposable Earnings (DE) – Exemptions = Garnishment Deduction In other words, the system will take all it can get. This option is most commonly used for Tax Levy or Bankruptcy garnishments (unless an amount is specified on the court order).
DE Percent	Enter the percentage specified in the court order.
Flat Amount	Usually used for Child Support. Enter amount specified in the court order.
Frequency	If you enter a flat amount or percentage, you need to also **select** a deduction frequency. The system will use this frequency to adjust the flat amount to the employee's pay frequency and to calculate the deduction amount accordingly per pay period.

Processing Fees Defaults

Depending on the Court Order, you may have to indicate a fee for the Payee. On the Garnishment Spec Data 2 page, you specified whether to include the payee fee in the employee's disposable earnings.

Some garnishment orders may require comparing a flat amount to a percentage of the deduction and then take the greater of the two. If that is the case, enter both, and the system will take the greater amount.

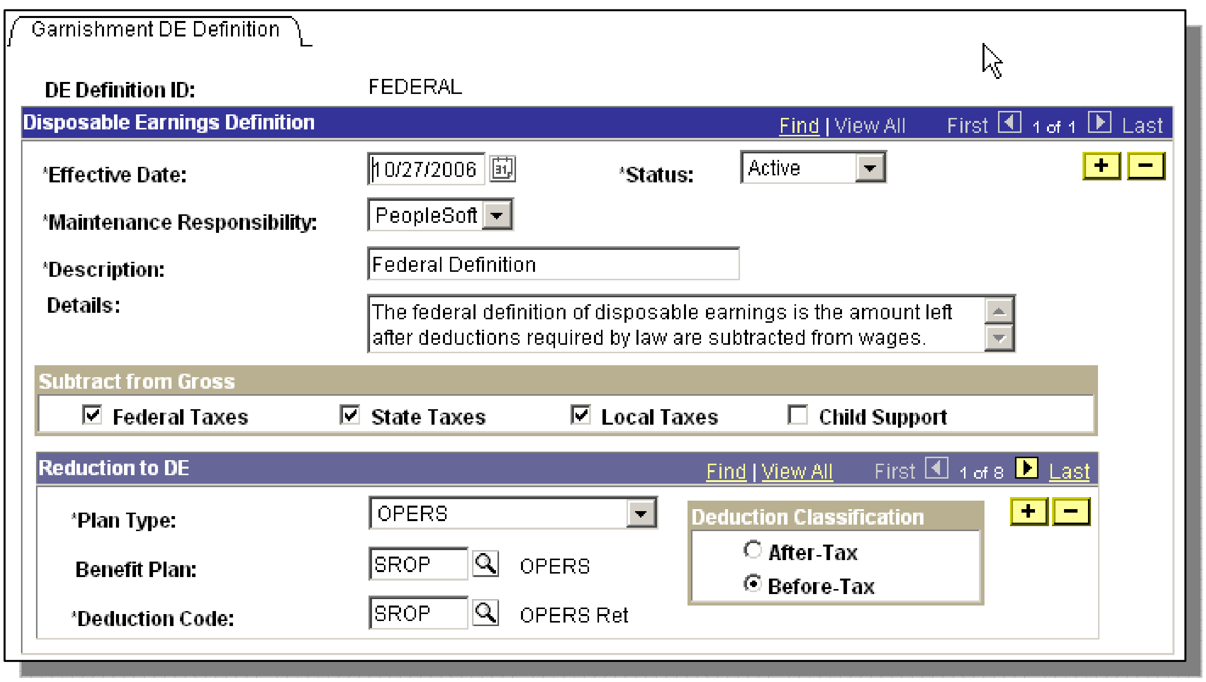
DISPOSABLE EARNINGS CALCULATIONS

Disposable earnings (DE) are the earnings subject to garnishment. What constitutes disposable earnings varies according to the governing jurisdiction (that is, federal, state, provincial, or local authority). For example, a disposable earnings definition might specify the calculation of an employee's gross earnings minus all federal and state taxes and health insurance premiums.

PeopleSoft maintains and delivers the standard federal and state disposable earnings definitions with PeopleSoft Payroll for North America. Where appropriate, the rules have been updated to include deductions to be included specific to the State of Oklahoma.

If the Court order specifies that the employee's disposable earnings should exclude specific deductions other than already specified in the rule, like health care for dependents, those deductions can be added at the employee level on Garnishment Spec Data 6.

NAVIGATION: ***Home > Define Business Rules > Define Payroll Process > Setup 1 > Garnishment DE Defn (US)***

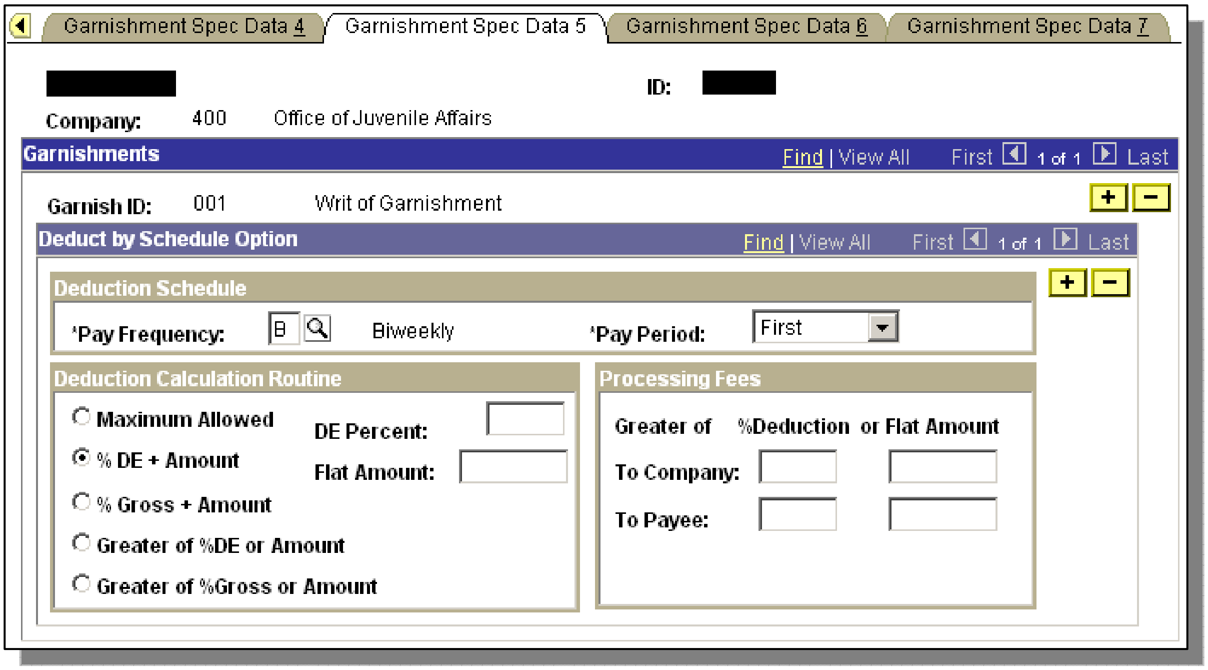


Contact **CORE** to update Garnishment Rule Disposable Earnings Definitions.

GARNISHMENT SPEC DATA 5

Use this page to define the payment schedule for the garnishment, used by Bi-Weekly pay cycles. Before using this page, **select** the **Deduct by Schedule** option on the Garnishment Spec Data 3 page.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data >Garnishment Spec Data 5***



Garnishment Spec Data 4 | Garnishment Spec Data 5 | Garnishment Spec Data 6 | Garnishment Spec Data 7

[redacted] ID: [redacted]

Company: 400 Office of Juvenile Affairs

Garnishments — Find | View All First 1 of 1 Last

Garnish ID: 001 Writ of Garnishment

Deduct by Schedule Option — Find | View All First 1 of 1 Last

Deduction Schedule

*Pay Frequency: B Biweekly *Pay Period: First

Deduction Calculation Routine

- Maximum Allowed
- % DE + Amount (selected)
- % Gross + Amount
- Greater of %DE or Amount
- Greater of %Gross or Amount

DE Percent:

Flat Amount:

Processing Fees

Greater of %Deduction or Flat Amount

To Company:

To Payee:

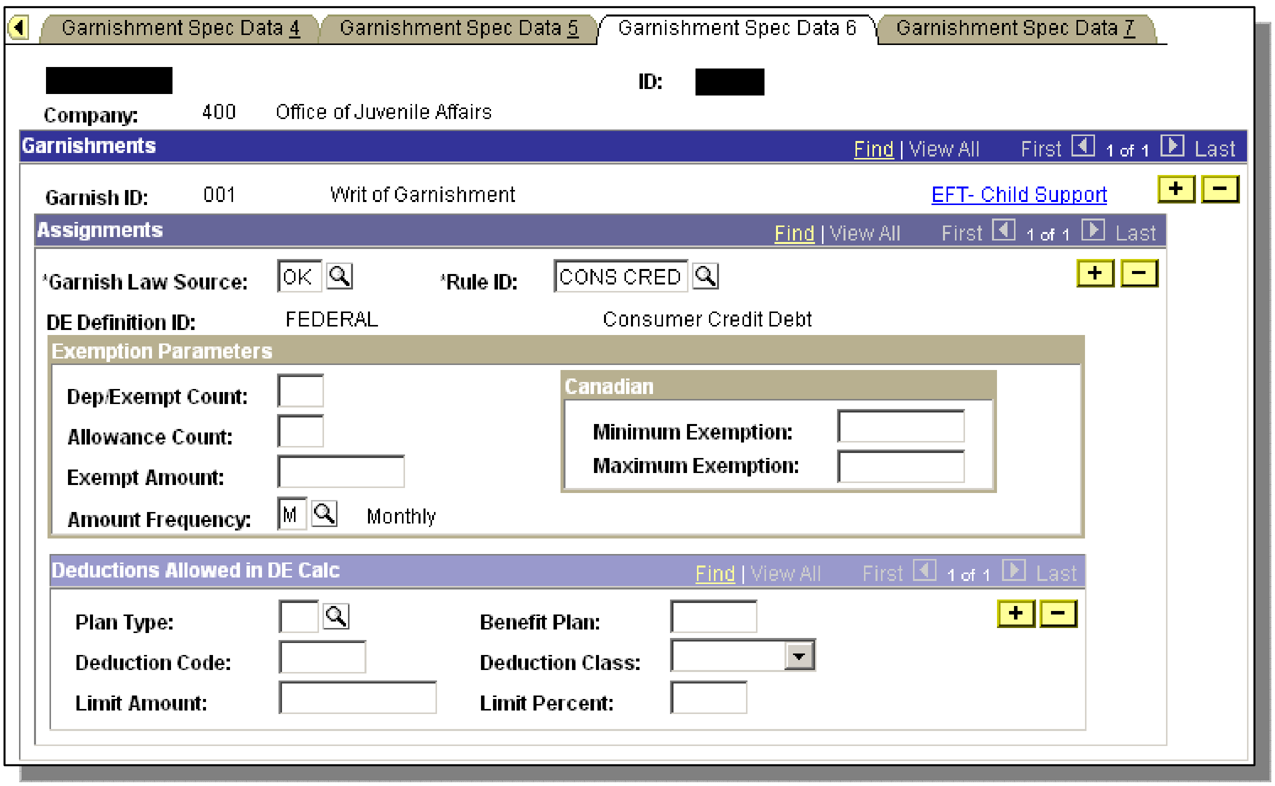
NOTE: Bi-weekly employees will require a schedule to properly calculate and deduct the garnishment. Specify a pay frequency of “B” and the details in the deduction calculation group box.

Monthly employees will not require any set-up on this page. They will only require data on Garnishment Spec Data 4.

GARNISHMENT SPEC DATA 6

Use this page to indicate which garnishment rule governs each garnishment. PeopleSoft allows you to enter multiple garnish law sources and rule IDs for each employee to accommodate orders from different states and courts. If an employee has both federal and state ordered garnishments, enter the federal code (***$U***), and then insert a row for each additional state.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data > Garnishment Spec Data 6***



Select the **Garnish Law Source** (Jurisdictional Entity) and **Rule ID** using the lookup button.

NOTE: In the U.S., when an employee has more than one garnishment in a single state, the system determines proration rules based on the garnish law source. If the garnishments are for more than one state, the system uses the proration rule of the employee's work state.

For proration rules CRTORD and CRTDET, if the courts supply amounts or percents for prorating garnishments, enter the court-ordered proration amount or percent for each of the garnish IDs on the Garnishment Spec Data 7 page.

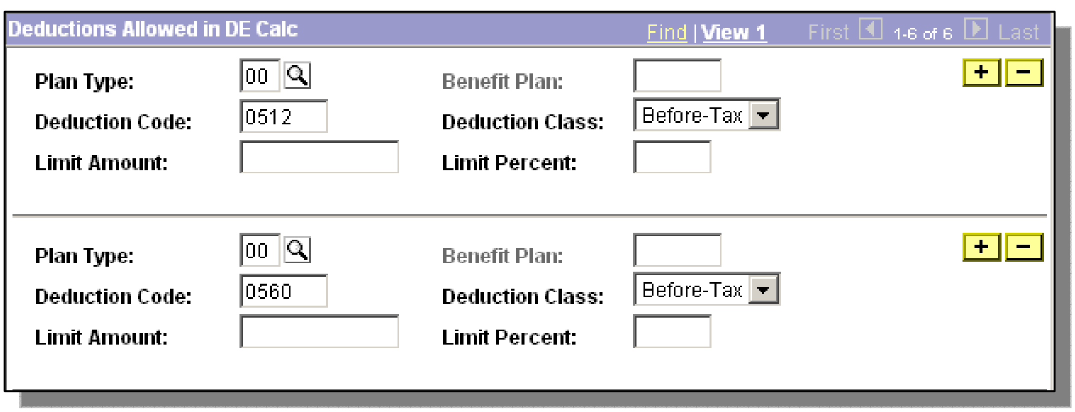
Exemption Parameters

The system uses this group box to calculate the most favorable garnishment deduction amount for the employee. Depending on the exemption calculation routine (in Garnishment Rules Table 2) that applies to this rule, the system uses one or more of these exemption parameters to calculate the amount of disposable earnings that are exempt from garnishment. You must enter only the exemption parameters that are appropriate to the rule.

Dep/Exempt Count (Dependent or Exemption Count)	Enter the number of dependents or exemptions claimed by the employee.
Allowance Count	Enter the number of allowances claimed by the employee.
Exempt Amount	If the court determines an exemption amount, enter it here.
Amount Frequency	If the court determines an exemption amount frequency (daily, weekly, or monthly), **select** it here.

Deductions Allowed in DE Calc

Depending on the Disposable Earnings definition established for the Garnishment rule by the State, the system will populate the fields in this group box with all the deductions that are allowed once you have run the first pay calc. This page will display the amount being subtracted from the employee's gross before calculating the garnishment deduction.



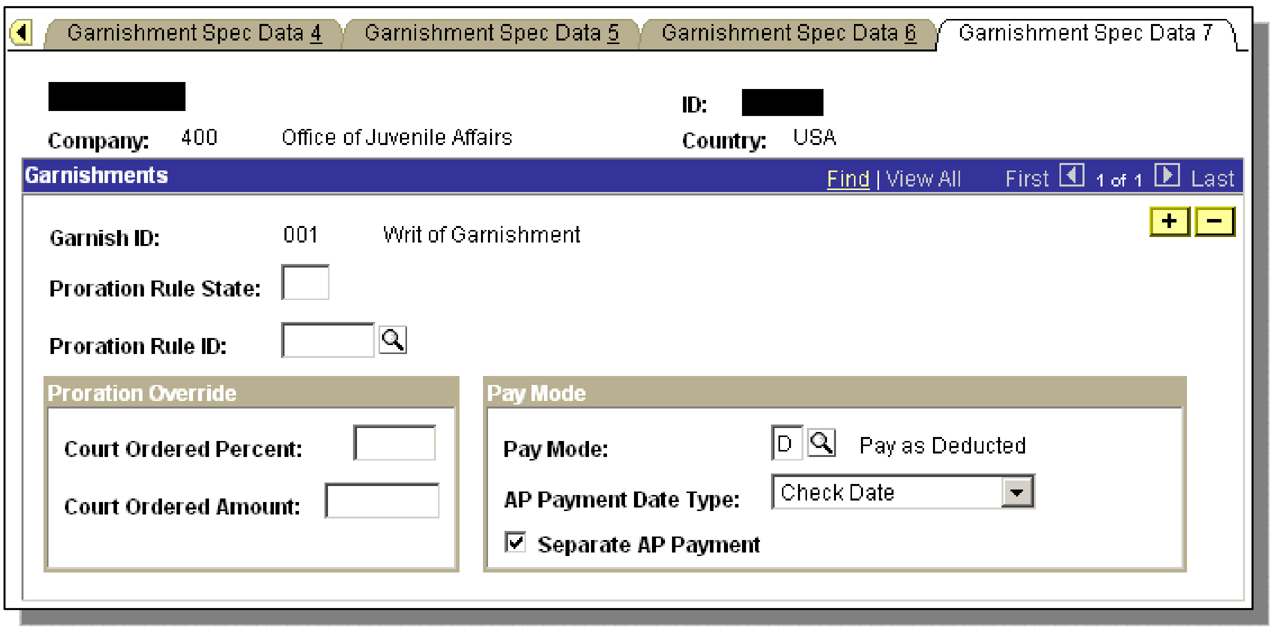
CAUTION: For all **Federal Tax Levy** garnishments **ONLY** the deductions and amounts **NOT** covered by the employee's **BEA** should be listed here.

The system will automatically add **ALL** deductions that the employee has at the time the garnishment is entered. Therefore, once the fields are updated after the first payroll calculation, they need to be reviewed. **ALL deductions covered by the employee's BEA have to be deleted.** If a partial amount needs to be subtracted, enter that amount **in the Exempt Amount** field.

GARNISHMENT SPEC DATA 7

Use this page to prorate garnishments for employees who have more than one. Garnishments cannot go into arrears. The system will allow you to use pre-defined proration rules (maintained by PeopleSoft) to collect from each of the employee's garnishments each pay period, if the employee's wages are not enough to cover his or her garnishment.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Garnishment Spec Data >Garnishment Spec Data 7***



The **Garnishment ID** that you entered on Garn Spec 1 displays at the top of the page. Enter the **Proration Rule State** ***"OK"***; this is the state where the employee works.

Enter the **Court-Ordered Amount** or **Percent** by which to prorate the employee's garnishments.

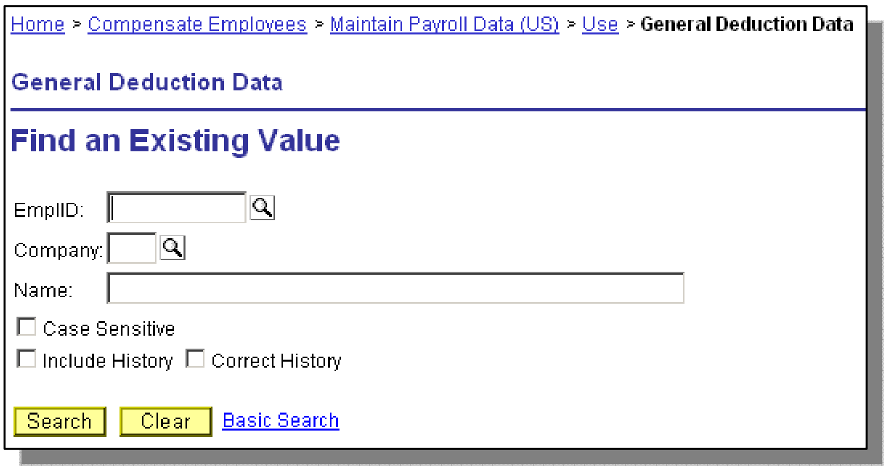
NOTE: Only Writs and Support garnishments use proration rules because there can be more than one. For Writs, the proration rule for Oklahoma is FIRST1. This rule states that it will handle multiple writs on a "first come first serve" basis. In other words the system will calculate and pay the writ that was received first (based on the Start Date entered on Garnishment Spec Data 3). Once that writ has been paid the system will go to the next one in line and so on.

The Pay mode is for functionality with the PeopleSoft Payables (AP) module is not required here.
When the ***Proration Override*** criteria box is left blank, the system uses the proration rules set by Federal and State laws. Only use this criteria box if the court order specifically states something other than what is specified by Federal or State guidelines.

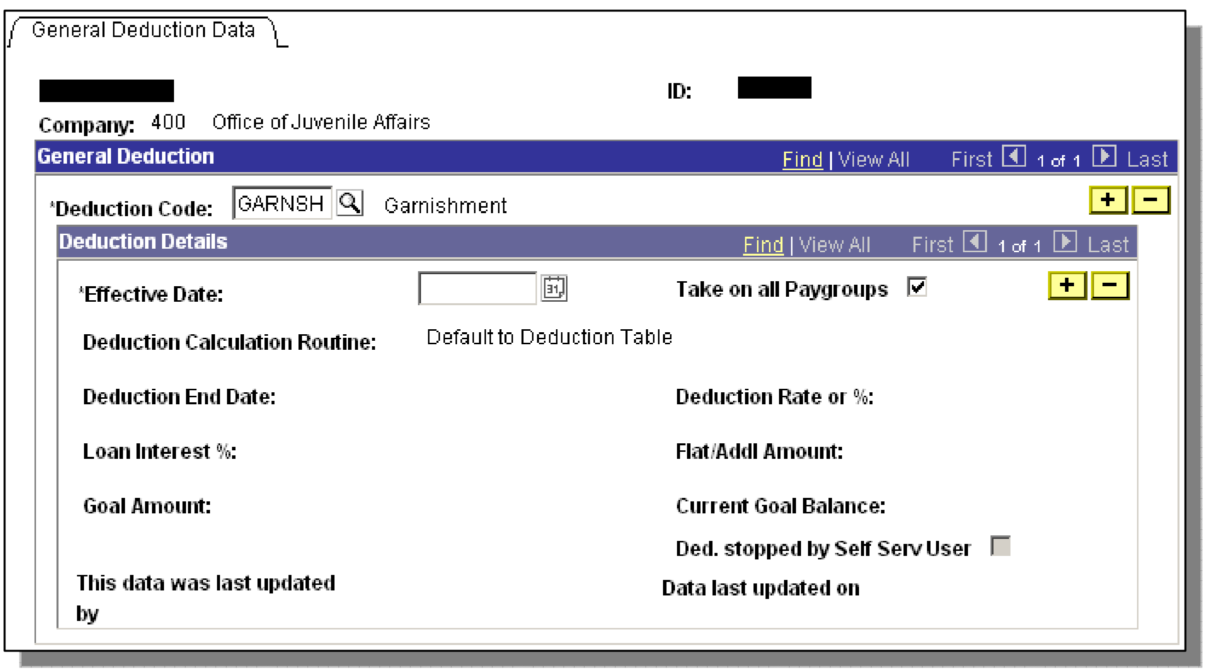
ADDING THE GARNISHMENT DEDUCTION

In addition to establishing the Garnishment Specification, you need to add the General deduction of ***GARNSH*** to the employee.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > General Deduction Data***



To **select** an employee, enter the search criteria and **click** on the Search button.



Enter the **Deduction Code** using the lookup button. **Select** the **Take on all Paygroups** checkbox to insure employees with multiple jobs in different paygroups will have the garnishment taken from all pay.

The **Effective Date** should be the Begin Date of the employee's next pay cycle.

The system will **choose *"Default to Deduction Table"*** as the **Deduction Calculation Routine** because the deduction has been defined as a garnishment.

The system will use the Garnishment Spec Data pages to calculate the garnishment amount. **Click** on the Save button.

PAYROLL GENERAL DEDUCTIONS

OVERVIEW

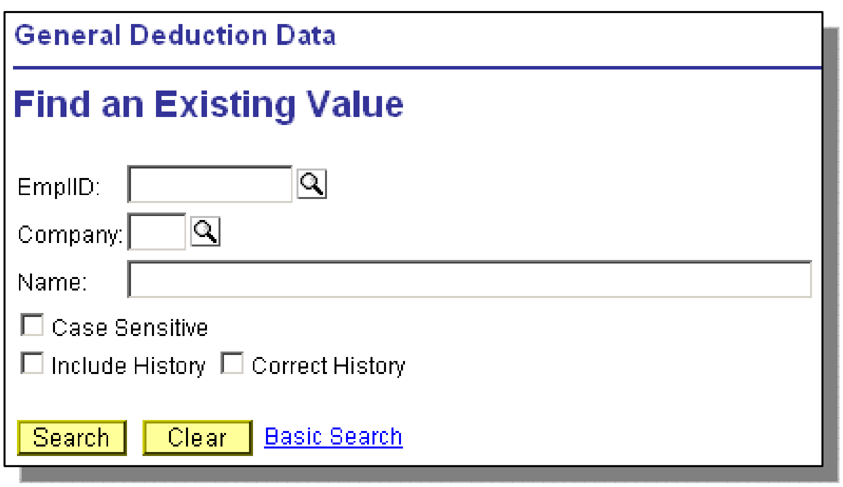
In PeopleSoft Human Resources, a general deduction is any deduction that is not a benefit deduction. Charitable deductions, union dues, parking, garnishments, bonds, and so on all fit into this category. Use the General Deduction Table to define how these non-benefit deductions are calculated.
In this section, we discuss how to setup General Deduction for employees.

NOTE: All Benefit Deductions, excluding Savings Plans, are setup as General Deductions but the data for these Benefit Deductions will be programmatically entered for each employee by the EBC Inbound Interface.

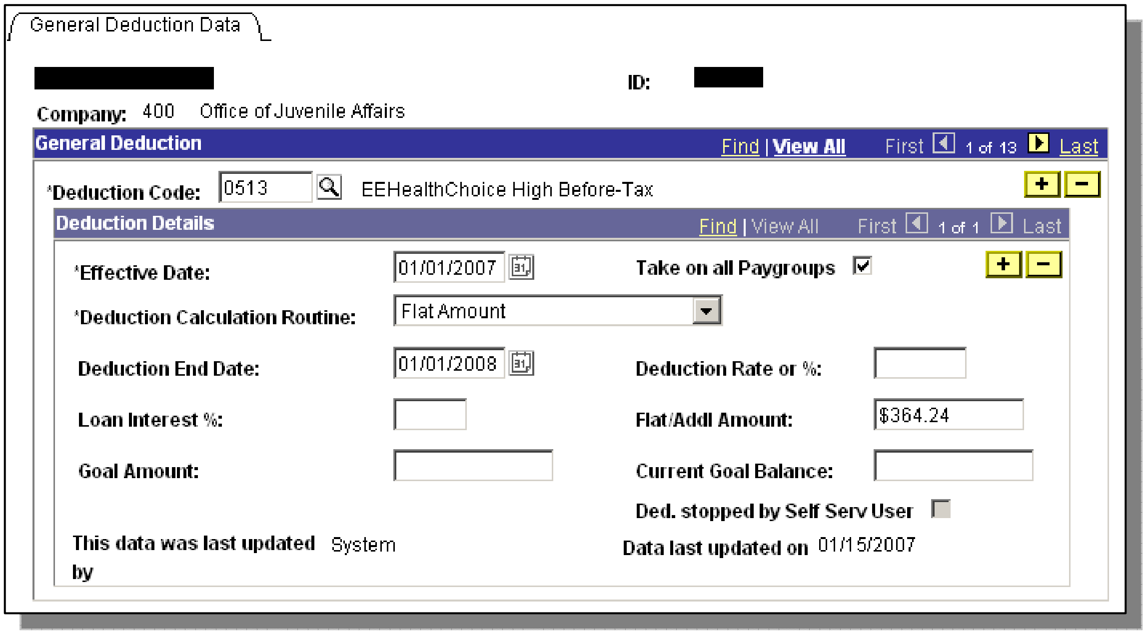
All deductions in legacy are in PeopleSoft and usually with the same deduction codes. Examples: ***OPEA, SC01.***

GENERAL DEDUCTION DATA

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > General Deduction Data***



- All deduction codes that begin with a ***0*** are ***benefit deductions***.
- All deduction codes that begin with ***alpha*** are for ***deductions other than those that come from EBC.***



General Deduction Data

[redacted] ID: [redacted]

Company: 400 Office of Juvenile Affairs

General Deduction Find | View All First 1 of 13 Last

*Deduction Code: 0513 EEHealthChoice High Before-Tax

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/2007 Take on all Paygroups ☑

*Deduction Calculation Routine: Flat Amount

Deduction End Date: 01/01/2008 Deduction Rate or %:

Loan Interest %: Flat/Addl Amount: $364.24

Goal Amount: Current Goal Balance:

Ded. stopped by Self Serv User

This data was last updated by System Data last updated on 01/15/2007

Select the **Deduction Code** using the lookup button.

Enter the **Effective Date** (beginning of employees' next pay cycle) and **select** the **Deduction Calculation Routine**. In our example, we will **select** ***"Flat Amount"***.

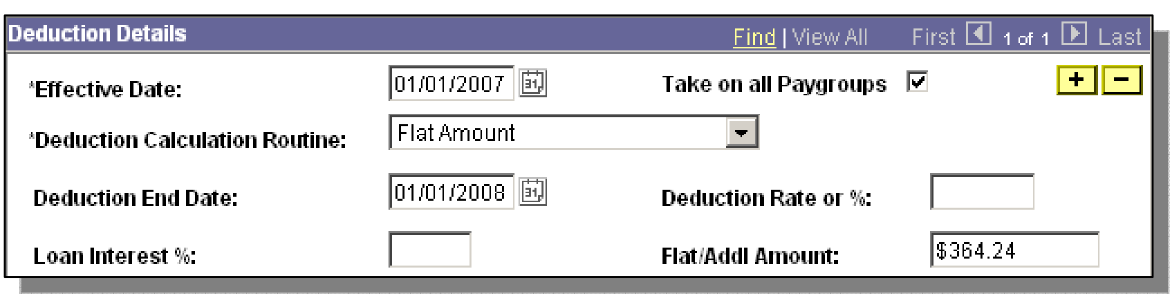
Enter the **Flat/Addl Amount** and **click** on the Save button.

To add another General Deduction, insert a new row by **clicking** on the plus sign across from the Deduction Code.

General Deduction Find | View All First 1 of 13 Last

*Deduction Code: 0513 EEHealthChoice High Before-Tax

To add a new effective date and change the deduction amount**,** insert a new row by **clicking** on the plus sign across from the Effective Date



Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/2007 Take on all Paygroups ☑

*Deduction Calculation Routine: Flat Amount

Deduction End Date: 01/01/2008 Deduction Rate or %:

Loan Interest %: Flat/Addl Amount: $364.24

Update the **Flat/Addl Amount** and **click** on the Save button.

Deduction Code	**Select** the code for the general deduction the system should take for this employee.
Take on all Paygroups	This option applies only to employees who have jobs in more than one pay group. The State will not be combining earnings from multiple jobs that are paid on the same pay run, but instead the employee will receive two checks. The system will take the deduction only when the employee's primary paygroup is paid if this flag is checked off. If it is checked on, the system will take the deduction from all jobs where the deduction is active.
Deduction Calculation Routine	The Deduction Calculation Routine determines how a deduction is calculated for an employee. The state will not be using Special Deduction Calculation. • **Select** Default to Deduction Table to use the deduction calculation routine specified on the Deduction Table. If you **select** this option, the system takes the amount or percent from the Deduction Table; thus, the Flat/Addl Amount (flat/additional amount) field and the Deduction Rate or % field on this page is not available for entry. • **Select** Flat Amount to establish the deduction as a flat amount. • **Select** Percent of Federal Gross to calculate the deduction as a percent of Federal gross income. **N/A.** • **Select** Percent of Net Pay to calculate the deduction as a percent of net pay. **N/A.** • **Select** Percent of Special Earnings to calculate the deduction as a percent of a special accumulator, such as 401K. Enter the percent in the Deduction Rate or % field. **N/A.** • **Select** Percent of Total Gross to calculate the deduction as a percent of total gross income. **N/A.** • **Select** Rate x Hours Worked to calculate the deduction as rate multiplied by hours worked (hours with the FLSA flag **select**ed). **N/A.** • **Select** Rate x Special Hours to calculate the deduction as a rate multiplied by hours that have a special accumulator associated with them. **N/A.** • **Select** Rate x Total Hours to calculate the deduction as a rate multiplied by total hours. Enter the rate in the Deduction Rate or % field. **N/A.**
Deduction Rate or %	Depending on the value you **select** for the Deduction Calculation Routine field, you may need to enter a rate or percent in this field. This will determine how much to take out for the deduction.

Flat/Addl Amount	Depending on the value you **select** for the Deduction Calculation Routine field, you may need to enter a flat or additional amount in this field.
Goal Amount	Enter the limit for the total amount of the deduction. After this goal is met, the deduction ends. However, if there is a maximum yearly deduction, and the maximum has been reached, the system does not take the deduction, regardless of whether the goal amount has been reached. For example, if the maximum yearly deduction amount allowed for United Way is $80, and an employee's goal amount for United Way is $100, the system stops taking the deduction when $80 is reached.
Current Goal Balance	Displays the total amount taken to date from the employee's pay for this deduction. The system updates this amount after every payroll run, during the Pay Confirmation process. When the Current Goal Balance equals the Goal Amount for this deduction, the system automatically stops taking the deduction. If you want the deduction to start again, you must add another effective dated row and corresponding data.
Ded. stopped by Self Serv User	If the employee stops a voluntary deduction using the Voluntary Deduction Update self-service Web application, the system will automatically **select** this check box*.* ***Note: The State is not yet using employee Payroll self Service***
This data was last updated by, On	Each time the general deduction is updated, the system indicates whether an Online operator or a self-service Web user made the update, and it displays the date of the most recent update. Online operators can update online using the General Deduction Data page. The employee, also known as the Web user, can update using the Voluntary Deduction self-service application.

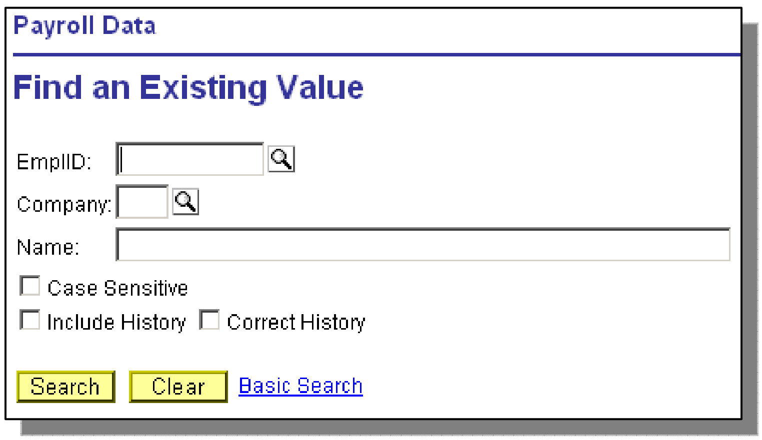
PAYROLL DATA PAGES

OVERVIEW

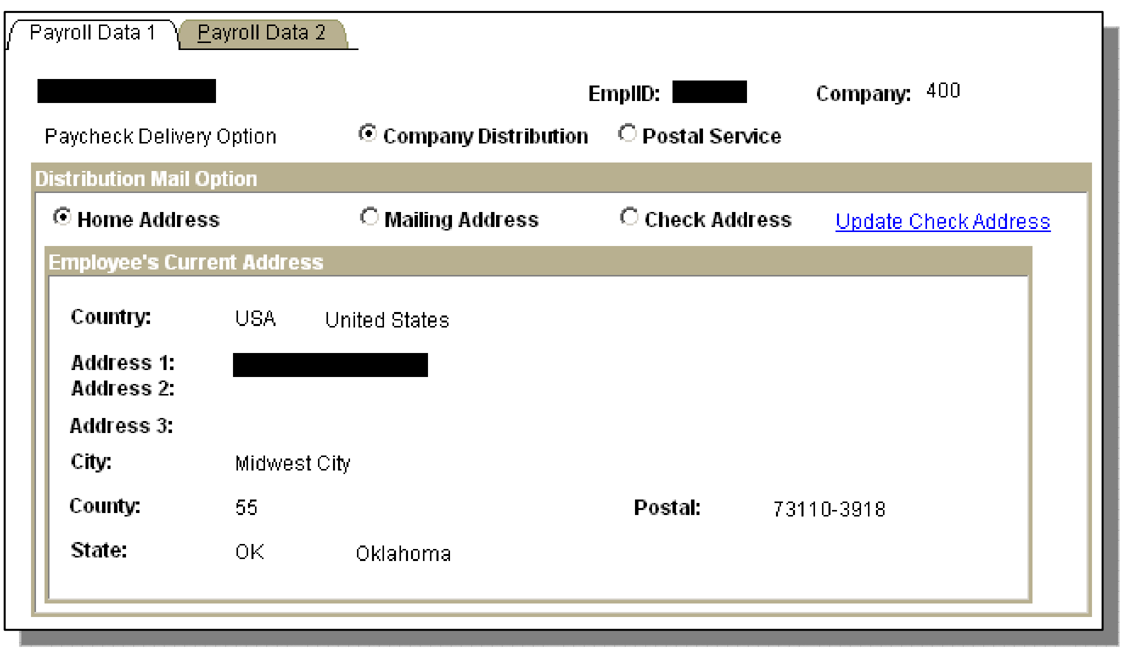
PeopleSoft delivers two pages that allow you to update or manipulate optional payroll data such as check address, Paycheck location, and Check name. The settings will be defaulted for all State employees and can be changed for exceptions only.

PAYROLL DATA 1

Navigation: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Payroll Data***



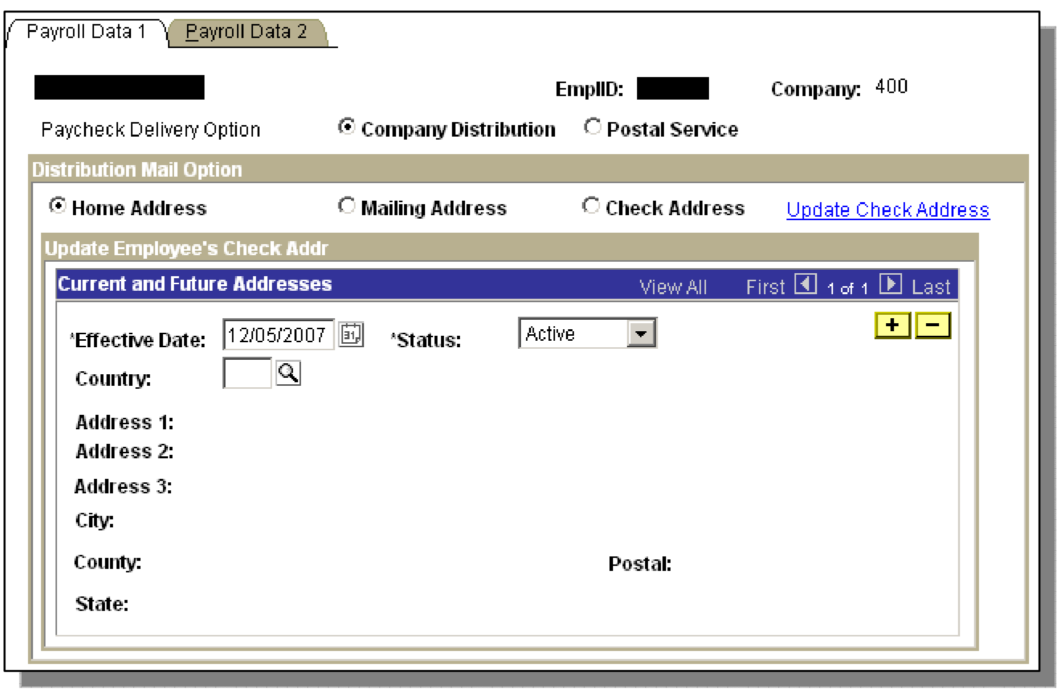
To **select** an employee, enter your criteria and **click** on the Search button.



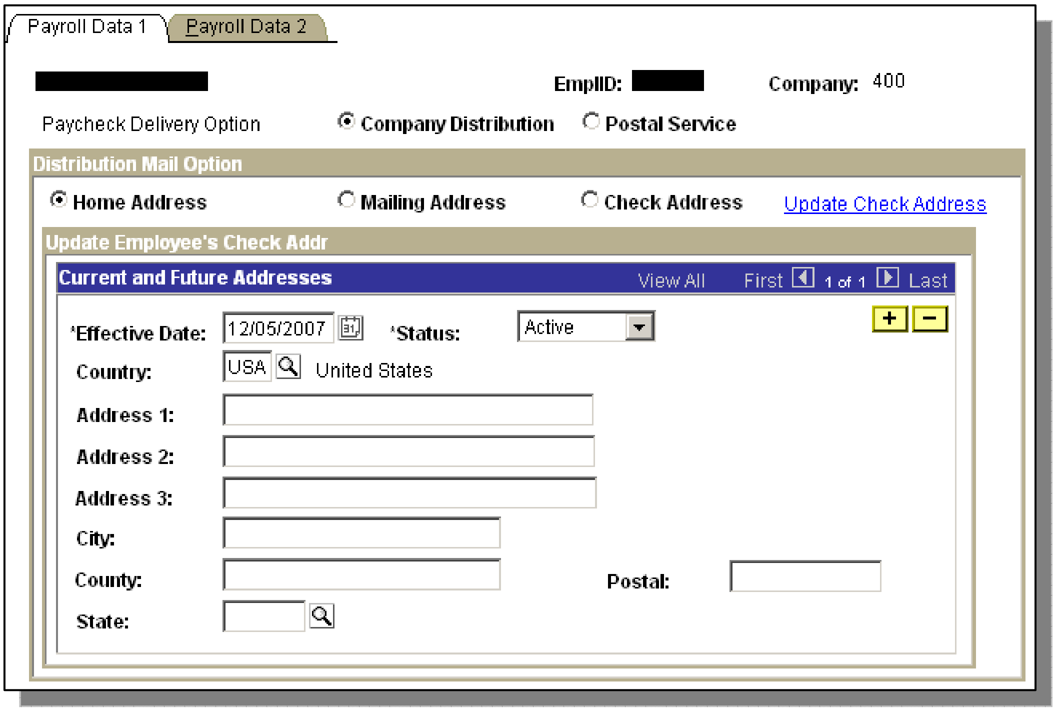
Select the **Paycheck Delivery Option** radio button**. Choose** the **Company Distribution** radio button if the State will be including the check in the regular Agency/department check distribution. The **Postal Service** radio ***button is not an option for the State of Oklahoma at this time.***

Home Address	This radio button indicates that the system should use the employee's Home address from Personal data. The home address data will display automatically when this button is selected. Check to make sure it is correct.
Mailing Address	This radio button indicates that the system should use the employee's Mailing address from Personal data. Make sure there is a mailing address for the system to use if you **choose** this radio button. (**Note:** Only Home Address is being converted into Personal Data.)The mailing address data will display automatically when this button is selected.
Check Address	This radio button indicates that the system should use the employee's Check address from Personal data. The check address data will display automatically when this button is selected. (**Note:** This data is NOT being converted in).
Update Check Address	If none of the above options are sufficient, you can actually change the Check address right on this page and the system will cross update the same address in the employee's Personal data record. When you **click** this hyperlink, the address fields change to allow data entry. The system will show "Current and Future Addresses" as shown below. Use the effective date carefully, as it will be saved to the Personal data

UPDATE CHECK ADDRESS

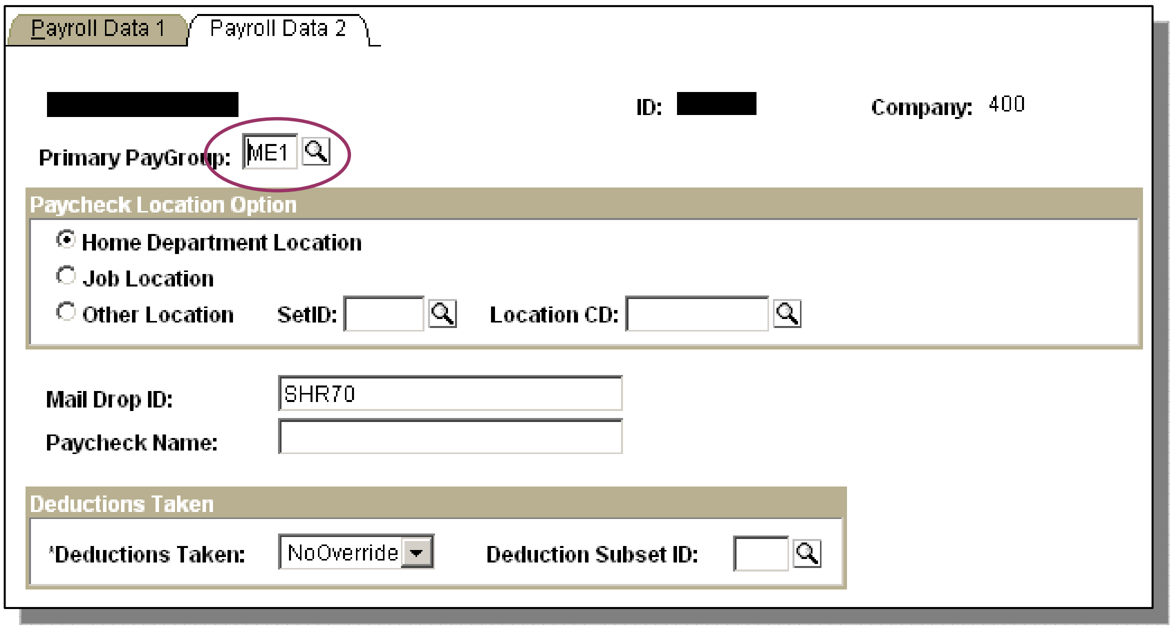


Enter the **Effective Date** and **Country**. Once the country has been selected the remainder of the fields will open up for entry.



PAYROLL DATA 2

Navigation: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > Payroll Data***



NOTE: The **Primary PayGroup** displayed on this page should **always match** the **Pay Group** of the **primary job** on **Job Data**. If they do not match, they should be brought in sync. However, do **NOT** change the Primary Pay Group if paysheets have already been created.

Payroll Data 2 includes Location details that control the paycheck distribution process depending on the configuration of the Paycheck sequencing configurations on the paygroup table. Three things must be true for the location Options to function. On the employee's Paygroup:

- 'Paycheck Sequence' is set to *'Company Distribution Order'* on the Check Distribution page. This is true for all State pay groups.

- 'Paycheck Location Option' is set to *'**Select** on Payroll Data Panel'* on the Check Distribution page. This is not true for any State Paygroups. The State has chosen *'Home Department Location'* on each pay group.

- Location is entered as a Check Print Sequence on the Check Sequencing page. This is true for all State pay groups.

NOTE: The resulting effect will be that the **paycheck** will **always** be sorted to **go** to the employee's **Home Department Location**, regardless of the choice made on this page.

The **Mail Drop ID** is where the ***Warrant Sequence*** information is entered. ***Warrant sequence is used to sort the checks.***

The information has to be manually entered so that checks and advices sort properly based on your agency's needs.

Deductions Taken

Deduction	This will be the State's configuration for this field. It tells the system to process the standard general deductions for this employee as set up on the Deduction Table.
Subset	This option would tell the system to take only those general deductions included in the Deduction Subset you specify in the Deduction Subset ID field to the right.
No override	This will preclude any deduction overrides from taking effect.
None	**Select** this option if no general deductions should be taken out of the paycheck.

SAVINGS BONDS

OVERVIEW

The State of Oklahoma offers employees the opportunity to purchase U.S. Savings Bonds through a Payroll Savings Plan. The PeopleSoft system enables The State to:

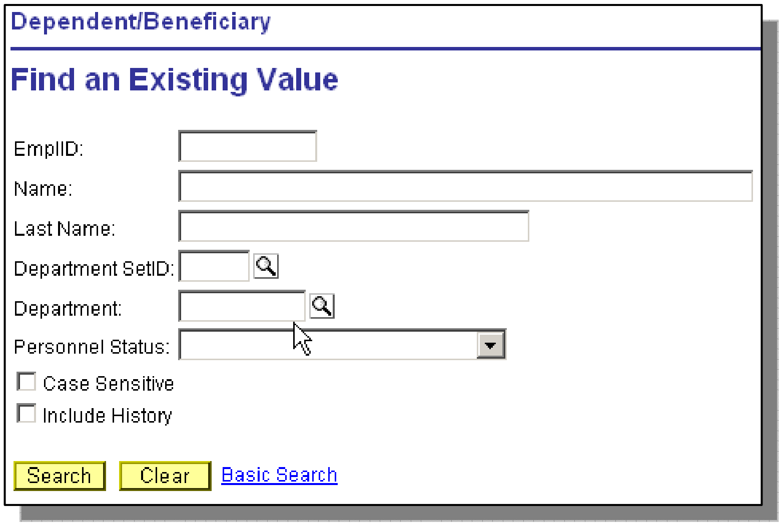
- Keep track of bond owners, their beneficiaries, and purchase distribution information.
- Deduct the appropriate installments from employee paychecks.
- Track the accumulation of funds for each denomination, for each bond owner. PeopleSoft Payroll will process the deducted amounts, update goal balances, allow reporting, and create magnetic media output in Federal Reserve System Format.
- Enable the employee to purchase multiple bonds, using a single general deduction.

If the employee wants to designate the purchased bond to go to another person, that person MUST be captured within PeopleSoft as a beneficiary. Beneficiaries of other Plan types such as Health are only stored in the BAS system and not in PeopleSoft. Savings Bonds beneficiaries will be the only exception to that rule. Savings Bond Beneficiaries do not require the same level of detail a as regular benefit dependent. This manual will cover adding a new dependent/beneficiary in a very basic manner. The following steps will be used to setup a savings bond for the State of Oklahoma.

1. Define Beneficiaries (If an employee owns the bond, and does not specify someone else as the beneficiary, you can skip this step.)
2. Setup the Bond Specification page
3. Add the **BOND** deduction to the employee as a general deduction

DEFINING DEPENDENT/BENEFICIARY INFORMATION

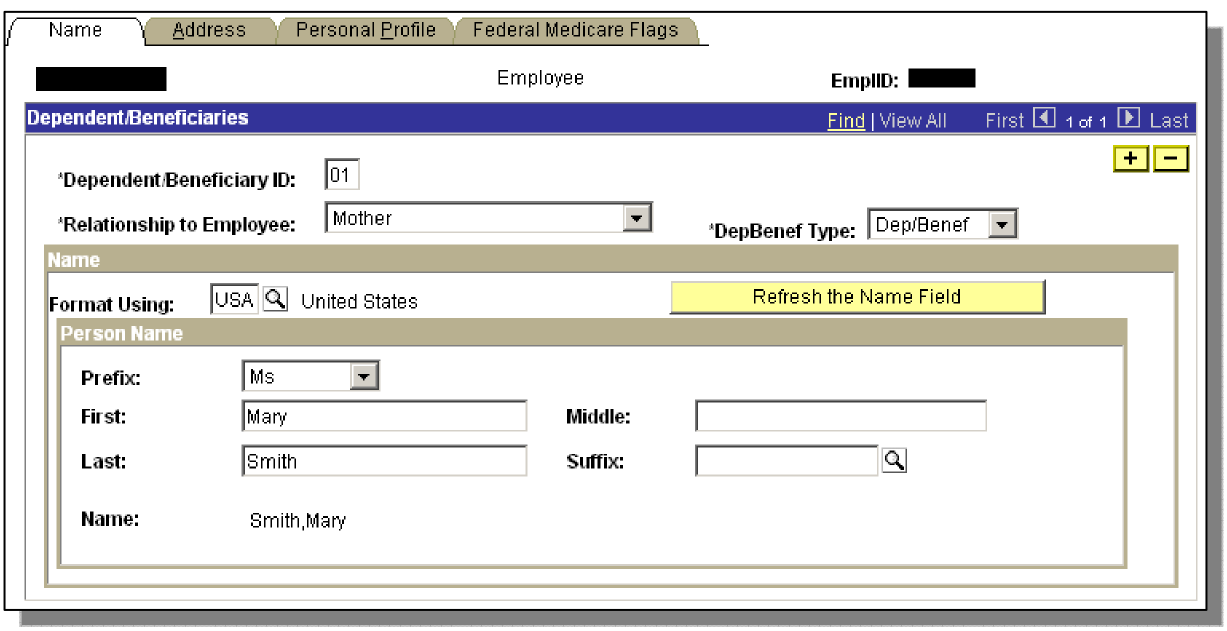
NAVIGATION: ***Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary***



To **select** an employee, enter the criteria and **click** on the Search button.

DEPENDENT BENEFICIARY NAME TAB

Use this page to add or update dependent beneficiary information.



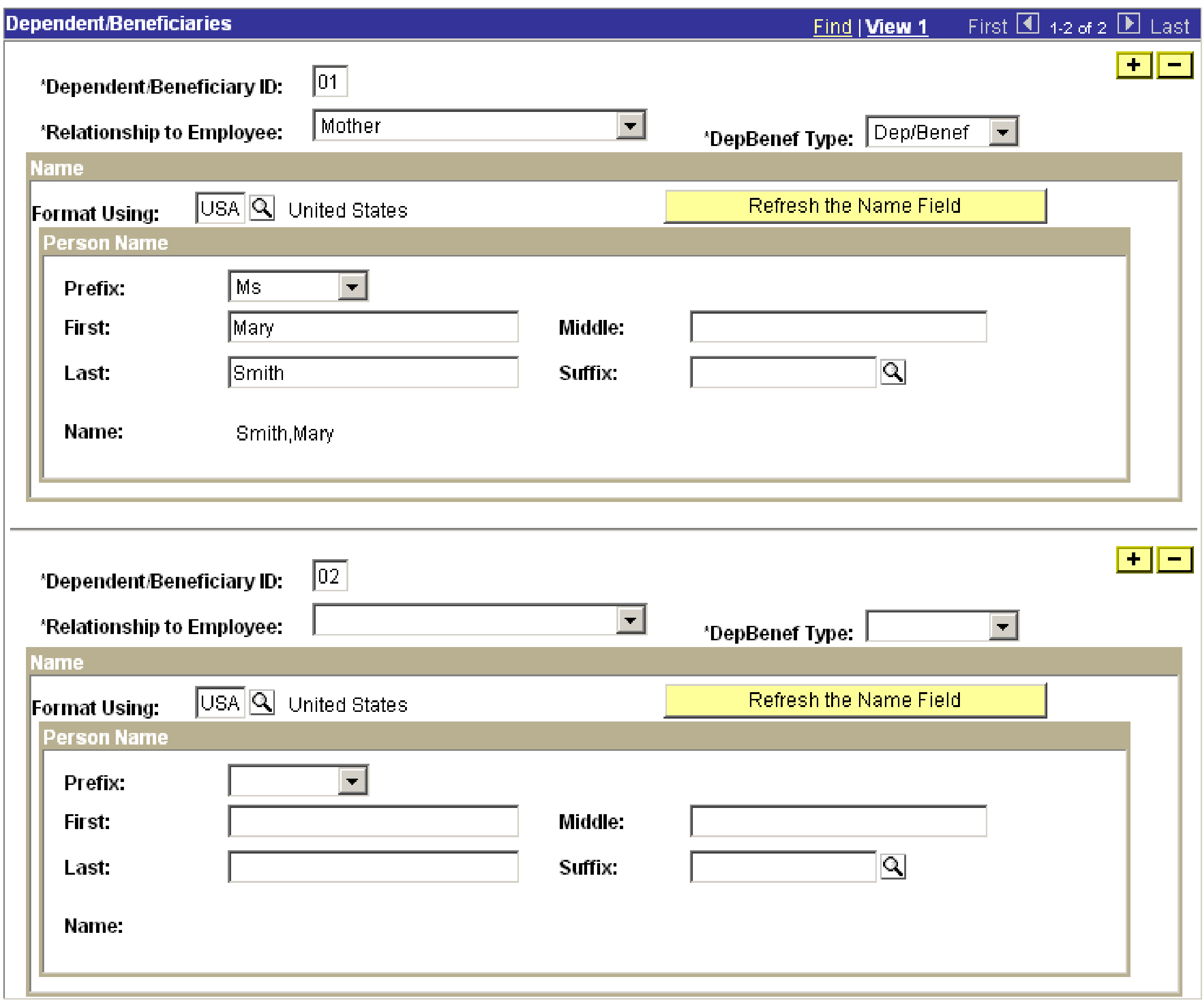
The **Dependent Beneficiary ID** is an incremental number starting with 1.

Click on the button and **select** the **Relationship to the Employee** and **DepBenef Type** from the drop down list. (The DepBenef Type choices for Bonds include: ***"Benef"***, ***"Dep/Benef"***, and ***"Dependent"***.)

The **Format Using** field will default to USA.

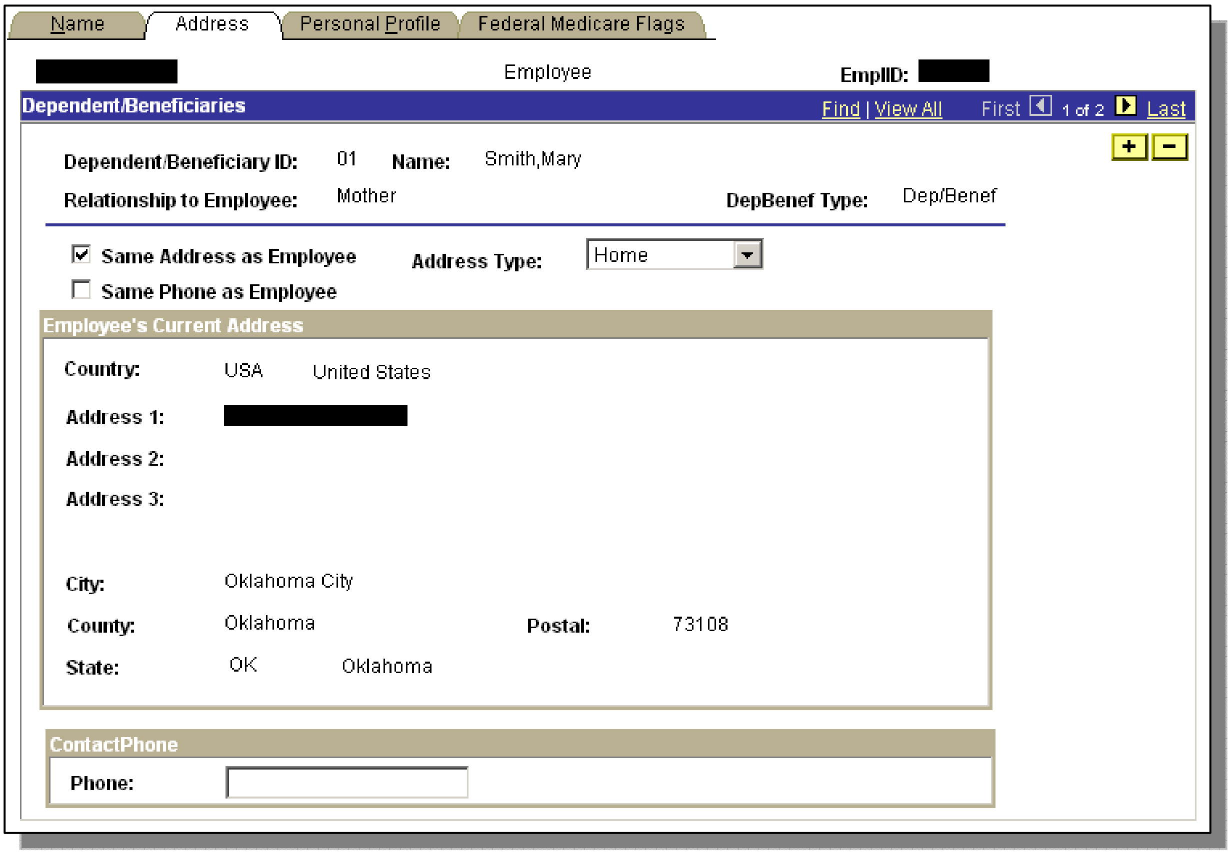
Enter the dependent/beneficiary's **First** and **Last** Name. **Click** the Refresh the Name Field button to have the system automatically populate and display the **Name.**

To add additional Dependent/Beneficiaries, **click** on the + plus sign.



DEPENDENT BENEFICIARY ADDRESS TAB

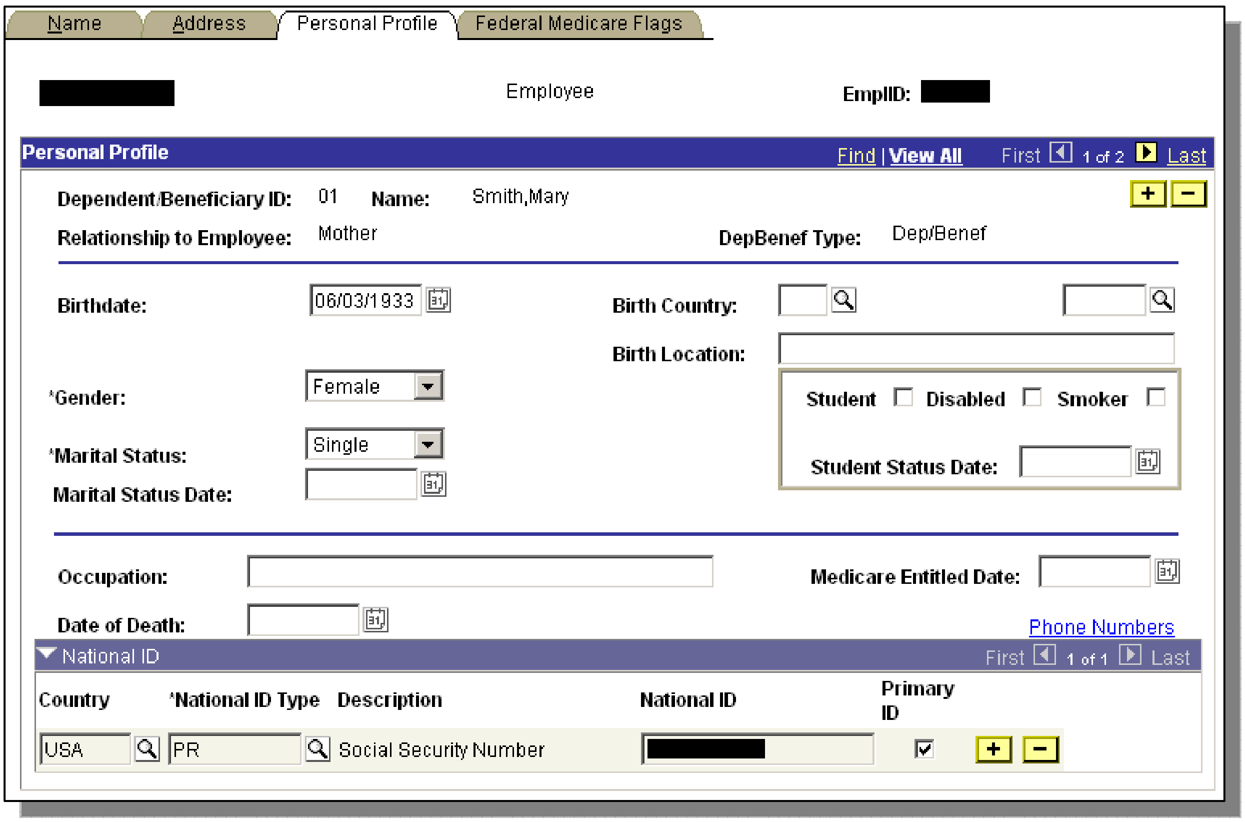
Use this tab to define the dependent/beneficiary's address. If it is the same as the employee, **click** the Same Address as Employee and the system will complete the page for you. Otherwise, enter the data accordingly.



NOTE: In the current version of PeopleSoft used by the State, the bonds will **always** be sent to the employee's ***'Home'*** address **regardless** of the selection made on this page.

DEPENDENT BENEFICIARY PERSONAL PROFILE TAB

The only fields required by the State on this page are the **Gender** and the **Marital Status**. If the Dependent Beneficiary's **Birthdate** and/or **Social Security** number are available enter it in the appropriate field. Complete other information if accessible.



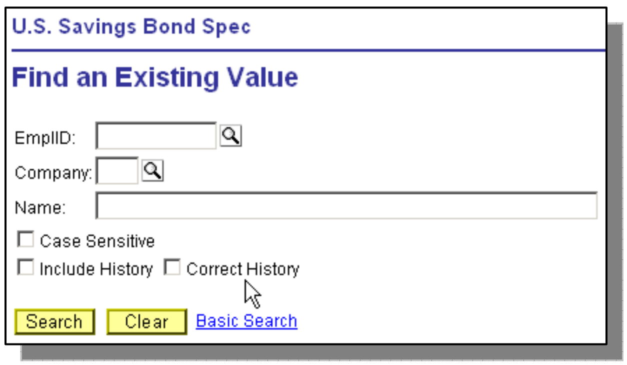
Click on the Save button.

The **Federal Medicare Flags** page is **NOT** used by the State of Oklahoma.

Setting up the Bond Spec

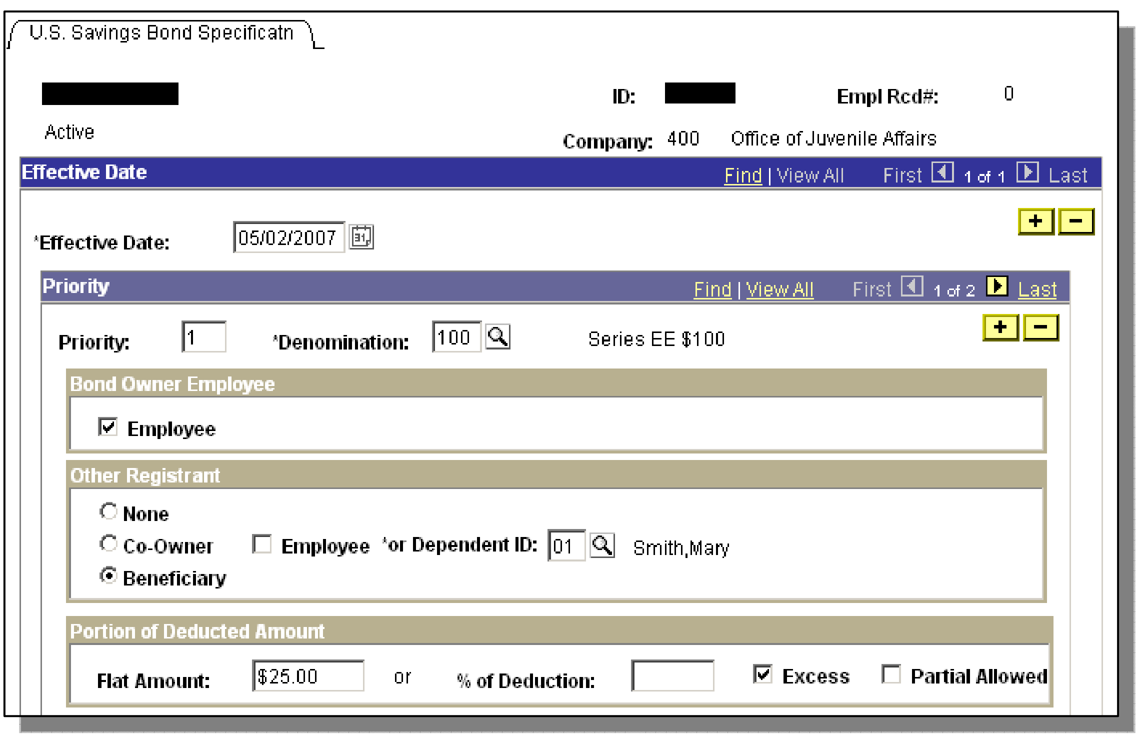
Once you have defined beneficiaries, if any, you can define the actual Bond Specification. This will instruct PeopleSoft how and when to deduct money from the employee's check, in order to purchase the bond.

Navigation: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > U.S. Savings Bond Spec***



To **select** an employee, enter the criteria and **click** on the Search button.

Savings Bond Spec Page (Part 1 of 2)



Enter the **Effective Date** (beginning of employees' next pay cycle) and **Priority**.
Denomination - Use the lookup button to **select** the Denomination of the savings bond.

If the employee is the registered owner of the savings bond, **select** the **Employee** check box in the ***Bond Owner Employee*** group box.

In the ***Other Registrant*** group box, **select** the radio button ***"None"*** if the employee is the sole owner of the bond. If there are two owners of the bond, **select** ***"Co-Owner"***. If there is a beneficiary for the bond **select** the ***"Beneficiary"*** radio button.

Enter the **Flat Amount** or **% of Deduction**. **Select** the **Excess** and **Partial Allowed** check boxes.

Click on the Save button to save the page.

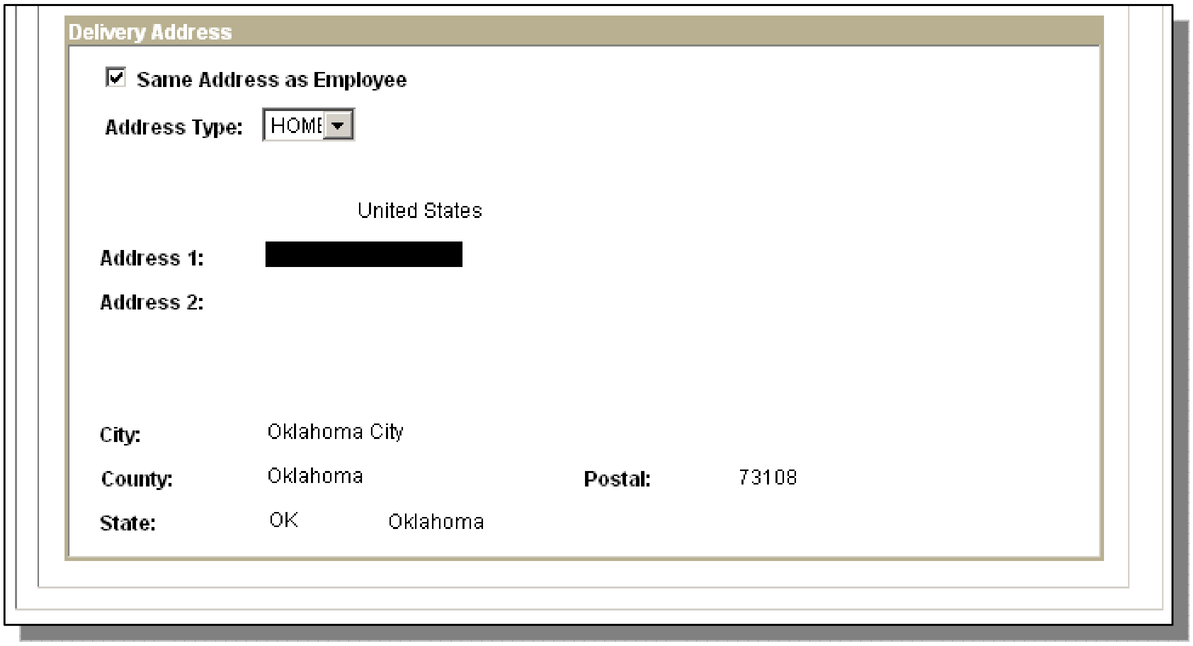
Priority	Indicates the order in which the system should process the bond during the bond process. (This priority code is different than the deduction priority). Lower numbers mean higher priority, as is the general rule in PeopleSoft. Make sure that if the employee has multiple bonds, each bond had a distinct priority, because the system uses that field to distinguish. DO NOT use 999, as that is a system-used priority.
Denomination	You can **choose** the denomination of the bond to be purchased from a delivered list. The denominations displayed are the only ones offered by the federal government for payroll purchase of bonds.
Bond Owner	**Select** 'Employee' if the employee is the registered owner of the savings bond.
Other Registrant	• None- **Select** if the employee's name is the only one on the savings bond. • Co-Owner- **Select** if there are two owners of the bond. If you **choose** Co-Owner, an employee checkbox and a Dependent ID search field become available for entering the co-owner information. • Beneficiary – **Select** if there is a Beneficiary for the bond.

NOTE: The system requires that any dependent/beneficiary be previously defined in the Dependent/Beneficiary pages in the Administer Base Benefits menu. That is why we covered that enrollment first in this manual. PeopleSoft will not allow you to specify the same person as both the bond owner and co-owner/beneficiary. If the employee wants to define another registrant, you should select the co-owner or beneficiary radio buttons; then you can enter the appropriate ID.

Portion of Deducted Amount

Flat Amount	Enter a flat amount to apply to this bond. The State has defined only one deduction for bonds, but you can still distribute the deducted monies among multiple bond specifications. Use either this field or the Or % of Deduction field for any one bond specification, but not both.
Or % of Deduction	Enter a percent of the total bond deduction that applies to this bond.
Excess	**Choose** this check box if you want this bond specification to receive any leftover funds after bond distributions are completed. One bond must have this check box selected, even if the employee has only one bond spec defined.

SAVINGS BOND SPEC PAGE (PART 2 OF 2)



Delivery Address

Currently, the bond(s) will always be sent to the employee's address regardless to which address is selected on this page.

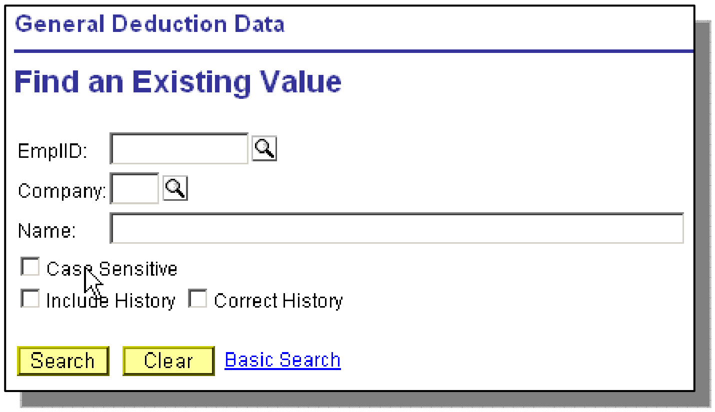
The **Address Type** field becomes available if you **choose** the **Same Address as Employee** check box.

> ***CAUTION***: If the employee has multiple bonds a row has to be added. **Click** on + to the right of the Priority and Denomination fields (second row).
>
> If you insert a row by **clicking** on the first + (to the right of the Effective Date field), a new Effective Dated row is inserted. The system will then only look at the most current dated row and ignore any information prior to that row.

ADDING THE BOND DEDUCTION TO THE EMPLOYEE

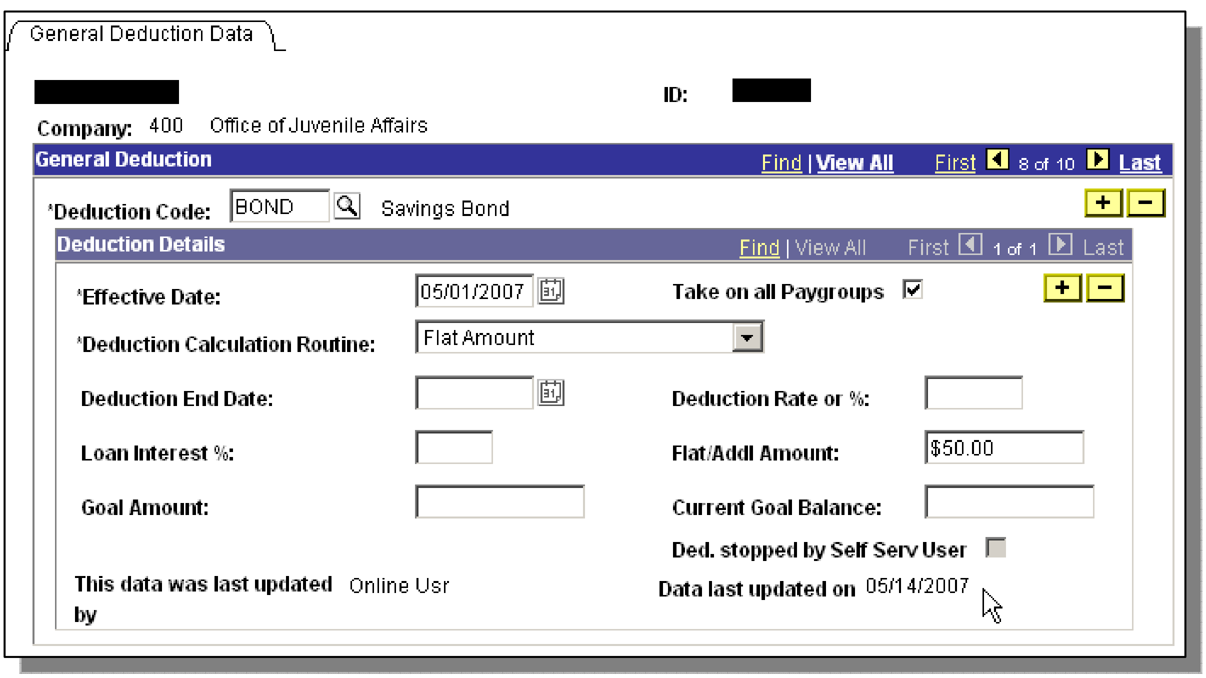
The bond deduction is added to the employee's record on the Payroll General Deduction Data page.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Use > General Deduction Data***



To select an employee, enter the criteria and **click** on the Search button.

GENERAL DEDUCTION DATA PAGE



Select the **Deduction Code** ***"BOND"*** and enter the **Effective Date**. The Effective Date is the date the deduction will begin.

Specify the **Deduction Calculation Routine** ***"Flat Amount"*** and enter the amount in the **Flat**/**Addl Amount** field**.**
(**NOTE**: The flat amount is the total of **ALL** Bond deduction amounts entered on the Bond Spec pages.)

Click on the Save button to save the page.

PAYROLL DATA INQUIRY PAGES

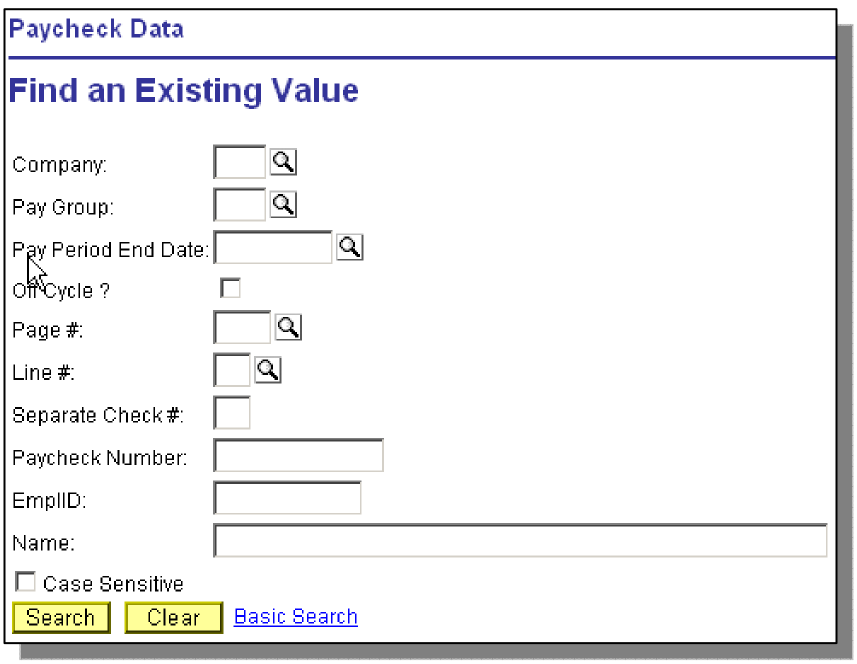
OVERVIEW

PeopleSoft provides many different inquiry pages that are designed to organize and communicate employee payroll data details while avoiding the need for excessive report printing. Use these inquiry pages to effectively verify calculation results.

NAVIGATION: ***Home > Compensate Employees > Manage Payroll Process (US) > Inquire > Paycheck Data***

OR

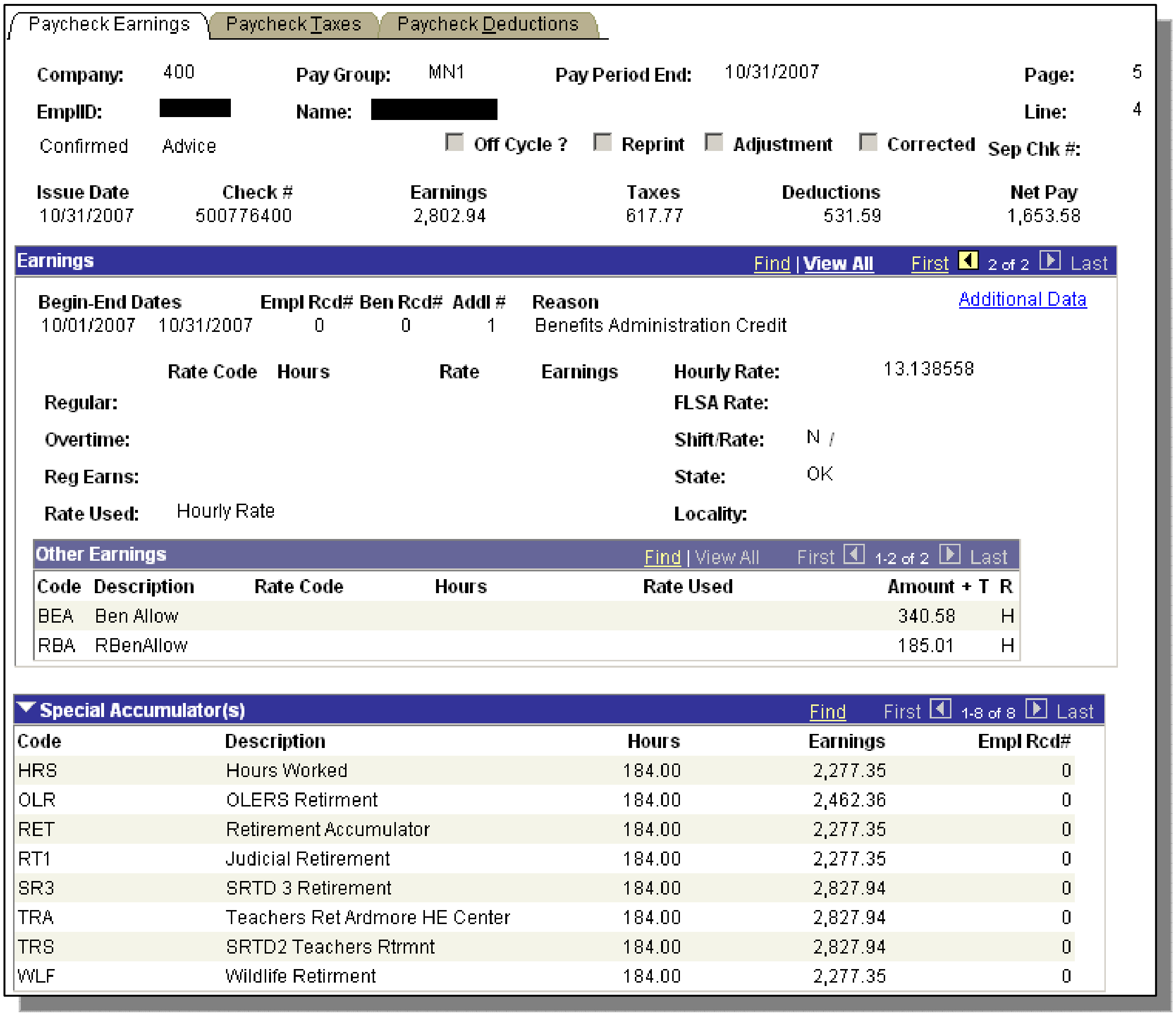
Home > Compensate Employees > Maintain Payroll Process (US) > Inquire > Paycheck Data



Enter your selection criteria and **click** on the Search button.

- To see all warrants/advices for a specific employee, enter EmplID.
- To see all warrants/advices for a specific payroll, enter the Pay Period End Date.

PAYCHECK EARNINGS



Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Company: 400 Pay Group: MN1 Pay Period End: 10/31/2007 Page: 5

EmplID: [redacted] Name: [redacted] Line: 4

Confirmed Advice Off Cycle ? Reprint Adjustment Corrected Sep Chk #:

Issue Date	Check #	Earnings	Taxes	Deductions	Net Pay
10/31/2007	500776400	2,802.94	617.77	531.59	1,653.58

Earnings Find | View All First 2 of 2 Last

Begin-End Dates		Empl Rcd#	Ben Rcd#	Addl #	Reason
10/01/2007	10/31/2007	0	0	1	Benefits Administration Credit

Additional Data

Rate Code Hours Rate Earnings

Regular:

Overtime:

Reg Earns:

Rate Used: Hourly Rate

Hourly Rate: 13.138558

FLSA Rate:

Shift/Rate: N /

State: OK

Locality:

Other Earnings Find | View All First 1-2 of 2 Last

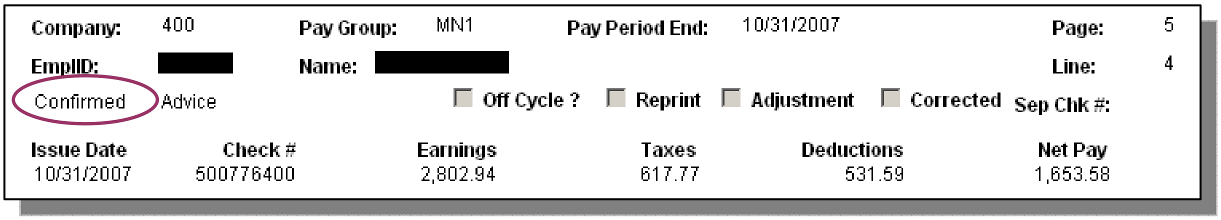
Code	Description	Rate Code	Hours	Rate Used	Amount	+ T	R
BEA	Ben Allow				340.58		H
RBA	RBenAllow				185.01		H

Special Accumulator(s) Find First 1-8 of 8 Last

Code	Description	Hours	Earnings	Empl Rcd#
HRS	Hours Worked	184.00	2,277.35	0
OLR	OLERS Retirment	184.00	2,462.36	0
RET	Retirement Accumulator	184.00	2,277.35	0
RT1	Judicial Retirement	184.00	2,277.35	0
SR3	SRTD 3 Retirement	184.00	2,827.94	0
TRA	Teachers Ret Ardmore HE Center	184.00	2,827.94	0
TRS	SRTD2 Teachers Rtrmnt	184.00	2,827.94	0
WLF	Wildlife Retirment	184.00	2,277.35	0

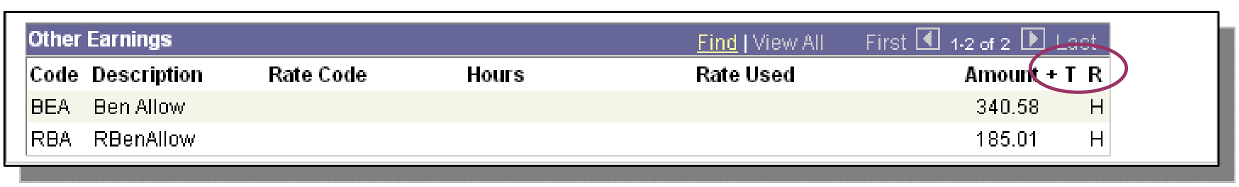
Use this page to review the detail of how an employee was paid. This page can be viewed immediately after running the first calculation, assuming there were no errors generated during the process. If you are trying to access the Paycheck Inquiry page and the system tells you there are no matching entries found, go back and verify your search criteria. If you are still unable to see data, there has probably been a change to the employee's payline data since the calculation was run. PeopleSoft will not display an employee's paycheck if the data is not consistent with that on the payline pages. This indicates a need to recalculate the payroll to capture the manual changes performed for the employee.

The top portion of the paycheck inquiry page displays the paycheck status (under the EmplID field).



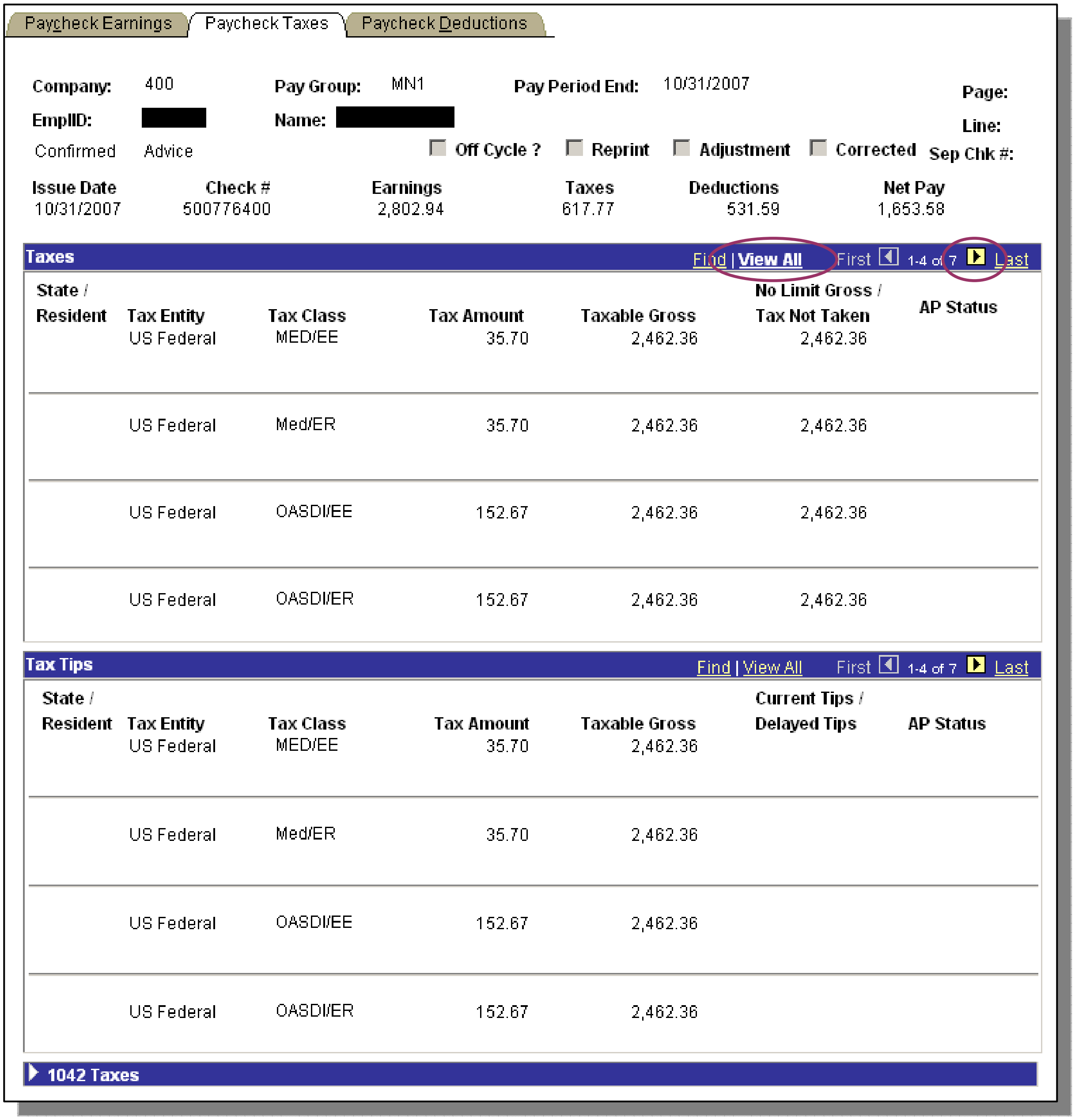
Calculated	The data has been calculated only. No balances have been updated and there will be no paycheck number displaying.
Confirmed	The data represents what was finally paid to the employee. Balances will reflect this information and the check or advice number will display.
Reversed	The Check was reversed.
Reversing check	Reversal in process
Adjusted	The data reflects an adjusted paycheck has been done for the employee. The original check was reversed automatically.

The Other Earnings group box shows all income the employee earned other than the “regular” pay. You can scroll through the different paylines and see the earnings and rates the system used to figure the amounts. Of special interest are the +, T, and R headings on the right side of the Other Earnings group box.



+	Indicates whether or not the earnings add to the employee’s Gross pay. Y for Yes and N for No. The earnings code is defined to control this characteristic.
T	Indicates the tax status of the earnings. If the field is blank, the system used an annualized tax method. If the value is Cumulative you will see a “C” or Supplemental you will see a “S”
R	Indicates the rate the system used. H for Hourly rate from the Job record and F for the FLSA rate, if applicable.
H	Hourly rate.
N	Does not add to gross earnings.

Paycheck Taxes


Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Company: 400 Pay Group: MN1 Pay Period End: 10/31/2007 Page:

EmplID: [redacted] Name: [redacted] Line:

Confirmed Advice Off Cycle ? Reprint Adjustment Corrected Sep Chk #:

Issue Date	Check #	Earnings	Taxes	Deductions	Net Pay
10/31/2007	500776400	2,802.94	617.77	531.59	1,653.58

Taxes Find | View All First 1-4 of 7 Last

State / Resident	Tax Entity	Tax Class	Tax Amount	Taxable Gross	No Limit Gross / Tax Not Taken	AP Status
	US Federal	MED/EE	35.70	2,462.36	2,462.36	
	US Federal	Med/ER	35.70	2,462.36	2,462.36	
	US Federal	OASDI/EE	152.67	2,462.36	2,462.36	
	US Federal	OASDI/ER	152.67	2,462.36	2,462.36	

Tax Tips Find | View All First 1-4 of 7 Last

State / Resident	Tax Entity	Tax Class	Tax Amount	Taxable Gross	Current Tips / Delayed Tips	AP Status
	US Federal	MED/EE	35.70	2,462.36		
	US Federal	Med/ER	35.70	2,462.36		
	US Federal	OASDI/EE	152.67	2,462.36		
	US Federal	OASDI/ER	152.67	2,462.36		

1042 Taxes

The Paycheck Taxes page displays the calculated tax amounts, taxable gross on which they were figured, and detail about the check including paygroup, end date and check date. On the Taxes scroll bar, use the ▶ button to move through the rows of tax data or **click** on View All to see all the tax rows on the page.

TAX TIPS

This group box displays the employee's taxable amounts for tip calculations.

Tax Tips — Find | View All — First 1-4 of 7 Last

State / Resident	Tax Entity	Tax Class	Tax Amount	Taxable Gross	Current Tips / Delayed Tips	AP Status
	US Federal	MED/EE	35.70	2,462.36		
	US Federal	Med/ER	35.70	2,462.36		
	US Federal	OASDI/EE	152.67	2,462.36		
	US Federal	OASDI/ER	152.67	2,462.36		

1042 TAX DATA

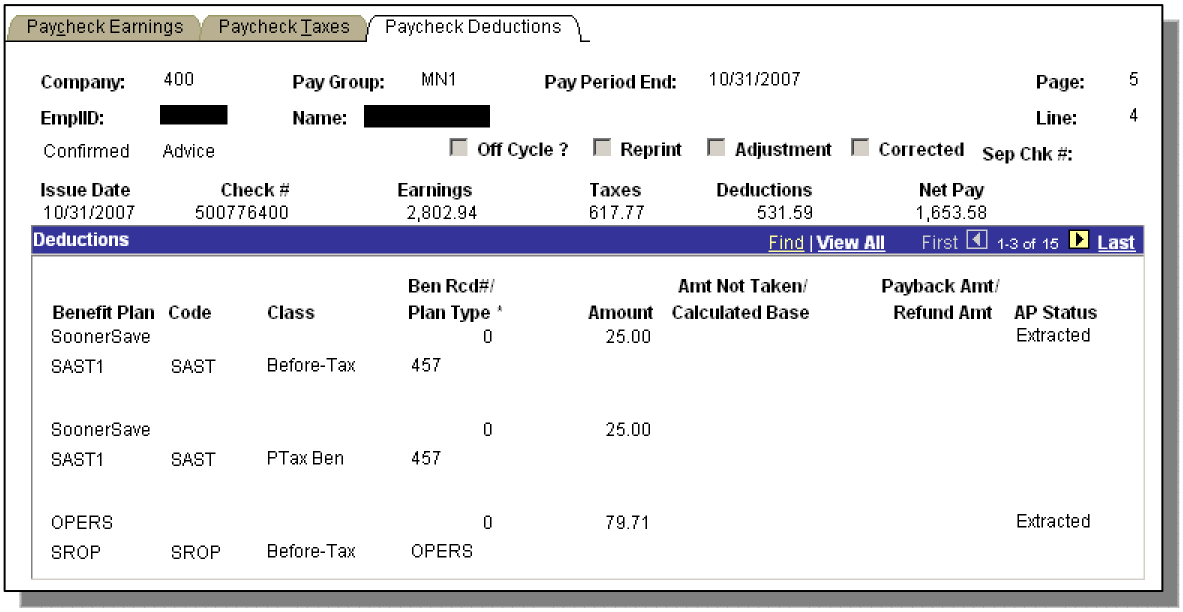
Click on the 1042 Tax Data arrow at the bottom of the page to view the employee's 1042 Tax Data.

1042 Taxes — View All — First 1 of 1 Last

State	Tax Entity	Country	Tax Rate	Curr Tax	Cd	Curr Allow	Curr TxGrs	Income Code (1042-S Tax)
			0.000000	0.00				

If the employee has any 1042 earnings paid this period, you can view the associated taxes here. The system will display the taxes by Tax entity, County of treaty, and Income Code.

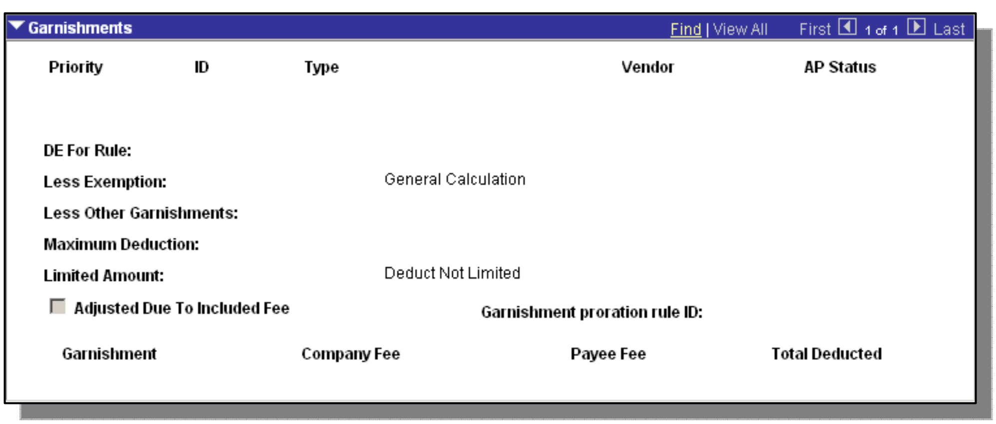
PAYCHECK DEDUCTIONS



The Deduction page displays each deduction currently calculated for the employee. It shows the Deduction details including benefit plan, deduction code and the plan type. The calculated amount is what was or will be deducted from the employee's gross or the amount the state is contributing on behalf of the employee. The State is not using arrears processing. All deductions either have the full amount taken or nothing at all.

PAYCHECK DEDUCTIONS - GARNISHMENTS

Click on to open the Garnishments group box.



This group box within the Deduction page shows data regarding the employee's garnishments, if applicable. The DE for Rule indicates the Disposable earnings total (Gross minus any allowable deductions) the system used to calculate the garnishment deduction. The State has defined each Disposable Earnings method on the Garnishment setup tables, which will not be covered in this class. Contact the CORE for details.

PAYCHECK SUMMARY

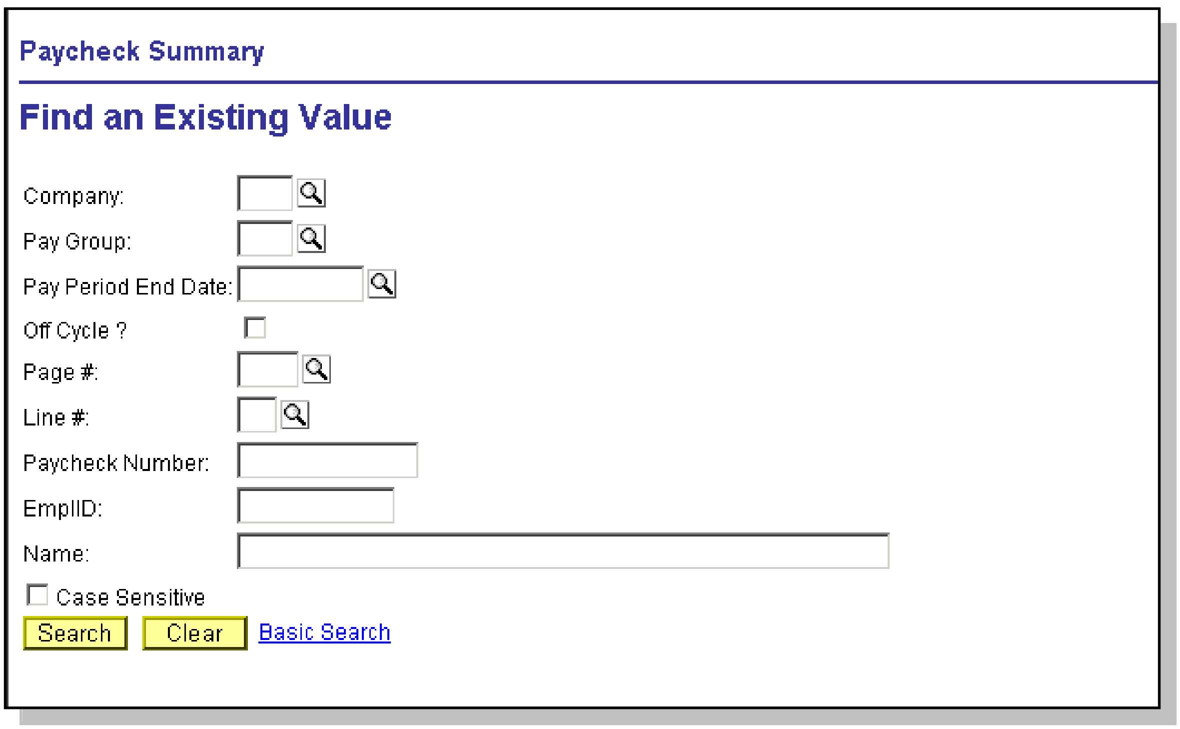
Use this page to view paycheck summary information. The button will allow you to expand and minimize the areas to view earnings, deductions and/or tax information.

NAVIGATION: ***Home > Compensate Employees > Manage Payroll Process (US) > Inquire >Paycheck Summary***

OR

Home > Compensate Employees > Maintain Payroll Process (US) > Inquire > Paycheck Summary

To view paycheck summary data, enter your criteria and **click** on the Search button.



Paycheck Summary – Earnings

Paycheck Summary

Summary Information

Hill,Faith

ID:	320002				
Company:	320	**Earnings:**	5,646.67	**Empl Rcd#:**	0
Pay Group:	MN1	**Taxes:**	1,310.87	**Form Id:**	CHECK
Pay Period End:	08/31/2004	**Deductions:**	360.00	**Check #:**	116
Sep Chk #:		**Net Pay:**	3,975.80	**Off Cycle ?**	

Earnings Find | View All First 1 of 25 Last

Begin Date: 08/25/2004 **End Date:** 08/31/2004

	Rate Code	Hours	Rate:	Earnings		
					Hourly Rate:	31.250000
Regular:					**FLSA Rate:**	31.250000
Overtime:					**Shift/Rate:**	N /
Reg Earns:		20.00		615.54	**State:**	OK
Rate Used:	Hrly Rt.				**Locality:**	

Other Earnings Find First 1 of 1 Last

Code	Description	Rate Code	Hours	Rate Used	Amount

Paycheck Summary – Deductions

Deductions Find First 1-6 of 6 Last

Ben Rcd#	Code	Description	Class	Amount
999	0290	Vision Service Plan Before-Tax	Before-Tax	10.00
999	0513	EEHealthChoice High Before-Tax	Before-Tax	190.00
999	0570	EE Disability Before - Tax	Before-Tax	25.00
999	AI14	Aegon USA	After-Tax	10.00
999	AU02	Oklahoma Employees CR Union	After-Tax	25.00
999	BOND	Savings Bond	After-Tax	100.00

Paycheck Summary – Taxes

Taxes

State	Tax Entity	Resident	Tax Class	Tax Amount	Taxable Gross	Locality	Locality Name
	US Federal		OASDI/EE	323.13	5211.67		
	US Federal		OASDI/ER	323.13	5211.67		
	US Federal		MED/EE	75.57	5211.67		
	US Federal		Withholdng	622.17	5211.67		
	US Federal		Med/ER	75.57	5211.67		
OK	State	Y	Withholdng	290.00	5211.67		

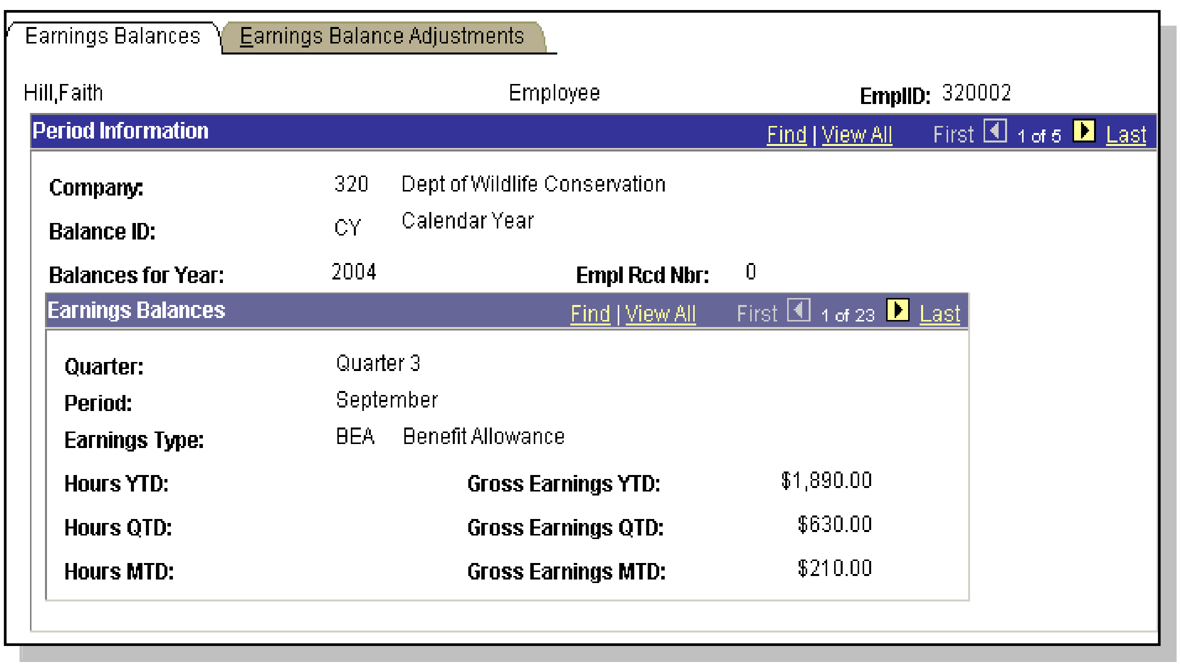
EMPLOYEE PAYROLL BALANCES

PeopleSoft maintains balances for each employee and payroll element; earnings, taxes and deductions.

EARNINGS BALANCE PAGE

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > Earnings Balances***

To view an employee's earnings balance, enter your criteria and **click** on the Search button.

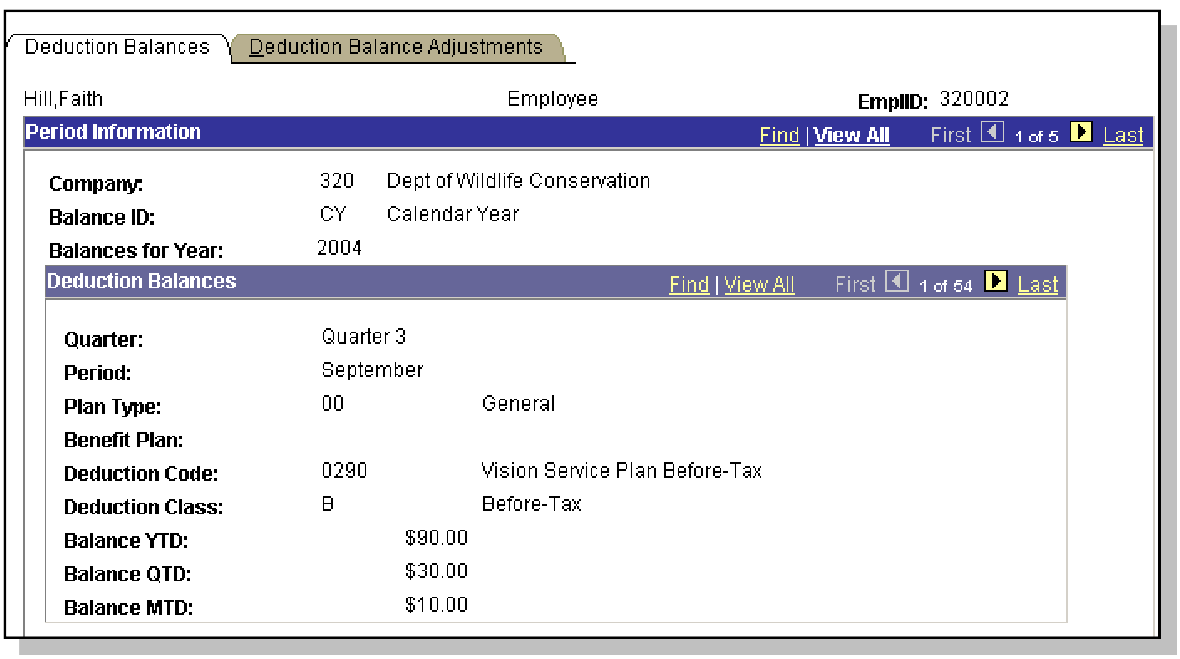


Use the inner button to move through balances by Quarter, Period (month) and earnings type for the Fiscal year indicated in the scroll area above. To change Fiscal Years, use the upper button. The page will display the Hours and total Gross for the Year, Quarter, and Month to date.

DEDUCTION BALANCES PAGE

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > Deduction Balances***

To view deduction balances, enter your criteria and **click** on the Search button.

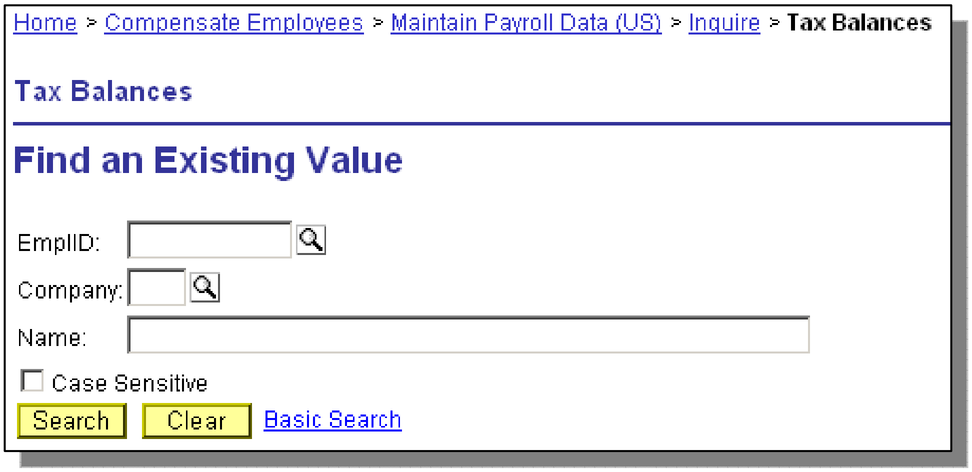


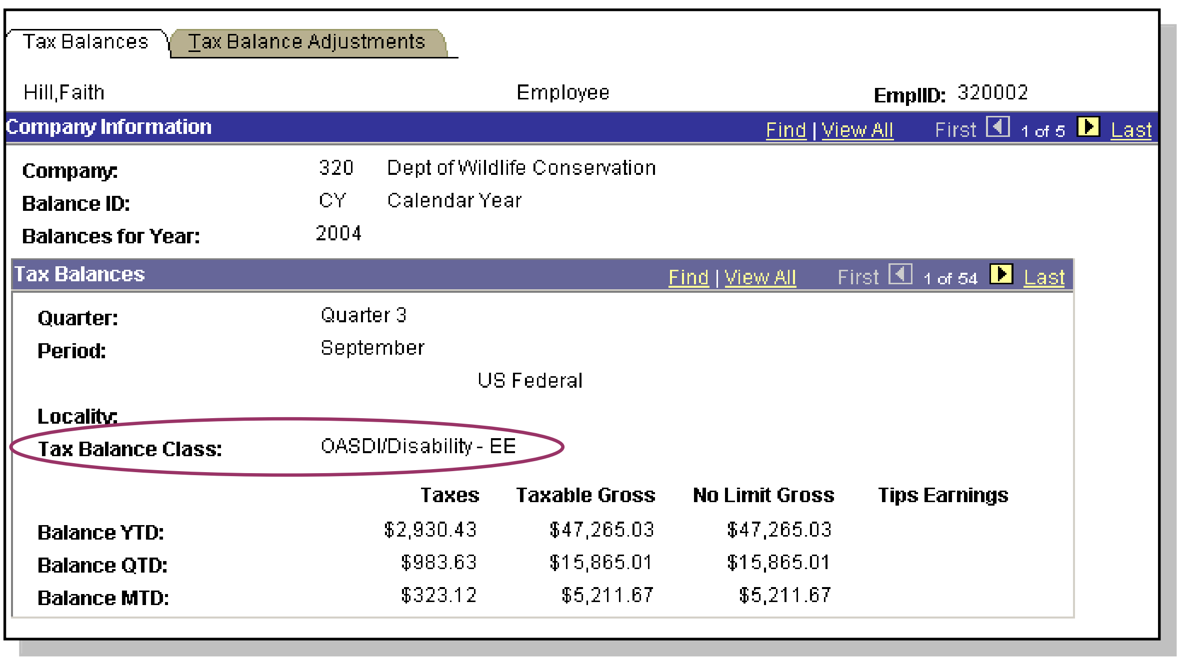
The Deduction Balance page organizes data by Fiscal year and then by the quarter, period and deduction details. Use the button in the Deduction Balance group box to view the deductions.

TAX BALANCES PAGE

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > Tax Balances***

To view an employee's tax balances, enter your criteria and **click** on the Search button.





The **Tax Balance Class** indicates whether the tax was employee or employer paid.

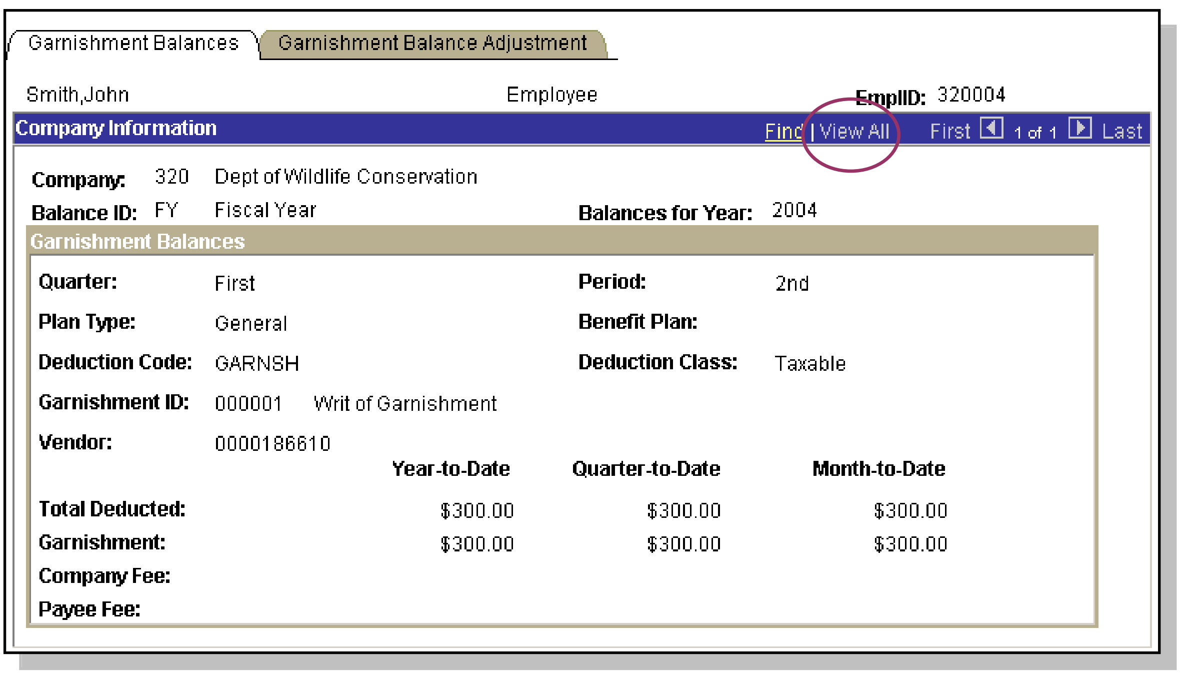
NOTE: ***EE*** designates **Employee paid** and ***ER*** designates **Employer** or **State paid** taxes or deductions throughout the system.

GARNISHMENT BALANCES PAGE

The Garnishment balance page displays Company Information by Balance ID, and Fiscal Year.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > Garnishment Balances***

To select an employee, enter your criteria and **click** on the Search button.



Click on the ▶ button to scroll through the data or use the View All hyperlink. The ***Garnishment Balances*** section displays information by Quarter, Period or month, Plan Type (always general), Garnishment deduction, and the Garnishment ID or type of garnishment for which funds were deducted. The fees will display if they are deducted in addition to the garnishment.

SPECIAL ACCUMULATOR BALANCES PAGE

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > Special Accumulator Balances***

To select an employee, enter your criteria and **click** on the Search button.

The Special Accumulator balance page lets you see the hours and earnings that have added to a specific accumulator over time. The Company, Balance ID, and Balance Year organize the page. Employee Record Number will pertain to employees with multiple jobs.

Use the top scroll area to move through time and the inner scroll area to move through the various special accumulators for the given Balance Year. The ▶ button will move you to the next row.

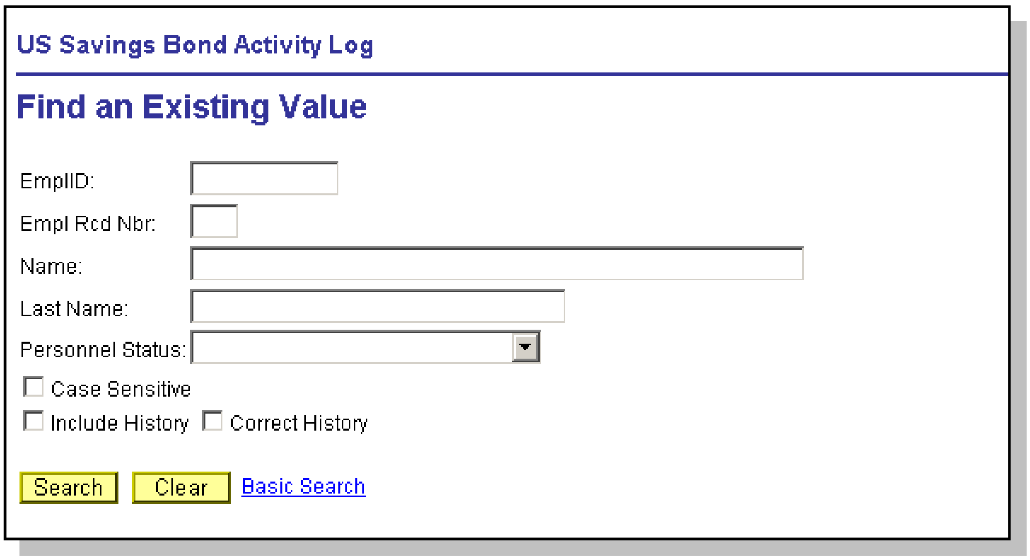
Special Accumulators are PeopleSoft calculators that allow the State to total sub-sets of earnings or deductions for use in other calculations.

These balances are used by various retirement processes to know when to move from one percentage to another – as in Teacher's Retirement when the State has met its max and employee is to start paying.

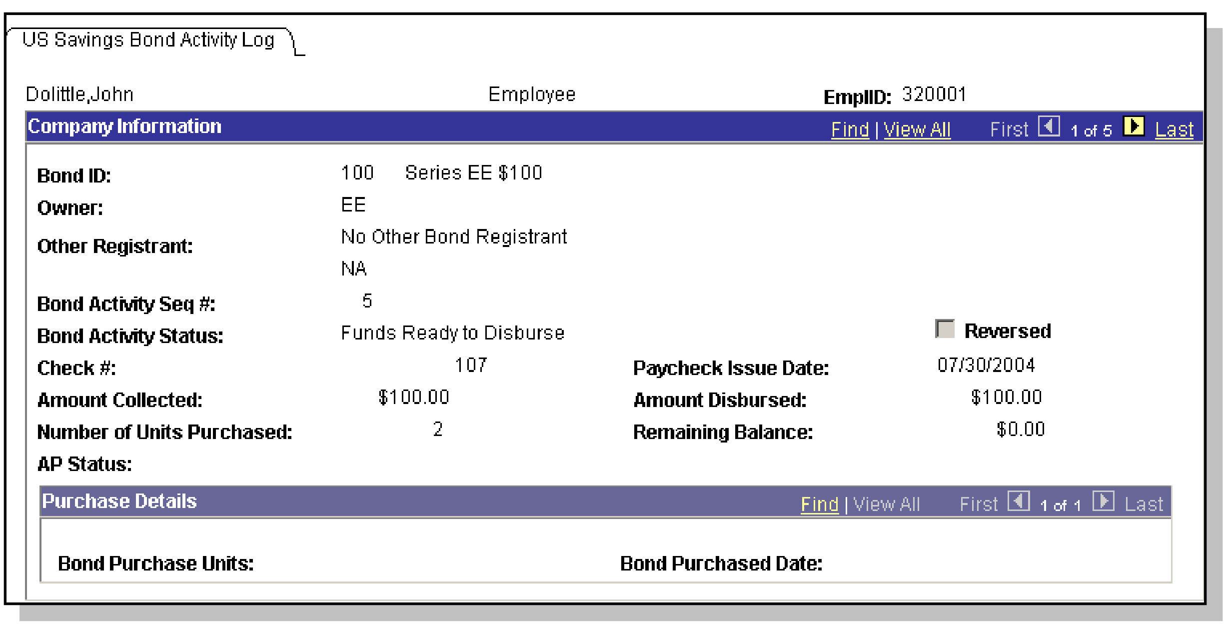
US SAVINGS BOND ACTIVITY

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > US Savings Bond Activity***

To **select** an employee, enter your criteria and **click** on the Search button.



US SAVINGS BOND ACTIVITY LOG PAGE



PeopleSoft tracks and totals Savings Bond deductions and compares the amount to the amount needed to buy one bond of the specified value. This page is used to see how that activity is progressing. The upper scroll area lets you move between Bond IDs – if the employee has chosen to purchase more than one bond value. The inner scroll area controls the units and purchase date for each bond type.

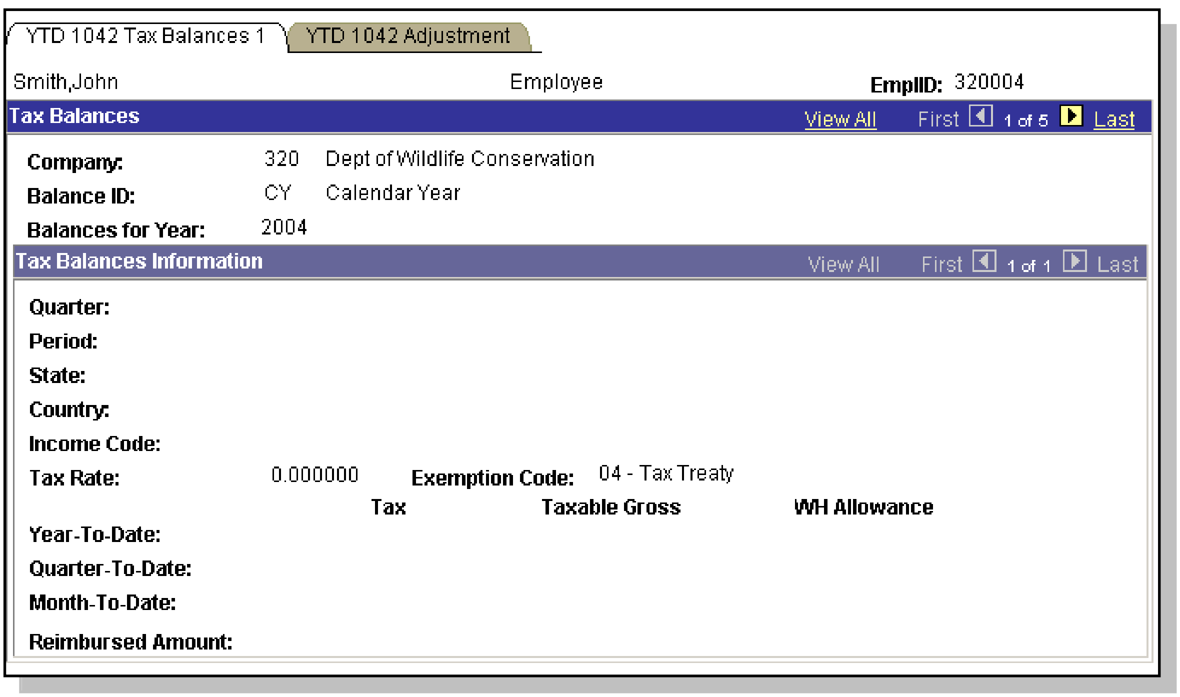
Bond Activity Status

- **Funds Not Ready to Disburse -** There is not enough money to purchase a bond during this pay period.
- **Funds Ready to Disburse -** There are sufficient funds to purchase the bond, but the Bond Purchase report has not been run. The status will change once the report has been run.
- **Funds Disbursed** - The Bond Purchase report has been run and the funds have been disbursed

1042 Tax Balances (OSF Financials)

Navigation: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > 1042 Tax Balances***

To **select** an employee, enter your criteria and **click** on the Search button.



For employees with 1042 non-resident Alien tax status, you can see the 1042 tax balances by Company, Balance ID, and Balance Year. Along with Year, Quarter, Country, and Income code details, the page displays the Total Tax and the Taxable gross upon which the tax was calculated.

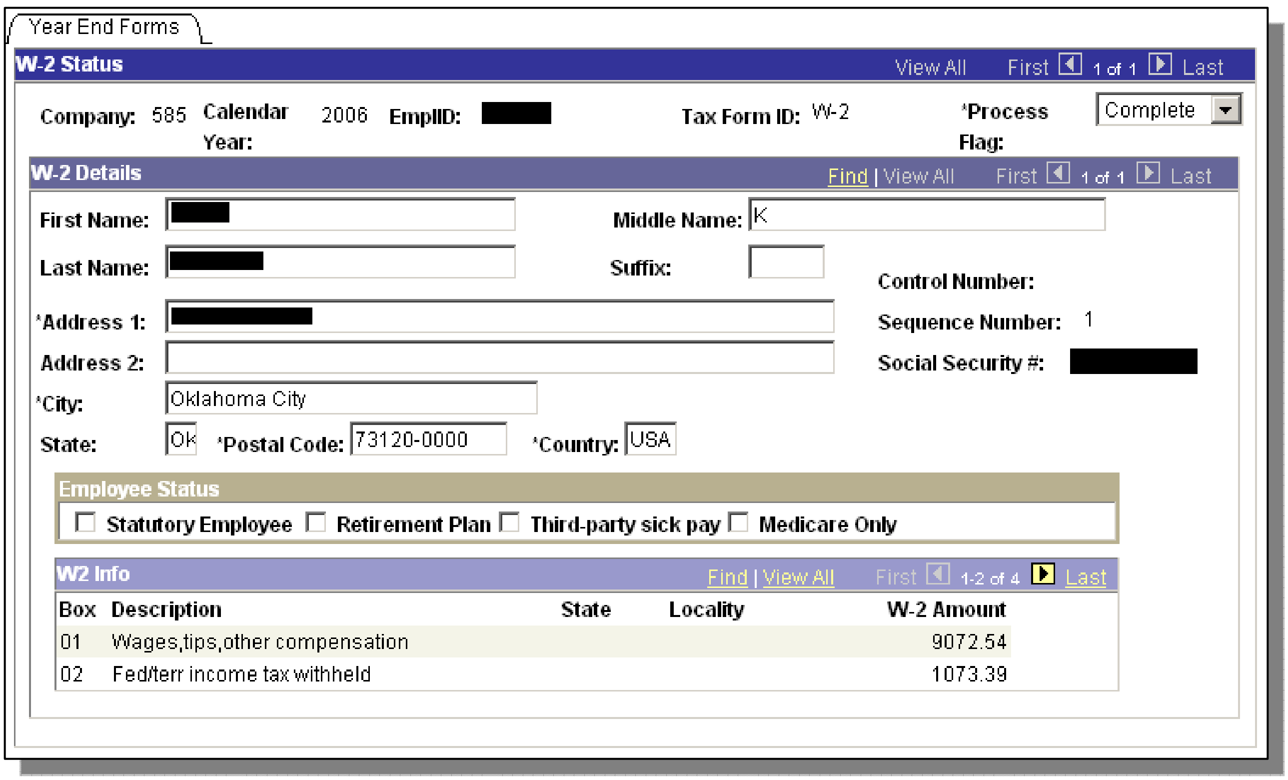
Use the ▶ button to move between Balance Years on the top and balance period and income code details below.

YEAR END FORMS

Use this page to view employee's summarized W-2 information. This information will not display until the State has completes year-end processing and issues W-2 forms from PeopleSoft.

NAVIGATION: ***Home > Compensate Employees > Maintain Payroll Data (US) > Inquire > Year End Forms***

YEAR END FORMS PAGE


Year End Forms

W-2 Status View All First 1 of 1 Last

Company: 585 Calendar Year: 2006 EmplID: [redacted] Tax Form ID: W-2 *Process Flag: Complete

W-2 Details Find | View All First 1 of 1 Last

First Name: [redacted] Middle Name: K

Last Name: [redacted] Suffix:

*Address 1: [redacted]

Address 2:

*City: Oklahoma City

State: OK *Postal Code: 73120-0000 *Country: USA

Control Number:

Sequence Number: 1

Social Security #: [redacted]

Employee Status

☐ Statutory Employee ☐ Retirement Plan ☐ Third-party sick pay ☐ Medicare Only

W2 Info Find | View All First 1-2 of 4 Last

Box	Description	State	Locality	W-2 Amount
01	Wages,tips,other compensation			9072.54
02	Fed/terr income tax withheld			1073.39

This page displays the employee's address, social security number, and Employer SWT ID by Company and Year and employee. Although it will not pertain to the State, the system can issue multiple State W-2 forms if the employee worked in more than one state during the year.

Use the button to move through the various boxes for Federal and State amounts.