Infor Infinium HCM Payroll Guide to Federal and State Reporting

Volume 1

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Volume 1

Volume 2

About This Guide

This section focuses on the following information:

- Intended audience
- Purpose of this guide
- Conventions used in this guide
- Related documentation

Intended Audience

This guide is for the Infinium Payroll users who are responsible for regulatory reporting requirements at their company.

Purpose of This Guide

You should use this guide as a reference at your site and also to complement the instructor's presentation during a portion of the Infinium Payroll application course. This guide will show you how to use the Infinium Payroll system to complete specific payroll setup tasks.

Organization of This Guide

Parts 1 through 13 explain how to generate the reports, forms, and tapes.

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Chapters 14 through 68

Chapters 14 throught 68 are organized alphabetically by state

Each state chapter contains the following information:

- Table of Contents
- Screen(s) showing the state tax table
- List of required state tax deductions supported by Infinium Payroll

Some state chapters include additional information, such as:

- Setup details that ensure accurate processing and compliance with state requirements
- Samples of quarterly reports
- Information about W-2 reporting

Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Character-based vs. graphical interface
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and Wording

Convention	Description	Example
Italic typeface	Menu options and field names The guide uses the same abbreviations as the screen.	*Master Files* Use *Max Lnth* to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and **WARNING**s	**Caution:** You must ensure that all Infinium PY users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.
Bold monospaced typeface	Characters that you type and messages that are displayed	Type **Infinium PY** in the *System* field. The following message is displayed: `Company not found`
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F16 to update the journal.
Select	Choose a menu option or choose a record or field value after prompting.	Select *Employer Controls.* Select a record. From the *List* menu, select *Display*.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.

Convention	Description	Example
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen or dialog box, usually to return to the prior screen.	Press F12 to cancel your entries.
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium Payroll consist of the first letter of each word of the menu option name. Quick access codes are listed on the Menu Tree and in the path for each task next to the executable function.	Select *Update Employer Controls* [UCO].

Convention	Description	Example
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name and abbreviations.	*Infinium Training Administration Guide to Setup and Processing* is referred to as *Infinium TR Guide to Setup and Processing.*

Function Keys

Infinium AM function keys and universal Infinium PY function keys for the IBM AS/400 or iSeries are described in the following table. All Infinium PY function keys are identified at the bottom of each screen.

Function Key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Character-based vs. Graphical Interface

The sample screens in this guide may be either character-based or graphical-based. Samples of both are included below.

```
 2/17/98 13:01:49          Personnel Actions Update        PEGMTR     PEDMTR
 Employer  . . . :  ZUS    SAMPLE US COMPANY
 Employee  . . . :     80038    GREEN,KELLY
  SC                                    Salary Change
 SC Effective Date  _____           Position  . . . .  110140 +
 SC Reason . . . .  ____ +             Job Code  . . . .  140__ +
 SC Base Rate  . .  _____.0000  -or-  Increase %  . . .  ___.0000
 Updt Payroll Rate  1  (0->4)          Payroll Rate  . .  _____.0000
 Pay Grade . . . .  ____ +             Scheduled Pay Pds  26
                                       Regular Hours . .  _80.00
 Pay Type  . . . .  S                  Bonus?  . . . . .  0  (0=No 1=Yes)
 SC Base Frequency  A_                 Comp Ratio  . . :  23.8000
 Pay Frequency . .  B_                 Salary Quartile :  1
 Prev. Frequency .  A_                 Prev. Base Rate .  50,000.0000
 Comment . . . . .                     Description . . .  _____

 2=Change  4=Delete
 Opt   Date    Reasn Positn   Job    Base Rate    Incr%    Incr. Amt.   Comp
  _   1/01/1998 MERIT 110140 S 140   50,000.0000   6.0220   2,840.0000  23.80
  _   8/20/1995 ADJST 110140 S 140   47,160.0000  13.3653   5,560.0000  23.58


 F3=Exit   F4=Prompt   F8=Calculate   F10=Access   F12=Previous
```

Figure 1: Sample character-based screen for Infinium HR suite

Figure 2: Sample Release 4.0 or higher Infinium DT screen for Infinium HR suite

Prompt and Selection Screens

A prompt screen, similar to Figure 3, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 4, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.
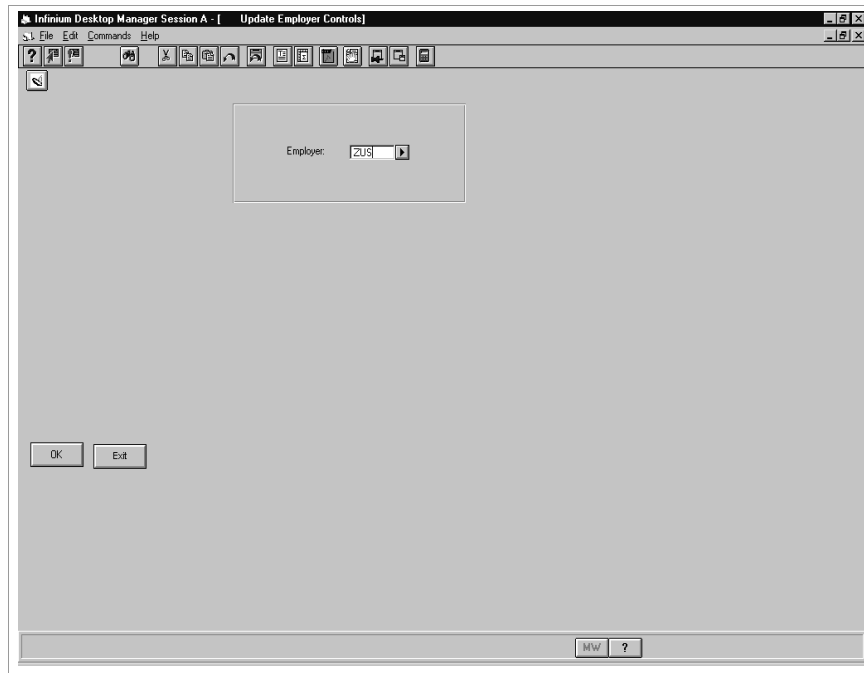
Figure 3: PY prompt screen
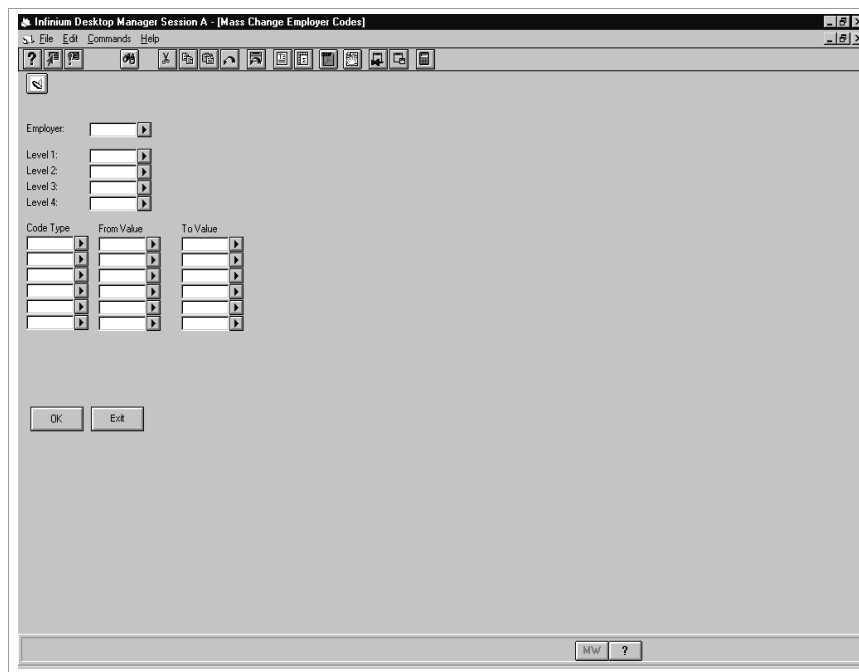
Figure 4: PY selection screen

Promptable Fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type 1 and press Enter.
- Type the value in the appropriate field.

Infinium Applications and Abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
Infinium Financial Management Suite	**Infinium FM**

Application	Abbreviation
Infinium General Ledger	Infinium GL
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Human Resources Suite	**Infinium HR**
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR

Related Documentation

For further information about the Infinium Payroll system, refer to the following relevant documents:

- *Infinium Payroll Guide to Controls*
- *Infinium Payroll Guide to Processing*
- *Infinium Payroll Guide to Management Functions*
- *Infinium Human Resources/Payroll Technical Guide*
- *On-line Help Text*
- *Infinium Payroll Menu Tree*
- *Infinium Payroll Guide to US Year End Processing*
- *Infinium Payroll Guide to Canadian Year End Processing*
- *Infinium Payroll Guide to Multiple Tax ID Processing*

Notes

Chapter 1 Generating Tax Liability Reports

This chapter describes how to update information in the tax liability record, enter tax liability payments and print the tax liability report for multi-tax and non-multi-tax employers.

The chapter consists of the following topics:

Overview of Tax Liability Functions

This chapter explains how to update, enter and print tax liability information for multi-tax and non-multi-tax employers.

The Employer Tax Liability functions help you track the different tax liability amounts and the payments made to offset the liabilities. Multi-tax employers and non-multi-tax employers use different functions to process tax liability information. The functions for each are shown in the table below.

Non-multi-tax employers use these functions…	Multi-tax employers use these functions…
Update Tax Liability Amounts	Update Tax Liability Amts - MTAX
Enter Tax Liability Payments	Enter Tax Liability Pmnts - MTAX
List Tax Liability	List Tax Liability - MTAX

The multi-tax functions are designed specifically for multi-tax companies to access, modify and print tax liability data. The multi-tax menu options perform the same functions as the corresponding tax liability functions do for non-multi-tax employers. However, when you use the multi-tax functions, there are two additional fields on each screen and corresponding report:

- *Tax Company*
- *State/Local ID*

Use the *Tax Company* field to enter the code that identifies the tax company whose data you want to modify.

Use the *State/Local ID* field to enter the state or local ID code for the associated deduction.

If you are processing records for the default state/local ID in the default tax company, leave the *State/Local ID* field blank.

When you post cycles, the system accrues all deductions beginning with an asterisk (such as *FWT, *FUTA, *CCPP) to the PYPXL (non-multi-tax) and PYPXL2 (multi-tax) tax liability files. The records in these files are summarized by employer, cycle, and deduction codes. The system automatically adds records to these files when you post a pay cycle.

You can print the Tax Liability report at any time to view the changes made to the PYPXL or PYPXL2 tax liability files.

You can also include earned income credit (EIC) information.

The Update and Enter functions for multi-tax and non-multi-tax employers do not change the history records of employees. Be sure to retain copies of these reports for future reference. No audit trail of these transactions exists in the system.

Updating Tax Liability Amounts

The *Update Tax Liability Amounts* or *Update Tax Liability Amts - MTAX* functions correct or modify the PYPXL or PYPXL2 files created by the system to track tax liability amounts.

You can use these functions to adjust the:

- Amount of the liability.
- Wage base that the liability was based upon.
- Tax withheld.
- Expense accrued (also referred to as the employer liability).
- Medicare wages and tax amounts over the Medicare wage threshold for *FMHI deductions.
- Wage base that the liability was based upon for New Jersey Disability employee deductions. This field is displayed only for *DNJ deductions with a check date of January 1, 2020 or later. New Jersey has a different wage limit for employee disability payments as of January 1, 2020.

Changes made through the *Update Tax Liability Amounts* or *Update Tax Liability Amts - MTAX* functions affect only the employer tax liability files (PYPXL or PYPXL2). Information for the Tax Liability report comes from these files.

Note: Errors to the tax liability files (PYPXL or PYPXL2) can occur if a cycle in the *Post Cycles and Print Checks* function does not complete normally.

The changes made through the update functions do not affect the Employee Deductions file PYPDE, the Deduction Ledger file PYPDL, or employee history.

You can change the PYPDE file by posting a cycle or by using the function *Correct Employee Data*. You can correct the PYPDL file by posting a cycle or by using a custom program.

Note: Changes that you make on the Correct Employee Data screen do not affect payroll history.

The *Update Tax Liability Amounts* or *Update Tax Liability Amts - MTAX* functions affect only the PYPXL or PYPXL2 files. Therefore, the system-supported reports are not affected and they do not reflect the changes.

Voided checks processed through the system are reflected on the Tax Liability report.

Follow the steps below to update tax liability amounts.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting (USA).*

3 Select *Employer Tax Liability*.

4 Select *Update Tax Liability Amounts* for non-multi-tax companies or Update Tax Liability Amts - MTAX for multi-tax companies. The system displays a screen similar to the following screen.

```
 6/12/14  14:03:58    Adjust Tax Liability Entries - MTAX  PYGMXLC2    PYDMXLC2


 Employer  . . . . ___ +

 Tax Company . . . _____ +

 Deduction Code  . _____ +

 Income Code . . . _____ +

 State/Local ID  . _____ +

 Cycle Code  . . . _____ +

 Check Date  . . . _____0

 Period End Date . _____




 F3=Exit  F4=Prompt  F10=Access
```

Figure 1-1: Adjust Tax Liability Entries - MTAX screen

5 Complete the screen as follows:

Employer

Type the employer code.

Tax Company

Type the code that identifies the tax company for which you want to update tax liability data. The system displays this field only if you select *Update Tax Liability Amts - MTAX*.

Deduction Code

Specify the appropriate deduction code.

Income Code

Specify the appropriate income code.

State/Local ID

Type the state or local ID code for the associated deduction, or leave this field blank if you are processing records for the default state/local ID in the default tax company. The system displays this field only if you select *Update Tax Liability Amts - MTAX*.

Cycle Code

Type the appropriate cycle code to be adjusted.

Check Date

Type the check date.

Period End Date

Type the period end date if the cycle was processed more than once with the same check date.

6 Press Enter to display additional fields, as shown in Figure 1-2 below.

```
 6/12/14  14:05:51    Adjust Tax Liability Entries - MTAX  PYGMXLC2    PYDMXLC2
                                                          NEW RECORD

 Employer  . . . :  ZM1   MULTITAX - 2014
 Tax Company . . :  TAX01
 St/Loc Tax Locn :
 Deduction Type  :  *FMHI MEDICARE TAX
 Cycle . . . . . :  WKLY  WEEKLY PAY
 Check Date  . . :   1/01/2014
 Period End Date :


 Gross Amount  . .  _____.00
 Based on Amount .  _____.00
 Tax Withheld  . .  _____.00
 Expense Accrued .  _____.00
 Medicare Wages Ov  _____.00
 Medicare Tax Ovr   _____.00






 F3=Exit  F10=Access  F12=Previous
```

Figure 1-2: Adjust Tax Liability Entries - MTAX screen (with additional fields)

7 Adjust any of the following amounts, if necessary:

Gross Amount

This field contains the total amount for the pay period.

Based on Amount

This field contains the wage base amount on which the selected tax liability is based.

Tax Withheld

This field represents the amount of the tax withheld for the selected tax liability.

Expense Accrued

This field represents the employer portion of the selected tax liability.

Medicare Wages Ov

This amount represents the wages over the Medicare wage threshold that were taxed at the higher Medicare tax rate. Enter or adjust the amount as required.

Medicare Tax Ovr or EE Based On Amt

For *FMHI deductions, this amount represents the tax amount for the wages over the Medicare wage threshold that were taxed at the higher Medicare tax rate. Enter or adjust the amount ias required.

For *DNJ deductions (check date on or after January 1, 2020), this field represents the tax base amount for the employee portion of the disability deduction. The *Based on Amount* field represents the tax base amount for the employer expense accrued. Enter or adjust the amount if desired.

8 Press Enter.

Entering Tax Liability Payments (optional)

The *Enter Tax Liability Payments* or *Enter Tax Liability Pmts - MTAX* functions enable you to enter and maintain tax liability payments. The payments are kept in the tax liability files (PYPXL or PYPXL2). You can view them on the Tax Liability report.

Follow the steps below to enter tax liability payments.

1   From the Infinium PY main menu select *Tax Operations*.

2   Select *Tax Liability Reporting (USA).*

3   Select *Employer Tax Liability*.

4   Select *Enter Tax Liability Payments* for non-multi-tax companies or *Enter Tax Liability Pmnts* - MTAX for multi-tax companies. The system displays a screen similar to the following screen.
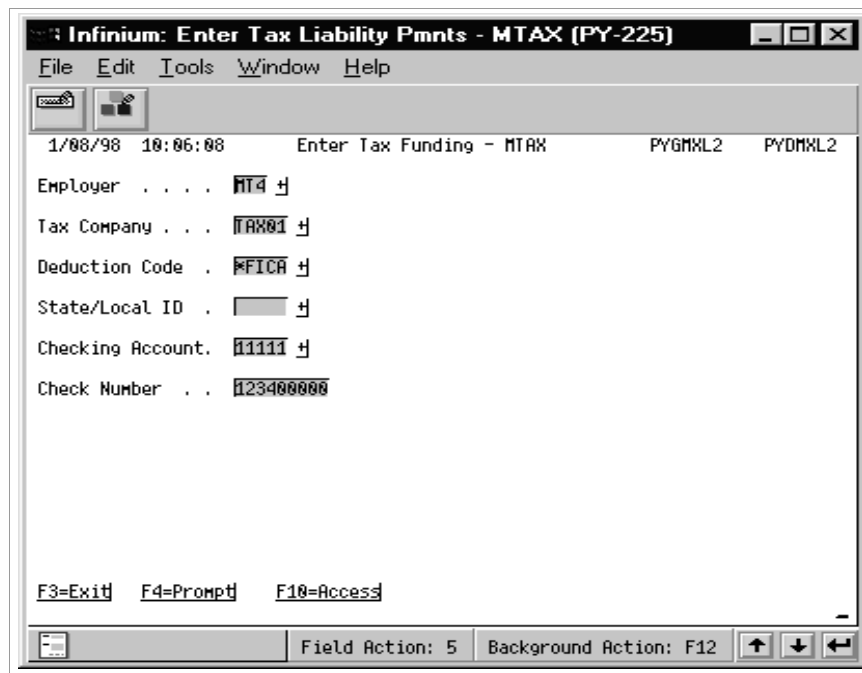
Figure 1-3: Enter Tax Funding - MTAX screen

5   Complete the screen as follows:

Employer

Type the employer code.

Tax Company

Type the code that identifies the tax company for which you want to update tax liability data. The system displays this field only if you select *Enter Tax Liability Pmnts - MTAX*.

Deduction Code

Type the appropriate deduction code.

State/Local ID

Type the state or local ID code for the associated deduction, or leave this field blank if you are processing records for the default state/local ID in the default tax company. The system displays this field only if you select *Enter Tax Liability Pmnts - MTAX*.

Checking Account

Type the checking account code used to make this payment.

Check Number

Type the check number used to pay this deduction liability amount.

6 Press Enter to display additional fields, as shown in Figure 1-4 below.

Figure 1-4: Enter Tax Funding - MTAX screen (with additional fields)

7 Complete the additional fields as follows:

Date Paid

Type the check date.

Amount Paid

Type the liability amount paid.

8 Press Enter.

Printing the Tax Liability Report

The Tax Liability report for non-multi-tax companies prints from the tax liability file PYPXL, or PYPXL2 for multi-tax companies. The report uses check dates as the sorting criteria. The system automatically adds records to these files when you post a pay cycle. If you include EIC information on the report, the system uses the information from the tax liability file, PYPXL, or PYPXL2 for multi-tax companies.

The Tax Liability report contains one summary record per employer, cycle, and deduction type group. The report includes the following information:

- Gross wages

- Base wages (wages on which taxes are calculated)

- Amount of tax withheld

- Expense accrued (Employer Liability)

- Any payments (deposits) specified through the *Enter Tax Liability Payments* or *Enter Tax Liability Pmnts - MTAX functions*

- Current liability balance listing employee and employer amounts

A second report is generated for Medicare (*FMHI) deductions. This report includes the following information:

- Medicare Base Wages Over Wage Threshold

- Medicare Base Wages Under Wage Threshold

- Medicare Tax Withheld Over Wage Threshold

- Medicare Tax Withheld Under Wage Threshold

- Total Employee Medicare Tax Withheld

This report includes only totals for checks dated January 1, 2014 and later.

A third report is generated for *DNJ (New Jersey Disability Deductions). This report includes the following information:

Wages the tax liability was based on for the employee deductions.

This report includes only totals for checks dated January 1, 2020 and later.

You can sort the report by employer or tax deduction code.

You can also include EIC information.

You can run the report for any date range by using beginning and ending check dates. You can use the report as a backup document for quarterly and annual returns and forms. The system uses the check date to determine which dollars are being used.

Follow the steps below to print the Tax Liability report.

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Employer Tax Liability*.

4 Select *List Tax Liability* for non-multi-tax companies or *List Tax Liability - MTAX* for multi-tax companies. The system displays a screen similar to the screen shown in Figure 1-5.

```
  1/13/09  09:51:48          List Tax Liability - MTAX        PYGXLLS    PYDXLLS
  _____

  Employer  . . . . . . __ +      -or-    Employer group  . . . _____ +

  Tax Company . . . . . _____ +

  Deduction code  . . . _____ +

  State/Local ID  . . . _____ +

  Begin. check date . . _____

  Ending check date . . _____

  Sequence option . . . _   0=Employer/Tax Co./Deduction Code
                            1=Deduction code/Employer/Tax Co.

  Month totals? . . . . _   0=No, 1=Yes

  Include EIC?  . . . . _   0=No, 1=Yes
  _____
  F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line
```

Figure 1-5: List Tax Liability - MTAX screen

5 Complete the screen as follows:

Employer

Type an employer code or leave this field blank for all employers.

Employer Group

Specify the employer group containing all the employers that you want to process.

Tax Company

Type the code that identifies the tax company for which you want to update tax liability data. The system displays this field only if you select *List Tax Liability - MTAX*.

Deduction code

Type the appropriate deduction code or leave this field blank to include all deductions.

State/Local ID

Type the state or local ID code for the associated deduction, or leave this field blank if you are processing records for the default state/local ID in the default tax company. The system displays this field only if you select *List Tax Liability - MTAX*.

Begin check date

Type the desired starting check date for this report. The report contains information for dates on or after the specified date.

Ending check date

Type the desired ending check date for this report. The report contains information from the date typed in the *Begin check date* field to the date in this field.

Sequence option

Specify how you want the system to print the Tax Liability report.

0	For multi-tax companies, prints the report sorted first by employer and tax company, then by deduction code.
	For non-multi-tax companies, prints the report sorted first by employer, then by deduction code.
1	For multi-tax companies, prints the report sorted first by deduction code, then employer and tax company.
	For non-multi-tax companies, prints the report sorted first by deduction code, then by employer.

Month totals?

Specify whether you want the system to print monthly totals.

1   Print monthly totals.

0   Do not print monthly totals.

Include EIC?

Specify yes to include earned income credit information on the report. Otherwise, specify no.

Effective January 1, 2011, the Advance Earned Income Credit is eliminated.

6 Press Enter to submit the report.

Sample Tax Liability reports for non-multi-tax and multi-tax employers are shown on the following pages.

```
PYGPXL2    PYTPXL2                      T A X   L I A B I L I T Y  -  M U L T I T A X                             PAGE    1
 1/13/09  10:04:28
                                     BEGINNING DATE: JAN. 1      ENDING DATE:  8/01/2008
EMPLOYER...: AM1   KERRY'S MULTITAX
TAX COMPANY: TAX02 TAX CO TWO *COMMON PAYMASTER*
STATE/LOCAL: CA    AM2 TAX CO TWO
            CYCLE -OR-              GROSS       BASE        TAX          EXPENSE    DEPOSITED                          CURRENT
CHECK DATE  CHK ACCT & CHK #        WAGES       WAGES     WITHHELD       ACCRUED     AMOUNT                           LIABILITY
-----------------------------------------------------------------------------------------------------------------------------
 *SCA  CALIFORNIA INC TAX
  4/17/2001  ONDEM              2,800.00                    179.98                                    *              179.98  *
                                             2,800.00
 DEDUCTION LIABILITY
 *** MONTH TOTALS ***           2,800.00                    179.98                                                  179.98
                                             2,800.00
  6/15/2001  ONDEM             50,000.00                  4,569.58                                    *            4,749.56  *
                                            50,000.00
 DEDUCTION LIABILITY
 *** MONTH TOTALS ***          50,000.00                  4,569.58                                                4,569.58
-----------------------------------------------------------------------------------------------------------------------------
PYGPXL2    PYTPXL2                      T A X   L I A B I L I T Y  -  M U L T I T A X                             PAGE    4
 1/13/09  10:04:28
                                     BEGINNING DATE: JAN. 1      ENDING DATE:  8/01/2008
EMPLOYER...: AM1   KERRY'S MULTITAX
TAX COMPANY: TAX02 TAX CO TWO *COMMON PAYMASTER*
STATE/LOCAL: CA    AM2 TAX CO TWO
            CYCLE -OR-              GROSS       BASE        TAX          EXPENSE    DEPOSITED                          CURRENT
CHECK DATE  CHK ACCT & CHK #        WAGES       WAGES     WITHHELD       ACCRUED     AMOUNT                           LIABILITY
-----------------------------------------------------------------------------------------------------------------------------
DEDUCTION LIABILITY
*** MONTH TOTALS ***           42,320.00                  1,924.86                                                1,924.86
                                            22,320.00
DEDUCTION LIABILITY
*** TOTALS ***              1,396,169.00               102,449.65                                               102,449.65
                                         1,253,897.21
-----------------------------------------------------------------------------------------------------------------------------
EMPLOYER : AM1
TAX CO   : TAX02
 ST/LOC ID: CA
 *** TOTALS ***             1,396,169.00               102,449.65                                               102,449.65
                                         1,253,897.21
 -----------------------------------------------------------------------------------------------------------------------------
-----------------------------------------------------------------------------------------------------------------------------
 REPORT
 TOTALS                     1,396,169.00               102,449.65                                               102,449.65
                                         1,253,897.21
                                     ***** E N D   O F   R E P O R T *****                                        □
PYGPXL2I   PYTPXL2I                     T A X   L I A B I L I T Y  -  M U L T I T A X                             PAGE    1
```

```
 1/13/09   10:04:31                                ** EARNED INCOME CREDIT **
                                             BEGINNING DATE: JAN. 1      ENDING DATE:  8/01/2008
EMPLOYER...: AM1   KERRY'S MULTITAX
TAX COMPANY: TAX02 TAX CO TWO *COMMON PAYMASTER*
STATE/LOCAL: WYTX2 TAX CO TWO *COMMON PAYMASTER*
          CYCLE -OR-
CHECK DATE  CHK ACCT & CHK #                 EIC AMOUNT
REPORT
TOTALS


------------------------------------------------------------------------------------------------------------------

PYGPXL2I   PYTPXL2I                          T A X   L I A B I L I T Y  -  M U L T I T A X                PAGE   2
 1/13/09   10:04:31                                ** EARNED INCOME CREDIT **
                                             BEGINNING DATE: JAN. 1      ENDING DATE:  8/01/2008
EMPLOYER...: AM1   KERRY'S MULTITAX
TAX COMPANY: TAX02 TAX CO TWO *COMMON PAYMASTER*
STATE/LOCAL: WYTX2 TAX CO TWO *COMMON PAYMASTER*
```

The following table shows where the system retrieves information for the first section of the Tax Liability report. The table lists the file name and file description associated with each column heading on the report.

Tax Liability Report

Column Heading	File Name (non-multi-tax)	File Name (multi-tax)	File Description
Check Date	PYPXL	PYPXL2	Tax Liability
Cycle	PYPXL	PYPXL2	Tax Liability
Gross Wages	PYPXL	PYPXL2	Tax Liability
Base Wages	PYPXL	PYPXL2	Tax Liability
Tax Withheld	PYPXL	PYPXL2	Tax Liability
Expense Accrued	PYPXL	PYPXL2	Tax Liability
Amount Deposited	PYPXL	PYPXL2	Tax Liability
Acct. #	PYPXL	PYPXL2	Tax Liability
Check #	PYPXL	PYPXL2	Tax Liability
Deposit Date	PYPXL	PYPXL2	Tax Liability
Current Liability			Calculated Field

The PYPXL or PYPXL2 files are updated every time you run a cycle.

The reports use:

- the deduction in the cycle
- the Check Header record, not the incomes

The following table shows where the system retrieves information for the Medicare section of the tax liability report. The table lists the file name and file description associated with each column heading on the report.

Tax Liability Report

Column Heading	File Name (non-multi-tax)	File Name (multi-tax)	File Description
Check Date	PYPXL	PYPXL2	Tax Liability
Cycle	PYPXL	PYPXL2	Tax Liability

Tax Liability Report

Column Heading	File Name (non-multi-tax)	File Name (multi-tax)	File Description
Check Date	PYPXL	PYPXL2	Tax Liability
Cycle	PYPXL	PYPXL2	Tax Liability
Medicare Wages Over Threshold	PYPXL	PYPXL2	Tax Liability
Medicare Wages Under Threshold	PYPXL	PYPXL2	Tax Liability
Medicare Tax W/H Over Threshold	PYPXL	PYPXL2	Tax Liability
Medicare Tax W/H Under Threshold	PYPXL	PYPXL2	Tax Liability
Total Employee Medicare Tax Withheld	PYPXL	PYPXL2	Tax Liability

The following table shows where the system retrieves information for the earned income credit section of the Tax Liability report. The table lists the file name and file description associated with each column heading on the report.

Tax Liability Report Earned Income Credit

Column Heading	File Name (non-multi-tax)	File Name (multi-tax)	File Description
Check Date	PYPXL	PYPXL2	Tax Liability
Check account	PYPXL	PYPXL2	Tax Liablity
EIC amount	PYPXL	PYPXL2	Employee Income Ledger
Report Totals			Calculated

The following table shows where the system retrieves information for the New Jersey Disability section of the tax liability report. The table lists the file name and file description associated with each column heading on the report.

Column Heading	File Name (non-multi-tax)	File Name (multi-tax)	File Description
Check Date	PYPXL	PYPXL2	Tax Liability
Cycle	PYPXL	PYPXL2	Tax Liability
Employee Base Wages	PYPXL	PYPXL2	Tax Liability

Commonly Asked Questions

- If you correct an employee's deduction record by using the function *Correct Employee Data*, will this affect tax liability?

  No. You must manually make the same changes by using the *Update Tax Liability* or *Update Tax Liability Amts - MTAX* functions.

- Do void checks affect the Tax Liability reports?

  Yes, if voided through the system.

Notes

Chapter 2 Generating Federal Unemployment Reports

<div style="text-align:right">**2**</div>

This chapter describes the following reports and explains how to print them:

- Annual Federal Unemployment Report (Form 940)
- Quarterly Federal Unemployment Report (Form 940)

The chapter consists of the following topics:

Annual Federal Unemployment Report (Form 940)

The Annual Federal Unemployment Report lists the employer's FUTA tax liability and contributions paid by the employer to various state unemployment insurance funds.

We do not support Form 940 in the Infinium PY system. However, we provide a report that includes all the information required for the form:

- Tax ID number for each employee
- Each employee name
- Total wages
- Total FUTA wages
- Taxable FUTA wages
- Excess FUTA wages
- State code
- State FUTA wages
- Employer totals

Information on this report comes from the following:

- Employee basic data record file, PRPMS
- Employee income file, PYPIE, or PYPIX for multiple tax crossover employees
- Employee deductions file, PYPDE, or PYPDX for multiple tax crossover employees; or for multiple tax ID employers, employee deductions special tax data file, PYPDT

    The system uses information in the employee deductions special tax data file, PYPDT, for multiple tax ID employers for checks dated on or after 2001. For checks prior to 2001, the system uses the PYPDE or PYPDX files.

- Employee payroll master file, PYPMS, or PYPMMT for multiple tax crossover employees

The *List Annual Federal Unemployment* function does not clear the current year and prior year files, so you can run this report as many times as necessary.

Complete the following steps to run the Annual Federal Unemployment (Form 940) Report:

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Liability Reporting (USA).*

3 Select *Unemployment Reporting.*

4 Select *List Annual Federal Unemployment (F940).* The system displays the List Annual Federal Unemployment screen.

5 Complete the screen as follows:

Employer

Type the employer code or leave blank for all employers.

Employer Group

This field is for future use.

Income Group

Specify the income reporting group containing all the incomes that you want to process. Leave this field blank if you want the system to use the standard incomes for its calculations. The system uses the PYPIE record for all incomes included in the income reporting group. If you do not use an income reporting group, the system uses the PYPMS record.

Use *FUTA Data?

Specify whether you want the system to use the *FUTA wage base when calculating the employer liability.

1	Use the *FUTA wage base.
0	Use the *FICA wage base (up to the current FUTA wage limit) since each employee is not set up with a *FUTA deduction.

Year

Type the year for which the report is being run. The system prints the specified year in the heading of the report.

YR for Pay Data

Specify whether you want the system to use the current or prior year data in the employee income authorization and deduction authorization records. Valid values are:

C   Use current year data for the report (calendar year has not been closed).

P   Use prior year data for the report (calendar year has been closed).

For example, if running this function in January 2001 to run a report for 2000, type **2000** in the *Year* field and complete the *YR for Pay Data* field as follows:

- If the *Curr Calendar Yr* field in Employer Controls is 2001 (calendar year has been closed), type **P** in this field.

- If the *Curr Calendar Yr* field in Employer Controls is 2000 (calendar year has not been closed), type **C** in this field.

Print By Level?

Specify whether you want the system to print this report by reporting levels.

0   Print the report alphabetically by employee within each employer.

1   Print and break the report at each Level 1.

2   Print and break the report at each Level 2.

3   Print and break the report at each Level 3.

4   Print and break the report at each Level 4.

Print Negatives

Specify whether you want the system to print negative amounts.

1   Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations.

0   Suppress negative amounts.

Tax Company

Type a tax company identification number if you are using Multiple Tax ID processing.

If you are using Multiple Tax ID processing, you must run a separate report for each tax company.

6 Press Enter to submit the report. A sample report is shown on page 2-5. The wavy line indicates that pages were deliberately omitted to reduce the sample to a single page.

```
PYGYE050   PYTYE050      A N N U A L   F E D E R A L   U N E M P L O Y M E N T   R E P O R T            PAGE   1
 8/18/94  14:31:51                            FOR THE YEAR 1994
EMPLOYER PHB                                  PHB, INC.
Division   1                                  DIVISION 1
                                                 TOTAL        TAXABLE       EXCESS          STATE            STATE
                                  TOTAL          FUTA         FUTA          FUTA            FUTA             FUTA
TAX I.D. #   EMPLOYEE NAME        WAGES          WAGES        WAGES         WAGES   STATE   WAGES    STATE    WAGES
-------------------------------------------------------------------------------------------------------------------
015-11-1225 ALDORSIO,HARRY T        58,324.65      58,324.65    7,000.00      51,324.65  AZ   7,000.00
015-11-1133 ANTHONY,MICHELLE     2,063,048.54   2,063,048.54    7,000.00   2,056,048.54  AL   7,000.00
015-11-1132 APPLEGATE,CHARLES       62,043.32      62,043.32    7,000.00      55,043.32  AL   7,000.00
015-11-1360 BECCIA,JEAN A           60,407.32      60,405.32    7,000.00      53,405.32  NJ   7,000.00
015-11-1404 BICKFORD,JAMES H        59,609.24      59,609.24    7,000.00      52,609.24  DE   7,000.00
015-11-1280 BRENNAN,STEPHEN         58,645.52      58,645.52    7,000.00      51,645.52  AR   7,000.00
011-16-2265 CHARVEZ,ROBERT D        56,005.52      56,005.52    7,000.00      49,005.52  TX   7,000.00
015-11-1144 CLARKE,LAWRENCE         62,012.00      62,012.00    7,000.00      55,012.00  AL   7,000.00
015-11-1377 CRONIN,JOSEPH P         60,929.48      58,199.48    7,000.00      51,199.48  PA   7,000.00
011-00-0109 CURRY,JENNIFER A        56,000.48      56,000.48    7,000.00      49,000.48  CT   7,000.00
011-00-0104 DAVIDSON,JAMES M        57,802.76      57,802.76    7,000.00      50,802.76  AK   7,000.00
015-11-1497 DIXON,SCOTT             62,000.00      62,000.00    7,000.00      55,000.00  IL   7,000.00
189-28-2938 DORSEY,JAMES W          56,002.64      56,002.64    7,000.00      49,002.64  NH   7,000.00
```

```
                                             PAGE   26


EMPLOYER TOTAL:     508            54,341,591.32 57,050,982.83  3,534,439.96 53,516,542.87                3,507,239.96
```

```
                    WAGES                          WAGES                          WAGES                          WAGES
ALABAMA        301,400.00  ALASKA            328,100.00  ARIZONA          301,100.00  ARKANSAS         308,100.00
CALIFORNIA     303,700.00  COLORADO           35,100.00  CONNECTICUT      266,100.00  DELAWARE         301,100.00
D.C.           294,100.00  FLORIDA            49,900.00  GEORGIA           14,100.00  HAWAII             7,100.00
IDAHO           13,900.00  ILLINOIS           70,100.00  INDIANA           35,200.00  IOWA               7,100.00
KANSAS          13,700.00  KENTUCKY            7,100.00  LOUISIANA          7,100.00  MAINE             14,100.00
MARYLAND        10,700.00  MASSACHUSETTS     326,999.96  MICHIGAN          22,100.00  MINNESOTA         14,100.00
MISSISSIPPI     14,100.00  MISSOURI           14,100.00  MONTANA           21,100.00  NEBRASKA          14,100.00
NEVADA          23,700.00  NEW HAMPSHIRE      14,100.00  NEW JERSEY        44,700.00  NEW MEXICO        21,100.00
NEW YORK        29,900.00  NORTH CAROLINA      7,100.00  NORTH DAKOTA       9,340.00  OHIO              35,500.00
```

OKLAHOMA	7,100.00	OREGON	7,100.00	PENNSYLVANIA	21,100.00	PUERTO RICO	7,100.00
RHODE ISLAND	14,100.00	SOUTH CAROLINA	7,200.00	SOUTH DAKOTA	14,100.00	TENNESSEE	7,100.00
TEXAS	14,100.00	UTAH	7,100.00	VERMONT	7,300.00	VIRGINIA	7,100.00
VIRGIN ISLANDS	22,800.00	WASHINGTON	34,300.00	WEST VIRGINIA	7,500.00	WISCONSIN	14,100.00
WYOMING	7,100.00						

The following table shows where the system retrieves information for the Annual Federal Unemployment Report. The table lists the file name and file description associated with each column heading on the report.

Annual Federal Unemployment Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Total Wages	PYPMS	Employee Payroll Master
	PYPIE	Employee Incomes if you use an income reporting group
Total FUTA Wages	PYPDE	Employee Deductions
		*FUTA Wage Base
Taxable FUTA Wages	PYPDE	Employee Deductions
		*FUTA Wage Base
Excess FUTA Wages	CALC	Calculated Field
		Total FUTA Wages minus Taxable FUTA Wages
State	PYPDL	Employee *U Deductions Ledger
State FUTA Wages	PYPDL	Employee *U Deductions Ledger
State	PYPDL	Employee Deductions Ledger
State FUTA Wages	PYPDL	Employee *U Deductions Ledger

The system calculates Excess FUTA Wages by subtracting the Taxable FUTA Wages from the Total FUTA Wages.

Quarterly Federal Unemployment Report (Form 940)

The Quarterly Federal Unemployment Report can assist you in making your quarterly FUTA tax deposits.

The report lists:

- Tax ID number for each employee
- Each employee's name
- Total wages
- Taxable FUTA wages
- Total FUTA wages
- FUTA accrued
- Weeks worked
- Employer totals

Information for this report comes from the following sources:

- Employee basic data record file, PRPMS
- Employee income file, PYPIE, or PYPIX for multiple tax crossover employees
- Employee deductions file, PYPDE, or PYPDX for multiple tax crossover employees; or employee deductions special tax data file, PYPDT
- Employee payroll master file, PYPMS, or PYPMMT for multiple tax crossover employees

The report is based on the check date. Therefore, the system uses Check History (PYPCH) records for this report.

The *List Qtr. Federal Unemployment Report* function does not clear current quarter or prior quarter fields in the *Correct Employee Data* function. Therefore, you can run this report as many times as necessary.

Complete the following steps to run the Quarterly Federal Unemployment Report:

1   From the Infinium PY main menu select *Tax Operations.*

2   Select *Tax Liability Reporting (USA).*

3 Select *Unemployment Reporting*.

4 Select *List Qtr. Federal Unemployment*. The system displays the following screen.

```
   2/21/05  13:23:49     List Qtr. Federal Unemployment      PYGTL50    PYDTL50


   Employer  . . . .  __ +     -or-     Employer Group  .  ____ +

   Income Group. . .  ____ +            Use *FUTA Data? .  _   (0=No 1=Yes)

   Year  . . . . . .  ___                Quarter . . . . .  0   (0->4)

   Print By Level? .  _   (0->4)        Print Negatives .  _   (0=No 1=Yes)

   Tax Company . . .  ____ +            Tax Co. Group . .  ____ +










   F3=Exit   F4=Prompt   F10=Access
```

Figure 2-1: List Qtr. Federal Unemployment screen

5 Complete the screen as follows:

Employer

Type the employer code.

Employer Group

Specify the employer group containing all employers that you want to process. If you type a value in this field, you must leave the *Employer* field blank.

Income Group

Specify the income reporting group that contains all the incomes that you want to include in the processing. Leave this field blank if you want the system to use the standard incomes for its calculations. The system uses the PYPIE record, or PYPIX for multiple tax crossover employees, for all incomes included in the income reporting group. If you do not use an income reporting group, the system uses the PYPMS record, or PYPMMT for multiple tax crossover employees.

Use *FUTA Data?

Specify whether your employees are set up for *FUTA deductions.

1	Use the *FUTA wage.
0	Use the *FICA wage base (up to the current FUTA wage limit) since each employee is not set up with a *FUTA deduction.

Year

Specify the year for which you are generating the report.

Quarter

Specify the appropriate quarter.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Print By Level?

Specify whether you want the system to print this report by reporting levels.

0	Print the report alphabetically by employee within each employer.
1	Print and break the report at each Level 1.
2	Print and break the report at each Level 2.
3	Print and break the report at each Level 3.
4	Print and break the report at each Level 4.

Print Negatives

Specify whether you want the system to print negative amounts.

1   Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. However, the negative sign is not printed on the form. The form and page totals reflect the appropriate calculations.

0   Suppress negative amounts.

Tax Company

Type a tax company identification number if you are using Multiple Tax ID processing.

Note: If you are using Multiple Tax ID processing, you must run a separate report for each tax company.

Tax Co. Group

Specify the code value that represents the tax company group to include on the report. Use the *Update Employer Codes* function to define tax company groups and code type TRG.

6 Press Enter to submit the report.

A sample Quarterly Federal Unemployment Report is shown on page 2-11. The wavy line indicates that pages were deliberately omitted to reduce the sample to one page.

```
PYGRQ80B   PYTRQ080        Q U A R T E R L Y   F E D E R A L   U N E M P L O Y M E N T   R E P O R T              PAGE   1
  2/21/05  14:52:16                        QUARTER ENDED 03/31/05
EMPLOYER AAA                               PAT'S MT CO. - DO NOT USE!!!!   Tax Co.: TAX01  PAT'S MT CO. - DO NOT USE!!!!
                                  TOTAL          TAXABLE          TOTAL          FUT              WEEKS
TAX I.D. #  EMPLOYEE NAME        WAGES          FUT WAGES       FUT WAGES       ACCRUED           WORKED
-----------------------------------------------------------------------------------------------------------------
564-98-9876 ADAMS,SAMUEL A          80,000.00       7,000.00       80,000.00          56.00            1
015-11-1227 AMBLER,ROBERT L            320.00         320.00          320.00           2.56            1
015-11-1184 ASKEW,JAMES               440.00         440.00          440.00           3.52            1
015-11-1228 BAKER,JENNIE P            480.00         480.00          480.00           3.84            1
015-11-1229 BARKER JR MD,ROBERT C     400.00         350.00          350.00           2.80            1
015-11-1191 BONIN,JOSEPH U            400.00         400.00          400.00           3.20            1
015-11-1277 BOTTOS,DOTTIE S         2,000.00       2,000.00        2,000.00          16.00            1
567-98-1234 CALIFORNIA,ALEX         5,000.00       5,000.00        5,000.00          40.00            1
021-39-1199 DOYLE,DENNIS              400.00         400.00          400.00           3.20            1
011-00-0110 DUPONT,EUGENE I           500.00         500.00          500.00           4.00            1
011-00-0107 FAIRBANKS,DOUGLAS J     1,000.00       1,000.00        1,000.00           8.00            1
015-11-1425 HUNTER,CHARLES M          480.00         480.00          480.00           3.84            1
015-11-1121 MATES,JOHN              1,000.00       1,000.00        1,000.00           8.00            1
Tax Co.: TAX01 TOTAL:      13
 PAT'S MT CO. -                     92,420.00      19,370.00       92,370.00         154.96
```
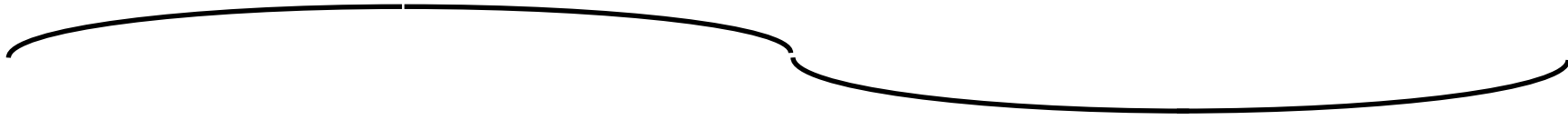


```
                                  TOTAL          TAXABLE          TOTAL          FUT              WEEKS
TAX I.D. #  EMPLOYEE NAME        WAGES          FUT WAGES       FUT WAGES       ACCRUED           WORKED
-----------------------------------------------------------------------------------------------------------------
PYGRQ80B   PYTRQ080        Q U A R T E R L Y   F E D E R A L   U N E M P L O Y M E N T   R E P O R T              PAGE   4
  2/21/05  14:52:16                        QUARTER ENDED 03/31/05
EMPLOYER AAA                               PAT'S MT CO. - DO NOT USE!!!!   Tax Co.: TAX04  TAX COMPANY FOUR
564-98-9876 ADAMS,SAMUEL A          30,000.00       7,000.00       30,000.00          56.00            1
 Tax Co.: TAX04 TOTAL:       1
 TAX COMPANY FOUR                   30,000.00       7,000.00       30,000.00          56.00
 EMPLOYER TOTAL:       31          435,590.00      57,140.00      337,540.00         457.12
```

The table below shows where the system retrieves information for the Quarterly Federal Unemployment Report. The table lists the file name and file description associated with each column heading on the report.

Quarterly Federal Unemployment Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Total Wages	PYPMS PYPMMT	Employee Payroll Master
	PYPIE PYPIX	Incomes if you use an income reporting group
Taxable FUT Wages	PYPDE PYPDX	Employee Deductions *FUTA
	PYPDT	
Total FUT Wages	PYPDE PYPDX	Employee Deductions *FUTA wage base
FUT Accrued	PYPDE PYPDX	Employee Deductions *FUTA ER Amount
Weeks Worked	PYPMS	Employee Payroll Master

Chapter 3 Generating State Unemployment Reports and Forms

3

The chapter consists of the following topics:

Unemployment Forms

If you need to file quarterly state unemployment information by form for an employer, you can print the quarterly state unemployment forms when you create the quarterly unemployment tape file.

Infinium PY provides the following programs for reporting state quarterly unemployment data:

- PYGQUF16 – You can use this program for printing the generic federal format, Form 9416.

- PYGQUFTN – You can use this program for printing a Tennessee specific form for reporting fewer than 100 employees. You can also use this program to report unemployment data for Louisiana employees.

You can also copy and customize either one of the above programs.

For more information about creating the quarterly unemployment tape file, refer to the "Generating Quarterly Unemployment Tapes" chapter of this guide. For more information about the user exit, refer to the "Customizing Considerations" appendix in the *Infinium HR/PY Technical Guide.*

Annual State Unemployment Report

The Annual State Unemployment Report lists U.S. state unemployment data on an annual basis.

This report includes:

- Tax ID number of each employee
- Employee names
- Total wages
- Employer taxable SUTA wages
- Employer SUTA accrued
- Weeks worked or hours worked
- Employer totals

Information for this report comes from the Employee Basic Data record (PRPMS) file, the Employee Deductions (PYPDE) file, the Employee Unemployment Deductions (PYPDU) file, the Employee Incomes (PYPIE) file, and the Employee Payroll Master (PYPMS) file.

Note: If an employee has both *U and *S deductions, the system uses *U data for *U deductions and *S data for *S deductions. It does not use *U or *S data for both *U and *S deductions.

The *List Annual State Unemployment* function does not clear the current year and prior year files, so you can run the report as many times as necessary.

Complete the following steps to run the Annual State Unemployment Report:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select Unemployment Reporting.

4 Select List Annual State Unemployment [ASUR]. The system displays the List Annual State Unemployment screen.

List Annual State Unemployment Screen

5 Complete the screen as follows:

Employer

Type the employer code.

Employer Group

Specify the employer group containing all employers that you want to process. If you type a value in this field, you must leave the *Employer* field blank.

State

Type the state code or leave this field blank to include all states. If you leave this field blank, the report prints alphabetically by state.

*Use *U Data*

Specify whether you want the system to use the *U or the *S wage base when calculating the employer liability.

1	Use the *U wage base. Each employee is authorized to a *U deduction.
0	Use the *S wage. Each employee is not authorized to a *U deduction. The system uses the *S wage base for unemployment reporting and does not check the SUTA state code on the payroll record.

Caution: If your state requires an employer to report weeks worked and/or hours worked on the annual state unemployment report, Infinium PY recommends that you use *U data instead of *S data to ensure accurate reporting of this information.

Year

Type the four-digit year that is specified in the *Curr Calendar Yr* field for the corresponding employer on page 2 of the Update Employer Controls option.

The system uses the value in this field and the *YR for Pay Data* field to determine whether to use current or prior year data for the report.

YR for Pay Data

Specify whether you want the system to use the current or prior year data in the employee income authorization and deduction authorization records. Valid values are:

C	Use current year data for the report (calendar year has not been closed).

P	Use prior year data for the report (calendar year has been closed).

During year end processing, the values you specify depend on whether the calendar year has been closed. For example, if running this function in January 2002 for the year 2001, complete the fields as follows:

- If *Curr Calendar Yr* in Employer Controls is 2001 (calendar year has not been closed), type **2001** in the *Year* field and **C** in this field.

- If *Curr Calendar Yr* in Employer Controls is 2002 (calendar year has been closed), type **2002** in the *Year* field and **P** in this field.

Print By Level/BR

Specify how you want the system to print this report. Valid values are:

0	Print the report by employee within each employer.
1	Print and break the report at each Level 1.
2	Print and break the report at each Level 2.
3	Print and break the report at each Level 3.
4	Print and break the report at each Level 4.
B	Print and break the report at each branch or location code. This option is valid for Iowa (location) only.

Print Negatives

Specify whether you want the system to print negative amounts.

1	Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations.
0	Suppress negative amounts.

State Specific

Use this user defined field for state specific information not found in the Infinium PY system.

Income Group

Currently, only the states listed in the following table use this field. If your state is not among those listed in the table, leave this field blank. If your state is listed, refer to the comment in the table.

State	Comment
Minnesota	If you specified **0** in the *Use *U Data* field, you must specify an income reporting group to report the hours worked.
Oregon	If you specified **0** in the *Use *U Data* field, you must specify an income reporting group to report the hours worked.
Vermont	Specify an income reporting group to report hours worked and hourly wages for hourly employees. The hourly wage the employee earned for the greatest number of hours worked during the quarter will be reported.
Washington	Specify the income reporting group set up to report hours worked if you specified **0** in the *Use *U Data* field or if you are reporting prior to 1999. Effective for the first three quarters of 1999 reporting, an income reporting group is not required to report hours worked.
	Effective with the 4th quarter of 1999, specify an income reporting group set up to report hours related to severance incomes. Any hours in this income reporting group will be subtracted from regular hours worked and the remainder will be reported to the state of Washington.

If you specified **1** in the *Use *U Data?* field, the total hours worked are automatically printed on the report, regardless of the state selected. If you specified **0** in the *Use *U Data?* field, you must enter an income group if you want the total hours worked to print.

Tax Company

For multiple tax employers, specify the value that represents the federal tax company for this annual state unemployment report if different from the company specified in the *Employer* field.

Sta *U Tax Co cde

Specify the value for the state or local unemployment tax ID deduction code.

Use the *Update State/Local Tax IDs* function to set up the state or local unemployment tax ID deduction code.

*Sta *S Tax Co cde*

Specify the value for the state or local tax ID deduction code.

Use the *Update State/Local Tax IDs* function to set up the state or local tax ID deduction code.

6 Press Enter to submit the report. A sample Annual State Unemployment Report is shown on the following page.

```
PYGYE060   PYTYE060          A N N U A L   S T A T E   U N E M P L O Y M E N T   R E P O R T                    PAGE   1
 8/14/01    9:39:13
EMPLOYER PHB                               PHB, INC.
YEAR ENDED 12/31/00                     STATE OF MAINE                                          WAGE LIMIT 12,000.00
                                        TOTAL          TAXABLE          EMPLOYER                              HRS   WKS
TAX I.D. #   EMPLOYEE NAME             SUTA WAGES      SUTA WAGES       SUTA ACCRUED            TIPS           WKD   WKD

-----------------------------------------------------------------------------------------------------------------
015-11-1181 ALEXANDER,PAUL                   200.00          200.00            11.80                                 1
015-11-1461 FARLEY,JAMES M                   440.00          440.00            25.96                                 1
015-11-1462 FLORENCE,KATHERINE L             480.00          480.00            28.32                                 1
015-11-1463 GALLAGHER,MARION C               320.00          320.00            18.88                                 1
015-11-1464 GOTHING,DALE M                   400.00          400.00            23.60                                 1
015-11-1467 HADELMAN,LEWIS E                 400.00          400.00            23.60                                 1
015-11-1466 HBERER,JESSIE M                  400.00          400.00            23.60                                 1
018-52-5182 MAINE,DIVISION                 1,000.00        1,000.00            59.00                                 1
015-11-1471 NIXON,RICHARD M                1,212.98        1,212.98            71.57                                 1
015-11-1468 PIGNATO,KATHERINE E             400.00          400.00            23.60                                 1
015-11-1469 PLATT,ROBERT L                  520.10          520.10            30.69                                 1
015-11-1472 PROPHETT,WILLIAM R              480.00          480.00            28.32                                 1
015-11-1473 RHODES,VALERIE M                400.00          400.00            23.60                                 1
015-11-1474 RUNYON,DAMON                    400.00          400.00            23.60                                 1
015-11-1475 RUSTIN,HEIDI                    440.00          440.00            25.96                                 1
015-11-1476 SAXE,SUMMER W                   440.00          440.00            25.96                                 1
015-11-1477 SEAMAN,JOHN T           160,000,561.38       12,000.00           708.00                                 2
015-11-1478 SEVIGNE,JEAN P            500,440.00        12,000.00           708.00                                 2
015-11-1479 SHUCK,WARREN J                  400.00          400.00            23.60                                 1
015-11-1480 STATEMAN,ALISON                 440.00          440.00            25.96                                 1
015-11-1481 STENBERG,PAUL                   400.00          400.00            23.60                                 1
015-11-1482 STUKEY,NORAH                    480.00          480.00            28.32                                 1
EMPLOYER TOTAL:                     160,510,654.46                         1,985.54
            EMPLOYEES    22                            33,653.08
```

The following table shows where the system retrieves the information for the Annual State Unemployment Report. The table lists the file name and description associated with each column heading on the report.

Annual State Unemployment Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Total Wages	PYPDE	Employee Deductions *U or *S wage base (see the Note below)
Employer Taxable SUT Wages	PYPDE PYPDU	Employee Deductions *U or *S wage base (see the Note below)
Employer SUT Accrued	PYPDE	Employee Deductions *U or *S wage base (see the Note below)
Weeks or Hours Worked	PYPDU or PYPIE	Employee Unemployment Deduction or Employee Income File

Note: *U or *S wage base depends on what you select on the prompt screen.

The following example shows how *U reciprocity is calculated when an employee moves to another state:

State 1	State 2	Calculation for *U Reciprocity
State 1 Limit = $7,000	State 2 Limit = $10,000	Maximum Taxable = $10,000
Total Wages = $20,000	Total Wages = $15,000	Taxable for State 1 = $7,000
Total SUT Wages = $7,000	Total SUT Wages = $3,000	Taxable for State 2 = $3,000

Correcting Unemployment Deduction Information

You can use the Employee Unemployment Deduction screen to correct an employee's unemployment reporting information, including weeks or hours worked, for annual or quarterly state unemployment reporting for the current or prior year.

The Employee Unemployment Deductions screen is accessible from the Employee Deductions screen within the functions below:

- *Correct Employee Deduction Data* [CDE]

- *Display Employee Deduction Data* [DEDD]

For multi-tax employers, use either of the functions below to access the Employee Unemployment Deductions screen:

- *Correct DX-Employee Mult-tax Ded* [CDX]

- *Display Employee Multi-Tax Ded* [DDX]

For information on correcting employee deduction information, refer to the "Displaying and Correcting Employee Income and Deduction Data" chapter in the *Infinium PY Guide to Management Functions.*

Quarterly State Unemployment Report

The Quarterly State Unemployment Report lists the SUTA information for each quarter. You can use this report to complete your state's reporting requirements.

This generic report includes the information listed below. Some states do not require all of the information.

- Tax ID number of each employee
- Employee names
- Hire date/Term date
- Total gross wages
- Total SUTA wages
- Employer taxable SUTA wages
- Excess SUTA wages
- Employee SUTA accrued
- Tips
- Hours worked
- Weeks worked
- Employer totals

Information for this report comes from the Employee Basic Data record (PRPMS) file, the Employee Deductions (PYPDE) file, the Employee Unemployment Deductions (PYPDU) file, the Employee Incomes (PYPIE) file, and the Employee Payroll Master (PYPMS) file. The second screen of the *U Deduction Control record uses the employer tax identification number in processing.

The *List Qtr. State Unemployment* function does not clear the current quarter and prior fourth quarter files, so you can run the report as many times as necessary.

Complete these steps to run the Quarterly State Unemployment Report:

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Liability Reporting* (USA).

3 Select *Unemployment Reporting.*

4 Select *List Qtr. State Unemployment.* The system displays the List Qtr. State Unemployment screen.

List Qtr. State Unemployment Screen

5 Complete the screen as follows:

Employer

Type the employer code.

Employer Group

Specify the employer group containing all employers that you want to process. If you type a value in this field, you must leave the *Employer* field blank.

State

Type the state code or leave this field blank to include all states. If you leave this field blank, the report is alphabetical by state.

Infinium recommends that you run your unemployment reports one state at a time to insure that they contain all information specific to each state. When you run a report for all states, the system generates a report with unemployment information that is common to all of the states.

Use *U Data?

Specify whether you want the system to use the *U or the *S wage base when calculating the employer liability.

1	Use the *U wage base. Each employee is authorized to a *U deduction.
0	Use the *S wage. Each employee is not authorized to a *U deduction. The system uses the *S wage base for unemployment reporting and does not check the SUTA state code on the payroll record. The system does not maintain *U information, so the report shows only the wage base. You have to manually calculate employer liability.

> **Caution**: If your state requires an employer to report weeks worked and/or hours worked on the quarterly state unemployment report, Infinium PY recommends that you use *U data instead of *S data to ensure accurate reporting of this information.

Year

Specify the year number for which the report is being generated.

Quarter

Specify the appropriate quarter.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Print By Levels/BR

Specify how you want the system to print this report. Valid values are:

0	Print the report by employee within each employer.
1	Print and break the report at each Level 1.
2	Print and break the report at each Level 2.
3	Print and break the report at each Level 3.
4	Print and break the report at each Level 4.
B	Print and break the report at each branch or location code. This option is valid for Iowa (location) only.

Print Negatives

Specify whether you want the system to print negative amounts.

1	Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations.

0   Suppress negative amounts.

Tax Company

Type a tax company identification number if you use Multiple Tax ID processing.

Income Group

Currently, only the states listed in the following table use this field. If your state is not among those listed in the table, leave this field blank. If your state is listed, refer to the comment in the table.

State	Comment
Minnesota	If you specified **0** in the *Use *U Data* field, you must specify an income reporting group to report the hours worked.
Oregon	If you specified **0** in the *Use *U Data* field, you must specify an income reporting group to report the hours worked.
Vermont	Specify an income reporting group to report hours worked and hourly wages for hourly employees. The hourly wage the employee earned for the greatest number of hours worked during the quarter will be reported on the tape file S record and Part 2 of the report generated with this function.
Washington	Specify the income reporting group set up to report hours worked if you specified **0** in the *Use *U Data* field or if you are reporting prior to 1999. Effective for the first three quarters of 1999 reporting, an income reporting group is not required to report hours worked.
	Effective with the 4th quarter of 1999, specify an income reporting group set up to report hours related to severance incomes. Any hours in this income reporting group will be subtracted from regular hours worked and the remainder will be reported to the state of Washington.
Wyoming	Specify the income reporting group set up to report corporate officer wages.
	This field is no longer required for Wyoming effective with the 2nd quarter of 2000.

Sta.*U Tax Co. cde

Type a *U state or local identification number if you use Multiple Tax ID processing.

Sta.*S Tax Co. cde

Type a *S state or local identification number if you use Multiple Tax ID processing.

State Specific

Use this user-defined field for state-specific information not included in the Infinium Payroll system. Left justify the data that you type in this field unless specified otherwise.

Round SUTA Wages?

Use this field to specify whether to round SUTA wages. The information in this field is used only for Louisiana (LA).

Valid values are:

0   Do not round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount. The report will contain actual wages subject to state unemployment tax.

1   Round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount.

We recommend that first you run the report without rounding to verify the actual wages, and then run the report with rounding to file with the state.

Gross Wages Source

This information applies to all states except California and Wyoming, which do not calculate gross wages. Being able to specify the gross wages source enables you to modify your procedures when state regulations change.

If your state is other than California and Wyoming, specify where to find the gross wages amount for this report as follows.

Caution: If you specify FICA wages as the base for gross wages and an employee has worked in more than one state for the same employer and federal identification number during the quarter, the gross wages may be inaccurate. Use an income reporting group to avoid generating erroneous gross wages.

Value	Source	Comment
1	*U Wages	The system uses the SUTA wage base for the gross wages.
2	*S Wages	The system uses the state taxable wages for the gross wages.
3	FICA Wages	The system uses the *FICA wage base for the gross wages.
4	IRG (Income Reporting Group)	The system uses the income reporting group that you specify in the new *Gross Wages IRG* field to derive the gross wages. If you specify that the source is an IRG, you must also specify which IRG.

Gross Wages IRG

If you specified **4** (income reporting group) as the gross wages source, use the Gross Wages IRG field to identify the income reporting group that is to be used to calculate gross wages for the Quarterly Unemployment report. The system accumulates the wages in this income reporting group into the gross wages.

6 Press Enter to run the report.

The report shows total wages even if the employee meets the limit in a prior quarter.

The employer is taxed up to this limit amount. The report stops at the limit. The report shows either the wage base, the limit of the wage base, or zero if the employee meets the limit in any prior quarter except the first quarter.

If no employer accrued, the report does not show the SUTA wage base.

A sample Quarterly State Unemployment Report is shown on the following page.

Also, samples of Quarterly State Unemployment Reports are shown in the "State-Specific Setup and Reporting" chapter of this document.

```
PYGRQ090   PYTRQ090          Q U A R T E R L Y   S T A T E   U N E M P L O Y M E N T   R E P O R T                    PAGE   1
 8/14/01    9:41:38
EMPLOYER   PHB          PHB, INC.                    EMPLOYER/TAX CO.TAX ID#: 04-1456780        *U RATE:     5.9000  %
QUARTER ENDED 03/31/01     STATE OF MAINE            DEDUCTION TAX ID#......: 1234567890        WAGE LIMIT  12,000.00
           EMPLOYEE NAME              TOTAL          TOTAL        TAXABLE       EXCESS       EMPLOYER                HRS WKS
TAX I.D. #   HIRE DATE/TERM DATE    GROSS WAGES    SUTA WAGES    SUTA WAGES   SUTA WAGES   SUTA ACCRUED      TIPS    WKD WKD
-----------------------------------------------------------------------------------------------------------------------------
015-11-1181 ALEXANDER,PAUL              200.00         200.00        200.00          .00         11.80       .00    40   1
            2/01/1993
015-11-1461 FARLEY,JAMES M              440.00         440.00        440.00          .00         25.96       .00    40   1
            2/01/1993
015-11-1464 GOTHING,DALE M              400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
015-11-1467 HADELMAN,LEWIS E            400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
015-11-1466 HBERER,JESSIE M             400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
018-52-5182 MAINE,DIVISION            1,000.00       1,000.00      1,000.00          .00         59.00       .00         1
            1/01/2000
015-11-1471 NIXON,RICHARD M           1,212.98       1,212.98      1,212.98          .00         71.57       .00    40   1
            2/01/1993
015-11-1468 PIGNATO,KATHERINE E         400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
015-11-1469 PLATT,ROBERT L              520.10         520.10        520.10          .00         30.69       .00    40   1
            2/01/1993
015-11-1472 PROPHETT,WILLIAM R          480.00         480.00        480.00          .00         28.32       .00    40   1
            2/01/1993
015-11-1473 RHODES,VALERIE M            400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
015-11-1474 RUNYON,DAMON                400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
015-11-1475 RUSTIN,HEIDI                440.00         440.00        440.00          .00         25.96       .00    40   1
            2/01/1993
015-11-1476 SAXE,SUMMER W               440.00         440.00        440.00          .00         25.96       .00    40   1
            2/01/1993
015-11-1477 SEAMAN,JOHN T       160,000,561.38 160,000,561.38   12,000.00 159,988,561.38       708.00       .00    40   2
            2/01/1993
015-11-1478 SEVIGNE,JEAN P         500,440.00     500,440.00     12,000.00   488,440.00        708.00       .00    40   2
            2/01/1993
015-11-1479 SHUCK,WARREN J              400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
015-11-1480 STATEMAN,ALISON            440.00          440.00        440.00          .00         25.96       .00    40   1
            2/01/1993
015-11-1481 STENBERG,PAUL               400.00         400.00        400.00          .00         23.60       .00    40   1
            2/01/1993
015-11-1482 STUKEY,NORAH                480.00         480.00        480.00          .00         28.32       .00    40   1
            2/01/1993
EMPLOYER TOTAL:    22         160,510,654.46                     33,653.08                    1,985.54
```

160,510,654.46   160,477,001.38   .00

12th of the Month Totals

     Month 1–   1 employees   Month 2–   0 employees   Month 3–   0 Employees

The following table shows where the system retrieves the information for the Quarterly State Unemployment Report. The table lists the file name and description associated with each column heading on the report.

Quarterly State Unemployment Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Hire Date/Term Date	PRPMS	Employee Basic Data
Total Gross Wages	PYPDE or PYPIE	Employee Deductions or if you specified an income reporting group Employee Incomes
Total SUTA Wages	PYPDE PYPDU	Employee Deductions (See the Note below.)
Employer Taxable SUTA Wages	PYPDE PYPDU	Employee Deductions *U or *S Y-T-D Totals (See the Note below.)
Excess SUTA Wages	PYPDE PYPDU	Employee Deductions (See the Note below.)
Employer SUTA Accrued	PYPDE	Employee Deductions
Tips	PYPIE	Employee Income File
Weeks or Hours Worked	PYPDU or PYPIE	Employee Unemployment Deduction or Employee Income File The check date determines the number of weeks worked.

Note: The file used depends on the value you type in the *Use *U Data* field on the List Qtr. State Unemployment prompt screen.

- If you type **0** (use *S wage base), the system uses the PYPDE file.

- If you type **1** (use *U wage base), the system uses the PYPDU file.

Quarterly State Unemployment Report by Location

You can generate a Quarterly State Unemployment Report by either reporting level or location code. Check your state requirements to determine if you need to report by location.

Complete the following steps to run the Quarterly State Unemployment Report by location:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Unemployment Reporting.*

4 Select *List Qtr. Unemployment by Loc.* The system displays the List Qtr. Unemployment by Loc screen.

List Qtr. Unemployment by Loc Screen

5 Complete the screen as follows:

Employer

Type the employer code.

Employer Group

Specify the employer group containing all employers that you want to process. If you type a value in this field, you must leave the *Employer* field blank.

State/Prov. Code

Type the state code or province or leave this field blank to include all states or provinces. If you leave this field blank, the information on the report prints alphabetically by state or province.

*Use *U Data?*

Specify whether you want the system to use the *U or the *S wage base when calculating the employer liability.

1	Use the *U wage base. Each employee is authorized to a *U deduction.
0	Use the *S wage. Each employee is not authorized to a *U deduction. The system uses the *S wage base for unemployment reporting and does not check the SUTA state code on the payroll record.

Caution: If your state requires an employer to report weeks worked and/or hours worked on the quarterly state unemployment report by location, Infinium PY recommends that you use *U data instead of *S data to ensure accurate reporting of this information.

Year Number

Specify the year for which the report is being generated.

Quarter Number

Specify the quarter for which the report is being generated.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Print By Levels/BR

Specify how you want the system to print this report. Valid values are:

0	Print the report by employee within each employer.
1	Print and break the report at each Level 1.
2	Print and break the report at each Level 2.
3	Print and break the report at each Level 3.
4	Print and break the report at each Level 4.
B	Print and break the report at each branch or location code. This option is valid for Iowa (location) only.

Print Negatives

Specify whether you want the system to print negative amounts.

1	Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations.
0	Suppress negative amounts.

Location Code

Type a valid location code for the employee.

Tax Company

Type a tax company identification number if you use Multiple Tax ID processing.

Sta.*U Tax Co. cde

Type a *U state or local identification number if you use Multiple Tax ID processing.

Sta.*S Tax Co. cde

Type a *S state or local identification number if you use Multiple Tax ID processing.

Income Rpt. Group

Currently, only the states listed in the following table use this field. If your state is not among those listed in the table, leave this field blank. If your state is listed, refer to the comment in the table.

State	Comment
Minnesota	If you specified **0** in the *Use *U Data* field, you must specify an income reporting group to report the hours worked.
Oregon	If you specified **0** in the *Use *U Data* field, you must specify an income reporting group to report the hours worked.

State	Comment
Vermont	Specify an income reporting group to report hours worked and hourly wages for hourly employees. The hourly wage the employee earned for the greatest number of hours worked during the quarter will be reported on the tape file S record and Part 2 of the report generated with this function.
Washington	Specify the income reporting group set up to report hours worked if you specified **0** in the *Use *U Data* field or if you are reporting prior to 1999. Effective for the first three quarters of 1999 reporting, an income reporting group is not required to report hours worked.
	Effective with the 4th quarter of 1999, specify an income reporting group set up to report hours related to severance incomes. Any hours in this income reporting group will be subtracted from regular hours worked and the remainder will be reported to the state of Washington.

State Specific

The system uses this field for state-specific unemployment reporting.

Currently, Montana is the only state that uses this field. For more information refer to "Montana (MT)" in the "State-Specific Setup and Reporting" chapter of this document or refer to Infinium PY online field-level help.

Round SUTA Wages?

Use this field to specify whether to round SUTA wages. The information in this field is used only for Louisiana.

Valid values are:

0   Do not round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount. The report will contain the wages subject to state unemployment tax.

1   Round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount.

We recommend that you first run the report without rounding to verify the actual wages, and then run the report with rounding to file with the state.

6 Press Enter to run the report.

A sample Quarterly State Unemployment Report by Location is shown on the following page.

```
PYGRQ09A   PYTRQ09A       Q U A R T E R L Y   S T A T E   U N E M P L O Y M E N T   R E P O R T   B Y   L O C       PAGE   1
 8/14/01    9:43:22
EMPLOYER PHB                             PHB, INC.                        TAX ID#    1234567890
LEVEL    4
QUARTER ENDED 03/31/01                   STATE OF MAINE                                    WAGE LIMIT 12,000.00
                                               EMPLOYER                    EMPLOYER
TAX I.D. #  EMPLOYEE NAME          TOTAL        TAXABLE       EXCESS        SUTA                          HRS  WKS
            HIRE DATE/TERM DATE    SUTA WAGES   SUTA WAGES    SUTA WAGES    ACCRUED         TIPS   LOC.   WKD  WKD
-----------------------------------------------------------------------------------------------------------------
LEVEL1 LEVEL2 LEVEL3 LEVEL4
2     10011  W04
015-11-1181 ALEXANDER,PAUL           200.00       200.00          .00        11.80          .00   2     40   1
              2/01/1993
015-11-1461 FARLEY,JAMES M           440.00       440.00          .00        25.96          .00   2     40   1
              2/01/1993
015-11-1462 FLORENCE,KATHERINE L     480.00       480.00          .00        28.32          .00   2     40   1
              2/01/1993
015-11-1463 GALLAGHER,MARION C       320.00       320.00          .00        18.88          .00   2     40   1
              2/01/1993
015-11-1467 HADELMAN,LEWIS E         400.00       400.00          .00        23.60          .00   2     40   1
              2/01/1993
015-11-1468 PIGNATO,KATHERINE E      400.00       400.00          .00        23.60          .00   2     40   1
              2/01/1993
015-11-1472 PROPHETT,WILLIAM R       480.00       480.00          .00        28.32          .00   2     40   1
              2/01/1993
015-11-1474 RUNYON,DAMON            400.00        400.00          .00        23.60          .00   2     40   1
              2/01/1993
015-11-1475 RUSTIN,HEIDI            440.00        440.00          .00        25.96          .00   2     40   1
              2/01/1993
015-11-1478 SEVIGNE,JEAN P       500,440.00     12,000.00         .00       708.00          .00   2     40   2
              2/01/1993
015-11-1480 STATEMAN,ALISON        440.00        440.00          .00        25.96          .00   2     40   1
              2/01/1993
015-11-1481 STENBERG,PAUL          400.00        400.00          .00        23.60          .00   2     40   1
              2/01/1993
015-11-1482 STUKEY,NORAH           480.00        480.00          .00        28.32          .00   2     40   1
              2/01/1993
LEVEL TOTALS:     13           505,320.00                         .00                        .00
                                              16,880.00                     995.92
LEVEL TOTALS:                       .00                           .00                        .00
                                                 .00                          .00
LEVEL1 LEVEL2 LEVEL3 LEVEL4
4     10411  S02
015-11-1477 SEAMAN,JOHN T      160,000,561.38   12,000.00         .00       708.00          .00   2     40   2
              2/01/1993
LEVEL TOTALS:      1           160,000,561.38                     .00                        .00
                                              12,000.00                     708.00
PYGRQ09A   PYTRQ09A       Q U A R T E R L Y   S T A T E   U N E M P L O Y M E N T   R E P O R T   B Y   L O C       PAGE   2
```

```
 8/14/01    9:43:22
EMPLOYER PHB                                   PHB, INC.                    TAX ID#    1234567890
LEVEL    4
QUARTER ENDED 03/31/01                    STATE OF MAINE                                   WAGE LIMIT 12,000.00
                                              EMPLOYER              EMPLOYER
TAX I.D. #  EMPLOYEE NAME           TOTAL      TAXABLE    EXCESS      SUTA                        HRS  WKS
          HIRE DATE/TERM DATE     SUTA WAGES  SUTA WAGES SUTA WAGES ACCRUED     TIPS    LOC.  WKD  WKD
-----------------------------------------------------------------------------------------------------------
LEVEL TOTALS:                          .00                  .00                  .00
                                              .00                     .00
EMPLOYER TOTAL:     14          160,505,881.38               .00                  .00
                                           28,880.00              1,703.92
```

Multiple State Employees Report

The Multiple State Employees Report identifies employees who work in more than one state. This report is for your own information.

The report includes:

- Employee numbers
- Employee names
- States in which wages were earned during the quarter
- Wage limit amount for each state
- Quarterly SUTA wages (wages earned but not necessarily subject to tax)
- Total SUTA wages for the year
- Employer totals

Information for this report comes from the Employee Deductions (PYPDE) file, the Employee Basic Data record (PRPMS) file, and the United States Tax Tables (PYPSX) file.

Complete the following steps to print the List Multiple State Employees Report:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Miscellaneous Tax Reports*.

4 Select *List Multiple State Employees*. The system displays the following screen.
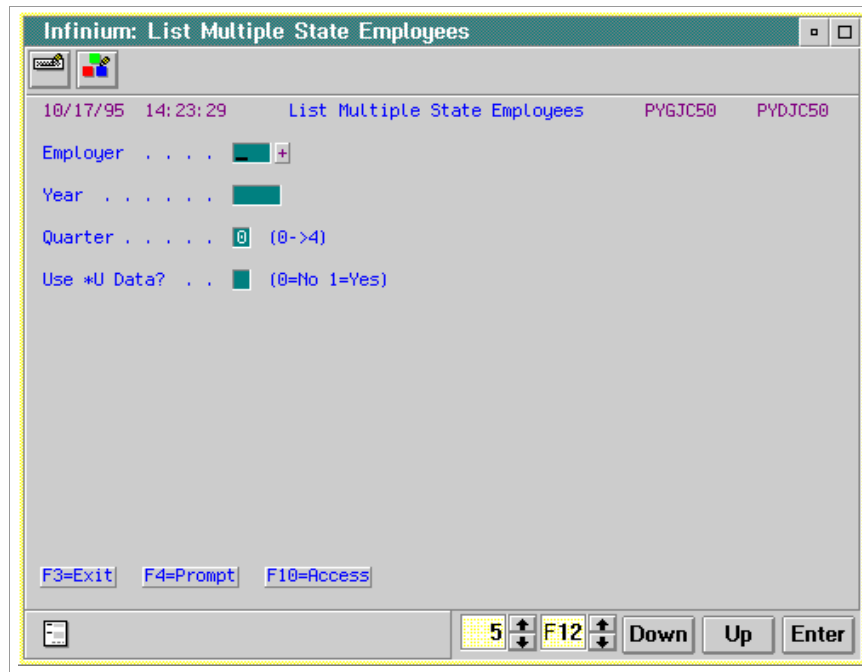
Figure 3-1: List Multiple State Employees screen

5 Complete the screen as follows:

Employer

Type the employer code or leave this field blank to include all employers.

Year

Specify the year for which the report is being generated.

Quarter

Specify the quarter for which the report is being generated.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Use *U Data?

Indicate whether you want the system to use the *U or the *S wage base when calculating the employer liability.

1   Use the *U wage base. Each employee is authorized to a *U deduction.

0   Use the *S wage. Each employee is not authorized to a *U deduction. The system uses the *S wage base for unemployment reporting and does not check the SUTA state code on the payroll record.

Caution: If your state requires an employer to report weeks worked and/or hours worked on the multiple state employees report, Infinium PY recommends that you use *U data instead of *S data to ensure accurate reporting of this information.

6 Press Enter to submit the report.

A sample Multiple State Employees Report is shown on the following page.

```
PYGRQ092   PYTRQ092              M U L T I P L E   S T A T E   E M P L O Y E E S                      PAGE   1
 8/22/01  16:09:44
EMPLOYER PHB                        PHB, INC.
QUARTER ENDED 03/31/01
 EMPLOYEE  EMPLOYEE                    STATE     WAGE     1ST QTR     2ND QTR     3RD QTR     4TH QTR      TOTAL
  NUMBER   NAME                        CODE      LIMIT   SUTA WAGES  SUTA WAGES  SUTA WAGES  SUTA WAGES  SUTA WAGES
--------------------------------------------------------------------------------------------------------------------
   16660   CARR,AMOS C                  IN      7000.00   50880.00    1760.00     1320.00        .00     53960.00
   16660   CARR,AMOS C                  NJ     17200.00   50880.00    1760.00     1320.00        .00     53960.00
   16660   CARR,AMOS C                  OH      8750.00   52200.00    1760.00     1320.00        .00     55280.00
   16660   CARR,AMOS C                  WI     10500.00   50880.00    1760.00     1320.00        .00     53960.00
   16725   TAFT,HOWARD                  OH      8750.00   55005.00    4004.00     3003.00        .00     62012.00
   16725   TAFT,HOWARD                  PA      8000.00        .00    2002.00     3003.00        .00      5005.00
   16764   HOWE,JENNIFER                ID     20400.00      37.87     113.61       37.87        .00       189.35
   16764   HOWE,JENNIFER                MA     10800.00      37.87        .00         .00        .00        37.87
   16772   TESTCRANE,ICHABOD            NJ     17200.00   51320.00    1760.00     1320.00        .00     54400.00
   16772   TESTCRANE,ICHABOD            NY      7000.00   52200.00    1760.00     1320.00        .00     55280.00
   16773   BEAR,PAPPA                   NJ     17200.00   53471.15    3000.92        .00         .00     56472.07
   16773   BEAR,PAPPA                   NY      7000.00   51760.46    1800.69     2400.69        .00     55961.84
   16782   GINN,JUNE                    LA      8500.00   50400.00    1600.00     1200.00        .00     53200.00
   16782   GINN,JUNE                    MA     10800.00    1600.00        .00         .00        .00      1600.00
   16786   EVANS,LEONARD                KS      8000.00     400.00    1200.00      400.00        .00      2000.00
   16786   EVANS,LEONARD                MA     10800.00     400.00        .00         .00        .00       400.00
   16787   FALLON,SANDRA                MA     10800.00    1600.00        .00         .00        .00      1600.00
   16787   FALLON,SANDRA                MD      8500.00   50400.00    1600.00     1200.00        .00     53200.00
   16788   FAY,ELIZABATH J              MA     10800.00     400.00        .00         .00        .00       400.00
   16788   FAY,ELIZABATH J              MD      8500.00     400.00    1600.00         .00        .00      2000.00
   16789   GOFF,BARBARA                 MA     10800.00     400.00        .00         .00        .00       400.00
   16789   GOFF,BARBARA                 MD      8500.00     400.00    1200.00         .00        .00      1600.00
   16790   GOODMAN,FRANK                MA     10800.00    1600.00        .00         .00        .00      1600.00
   16790   GOODMAN,FRANK                MD      8500.00   50400.00    1600.00     1200.00        .00     53200.00
   16817   BRADBURY,STEPHEN             AL      8000.00    2004.24    2002.12     3006.36        .00      7012.72
   16817   BRADBURY,STEPHEN             NY      7000.00   53006.36    3006.36        .00         .00     56012.72
   16818   BROWN,TRISH                  NY      7000.00   51200.00    1200.00      400.00        .00     52800.00
   16818   BROWN,TRISH                  OH      8750.00      61.60        .00         .00        .00        61.60
   16906   BARKER,ROBERT C              AZ      7000.00    1200.00        .00         .00        .00      1200.00
   16906   BARKER,ROBERT C              KY      8000.00   50300.00    1200.00      900.00        .00     52400.00
   17055   CRONIN,JOSEPH P              NJ     17200.00        .00     630.79     1892.37        .00      2523.16
   17055   CRONIN,JOSEPH P              PA      8000.00   53153.95    2522.37        .00         .00     55676.32
   17061   DORR,WINSTON H               MI      9500.00        .00     720.00     1080.00        .00      1800.00
   17061   DORR,WINSTON H               NJ     17200.00   51800.00    1080.00        .00         .00     52880.00
   17094   ELMORE,GERALD P              DE      8500.00    1600.00        .00         .00        .00      1600.00
   17094   ELMORE,GERALD P              IA     13900.00   50400.00    1600.00     1200.00        .00     53200.00


EMPLOYER TOTAL:      22  EMPLOYEES
```

The following table shows where the system retrieves the information for the Multiple State Employees Report. The table lists the file name and description associated with each column heading on the report.

Multiple State Employees Report

Column Heading	File Name	File Description
Employee Number	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
State Code	PYPSX	U.S. State Tax Table
Wage Limit	PYPSX	U.S. State Tax Table
1st QTR SUTA Wages	PYPDE	Employee Deductions *U or *S
2nd QTR SUTA Wages	PYPDE	Employee Deductions *U or *S
3rd QTR SUTA Wages	PYPDE	Employee Deductions *U or *S
4th QTR SUTA Wages	PYPDE	Employee Deductions *U or *S
Total SUTA Wages	PYPDE	Employee Deductions

Commonly Asked Question

Can the system use *S data for employees who have *S and *U deductions?

No. The system uses one or the other and it does not substitute one for the other.

Chapter 4 Overview of Generating Quarterly Unemployment Reporting Information in Federal Format

<div style="text-align: right">4</div>

> **WARNING!** Infinium recommends that you consult your state regulations for specific unemployment reporting information.

This chapter provides an overview of the states supported by Infinium for unemployment file processing. Infinium provides the ability to create unemployment reporting files and generate unemployment files in various formats:

- TIB
- ICESA
- Federal format
- Comma delimited
- Other

See the "Generating Quarterly Unemployment Tapes for TIB and ICESA Formats" chapter for information about the TIB and ICESA formats. See the "Quarterly Unemployment Reporting Using the Federal Format" chapter for information about reporting in the federal format. For processing state-specific information with Infinium PY, see the state-specific chapters of this document. Be sure to refer to your state regulations for regulatory information.

The chapter consists of the following topics:

Topic	Page
File Formats Supported	4-2
Generic Programs for States Not Supported	4-5

File Formats Supported

Infinium PY supports the following state and file formats.

State	EFW2	TIB-4	ICESA	State-specific	Other
Alabama	X				
Alaska					Comma-delimited format
Arizona	X				
Arkansas		X			
California					X (xml)
Colorado			X		
Connecticut				X	
Delaware		X			
District of Columbia			X		
Florida					X (xml)
Georgia			X		
Hawaii				X	
Idaho				X	
Illinois			X		
Indiana			X		
Iowa					Comma-delimited format
Kansas			X		
Kentucky			X		
Louisiana	X				
Maine				X (MEETRS)	
Maryland	X				

State	EFW2	TIB-4	ICESA	State-specific	Other
Massachusetts	X				
Michigan				X	
Minnesota	X				
Mississippi	X				
Missouri	X				
Montana			X		
Nebraska	X				
Nevada	X				
New Hampshire	X				
New Jersey				X	
New Mexico					X (xml)
New York				*	
North Carolina	X				
North Dakota			X		
Ohio			X		
Oklahoma			X		
Oregon	X				
Pennsylvania		X	X		
Puerto Rico				X	
Rhode Island				X	
South Carolina	X				
South Dakota			X		
Tennessee			X		
Texas			X		
Utah	X				
Vermont			X		X (csv)
Virginia	X				
Washington				X	
West Virginia			X		

State	EFW2	TIB-4	ICESA	State-specific	Other
Wisconsin		X			
Wyoming				X	Comma-delimited format

*For Massachusetts, use the *Create Qtr. EFW2 Unemp Rept File* function. For New York, use the *Create Quarterly Wage Tape File* and the *Generate Quarterly Wage Tape* functions.

Some states require special information in the unemployment file. Refer to the "Creating the Quarterly Unemployment Tape File in TIB-4 and ICESA Formats" section or the "Creating Quarterly Unemployment Tape File Information in Federal Format" section in the "Working with Special State Requirements" chapter for more information about special state requirements.

For more information, see the "Files" section in the state specific chapters of this document.

When Infinium changes the file format for quarterly unemployment reporting, check the state's specifications to determine whether a test file is required.

Generic Programs for States Not Supported

Generic Program for ICESA or TIB-4 Formats PYGUT

If Infinium does not provide the state-specific format for a state in which you pay taxes, you can use the generic program PYGUT as a model to create state unemployment files. This program conforms to the federal reporting format.

The last two characters of this program identify the two-digit postal abbreviation of the state. For example, PYGUTAK is the unemployment file for Alaska.

Generic Programs for Federal Format

If Infinium does not provide the state-specific format for a state in which you pay taxes, you can use the generic programs below as a model to create state unemployment file. These programs conform to the federal reporting format.

Program	Generic Record Format
PYGQUT6AF	RA record
PYGQUT6EF	RE record
PYGQUT6SF	RS record
PYGQUT6TF	RT record
PYGQUT6FF	RF record

The last character, F, of this program identifies the two-digit postal abbreviation of the state.

Notes

Chapter 5 Generating Quarterly Unemployment Tapes for TIB and ICESA Formats

5

> **WARNING!** Infinium recommends that you consult your state regulations for specific unemployment reporting information.

This chapter provides an overview of processing Quarterly Unemployment Reporting Files in TIB and ICESA formats, which are required by some states.

It also explains how to create the Quarterly Unemployment Reporting File and generate the Quarterly Unemployment Tape in TIB and ICESA formats. See the "Quarterly Unemployment Reporting Using the Federal Format" chapter for more information.

For processing state-specific information with Infinium PY see the appropriate state-specific chapter of this document. Be sure to refer to your state regulations for regulatory information.

The chapter consists of the following topics:

How to Create the Quarterly ICESA/TIB-4 Unemployment File

For states that require a quarterly unemployment tape, you must create the Quarterly Unemployment Reporting file that is transferred onto tape. You can also submit the file electronically or save it to diskette or CD, depending on the state's requirements.

You can run the *Create ICESA/TIB-4 Unempl File* function whenever necessary. Each time you run it, the reporting file is cleared.

For state-specific information about the fields in the *Create ICESA/TIB-4 Unempl File* function, refer to the following:

- Infinium PY online field-level help

- Sample screens in the "Creating the Quarterly ICESA/TIB-4 Unemployment File" section of the "Working with Special State Requirements" chapter in this document

- State specific sections in the appropriate state-specific chapter in this document

Complete the following steps to create the Quarterly Unemployment Tape file:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Unemployment Reporting*.

4 Select *Create ICESA/TIB-4 Unempl File* [CQUT]. The system displays the first Create ICESA/TIB-4 Unempl File screen.

Create ICESA/TIB-4 Unempl File screen (1 of 2)

5 Complete the screen as follows:

Employer

Type the employer code. The system displays an error message if you leave this field blank.

Tax company

This field is for Multiple Tax ID processing. If you use multi-tax processing, type a valid federal tax company code.

Qu. tape state

Type a valid state code. If the employer has multiple states, you must execute this function for each payroll state.

Qtr. unemploy. seq

Specify how you want to sort on this field.

A	Alphabetically
L	By employee number within each level
S	By social security number

If you type A or S in this field, type 0 in the *Print by level/branch* field on this screen. The Quarterly State Unemployment Report for Tape Reporting does not break properly if you type A or S in this field and 1 or **B** in the *Print by level/branch* field. If you type L in the *Qtr. unemploy. seq* field, type 1 or **B** in the *Print by level/branch* field.

*Sta. *U tax co. cde*

This field is for Multiple Tax ID processing. If you use multi-tax processing, type a valid state or local tax ID code.

*Sta. *S tax co. cde*

This field is for Multiple Tax ID processing. If you use multi-tax processing, type a valid state or local tax ID code.

Qtr. for QU. Data

Specify the appropriate quarter. Valid values are:

1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31
0	Prior fourth quarter

The system uses the value in this field and the year specified in the *Qtr. unemploy yr* field to determine the quarter for the tape file. See the explanation for the *Qtr. unemploy yr* field for examples of completing these fields during year end processing.

Qtr. unemploy. yr.

Type the four-digit year that is specified in the *Curr Calendar Yr* field for the corresponding employer on page 2 of the Update Employer Controls option.

The system uses the value in this field and the quarter specified in the *Qtr. for QU. Data* field to determine the quarter for the tape file.

During year end processing, the values you specify depend on whether the calendar year has been closed. For example, if running this function in January 2002 for the quarter ending December 31, 2001, complete the fields as follows:

- If *Curr Calendar Yr* in Employer Controls is **2001** (calendar year has not been closed), type **2001** in this field and **4** in the *Qtr. for QU. Data* field.

- If *Curr Calendar Yr* in Employer Controls is **2002** (calendar year has been closed), type **2002** in this field and **0** in the *Qtr. for QU. Data* field.

Control number

Type the starting control number for sequencing. This control number identifies individual forms and generates I records if the state requires this information. If you leave this field blank, the sequencing operator defaults to 0000001.

Copy preference

Type a valid copy preference code. Valid values are:

F	Microfiche
M	Microfilm
P	Paper
N	None

Foreign address

Type the appropriate value.

1   Non-USA transmitter outside of the US and US territories and possessions

If you type `1` in the *Foreign Address* field, you must type the five-character zip code number plus the four-character zip code extension.

0   USA transmitter

Remitter number

The system uses this field for processing in the state of North Carolina.

Contact name, Contact tel. #

The system uses these fields for processing employer specific information for the states of Illinois and Pennsylvania.

Transmitter name, Street address, City

Type the name and address of the transmitting organization.

State

Specify the transmitting organization's state code.

Zip

Type the transmitting organization's zip code. The Social Security Administration accepts only 5-character zip codes for W-2 tapes.

Transmitter EIN

Type the federal employer identification number for the organization submitting the tape.

PRU#

Type the 3-digit payroll record number (PRU). The system uses this number with a 69 number to identify a state/local Section 218 that is covered.

Tax entity code

This field is defined by the user or by individual taxing agencies.

Employment type

Specify the type of industry in which the employer engages.

A	Agricultural
H	Household
M	Military
Q	Medicare qualified government employee
X	Railroad
F	Federal
R	Regular and all others

CG#

This is a single-digit number that identifies a state or local entity engaged in proprietary or government functions. The CG number is a suffix to the 69 number and is the left most number in the series of numbers. The 69 number appears on the company master.

Limit. liability

The Limitation of Liability indicator is a single-character code that denotes a state/local employer covered under section 218 of the Social Security Act. Type L if this limitation applies to this employer. Otherwise, leave this field blank.

Print by level/branch

Specify how you want the system to print this report. Valid values are:

0	Print the report by employee within each employer.
1	Print and break the report at each Level 1.
B	Print and break the report at each branch or location code. This option is valid for Iowa (location) only.

Do not type **1** or **B** in this field if you specified either **A** or **S** in the *Qtr. unemploy. seq* field on this screen. Otherwise, the Quarterly State Unemployment Report for Tape Reporting does not break properly. If you type **L** in the *Qtr. unemploy. seq* field, type **1** or **B** in the *Print by level/branch* field.

*Use *U data*

Use this field to indicate whether or not you set up your employees for *U deductions. The system uses *S wages as wages subject to state unemployment (up to the current state limit). Valid values are:

1   If you set up your employees for *U deductions

0   If you do not set up your employees for *U deductions

Caution: If your state requires an employer to report weeks worked and/or hours worked on the quarterly state unemployment report, Infinium PY recommends that you use *U data instead of *S data to ensure accurate reporting of this information.

Tape file run type

If you are an Arizona or Indiana employer, you can use this field to record quarterly unemployment records on one tape for multiple employers or for multiple tax companies within one employer. Otherwise, leave this field blank. Valid values are:

Blank   You are running this tape for only one employer.

IN   For the first employer whose records you are including on this tape.

AD   For an additional employer whose records you are including on this tape.

FN   For the last employer whose records you are including on this tape.

You must run the *Create Qtr Unempl Tape File* function for each employer or multi-tax company.

Deduction group

The system uses this field for processing certain states' data. Check your state's specific requirements and refer to the appropriate state-specific chapter of this guide.

Income group

The system uses this field for processing certain states' data. Check your state's specific requirements and refer to the appropriate state-specific chapter of this guide.

Note: Effective for first quarter 1999 reporting, for states that require reporting hours worked on unemployment lists, reports, and tapes, you may no longer need to type an income reporting group in this field. Refer to Infinium PY online field-level help for current requirements.

ICESA Format

Specify whether you are using the ICESA format for unemployment reporting. Check your state's specific requirements and refer to the appropriate state-specific chapter of this guide.

1   Use the ICESA format.

0   Use the standard non-ICESA tape format.

Exclude Invalid SSN

Use this field to exclude employees with invalid social security numbers from unemployment reporting. Valid values are:

0   Do not exclude employees with invalid social security numbers.

1   Exclude employees with invalid social security numbers.

If you type **1** to exclude employees with invalid social security numbers, employees with social security numbers that meet the following criteria are excluded:

- Area code 000, 666, or 900 through 999 (positions 1-3)
- Group code of 00 (positions 4-5)
- Serial code of 0000 (positions 6-9)

An audit report of employees with invalid social security numbers is produced.

6 Press Enter to advance to the second Create ICESA/TIB-4 Unempl File screen.

Create ICESA/TIB-4 Unempl File Screen

7 Complete the screen as follows:

State specific (alpha) and State specific (numeric)

The system uses these fields for processing certain states' data. Check your state's specific requirements and refer to the appropriate state-specific chapter of this guide.

You must left justify these field values unless otherwise specified. Do not press FieldExit.

For details see "Tapes" in the appropriate state-specific chapter of this guide.

The fields listed below are reserved for future use.

Service Agent No.	*Allocation List*
ER Insurance Code	*Probationary Code*
ER County Code	*EE Insurance Code*

Gross Wages Source

This information applies to all states except California and Wyoming, which do not calculate gross wages. Being able to specify the gross wages source enables you to modify your procedures when state regulations change.

If your state is other than California and Wyoming, specify where to find the gross wages amount for this report as follows.

Value	Source	Comment
1	*U Wages	The system uses the SUTA wage base for the gross wages.
2	*S Wages	The system uses the state taxable wages for the gross wages.
3	FICA Wages	The system uses the *FICA wage base for the gross wages.
4	IRG (Income Reporting Group)	The system uses the income reporting group that you specify in the new *Gross Wages IRG* field to derive the gross wages.
		If you specify that the source is an IRG, you must also specify which IRG.

Gross Wages IRG

If you specified **4** (income reporting group) as the gross wages source, use the *Gross Wages IRG* field to identify the income reporting group that is to be used to calculate gross wages for the Quarterly Unemployment tape file. The system accumulates the wages in this income reporting group into the gross wages.

Unemp Forms User Exit Pgm

If a custom program is to be called to generate unemployment forms, enter the custom program name in this field. The program must already exist. You

can use the programs provided by Infinium PY or customize one of them to meet your needs.

Round SUTA Wages?

Use this field to specify whether to round SUTA wages on the Quarterly Unemployment Tape File. The information in this field applies only to Louisiana.

Valid values are:

0   Do not round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount. The report will contain the actual wages subject to state unemployment tax.

1   Round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount.

We recommend that you run the report without rounding first to verify the actual wages, and then run the report with rounding to file with the state.

For more information about the user exit refer to the "Customizing Considerations" appendix in the *Infinium HR/PY Technical Guide*.

How to Generate the ICESA/TIB-4 Unemployment Tape

The Quarterly Unemployment Tape (941A) is generated from the work file. The report generated with the tape lists the employees and their taxable wages for the quarter indicated on the prompt screen.

Follow the steps below to generate the Quarterly Unemployment Tape.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Liability Reporting (USA).*

3 Select *Unemployment Reporting.*

4 Select *Generate ICESA/TIB-4 Unempl Tape.* The system displays the Generate ICESA/TIB-4 Unempl Tape screen.

Generate ICESA/TIB-4 Unempl Tape Screen

5 Complete the screen as follows.

Tape File and Tape Device

Review the tape file and tape device values with your IS department before typing any values in these fields.

QU. TAPE STATE

Type the state code. If the employer has multiple states, you must execute this function for each payroll state.

Cartridge/Tape

Leave this field blank unless your state is listed below.

If your state is listed below, specify whether you generate unemployment information on cartridge or on tape. The system uses **T** as the default value if you leave this field blank.

State	Valid Values
Colorado	**C** or **T** is required.

State	Valid Values
Hawaii	**C** or **T** is required.
Oregon	**C** is required.
Vermont	**C** or **T** is required. Tapes are initialized at 1600 BPI.
West Virginia	**C** is allowed effective 1999. **T** is required for 1998 or earlier.
Wyoming	**C** is required

6 Press Enter to generate the tape.

Chapter 6 Quarterly Unemployment Reporting Using the Federal Format

<div style="text-align: right">6</div>

Infinium provides the ability to create unemployment reporting files and to generate unemployment files and tapes.

This chapter provides an overview of processing Quarterly Unemployment Tapes. It also explains how to create the Quarterly Unemployment Tape File and generate the Quarterly Unemployment Tape. For processing state-specific information with Infinium PY see the state-specific chapter of this document. Be sure to refer to your state regulations for regulatory information. You can submit unemployment data for an employer or employer group. For multi-tax employers, you can submit unemployment data for a single tax company or multiple tax companies for one state.

The chapter consists of the following topics:

Overview of Unemployment Processing

The diagram below describes the process flow for producing unemployment tapes.

```
        ┌─────────────────────────┐◄───────────────────────────┐
        │ Update Employer State or │                            │
        │ Federal Tax Information   │                            │
        └─────────────────────────┘                            │
                    │                                           │
                    ▼                                           │
        ┌─────────────────────────┐                            │
        │   List Employer          │                            │
        │   Tax Information         │                            │
        └─────────────────────────┘                            │
                    │                                           │
                    ▼                                           │
        ┌─────────────────────────┐                            │
        │   Create EFW2            │                            │
        │   Unempl Work File       │                            │
        └─────────────────────────┘                            │
                    │                                           │
                    ▼                                           │
        ┌─────────────────────────┐◄────────────────┐          │
        │   List Qtr. EFW2         │                 │          │
        │   Unempl Review          │                 │          │
        └─────────────────────────┘                 │          │
                    │                                │          │
                    ▼                                │          │
            ╱ Satisfactory ╲    ┌────┐    ┌──────────────────┐ │
           ◄    results?    ►──►│ No │──►│ Correct Qtr. EFW2  │ │
            ╲             ╱     └────┘    │ Unempl Data        │ │
                    │                     └──────────────────┘ │
                  ┌─────┐                        ▲              │
                  │ Yes │                        │              │
                  └─────┘                        │              │
                    │                            │              │
                    ▼                            │              │
        ┌─────────────────────────┐             │              │
        │  Create Qtr.EFW2         │             │              │
        │  Unemp Rept File         │             │              │
        └─────────────────────────┘             │              │
                    │                            │              │
                  ┌─────┐                        │              │
                  │ Yes │                        │              │
                  └─────┘                        │              │
                    │                            │              │
                    ▼          ┌──────────────────┐             │
            ╱ Satisfactory ╲   │ No, employer data │────────────┘
           ◄    results?    ►─►└──────────────────┘
            ╲             ╱    ┌──────────────────┐
                    │    └────►│ No, employee data │──────┘
                  ┌─────┐      └──────────────────┘
                  │ Yes │
                  └─────┘
                    │
                    ▼
        ┌─────────────────────────┐
        │  Generate Qtr. EFW2      │
        │  Unempl Tape             │
        └─────────────────────────┘
```
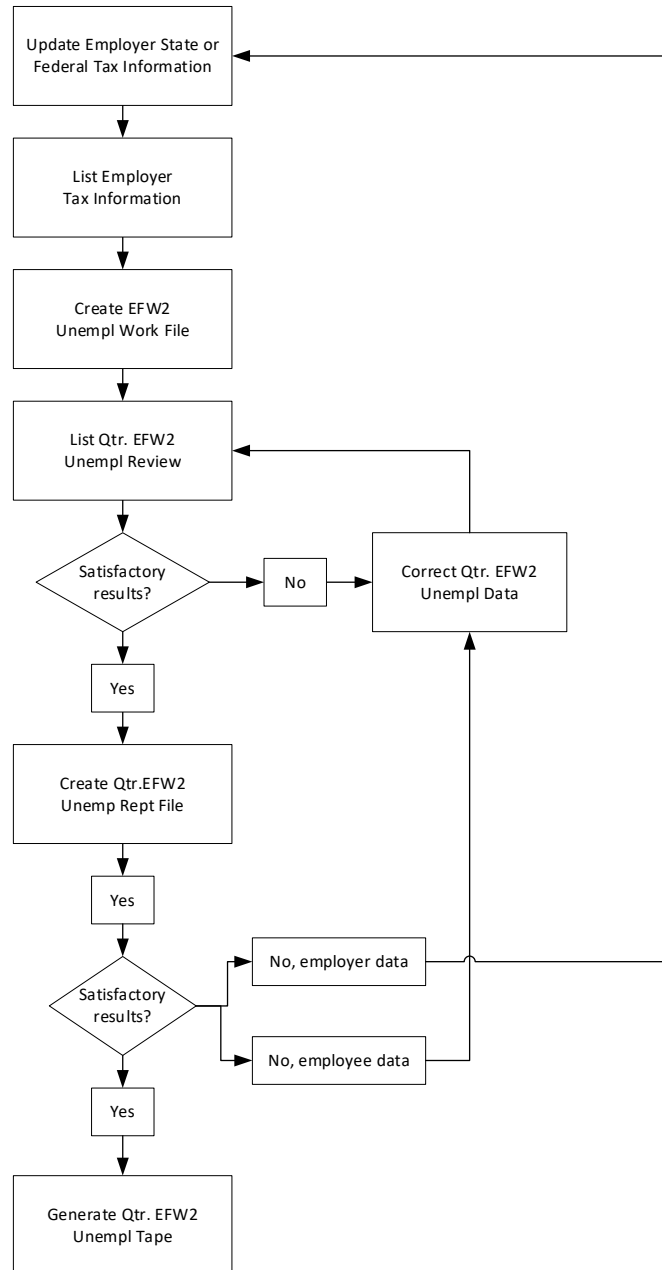
Figure 6-1: Create State Unemployment Tape screen

Reviewing the Record Format

The following table summarizes the record formats for the state unemployment tape.

Record Format – State Unemployment Tape

Code	Record Name	Description
RA	Transmitter Information	Identifies organization submitting the file, contact organization for SSA. Information is on the submission screen for the *Create Qtr. EFW2 Unempl Rept File* function.
RE	Employer Information	Identifies the employer whose employee wage and tax information is being reported. Generates a new record each time that information is changed in any field in this record. Information is in the PYPMRF file (*Update Employer State Tax Info.)*
RS	State Information	Used for employee state unemployment tax information.
RT	Total Record	A total record for each RE record
RF	Final Record	The final record in the tape file

Creating the Quarterly Unemployment Work File

Overview

Use *Create EFW2 Unempl Work File* to create the workfile, PYPQUM, that contains the employee's quarterly unemployment information and that the system uses to generate the quarterly unemployment reporting file in EFW2 format.

The work files contain the information from the employee's income and deduction records (PYPIE, PYPDE, PYPIX, PYPDX, PYPDU and PRPMS.

If you are creating work files for an employer group, be sure that all the employers associated with the group have the same calendar year in the Employer Control record. The system uses the year in the first employer record in the group. For correct work file information all employers in the group must have the same calendar year.

Caution: You must recreate the unemployment work file each time that you adjust employee pay information through Cycle Processing or Correct Employee Data. You can recreate the unemployment work files for only the adjusted employee or for all employees.

Complete the following steps to create the Quarterly Unemployment Work File:

1 Use *Update Employer State Tax Info* or *Update Employer Fed. Tax Info* to record employer or tax company and federal or state unemployment reporting information.

2 Use *List Employer Tax Information* to review employer or tax company state unemployment information.

3 Use *Create EFW2 Unempl Work File* to create employee unemployment records.

4 Create the tape using the *Create Qtr. EFW2 Unemp Rept File*.

5 Review the results.

6 Use *List Qtr. EFW2 Unempl Review* to print a report showing employee state unemployment information.

7 If the results are unsatisfactory, use *Correct Qtr. EFW2 Unempl Data* and make corrections. Repeat steps 1 through 6.

If the results are satisfactory, use *Generate Qtr. EFW2 Unempl Tape* and submit the tape to the government.

Use the menu path below.

▸ Infinium PY

▸ *Tax Operations*

▸ *Unemployment Reporting*

  ▾ *Create EFW2 Unempl Work File* [CUWF]

Creating the Unemployment Work File

On the Create ICESA/TIB-4 Unempl File page, you can specify the criteria to use for creating the workfile including the employer or employer group, tax company and employee.

Use the information below to complete this page.

Employer or Employer Group

Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer Group* field.

Note: The system does not allow you to use an employer group for a multi-tax employer.

Tax Company

Use for Multiple Tax ID processing. If you use multi-tax processing, type a valid federal tax company code.

Employee

Specify the employee for whom to create the workfile. Leave blank for all employees.

Qu. Tape State

Use to specify the state for which you are creating the workfile. Type a valid state/local tax ID code.

*Qtr. for *U Data*

Specify the quarter for which you are creating the workfile. Valid values are:

1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31
0	Fourth quarter prior year

*Sta *U Tax Co Cde*

Use this field only if you are creating a state tape file for multitax company processing and if you are reporting state information related to:

- the non-default state/local tax ID of the default tax company
- the non-default tax company

Type a valid state/local tax ID code.

*Sta *S Tax Co. cde*

Use this field only if you are creating a state tape file for Multitax company processing and if you are reporting state information related to:

- the non-default state/local tax ID of the default tax company
- the non-default tax company

Type a valid state *S tax company code.

*Use *U Data?*

Specify whether to set up your employees for *U deductions. When you enter **0**, the system uses *S wages as wages subject to state unemployment (up to the current state limit). Tennessee always uses *U wages regardless of your entry in this field. Valid values are:

1	You set up your employees for *U deductions
0	You did not set up your employees for *U deductions

Caution: If your state requires an employer to report weeks worked and/or hours worked on the quarterly state unemployment report, Infinium PY recommends that you use *U data instead of *S data to ensure accurate reporting of this information.

Round SUTA Wages?

Specify whether to round SUTA wages on the Quarterly Unemployment Tape File. The information in this field applies only to Louisiana.

Valid values are:

0   Do not round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount. The report will contain the actual wages subject to state unemployment tax.

1   Round total SUTA wages, taxable SUTA wages, and excess SUTA wages to the nearest dollar amount.

Infinium recommends that you first run the report without rounding to verify actual wages and then run it with rounding for filing purposes.

Gross Wages Source

Being able to specify the gross wages source enables you to modify your procedures when state regulations change.

If your state is other than California and Wyoming, specify where to find the gross wages amount for this report as follows.

Value	Source	Comment
1	*U Wages	The system uses the SUTA wage base for the gross wages.
2	*S Wages	The system uses the state taxable wages for the gross wages.
3	FICA Wages	The system uses the *FICA wage base for the gross wages.
4	IRG (Income Reporting Group)	The system uses the income reporting group that you specify in the new *Gross Wages IRG* field to derive the gross wages.
		If you specify that the source is an IRG, you must also specify which IRG.

Gross Wages IRG

If you specified **4** (income reporting group) as the gross wages source, use the *Gross Wages IRG* field to identify the income reporting group that is to be used to calculate gross wages for the Quarterly Unemployment work file. The system accumulates the wages in this income reporting group into the gross wages.

Hours Worked IRG

Specify the income reporting group used to calculate hours worked for the quarter. This is currently reported for Massachusetts, Minnesota, Nebraska, and Oregon.

Sta. *D Tax Co. cde

Specify a valid state *D tax company code. The state *D tax company code must be set up as a valid code value.

This entry is valid for multi-tax company processing in California only.

St. Specific IRG

For Florida reporting, specify the income reporting group used for employees who work as contractors in educational institutions to report educational wages.

St Spec Rate IRG

Specify an income reporting group for use when calculating a state-specific rate.

This value is currently used for the Louisiana, for Quarter 4, 2015 and later. See the "Creating the Unemployment Work File" section in the "Louisiana (LA)" state reporting chapter for detailed information.

How Do I…

Create the unemployment workfile	Complete the fields on this screen and press Enter
Exit without saving	Press F3

Updating Tax Information

Overview

Use *Update Employer State Tax Info* or *Update Employer Fed. Tax Info* to create state unemployment employer information. The system stores the records in the Unemployment Tape File, PYPMRF.

You can use *Update State Tax Info* for both unemployment and W-2 processing and reporting. If you previously used this function for state W-2 reporting, your employer information will already exist on your system. Review your data to ensure it is correct for state unemployment reporting. If changes are required, use *Update State Tax Info* to make the appropriate changes.

Note: The information is only overwritten if a change is made in the Update State Information.

You must update the PYPMRF file with employer and/or tax and company state information before running the *Create Qtr. EFW2 Unemp Rept File* function to create the state unemployment tape file.

Use *Display Employer State Tax Info* to view current employer and/or tax company and state tax information. Use *List Tax Info* to print current employer unemployment information.

Complete the following steps to update the tax information:

1 Use *Update Employer State Tax Info* or *Update Employer Fed. Tax Info* to record employer unemployment reporting information.

2 Use *List Employer Tax Information* to review employer unemployment information.

3 Use *Create EFW2 Unempl Work File* to create employee unemployment records.

4 Create the tape using the *Create Qtr. EFW2 Unemp Rept File*.

5 Review the results.

6 Use *List Qtr. EFW2 Unempl Review* to print a report showing employee state unemployment information.

7 If the results are unsatisfactory, use *Correct Qtr Unemployment Data* and make corrections. Repeat steps 1 through 6.

If the results are satisfactory, use *Generate Qtr. EFW2 Unempl Tape* and submit the tape to the government.

Use the menu path below.

‣ Infinium Payroll

‣ *Tax Operations*

‣ *Unemployment Reporting*

  ▾ *Update Employer State Tax Info* [PYYEB156]

  ▾ *Update Employer Fed. Tax Info* [PYRQB157]

Updating Tax Information Employer Selection Page

On the Update Employer State Tax Info page or the Display Employer State Tax Info page, you can specify the employer or tax company and the state for which you are using the reporting format to submit state tax information for unemployment reporting.

Use the information below to complete this page.

Employer

Specify an employer.

Tax Company

Specify a tax company, if applicable. You must specify a tax company if you are using multi-tax processing.

State

For state unemployment reporting, specify the state whose information you want to retrieve.

How Do I…

Select an employer or tax company and state	Complete the information on this page and press Enter

Selecting Information to Update

How Do I…

Select information that has a status of In progress to change	Type **2** in *O* next to the unemployment record and press Enter
Select information that has In progress to delete	Type **4** in *O* next to the unemployment record and press Enter
Select information to display	Type **5** in *O* next to the unemployment record and press Enter

Updating Unemployment Information Page

On the Update Employer State Tax Info or Update Employer Federal Tax Info screen, you can specify reporting information when you use the Magnetic Media Reporting format for federal or state unemployment reporting.

Information on this page is reported on the RE record of the unemployment tape with the exception of *Third Party*, which is reported on the RT record and *Tax Type Code* which is reported on the RS record.

Use the information below to complete this page.

Employer Name

To override the selected employer or tax company name, type a revised employer or tax company name.

Location Address

Type the portion of the employer's address to specify a location such as a room or suite number or contact name to override the default information.

Delivery Address

Type the portion of the employer's address to specify the mail or delivery destination such as a street address or post office box to override the default information.

City

Type the employer's city to override the default information.

State

Specify the employer's state to override the default information. Leave blank if the employer is outside the US.

Zip

Type the employer's ZIP code to override the default information. Leave blank if the employer is outside the US.

Ext.

Type the employer's ZIP code extension, if applicable.

Employment Code

Specify the employer's industry category.

A	Agricultural
F	Form 944 filers
H	Household
M	Military
Q	Medicare qualified government employee
X	Railroad
R	Regular and all others

Term. Bus. Ind.

Specify **Yes** if you terminated your business during this tax year. Otherwise, specify **No**.

Employer/Agent EIN

Type the agent's employer identification number to override the default information, if you specify an *Agent Indicator Code* value. Otherwise, type your own employer identification number.

Other EIN

Type the applicable employer identification number to override the default information, if you submit Form 941 or 943 to the Internal Revenue Service for this tax year or if you submit unemployment data to the Social Security Administration and you use an employer identification number that is different from the employer identification number in position 8-16 of the RE record.

Agent Indicator Code

Specify an applicable agent indicator code. Otherwise, leave blank.

If you are filing for common paymaster tax companies, you must update one record with a value of **2** to designate the tax company as the common paymaster agent. The system uses employer name, address, and EIN number from this record for common paymaster reporting on the unemployment tape. If you do not use a value of **2**, the system uses information from the employer control record.

1	2678 agent, selected by an employer to submit unemployment forms as authorized by the IRS
2	Common pay master, update the employer name, address, city, state, postal code, EIN and other EIN in the RE record for all common pay master tax companies with the information in this record
3	A 3504 agent. This is a state or local government agency authorized to serve as a section 3504 agent for disabled individuals and welfare recipients who employ home-care service providers to assist them in their homes ("service recipients").

Agent EIN

Type the employer identification number of the employer for which you are an agent if you type **1** as the *Agent Indicator Code* value.

Employer Unit Number

For Massachusetts employers, specify the employer's unit or work location.

Establishment Number

Type, if applicable, an establishment number to designate various store or factory locations or types of payroll if this file contains multiple RE records with the same employer identification number.

Certain military employers must complete this information.

Third Party

Type the income tax amount withheld by a third party payer.

Sick Pay Ind

Specify whether you have paid third party sick pay for this year. Valid values are:

0	No
1	Yes

Foreign Postal Code

Type the postal code of the employer, if outside the US.

Foreign St/Prov

Type the state or province of the employer if outside the US.

Country

Specify the employer's country code if the employer is in a country other than the US.

If the employer is in one of the fifty US states or in one of the locations below, leave blank.

- District of Columbia
- Military Post Office (MPO)
- American Samoa
- Commonwealth of the Northern Mariana Islands
- Guam
- Puerto Rico
- Virgin Islands

Tax Jurisdiction

Type the tax jurisdiction code, if applicable.

S	American Samoa
N	Commonwealth of the Northern Mariana Islands
G	Guam
P	Puerto Rico
V	Virgin Islands

PSD Code

For state unemployment reporting for Pennsylvania employers, enter the employer's PSD code for the tax jurisdiction where taxes are filed.

Tax Entity Code

For state unemployment reporting, specify the tax entity code.

For Connecticut, leave this field blank.

Kind of Employer

Specify the appropriate kind of employer. Valid values are:

F	Federal government
S	State or local governmental employer
T	Tax-exempt employer
Y	State or local tax-exempt employer
N	None apply

How Do I…

Update information	Complete the information on this page and press Enter
Delete information	Press F22

Printing Employer Tax Information

Use the *List Employer Tax Information* to print employer and state information.

Printing the Quarterly Unemployment Review

Overview

Use *List Qtr. EFW2 Unempl Review* to generate a list of employee's unemployment information in the unemployment workfile, PYPQUM.

Use the menu path below.

▸ Infinium PY

▸ *Tax Operations*

▸ *Unemployment Reporting*

▾ *List Qtr. EFW2 Unempl Review* [PYRQB91R]

Generating the Quarterly Unemployment Review

On the List Qtr. EFW2 Unempl Review page, you can specify the criteria to use for generating the Quarterly Unemployment Review List.

Use the information below to complete this page.

Employer or Employer Group

Specify the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer group* field.

Tax Company

Use for Multiple Tax ID processing. If you use multi-tax processing, type a valid federal tax company code.

State

Specify a valid state code. If the employer has multiple states, you must execute this function for each payroll state.

Sta *S Tax co. cde

Use this field only if you are creating a state tape file for multitax company processing and if you are reporting state information related to:

▪ the non-default state/local tax ID of the default tax company

▪ the non-default tax company

Type a valid state/local tax ID code.

State *U Tax co cde

Use this field only if you are creating a state tape file for multitax company processing and if you are reporting state information related to:

▪ the non-default state/local tax ID of the default tax company

▪ the non-default tax company

Type a valid state/local tax ID code.

Employee or Last Name

To process unemployment records for all employees, then leave the *Employee* field blank.

To process unemployment records for one employee, type the employee number. If you do not know the employee number, leave this field blank and enter a value in the *Last Name* field.

Year

Type the four-digit year for which you are reporting state unemployment information.

Quarter

Specify the quarter for which you are generating the report.

1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Sequence

Specify the sequence by which to print the Quarterly Unemployment Review.

A   Alphabetical

L   By employee number within level

S   By Social Security Number

Use the same sequence when you generate the Quarterly Unemployment Tape.

Print Terminated Ees?

Specify whether to include terminated employees. Valid values are:

0   Exclude terminated employees

1   Include terminated employees

2   Include only terminated employees

How Do I…

Generate the Quarterly Unemployment Review	Complete the fields on this screen and press Enter
Cancel generating the Quarterly Unemployment Review	Press F3

Correcting Unemployment Information

Overview

Use *Correct Qtr. EFW2 Unempl Data* to correct information in the workfile. When you use this function to update quarterly unemployment data, you should execute the *List Qtr. EFW2 Unempl Review* again to verify your changes.

- Correcting unemployment data through cycle processing

  If the correction can be made through a regular or prior year adjustment cycle (for example, voiding a check or entering fringe benefit incomes), use cycle processing options to make the correction.

  You can correct unemployment data through a regular payroll cycle if the calendar year is not closed. If the calendar year is closed, you can correct the data through a prior year adjustment cycle. When you post the cycle that contains the corrections, the system reflects the adjustment in the employee's pay history.

  After you post the correction cycle, you can re-run the *Create EFW2 Unempl Work File* and *Generate Unemployment Review* functions.

- Using the Correct Employee Data functions to make corrections

  You can use these *Correct Employee Data* functions under *Supervisor's Functions* under *System Operations*:

  - *Correct Employee Income Data*

  - *Correct Employee Income Data by Level*

  - *Correct Employee Income Data – Multi-tax*

  - *Correct Employee Deduction Data*

  - *Correct DX – Employee Multi-tax Deductions*

- Using the *Correct Unempl. Data* function to correct unemployment data manually

  If you cannot make the correction through cycle processing or the *Correct Employee Data* functions and you can access the field that you need to correct only by directly changing the work file, use the *Correct Qtr. EFW2 Unempl Data* function. The corrections you make through this function

are not reflected in the employee's pay history. The corrections will be in the unemployment work file, PYPQUM.

When you update unemployment information using this function, you should execute the *List Qtr. EFW2 Unempl Review* function again to verify your manual changes.

Corrections are made to original information in the unemployment workfile that has not been sent to tape

Types of Unemployment Records and Their Status

The unemployment records you process are designated as original. The records are also assigned a status. The table below describes the record types and their status. The type and status are displayed next to the unemployment record when you select it to change.

You make corrections to the original information only when you will be creating a tape.

When you use	the unemployment record type is...	and the unemployment status is...
Create EFW2 Unempl Work File	O Original	In progress
Correct Qtr. EFW2 Unempl Data and specify change for an unemployment record with a status In progress	O Original	In progress
Create Qtr Unemplmnt Reporting File	O Original	T Sent to Tape

Use the menu path below.

▶ Infinium PY

▶ *Tax Operations*

▶ *Unemployment Reporting*

  ▼ *Correct Qtr. EFW2 Unempl Data* [CQUD]

Correcting Unemployment Data Prompt Page

On the Correct Qtr. EFW2 Unempl Data prompt page, you specify the employer and employee whose unemployment information you are correcting.

Use the information below to complete this page.

Employer

Specify the employer whose unemployment information you are correcting.

Employee or Last Name

To correct unemployment records for an employee, type the employee number.

How Do I…

Select an employer and employee	Complete the information on this page and press Enter

Selecting Unemployment Information to Correct

On the Correct Qtr. EFW2 Unempl Data selection page, you can select an unemployment record whose status is In progress to change, delete or display.

How Do I…

Select an unemployment record that has a status of In progress to change	Type **2** in *O* next to the record and press Enter
Select an unemployment record that has a status of In progress to delete	Type **4** in *O* next to the unemployment record and press Enter
Select an unemployment record to display	Type **5** in *O* next to the unemployment record and press Enter

Correcting Name and Address Information

On the Correct Qtr. EFW2 Unempl Data page, you can specify the information to change.

Use the information below to complete this page.

First Name, Last Name, Middle Name

Specify changes to the first, last or middle name of the employee.

Suffix

Specify any change to the employee's suffix.

Foreign St/Prov

Specify any change to the employee's foreign state or province.

Foreign Country

Specify any change to the employee's foreign country.

Foreign Postal Code

Specify any change to the employee's foreign postal code.

Tax ID No

Specify any change to the employee's tax ID number.

Type/Create Date

This is the type of record and the date created. An original record is indicated by **0** or blank.

Status/Change Date

This is the tape status and the date changed. An original extracted tape is indicated by **In progress**.

How Do I…

Change name and address information and continue to change additional information	Complete the information on this page and press Enter
Delete information from the workfile	Press F22
Exit without saving changes	Press F12

How Do I…

Exit to the previous page and save your changes	Complete the information on this page and press F3

Correcting Wage Information

On theCorrect Qtr. EFW2 Unempl Data wage information page, you can specify changes to unemployment wage information.

Use the information below to complete this page.

Qtr. SUTA Wages

Specify the correct wages subject to unemployment for the quarter.

Personal Income Tax Wages

For California employers, specify the correct quarterly wages subject to state income tax for this employee.

This amount is generated when you use *Create EFW2 Unempl Work File.*

Qtr. Taxable Wages

Specify the quarterly wages subject to unemployment tax for this employee. This amount should not exceed the taxable wage limit for the specified state.

Enter wages in excess of the taxable wage limit in the *Qtr. Excess Wages* field.

Personal Income Tax W/H

For California employers, specify the correct personal income tax withheld for this employee.

This amount is generated when you use *Create EFW2 Unempl Work File.*

Wage Plan Code or *Officer of Company* or *Seasonal Code*

If **CA** (California) is in the *State* field on the first Correct Qtr. EFW2 Unempl Data screen, *Wage Plan Code* is displayed on the second Correct Qtr. EFW2 Unempl Data screen.

If **MN** (Minnesota) is in the *State* field on the first Correct Qtr. EFW2 Unempl Data screen, *Officer of Company* is displayed on the second Correct Qtr. EFW2 Unempl Data screen.

If **NC** (North Carolina) is in the *State* field on the first Correct Qtr. EFW2 Unempl Data screen, *Seasonal Code* is displayed on the second Correct Qtr. EFW2 Unempl Data screen.

For California employees, specify the correct wage plan code for this employee.

A   The employee is covered under the state plan for employment insurance. This applies only to public entity employees

J   The employee is covered under the state plan for disability insurance only and is exempt from unemployment insurance.

L   The employee is covered under a voluntary plan for disability insurance only and is exempt from unemployment insurance.

R   For sole stockholders who claim an exemption under Section 637.1 of the California Unemployment Insurance Code, third party sick pay employees who claim exemption under Section 931.5 of the CUIC and employees claiming religious exemption under Section 2902 of CUIC, the employee is covered under the state unemployment plan and exempt from disability insurance.

S   The employee is covered under a state plan for both unemployment and disability insurance.

U   The employee is covered under a department approved voluntary plan for disability insurance and under the state plan for unemployment insurance.

P   The employee is covered for Personal Income Tax Withholding purposes only.

For Minnesota employees specify whether the employee is an officer of the company.

Y   The employee is an officer of the company.

N   The employee is not an officer of the company.

Blank   The employee is not an officer of the company

For North Carolina employees specify whether the employee is seasonal.

N	The employee is not deemed seasonal by the state.
	The employer is seasonal, but this employee is not seasonal.
	Wages are being reported for this seasonal employee during a nonseasonal period.
S	Wages are reported for this employee as seasonal during the employer's designated seasonal period.

Qtr. Excess Wages

Specify the correct excess wages for the state's quarterly wage limit.

Qtr. Gross Wages

Specify the correct gross wages for the quarter.

Qtr. Weeks Worked

Specify the number of weeks worked for the employee.

12ᵗʰ of Month 1

Type **1** if the employee worked on the twelfth of the first month of the quarter. Otherwise, leave blank.

12ᵗʰ of Month 2

Type **1** if the employee worked on the twelfth of the second month of the quarter. Otherwise, leave blank.

12ᵗʰ of Month 3

Type **1** if the employee worked on the twelfth of the third month of the quarter. Otherwise, leave blank.

Reason Code

Specify the reason for the correction. For Massachusetts, valid values are:

0	Original submission
1	Employment and wages adjusted because they are not taxable
2	Employment and wages adjusted because worker hired or terminated

3	Employment and wages adjusted to correct system, data, or accounting errors
4	Employment and wages adjusted because they were reported in the wrong state
5	Employment and wages adjusted because the workers performed services for a different business
6	Employment and wages adjusted for a non-subject employer
7	Employment adjusted
8	Other

Optional Code

Specify the correct optional code as defined by the state or local tax authority.

For Maryland, type the reason code for adjustment to employee wages if applicable. Refer to the Maryland unemployment specifications for valid adjustment codes. Leave blank for the original filing.

For Missouri, this is the probationary code entered into the *User Defined* field on the *U or *S deduction authorization record.

Adjustment Reason

If **MD** (Maryland) is in *State* on the first Correct Qtr. EFW2 Unempl Data screen, include the reason for adjustment if the *Optional Code* value is **10**, for the adjustment code. If another adjustment code was used, leave this field blank.

Branch Number or Unit Number

If **AZ** (Arizona) is in *State* on the first Correct Qtr. EFW2 Unempl Data screen, *Branch Number* is displayed on the second Correct Qtr. EFW2 Unempl Data screen.

If **MN** (Minnesota) is in *State* on the first Correct Qtr. EFW2 Unempl Data screen, *Unit Number* is displayed on the second Correct Qtr. EFW2 Unempl Data screen.

For Arizona employees, type the employee's three digit UI approved branch number. Use the first three characters of *Branch Number*.

The branch code is filled with the employee's user defined code when you use *Create EFW2 Unempl Work File*. You enter the branch code in *User Defined* on the employee's *S or *U deduction authorization.

For Minnesota employees, type the employee's three-digit unit number in the first three characters of *Unit Number*. *Unit Number* is filled with the employee's *User Defined* code when you use *Create EFW2 Unempl Work File*. You enter the unit number in *User Defined* on the employee's *S or *U deduction authorization.

Hours Worked

Specify the total number of hours the employee worked during the quarter. This is currently reported for Massachusetts, Minnesota, Nebraska, and Oregon.

When using *U data to create the unemployment work file, the hours in the PYPDU file (or PYPDX file for multi-tax) are used. When using *S data and a value is entered in *Hours Worked IRG*, the hours in the PYPIE file (or PYPIX file for multi-tax) are used for this field.

For hours worked greater than 999 hours, the Tape Register and tape file show 999 hours worked. The Tape Register will display a message that the total hours worked is greater than 999. If the hours worked is negative, the Tape Register and tape file will show zero hours worked.

Tax Type Code

When you use the *Create EFW2 Unempl Work File* function, the value in this field is updated from the *Tax Type Code* field on the *S or *U deduction control.

Specify the correct tax type code. Valid values are:

A   State tax

B   Unemployment tax

This field is only used for Virginia.

Qtr. Tip Wages

Type the quarterly tip wages the employee received during the quarter. This field is currently used only for the Nevada.

Out of State Wages

For Florida employees, specify the year-to-date taxable wages the employee was subject to in states in which work was performed outside of Florida up to

and including the selected quarter. This field is initially populated when you run the *Create EFW2 Unempl Work File* function.

State Specific Wages

For Florida reporting, specify the amount of wages paid to an employee while working under contract in an educational facility.

State Specific Rate

For Louisiana reporting for the fourth quarter of 2015 and beyond, specify the hourly pay rate for the employee.

Standard Occ. Code

For Louisiana reporting for the fourth quarter of 2015 and beyond, specify the Standard Occupational Classification (SOC code) for the employee, if available. If the SOC is not available, enter the employee's title in the *Employee Title* field.

Employee Title

For Louisiana reporting for the fourth quarter of 2015 and beyond, specify the employee title if the Standard Occupational Classification (SOC code) is not available.

How Do I…

Correct wage information	Complete the fields on this screen and press Enter
Exit without saving	Press F12
Exit and save	Press F3

Creating the Quarterly Unemployment Reporting File in EF2W Format

Overview

Use *Create Qtr. EFW2 Unemp Rept File* to:

- update employee data in the quarterly unemployment tape file, PYPQUT512

- generate the quarterly unemployment reports

Each time you use the *Create Qtr. EFW2 Unemp Rept File* function, the system clears the data in the quarterly unemployment tape file, PYPQUT512 for an employer, employer group or tax company.

Use the menu path below.

▸ Infinium PY

▸ *Tax Operations*

▸ *Unemployment Reporting*

  ▾ *Create Qtr. EFW2 Unemp Rept File* [CQMT]

Creating the Unemployment Reporting File

On the Create Qtr. EFW2 Unemp Rept File submission page, you can specify unemployment reporting information by employer, employer group or tax company.

Use the information below to complete this page.

Employer or Employer Group

Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer Group* field.

Note: The system does not allow you to enter an employer group for a multi-tax employer.

Tax Company

This field is for Multiple Tax ID processing. If you use multi-tax processing, type a valid federal tax company code

File Run Type

Use this field to record quarterly unemployment records on one tape/electronic file for multiple employers or multiple tax companies within one employer. The information is recorded in the file in the sequence that you specify. Valid values are:

0   You are creating the tape file for only one employer or multi-tax company.

1   You are creating the tape file for the first of several employers or multi-tax companies who are within one employer.

2   You are now creating the tape file for an additional multi-tax company. Use **2** to indicate that this is not the first or last of the several multi-tax companies within one employer.

3   You are creating the tape file for the last of several employers or multi-tax companies who are within one employer. This company's information will be last on the tape.

*Qtr for *U Data*

Specify the appropriate quarter. Valid values are:

1   First quarter, ending March 31

2   Second quarter, ending June 30

3   Third quarter, ending September 30

4   Fourth quarter, ending December 31

Note: The system uses the value in this field and the year specified in the *Qtr. unemploy yr* field to determine the quarter for the tape file. See the explanation for the *Qtr. unemploy yr* field for examples of completing these fields during year end processing.

Qtr Unempl. Yr

Type the four-digit year for which you are reporting state unemployment information.

Sequence

Specify the sequence by which to generate the Quarterly Unemployment reporting file.

A	Alphabetical by employee last name
L	By employee number within level
S	By Social Security Number
E	By employee number

Qu Tape State

Type a valid state code. If the employer has multiple states, you must execute this function for each payroll state.

Sta. *S Tax Co cde

Use this field only if you are creating a state file for multitax company processing. Type a valid state/local tax ID code.

Sta *U Tax Co cde

Use this field only if you are creating a state file for multitax company processing and if you are reporting state information related to:

- the non-default state/local tax ID of the default tax company
- the non-default tax company

Type a valid state/local tax ID code.

Notification Cd

Type the code value for the preferred method of problem notification.

1	E-mail or Internet
2	Fax
3	Postal Service
4	Online wage reporting service (OWRS), if registered

Leave blank for 2012 and beyond for all states except Nebraska, New York, and South Carolina.

Software Code

Specify the software used to create the unemployment reporting file.

98	In-house program
99	Off-the-shelf software

Resub Indicator

Specify **Yes** if you are resubmitting this unemployment tape file. Otherwise, specify **No**.

Preparer Code

Specify the value that best describes the tape file preparer.

A	Accounting firm
L	Self-prepared
S	Service bureau
P	Parent company
O	Other

Control Number

Use this field only if you are creating a state unemployment reporting file. Type the starting control number for unemployment sequencing. This can be used to identify individual forms. If blank, the sequencing operation begins at 0000001.

Resub TLCN

If you specify **Yes** for *Resub Indicator*, type the TLCN displayed on the Social Security Administration notice.

Submitter EIN

Type the submitter's federal employer identification number (EIN). This EIN should match the EIN on the external label.

Submitter PIN#

Type the personal identification number (PIN) of the employee authorized to submit this file.

Submitter Name

Type the name of the organization to receive notification when information cannot be processed.

Location Address

Type the portion of the submitter's address to specify a location such as a room or suite number or contact name to override the default information.

Delivery Address

Type the portion of the submitter's address to specify the mail or delivery destination such as a street address or post office box to override the default information.

City, State, Zip

Type the submitter's city, state and ZIP code.

Ext.

Type the submitter's ZIP code extension, if applicable.

Foreign St/prov

Type the state or province of the submitter if outside the US. Otherwise, leave blank.

Foreign Post Cd

Type the postal code of the submitter if outside the US.

Submitter Ctry

Specify the submitter's country code if the submitter is in a country other than the US.

If the submitter is in one of the fifty US states or in one of the locations below, leave blank.

- District of Columbia
- Military Post Office (MPO)
- American Samoa

- Guam

- Commonwealth of the Northern Mariana Islands

- Puerto Rico

- Virgin Islands

How Do I…

Continue to the next page	Complete the fields on this screen and press Enter
Exit without saving	Press F12

Creating Unemployment Reporting File Contact Information

On the Create Qtr. EFW2 Unemp Rept File contact information page, you can specify contact information for the reporting file.

Use the information below to complete this page.

Contact First Name

Type the first name of the person whom the Social Security Administration should contact concerning the unemployment reporting file.

This will be combined with *Contact Middle Name* and *Contact Last Name* to create a complete contact name for all states with the exception of Florida.

Contact Middle Name

Type the middle name of the person whom the Social Security Administration should contact concerning the unemployment reporting file.

This will be combined with *Contact First Name* and *Contact Last Name* to create a complete contact name for all states with the exception of Florida.

Contact Last Name

Type the last name of the person whom the Social Security Administration should contact concerning the unemployment reporting file.

This will be combined with *Contact First Name* and *Contact Middle Name* to create a complete contact name for all states with the exception of Florida*.*

Contact Address

Type the contact's street address.

Contact City

Type the contact's city.

Contact State

Type the code value that represents the contact's state.

Zip

Type the contact's ZIP code.

Ext

Type the contact's ZIP code extension, if applicable.

Contact Phone

Type the area code and telephone number of the person whom the Social Security Administration should contact concerning the unemployment reporting file.

This field is limited to 10 numeric digits for Florida XML submissions.

Ext

Type the telephone extension, if applicable, of the person whom the Social Security Administration should contact concerning the unemployment reporting file.

Contact Fax

If the submitter is in the US or a US territory, type the fascimile area code and telephone number, if applicable, of the person whom the Social Security Administration should contact concerning the unemployment reporting file.

Contact E-Mail

Type the electronic mail or internet address, if applicable, of the person whom the Social Security Administration should contact concerning the unemployment reporting file.

How Do I…

Create the Unemployment Reporting File	Complete the fields on this screen and press Enter
Exit without saving	Press F12

Generating the State Quarterly Unemployment Tape Format

Overview

Use *Generate Qtr. EFW2 Unempl Tape* to copy the reporting file to tape or cartridge.

You can use the state quarterly unemployment tape file, PYPQUT512, for magnetic media submission, electronic submission or diskette reporting.

Caution: Infinium advises that before you create reporting files you review your state regulatory requirements to obtain information about the media types accepted by your state.

To report unemployment information via electronic submission or diskette reporting you must obtain the appropriate information from your state and/or your technical staff.

Use the menu path below.

▸ Infinium PY

▸ *Tax Operations*

▸ *Unemployment Reporting*

▾ *Generate Qtr. EFW2 Unempl Tape* [GQMT]

Generating the State Unemployment Tape

On the Generate Qtr. EFW2 Unempl Tape page, you can specify your requirements for generating the state unemployment tape in format.

Use the information below to complete this page.

Tape File

Specify the tape file description that meets the tape file requirements. Review this with your IS department before generating the tape.

Tape Device

Specify the tape device or outputs to the tape drive.

Qu. Tape State

Specify the state for which you are generating the quarterly unemployment tape.

How Do I…

Generate the state quarterly unemployment tape	Complete the fields on this screen and press Enter
Exit without generating the tape	Press F3

Purging Unemployment Data

Overview

Use *Purge Unemployment Work File* to clear unemployment data from the unemployment workfile, PYPQUM. You can specify to purge the information by employer or employer group, tax company, employee, state, quarter and year.

Use the menu path below.

▸ Infinium PY

▸ *System Operations*

▸ *Purge Payroll Functions*

▸ *Miscellaneous Data*

　▾ *Purge Unemployment Work File* [PQUW]

Purging Unemployment Data

On the Purge Unemployment Work File page, you can specify the criteria to use to purge unemployment data from the work file.

Use the information below to complete this page.

Employer or Employer Group

Type the employer code in the *Employer* field, or leave the *Employer* field blank and type a value in the *Employer Group* field.

Note: The system does not allow you to enter an employer group for a multi-tax employer.

Employee

Specify the employee for whom you are purging unemployment data.

State

Specify the state for which you are purging unemployment data.

Quarter

Specify quarter for which you are purging unemployment data

Year

Specify the year for which you are purging unemployment data.

Tax Company

Specify a tax company, if applicable whose records you want to purge.

You must specify a tax company if you are using multi-tax processing.

*Sta. *S Tax Co. cde*

Specify the state *S tax co cde whose records you want to purge.

*Sta. *U Tax Co. cde*

Specify the state *U tax co cde whose records you want to purge.

How Do I…

Purge unemployment data	Press F24
Exit without saving	Press F3

Chapter 7 Generating Wages Reports and Forms

7

This chapter describes how to generate the Quarterly Wage reports and forms and explains how to print them.

The chapter consists of the following topics:

Quarterly Federal Wages Report (941)

The Quarterly Federal Wages Report contains information that you can use to complete the 941 Form. Infinium PY does not support the 941 Form. This report provides the information necessary to file the form.

You can run the Quarterly Federal Wages Report either before or after closing the calendar quarter.

To complete the annual 945 Form, run the *List Annual Federal Wages* report.

You must run the Federal Non-Payroll Wages Report to identify taxes if:

- Your pensioners, pension payments, and regular employees reside in the same employer

- Former employees have both regular and pension payment records in the same employer (for example, an employee who retires during the year)

- You can use the Federal Non-Payroll Wages Report to provide the correct information for both the 941 and 945 Forms. For details, see "Federal Non-Payroll Wages Report (945)" on page 5-14 in this document.

The Quarterly Federal Wages Report includes:

- Tax ID number of each employee

- Employee names

- Total wages

- Taxable FIT wages

- FIT withheld

- Employee taxable FICA income

- Employee taxable FICA wages

- Employee FICA withheld from any wages and tips

- Employee taxable FICA TIPS/TOKES

- Employee TIPS reported

- Employee taxable FMHI wages

- Employee FMHI withheld

- Employer TIP Credit

- Employer taxable FICA wages

- Employer FICA accrued

- Employer taxable FMHI wages

- Employer FMHI accrued

- Employer totals

- Annual taxable FICA wages

- Annual taxable FICA tips

Information for this report comes from the following sources:

- Employee basic data record file, PRPMS

- Employee income file, PYPIE, or PYPIX for multiple tax crossover employees

- Employee deductions file, PYPDE, or PYPDX for multiple tax crossover employees; or employee deductions special tax data file, PYPDT

- For *FMHI deductions, employee Medicare wages, deduction amount, and arrears over the year-to-date Medicare wage threshold file, PYPDT2

- Employee miscellaneous data file, PYPST

The *List Quarterly Federal Wages* function does not clear the current quarter and prior quarter files, so you can run the report as many times as necessary.

Caution: Effective 1/1/94, all non-payroll payments (backup withholding, gambling winnings, pensions and annuities) previously reported on the 941 Form are now reported annually on the 945 Form.

If you set up employees receiving pension payment and employees receiving regular payment in separate employers, run the Standard Procedure for your 941 information.

If you set up pensioners and non-pensioners in the same employer, you must complete the Additional Procedure after completing the Standard Procedure.

Standard Procedure

Complete the following steps to run the Quarterly Federal Wages report:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Wage Reporting*.

4 Select *List Quarterly Federal Wages*. The system displays the screen shown in Figure 7-1.

```
 6/08/23  11:35:13      List Quarterly Federal Wages      PYGTL50    PYDTL50

 Employer  . . . . . . . . . .  __  +   -or-     Employer Group  .  _____  +

 Income Group  . . . . . . . .  _____  +

 Year  . . . . . . . . . . . .  ___
 Quarter . . . . . . . . . . .  0  (0->4)

 Print By Level? . . . . . . .  _   (0->4)
 Print Negatives . . . . . . .  _   (0=No 1=Yes)
 Include Employees with YTD?    _   (0=No 1=Yes)

 Tax Company . . . . . . . . .  _____  +
 Tax Co. Group . . . . . . . .  _____  +

 Tips Income Reporting Group .  _____  +




 F3=Exit  F4=Prompt  F10=Access
```

Figure 7-1: List Quarterly Federal Wages screen

5 Complete the screen as follows:

Employer

Type the employer code or leave this field blank for all employers.

Caution: Do not specify the pension employer. Otherwise, the report will not contain the correct data for the 941 Employer's Quarterly Federal Tax Return.

Employer Group

Specify the employer group containing all employers that you want to process. If you type a value in this field, you must leave the Employer field blank.

Caution: If your pension employer is part of an employer group that you normally specify for reporting, either remove the pension employer from the employer group or create a new employer group without the pension employer.

Income Group

Specify the appropriate income reporting group. The system uses the employee income records PYPIE, or PYPIX for multiple tax crossover employees, of all employees included in the income reporting group. If you do not use an income reporting group, the system adds all PYPIE or PYPIX records for the quarter.

Year

Specify the year for which you are generating the report. The year must be four digits, for example: 2003

Quarter

Specify the appropriate quarter.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Print By Level?

Specify whether you want the system to print by Level 1.

0	Print the report alphabetically by employee within each employer.
1	Print and break the report at each Level 1.
2	Print and break the report at each Level 2.
3	Print and break the report at each Level 3.
4	Print and break the report at each Level 4.

Print Negatives

Specify whether you want the system to print negative amounts.

1	Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations.

0   Suppress negative amounts.

Include Employees with YTD?

Specify which employees to include in this report.

    0   Include only employees paid in the reporting quarter.

    1   Include all employees paid in the reporting year.

When you use option **1**, employees not paid in the selected quarter have zeros for all of the columns on the first two reports. The employees have values only on the third report, PYTQF1B. All employees with year-to-date pay are included in the report even if they are hired and paid after the reporting quarter. This allows the Annual Taxable FICA Wages and Annual Taxable FICA Tips to be associated with the W2 Review List.

Tax Company

This field is for Multiple Tax ID processing. If you use MultiTax processing, type the tax company identification number.

Tax Co. Group

Specify the code value that represents the tax company group to include on the report. Use the *Update Employer Codes* function to define tax company groups. Use code type TRG.

Tip Income Reporting Group

Specify the income reporting group code that is associated with employee tips.

The Income Reporting Group you specify is used in the Employee Tips Reported and Taxable FICA Tips/Tokes columns on the report. If you leave this field blank, the system uses the employees' *TIPS and *TOKE income records.

You must first create Income reporting group codes values by using the *Update Employer Codes* function (code type IRG), and then attach the tip incomes to the income reporting group by using the *Update Income Reporting Groups* function.

Note: If you have employees authorized to the *TIPS and/or *TOKE incomes, these income codes must be attached to the Income Reporting Group in addition to your own tips income codes.

6 Press Enter to print the report.

A sample Quarterly Federal Wages Report is shown on the next page.

```
PYGQF1B   PYTQF1              Q U A R T E R L Y   F E D E R A L   W A G E S   R E P O R T                    PAGE   1
 1/16/13   14:57:20                           QUARTER ENDED 12/31/12      Only employees paid in reporting quarter included
EMPLOYER ZUS                             SAMPLE US COMPANY
                                                                      EMPLOYEE
                                                        EMPLOYEE     EMPLOYEE     TAXABLE      EMPLOYEE     EMPLOYEE
                               TOTAL      TAXABLE         FIT        TAXABLE      TAXABLE        FICA         FICA        TIPS
TAX I.D. #   EMPLOYEE NAME     WAGES     FIT WAGES      WITHHELD   FICA INCOME  FICA WAGES   TIPS/TOKES    WITHHELD     REPORTED
------------------------------------------------------------------------------------------------------------------------------
731-11-1484 ADAM,RUTH W         2000.00     1940.00      254.23      1940.00      1940.00         .00       120.28          .0
022-11-9875 AHEARN,BARRY        3653.85     3553.06      623.27      3553.06      3553.06         .00       149.23          .0
751-11-1400 ALBERTS,JR,MARY      800.00      800.00      113.32       800.00       800.00         .00        33.60          .0
768-11-1488 ALMEIDA,ADELIN     15000.00    15000.00     4602.01     15000.00     15000.00         .00       630.00          .0
022-14-5698 AMANTEA,JOSEPH  728492914.80 728492914.80 12663534.49       .00          .00         .00          .00          .0
EMPLOYER TOTAL:      5                728514207.86                 21293.06                      .00                       .0
                            728514368.65              12669127.32               21293.06                   933.11
```

```
PYGQF1B    PYTQF1A              Q U A R T E R L Y   F E D E R A L   W A G E S   R E P O R T                          PAGE   1
  1/16/13   14:57:20                            QUARTER ENDED 12/31/12      Only employees paid in reporting quarter included
EMPLOYER ZUS                               SAMPLE US COMPANY
                                     EMPLOYER      EMPLOYER      EMPLOYER      EMPLOYER      EMPLOYER
                                        TIP        TAXABLE         FICA        TAXABLE         FMHI
TAX I.D. #   EMPLOYEE NAME            CREDIT      FICA WAGES      ACCRUED      FMHI WAGES      ACCRUED
----------------------------------------------------------------------------------------------------------------------
731-11-1484 ADAM,RUTH W                 .00        1940.00        120.28          .00           .00
022-11-9875 AHEARN,BARRY                .00        3553.06        220.29        3553.06         51.52
751-11-1400 ALBERTS,JR,MARY             .00         800.00         49.60         800.00         11.60
768-11-1488 ALMEIDA,ADELIN              .00       15000.00        930.00       15000.00        217.50
022-14-5698 AMANTEA,JOSEPH              .00           .00           .00           .00           .00
EMPLOYER TOTAL:                         .00                      1320.17                       280.62
                                                  21293.06                     19353.06
```

```
PYGQF1B   PYTQF1B              Q U A R T E R L Y   F E D E R A L   W A G E S   R E P O R T              PAGE  1
 1/16/13  14:57:20                           QUARTER ENDED 12/31/12     Only employees paid in reporting quarter included
EMPLOYER ZUS                            SAMPLE US COMPANY
                                   ANNUAL          ANNUAL
                                  TAXABLE         TAXABLE
TAX I.D. #                       FICA WAGES      FICA TIPS
--------------------------------------------------------------------------------------------------------------------
731-11-1484 ADAM,RUTH W           41500.00             .00
022-11-9875 AHEARN,BARRY           3553.06             .00
751-11-1400 ALBERTS,JR,MARY        2000.00             .00
768-11-1488 ALMEIDA,ADELINE       16000.00             .00
022-14-5698 AMANTEA,JOSEPH             .00             .00
EMPLOYER TOTAL:                   63053.06             .00
***NOTE- THESE AMOUNTS ARE USED TO BALANCE TO THE W-2 REVIEW.  THEY ARE NOT AN ACCUMULATION OF QTR. TAXABLE FICA WAGES ON PART I
```

```
PYGQF1B    PYTQF1A              Q U A R T E R L Y   F E D E R A L   W A G E S   R E P O R T                    PAGE   1
 1/16/13   14:57:19                        QUARTER ENDED 12/31/12      Only employees paid in reporting quarter included
EMPLOYER ZUS                          SAMPLE US COMPANY
                               EMPLOYEE        EMPLOYEE        EMPLOYEE          EMPLOYEE
                                TAXABLE          FMHI         FMHI WAGES      FMHI WITHHELD
TAX I.D. #  EMPLOYEE NAME      FMHI WAGES      WITHHELD      OVER THRESHOLD    OVER THRESHOLD
-----------------------------------------------------------------------------------------------------------------
731-11-1484 ADAM,RUTH W             .00             .00             .00             .00
022-11-9875 AHEARN,BARRY        3553.06           51.52             .00             .00
751-11-1400 ALBERTS,JR,MARY      800.00           11.60             .00             .00
768-11-1488 ALMEIDA,ADELINE    15000.00          217.50             .00             .00
022-14-5698 AMANTEA,JOSEPH          .00             .00             .00             .00
EMPLOYER TOTAL:                  280.62        19353.06             .00             .00
```

The following table shows where the system retrieves the information for the Quarterly Federal Wages Report. The table lists the file name and file description associated with each column heading on the report.

Quarterly Federal Wages Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Total Wages	PYPIE PYPIX	Employee Incomes used in the income reporting group or the sum of all IE records for the quarter
Taxable FIT Wages	PYPDE PYPDX	Employee Deductions *FWT
FIT Withheld	PYPDE PYPDX	Employee Deductions *FWT
Employee Taxable FICA Income	PYPDE PYPDX PYPDT	Employee Deductions *FICA
Employee Taxable FICA Wages	PYPDE PYPDX PYPDT	Employee Deductions *FICA
Employee Taxable FICA Tips/Tokes	PYPIE PYPIX	Employee Incomes *TIPS and *TOKE
Employee FICA Withheld	PYPDE PYPDX	Employee Deductions *FICA
Employee Tips Reported	PYPIE PYPIX	Employee Income Data
Employer Tip Credit	PYPST	Employee Miscellaneous Data
	PYPIX	Employee Incomes *TIPC
Employer Taxable FICA Wages	PYPDE PYPDX PYPDT	Employee Deductions *FICA
Employer FICA Accrued	PYPDE PYPDX	Employee Deductions *FICA
Employer Taxable FMHI Wages	PYPDE PYPDX	Employee Deductions *FMHI

Quarterly Federal Wages Report

Column Heading	File Name	File Description
Employer FMHI Accrued	PYPDE PYPDX	Employee Deductions *FMHI
Annual Taxable FICA Wages	PYPDE PYPDX	Employee Deductions *FICA
Annual Taxable FICA Tips	PYPIE PYPIX	Employee Incomes *TIPS and *TOKE
Employee Taxable FMHI Wages	PYPDE PYPDX	Employee Deductions *FMHI
Employee FMHI Withheld	PYPDE PYPDX	Employee Deductions *FMHI
Employee FMHI Wages Over Threshold	PYPDT2	Employee Deductions *FMHI
Employee FMHI Withheld Over Threshold	PYPDT2	Employee Deductions *FMHI
Total Employee FMHI Withheld Over Threshold	PYPDT2	Employee Deductions *FMHI
Wages over Threshold* .9%	Not applicable	Not applicable

Federal Non-Payroll Wages Report (945)

The Federal Non-Payroll Wages Report lists pension incomes and associated federal withholding. This report enables you to separate pension dollars and taxes from regular payroll information when pensioners and regular employees reside in the same employer. You can then correctly report both quarterly 941 information and annual 945 information.

Infinium PY does not support the 945 Form. This report provides the information necessary to file the form.

You can use the quarterly version of the Federal Non-Payroll Wages Report to complete the 945 Form by adding the amounts for the four quarters. Or you can rerun the Federal Non-Payroll Wages Report for the entire year.

- To run the Federal Non-Payroll Wages Report, you must set up an income reporting group for all pension payments made to pensioners.

- In the future you should set up pensioners in a separate employer to facilitate the reporting of 941 and 945 information.

Caution: This report extracts detail from the IL, DL, and CL files to identify pension dollars and taxes. The List Non-Payroll Federal Wages function can run a long time, so you should plan the submission of this report accordingly.

The Federal Non-Payroll Wages Report can be used for 945 reporting even when all pensioners and pension payments are in a separate employer. However, because this report takes so long to run, you should use the Quarterly Federal Wages Report for this purpose.

The Federal Non-Payroll Wages Report consists of two parts.

Part I lists the wages, pension wages, and federal withholding for the specified income reporting group and date range. This part of the report includes the following information:

- Tax ID number (social security number) of each employee

- Employee name

- Total wages, including all incomes, for the specified date range

- Pension wages, including those on combined checks, for the specified income reporting group

- FWT withheld on checks that have pension income only

- FWT withheld on checks with both pension and non-pension incomes (zero if no employees received pension and non-pension incomes on the same check)

- Employee status errors or potential errors (blank if no employees received pension and non-pension incomes on the same check)

Section 2 is the combined income errors portion of the report. When pension and regular wages are combined on the same check, the system estimates what percentage of the total *FWT is pension *FWT and prints the check detail for the specified date range. This information enables you to research combined income checks. You can review check detail and determine the percent of *FWT to apply to pension *FWT. This part of the report includes the following information:

- Tax ID number (social security number) of each employee

- Employee name

- Check date for the combined check

- Check number

- Check amount (total amount of each check issued)

- Total FWT withheld on a check with combined incomes

- Estimated percent of pension wages for the check

If you use the Federal Non-Payroll Wages Report to identify information for 941 reporting, you must run the Quarterly Federal Wages Report before running the Federal Non-Payroll Wages Report.

Complete the following steps to run the Federal Non-Payroll Wages Report:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Wage Reporting*.

4 Select *List Non-Payroll Federal Wages*. The system displays the screen shown in Figure 7-2.
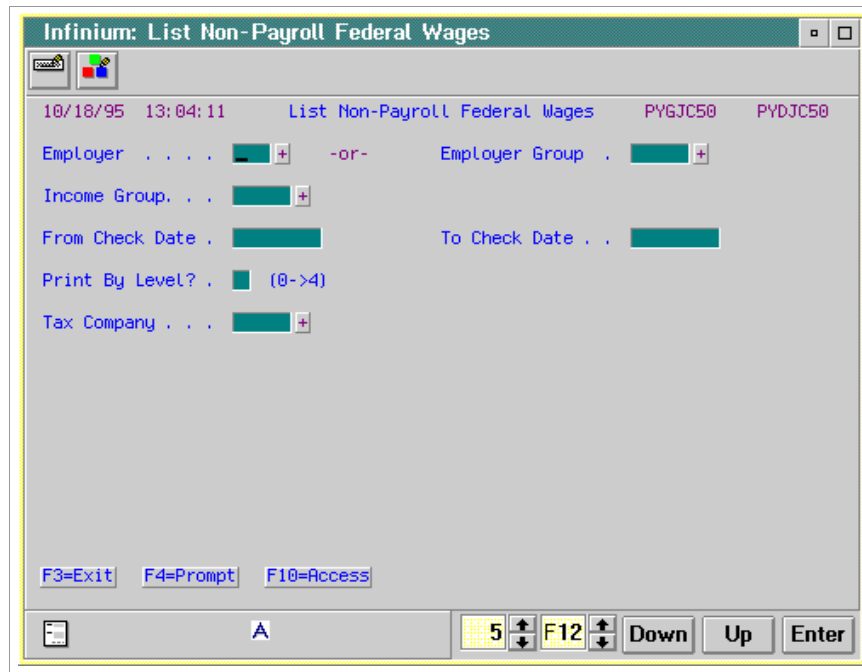
Figure 7-2: List Non-Payroll Federal Wages screen

5 Complete the screen as follows:

Employer

Type the employer code.

Employer Group

Specify the employer group containing all employers that you want to process in this report. If you type a value in this field, you must leave the *Employer* field blank.

Income Group

Specify the income reporting group set up for pension incomes.

From Check Date

Specify the begin date of the reporting period by using the YMD date format. The system accepts any range in the current or prior year. History, including PYPIE records, must be available for the specified range.

To Check Date

Specify the end date of the reporting period by using the YMD date format. The system accepts any range in the current or prior year. History, including PYPIE records, must be available for the specified range.

Print By Level?

Specify whether you want the system to print by level.

0	Print the report alphabetically by employee within each employer.
1	Print and break the report at each Level 1.
2	Print and break the report at each Level 2.
3	Print and break the report at each Level 3.
4	Print and break the report at each Level 4.

Tax Company

This field is for Multiple Tax ID processing. If you use MultiTax processing, type a valid federal tax company code. If you leave this field blank, the system uses the default tax company.

6 Press Enter to print the report.

A Federal Non-Payroll Wages Report is shown on the next page. The wavy line separates Part I from Part II.

```
PYGQF2    PYTQF2              F E D E R A L  N O N - P A Y R O  L L  W A G E S   R E P O R T                    PAGE   1

10/04/94   16:39:09                    FOR PERIOD BEGINNING  7/01/1994 AND ENDING  9/30/1994

EMPLOYER CL1                                    ** LATHROPS LTD **

                                              FIT WTHLD   FIT WTHLD
                            TOTAL      PENSION  PENSION    COMBINED    EMPLOYEE
TAX I.D. #   EMPLOYEE NAME   WAGES      WAGES   CKS ONLY   PEN/REG CKS STS ERRORS
--------------------------------------------------------------------------------------------------------------------
723-59-8736 ABBA,DABA       4625.00    3275.00   263.95     158.55   REG/PEN ERRS-ADJUST REQUIRED
011-00-0136 CARR,AMOS C     7375.00    5775.00   975.96     620.33   REG/PEN ERRS-ADJUST REQUIRED

EMPLOYER TOTAL:      2      12000.00    9050.00  1239.91     778.88
```

```
PYGQF2    PYTQF2          F E D E R A L  N O N - P A Y R O L L  W A G E S  R E P O R T -  P A R T  I I       PAGE   1

10/04/94   16:39:22                    FOR PERIOD BEGINNING  7/01/1994 AND ENDING  9/30/1994
                            ******  RECORDS BYPASSED DUE TO COMBINED INCOMES IN SINGLE CHECK  ******

EMPLOYER CL1                                    ** LATHROPS LTD **

                                                    TOTAL    ESTIMATED
                            CHECK               CHECK  FIT    PENSION
TAX I.D. #   EMPLOYEE NAME   DATE     CHECK#    AMOUNT WTHHLD  %OF WAGES
--------------------------------------------------------------------------------------------------------------------
723-59-8736 ABBA,DABA       7/27/1994   8125    798.06   158.55  59.0909
 EMPLOYEE TOTAL:      1                                  158.55
011-00-0136 CARR,AMOS C     7/27/1994   8114    523.82   213.29  60.0000
011-00-0136 CARR,AMOS C     7/27/1994   8118    757.81   407.04  75.3846

 EMPLOYEE TOTAL:      2                                  620.33

EMPLOYER TOTAL:      3                                   778.88
```

The following table shows where the system retrieves the information for the Federal Non-Payroll Wages Report. The table lists the file name and file description associated with each column heading on the report.

Federal Non-Payroll Wages Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Total Wages	PYPIE PYPIX	Employee Incomes used in the income reporting group or the *FICA wage base
Pension Wages	PYPIL	Employee Income Ledger
FIT Wthld Pension Cks Only	PYPIL	Employee Income Ledger
FIT Wthld Combined Pen/Reg Cks	PYPIL	Employee Income Ledger
Check Date	PYPCL	Employee Check Ledger
Check #	PYPCL	Employee Check Ledger
Check Amount	PYPCL	Employee Check Ledger
Total FIT Wthhld	PYPDL	Employee Deduction Ledger
Estimated Pension % of Wages	CALC	Calculated Field

Additional Procedure

You must complete this procedure after running the Quarterly Federal Wages Report and the Federal Non-Payroll Wages Report if:

- You set up pensioners and non-pensioners in the same employer
- You combined regular and pension payment records for any employee in the same employer

In the future you should set up pensioners in a separate employer to facilitate the reporting of 941 and 945 information.

Complete this procedure as follows:

- Complete step 1 to identify information required for 945 reporting.
- Complete steps 1 – 3 to identify the pension information required to adjust the Quarterly Federal Wages Report for 941 reporting.

1 Review Part II of the Federal Non-Payroll Wages Report, which contains the detail for checks with combined incomes.

2 For each check identify the pension dollars and associated FWT. Then add the FWT for the pension dollars to the FWT Wthld Pension Cks Only total on Part I of the Federal Non-Payroll Wages Report.

3 Subtract the Pension Wages total on the Federal Non-Payroll Wages Report from the Total Wages total and the Taxable FIT Wages total on the Quarterly Federal Wages Report.

Before completing step 4, you must adjust the FIT Wthld Pension Cks Only total as explained in step 2.

4 Subtract the FIT Wthld Pension Cks Only total on the Federal Non-Payroll Wages Report from the FWT Withheld total on the Quarterly Federal Wages Report.

Annual Federal Wages Report

The Annual Federal Wages Report contains information that you can use to reconcile to the W-2 review list and the Tax Liability Report. You can also use the report to complete necessary information on the 945 Form if all pensioners and related pension payments reside in a separate pension employer that excludes regular employees.

You can run the Annual Federal Wages Report either before or after closing the calendar quarter. You can choose whether to print current or prior year data when you run the report.

The Annual Federal Wages Report includes:

- Tax ID number of each employee
- Employee names
- Total wages
- Taxable FIT wages
- FIT withheld
- Employee taxable FICA wages
- Employee FICA withheld from any wages and tips
- Employee taxable FICA TIPS/TOKES
- Employee TIPS reported
- Employee taxable FMHI wages
- Employee FMHI withheld
- Employee Taxable Medicare Wages
- Employee Medicare Withheld
- Employee Medicare Wages over Wage Threshold
- Employee Medicare Tax Over Wage Threshold
- Employer TIP Credit

Information for this report comes from these sources:

- Employee basic data record file, PRPMS
- Employee income file, PYPIE, or PYPIX, for multiple tax crossover employees

- Employee deductions file, PYPDE, or PYPDX, for multiple tax crossover employees; or employee deductions special tax data file, PYPDT

- For *FMHI deductions, employee Medicare wages, deduction amount, and arrears over the year-to-date Medicare wage threshold file, PYPDT2

- Employee miscellaneous data file, PYPST

The *List Annual Federal Wages* function does not clear the current year and prior year fields, so you can run the report as many times as necessary.

Standard Procedure

Complete the following steps to run the Annual Federal Wages report:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Wage Reporting*.

4 Select *List Annual Federal Wages*. The system displays the screen shown below.

```
 6/08/23  12:10:55       List Annual Federal Wages       PYGTL50    PYDTL50


Employer  . . . . . . . . . . __  +  -or-     Employer Group  . _____ +

Income Group  . . . . . . . .  _____ +

Year  . . . . . . . . . . . .  ____
YR For Pay Data . . . . . . .  _

Print By Level? . . . . . . .  _   (0->4)
Print Negatives . . . . . . .  _   (0=No 1=Yes)

Tax Company . . . . . . . . .  _____ +
Tax Co. Group . . . . . . . .  _____ +

Tips Income Reporting Group .  _____ +




F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 7-3: List Annual Federal Wages screen

5 Complete the screen as follows:

Employer

Type the employer code.

Employer Group

Specify the employer group containing all employers that you want to process in this report. If you type a value in this field, you must leave the *Employer* field blank.

Income Group

Specify the income reporting group that includes all incomes used to calculate total wages for reporting purposes.

Leave this field blank for standard total wage calculations on Federal Wages Reports (includes all incomes except *EIC).

Year

Use the current calendar year as shown on the employer control. The year must be entered as four digits. For example: 2019.

YR For Pay Data

Use this field to indicate whether to access the current or prior year data in the employee income authorization and deduction authorization records.

Valid values are:

P   Use prior year data for the report (calendar year has been closed)

C   Use current year data for the report (calendar year has not been closed)

For example, if running this function in January 2020 to run a report for 2019, type **2019** in the *Year* field and complete the *Yr For Day Data* field as follows:

- If the *Curr Calendar Yr* field on the employer control is 2020 (calendar year has been closed), type **P** in this field.

- If the *Curr Calendar Yr* field on the employer control is 2019 (calendar year has not been closed), type **C** in this field.

Print By Level?

Use this field to specify how to print the report by your organization's reporting levels. Value values are:

0	Do not print by level. The report is printed alphabetically by employee within each employer code.
1	Print and break the report at each level 1.
2	Print and break the report at each level 2.
3	Print and break the report at each level 3.
4	Print and break the report at each level 4.

Print Negatives

Specify yes to print negative numbers on the report. Otherwise, specify no.

Tapes do not contain negative numbers regardless of your entry in this field.

Tax Company

This field is for Multiple Tax ID processing. If you use MultiTax processing, type a valid federal tax company code. If you leave this field blank, the system uses the default tax company.

Tax Co. Group

Specify the tax company group code that includes all tax companies that should be included on the report.

If you enter a tax company group and employer group, the report will not include any multi-tax employers who do not have that tax company group defined.

Tax company groups are defined using the function *Update Employer Codes*. The code type used to define tax company groups is **TRG**.

Tip Income Reporting Group

Specify the income reporting group code that is associated with employee tips.

The Income Reporting Group you specify is used in the Employee Tips Reported and Taxable FICA Tips/Tokes columns on the report. If you leave this field blank, the system uses the employees' *TIPS and *TOKE income records.

You must first create Income reporting group codes values by using the *Update Employer Codes* function (code type IRG), and then attach the tip

incomes to the income reporting group by using the *Update Income Reporting Groups* function.

Note: If you have employees authorized to the *TIPS and/or *TOKE incomes, these income codes must be attached to the Income Reporting Group in addition to your own tips income codes.

6 Press Enter to print the report.

Quarterly State Wages Report

The Quarterly State Wages Report contains the required state or commonwealth quarterly wages information.

The report includes:

- Tax ID number of each employee

- Employee names

- Q-T-D state wages

- Q-T-D state tax withheld

- Q-T-D gross wages

- Employer totals

Information for this report comes from the employee basic data record file, PRPMS, and the employee deductions file, PYPDE, or PYPDX for multiple tax crossover employees.

The *List Quarterly State Wages* function does not clear the current quarter and prior quarter fields, so you can run the report as many times as necessary.

Complete the following the steps to run the Quarterly State Wages report:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Wage Reporting*.

4 Select *List Quarterly State Wages*. The system displays the following screen.

```
   1/19/12  21:03:14         List Quarterly State Wages       PYGJC50    PYDJC50

 Employer  . . . .  __  +

 State/Province  .  ___  +              Income Group  . .  _____  +

 Year  . . . . . .  ___                 Quarter . . . . .  0  (0->4)

 Print by Level 1?  _  (0=No,1=Yes)     Print Negatives .  _  (0=No,1=Yes)

 Use *S ?  . . . .  0  (0=No,1=Yes)     Use *U ?  . . . .  0  (0=No,1=Yes)
 Use Box 1 for NY?  _  (0=No,1=Yes)
 NY Reduce by Inc.  _____  +            NY Reduce by Ded.  _____  +

 Tax Company . . .  _____  +            Other Inc. Group.  _____  +

 Sta.*S ID code  .  _____  +            Sta.*U ID code  .  _____  +

 NYC.*L ID code  .  _____  +            YON.*L ID code  .  _____  +




 F3=Exit  F4=Prompt  F10=Access
```

Figure 7-4: List Quarterly State Wages screen

5 Complete the screen as follows:

Employer

Type the employer code or leave this field blank to include all employers.

State/Province

Type the state code or leave this field blank to include all states.

Income Group

Specify the appropriate income reporting group. The system uses the employee income records, PYPIE, or PYPIX, for multiple tax crossover employees, of all employees included in the income reporting group. If you do not specify an income reporting group, the system uses the *FICA Wage Base for your wage reports.

If the FICA wage base does not accurately represent the gross wages, specify an income reporting group containing all income that should be used to calculate gross wages for this report.

Year

Specify the year for which you are generating the report.

Quarter

Specify the quarter number.

0	Prior year fourth quarter
1	Current year first quarter, ending March 31
2	Current year second quarter, ending June 30
3	Current year third quarter, ending September 30
4	Current year fourth quarter, ending December 31

Print by Level 1?

Specify whether you want the system to print by Level 1.

0	Print the report alphabetically by employee within each employer.
1	Print and break the report at each Level 1.

Print Negatives

Specify whether you want the system to print negative amounts.

0	Suppress negative amounts.
1	Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations.

*Use *S?*

Use this field to select the wage base for the Q.T.D. Gross Wages column.

Valid values are:

0	Do not use the wage base from the employee *S deduction.
1	Use the wage base from the employee *S deduction.

State-specific reporting requirements:

- For Guam reporting you must type **1** in this field unless you are using an income group for wages.
- For New York reporting you must type **0** in this field.

Note: The system defaults to the employee *FICA Wage Base if you type **0** in both the *Use *S?* and *Use *U?* fields, and leave the *Income Group* field blank.

*Use *U?*

Use this field to select the wage base for the Q.T.D. Gross Wages column. Valid values are:

0   Do not use the wage base from the employee *U deduction.

1   Use the wage base from the employee *U deduction. If the employee does not have a *U deduction, use the wage base from the employee *FICA deduction.

Note: The system defaults to the employee *FICA Wage Base if you type **0** in both the *Use *S?* and *Use *U?* fields, and leave the *Income Group* field blank.

State-specific reporting requirements:

■ For Guam reporting you must type **0** in this field.

■ For New York reporting you must type **1** in this field if you do not specify an income group. Also, the system does not default to the *FICA wage base for NY.

Use Box 1 for NY?

For the fourth quarter or prior fourth quarter New York State Wage Report, you can use the Box 1 wage base from the W-2 work file as the Annual Gross Taxable Wages amount on the tape file and report.

Valid values are:

0   Use the employee's *FWT (federal withholding) wage base for the annual gross taxable wages.

1   Use the employee's Box 1 wage base from the W-2 work file for the annual gross taxable wages.

If you specify **1**, you must run the *Create W-2 Work Files* function before you run this function. If an employee does not have any W-2 data, we use the employee's *FWT (federal withholding) wage base.

NY Reduce by Inc

Specify an income reporting group for incomes that are considered taxable for federal withholding but are not considered taxable for New York.

The incomes in this reporting group are subtracted from the annual federal wages when you report the annual wage totals for New York.

NY Reduce by Ded

Specify a deduction reporting group for deductions that are considered taxable for federal withholding but are not considered taxable for New York.

The employee amounts for deductions in this reporting group are subtracted from the annual federal wages when you report the annual wage totals for New York.

Tax Company

This field is for Multiple Tax ID processing. If you use multi-tax processing, type the tax company identification code.

Other Inc. Group

For New York only, specify an income group used to calculate other wages, as defined by New York. Use the prompt key to select a value from a list of valid entries.

Sta.*S ID Code

This field is for Multiple Tax ID processing. If you use multi-tax processing, and you want *S information on the report, type the state ID code.

Sta.*U ID Code

This field is for multiple tax ID processing. If you use multi-tax processing and you want *U information on the report, type the state unemployment code.

NYC. *L ID Code

This field is for New York wage processing. For details see the "New York (NY)" chapter of this document.

YON. *L ID Code

This field is for Yonkers, New York wage processing. For details see the "New York (NY)" chapter of this document.

6 Press Enter to print the report.

Samples of state-specific Quarterly State Wages Reports are included in the appropriate state-specific chapter of this document.

The following table shows where the system retrieves the information for the Quarterly State Wages Report. The table lists the file name and file description associated with each column heading on the report.

Quarterly State Wages Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Q-T-D State Wages	PYPDE PYPDX	Employee Deductions *S
Q-T-D State Tax Withheld	PYPDE PYPDX	Employee Deductions
Q-T-D Gross Wages	PYPDE PYPDX	Employee Deductions *FICA
	PYPIE PYPIX	Income Reporting Group

Quarterly Local Wages Report

The Quarterly Local Wages Report shows the local taxes withheld from employees. You can generate this report either before or after you close the calendar quarter.

Depending on the criteria specified, the report lists:

- Tax ID number of each employee
- Employee names
- Total wages
- Local taxes withheld
- Employer totals

Information for this report comes from the employee basic data record, PRPMS, file and the employee deduction file, PYPDE, or PYPDX, for multiple tax crossover employees.

The *List Quarterly Local Wages* function does not clear the quarter-to-date files, so you can generate the report as many times as necessary.

Complete the following steps to run the Quarterly Local Wages report:

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Liability Reporting* (USA).

3 Select *Wage Reporting*.

4 Select *List Quarterly Local Wages*. The system displays the following screen.
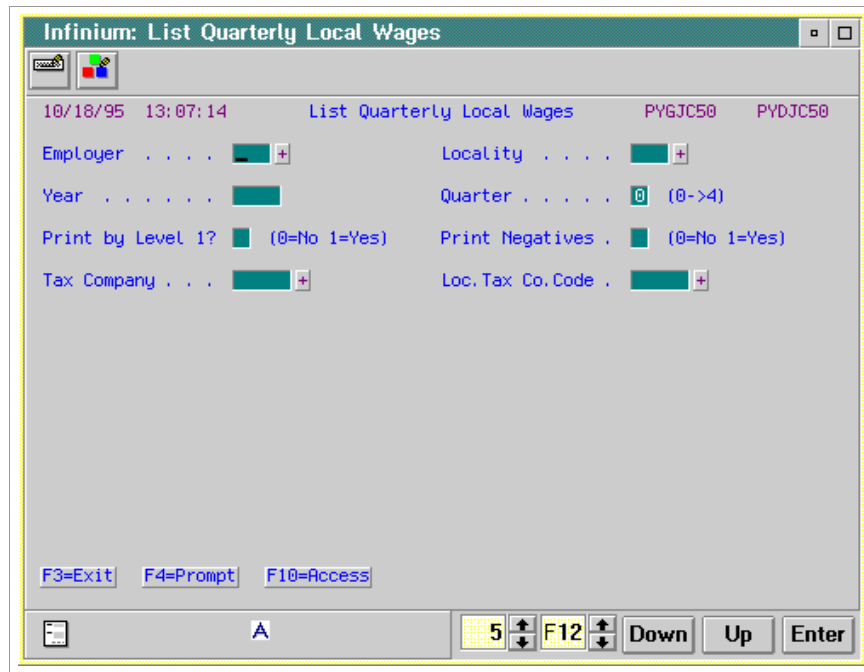
Figure 7-5: List Quarterly Local Wages screen

5 Complete the screen as follows:

Employer

Type the employer code or leave this field blank to include all employers.

Locality

Type the locality code or leave this field blank to include all localities.

Year

Specify the year number for which you are generating the report.

Quarter

Specify the quarter for which you are generating the report.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30

| **4** | Fourth quarter, ending December 31 |

Print by Level 1?

Specify whether you want the system to print by Level 1.

| **1** | Print alphabetically by employee within each Level 1. |
| **0** | Print alphabetically by employee within each employer code. |

Print Negatives

Specify whether you want the system to print negative amounts.

| **1** | Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations. |
| **0** | Suppress negative amounts. |

Tax Company

This field is for Multiple Tax ID processing. If you use MultiTax processing, type the tax company identification number.

Loc. Tax Co. Code

This field is for Multiple Tax ID processing. If you use MultiTax processing, type the local tax company identification number.

6 Press Enter to print the report.

A Quarterly Local Wages Report is shown on the next page.

```
PYGQL2    PYTQL2              Q U A R T E R L Y   L O C A L   W A G E S   R E P O R T                    PAGE  1
 8/23/94  11:42:20


EMPLOYER PHB                              PHB, INC.


QUARTER ENDED 03/31/94                    NEW YORK CITY TAX

                                      TOTAL              LOCAL TAX
TAX I.D. #   EMPLOYEE NAME            WAGES              WITHHELD
--------------------------------------------------------------------------------------------------------------
017-29-9999  BEAR,PAPPA              51,800.46               233.10
015-11-1138  BRADBURY,STEPHEN        53,006.36             2,434.72
015-11-1139  BROWN,TRISH             51,600.00             2,355.46
011-00-0107  FAIRBANKS,DOUGLAS J     55,500.00             2,508.22
017-38-1975  MASON,JOHN A            52,800.00               258.48
018-39-2818  SILVERMAN,FRED          55,005.60             2,505.62
019-39-3412  TESTCRANE,ICHABOD        1,320.00                31.86
018-33-2955  TESTROCKERFELLER,NELSON 52,000.00             2,370.67
011-00-0133  TESTWATSON,SHELLEY S    53,753.55             2,451.12
016-80-5789  TESTWHIPPERSNAPPER,YOUNG 50,400.00            2,337.70


EMPLOYER TOTAL:      10 EMPLOYEES    477,185.97            17,486.95
```

The following table shows where the system retrieves the information for the Quarterly Local Wages Report. The table lists the file name and file description associated with each column heading on the report.

Quarterly Local Wages Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Total Wages	PYPDE PYPDX	Employee Deductions *L
Local Tax Withheld	PYPDE PYPDX	Employee Deductions *L

Quarterly State Wage Forms

You can use Quarterly State Wage Forms for printing quarterly wage data.

The *Quarterly State Wage Forms* function does not clear the current quarter and prior quarter files, so you can print the forms as many times as necessary. The information is held in the work file until the system operator loads the appropriate forms and releases them to print.

Complete the following steps to print Quarterly State Wage Forms:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Wage Reporting.*

4 Select *Quarterly State Wage Forms*. The system displays the following screen.

Figure 7-6: Quarterly State Wages Forms screen

5 Complete the screen as follows:

Employer

Type the employer code or leave this field blank to include all employers.

Income Group

Specify a valid income reporting group. If you leave this field blank, gross wages default to the employee's FICA wage base.

State/Province

Type the state code or leave this field blank to include all states.

Year

Specify the year for which you are generating the form.

Quarter

Specify the quarter for which you are generating the form.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Print Negatives

Specify whether you want the system to print negative amounts.

1	Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. However, the negative sign may or may not print on the form. Please check the state's instructions for negative reporting.
0	Suppress negative amounts.

Print annual info

The system uses this field to process information for the state of New York. Specify whether you want the system to print annual information.

1	Print annual information.

0   Do not print annual information.

Tax Id. Override

The system uses this field for processing in the state of New York. For details see the "New York (NY)" chapter of this document.

Pre Printed forms

The system uses this field for processing in the state of New York. For details see the "New York (NY)" chapter of this document.

6 Press Enter to print the form.

Samples of Quarterly State Wage Forms are included in the appropriate state-specific chapter of this document.

The following table shows where the system retrieves the information for the Quarterly State Wages Report. The table lists the file name and file description associated with each column heading on the report.

Quarterly State Wages Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Q-T-D State Wages	PYPDE	Employee Deductions *S
Q-T-D State Tax Withheld	PYPDE	Employee Deductions *S
Q-T-D Gross Wages	PYPDE	Employee Deductions *FICA
	PYPIE	Income Reporting Group

Quarterly Deduction Group Report

You can use the generic format of the Quarterly Deduction Group Report for unique tax liability reporting. For example, you can report the West Virginia Bond Fund Stabilization Tax.

The report lists:

- Each employee's tax ID number
- Employee names
- QTD Total wages
- Employee taxable wages
- Employer BX13D accrued
- Employee BX13D withheld
- Excess wages
- Y-T-D total wages
- Weeks worked

Information for this report comes from the Employee Basic Data record (PRPMS) file and the Employee Deductions (PYPDE) file.

Complete the following steps to run the Quarterly Deduction Report by using a deduction group:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Miscellaneous Tax Reports*.

4 Select *List Quarterly Deduct. by Group*. The system displays the screen shown in Figure 7-7.
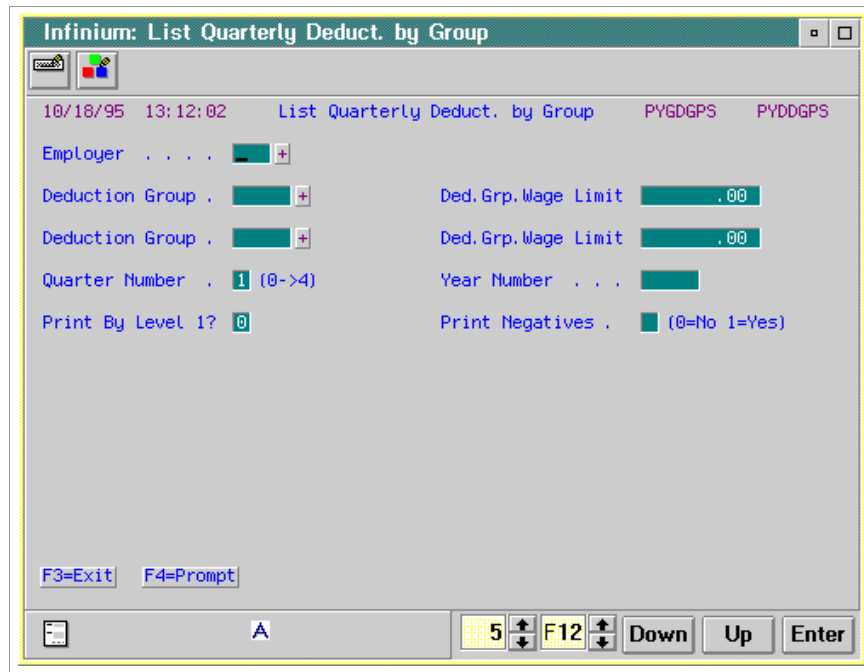
Figure 7-7: List Quarterly Deduct. by Group screen

5 Complete the fields as instructed below.

Employer

Type an employer code.

Deduction Group

Specify a valid deduction reporting group for the employer.

Ded. Grp. Wage Limit

Specify a wage limit for the preceding deduction reporting group.

Deduction Group

Specify a second deduction reporting group, if applicable.

Ded Grp. Wage Limit

Specify the deduction reporting group wage limit for the employee's taxable wages, if applicable.

Quarter Number

Specify the quarter number for which you are running the report.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Year Number

Specify the year for which you are generating the report.

Print By Level 1?

Specify whether you want the system to print this report by Level 1 of your organization.

1	Print this report by Level 1.
0	Do not print this report by Level 1.

Print Negatives

Specify whether you want the system to print negative amounts.

1	Print negative amounts. The negative sign (-) is printed after dollar amounts on the report. The page totals reflect the appropriate calculations.
0	Suppress negative amounts.

6 Press Enter to print the report.

A Quarterly Deduction Group Report is shown on the next page.

EMPLOYER PHB   PHB, INC.

QUARTER ENDED 03/31/94

TAX I.D. # EMPLOYEE NAME	QTD TOTAL WAGES	EMPLOYEE TAXABLE WAGES	EMPLOYER BX13D ACCRUED	EMPLOYEE BX13D WITHHELD	EXCESS WAGES	YTD TOTAL WAGES	WEEKS WORKED
017-29-9999 BEAR,PAPPA	3,600.00	.00	50.00	130.00	3,600.00	9,000.00	6
015-11-1360 BECCIA,JEAN A	4,000.00	.00	50.00	2.00	4,000.00	10,400.00	5
018-88-8877 DIXON,MASON	7,500.00	.00	50.00	130.00	7,500.00	18,000.00	5
369-12-0058 WINSLOW,RICHARD A	10,000.00	.00	50.00	130.00	10,000.00	24,000.00	5
EMPLOYER TOTAL:	25,100.00	.00	200.00	392.00	25,100.00	61,400.00	
4 EMPLOYEES							

The following table shows where the system retrieves the information for the Quarterly Deduction Group Report. The table lists the file name and file description associated with each column heading on the report.

Quarterly Deduction Group Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
QTD Total Wages	PYPDE	Employee Deductions
Employee Taxable Wages	PYPDE	Employee Deductions
Employer BX13D Accrued	PYPDE	Employee Deductions
Employee BX13D Withheld	PYPDE	Employee Deductions
Excess Wages	PYPDE	Employee Deductions
YTD Total Wages	PYPDE	Employee Deductions
Weeks Worked	PYPMS	Employee Payroll Master

Chapter 8 Generating Quarterly State Disability Reports

8

This chapter provides an overview of the Quarterly State Disability Report and explains how to print the report.

The chapter consists of the following topics:

Overview of The Quarterly State Disability Report

The Quarterly State Disability report is required by the following states:

- California

- Hawaii

- New Jersey

- New York

- Puerto Rico

- Rhode Island

The report lists:

- Tax ID number of each employee

- Employee names

- Total wages

- Employee taxable disability wages

- Employee disability withheld

- Employer liability totals at the end of the report

Information for this report comes from the Employee Basic Data record (PRPMS) file and the Employee Deductions (PYPDE) file.

The *List Qtr. State Disability* function does not clear the current quarter fields, so you can generate this report as many times as necessary.

Generating the Quarterly State Disability Report

Complete the following steps to print the Quarterly State Disability report:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Liability Reporting* (USA).

3 Select *Miscellaneous Tax Reports*.

4 Select *List Qtr. State Disability*. The system displays the following screen.

```
   4/29/03  14:49:38        List Qtr. State Disability      PYGJC50    PYDJC50


   Employer  . . . .  ___  +
                                      Tax Company . . .  ____  +
   State/Province  .  ___   +
                                      Sta.*D Tax Co.cde  ____  +
   Year  . . . . . .  ___

   Quarter . . . . .  0  (0->4)

   Print by Level 1?  _  (0=No 1=Yes)

   Print Negatives .  _  (0=No 1=Yes)






   F3=Exit   F4=Prompt   F10=Access
```

Figure 8-1: List Qtr. State Disability screen

5 Complete the screen as follows:

Employer

Type the employer code or leave this field blank to include all employers.

For multiple tax ID processing, you must type an employer code.

Tax Company

This field is used for multiple tax ID processing only. Specify the code value that identifies the tax company whose records you want to include. You can leave this field blank to process records for the default tax company.

State/Province

Type the state code or leave blank to include all states.

*State *D Tax Co Cde*

This field is used for multiple tax ID processing only and should only be completed if you are reporting state information related to:

- The non-default state/local tax ID for the default tax company

- The non-default tax company

Year

Type the year for which you are generating the report.

Quarter

Specify the appropriate quarter.

0	Prior year fourth quarter
1	First quarter, ending March 31
2	Second quarter, ending June 30
3	Third quarter, ending September 30
4	Fourth quarter, ending December 31

Print by Level 1

Indicate whether you want the system to print the report by Level 1.

1	Print and break the report at each Level 1.
0	Prints alphabetically by employee within each employer code.

Print Negatives

Specify whether you want the system to print negative amounts.

1 Print negative amounts. The system prints the minus sign. Page totals reflect the appropriate calculations.

0 Suppress negative amounts.

6 Press Enter to print the report.

Sample Quarterly State Disability Reports are included in the appropriate state-specific chapter of this document.

The following table shows where the system retrieves the information for the Quarterly State Disability Report. The table lists the file name and file description associated with each column heading on the report.

Quarterly State Disability Report

Column Heading	File Name	File Description
Tax I.D. #	PRPMS	Employee Basic Data
Employee Name	PRPMS	Employee Basic Data
Total Wages	PYPDE	Employee Deductions
Employer Taxable Dis. Wages	PYPDE	Employee Deductions
Employer Disab. Accrued	PYPDE	Employee Deductions
Employee Taxable Dis. Wages	PYPDE	Employee Deductions
Employee Disab. Withheld	PYPDE	Employee Deductions

Notes

Chapter 9 Working with Special State Requirements

9

This chapter contains the following information:

- A generic procedure for setting up special state taxes

- Information about obtaining twelfth of the month information for state unemployment reporting purposes

- An overview of states that have special requirements for creating the quarterly unemployment tape file

The chapter consists of the following topics:

Setting Up Special State Taxes

Some states require special taxes that do not access a tax table. Examples of these taxes are:

- California Training Tax
- Massachusetts Health Tax
- New Jersey Workforce Tax
- Oregon Employee Transit Tax
- Rhode Island Job Development Fund

The following example explains how to set up the New Jersey Workforce Tax. You can use the same procedure to set up other special state taxes.

To set up a special state tax, you need to complete the following:

- Create a Deduction Summarization Code.
- Create a Deduction Control.

Create a Deduction Summarization Code

To create a Deduction Summarization Code, refer to the "Establishing Summarization Codes" chapter in the *Infinium Payroll Guide to Controls*.

Create a Deduction Control

To create a Deduction Control, follow the steps below.

1 From the Infinium PY main menu, select *Master Files*.

2 Select *Update Master Files*.

3 Select *Update Deduction Controls*. The system displays the prompt screen.

4 Complete the prompt screen. You must type 3 in the Method field.

5 Press Enter. The system displays the first Update Deduction Controls screen (Page 1), shown in Figure 9-1.

```
 6/26/12  21:06:13         Update Deduction Controls      PYGMDC     PYDMDC
                                                            Page  1 of  4
Employer  . . . :  JCP    THE & GENERAL STORE
Deduction . . . :  NJWFT
Method  . . . . :  3 Amount Extension   EE/ER Limit Type.  _
Description . . .  NJ WORKFORCE TAX     EE/ER Limit Amt .  _____
Priority . . . .     50                Starting Date . .  _____
Summ. Code  . . .  33 +                Ending Date . . .  _____
Frequency . . . .  8                   Must Take . . . .  1 (0, 1, 2, 3)
Accumulator . . .  *GROS +             Limit Group . . .  _____ +
_____ Employee Data _____
Deduction Type  .  3                   Direct Deposit  .  0 (0=No 1=Yes)
Limit Type  . . .  3                   Limit Amount  . .         4.50
Arrears Type  . .  3                   Arrears Recovery.  1
Arrears Amount  .          .00         Arrears Percent .      .0000
Deduction Basis .  _                   Deduction Matrix.  _____ +
Deduction Amount.  _____       Matrix Column . .  _____ +
Deduction Factor.  _____          Matrix Row  . . .  _____ +
Extension % . . .      .0250           W2 Code . . . . .  _
Payables related.  0 (0=No 1=Yes)      401K-Pro ER/Lim?.  _ (0, 1, 2)
Allow Pay Msg?  .  0 (0=No 1=Yes)      401K-Pro ER Arr?.  _ (0, 1, 2)
Deduction Account  PHB-5-00000-000-0204                   +
F3=Exit  F10=Access  F12=Previous  F22=Delete
```

Figure 9-1: Update Deduction Controls screen 1

6 Complete the fields described below.

Accumulator

Type an accumulator in this field.

Limit Amount

In the *Limit Amount* field, type the maximum amount allowed for this deduction for the year. In this example, this value is obtained by multiplying the SUTA limit times the extension rate.

Example: If the taxable SUTA limit is $17,600 and the extension rate is 2.5%, you multiply 17600 times .025 to calculate the limit amount. Type the result in the *Limit Amount* field. This value corresponds to the value specified in the *Limit Type* field (annual amount). The deduction is taken until the year-to-date amount reaches the limit.

Caution: Be sure to use the current year's limits and extension rates.

Extension %

Type the extension rate in this field. This value is the default percentage for the employee's contribution.

7 Complete the remaining fields as appropriate for your company.

8 Press Enter to advance to the second Update Deduction Controls screen (Page 2), shown in Figure 9-2.

```
 6/26/12  20:44:10          Update Deduction Controls      PYGMDC    PYDMDC
                                                            Page  2 of  4
Employer  . . . :  CEA    US COMPANY
Deduction . . . :  NJWFT    NJ WORKFORCE TAX
Method  . . . . :  3  Amount Extension

   Special Reports                        Level Restrictions
Cycle Report  . .   _____  +           Area       . . . . .  _____  +
Monthly Report  .   _____  +           Division   . . . . .  _____  +
Quarterly Report.   _____  +           Department . . . . .  _____  +
Annual Report . .   _____  +           Cost Centr . . . . .  _____  +
On Demand Report.   _____  +
                                       Exclude From GL Accrual A (A,X,C,N)
                         Employer Data
Limit Type  . . .   3                  Income Limit Group .  _____  +
Employer Limit  .        23.50         Use *FWT for Income.  _   (0=No 1=Yes)
Employer Amount .   _____        Income Limit Amount.  _____
Extension %  . . .       .1100         Income Limit Type  .  _
Employer Tax ID .   123456789
Debit Account . .   001-***-***-****-205_____  +
Credit Account  .   001-***-***-****-204_____  +


F3=Exit  F4=Prompt  F10=Access  F12=Previous
```

Figure 9-2: Update Deduction Controls screen 2

9 Complete the fields described below.

Employer Limit

Type the maximum amount allowed for this deduction. This value corresponds to the value specified in the *Limit Type* field (annual amount). The deduction is taken until the year-to-date amount reaches the limit.

Extension %

Type the rate for the employer's portion of the deduction. For example, for 2%, type **2**.

10 Complete the remaining fields as appropriate for your company's requirements.

11 Press Enter to advance to the next page.

12 Complete the fields according to your company's requirements.

13 Press Enter to advance to the next page.

14 Complete the fields according to your company's requirements.

15 Press Enter to exit and update the record.

Once you have created the Deduction Control, complete the following:

- Assign the deduction to the appropriate employees.

- Create the deduction reporting group.

- Assign the deduction to the deduction reporting group.

Refer to the *Infinium Payroll Guide to Controls* for more information.

Working with Twelfth of the Month Information for Unemployment Reporting

Various states require that the unemployment information they receive includes whether an employee worked on the twelfth of the month. To provide this information, you must specify whether a cycle includes the twelfth of the month.

Entering Twelfth of the Month Information

You can specify twelfth of the month information in the following ways:

- For a cycle by entering the correct value on the Enter Cycle Data screen
- For a future cycle by entering the correct value on the Update Future Payroll Cycles screen
- For an employee by entering the correct value on the Update Checks - Summary screen
- For an on-demand check by entering the correct value on the On-Demand Checks screen

12th of Month

Use this field to indicate that the cycle includes the twelfth day of the month for unemployment reporting purposes. If the cycle contains the twelfth day of the month, type the letter that represents the month in which the twelfth day falls. A value at the cycle level can be overridden at the employee level

Valid values are:

Blank	Cycle does not contain the 12th of the month
A	January
B	February
C	March
D	April
E	May

F	June
G	July
H	August
I	September
J	October
K	November
L	December
M	Prior year October
N	Prior year November
O	Prior year December

Verify Twelfth of the Month Information

After you complete the cycle that includes the twelfth of the month information, you can verify that the cycle includes the twelfth of the month. To verify twelfth of the month information, follow the steps below.

1 From the Infinium PY main menu select *System Operations*.

2 Select *Supervisor's Functions*.

3 Select *Display Employee Deduction Data*.

4 Select *Employee Deductions*.

5 Enter employer, employee and state unemployment deduction type information. Press Enter. The system displays the Employee Deductions screen.

6 Press F8 for additional information. The system displays the Employee Unemployment Deductions screen. The screen includes an Unemployment Worked Twelfth of Month section.

Voiding Checks that Include Twelfth of the Month Information

To void checks that include twelfth of the month information you must do one of the following:

- Enter a value into the *12th of Month* field on the Enter Cycle Data screen for the void cycle

- Enter a value into the *12th of Month* field on the Update Checks screen for an individual employee

- Enter a value into the *12th of Month* field on the On-Demand Check header screen for an on-demand check

Creating the Quarterly Unemployment Reporting File in State-specific and ICESA Formats

Some states require additional information on the quarterly unemployment tape. For some states, the state follows a state-specific format, and you use the *Create ICESA/TIB-4 Unempl File* function. These states are:

Alaska	Montana
Arkansas	New Mexico
Connecticut	North Dakota
Delaware	Ohio
District of Columbia	Oklahoma
Georgia	Pennsylvania
Illinois	Rhode Island
Indiana	South Dakota
Iowa	Tennessee
Kansas	Texas
Kentucky	Vermont
Maine (MEETRS)	West Virginia
	Wyoming

You must provide the required information by completing certain fields on screens 1 and 2 of the *Create ICESA/TIB-4 Unempl File* function and on the screen for the *Generate Qtr. ICESA/TIB-4 Unempl Tape* function. These fields and the states that require the information are identified in Figure 9-3 through Figure 9-5.

You can find the information required by each state in the appropriate state-specific chapter of this guide.

```
   1/12/23  16:02:49     Create ICESA/TIB-4 Unempl File     PYGQUTPS    PYDQUTPS


                 Note: tape work file will have -1- state's 941A tax data
   Employer  . . . . . . ZUS +          Tax company . . . . . _____ +
   Qu.tape state . . . . WA +           Qtr.unemploy.seq  . . S
   Sta.*U tax co.cde . . _____ +        Sta.*S tax co.cde . . _____ +
   Qtr. for QU. data . . 1              Qtr.unemploy.yr.  . . 2023
   Control number  . . . _____         Copy preference . . . _
   Foreign address . . . 0  0=No, 1=Yes  Remitter number . . . _____
   Contact name  . . . . _____
   Contact tel.# . . . . _____  Extension . . ____
   Transmitter name. . . _____
   Street address  . . . _____
   City  . . . . . . . . _____
   State . . . . . . . . __          Zip . . . . . . . . . . _____ - ____
   Transmitter EIN . . . 000000000    PRU#  . . . . . . . . 000
   Tax entity code . . . _____        Employment type . . . _
   CG# . . . . . . . . . _            Limit. liability  . . _
   Print by level/branch 0  0, 1, B   Use *U data . . . . . 1  0=No, 1=Yes
   Tape file run type  . __           Deduction group . . . _____ +
   Income group  . . . . _____ +      ICESA Format. . . . . _  0=No, 1=Yes
   Income group 2. . . . _____ +      Exclude Invalid SSN . 0  0=No, 1=Yes
   F3=Exit  F4=Prompt  F10=QuikAccess
```

IL, PA

PA

DC, IN, ME, PA

ME, MT, TN

IA

AZ, IN, PA, VT

HI, MN, OR, RI, VT, WA

WA

NC

TN

TN

CO, CT, DC, IN, IA, IL, KS, KY, ME, MS, MT, ND, OH, OK, SD, TN, TX, VT, WA, WV

IN

Figure 9-3: Create ICESA/TIB-4 Unempl File screen 1 of 2

AR, CT, DC, GA, HI, IL, IN, KY, ME, MI, MT, NJ, NC, ND, OH, PA, RI, TX, VA, VT, WA

DC, IL, KY, ME, MI, MT, PA, TX, VT, WY, WA

IA, IL, KY, ME, PA, VT

AK, IL, KY, ME, MT, OH, VT, WA

IL, KY, MT, VT

IL, KY, MT

IL, ME, WY, WA

IL, ME, NM, WY

OH, SC, VT

TX

ID (requires ASCII)

DC, GA, IL, IN, IA, KY, MS, MT, OH, OK, OR, SC, NV, SD, TN, TX, VT, WV, WY

DC, IL, IA, KY, ME, MT, NM, OH, OK, SC, TX, WA

AR, DC, IL, IA, ME, MT, NM, OH, OK, SC, TX, VT, WA

DC, IL, IA, ME, MT, NM, WA

DC, IL, ME, MT, NM, OH

DC, IL, ME, MT, NM, OH

IL, ME, MT, NM

AK, CT, DC, GA, IL, KY, ME, MT, NM, OH, WA

Reserved for future use

DC, IL, MT, OR, SC, TX, VT, WV, WY

AZ, DC, HI, MT, OH, OK, OR, SC, TN, TX, VT, WV, WY

CA, DC, GA, IN, KY, ME, MS, MT, NV, OH, OK, PR. SC, SD, TN, TX, VT, WV

```
 6/12/19  16:20:11     Create ICESA/TIB-4 Unempl File      PYGQUTPS    PYDQUTPS
                    Note: tape work file will have -1- state's 941A tax data

State specific (alpha)                 State specific (numeric)
1 . . . . . . . . . . . Y___           1 . . . . . . . . . . .      .0000
2 . . . . . . . . . . . C___           2 . . . . . . . . . . . _____.00
3 . . . . . . . . . . . ____           3 . . . . . . . . . . . _____.00
4 . . . . . . . . . . . _____       4 . . . . . . . . . . . _____.00
5 . . . . . . . . . . . _____       5 . . . . . . . . . . . _____.00
6 . . . . . . . . . . . _____       6 . . . . . . . . . . . _____.00
7 . . . . . . . . . . . 1234___        7 . . . . . . . . . . .      100.00
8 . . . . . . . . . . . 1234_____    Gross Wages Source. . 1 (1->4)
Gross Wages IRG . . . _____ +          Unemp Forms User Exit Pgm _____
Entity Trans/Auth No. _____          Allocation List . . . _
Service Agent No. . . _____        Probationary Code . . _
ER Insurance Code . . _               EE Insurance Code . . _
ER County Code  . . . _____ +         Round SUTA Wages?    0 (0=No, 1=Yes)
Tape file . . . . . . QTAPE_____      Tape device . . . . . TAP01____
Computer  . . . . . . _____         Number of tracks  . . 9
Recording code  . . . ___             Density . . . . . . . __
Blocking Format . . . X_              Label . . . . . . . . __

F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel
```

Figure 9-4:   Create ICESA/TIB-4 Unempl File screen 2 of 2

```
 6/12/19  16:21:20    Generate ICESA/TIB-4 Unempl Tape    PYGQUTPS    PYDQUTPS


 Tape File . . . .   QTAPE____


 Tape Device . . .   QTAPE1____


 QU.TAPE STATE . .   __  +


 Cartridge/Tape. .   _       C=Cartridge T=Tape
```

CO, HI, VT, WV, WY

```
                        Note Tape Contains -1- STATE'S 941A Tax Data


 F3=Exit  F4=Prompt
```
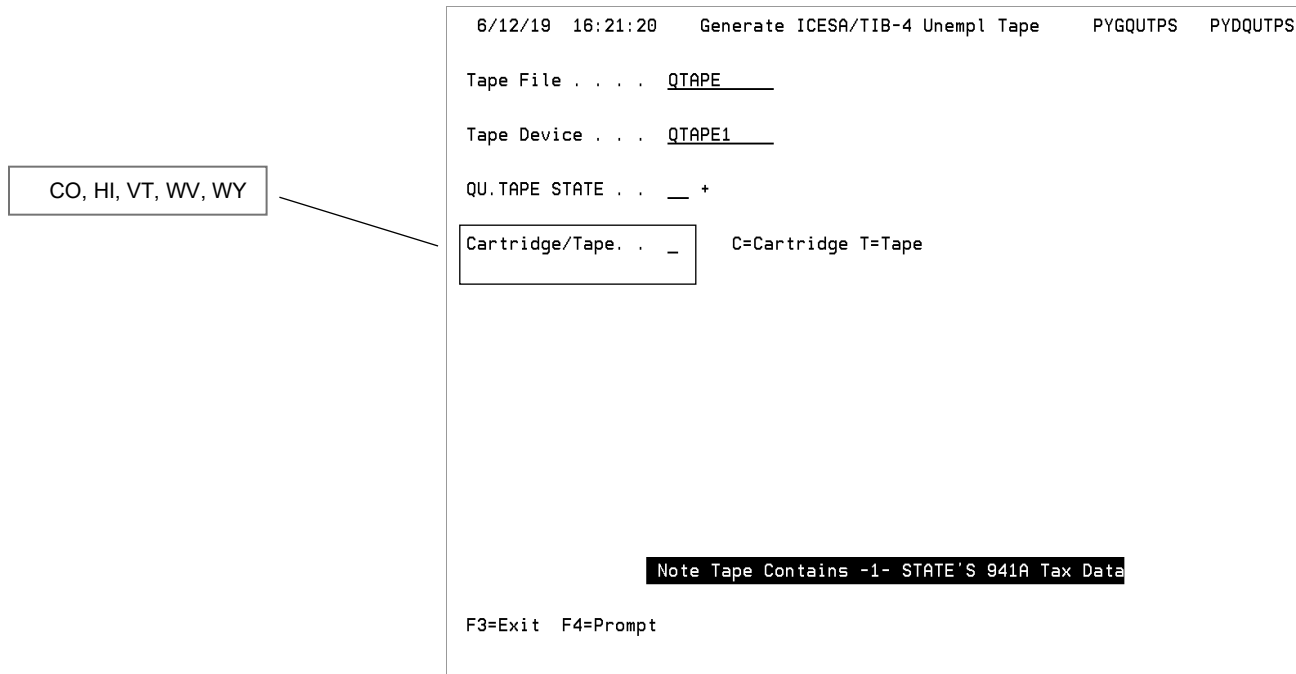
Figure 9-5: Generate Qtr. ICESA/TIB-4 Unempl Tape screen

Creating Quarterly Unemployment Work File Information in Federal Format

WARNING! Infinium recommends that you consult your state regulations for specific unemployment reporting information.

Some states require additional information on the quarterly unemployment tape. For some states, you must provide the required information by completing certain fields on the Create EFW2 Unempl Work File screen and on the second *Correct* Qtr. EFW2 Unempl Data screen. These fields and the states that require the information are identified in Figure 9-6.

You can find the information required by each state in the appropriate state-specific chapter of this guide.
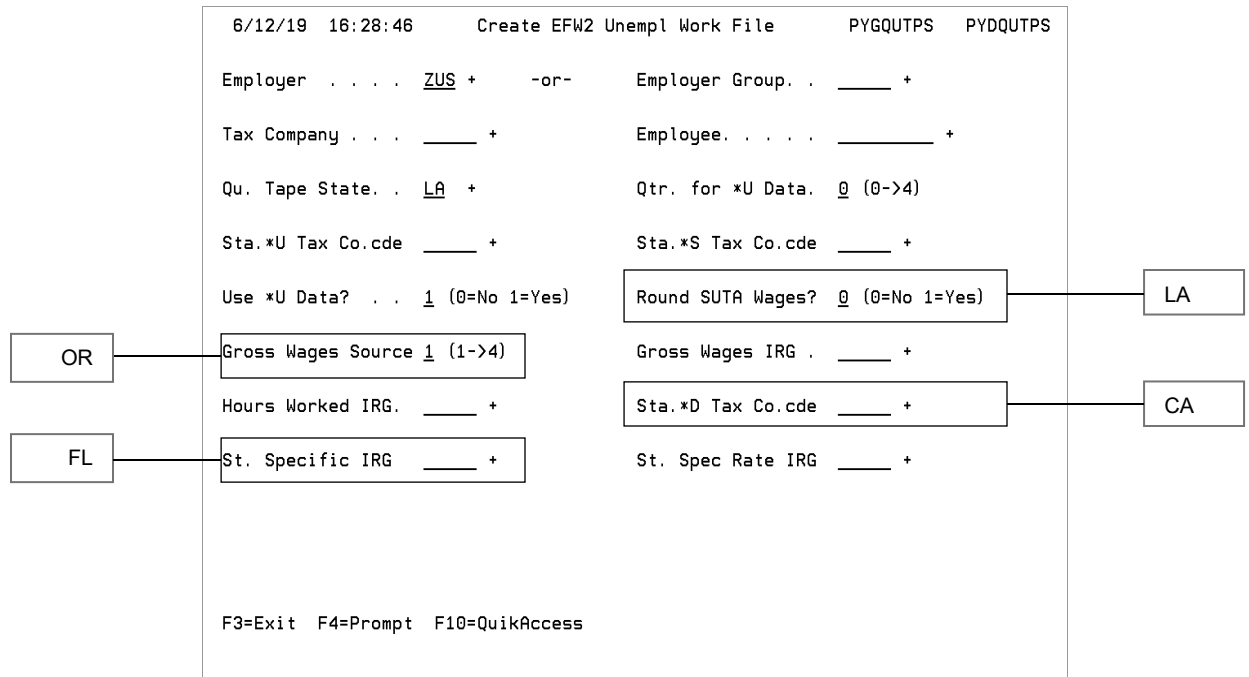
```
 6/12/19  16:28:46      Create EFW2 Unempl Work File      PYGQUTPS    PYDQUTPS


 Employer  . . . .  ZUS +      -or-     Employer Group. .  _____ +


 Tax Company . . .  _____ +            Employee. . . . .  _____ +


 Qu. Tape State. .  LA  +             Qtr. for *U Data.  0 (0->4)


 Sta.*U Tax Co.cde  _____ +            Sta.*S Tax Co.cde  _____ +


 Use *U Data?  . .  1 (0=No 1=Yes)   | Round SUTA Wages?  0 (0=No 1=Yes) |        LA

      OR        | Gross Wages Source 1 (1->4) |        Gross Wages IRG .  _____ +


 Hours Worked IRG.  _____ +          | Sta.*D Tax Co.cde  _____ + |            CA

      FL        | St. Specific IRG   _____ + |        St. Spec Rate IRG  _____ +




 F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 9-6: Create EFW2 Unempl Work File

Correcting Quarterly Unemployment Tape Information in the Federal Format

WARNING! Infinium recommends that you consult your state regulations for specific unemployment reporting information.

Some states require additional information on the quarterly unemployment tape.

If you need to provide the required information, complete certain fields on screen 2 of the *Correct Qtr. EFW2 Unempl Data.* These fields and the states that require the information are identified in Figure 9-7.
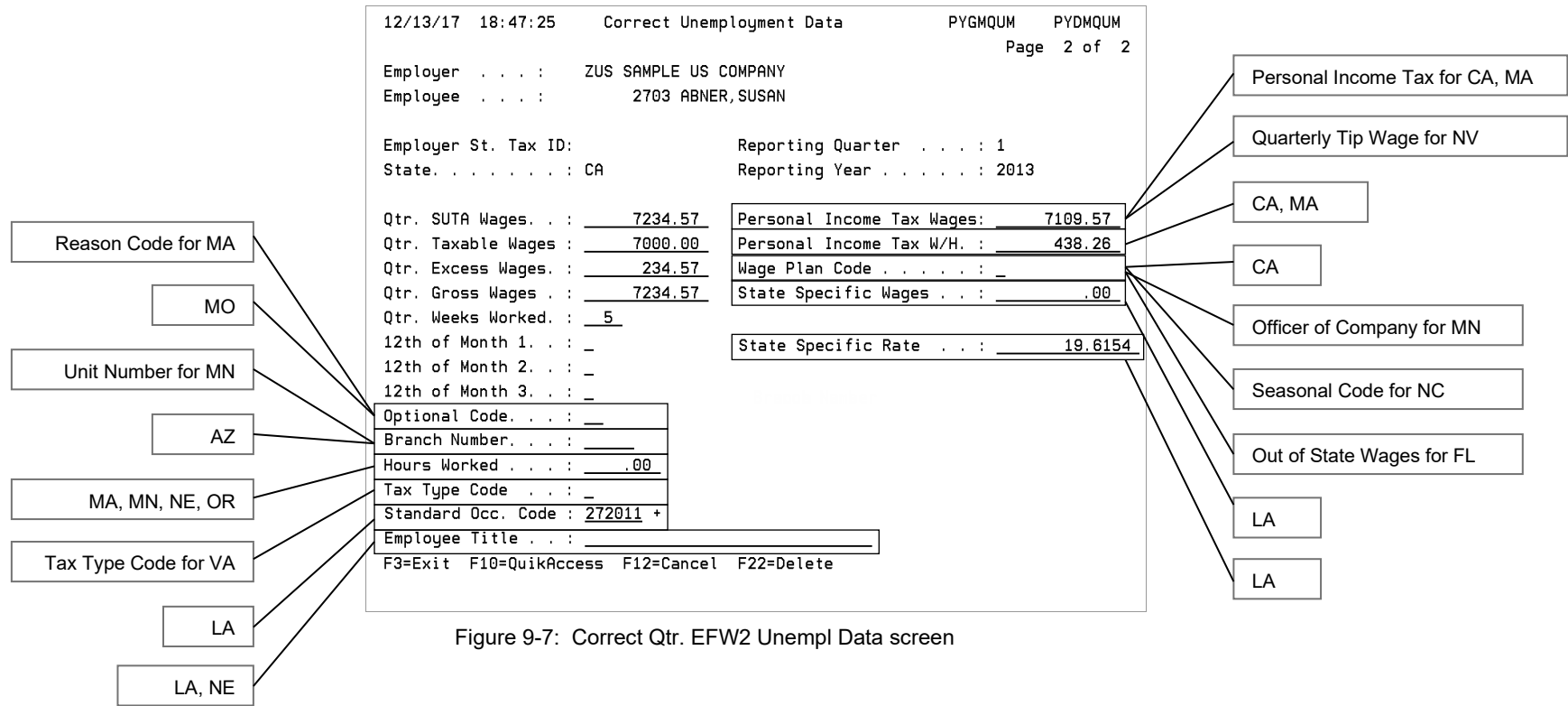
Reason Code for MA

MO

Unit Number for MN

AZ

MA, MN, NE, OR

Tax Type Code for VA

LA

LA, NE

```
12/13/17  18:47:25      Correct Unemployment Data        PYGMQUM    PYDMQUM
                                                        Page  2 of  2

Employer   . . . :    ZUS SAMPLE US COMPANY
Employee   . . . :        2703 ABNER,SUSAN


Employer St. Tax ID:                  Reporting Quarter  . . . : 1
State. . . . . . . : CA               Reporting Year . . . . . : 2013

Qtr. SUTA Wages. . :      7234.57    Personal Income Tax Wages:      7109.57
Qtr. Taxable Wages :      7000.00    Personal Income Tax W/H. :       438.26
Qtr. Excess Wages. :       234.57    Wage Plan Code . . . . . : _
Qtr. Gross Wages . :      7234.57    State Specific Wages . . :          .00
Qtr. Weeks Worked. :   5
12th of Month 1. . : _
12th of Month 2. . : _               State Specific Rate  . . :       19.6154
12th of Month 3. . : _
Optional Code. . . : __
Branch Number. . . : _____
Hours Worked . . . :      .00
Tax Type Code  . . : _
Standard Occ. Code : 272011 +
Employee Title . . : _____
F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
```

Personal Income Tax for CA, MA

Quarterly Tip Wage for NV

CA, MA

CA

Officer of Company for MN

Seasonal Code for NC

Out of State Wages for FL

LA

LA

Figure 9-7: Correct Qtr. EFW2 Unempl Data screen

Chapter 10 Setting Up and Processing Reciprocal State Taxes

10

This chapter provides an overview of state tax reciprocity and explains how to set up and process reciprocal state taxes.

The chapter consists of the following topics:

Overview

State tax reciprocity is the mutual exchange of taxing rights between an employee's home state (where the employee lives) and work state (where the employee works). Typically, the home state requires the employer in the employee's work state to take income taxes for the home state in addition to any taxes for the work state. The home state credits the employee for taxes deducted by the work state and takes the remaining amount, if any, for the home state's income tax.

Common Reciprocal Taxing Conditions

Reciprocal taxes are calculated differently from state to state. However, most states support one of three reciprocal taxing conditions:

- Reciprocal agreements and a general regulation for reciprocal taxing

- A general regulation that specifies how to calculate taxes and no reciprocal agreements with other states

- Reciprocal agreements with one or more states and no other specific regulations for those states not under agreement

Reciprocal agreements can vary. Some home states allow a credit for work state taxes and require the deduction of any difference between the home and work state. Other home states may exempt employees from their state tax entirely, regardless of any difference between the states.

You should be familiar with the state regulations that pertain to reciprocity before setting up reciprocity in Infinium PY.

The Home State Reciprocal Tax Table

The Home State Reciprocal Tax Table defines reciprocity conditions for all states and territories of the US. The table has a creation date and an effective date to enable the system to historically track and access changes to reciprocal taxing.

Part of a sample table is shown on page later in this chapter.

Infinium Software maintains the table with regulatory releases of the software. You can also manually update the table, as explained in the section "How Do You Manually Update the Home State Reciprocal Table?" on page 10-15.

The system uses the table to determine the home state's taxing requirements for all potential work states that may have a *S Deduction record set up for the employee. The system matches all work state *S records for which a tax deduction has been calculated and calculates the home state tax based on the reciprocal tax processing method specified in the table.

Reciprocal Tax Processing Methods

The reciprocal tax processing methods specified in the table are defined below.

For this processing method...	The system...
1	Takes the full home state tax per agreement or regulation.
2	Takes the difference between the home state tax and work state tax, if any, per agreement or regulation. The system subtracts the work state's tax from the home state's tax and takes the result if it is greater than zero.
3	Does not take home state tax as no agreement or regulation exists.
4	Does not take home state tax as it is exempt per agreement or regulation.
9	Taxes normally as the home state tax and the work state tax are the same.

How to Override Reciprocal Tax Processing Methods

You can override the tax processing method for a specific Employee Deduction Data record for the home state *S record. For details, see "Employee Deduction Data Setup" on page 10-10.

Calculating Reciprocity Tax

Calculation Overview

The calculation steps for reciprocity taxes are summarized below:

1 The system calculates the standard tax deduction amount for *S deductions authorized to the employee.

2 The system processes the work state tax deductions.

3 The system processes the home state tax deductions.

The system determines which tax deduction is the home state tax deduction during the release of the payroll cycle by checking the Home State field on the employee's Payroll Master record. While calculating the home state tax deduction, the system can change the amount originally calculated to reflect reciprocity requirements.

When processing reciprocity, the system always takes the full tax amount for any work state taxes. Only the amount of the home state tax is adjusted. The method of adjusting the tax depends on the reciprocal agreements that exist between the home state and any work states being processed.

In determining what method to use, the system accesses a reciprocal tax record for the home state when processing the home state deduction. The system then verifies which work state taxes, if any, have already been processed for an employee, and determines if any adjustment is needed to the home state tax amount.

If different methods of adjustment are indicated for one or more of the work states, the system uses the method that makes the least adjustment to the home state tax and takes the largest home state tax indicated.

Processing Method 1 – Single Work State or Multiple Work States

The system uses processing method 1 under the following conditions:

- Tax calculations are done for one or more work states and for the home state.

- The reciprocal table indicates processing method 1 (take the full home state amount) for at least one of the work states

In processing method 1, the following occurs:

1 The work state tax is calculated for each work state, and the full work state tax amount is taken for each.

2 The home state tax amount is calculated, and the full home state tax amount is taken.

If you are using processing method 1 and the reciprocal agreement between states allows home state taxes to be withheld but does not allow work state taxes to be withheld, do not set up the work state deduction.

Processing Method 2 – Single Work State

The system uses processing method 2 for a single work state under the following conditions:

- The system is calculating taxes for one work state and for the home state.

- The reciprocal table indicates processing method 2, take the difference.

In processing method 2 for a single work state, the following occurs:

1 The work state tax is calculated, and the full work state amount is taken.

2 The home state tax is calculated. The amount of the work state tax taken is then subtracted from the home state tax amount, and the difference becomes the final home state tax amount taken.

Processing Method 2 – Multiple Work States

The system uses processing method 2 for multiple work states under the following conditions:

- The system is calculating taxes for more than one work state and for the home state.

- The reciprocal table indicates processing method 2, take the difference, for all work states.

In processing method 2 for multiple work states, the following occurs:

1 The work state tax is calculated, and the full work state amount is taken for each work state tax.

2 The work state tax amounts are added together to determine the total work state tax amount already taken.

3 The home state tax is calculated. The amount of the combined work state taxes taken is then subtracted from the home state tax amount, and the difference becomes the final home state tax amount taken.

Processing Method 3 or 4 – Single Work State or Multiple Work States

The system uses processing method 3 or 4 for a single work state or multiple work states under the following conditions:

- The system is calculating tax for one or more work states and for the home state.
- The reciprocal table indicates processing method 3 or 4, do not take tax, for all of the work states.

In processing method 3 or 4, the following occurs:

1 The work state tax is calculated for each work state, and the full work state tax amount is taken for each.

2 The home state tax amount is calculated and then reduced to zero dollars ($0), so no home state tax amount is taken.

Note: The home state tax is always taken if the work state has no state tax.

Setting Up Reciprocal Tax Processing

Setup Summary

The steps for setting up reciprocal tax processing are summarized below.

1 On the Employer Control record, enable reciprocal tax processing by typing 1 (yes) in the *Use Reciprocity?* field.

2 On each *S Deduction Control record, indicate how you want to calculate reciprocity taxes by typing **1** (use the table entries) or **0** (do not use the table entries) in the *Use Reciprocity?* field.

3 On each employee's Payroll Master record, make sure that the *Home State* field contains the correct home state value.

4 You must authorize each employee to all *S deductions for which a work state tax should be calculated. You must also authorize each employee to the *S deduction for the home state.

On the Employee Deduction Data record, you can override the Home State Reciprocal Tax Table entries for individual employees.

You can override the employee's home state *S deduction to calculate the full tax amount even though the Home State Reciprocal Tax Table indicates that only the difference between the home and work state amounts should be taken.

If you are using processing method 1 and the reciprocal agreement between states allows home state taxes to be withheld but does not allow work state taxes to be withheld, do not set up the work state deduction.

Employer Control Setup

On the Employer Control record, you must indicate whether state tax reciprocity processing is being used to calculate employee checks.

You specify this information in the *Use Reciprocity?* field in the *Update Employer Controls* function. This field is boxed in the Update Employer Controls screen (Page 1) shown in Figure 10-1.

Figure 10-1: Update Employer Controls, Page 1 of 3

The *Use Reciprocity?* field is required.

Use the following information to complete the field:

0 State reciprocal taxing is not in use.

Type **0** if you hire only resident employees or if you do not have a reciprocal taxing requirement.

1 State reciprocal taxing is in use.

You must type **1** in this field if you want the system to display and use the following fields during payroll processing:

- The Use Reciprocity? field in the *Update Deduction Controls* function. This field enables you to indicate whether a specific state should use or ignore the reciprocal table.

- The *Home State Rec Ovr* field in the *Update Employee Deduction Data* function. This field enables you to override the processing method on the reciprocal table for a single employee's home state tax deduction.

Deduction Control Setup

In the *Update Deduction Controls* function, you must specify one of the following:

- Use the home state reciprocal table when calculating the employee's home state tax deduction amount.

- Do not use reciprocity processing for this deduction.

You specify this information in the *Use Reciprocity?* field, on the Update Deduction Controls screen (Page 1) shown in Figure 10-2.

```
   7/22/04  10:51:46         Update Deduction Controls      PYGMDC     PYDMDC
                                                             Page  1 of  3
   Employer  . . . :  ZUS    SAMPLE US COMPANY
   Deduction . . . :  *SCA
   Method  . . . . :  4  Tax Calculation
   Description . . .  CALIFORNIA INC TAX   Starting Date . .  _____
   Priority  . . . .  2000                 Ending Date . . .  _____
   Summ. Code  . . .  10 +                 Must Take . . . .  1 (0=No 1=Yes)
   Accumulator . . .  BTXKG +
   Use Reciprocity?.  1
   Prorate Meth Ovr.  __ +
   _____ Employee Data _____
   Arrears Type  . .  3                   Arrears Recovery.  1
   Arrears Amount  .  _____.00          Arrears Percent .  _____.0000
   Allow Pay Msg?  .  0 (0=No 1=Yes)
   Deduction Account  001-000-000-4100-101                        +
   Tax Type Code . .  _




     F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 10-2: Update Deduction Controls, Page 1

Caution: You must set up all states with the same priority code in the *Priority* field on the Deduction Control record. This step ensures that information for all states is available at the same time for sorting and calculation. During the calculation of taxes at the release stage of cycle processing, the system increments the priority of the home state deduction by 1 to ensure that the system calculates the home state deduction after calculating the work state deductions.

The *Use Reciprocity?* field is required.

The system displays this field only if the value in the *Use Reciprocity?* field on the Employer Control is **1** (Yes).

Use the following information to complete the Use Reciprocity? field:

0   Do not use the table. Reciprocity-related calculations will not be done. The normal home state tax deduction amount will be taken.

1   Use the home state reciprocal table to determine how to apply reciprocity agreements to this home state.

If you are not a new user, you must update this field for all your existing *S records. When you initially define the *S screens, the value 1 defaults into this field.

You must press Enter on each screen (Pages 1, 2, and 3) in this function to update this deduction record.

Employee Deduction Data Setup

The *Home State Rec Ovr* field enables you to override the home state reciprocal tax processing method indicated on the Home State Reciprocal Tax Table for a specific employee.

Most employees will be processed correctly when you use the normal home state reciprocal processing method. Therefore, no override should be needed.

The *Home State Rec Ovr* field is on Page 2 of 2 of the Employee Deduction Data record for the home state *S record. You use the *Update Deduction Data* function to access this record.

The *Home State Rec Ovr* field is boxed in the Update Employee Deduction Codes screen (Page 2) shown in Figure 10-3.

```
 6/07/06  15:04:03    Update Employee Deduction Codes    PYGMDE    PYDMDE
Employer  . . . :  ZUS    SAMPLE US COMPANY                        2 of 2
Employee  . . . :      80005 ALAN N ACCURATE                     On Leave
Deduction . . . :  *SCA              Deduction Method:  4
Priority  . . . :  2000




                ER Ded. Exp Acct . .  _____  +
                ER Ded Liab Acct . .  _____  +
                Home State Rec Ovr .  _
                Override Pct . . . .  ____.00



           F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 10-3: Update Employee Deduction Codes, Page 2

The *Home State Rec Ovr* field is optional.

The system displays this field only if the value in the *Use Reciprocity?* field on the Employer Control is **1** (Yes).

Use the following information to complete the field:

blank	No override
1	Take the full home state tax amount.
2	Take the difference between the calculated home and work state tax, if any.

You can use existing fields on an employee's *S record to specify other override conditions. These fields are:

Additional Amount

Use this field to indicate an additional flat amount of tax to be taken. Any amount that you enter in this field is added to the calculated tax.

To tax only the amount in this field, type 1 in the *Tax Status* field.

Additional Tax %

Use this field to indicate an additional flat percent of tax to be taken. Any percentage that you enter in this field is added to the calculated tax.

To tax only the percentage in this field, type **1** in the *Tax Status* field.

You can use these overrides with or without reciprocity calculations.

If the system is calculating reciprocity and additional tax withholding amounts are requested by the employee, the additional tax is processed as follows:

- If only the work state tax deductions have an additional tax amount, the additional amount is added to the tax amount calculated from the tax table, and the full work state tax amount is used when the home state tax is adjusted.

- If only the home state tax deduction has an additional tax amount, the additional home state tax amount is added after any adjustment has been made to the home state tax amount. This process enables an employee to designate a specific tax amount to be taken for the home state, even though the home state tax would normally be $0 under reciprocal agreements.

- If both the work state deductions and the home state deduction have additional tax amounts, the work state additional amount is added to the work state tax amount calculated from the tax table, and the full work state tax amount is used when the home state tax is adjusted. The additional home state tax amount is then added after any adjustment has been made to the home state tax amount.

Verifying That a *S Deduction Is Your Home State Tax Record

During Cycle Processing

During cycle processing, you can verify which deduction is the home state tax deduction.

The informational field *Recip Home State* indicates whether a *S deduction is for a home state.

The system displays this field on screens in both the *Update Checks* and *Enter On-Demand Checks* functions.

To access this screen in the *Enter On-Demand Checks* function, complete the following steps:

1 From the Infinium PY main menu select *Cycles Operations*.

2 Select *On-Demand Check Functions*.

3 Select *Enter On-Demand Checks*.

4 Complete the required fields and press Enter on each On-Demand Checks screen.

   After the system creates deduction entries, it displays the On-Demand Checks – Summary screen.

5 Type **2** (Change) in the *Opt* field for a *S deduction record and press Enter.

   The system displays the On-Demand Checks– Deductions screen.

   If the *S deduction is for the home state, the system displays the two-character state code in the *Recip Home State* field.

After Cycle Processing

After cycle processing is complete, you can verify which deduction was the home state deduction when processing was done.

The display only field *Home State?* indicates whether a *S deduction represents a home state tax record.

The system displays this field on the Deduction Analysis screen in the *Display Check History* function.

To access this screen, complete the following steps:

1 From the Infinium PY main menu select *Employee Data*.

2 Select *Payroll Inquiry*.

3 Select *Display Check History*.

4 Complete the prompt screen and press Enter. The system displays the Checks Display screen.

5 Complete the required fields and specify *S deduction records, for example, *SCA, in the *Deduction Code* field. Press Enter to display the Deduction Analysis screen.

6 Press F5 (More Info) to display expanded information for the selected deduction history records. The system redisplays the Deduction Analysis screen with two lines of information for each entry.

The system displays **Y** in the *Home State?* field only if the deduction was a home state deduction, and the value in the *Deduction Reciprocity* field in the Deduction History (DL) file is **1** (Home State).

Manually Updating the Home State Reciprocal Table

The *Update Home State Reciprocal Tbl* function enables you to manually update the Home State Reciprocal Tax Table.

Complete the following steps to update the Home State Reciprocal Tax Table:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Table Functions*.

3 Select *Update Tax Tables*.

4 Select *Update Home State Reciprocal Tbl*. The system displays the screen shown in Figure 10-4.

Figure 10-4: Update Home State Reciprocal Tbl screen

5 Use the following information to complete the fields on this screen:

Home State Code

Type the code value that identifies the state whose reciprocal table to update or press F4 to select from a list of valid state codes. This field is required.

Effective Date

Type the effective date of any reciprocal tax change for the designated state or press F4 to select from a list of current dates.

Leave this field blank to display the current effective table.

6 Press Enter to display reciprocity data for the selected home state. A sample screen is shown in Figure 10-5.
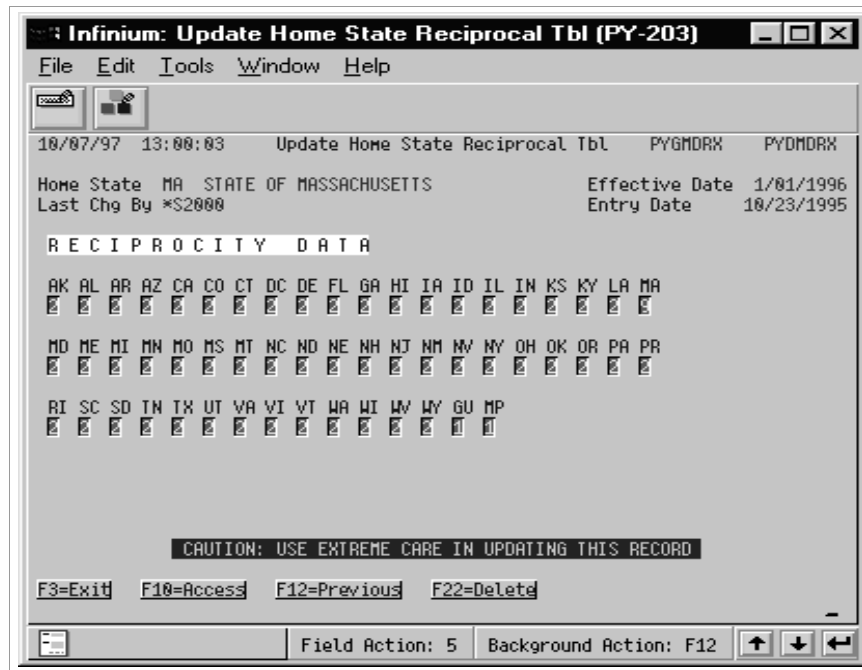

Figure 10-5: Update Home State Reciprocal Tbl screen – Reciprocity Data

You can copy the prior table when creating a table with a new effective date. The F9 (Copy Prior Table) key displays only when you create a table with a new Effective Date.

The *Last Chg By* field identifies who last updated the table.

The system displays one home state, all the work states and territories, and the reciprocity tax processing method associated with each work state.

7 Type the value that identifies the reciprocal tax processing method for the home state if the work state is taxed in combination with the particular home state.

Valid values are:

1   Take the full home state tax per agreement or regulation.

2   Take the difference between the home state tax and work state tax, if any, per agreement or regulation. The system subtracts the work state's tax from the home state's tax and takes the result if it is greater than zero.

3   Do not take home state tax as no agreement or regulation is in effect.

4   Do not take home state tax as it is exempt per agreement or regulation.

9   Tax normally as the home state tax and the work state tax are the same.

Note: For reciprocal methods 3 and 4, the home state tax is always taken if the work state has no state tax.

Printing the Home State Reciprocal Table

The *List Home State Reciprocal Table* function enables you to print the Home State Reciprocal Table report, which contains the contents of the Home State Reciprocal Tax Table. You can use this report for reference.

The report includes the following information:

- The reciprocal tax processing methods, defined at the top of the report
- The work state and territory codes, standard postal abbreviations, listed horizontally across the top of the report
- The home state and territory codes, standard postal abbreviations, listed vertically down the left side of the report
- The reciprocal tax processing methods associated with each work state and territory

Complete the following steps to print the Home State Reciprocal Tax Table:

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *List Tax Tables.*

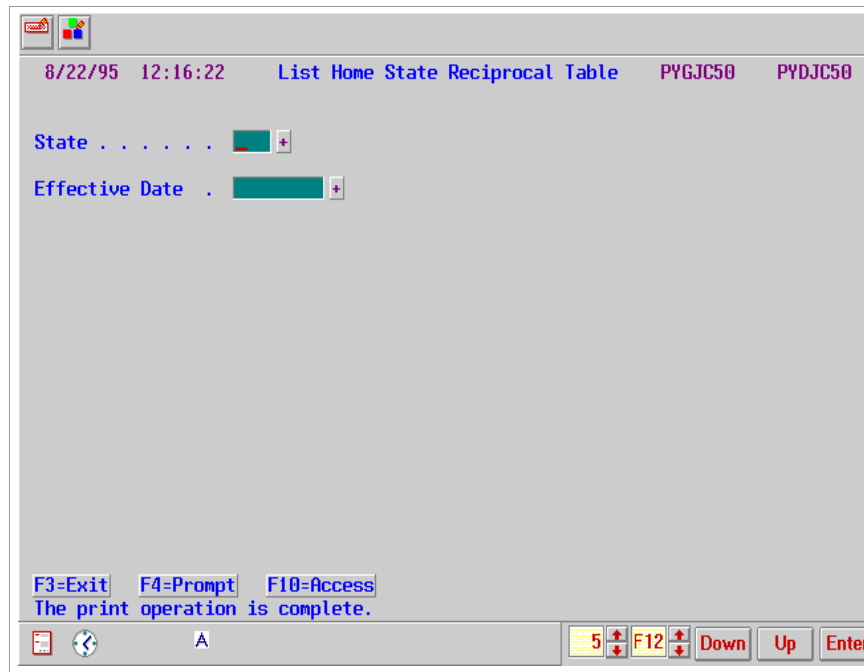4 Select *List Home State Reciprocal Table*. The system displays the screen shown in Figure 10-6.

Figure 10-6: List Home State Reciprocal Table screen

5 Use the following information to complete the fields:

State

Type the state code value for the home state reciprocal table to print or press F4 to display a list of valid state codes.

Leave this field blank to print tables for all states.

Effective Date

Type the effective date for this report according to the date format specified for your processing entity or press F4 to select from a list of current dates.

Leave this field blank to print the current version of the tax table(s) in effect on today's system date.

6 Press Enter to submit the report.

Part of a sample report is shown on the next page.

To determine which reciprocal tax processing method is in effect for a particular work state, cross-check the home state or territory code against the work state or territory code.

```
PYGPRX    PYTPRX                 H O M E   S T A T E   R E C I P R O C A L   T A B L E                              Page   1
 8/28/95  11:40:05
As Of Date   1/01/1995
--------------------------------------------------------------------------------------------------------------------------
1-TAKE THE FULL HOME STATE TAX AMOUNT                       2-TAKE THE DIFFERENCE BETWEEN HOME AND WORK STATE CALCULATED AMT
3-DO NOT TAKE HOME STATE TAX -NO AGREEMENT/REGULATION IN EFFECT    4-DO NOT TAKE HOME STATE TAX -EXEMPT PER AGREEMENT/REGULATION
9-TAX NORMALLY (HOME AND WORK STATE ARE THE SAME)
         -------------------------------- W O R K   S T A T E S ------------------------------------------------------------
Hm   Eff Dt/ A A A A C C C D D F G H I I I I K K L M M M M M M M M N N N N N N N O O O P P R S S T T U V V V W W W W - - - - - - -
St. Entry Dt K L R Z A O T C E L A I A D L N S Y A A D E I N O S T C D E H J M V Y H K R A R I C D N X T A I T A I V Y - - - - - - -
--------------------------------------------------------------------------------------------------------------------------
ALASKA
AK   1/01/95 9 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
     8/10/95
ALABAMA
AL   1/01/95 3 9 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
     8/09/95
ARKANSAS
AR   1/01/95 1 1 9 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
     8/09/95
ARIZONA
AZ   1/01/95 3 3 3 9 2 3 3 2 3 3 3 3 3 3 3 3 2 3 3 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3 3 3 2 3 3 3 3 3 3 3
     8/09/95
CALIFORNIA
CA   1/01/07 2 2 2 2 9 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
     11/19/08
COLORADO
CO   1/01/95 1 4 4 4 4 9 4 4 4 1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 1 4 4 1 4 4 4 4 4 4 4 1 1 1 4 4 4 4 1 4 4 1
     8/10/95
CONNECTICUT
CT   1/01/95 2 2 2 2 2 2 9 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
     8/10/95
WASH., D.C
DC   1/01/95 4 4 4 4 4 4 4 9 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
     8/10/95
DELAWARE
DE   1/01/95 2 2 2 2 2 2 2 2 9 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
     8/10/95
FLORIDA
FL   1/01/95 3 3 3 3 3 3 3 3 3 9 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
     8/10/95
GEORGIA
GA   1/01/95 1 4 4 4 4 4 4 4 4 1 9 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 1 4 4 1 4 4 4 4 4 4 4 4 1 1 1 4 4 4 4 1 4 4 1
     8/10/95
HAWAII
HI   1/01/95 4 4 4 4 4 4 4 4 4 4 4 9 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
     8/10/95
```

Displaying the Home State Reciprocal Table

The *Display Home State Reciprocal Tbl* function enables you to display the contents of the Home State Reciprocal Tax Table.

Complete the following steps to display the Home State Reciprocal Tax Table:

1 From the Infinium PY main menu select *Tax Operations*.

2 Select *Tax Table Functions*.

3 Select *Display Tax Tables*.

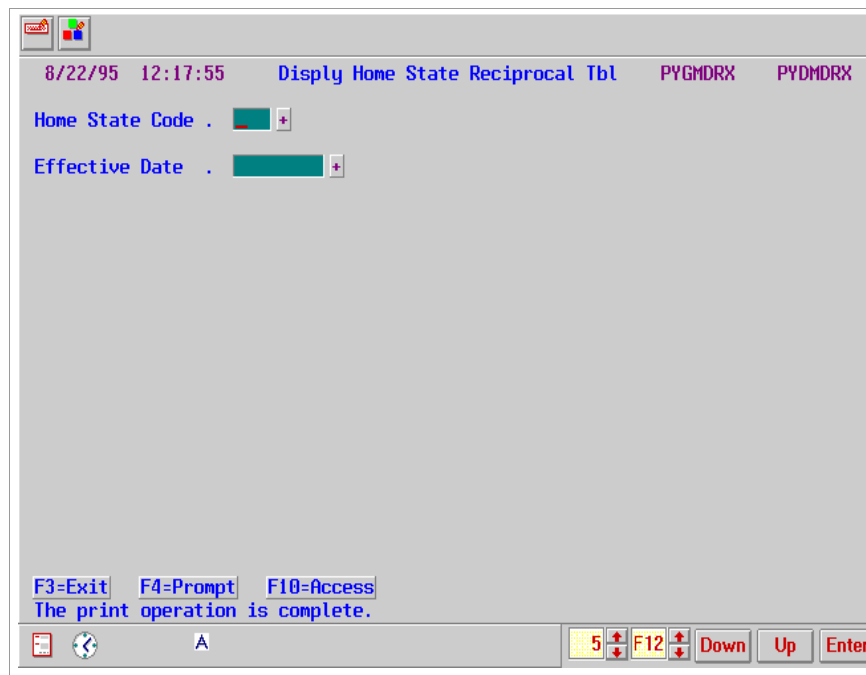**4** Select *Display Home State Reciprocal Tbl*. The system displays the screen shown below in Figure 10-7.

Figure 10-7: Display Home State Reciprocal Tbl screen

5 Use the following information to complete the fields:

Home State Code

Type the code value of the state whose reciprocal table to update or press F4 to select from a list of valid state codes. This field is required.

Effective Date

Type the effective date of any reciprocal tax change for the designated state or press F4 to select from a list of current dates.

Leave this field blank to display the current effective table.

6 Press Enter to display reciprocity data for the selected home state. A sample screen is shown in Figure 10-8.
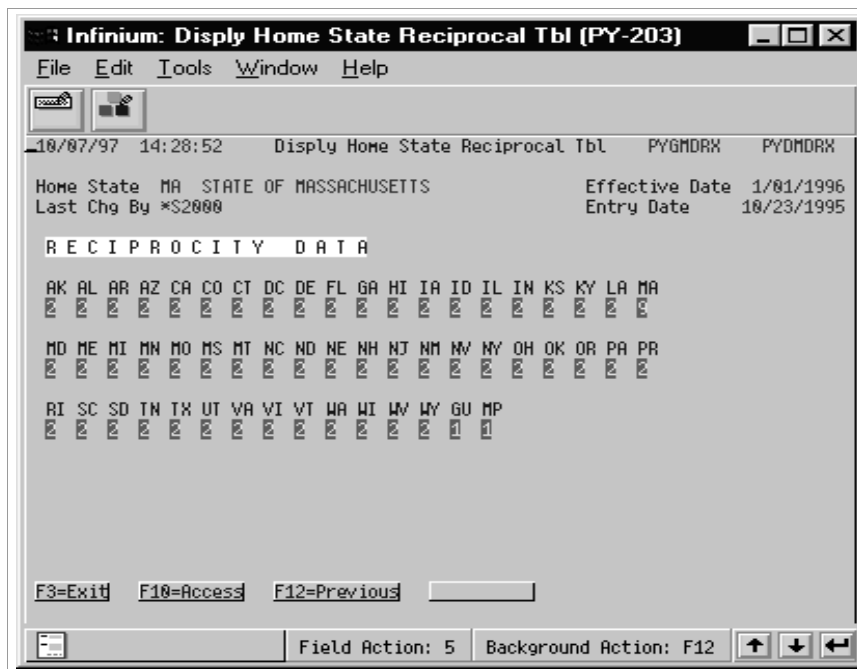
Figure 10-8: Display Reciprocal Tax Table screen – Reciprocity Data

The *Last Chg By* field identifies who last updated the table.

The system displays one home state, all the work states and territories, and the reciprocity tax method associated with each work state.

The reciprocal tax processing methods are:

1 Take the full home state tax per agreement or regulation.

2 Take the difference between the home state tax and work state tax, if any, per agreement or regulation. The system subtracts the work state's tax from the home state's tax and takes the result if it is greater than zero.

3 Do not take home state tax as no agreement or regulation is in effect..

4   Do not take home state tax as it is exempt per agreement or regulation.

9   Tax normally as the home state tax and the work state tax are the same.

Informational Messages When Reciprocal Tax Processing Is Enabled

When the *Print Trial Register* function is running with state reciprocity enabled, the system may display two warning/informational messages.

- The system displays the following message for each person for whom the system calculated home state tax:

  EXCEPTION: RECIPROCITY CALCULATIONS MAY HAVE CHANGED THE STATE TAX AMOUNT FOR HOME STATE DEDUCTION '*SXX'.

- The system displays the following message for each person who is missing a home state code on his or her Payroll Master record:

  EXCEPTION: THE 'HOME STATE' CODE ON THE EMPLOYEE PAYROLL MASTER IS BLANK - RECIPROCITY CALCULATIONS MAY BE INVALID.

The home state code may be missing for one of two reasons:

- Someone running a Data File Utility (DFU) could have deleted the value in the *Home State* field.

- If you converted data, the *Home State* field may have incorrectly been left blank on one or more records.

Chapter 11 Processing Federal and State Supplemental Taxes

11

This chapter provides an overview of supplemental taxes and explains how to process state supplemental taxes for all states.

The chapter consists of the following topics:

Overview of Supplemental Taxes

Supplemental tax refers to special tax rates or calculation methods that the federal and state governments use to calculate withholdings on wages that are not regularly paid in a normal pay period.

Federal Supplemental Taxes

Supplemental pay is taxed at two different rates based on the following pay amounts:

- Supplemental pay under one million dollars for the calendar year is taxed at the lower, standard rate

- Supplemental pay that exceeds one million dollars in a calendar year is taxed at a higher rate

In preparation for calculating the federal tax on supplemental pay, the system retrieves the federal withholding (*FWT) wage base for all checks that have a supplemental income included in them when the value in the *Special Tax* field on the income control is **1**, tax at the federal supplemental rate, or **4**, tax using federal and state supplemental processing methods.

If the current check is not the first check for the employee in the pay cycle, the system looks in the pay cycle for supplemental pay in checks prior to the current one.

For a multi-tax employer, the system references the tax company associated with the current check and applies common paymaster rules when it retrieves supplemental pay information for both previously paid year-to-date amounts and for checks within the same pay cycle, as needed.

The system combines the appropriate previously paid year-to-date supplemental pay with supplemental pay from previous checks in the same cycle and with supplemental pay in the current check to determine a combined year-to-date supplemental pay amount.

When the year-to-date *FWT wage base for the employee exceeds the value in the *for supp. wages over* field, the system calculates tax on the supplemental wages in one of the following two ways:

- If the check being processed contains the supplemental amount that causes the employee's year-to-date wages to exceed the supplemental

wage threshold, the system calculates the tax on the supplemental wages by determining the amount needed to reach the wage threshold and the amount that exceeds the wage threshold. The system then multiplies the amount up to the wage threshold by the lower rate and the amount above the wage threshold at the higher rate, to calculate a combined tax amount. The system also generates the following message: WARNING:SUPPLEMENTAL WAGES WERE TAXED AT 2 DIFFERENT RATES.

- If the employee had already been paid more than the wage threshold before the check being processed, the system calculates the tax on the supplemental wages at the higher rate. The system also generates the following message: WARNING:SUPPLEMENTAL WAGES WERE TAXED AT THE HIGHER RATE.

In checks in which an employee has both supplemental income and regular income in the same check, we use a portion of the *FWT wage base in that check to determine which supplemental rate to use. This is done by dividing the supplemental pay in the check by the gross wages to get a proration factor. This proration factor is multiplied by the *FWT wage base to get the portion of wages in the check that are supplemental wages. As an example:

An employee has:

- $1,000.00 in supplemental pay

- $1,000.00 in regular pay

- $100.00 in 401(k)

The gross wages in the check are $2,000.00. Therefore, the proration factor that is used to calculate the portion of wages that are supplemental pay is 50% ($1,000.00 in supplemental income divided by $2,000.00 in gross wages).

This proration factor is multiplied by the *FWT wage base, which is $1900.00 after reducing the amount by the 401K deduction, to get $950.00 in supplemental wages.

State Supplemental Taxes

Most states have their own rules for calculating supplemental taxes. In general, each state calculates supplemental tax differently depending on whether the supplemental income is paid separately, or included with regular pay. Some states do not use supplemental taxing while other states have a flat supplemental tax rate that applies to all supplemental incomes. Other states require processing methods that are unique to their state.

Based on this information, Infinium has developed a number of methods for calculating supplemental taxes. These methods incorporate all aspects of the state supplemental tax rules that each state uses for supplemental incomes paid separately or included with regular pay. The values that identify the calculation methods that apply to your state are pre-defined in your state tax table.

You indicate to the system to use supplemental tax rules in two ways:

1 Type **3** or **4** in the *Special Tax* field on the income control screen.

2 Type **A** in the *Use Alt Sup. Rate* field on the fourth income control screen to indicate the income must be taxed at an alternate supplemental rate (for California only).

3 Type **1** in the *Suppl Tax Only?* or *Sup Flg* fields to override the value in the *Special Tax* field when you begin a cycle or update an individual check.

When you begin processing any of the functions listed below and you want the system to use supplemental tax rules for all incomes regardless of the value in the *Special Tax* field, type **1** in the *Suppl Tax Only?* or *Sup Flg* fields.

The system displays a supplemental field when you begin processing:

- a bonus cycle

- a regular cycle

- an on-demand check cycle

- an individual check

Refer to the section titled "How the System Processes State Supplemental Taxes" for a detailed description of the state supplemental tax methods and examples of how the system uses these methods to calculate supplemental taxes.

Processing Additional Taxes

If you are taking additional taxes in an employee's regular pay, the system will not process the additional tax amount in a check if:

- the cycle is supplemental only (the value in the *Suppl. Tax Only* field is **1**)

- the check contains supplemental pay only (based on the values in the *Special Tax* field on the income control)

Note: Supplemental taxing methods C1, D, and E use a hidden field, PYYBAS, on the payroll master file as the estimated annual wage base in the

tax calculation. For salaried employees, this field is calculated by multiplying the employee's pay rate 1 (PYBRT) by the number of pay periods in the year, based on the employee's pay frequency. For hourly employees, this field is calculated by multiplying the employee's pay rate by the regular hours (PRRHR), and then multiplying the result by the number of pay periods in the year. Employees who have a value of **N**, Salaried Non-Exempt, in the *Pay Type* field on their basic data records are treated as salaried for supplemental taxing purposes. For this reason, we recommend you use *Pay Type* **S** instead of **N** for salaried employees, or ensure employees who have a *Pay Type* of **N** have a salaried amount in the *1st Pay Rate* field on their payroll master records. You use the *Employee Data/Update Employee Data/Update Payroll Data* function to change employees' pay rates.

If a check contains both regular and supplemental income and the additional tax is a percentage, the system calculates the additional tax percentage on the wage base for the regular income only. If the additional tax is a flat amount, the additional flat amount will also be taken if there is any regular income in the check.

How the System Processes State Supplemental Taxes

The following table lists and describes the state tax calculation methods and shows an example of how the system uses each method to calculate state supplemental taxes.

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
A	Adds supplemental pay to regular pay and taxes the total amount. Checks that have supplemental, no-tax, and regular incomes are paid with the regular tax method.	If an employee is paid $1,000 of regular income and $500 of supplemental income, the system calculates the tax on a wage base of $1,500, using the standard tax table and giving the standard allowances and exemptions indicated by the check's tax frequency.
	For states that use the federal tax amount in the state calculation, the state tax amount reflects the change in the federal amount.	If an employee is paid $1,000 of supplemental income and $500 of non-taxable income, the system uses the supplemental tax rate to calculate the tax on a wage base of $1,000.
	If the supplemental and no-tax incomes are the only incomes in the check, the check amounts are taxed by using the paid separately tax method. Incomes that use special tax method 9, do not tax, do not affect the taxation of supplemental incomes.	

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
A1	Taxes supplemental pay as if regular pay.	If an employee is paid $500 of supplemental income, the system calculates the tax on a wage base of $500, giving the standard allowances and exemptions indicated by the check's tax frequency.
		This is generally used when the state tax is a percentage of federal tax, and therefore state tax on supplemental income is also a percentage of the federal tax on the supplemental income.
B	Adds supplemental pay to the regular pay from the previous check issued in the same calendar year. Taxes the total amount, giving credit for the standard amount of tax on the previous wage base.	If an employee was paid $1,000 of regular income on the previous check issued in the same calendar year, and is paid $500 of supplemental income on the current check, the system:
		1. Calculates the tax on the previous regular base of $1000, giving the standard allowances and exemptions indicated by the check's tax frequency
		2. Calculates the tax on the combined wage base of $1500, giving the standard allowances and exemptions indicated by the check's tax frequency
		3. Subtracts the first tax amount from the second tax amount to determine the amount of the additional tax associated with the supplemental income.
		Because the system recalculates the standard amount of tax on the previous wage base, additional tax amounts taken on the previous check are not included in the supplemental calculations and will not be used to decrease the amount of tax on the supplemental income.
		For example, if the standard tax on $1000 is $55.12, and the standard tax on $1500 is $87.45, the tax amount associated with the supplemental

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
B continued		income of $500 is $32.33 ($87.45 - $55.12). If the employee has an additional tax of 5% of his wage base taken every pay period, the actual tax on the $1000 of regular pay will be $105.12 (.05 * 1000 = 50.00, 50.00 + 55.12 = 105.12). The tax amount on the $500 of supplemental will still be $32.33, because the system doesn't take the additional tax amount of $50.00 into consideration when calculating the supplemental tax.
C	Uses a percentage from the state tax table with no allowances or credits deducted from the wage base before calculating the tax.	If an employee is paid $500 of supplemental income and the supplemental rate is 5.4 %, the system calculates the tax as $27 ($500 * .054).

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
C1	Same as C, but the state has different supplemental percentage rates depending on the wage bracket and exemptions claimed. State specific processing is needed to obtain a correct percentage. Uses the hidden PYYBAS field on the Employee Payroll Master Record as the estimated annual wage base and adds the supplemental pay to the amount in the PYYBAS field to obtain an increased estimated annual wage base. It also uses this increased annual wage base to determine the supplemental percentage.	If an employee is paid $500 of supplemental income, the system: 1. Determines which wage bracket applies to the employee 2. Multiplies $500 by the supplemental percentage associated with the wage bracket
C2	Same as C, but the state uses a flat tax percent for regular pay. Therefore, the same state tax percentage is used for supplemental pay.	If an employee is paid $500 of supplemental income and the state uses a flat rate for normal taxation, the system calculates the tax on the supplemental income as $500 multiplied by the standard tax percent.
C3	For California only. Same as C, but the state uses a different supplemental rate for bonuses and stock options. State-specific is needed to determine the correct percentage. You must specify **A** in the *Alt Sup. Rate* field on the applicable income control for incomes that require the special supplemental rate.	If an employee is paid a supplemental income of $500 and the income is not considered to be a bonus or stock option, the system: 1. Determines the normal supplemental rate. 2. Multiplies $500 by the supplemental percentage associated with normal supplemental incomes. If an employee is paid a supplemental

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
C3 continued		income of $600 and the income is considered to be a bonus or stock option, the system:
		1 1. Determines the alternate supplemental rate.
		2 2. Multiplies $600 by the supplemental percentage associated with alternate supplemental incomes.
		3 If an employee is paid a supplemental income of $500, the income is not considered to be a bonus or stock option, the employee is paid a supplemental income of $600 on the same check, and the income is considered to be a bonus or stock option, the system:
		1 Determines the normal supplemental rate.
		2 Multiplies $500 by the supplemental percentage associated with normal supplemental incomes.
		3 Determines the alternate supplemental rate.
		4 Multiplies $600 by the supplemental percentage associated with alternate supplemental incomes.
		5 Adds both supplemental tax amounts together as the tax due for the check.

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
C4	Calculate the tax on supplemental pay at the first or second supplemental state rate, as appropriate.	If the supplemental amount in an employee's check is below the limit, the supplemental pay is taxed at the lower limit. On the check where the supplemental amount first exceeds the lower limit, the supplemental amount is taxed at a rate that blends the first and second rates for supplemental amounts over the specified limit.
		If the supplemental amount in a subsequent check exceeds the lower limit, the amount is taxed at the higher rate.
CF	Calculate the tax on supplemental pay at the first or second supplemental federal rate, as appropriate.	If the supplemental amount in an employee's check is below the limit, the supplemental pay is taxed at the lower limit. On the check where the supplemental amount first exceeds the lower limit, the supplemental amount is taxed at a rate that blends the first and second rates for supplemental amounts over the specified limit.
		If the supplemental amount in a subsequent check exceeds the lower limit, the amount is taxed at the higher rate.

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
D	Special processing for Delaware only. Uses the hidden PYYBAS field on the Employee Payroll Master Record as the estimated annual wage base and calculates an annual tax amount for this estimated annual wage base. Adds supplemental pay to the amount in the PYYBAS field to obtain an increased estimated annual wage base, and calculates an annual tax amount on this increased base. The difference between the two calculated tax amounts is the amount taken on the supplemental check.	If an employee's scheduled weekly pay is $500, the estimated annual wage amount in the PYYBAS field is $26,000. If the employee is paid supplemental income of $1000, the system: 1 Calculates the tax on the estimated annual wage base of $26,000, giving the standard allowances and exemptions. 2 Calculates the tax on the combined annual wage base of $27,000, giving the standard allowances and exemptions. 3 Subtracts the first tax amount from the second tax amount to obtain the amount of additional tax associated with the supplemental income.
E	Special processing for Louisiana only. Taxes supplemental pay at a flat rate. However, the flat rate varies depending on the projected annual wage base, including the supplemental income and how many exemptions are claimed.	If an employee's scheduled weekly pay is $500, the estimated annual wage amount in the PYYBAS field is $26,000. If the employee is paid $1,000 of supplemental income, the system: 1 Adds $1,000 to the amount in the PYYBAS field to determine a projected annual wage base of $27,000. 2 Uses the number of exemptions to determine which of the supplemental rates on the tax table to use 3 Calculates the tax on the $1,000 of supplemental income as $1,000 multiplied by the appropriate supplemental rate.

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
F	Special processing for Massachusetts only. Taxes supplemental pay at a flat rate, after reducing the taxable wage base by the amount of the FICA and Medicare deductions in the same check (up to the maximum FICA/Medicare amount allowed). No other credits or exemptions are deducted from the wage base before the tax calculation.	If the maximum FICA deduction allowed is $2,000, the state tax rate is 5.95%, an employee is paid $500 of supplemental income, and the combined FICA and Medicare deduction on the supplemental check is $38.25: ■ When the employee's previous year-to-date combined FICA and Medicare deductions are $1,900, the system reduces the wage base by the full deduction amount of $38.25 and calculates the tax as $27.47 [($500-38.25) * .0595]. ■ When the employee's previous year-to-date combined FICA and Medicare deductions are $1,980, the system reduces the wage base by only $20.00 (maximum of $2,000 minus $1,980 already credited) instead of the full deduction amount of $38.25 and calculates the tax as $28.56 [($500-20) * .0595]. ■ When the employee's previous year-to-date combined FICA and Medicare deductions are $2,100, the system does not reduce the wage base at all and calculates the tax as $29.75 [($500-0) * .0595].
G	Special Processing for Puerto Rico only. For non-commissioned employees, this method uses supplemental method B for supplemental payments. For commissioned employees, this method taxes all employee pay during the year using a	If a commissioned employee's scheduled monthly pay is $500, and the employee is claiming Married filing jointly, has one dependent and claims all of his personal exemption: During the first two months of the year when he is paid only his scheduled monthly pay, the system: **1** Calculates an estimated annual wage base of $6,000.

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
G (continued)	special alternate method to accommodate supplementary payments that fluctuate greatly in amount as well as frequency.	**2** Calculates a proration factor of 8%, since the total annual amount paid ($500) is 8% of the estimated annual amount ($6,000).
	Specify **C** in the first position of the *User Defined* field (DEFUC1) on the employee *SPR deduction record to select this processing method for the employee.	**3** Calculates an annual tax of $0, after giving credit for the employee's claiming status and allowances.
		4 Calculates a current tax due amount of $0 by multiplying the annual tax by the proration factor.
	The alternate taxing method involves the following steps:	**5** Subtracts any tax paid on previous checks ($0) to calculate a remaining tax of $0 for the current check.
	1 The system combines the previously paid income with the current pay to define an estimated annual pay for the year.	During the third month, when he is paid his regular pay of $500 and also paid a commission of $10,000, the system:
		1 Calculates an estimated annual wage base of $16,000.
	2 The system then divides the actual amount paid for the year by the estimated annual pay, giving a percentage factor for how much has been paid.	**2** Calculates a proration factor of 72%, since the total annual amount paid ($11,500) is 72% of the estimated annual amount ($16,000).
	3 Then the system calculates the tax on the estimated annual amount.	**3** Calculates an annual tax of $964.00, after giving credit for the employee's claiming status and allowances.

Supplemental Tax Calculation Methods

The system uses this method…	To calculate supplemental taxes as follows…	For example…
G (continued)	**4** The system multiplies by the factor, to determine the amount of tax that applies to the salary and commission already paid for the year. **5** The system then subtracts tax amounts taken in the previous checks, to determine the amount of tax owed on the check being processed.	**6** Calculates a current tax of $694.08 by multiplying the annual tax by the proration factor. **7** Subtracts any tax paid on previous checks ($0) to calculate a remaining tax of $694.08 for the current check.

State-Specific Tax Calculation Methods

The following table lists the state supplemental tax calculation method the system uses for each state, as of January 1, 2000. The methods for your state are pre-defined in your state tax table. Use the *Display USA State Tax* function to view the most recent supplemental tax information for the states in which you process payroll. States that are listed as "n/a" do not have state income tax.

State	Suppl. With Reg. Pay	Suppl Pay Only	State	Suppl. With Reg. Pay	Suppl Pay Only	State	Suppl. With Reg. Pay	Suppl Pay Only
AK	n/a	n/a	LA	A	E	OK	C	C
AL	A	C	MA	A	F	OR	A	C
AR	C	C	MD	A	A1	PA	C	C
AZ	A	A1	ME	A	C	PR	A	G
CA	A	C	MI	C	C	RI	A	B
CO	A	C	MN	C	C	SC	A	C
CT	A	B	MO	A	C	SD	n/a	n/a
DC	A	B	MP	A	A1	TN	n/a	n/a

State	Suppl. With Reg. Pay	Suppl Pay Only	State	Suppl. With Reg. Pay	Suppl Pay Only	State	Suppl. With Reg. Pay	Suppl Pay Only
DE	A	D	MS	A	B	TX	n/a	n/a
FL	n/a	n/a	MT	A	C	UT	A	A1
GA	C1	C1	NC	A	B	VA	A	B
GU	CF	CF	ND	A	C	VI	CF	CF
HI	A	B	NE	A	C	VT	C4	C4
IA	C	C	NH	n/a	n/a	WA	n/a	n/a
ID	C	C	NJ	A	B	WI	C1	C1
IL	C	C	NM	C	C	WV	A	C1
IN	A	C2	NV	n/a	n/a	WY	n/a	n/a
KS	C	C	NY	A	B			
KY	A	B	OH	C	C			

Using Calculation Method B

For states that use method B, the system uses the wage base from the employee's last check paid that contains regular income in the calculations. If you generate two checks for an employee in the same cycle and the second check contains supplemental income, method B uses data from the first check processed in the cycle if it contains regular income.

If there is no regular income in the cycle in which the supplemental tax is calculated, method B uses data shown on the Employee Tax Deductions screens. The system automatically updates the information shown on these screens when you run the *Post Cycles and Print Checks* function for employees processed in the cycle.

However, you can update the information on these screens if needed. For example, if you are a new customer and you have converted year-to-date information from your previous payroll system, and if the first payroll cycle you process after conversion includes checks with supplemental incomes only, you must manually update the data for those employees before calculating these checks. To manually update the data for this reason, you must update the *Lst reg wage base* field to ensure that method B processes

correctly. Alabama must update both *Lst reg wage base* and *Lst reg FWT amt* fields.

Refer to the "Updating Employee State Tax Deduction Data" section for more information about updating the data on the Employee Tax Deductions screens.

Processing a Bonus Cycle

Follow the steps below to calculate supplemental taxes in a Bonus cycle.

1 From the Infinium PY main menu or desktop select *Accrual/Bonus Operations*.

2 Select *Bonus Processing*.

3 Select *Begin Bonus Cycle Operations* [BBC]. The system displays the screen shown in Figure 11-1.

Figure 11-1: Bonus Cycle screen

4 Use the information below to complete the following fields.

Tax Frequency

Type a valid tax frequency in this field. Valid values are:

D	Daily
B	Biweekly
M	Monthly
W	Weekly
S	Semimonthly
A	Annually
E	Use the pay frequency on each employee's Basic Data Record
10	10 Pay period per year
22	22 pay periods per year
53	53 pay periods per year
13	13 pay periods per year
27	27 pay periods per year

If you type **E** in this field, you must also type **1** in the *Suppl. Tax Only?* field.

E allows you to include employees with different pay frequencies in the same bonus cycle.

The system fills the employee's check header with the pay frequency from the employee's Basic Data Record when the cycle's workfile records are generated. Therefore, if you change an employee's pay frequency after the workfile records are created, but before the last calculation of the check, you should verify that the employee has the correct tax frequency.

Suppl. Tax Only?

Type a value that indicates to the system how to calculate the supplemental incomes in this cycle. Valid values are:

0	Use general tax rules for this cycle.

1   Use supplemental tax rules for all incomes in this cycle.

The system uses supplemental tax rules to calculate all incomes in this cycle regardless of the value in the *Special Tax* field on the Income Controls.

5 Complete the other fields on this screen as you normally would.

6 Press Enter to save the information and exit from the screen.

Processing a Regular Cycle

Follow the steps below to calculate supplemental pay in a regular cycle.

1 From the Infinium PY main menu or desktop select *Cycle Operations*.

2 Select *Pre-Cycle Functions*.

3 Select *Begin Cycle* [BEGIN]. The system displays the Begin Cycles screen.

4 Select a cycle and press Enter. The system displays the Enter Cycle Data screen.

5 Use the information below to complete the following fields. Refer to the *Infinium Payroll Guide to Processing* for detailed information on processing pay cycles.

Tax Freq.

Type a valid tax frequency in this field. Valid values are:

D	Daily
B	Biweekly
M	Monthly
W	Weekly
S	Semimonthly
A	Annually
E	Use the pay frequency on each employee's Basic Data Record
10	10 Pay period per year
22	22 pay periods per year
53	53 pay periods per year
13	13 pay periods per year

27   27 pay periods per year

If you type **E** in this field, you must also type **1** in the *Suppl. Tax Only?* field.

E allows you to include employees with different pay frequencies in the same cycle.

Suppl. Tax Only?

Type a value that indicates to the system how to calculate the supplemental incomes in this cycle. Valid values are:

0   Use general tax rules for this cycle.

1   Use supplemental tax rules for all incomes in this cycle.

        The system uses supplemental tax rules to calculate all incomes in this cycle regardless of the value in the *Special Tax* field on the Income Controls.

When you type **1** in the *Sup Flg* field on the Update Future Cycles screen, that value defaults in the *Suppl. Tax Only?* field on the Enter Cycle Data screen when you begin to run that cycle.

Processing an On-Demand Cycle

Follow the steps below to process supplemental taxes in an On-Demand Cycle.

1 From the Infinium PY main menu or desktop select *Cycle Operations*.

2 Select *On-Demand Check Functions*.

3 Select *Enter On-Demand Checks* [EODC]. The system displays the Enter On-Demands Checks – Cycle Selection screen.

4 Select the on-demand cycle you want to run. The system displays the On-Demand Checks – Cycle Data screen.

5 Use the following information to complete this field. Refer to the Infinium Payroll Guide to Processing for details on processing on-demand cycles.

Suppl. Tax Only?

Type a value that indicates to the system how to calculate the supplemental incomes in this cycle. Valid values are:

0   Use general tax rules for this cycle.

1   Use supplemental tax rules for all incomes in this cycle.

          The system uses supplemental tax rules to calculate all incomes in this cycle regardless of the value in the *Special Tax* field on the Income Controls.

6 Complete other fields on this screen as you normally would.

7 Press Enter to advance to the next screen.

Processing an Individual Check

Follow the steps below to process supplemental taxes in an individual check using standard cycle processing.

If you are processing a check with supplemental income and a check with regular incomes in the same cycle, process the check with regular income first.

1 From the Infinium PY main menu or desktop select *Cycle Operations*.

2 Select *Cycle Functions*.

3 Select *Update Checks* [UCK]. The system displays the Update Checks - Cycle Selection screen.

4 Select a cycle and press Enter. The system displays the Update Checks Employee Selection screen.

5 Type **2** in the *Opt* field next to the employee whose check information you want to update. The system displays the Update Checks - Summary.

6 Update the data on this screen as you normally would. Refer to the *Infinium Payroll Guide to Processing* for detailed information on using the *Update Checks* function.

7 Use the information below to complete this field.

Suppl. Tax Only?

Type a value that indicates to the system how to calculate the supplemental incomes in this check.

Caution: Do not type **2** in this field. This value is for system use only.

Valid values are:

0　　　　Use supplemental tax rules for incomes with a value of **3** or **4** in the *Special Tax* field on the associated income controls.

1　　　　Use supplemental tax rules for all incomes in this check regardless of the value in the *Special Tax* field on the associated income controls.

2   For system use only. Do not use.

The system defaults **2** in the *Suppl. Tax Only?* field when all incomes in the check have a value of **3** or **4** in the *Special Tax* field on the associated income controls.

If you add other incomes to the check and those incomes do not have **3** or **4** in the *Special Tax* field on the associated income controls, when you recalculate the check, the system automatically changes the **2** to **0** and processes the incomes as described above. A value of **0** means that the system uses supplemental tax rules for all incomes with a special tax value of **3** or **4**, and taxes the other incomes according to the value in the *Special Tax* field on the associated income controls.

The normal default for this field is the value you typed on the *Suppl. Tax Only?* field on the Enter Cycle Data screen.

8 Complete other fields on this screen as you normally would.

9 Press F8 to recalculate the check, save the information and exit from the screen.

Setting Up a Future Cycle

Follow the steps below to define a future pay cycle as a supplemental tax only cycle.

1 From the Infinium PY main menu or desktop select *Cycle Operations*.

2 Select *Miscellaneous Functions*.

3 Select *Update Future Cycle Schedule* [UFC]. The system displays the Update Future Payroll prompt screen.

4 Use the following information to complete the fields on this screen.

Employer

Type the code that identifies your employer.

Cycle

Type the code that identifies the cycle for which you want to create future schedules.

5 Press Enter. The system displays the Update Future Payroll Cycles screen.

6 Use the information below to complete the following field.

Sup Flg

Type a value that indicates to the system how to calculate the supplemental incomes in this cycle. Valid values are:

0   Use general tax rules for this cycle.

1   Use supplemental tax rules for all incomes in this cycle.

        The system uses supplemental tax rules to calculate all incomes in this future cycle regardless of the value in the *Special Tax* field on the Income Controls.

When you type **1** in this field, that value defaults in the *Suppl. Tax Only?* field on the Enter Cycle Data screen when you begin to run this cycle.

Updating Employee State Tax Deduction Data

Use the Employee Tax Deductions screens to update or view an employee's previous state income tax deduction information. You can access these screens through the *Correct Employee Data* or *Display Employee Data* functions. Both functions are located under *Supervisor's Functions* in *System Operations.* You must be authorized to use these functions.

Supplemental tax calculation method B uses the data on the Employee Tax Deductions screens during the tax calculation process. The system also uses the prior year data on this screen when you run a prior year adjustment cycle to calculate and post checks.

Accessing the Employee Deduction Data Screen

Follow the steps below to access the Employee Deduction Data screen to update state deduction data. You must be authorized to perform this function.

1 From the Infinium PY main menu or desktop select *System Operations.*

2 Select *Supervisor's Functions.*

3 Select *Correct Employee Data.*

4 Select *Correct Employee Deduction Data* [CDE]. The system displays the Employee Deductions prompt screen.

5 Use the information below to complete the following fields.

Employer

Type the code that identifies your employer.

Employee

Type the name or number that identifies the employee whose state income tax deduction data you want to update.

Deduction Type

Type the code that identifies the deduction. The deduction must be a state deduction (*S).

6 Press Enter when you have completed the fields on this screen. The system displays the Employee Deductions screen.

7 Press F8 from the Employee Deductions screen. The system displays the first of two Employee Tax Deductions screens.

8 Press Enter to advance to the second Employee Tax Deductions screen.

The following table defines the fields on the two Employee Tax Deductions screens shown above.

The fields in this section	Show data from the employee's…
Last Paid Data	▪ Latest check
	▪ Latest regular (non-supplemental) check
Previous to Last Data	▪ Check prior to the latest check
	▪ Check prior to the latest regular (non-supplemental) check
Prior Year Data	▪ Prior year checks
Tax Base Data	▪ Wage base information for the current year
	▪ Wage base information for the prior year

The system updates the data on this screen when you:

- post a check
- void a check
- run the *Close Employer for Calendar Year* function

When you post a check, the system moves the data from the "Last paid" to the "Prev to Last Paid" sections. If there is regular income in the check, the system moves the data from the "Last reg" fields to the "Prv reg" fields, and updates the "Last reg" fields with the information in the current check.

When you void a check, the system will not update any of these fields if the data for the voided check does not match exactly with the data in the "Last paid" fields. If the data matches exactly, the system moves the data from the "Prv to Last" fields into the "Last Paid" fields, and then clears the "Prv to Last" fields.

When you run the *Close Employer for Calendar Year* function, the system transfers data to prior year fields and clears the current year data fields.

9   Update the data in any of these fields as necessary. When you update this file, the income and deduction ledger and check history files are not updated.

The system automatically prints an audit log to show the changed data. The audit log file is PYTCDT. You can define a printer control override for this printer file to put the printout on hold, or store it in a particular printer queue.

10 When you finish updating the data, press F3 to save the information and exit from the screen.

Chapter 12 Setting Up User-defined Locality Taxes

<div style="text-align: right;">12</div>

This chapter describes the tasks you must perform to set up locality taxes.

The chapter consists of the following topics:

Infinium PY supports the following localities for tax reporting:

- Indiana counties
- Michigan cities
- New York City
- Philadelphia
- Yonkers

Use the information in this chapter to set up a local tax in the Infinium PY tax table if:

- Your local tax is not supported by Infinium PY

- You must enter employee exemptions or allowances for the system to calculate the local tax correctly

When you process payroll cycles that include employees who pay locality taxes in user-defined localities, the processing operates as it normally does in Infinium PY. You can, however, override specific locality information, if necessary.

Setup Summary

The steps for setting up locality taxes are summarized below.

1 Use the *Update Employer Codes* function to define locality code values for code type LCN.

2 Optional. Use the *Update Position Defaults* function to associate tax information with positions.

3 Use the *Display Tax Methods* function to understand the tax calculation methods to associate with user-defined tax tables.

4 Use the *Display Tax Authority Table* function to understand locality tax authority tables that you can use for user-defined tax tables.

5 Use the *Update USA Locality Tax* function to create user-defined locality tax tables.

6 Optional. Use the *Update Deduction Summ. Codes* function to create a deduction summarization code. You might use one deduction summarization code for all locality taxes and call it Local Taxes.

7 Use the *Update Deduction Controls* function to create *Lxxx deduction controls for your employer.

8 Use the *Update Payroll Data* function to update the employee's payroll data record with the locality tax code value.

9 Use the *Update Deduction Data* function to authorize employees to the *L tax deduction.

Updating Employer Codes

You must create locality code values for your employer for each locality you use for calculating local taxes.

Follow the steps below to create locality tax code values.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Employer Codes* [UCD]. The system displays the Update Employer Codes prompt screen similar to Figure 12-1.

```
 6/23/04    15:12:00         Update Employer Codes        PRGMCD      PRDMCD
 _____

 Employer  . . . . . . __ +     -or-   Employer group  . . . ____ +

 Code type . . . . . . __ +

 Code value  . . . . . _____ +






 _____

 F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line  F21=Override
```

Figure 12-1: Update Employer Codes screen

4 Use the information below to complete the fields on this screen.

Employer

Specify the employer for whom you are a creating locality code.

Code type

Type **LCN**.

Code value

Type the value that represents the locality code.

5 Press Enter. The system displays the Update Employer Codes screen shown in Figure 12-2.

```
  7/21/04    12:49:09        Update Employer Codes        PRGMCD    PRDMCD
  _____

  Employer  . . . . . : ZUS   SAMPLE US COMPANY

  Code type   . . . . : LCN   PAYROLL TAX LOCALITIES

  Code value  . . . . : NYC

  Description . . . . . NEW YORK CITY, NY


  Locality type . . . . 2

  Active/Inactive . . . 0  (0=Act./1=Inact)

  User Field 1 . . . . _____        User Flag 1 . . . . . _
  User Field 2 . . . . _____        User Flag 2 . . . . . _


  _____

  F3=Exit  F4=Prompt  F10=QuikAccess  F12=Cancel  F24=More keys
```

Figure 12-2: Update Employer Codes screen 2

6 Use the information below to complete the fields on this screen.

Description

Type the description for this locality code value.

Locality type

Specify the type of locality this locality code value represents. Valid values are:

1	County
2	City
3	School district
4	Miscellaneous or other, for example, occupational tax

9   Internal, system use only. Never assign this value to an employee. You can use this value when you need a locality code value for special processing. For example, the locality type for code value M20, Maryland 20% county table that was used from 1998 to 1999 is code type **9**.

Active/Inactive

Specify whether the code value is active or inactive. Valid values are:

0   Active

1   Inactive

User Field 1

Type a value for use with custom programming.

User Field 2

Type a value for use with custom programming.

User Flag 1

Type a value for use with custom programming.

User Flag 2

Type a value for use with custom programming.

7 Press Enter. The system saves the code value for this locality and returns to the Update Codes prompt screen.

8 Enter another locality code or press F3 to exit to the Infinium PY main menu.

Updating Position Defaults

Use the *Update Position Defaults* function to associate tax information with positions. See the "Updating Position Defaults" section in the "Establishing Position Controls" chapter in the *Infinium HR Guide to Controls* for more information.

Understanding Tax Method Types

Several tax method types are available in Infinium PY. Each method type includes pre-defined method values that are installed when you install Infinium PY. Tax method definitions are system-wide values and apply to all of your employers. You associate the method values with specific fields on your user-defined locality tables. Some method types and values are informational, and some are used to control processing during the calculation of locality tax amounts.

Infinium PY defines the following tax method types and the corresponding values:

- CAT, Tax Category

  Tax category tax method type is the category of taxing used for local tax authorities, for example, withholding tax, payroll expense or company head tax. The tax method type and the associated values are informational and do not affect the calculation of the locality tax amount.

  The following method values are associated with the CAT tax method:

  - 01, withholding tax
  - 19, payroll expense
  - 35, transit district excise tax
  - 44, senior citizen, mental health tax
  - 45, employee senior citizen tax
  - 46, employee mental health tax
  - 47, joint economic development district
  - 49, employee senior citizen, mental health, transportation tax
  - 50, employee transportation tax
  - 51, employee occupation tax

    This tax code represents a tax the employee must pay because the employee is gainfully employed within the boundaries of the associated tax authority.

  - 52, company head tax
  - 53, employee school tax
  - 54, employer occupation tax

This tax is an employer only tax.

- 76, city service fee

- EX1, Exemption Allowance

The exemption allowance tax method type defines calculation rules for employee exemptions, for example, the number of exemptions times a flat amount. This tax method type and the associated values affect the calculation of the locality tax amount.

E0, number of exemptions times flat amount, is the only method value associated with the EX1 method.

- FST, Filing Status

The filing status tax method type is used to identify the employee's filing status that is associated with a specific tax table, for example, married or single.

The following method values are associated with the FST tax method:

- 00, all filing status values

- 01, single

  This value applies to all employees using claiming status S, single.

- 02, married

  This value applies to all employees using claiming status M, married.

- RD1, Rounding Method

The rounding method type defines calculation rules for rounding tax amounts, for example, rounding to the nearest dollar.

R1, round to nearest dollar, is the only method value associated with the RD1 method. Use R1 to indicate to round the tax to the nearest whole dollar after the system calculates the tax.

- SD1, Standard Deduction Method

The standard deduction tax method type defines calculation rules for standard tax deduction amounts, for example, a flat dollar amount.

The following method values are associated with the SD1 tax method:

- S0, flat dollar amount

  Reduce the subjected wages by a flat amount before calculating the tax.

- S8, flat dollar amount and additional amount when over 65

  Reduce the subjected wages by a flat amount before calculating the tax, if specified, and reduce the wages by an additional flat amount if the employee is over 65.

- SP1, Special Processing Method

This tax method defines calculation rules for special processing requirements, for example, calculation of actual month-to-date wages for minimum wage eligibility.

The following method values are associated with the SP1 tax method:

- A1, use actual-year-to-date wages for minimum wage eligibility; use multi-tax rules

  Use year-to-date actual paid wages instead of estimated annual wages when calculating whether the employee met the minimum wages requirement.

  For multi-tax employers, follow standard rules for common paymaster processing.

- A2, use year-to-date actual group wages for minimum wage eligibility and do not use multi-tax processing

  Use actual year-to-date paid wages for all deductions in the limit group instead of estimated annual wages when calculating whether the employee met the minimum wages requirement.

  For multi-tax employers, do not use common paymaster rules. Include wage base amounts for all tax companies.

- A3, use actual year-to-date gross for minimum wage eligibility and do not use multi-tax processing

  Use actual year-to-date gross pay for the employee instead of estimated annual wages when calculating whether the employee met the minimum wages requirement.

  For multi-tax employers, do not use common paymaster rules. Include wage base amounts for all tax companies.

- M1, use actual month-to-date wages for minimum wage eligibility

  Use actual month-to-date paid wages instead of estimated monthly wages when calculating whether the employee met the minimum wages requirement.

- SU1, Supplemental Method

The supplemental tax method type is not currently active.

- TC1, Tax Calculation Method

This tax calculation tax method type defines the core calculation rules for local tax tables, for example, a variable rate based on annual wage brackets or a flat rate based on annual wages. The method values associated with this method type affect whether values for other method types are optional, required, or not allowed.

The following method values are associated with the TC1 tax method:

- 00, variable rate based on annual wage brackets

  This method type calculates the estimated annual wages based on the amount paid in each check. The system then looks up the annual wages in a tax table that has different brackets. The system uses the indicated rates and flat amounts to calculate the annual tax and converts the tax to a pay period amount.

- 01, flat rate based on annual wages

  This method type calculates the estimated annual wages based on the amount paid in each check, reduces the annual wages by any standard and dependent exemptions, calculates the annual tax at the specified rate, and converts the tax to a pay period amount.

- 04, flat annual tax amount, take full amount in the first eligible pay period

  In the first eligible pay period, this method type calculates a flat tax amount one time each year, for example, Pennsylvania emergency and municipal services tax. If you specify a minimum wage amount, the system calculates the estimated annual wages based on the amount paid in the current check or, if you specify special processing, the actual wages paid.

- 05, flat monthly tax amount, take the full amount in the first eligible pay period

  In the first eligible pay period, this method type calculates a flat tax amount one time each month. When you specify a minimum wage amount, the system calculates the estimated monthly wages based on the amount paid in the current check or, if you specify special processing, the actual wages paid.

- 10, variable rate based on year-to-date wages paid and wage brackets

  This method type multiplies a variable rate times the pay period wages to calculate the tax. The system determines the tax rate by

combining the amount paid year-to date with the wages for the current pay period and uses the appropriate rate on a wage bracket table. The system multiplies pay period wages by this rate to calculate the pay period tax amount.

- 11, flat rate times pay period wages, no exemptions and no tax or wage limit

  This method type multiplies pay period wages by a standard rate. Standard deductions, dependent exemptions, tax limits, and wage limits are not allowed. You can prorate pay period wages to include only the wages actually worked within the specific locality.

- 12, flat rate times pay period wages, no exemptions, maximum annual tax, or wage limit

  This method type multiplies pay period wages by a standard rate.

  Do not allow standard and dependent exemptions. Allow a maximum wage and maximum tax amount.

- 13, flat weekly tax amount, prorated by pay period

  In the first eligible pay period, this method type calculates a flat amount of tax one time for each week. The system prorates the tax to match the pay frequency of the check. The system calculates one week of tax for a weekly check and two weeks of tax for a bi-weekly check.

  When you also specify a minimum amount of wages, the system calculates the estimated weekly wages based on the amount paid in the current check.

- 21, flat rate times year-to-date cumulative wages and special year-to-date exemptions

  Multiply a flat rate times cumulative year-to-date wages to calculate the tax. Modify wages by special year-to-date standard deduction or exemption allowances, and give credit for previously paid tax amounts, for example, some counties in Kentucky exempt employees over 65 from tax until the employee's pay exceeds a certain year-to-date amount.

- 31, flat rate times pay period hours, no exemptions, no tax/hours limit

  Multiply pay period hours by a standard rate. Standard deductions, dependent exemptions, tax limits, and hour limits are not allowed. Pay period hours can be prorated to include only hours actually worked within a specific locality.

- WP1, Wage Proration Method

The wage proration method defines calculation rules for modifying the taxable wage base, for example, prorating wages before calculating the tax. This tax method and the associated method types affect the calculation of the locality tax amount.

The following method types are associated with the WP1 tax method:

- 00, no proration is needed; use the full wage base/hours base

- 01, prorate wages/hours before calculating tax

  Prorate the wage/hours base to include only time actually worked in the related tax authority before calculating the tax. When pre-tax deductions already reduced the accumulator wages, also prorate the pre-tax reductions.

Use the *Display Tax Methods* function to view tax methods that you associate with locality tax tables.

Follow the steps below to define tax methods.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Display Tax Tables.*

4 Select *Display Tax Methods* [DTM]. The system displays the Update Tax Methods-Select screen similar to Figure 12-3.

```
 7/21/04 13:32:16      Display Tax Methods-Select      PYGMXM10   PYDMXM10


Method Type . . . __




F3=Exit  F10=QuikAccess
```

Figure 12-3: Display Tax Methods – Select screen

5 Type the value that represents the tax method you are viewing. Valid values are:

CAT	Tax category
EX1	Exemption allowance
FST	Filing status
RD1	Rounding
SD1	Standard deduction
SP1	Special processing
SU1	Supplemental
TC1	Tax calculation
WP1	Wage proration

6 Press Enter. The system displays the Display Tax Methods – Detail selection screen shown in Figure 12-4.

```
   7/21/04  13:33:00    Display Tax Methods - Detail        PYGDXM20   PYDDXM20


   Tax Method Type : CAT  Tax Category



   5=Display

   Opt Code  Summary Description
    _   01    WITHHOLDING TAX
    =   19    PAYROLL EXPENSE
    _   35    TRANSIT DISTRICT EXCISE TAX
    _   44    SENIOR CITIZEN, MENTL HLTH TAX
    _   45    EMPLOYEE SENIOR CITIZEN TAX
    _   46    EMPLOYEE MENTAL HLTH TAX
    _   47    JOINT ECONOMIC DEV. DISTRICT
    _   49    EMPLOYEEE SENIOR CITIZEN/MENTAL HEALTH/TRANSPORTATION TAX
    _   50    EMPLOYEE TRANSPORTATION TAX
    _   51    EMPLOYEE OCCUPATION TAX
    _   52    COMPANY HEAD TAX
    _   53    EMPLOYEE SCHOOL TAX
                                                              More...


   F3=Exit  F5=Refresh  F10=QuikAccess  F12=Cancel
```

Figure 12-4: Display Tax Methods – Detail selection screen

7 Type **5** next to the tax method to display. The system displays the Display Tax Method – Detail screen shown in Figure 12-5.

```
 _ 7/21/04  13:33:47    Display Tax Methods - Detail        PYGDXM20   PYDDXM20


   Tax Method Type : CAT  Tax Category

   Method Code . . : 01
   Summary Desc. . : WITHHOLDING TAX


   Detail Line 1 . :
   Detail Line 2 . :
   Detail Line 3 . :
   Detail Line 4 . :
   Detail Line 5 . :






   Last Chg Dte/Usr: *SYSTEM      6/28/2004
   Tub Applied info:




   F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 12-5: Display Tax Method – Detail screen

8 Use the information below to understand the fields on this screen.

Method Code

This is the tax method code value.

Summary Desc.

This is a general description for this tax method.

Detail Line 1, 2, 3, 4, 5

This is the detailed information about what this tax method does.

9 Press F3 to exit and return to the Display Tax Method – Details selection screen. View another tax method for this method type or press F3 to return to the Display Tax Method – Select screen.

10 Type another tax method type in the *Method Code* field or press F3 to return to the Infinium PY main menu.

Understanding Locality Tax Authority Tables

> **WARNING!** The locality tax authority table is replaced with the current locality tax authority table each time you install a release of Infinium HR/PY.

We recommend that you use the tax authority tables that are defined in Infinium PY and that you use the information below to understand the pre-defined tax authority tables.

Follow the steps below to view tax authority tables.

1   From the Infinium PY main menu select *Tax Operations.*

2   Select *Tax Table Functions.*

3   Select *Display Tax Tables.*

4   Select *Display Tax Authority Table* [DTAT]. The system displays the Display Tax Authority screen similar to Figure 12-6.

```
  7/21/04  13:40:10        Display Tax Authority        PYGDAU10   PYDDAU10


  Position to Auth.  .   ___ ___
    OR
  State Code   . . . .  __ +           Authority Type  __
  Description Contains  _____


  5=Display
       Sta. Loc.      Auth Extended
  Opt Auth Auth St. Type Auth Type        Description
      0001 0000 AL  STA                   ALABAMA
  =
   _  0001 0001 AL  CTY  CITY             ATTALLA
   _  0001 0002 AL  CTY  CITY             BESSEMER
   _  0001 0003 AL  CTY  TOWN             BRILLIANT
   _  0001 0004 AL  CTY  CITY             GADSDEN
   _  0001 0005 AL  CTY  CITY             GOODWATER
   _  0001 0006 AL  CTY  CITY             GLENCOE
   _  0001 0007 AL  CTY  CITY             GUIN
   _  0001 0008 AL  CTY  CITY             HAMILTON
   _  0001 0009 AL  CTY  CITY             MOUNTAIN BROOK
   _  0001 0010 AL  CTY  CITY             OPELIKA
                                                           More...

  F3=Exit  F10=Access  F4=Prompt  F5=Reset
```
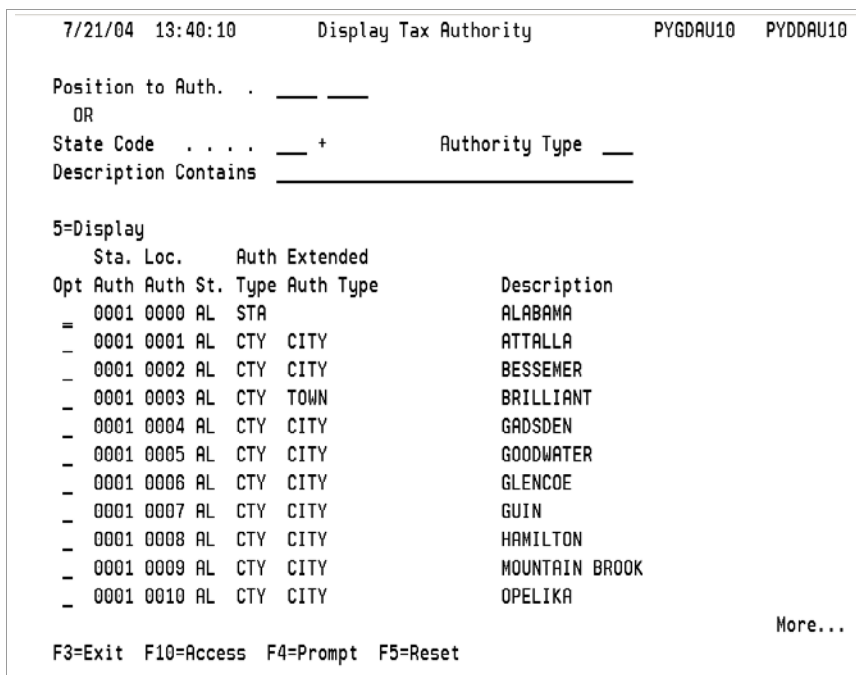
Figure 12-6: Display Tax Authority screen

5   Type **5** next to the tax authority you want to display. The system displays the Display Tax Authority – Detail screen shown in Figure 12-7.

```
_ 7/21/04  13:42:01        Display Tax Authority -Detail   PYGDAU20   PYDDAU20

                                                    DSP

    Tax Auth 1 (State) :   0001
    Tax Auth 2 (Local) :   0521
    Description  . . . :   JEFFERSON
    Auth Type  . . . . :   CNT
    Auth Type-Extended :   COUNTY
    State Code . . . . :   AL
    Assoc. County Name :   JEFFERSON
    Country Code   . . :   USA
    Misc Other ID #1 . :   000000
    Misc assoc. Auth 1 :   0000
    Misc assoc. Auth 2 :   0000




    Last Chg Date/User :   *SYSTEM    4/01/2004
    Tub Applied info . :



    F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 12-7: Display Tax Authority – Detail screen

6 Use the information below to understand the fields on this screen.

Tax Auth 1 (State)

This is the value for the state tax authority with which this record is associated. All tax authorities within a state must be associated with the same state code value.

Tax Auth 2 (Local)

This is the value for the local tax authority. This value must be unique within each state.

Description

This is the description for the tax authority.

Auth Type

This is the value that indicates the type of tax authority. Valid values are:

CNT   County tax

CTY   City tax

SCH   School district

STA   State tax

Auth Type-Extended

This is an extended description of the type of authority. For example, a description for CNT types of authorities could be **County**; for CTY types of authorities it could be **City**, **Township** or **borough;** and for SCH types of authorities it could be **School District**.

State Code

This is the value that indicates the state with which this record is associated.

Assoc. County Name

For CTY and SCH types of authorities, this is the name of the county in which this tax authority resides.

Country Code

This is the value for the country associated with this tax authority. Valid values are:

USA   United States

CAN   Canada

If this field is blank, the default value is **USA**.

Misc Other ID #1

This is the value that associates this authority record to an identification number in another system. For example, if a state assigns an internal identification number to all counties within the state, the number might be used here to provide a cross-reference for use with future updates.

Misc assoc. Auth 1

This is the tax authority that links to or associates with this tax authority record.

If a value is displayed here, a value must be in the *Misc assoc Auth 2* field.

Misc assoc. Auth 2

This is the tax authority that links to or associates with this tax authority record.

If a value is displayed here, a value must be in the *Misc assoc Auth 2* field.

7 Press F3 to exit and return to the Display Tax Authority screen.

8 View another tax authority or press F3 to exit to the Infinium PY main menu.

Setting Up Locality Tax Tables

This section contains information on creating user-defined locality tax tables based on the following tax calculation methods:

- Method 00 - variable rate based on annual wage brackets

- Method 01 - flat rate based on annual wages

- Method 04 - flat annual tax amount taking the full amount in the first eligible pay period

- Method 05 -flat monthly tax amount taking the full amount in the first eligible pay period

- Method 10 - variable rate based on year-to-date wages paid and wage brackets

- Method 11 - flat rate multiplied by the wages for a pay period, no exemptions and no tax or wage limit

- Method 12 - flat rate multiplied by the wages for a pay period, no exemptions, maximum annual tax and wages

- Method 13 - flat weekly tax amount, prorated by pay period

- Method 21 - flat rate multiplied by the year-to-date cumulative wages, special year-to-date exemption

- Method 31 – flat rate multiplied by the pay period hours; standard deductions, dependent exemptions, tax limits, and hour limits are not allowed. Pay period hours can be prorated to include only hours worked.

Use the *Update USA Locality Tax* function to create user-defined locality tax authority tables. Use the information below to understand how to create or update a local tax table.

Method 00 Variable Rate Based on Annual Wage Brackets

Method 00 calculates the estimated annual wages based on the amount in each check and then uses the annual wages in a tax table that contains wage brackets. The system uses the indicated rates and flat amounts to calculate the annual tax and then converts it to a pay period amount.

The locality tax table information discussed on the following pages represents a typical locality tax table that includes wage brackets that you can create.

Follow the steps below to create a locality tax table.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen similar to Figure 12-8.

```
   8/03/04  16:40:15        Update Locality Tax Table      PYGMLX      PYDMLX


   Locality Code . .  XX1 +
   Effective Date  .  _4012004 +

















   F3=Exit   F4=Prompt   F8=Copy Table  F10=Access
```

Figure 12-8: Update Locality Tax Table prompt screen

5 Use the information below to complete the fields on this screen.

Locality Code

Specify the value that identifies the locality for which you are creating a tax table.

Effective Date

Specify the effective date for this tax table.

6 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-9.

```
11/04/04   14:23:54       Update Locality Tax Table      PYGMLX     PYDMLX
Locality  XX1 MISC COUNTY LOCALITY               Effective Date  4/01/2004
*SYSTEM                                          Entry Date      7/13/2004
USER TABLE-METH: 00 VARIABLE RATE BASED ON ANNUAL WAGE BRACKETS


     State/Province  .  KY  +          Local Tax Auth. .  0044 +
     Locality Type . .  1              Misc Other ID . .  _____
     Tax Category Code  01 +
     Tax Calc Method .  00 +           Minimum Age . . .   0
     Std. Deduct Meth.  S8 +           Min Elig. Wages .      .00
     Exempt/Allow Meth  E0 +           Min Wages Freq. .  __
                                       Special Proc Meth  __ +

                                       Maximum Age . . .   0
                                       Max Elig. Wages .        .00
     Rounding Method .  __ +           Max Wages Freq. .  __
     Wage Prorate Meth  __ +



               CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


     F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 12-9: Update Locality Tax Table method 00 screen 1

7 Use the information below to complete the fields on this screen.

State/Province

Specify the value that identifies the state or province where this locality is located.

Local Tax Auth.

Specify a value that identifies the local tax authority for this locality tax table. This value is associated with the value you enter in the *State/Province* field.

Locality Type

Specify the type of locality associated with this tax table. The system uses this value to identify which payroll master field to check to determine the employee's residency status for this locality. Valid values are:

1	County
2	City
3	School District
4	Miscellaneous or other, for example, occupational tax

9 Internal, system use only. Never assign this value to an employee. You can use this value when you need a locality code value for special processing. For example, the locality type for code value M20, Maryland 20% county table that was used from 1998 to 1999 is code type **9**.

Misc Other ID

Type an identification number that links this locality to an identification number in a separate system. For example, if a state publishes its own values for county codes with the state, you can type the state supplied value here.

Tax Category Code

Specify the tax category code value associated with this locality table. This value is associated with tax method type CAT.

Tax Calc Method

Specify the tax calculation method code value associated with this locality table. This value is associated with tax method type TC1.

Minimum Age

Type the minimum age for employees subject to this locality tax. No tax is calculated until the employee reaches this age.

Std. Deduct Meth

Specify the standard deduction method. The system uses the specified deduction allowance amount as the total allowed exemption amount. Leave blank if there is no standard deduction amount for this tax. This value is associated with tax method type SD1.

Min Elig. Wages

Type the minimum estimated wages that the employee must be paid before this tax should be taken.

Exempt/Allow Meth

Specify the exemption or allowances method. The system multiplies the number of exemptions by the exemption allowance to calculate the total allowance amount. Leave blank if there are no exemptions or allowances for this tax. This value is associated with tax method type EX1.

Min Wages Freq

If you specify a minimum wage amount, type the frequency that applies to the amount that you enter. Valid values are:

A   Annual

Q   Quarterly

M   Monthly

W   Weekly

Special Proc Meth

Specify the special processing method. Leave blank if there is no special processing requirement for this tax.

Maximum Age

Type the maximum age for employees subject to this locality tax. No tax is calculated after the employee reaches this age.

Max Elig. Wages

Type the maximum eligible wages that are subject to taxation.

Rounding Method

Specify the rounding method for this locality tax. This value is associated with tax method type RD1.

Max Wages Freq

If you specify a maximum wage amount, type the frequency that applies to the amount that you enter. Valid values are:

A   Annual

Q   Quarterly

M   Monthly

W   Weekly

Wage Prorate Meth

Specify the wage proration method for this locality tax. This value is associated with tax method type WP1.

8 Press Enter. The system displays the Update Locality Tax Table selection screen shown in Figure 12-10.

```
 7/27/04  09:10:57        Update Locality Tax Table      PYGMLX    PYDMLX
Locality  XX1 MISC COUNTY LOCALITY                  Effective Date  4/01/2004
*SYSTEM        St/Prv: KY  Tax Cat: 01
USER TABLE-METH: 00 VARIABLE RATE BASED ON ANNUAL WAGE BRACKETS


 2=Change   4=Delete   5=Display
           Filing  Res/  Std.         Std.       Exemption
Opt        Status  Non Deduct. 1  Deduct. 2  Allowance
   =         00     N       .00        .00        .00
   _         00     R       .00        .00        .00




                                                         Bottom


 F3=Exit   F6=Create   F10=Access   F12=Previous
```

Figure 12-10: Update Locality Tax Table method 00 selection screen

On this screen you can perform the following actions:

- Change a tax table record by typing **2** next to the record

- Delete a tax table record by typing **4** next to the record

- Display a tax table record by typing **5** next to the record

- Create a new record by pressing F6

9 Press F6. The system displays the Update Locality Tax Table screen similar to Figure 12-11.

```
  7/27/04  09:11:29       Update Locality Tax Table      PYGMLX    PYDMLX
 Locality  XX1 MISC COUNTY LOCALITY                  Effective Date  4/01/2004
 *SYSTEM       St/Prv: KY  Tax Cat: 01                  Entry Date     5/26/2004
USER TABLE-METH: 00 VARIABLE RATE BASED ON ANNUAL WAGE BRACKETS
 Filing Status . .  00 +              Resid/Nonresid  .  N
 Std. Deduction 01 _____.00          Std. Deduction 02 _____.00
 Exempt. Allowance ____.00
 Maximum EE Amount ____30.00          Maximum ER Amount _____.00
                        ---- Employee ----- ---- Employer -----
 At Least   Less Than  xxxxxxx.xx+xx.xxxx% xxxxxxx.xx+xx.xxxx%
 _____.00   1000.00 _____.00 _1.0000 _____.00 _.0000
 __1000.00    2000.00 ___10.00 _2.0000 _____.00 _.0000
 __2000.00 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99 9999999.99 ___30.00 __.0000 _____.00 _.0000
 9999999.99    and up  ___30.00 __.0000 _____.00 _.0000


 F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-11: Update Locality Tax Table method 00 screen 3

10 Use the information below to complete the fields on this screen.

Filing Status

Specify the filing status method for this locality tax. This value is associated with tax method type FST.

Resid/Nonresid

Specify whether this locality tax table is used for residents or non-residents of the locality. Valid values are:

N   Non-resident

R   Resident

Std. Deduction 01

Type the standard deduction allowance amount. The system uses the specified deduction allowance amount as the total allowed exemption amount.

Std. Deduction 02

Type the value of a special standard deduction allowance such as an additional amount given to seniors over the age of 65.

Exempt. Allowance

Type the exemption allowance amount. The system multiplies the number of exemptions by the exemption allowance to calculate the total allowed exemption amount.

Maximum EE Amount

Type the maximum amount the employee can pay for this locality tax.

Maximum ER Amount

Type the maximum amount the employer can pay for this locality tax.

At Least

Specify the lowest wage for this bracket for this local tax authority.

Less Than

Specify the highest wage amount for this bracket for this local tax authority.

This withholding bracket is a range of amounts that begin with the amount specified in the *At Least* field and up to but do not include the amount specified in the *Less Than* field.

Employee *(amount)*

Specify the amount of the employee's withholding for this bracket for this locality tax.

Employee (rate)

Specify the rate of the employee's withholding for this bracket for this locality tax.

Employer (amount)

Specify the amount for which the employer is responsible for this bracket for this locality tax.

Employer (rate)

Specify the rate for which the employer is responsible for this bracket for this locality tax.

11 Press F3 to save your information and exit to the second Update Locality Tax Table screen.

12 Update or create another method 00 tax table or press F3 twice to exit to the main menu.

Method 01 Flat Rate Based on Annual Wages

Method 01 calculates the estimated annual wages based on the amount paid in each check, reduces the annual wages by any standard and dependent exemptions, calculates the annual tax at the specified rate and then converts it to a pay period amount.

The locality tax table information discussed on the following pages represents a typical locality tax table that includes the following information:

- Employee resident withholding rate

- Employee resident amount

- Employee nonresident withholding rate

- Employee nonresident amount

- Employer resident withholding rate

- Employer resident amount

- Employer nonresident withholding rate

- Employer nonresident amount

Follow the steps below to create a locality tax table for method 01.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-12.

```
11/04/04  14:28:55        Update Locality Tax Table      PYGMLX     PYDMLX
Locality  XX3 MISC SCHOOL DISTRICT LOCALITY           Effective Date  4/01/2004
*SYSTEM                                                Entry Date      7/12/2004
USER TABLE-METH: 01 FLAT RATE BASED ON ANNUAL WAGES


     State/Province  .  CA  +           Local Tax Auth. .  0004 +
     Locality Type . .  3               Misc Other ID . .  _____
     Tax Category Code  01 +
     Tax Calc Method .  01 +            Minimum Age . . .   0
     Std. Deduct Meth.  __ +            Min Elig. Wages .  _____.00
     Exempt/Allow Meth  __ +            Min Wages Freq. .  __
                                        Special Proc Meth  __ +


                                        Maximum Age . . .   0
                                        Max Elig. Wages .  _____.00
     Rounding Method .  __ +            Max Wages Freq. .  __
     Wage Prorate Meth  __ +



              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


     F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-12: Update Locality Tax Table method 01 screen 2

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the second Update Locality Tax Table screen shown in Figure 12-13.

```
  7/27/04  09:12:59        Update Locality Tax Table        PYGMLX    PYDMLX
  Locality  XX3 MISC SCHOOL DISTRICT LOCALITY          Effective Date  4/01/2004
  *SYSTEM      St/Prv: CA  Tax Cat: 01                  Entry Date      7/12/2004
  USER TABLE-METH: 01 FLAT RATE BASED ON ANNUAL WAGES


  Std. Deduction 01  _ 100.00          Std. Deduction 02  _____.00
  Exempt. Allowance  _____.00


                      Resident   Nonresident
  EMPLOYEE TAX_____


  Withholding Rates  _3.0000 % _1.5000 %
  Max Tax Amount  .  _____.00  _____.00


  EMPLOYER TAX_____


  Withholding Rates  __.0000 % __.0000 %
  Max Tax Amount  .  _____.00  _____.00



              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


  F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-13: Update Locality Tax Table method 01 screen 2

9 Use the information below to complete the fields on this screen.

Std. Deduction 01

Type the standard deduction allowance amount. The system uses the specified deduction allowance amount as the total allowed exemption amount.

Std. Deduction 02

Type the value of a special standard deduction allowance such as an additional amount given to seniors over the age of 65.

Exempt. Allowance

Type the exemption allowance amount. The system multiplies the number of exemptions by the exemption allowance to calculate the total allowed exemption amount.

Employee Tax Withholding Rates (Resident)

Type the withholding tax rate for residents of this locality.

Employee Tax Withholding Rates (Nonresident)

Type the withholding tax rate for nonresidents of this locality.

Employee Tax Max Tax Amount (Resident)

Type the employee maximum tax amount for residents of this locality.

Employee Tax Max Tax Amount (Nonresident)

Type the employee maximum tax amount for nonresidents of this locality.

Employer Tax Withholding Rates (Resident)

Type the employer withholding tax rate for residents of this locality

Employer Tax Withholding Rates (Nonresident)

Type the employer withholding tax rate for nonresidents of this locality.

Employer Tax Max Tax Amount (Resident)

Type the employer maximum tax amount for residents of this locality.

Employer Tax Max Tax Amount (Nonresident)

Type the employer maximum tax amount for nonresidents of this locality.

10 Press F3 to save your information and exit to the first Update Locality Tax Table screen.

11 Update or create another locality tax table or press F3 to exit to the main menu.

Method 04 Flat Annual Tax Amount Taking the Full Amount in the First Eligible Pay Period

This method calculates a flat amount of tax one time each year in the first eligible pay period. You can provide a tax limit group so that the annual amount is limited across other tax deductions within the group.

Follow the steps below to create a locality tax table for method 04.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-14.

```
11/04/04  14:39:39        Update Locality Tax Table        PYGMLX    PYDMLX
Locality  OP1 OCCUPATION TAX 1                  Effective Date  5/10/2004
*SYSTEM                                         Entry Date      6/25/2004
USER TABLE-METH: 04 FLAT ANNUAL TAX AMOUNT, TAKE FULL AMT IN FIRST ELIG PAY PD


    State/Province  .  PA  +          Local Tax Auth. .  0001 +
    Locality Type . .  4              Misc Other ID . .  _____
    Tax Category Code  51 +
    Tax Calc Method .  04 +           Minimum Age . . .    0
    Std. Deduct Meth.  __ +           Min Elig. Wages .  _____.00
    Exempt/Allow Meth  __ +           Min Wages Freq. .  __
                                      Special Proc Meth  __ +

                                      Maximum Age . . .    0
                                      Max Elig. Wages .  _____.00
    Rounding Method .  __ +           Max Wages Freq. .  __
    Wage Prorate Meth  __ +


              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD

    F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-14: Update Locality Tax Table method 04 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-15.

```
 8/03/04  16:54:34        Update Locality Tax Table       PYGMLX     PYDMLX
Locality  OP1 OCCUPATION TAX 1                    Effective Date  5/10/2004
*SYSTEM        St/Prv: PA  Tax Cat: 51                Entry Date    6/25/2004
USER TABLE-METH: 04 FLAT ANNUAL TAX AMOUNT, TAKE FULL AMT IN FIRST ELIG PAY PD



                      Resident  Nonresident
EMPLOYEE TAX
Flat Amount Tax .   _ 10.00     10.00  Deduct Limit Grp.   OPT1  +



EMPLOYER TAX
Flat Amount Tax .      .00      .00




            CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


 F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-15: Update Locality Tax Table method 4 screen 2

9 Use the information below to complete the fields on this screen.

Employee Flat Amount Tax (Resident)

Type the employee's tax amount for residents of this locality.

Employee Flat Amount Tax (Nonresident)

Type the employee's tax amount for nonresidents of this locality.

Deduct Limit Grp.

Specify the code value associated with code type DRG to identify a group of deductions that share a common limit. For example, designate a limit group for the emergency and municipal services tax in a particular state. The system does not use multi-tax processing rules when it retrieves amounts from the deductions in the group. The system includes amounts for all tax companies in the calculations.

Type the code value that represents the deduction reporting group.

Use the *Update Employer Codes* function to define code values for code type DRG. Assign deductions to this reporting group by using the *Update Deduction Reporting Group* function.

Employer Flat Amount Tax (Resident)

Type the employer's tax amount for residents of this locality.

Employer Flat Amount Tax (Nonresident)

Type the employer's tax amount for nonresidents of this locality.

10 Press F3 to save your information and exit to the first Update Locality Tax Table screen.

11 Update or create another locality tax table or press F3 to exit to the main menu.

Method 05 Flat Monthly Tax Amount Taking the Full Amount in the First Eligible Pay Period

Method 05 calculates a flat amount of tax one time each month in the first eligible pay period. When you also specify a minimum amount of wages, the system calculates the estimated monthly wages based on the amount paid in the current check.

Follow the steps below to create a locality tax table for method 05.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-16.

```
11/04/04   15:01:34       Update Locality Tax Table       PYGMLX      PYDMLX
Local                            X                Effective Date  5/07/2004
*SYSTᴇᴍ                                           Entry Date      6/25/2004
USER TABLE-METH: 05 FLAT MONTHLY TAX AMT,TAKE FULL AMOUNT IN FIRST ELIG PAY PD


   State/Province  .  CO  +            Local Tax Auth. .  0094 +
   Locality Type . .  2                Misc Other ID . .  _____
   Tax Category Code  51 +
   Tax Calc Method .  05 +             Minimum Age . . .   0
   Std. Deduct Meth.  __ +             Min Elig. Wages .    250.00
   Exempt/Allow Meth  __ +             Min Wages Freq. .  M
                                       Special Proc Meth  __ +

                                       Maximum Age . . .   0
                                       Max Elig. Wages .         .00
   Rounding Method .  __ +             Max Wages Freq. .  __
   Wage Prorate Meth  __ +



              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


   F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-16: Update Locality Tax Table method 05 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-17.

```
  7/16/04  15:38:13       Update Locality Tax Table      PYGMLX    PYDMLX
 Local'                    ' TAX                   Effective Date  5/07/2004
 *SYSTEm       St/Prv: co  Tax Cat: 51            Entry Date      6/25/2004
 USER TABLE-METH: 05 FLAT MONTHLY TAX AMT,TAKE FULL AMOUNT IN FIRST ELIG PAY PD



                      Resident  Nonresident
 EMPLOYEE TAX
 Flat Amount Tax .     2.00      2.00




 EMPLOYER TAX
 Flat Amount Tax .      .00       .00




              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD

 F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-17: Update Locality Tax Table method 05 screen 2

9 Use the information below to complete the fields on this screen.

Employee Flat Amount Tax (Resident)

Type the employee's tax amount for residents of this locality.

Employee Flat Amount Tax (Nonresident)

Type the employee's tax amount for nonresidents of this locality.

Employer Flat Amount Tax (Resident)

Type the employer tax amount for residents of this locality

Employer Flat Amount Tax (Nonresident)

Type the employer tax amount for nonresidents of this locality.

10 Press F3 to save your information and exit to the first Update Tax Locality screen.

11 Update or create another locality tax table or press F3 to exit to the main menu.

Method 10 Variable Rate Based on Year-to-Date Wages Paid and Wage Brackets

Tax method 10 is based on a variable rate multiplied by pay period wages. The tax rate is determined by combining the year-to-date amount paid with the current pay period wages and finding the appropriate rate on a wage bracket table. Pay period wages are multiplied by this rate to calculate the pay period tax amount.

Follow the steps below to create a locality tax table for method 10.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-18.

```
11/04/04  15:04:43      Update Locality Tax Table      PYGMLX    PYDMLX
Locali                        AX                 Effective Date  1/01/2004
*SYSTE..                                         Entry Date      6/30/2004
USER TABLE-METH: 10 VARIABLE RATE BASED ON YTD WAGES PD & WAGE BRACKETS


   State/Province  .  KY  +          Local Tax Auth. .  0015 +
   Locality Type . .  1              Misc Other ID . .  _____
   Tax Category Code  51 +
   Tax Calc Method .  10 +           Minimum Age . . .    0
   Std. Deduct Meth.  __ +           Min Elig. Wages .      .00
   Exempt/Allow Meth  __ +           Min Wages Freq. .  __
                                     Special Proc Meth  __ +


                                     Maximum Age . . .    0
                                     Max Elig. Wages .   87900.00
   Rounding Method .  __ +           Max Wages Freq. .  A
   Wage Prorate Meth  __ +



              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


   F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-18: Update Locality Tax Table method 10 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the Update Locality Tax Table selection screen shown in Figure 12-19.

```
   7/16/04  15:40:37        Update Locality Tax Table      PYGMLX     PYDMLX
   Local:                                           Effective Date  1/01/2004
  *SYSTLm      St/riv. ni  iax cat. 51
  USER TABLE-METH: 10 VARIABLE RATE BASED ON YTD WAGES PD & WAGE BRACKETS

   2=Change   4=Delete   5=Display
            Filing  Res/  Std.         Std.       Exemption
  Opt       Status  Non Deduct. 1  Deduct. 2  Allowance
    =         00     N       .00         .00        .00
    _         00     R       .00         .00        .00




                                                               Bottom



   F3=Exit   F6=Create   F10=Access   F12=Previous
```

Figure 12-19: Update Locality Tax Table method 10 selection screen

See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields on this screen.

On this screen you can perform the following actions:

- Change a tax table record by typing **2** next to the record
- Delete a tax table record by typing **4** next to the record
- Display a tax table record by typing **5** next to the record
- Create a new record by pressing F6

9 Press F6. The system displays the Update Locality Tax Table screen shown in Figure 12-20.

```
   7/16/04  15:40:59        Update Locality Tax Table      PYGMLX    PYDMLX
   Local                         X                   Effective Date  1/01/2004
   *SYSTem    ...... .. .... ...: 51                 Entry Date      6/27/2004
   USER TABLE-METH: 10 VARIABLE RATE BASED ON YTD WAGES PD & WAGE BRACKETS
   Filing Status . .  00 +              Resid/Nonresid  .  N
   Std. Deduction 01 _____.00           Std. Deduction 02 _____.00
   Exempt. Allowance ____.00
   Maximum EE Amount    246.43          Maximum ER Amount _____.00
                       ---- Employee ----- ---- Employer -----
   At Least    Less Than  xxxxxxx.xx+xx.xxxx% xxxxxxx.xx+xx.xxxx%
   _____.00   25000.00 _____.00 __.7097 _____.00 __.0000
    25000.00    87900.00 ___177.43 __.1097 _____.00 __.0000
    87900.00  9999999.99 ___246.43 __.0000 _____.00 __.0000
   9999999.99 9999999.99 ___246.43 __.0000 _____.00 __.0000
   9999999.99 9999999.99 ___246.43 __.0000 _____.00 __.0000
   9999999.99 9999999.99 ___246.43 __.0000 _____.00 __.0000
   9999999.99 9999999.90 ___246.43 __.0000 _____.00 __.0000
   9999999.90 9999999.90 ___246.43 __.0000 _____.00 __.0000
   9999999.90 9999999.90 ___246.43 __.0000 _____.00 __.0000
   9999999.90 9999999.90 ___246.43 __.0000 _____.00 __.0000
   9999999.90    and up  ___246.43 __.0000 _____.00 __.0000


   F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-20: Update Locality Tax Table method 10 screen 3

10 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields on this screen.

11 Press F3 to save your information and exit to the second Update Tax Locality screen.

12 Update or create another method 10 locality tax table or press F3 twice to exit to the main menu.

Method 11 Flat Rate Multiplied by Pay Period Wages with No Exemptions and No Tax or Wage Limit

Method 11 multiplies pay period wages by a standard rate. Standard deductions, dependent exemptions, tax limits and wage limits are not allowed. Pay period wages can be prorated to include only the wages actually worked in the specific locality.

Follow the steps below to create a locality tax table for method 11.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables*.

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-21.


```
11/04/04  15:07:09        Update Locality Tax Table       PYGMLX     PYDMLX
Loca'                                TAX             Effective Date  5/07/2004
*SYSTEM                                              Entry Date      5/11/2004
USER TABLE-METH: 11 FLAT RATE TIMES PAY PD. WAGES,NO EXEMPTS,NO TAX/WAGE LIMIT


    State/Province  .  KY_ +         Local Tax Auth. .  0002 +
    Locality Type . .  3            Misc Other ID . .  _____
    Tax Category Code  53 +
    Tax Calc Method .  11 +         Minimum Age . . .   0
    Std. Deduct Meth.  __ +         Min Elig. Wages .   _____.00
    Exempt/Allow Meth  __ +         Min Wages Freq. .   __
                                    Special Proc Meth   __ +


                                    Maximum Age . . .   0
                                    Max Elig. Wages .   _____.00
    Rounding Method .  __ +         Max Wages Freq. .   __
    Wage Prorate Meth  __ +




             CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


    F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-21: Update Locality Tax Table method 11 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields on this screen.

8 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-22.

```
   7/16/04  15:51:16        Update Locality Tax Table        PYGMLX    PYDMLX
 Local                                 'AX          Effective Date  5/07/2004
 *SYSTem      St/riv. Rt  Tax Cat. 33               Entry Date      5/11/2004
 USER TABLE-METH: 11 FLAT RATE TIMES PAY PD. WAGES,NO EXEMPTS,NO TAX/WAGE LIMIT




                      Resident   Nonresident
 EMPLOYEE TAX____

 Withholding Rates __.5000 % __.5000 %


 EMPLOYER TAX____

 Withholding Rates __.0000 % __.0000 %



              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


 F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-22: Update Locality Tax Table Method 11 screen 2

9 Use the information below to complete the fields on this screen.

Employee Tax Withholding Rates (Resident)

Type the withholding tax rate for residents of this locality.

Employee Tax Withholding Rates (Nonresident)

Type the withholding tax rate for nonresidents of this locality.

Employer Tax Withholding Rates (Resident)

Type the employer withholding tax rate for residents of this locality.

Employer Tax Withholding Rates (Nonresident)

Type the employer withholding tax rate for nonresidents of this locality.

10 Press F3 to save your information and exit to the first Update Tax Locality screen.

11 Press F3 to exit to the main menu.

Method 12 Flat Rate Multiplied by Pay Period Wages with No Exemptions but Including Maximum Annual Tax/Wage

Method 12 multiplies pay period wages by a standard rate. Standard and dependent exemptions are not allowed. A maximum wage and a maximum tax amount are allowed.

Follow the steps below to create a locality tax table for method 12.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-23.

```
 11/04/04  15:09:13        Update Locality Tax Table       PYGMLX      PYDMLX
 Loca                                             Effective Date  4/01/2004
 *SYSTEM                                          Entry Date      10/04/2004
 USER TABLE-METH: 12 FLAT RATE TIMES PAY PD. WAGES,NO EXEMPTS,MAX ANN TAX/WAGE


     State/Province  .  CO  +        Local Tax Auth. .   0000 +
     Locality Type . .  2            Misc Other ID . .  _____
     Tax Category Code  01 +
     Tax Calc Method .  12 +         Minimum Age . . .    0
     Std. Deduct Meth.  __ +         Min Elig. Wages .       .00
     Exempt/Allow Meth  __ +         Min Wages Freq. .  __
                                     Special Proc Meth  __ +

                                     Maximum Age . . .    0
                                     Max Elig. Wages .    37905.00
     Rounding Method .  __ +         Max Wages Freq. .  __
     Wage Prorate Meth  __ +


              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


     F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-23: Update Locality Tax Table method 12 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-24.

```
  7/16/04  15:56:58          Update Locality Tax Table       PYGMLX    PYDMLX
 Loca'                                    T TAX           Effective Date  5/07/2004
 *SYSTEM        St/Prv: KY  Tax Cat: 44                   Entry Date      7/13/2004
 USER TABLE-METH: 12 FLAT RATE TIMES PAY PD. WAGES,NO EXEMPTS,MAX ANN TAX/WAGE




                         Resident   Nonresident
 EMPLOYEE TAX

 Withholding Rates    __.1500 %  __.1500 %
 Max Tax Amount  .  ___25.00  ___25.00


 EMPLOYER TAX

 Withholding Rates   __.0000 %  __.0000 %
 Max Tax Amount  .  _____.00  _____.00



            CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


 F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-24: Update Locality Tax Table method 12 screen 2

9 Use the information below to complete the fields on this screen.

Employee Tax Withholding Rates (Resident)

Type the withholding tax rate for residents of this locality.

Employee Tax Withholding Rates (Nonresident)

Type the withholding tax rate for nonresidents of this locality.

Employee Tax Max Tax Amount (Resident)

Type the employee maximum tax amount for residents of this locality.

Employee Tax Max Tax Amount (Nonresident)

Type the employee maximum tax amount for nonresidents of this locality.

Employer Tax Withholding Rates (Resident)

Type the employer withholding tax rate for residents of this locality.

Employer Tax Withholding Rates (Nonresident)

Type the employer withholding tax rate for nonresidents of this locality.

Employer Tax Max Tax Amount (Resident)

Type the employer maximum tax amount for residents of this locality.

Employer Tax Max Tax Amount (Nonresident)

Type the employer maximum tax amount for nonresidents of this locality.

10 Press F3 to save your information and exit to the first Update Tax Locality screen.

11 Press F3 to exit to the main menu.

Method 13 Flat Weekly Tax Amount Prorated by Pay Period

Method 13 calculates a flat amount of tax one time each week in the first eligible pay period. When you also specify a minimum amount of wages, the system calculates the estimated weekly wages based on the amount paid in the current check.

Follow the steps below to create a locality tax table for method 13.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-25.

```
11/04/04  15:11:52        Update Locality Tax Table      PYGMLX    PYDMLX
Loca                                            Effective Date  7/05/2004
*SYStem                                         Entry Date      6/14/2004
USER TABLE-METH: 13 FLAT WEEKLY TAX AMOUNT, PRORATED BY PAY PERIOD



   State/Province  .  AL  +          Local Tax Auth. .  0010 +
   Locality Type . .  2              Misc Other ID . .  _____
   Tax Category Code  01 +
   Tax Calc Method .  13 +           Minimum Age . . .   0
   Std. Deduct Meth.  __ +           Min Elig. Wages .  _____.00
   Exempt/Allow Meth  __ +           Min Wages Freq. .  __
                                     Special Proc Meth  __ +

                                     Maximum Age . . .   0
                                     Max Elig. Wages .  _____.00
   Rounding Method .  __ +           Max Wages Freq. .  __
   Wage Prorate Meth  __ +



             CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


   F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-25: Update Locality Tax Table method 13 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-26.

```
   7/16/04  16:01:43        Update Locality Tax Table      PYGMLX    PYDMLX
Local                                                 Effective Date  7/05/2004
*SYSTEM      St/Prv: HL  Tax Cat: 01                  Entry Date      6/14/2004
USER TABLE-METH: 13 FLAT WEEKLY TAX AMOUNT, PRORATED BY PAY PERIOD




                      Resident   Nonresident
EMPLOYEE TAX
Flat Amount Tax .  _____.00  _____.00




EMPLOYER TAX
Flat Amount Tax .  _____.00  _____.00




                CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


  F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-26: Update Locality Tax Table method 13 screen 2

9 Use the information in the "Method 05 Flat Monthly Tax Amount Taking the Full Amount in the First Eligible Pay Period" section to complete the fields on this screen.

10 Press F3 to save your information and exit to the first Update Tax Locality screen.

11 Press F3 to exit to the main menu.

Method 21 Flat Rate Multiplied by the Year-to-Date Cumulative Wages with a Special YTD Exemption

Method 21 calculates the tax as a flat rate multiplied by the pay period wages. The system modifies pay period wages by special year-to-date standard deduction or exemption allowances before calculating the tax.

Follow the steps below to create a locality tax table for method 21.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-27.

```
11/04/04   15:13:30       Update Locality Tax Table        PYGMLX     PYDMLX
Loc                                            Effective Date  2/01/2004
*SYSTEM                                         Entry Date      7/13/2004
USER TABLE-METH: 21 FLAT RATE TIMES YTD CUMULATIVE WAGES, SPECIAL YTD EXEMPTIO


State/Province  .  KY  +          Local Tax Auth. .  0001 +
Locality Type . .  1              Misc Other ID . .  _____
Tax Category Code  51 +
Tax Calc Method .  21 +          Minimum Age . . .   0
Std. Deduct Meth.  S8 +          Min Elig. Wages .      .00
Exempt/Allow Meth  __ +          Min Wages Freq. .   _
                                 Special Proc Meth  _ +


                                 Maximum Age . . .   0
                                 Max Elig. Wages .        .00
Rounding Method .  __ +          Max Wages Freq. .  _
Wage Prorate Meth  __ +



          CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


 F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-27: Update Locality Tax Table method 21 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-28.

```
  7/16/04  16:08:12        Update Locality Tax Table       PYGMLX    PYDMLX
  Loca                                              Effective Date  2/01/2004
  *SYSTEM      St/Prv: KY  Tax Cat: 51              Entry Date      7/13/2004
  USER TABLE-METH: 21 FLAT RATE TIMES YTD CUMULATIVE WAGES, SPECIAL YTD EXEMPTIO

  Std. Deduction 01 _____.00          Std. Deduction 02   5000.00
  Exempt. Allowance ____.00


                    Resident  Nonresident
  EMPLOYEE TAX

  Withholding Rates   1.5000 %  1.5000 %
  Max Tax Amount  .     .00      .00

  EMPLOYER TAX

  Withholding Rates    .5000 %   .5000 %
  Max Tax Amount  .      .00      .00



              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD

  F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-28: Update Locality Tax Table method 21 screen 2

9 Use the information in the "Method 01 Flat Rate Based on Annual Wages" section to complete the fields on this screen.

10 Press F3 to save your information and exit to the first Update Tax Locality screen.

11 Press F3 to exit to the main menu.

Method 31 Flat Rate Multiplied by the Pay Period Hours, No Exemptions, No Tax or Hours Limit

Method 31 calculates the tax by multiplying pay period hours by a standard rate. Standard deductions, dependent exemptions, tax limits, and hour limits are not allowed. Pay period hours can be prorated to include only the hours actually worked in a specific locality.

Follow the steps below to create a locality tax table for method 31.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the first Update Locality Tax Table screen shown in Figure 12-29.

```
10/07/05  15:06:35       Update Locality Tax Table       PYGMLX    PYDMLX
Locality  WA2 WA HRS TAX #2 - PRORATE            Effective Date  1/01/2005
*SYSTEM                                          Entry Date      9/19/2005
USER TABLE-METH: 31 FLAT RATE TIMES PAY PERIOD HOURS,NO EXEMPTS,NO TAX/HRS LIM


    State/Province  .  WA_ +          Local Tax Auth. .  9999 +
    Locality Type . .  4             Misc Other ID . .  _____
    Tax Category Code  01 +
    Tax Calc Method .  31 +          Minimum Age . . .   0
    Std. Deduct Meth.  __ +          Min Elig. Wages .      .00
    Exempt/Allow Meth  __ +          Min Wages Freq. .  _
                                     Special Proc Meth  __ +

                                     Maximum Age . . .   0
                                     Max Elig. Wages .        .00
    Rounding Method .  __ +          Max Wages Freq. .  _
    Wage Prorate Meth  01 +


              CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


    F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
                                                              █
```

Figure 12-29: Update Locality Tax Table method 31 screen 1

7 See the "Method 00 Variable Rate Based on Annual Wage Brackets" section for information about completing the fields.

8 Press Enter. The system displays the second Update Locality Tax Table screen shown in Figure 12-30.

```
10/07/05  15:07:15        Update Locality Tax Table       PYGMLX    PYDMLX
Locality  WA2 WA HRS TAX #2 - PRORATE            Effective Date  1/01/2005
*SYSTEM        St/Prv: WA  Tax Cat: 01           Entry Date      9/19/2005
USER TABLE-METH: 31 FLAT RATE TIMES PAY PERIOD HOURS,NO EXEMPTS,NO TAX/HRS LIM




                          Resident   Nonresident
EMPLOYEE TAX

Withholding Rates    .5000      .2500


EMPLOYER TAX

Withholding Rates    .4000      .2000



               CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD

F3=Exit   F4=Prompt   F10=Access   F12=Previous
```

Figure 12-30: Update Locality Tax Table method 31 screen 2

9 Use the information below to complete the fields on this screen.

Employee Tax Withholding Rates Resident

Type the employee hourly tax rate for residents of this locality.

Employee Tax Withholding Rates Nonresident

Type the employee hourly tax rate for nonresidents of this locality.

Employer Tax Withholding Rates Resident

Type the employer hourly tax rate for residents of this locality.

Employer Tax Withholding Rates Nonresident

Type the employer hourly tax rate for nonresidents of this locality.

10 Press F3 to save your information and exit to the first Update Tax Locality
screen.

11 Press F3 to exit to the main menu.

Setting Up Locality Tables for Localities with Minimum Wage Requirements

This section discusses setting up locality tables for those localities that do not have a minimum wage requirement and those that do have a minimum wage requirement. Minimum wage requirements vary for each tax locality. Refer to the letter you receive from the locality before you set up your locality tax tables.

Setting Up or Modifying Tax Tables for No Minimum Wage Requirement

Use the information below for a locality table if the locality does not have a minimum wage requirement.

From the Infinium PY main menu select *Tax Operations.*

1 Select Tax Table Functions.

2 Select *Update Tax Tables.*

3 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

4 Complete the *Locality Code* and *Effective Date* fields.

5 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-31.

```
11/04/04  14:23:54       Update Locality Tax Table      PYGMLX    PYDMLX
Locality  XX1 MISC COUNTY LOCALITY               Effective Date  4/01/2004
*SYSTEM                                          Entry Date      7/13/2004
USER TABLE-METH: 00 VARIABLE RATE BASED ON ANNUAL WAGE BRACKETS


     State/Province  .  KY  +           Local Tax Auth. .   0044 +
     Locality Type . .  1               Misc Other ID . .  _____
     Tax Category Code  01 +
     Tax Calc Method .  00 +            Minimum Age . . .   0
     Std. Deduct Meth.  S8 +            Min Elig. Wages .     .00
     Exempt/Allow Meth  E0 +            Min Wages Freq. .   __
                                        Special Proc Meth  __ +

                                        Maximum Age . . .   0
                                        Max Elig. Wages .        .00
     Rounding Method .  __ +            Max Wages Freq. .   __
     Wage Prorate Meth  __ +


               CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


   F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-31: Update Locality Tax Table screen

6 Leave the following fields blank:

- *Min Elig. Wages*

- *Min Wages Freq*

- *Special Proc Meth*

Minimum Wage Requirement

Some localities require a monthly or an annual minimum wage. Use the information below to set up a locality tax table if the employee must be paid a minimum wage amount before you take the tax.

1 From the Infinium PY main menu select *Tax Operations.*

2 Select *Tax Table Functions.*

3 Select *Update Tax Tables.*

4 Select *Update USA Locality Tax* [ULX]. The system displays the Update Locality Tax Table prompt screen.

5 Complete the *Locality Code* and *Effective Date* fields.

6 Press Enter. The system displays the Update Locality Tax Table screen shown in Figure 12-32.

```
  3/07/05  11:46:23         Update Locality Tax Table       PYGMLX     PYDMLX
 Locality  OP1 OCCUPATION TAX 1                    Effective Date  1/01/2005
 *SYSTEM                                           Entry Date      1/25/2005
 USER TABLE-METH: 04 FLAT ANNUAL TAX AMOUNT, TAKE FULL AMT IN FIRST ELIG PAY PD


     State/Province  .  PA  +          Local Tax Auth. .  0001 +
     Locality Type . .  4              Misc Other ID . .  _____
     Tax Category Code  51 +
     Tax Calc Method .  04 +           Minimum Age . . .   0
     Std. Deduct Meth.  __ +           Min Elig. Wages .   3500.00
     Exempt/Allow Meth  __ +           Min Wages Freq. .  A
                                       Special Proc Meth  A1 +

                                       Maximum Age . . .   0
                                       Max Elig. Wages .         .00
     Rounding Method .  __ +           Max Wages Freq. .  __
     Wage Prorate Meth  __ +



               CAUTION: USE EXTREME CARE IN UPDATING THIS RECORD


   F3=Exit   F4=Prompt   F10=Access  F12=Previous  F22=Delete
```

Figure 12-32: Update Locality Tax Table screen minimum wage requirement

7 Use the information below to complete the fields on this screen.

Min Elig. Wages

Type the appropriate annual minimum wage requirement for this locality tax.

Min Wages Freq

Specify the frequency of withholding for this locality tax. Valid values are:

A   The employee must be paid a minimum annual wage
             amount before you can withhold for this locality tax.

M   The employee must be paid a minimum monthly amount
             of wages before you can withhold for this locality tax.

Special Proc Meth

Specify the special processing method. Valid values are:

Blank   The system converts the wage base in the current cycle
             for the deduction into an estimated annual amount and
             compares the estimated annual amount to the amount in
             the *Min Elig. Wages* field.

A1   The system combines the deduction amount in the *Current Year Wage* field on the Employee Deduction screen with the deduction amount in the wage base for the current cycle. The system then compares the combined amount to the amount in the *Min Elig. Wages* field.

     If the company in which the employee is paid uses multi-tax processing, the system uses standard multi-tax processing to determine the applicable year-to-date base wages.

A2   The system combines the amount for all deductions in the associated deduction limit group in the *Current Year Wage* field on the Employee Deduction screen with the deduction amount in the wage base of the current cycle. The system then compares the combined amount to the amount in the *Min Elig. Wages* field.

     If you pay the employee in a company that uses multi-tax processing, the system does not use standard multi-tax processing. When the system determines the year-to-date wage base for each deduction in the group, the system includes the base wages for all tax companies in the calculation.

A3   The system combines the amount in the *YTD Gross Wages* field on the Payroll Totals screen for the employee with the amount in the wage base for the current cycle for the deduction. The system then compares the combined amount to the amount in the *Min Elig. Wages* field.

     If you pay the employee in a company that uses multi-tax processing, the system does not use standard multi-tax processing. When the system determines the year-to-date gross for the employee, the system includes the base wages for all tax companies in the calculation.

M1   Use actual month-to-date wages instead of estimated monthly wages when calculating whether the employee meets the minimum wages requirement.

If the employee does not meet the minimum wages requirement for the deduction, the system does not calculate a deduction amount, and prints the following message on the Trial Register:

WARNING: EMPLOYEE BASE WAGES ARE LESS THAN THE REQUIRED
MINIMUM

You can see this message when you look at deduction detail in the *Update Checks* and *On-Demand Checks* functions.

Example for A1

If the employee worked in two tax companies and the tax companies share limits and have a common paymaster, the system includes the year-to-date base wages for both tax companies. If the tax companies do not share limits, however, the system only includes the year-to-date base wages for the current tax company when the system calculates the combined amount for minimum wages comparison purposes.

1 Complete the remaining fields as you normally would.

2 Press Enter. The system displays the second Update Locality Tax Table screen.

3 Complete the fields on this screen as you normally would. The system displays the third Update Locality Tax Table screen.

4 Complete the fields on this screen as you normally would.

5 Press F3 three times to save your information and exit to the main menu.

Creating a Deduction Summarization Code

Follow the steps below to create a deduction summarization code and deduction control for your local tax.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Deduction Summ Code* [UDS].

4 Create a summarization code to represent your locality tax. Refer to the "Establishing Summarization Codes" chapter in the *Infinium PY Guide to Processing* for detailed information.

Setting Up *L Deductions

Follow the steps below to set up a *L deduction.

1 From the Infinium PY main menu select *Master Files.*

2 Select Update *Master Files.*

3 Select *Update Deduction Controls* [UDC].

4 The system displays the screen shown in Figure 12-33.

```
  7/16/04  16:26:53        Update Deduction Controls        PYGMDC      PYDMDC


     Employer  . . . .  __ +

     Deduction . . . .  ____ +

     Method  . . . . .  _













  F3=Exit   F4=Prompt   F10=Access
```

Figure 12-33: Update Deduction Controls prompt screen

5 Use the following information to complete this screen:

Employer

Specify the value that identifies your employer.

Deduction

Depending on the deduction method you are using to create this control, specify one of the following values:

- If you are using method 4, type a five-character code to identify this deduction. You must use ***L** with the name on the locality tax table. For example, the locality tax for New York is ***LNYC**.

- If you are using methods 1 or 3, type a five-character-alphanumeric value to identify this deduction. You should begin the locality deduction with ***L** so that the system places this tax in the proper box on the W-2 form and tape and includes it in the employer tax liability report.

Method

Depending on the deduction method you are using to create this local tax deduction control, type one of the following values:

1	To define a flat amount local tax deduction
3	To define a percentage local tax deduction
4	To define a deduction that is identified in the Infinium PY local tax table

6 Press Enter. The system displays the screen shown in Figure 12-34.

```
10/12/04  13:28:43         Update Deduction Controls      PYGMDC    PYDMDC
                                                            Page  1 of  3
      Employer  . . . :  ZUS    SAMPLE US COMPANY
      Deduction . . . :  *LI42
      Method  . . . . :  4  Tax Calculation
      Description . . .  KNOX CTY, IN TAX    Starting Date . .  _____
      Priority  . . . .  3000               Ending Date . . .  _____
      Summ. Code  . . .  17 +               Must Take . . . .  1 (0=No 1=Yes)
      Accumulator . . .  *GROS +            State Code  . . .  IN  +
                                            Reporting Code  .  ____
      Prorate Meth Ovr.  __ +
      _____ Employee Data _____
      Arrears Type  . .  3                  Arrears Recovery.  1
      Arrears Amount  .  333333333.55       Arrears Percent .  _____.0000
      Allow Pay Msg?  .  0 (0=No 1=Yes)
      Deduction Account  _____ +
      Tax Type Code . .  _
      Suppress From W-2  0 (0=No 1=Yes)




      F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 12-34: Update Deduction Controls screen 1

7 To complete the information on this screen, refer to detailed *Deduction Control* field descriptions in the "Setting Up Controls for Flat Amount Deductions" chapter of the *Infinium PY Guide to Controls*. In addition, use the information below to complete the fields on this screen.

Accumulator

If this local tax deduction is a method 1 flat amount deduction, a method 3 amount extension deduction or a method 4 deduction that allows for minimum and maximum age limits, type the value that represents the deduction wage base.

State Code

Specify the value that represents the state associated with this locality.

Reporting Code

Specify the description to be printed on the W-2 form for this locality deduction.

For example, for Ohio locality taxes, type the four-digit number that represents the school district.

Prorate Meth Ovr.

Type a wage proration method override, if applicable. Leave this field blank to use the value specified on the related tax table as the default.

Tax Type Code

For *L method 4 deductions, you must specify the tax type. This value is used when you generate W-2 forms. Valid values are:

A	State tax
B	Unemployment tax
C	City income tax
D	County income tax
E	School district income tax
F	Income tax

Suppress From W-2

Specify whether to include this locality deduction on the W-2 and W-2C forms, review lists, and tapes. Valid values are:

0	Include this locality deduction on the W-2 forms, review list, and tapes.

1   Do not include this locality deduction on the W-2 forms, review list, and tapes.

> **WARNING!** If you type **1** in this field, the system omits this locality deduction from all W-2 and W-2C processing, which includes W-2 and W-2C forms, review lists, and all federal and state W-2 tapes.

8 Press Enter when you complete all necessary fields on this screen. The system displays the remaining screens necessary to complete this control.

Refer to the field descriptions detailed in the "Setting Up Controls for Flat Amount Deductions" chapter in the *Infinium PY Guide to Controls* when completing these screens.

9 Press Enter when you complete creating this deduction control. The system displays the Update Deduction Controls prompt screen.

10 Press F3 to exit this function.

Updating Local Tax Information for Employees

Follow the steps below to update the employee's payroll data record with locality tax code values. You use these values to sort information in standard Infinium PY reports of local tax amounts.

1   From the Infinium PY main menu select *Employee Data.*

2   Select *Update Employee Data.*

3   Select *Update Payroll Data (USA)* [UPY] The system displays the Employee Update prompt screen.

4   Type the values that identify the employer and employee whose information you are updating.

5   Press Enter. The system displays the first Update Employee Payroll Data screen.

6   Press Enter. The system displays the second Update Employee Payroll Data screen.

7   Press Enter. The system displays the next Update Employee Payroll Data screen shown in Figure 12-35.

```
 1/12/09  12:50:58     Update Employee Payroll Data     PYGMMS     PYDMMS
                                                         Page  3 of  3
 Employer. . . . :  ZUS      SAMPLE US COMPANY
 Employee. . . . :    80005 ALAN D ACCURATE
 Tax ID. . . . . :  234-56-7891
 Fed. Filing . . .  M                Current State . .  NY  +
 Fed. Exemptions .  0                Home State  . . .  NY  +
 Filing Locked . .  0  (0=No, 1=Yes)
 State Exemptions.  0                Current Misc Loc.  ___ +
 Local Exemptions.  0                Home Misc. Loc. .  ___ +
 Home Tax Co . . .  _____ +          Current County  .  ___ +
 PrYr.Strt.Tax Co:                   Home County . . .  ___ +
 Tax Co XVR  . . :  0                Current City . .   NYC +
 Tax Co.Pr.Yr.XVR:  0                Home City . . . .  NYC +
 MQGE Employee . .  0  (0=No, 1=Yes) Curr School Dist.  ___ +
 EIC Employee  . .  0  (0->3)        Home School Dist.  ___ +
 Wage Plan Code  .  _                Nonres. Alien?  .  0  (0=No, 1=Yes)
 1099R/Exempt EE .  _                F.L.S.A.  . . . .  _____ +
 Tipped Employee .  1  (0->2)        Tipped EE - Prev.  0  (0->2)
 TEPA - Curr Yr? .  0  (0=No, 1=Yes) TEPA - Prv Yr?. .  0  (0=No, 1=Yes)
 TEPA Start Date .  _____          TEPA End Date . .  _____


 F3=Exit  F4=Prompt  F10=Access  F12=Previous  F16=Update/End  F22=Delete
```

Figure 12-35: Update Employee Payroll Data screen

8 Use the following information to update this screen:

Local Exemptions

Type the number of local exemptions for this employee.

The system uses the value you type in this field as the default for the number of exemptions allowed on the employee's user-defined locality deduction authorization record. You can override this default by typing a different number of exemptions in the *Exemptions* field on the employee's locality deduction control record.

Current Misc Loc

If applicable, specify the code value that represents the miscellaneous tax locality in which this employee pays local taxes such as occupational taxes.

You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 4, miscellaneous.

Leave this field blank if miscellaneous local taxes do not apply.

The value in this field represents the default miscellaneous locality for employee earnings generated by Infinium PY.

Home Misc. Loc

If this employee is a resident of a miscellaneous locality, specify the home taxing locality for the employee. If this employee is not a resident of a miscellaneous locality, leave blank.

The system uses this value to determine the employee's resident or nonresident status for tax purposes and reciprocity calculations.

Current County

If applicable, specify the code value that represents the county tax locality in which this employee pays local taxes. You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 1, county.

Leave blank if local taxes do not apply.

The value in this field represents the default county locality for all employee earnings generated by Infinium PY.

Home County

If this employee is a resident of this county, specify the home taxing county for this employee. If this employee is not a resident of this locality, leave blank.

The system uses this value to determine the employee's resident or nonresident status for tax purposes and reciprocity calculations.

Current City

If applicable, specify the code value that represents the city tax locality in which this employee pays local taxes. You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 2, city.

Leave this field blank if local taxes do not apply.

The value in this field represents the default city locality for all employee earnings generated by Infinium PY.

Home City

If this employee is a resident of this city, specify the home city taxing locality for this employee. If this employee is not a resident of this locality, leave blank.

The system uses this value to determine the employee's resident or nonresident status for tax purposes and reciprocity calculations.

Curr School Dist

If applicable, specify the code value that represents the school district tax locality in which this employee pays local taxes. You establish locality code values in the *Update Employer Codes* function by using code type **LCN**. This value is associated with locality type 3, school district.

Leave blank if local taxes do not apply.

The value in this field represents the default school district locality for all employee earnings generated by Infinium PY.

Home School Dist

If this employee is a resident of this school district, specify the home school district taxing locality for this employee. If this employee is not a resident of this locality, leave blank.

The system uses this value to determine the employee's resident or nonresident status for tax purposes and reciprocity calculations.

9 Press Enter to save your updates and exit from the screen. The system displays the Employee Update prompt screen.

10 Press F3 to exit this function.

Authorizing Employees to the Locality Tax Deduction

Follow the steps below to assign the locality tax deduction to the appropriate employees.

1 From the Infinium PY main menu select *Employee Data*.

2 Select *Update Employee Data*.

3 Select *Update Deduction Data* [UDE]. The system displays the Employee Update screen.

4 Specify the values that represent the employer and employee whose information you are updating.

5 Press Enter. The system displays the Update Employee Deduction Codes screen.

6 In the *Deduction* field at the top of the screen, specify the code value that represents the locality tax deduction.

7 Press Enter. The system displays the screen shown in Figure 12-36.

```
  7/22/04  14:08:19     Update Employee Deduction Codes    PYGMDE    PYDMDE
  Employer  . . . :  ZYH    DIANE'S US COMPANY                        1 of 2
  Employee  . . . :        2575 BELLA CUCINA
  Deduction . . . :  *LXX4              Deduction Method:  4
  Priority  . . . :  1000
  Starting Date . .  _____            Ending Date . . .  _____
  Additional Amount  _____.00
  Additional Tax %   _____.0000

  Exemptions  . . .  __
  Arrears Type. . .  _  (0->3)          Information . . .  _____
  Arrears Amount. .  _____.00        Arrears Percent .  _____.0000
  Tax Status  . . .  _  (0->2)          Seasonal Code . .  ____

  Claiming Status .  S

                                        User Defined  . .  ____



  EE Liab Acct. . .  _____  +


  F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 12-36: Update Employee Deduction Codes screen 1

8 Type the information on this screen that is applicable to your specific locality deduction.

9 Press Enter to display the second Update Employee Deduction Codes screen shown in Figure 12-37.

```
  7/22/04  14:09:43    Update Employee Deduction Codes    PYGMDE    PYDMDE
  Employer  . . . :  ZYH    DIANE'S US COMPANY                       2 of 2
  Employee  . . . :       2575 BELLA CUCINA
  Deduction . . . :  *LXX4              Deduction Method:  4
  Priority  . . . :  1000




                                    

  

  ER Ded. Exp Acct . .  _____  +
  ER Ded Liab Acct . .  _____  +



  Resid/Nonres Ovr.  R
  Curr Yr. Tax Amt.  _____5.00      Prv. Yr. Tax Amt.  _____7.00

  F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 12-37: Update Employee Deduction Codes screen 2

10 Use the information below to complete the fields on this screen.

Resid/Nonres Ovr

Specify whether to override the resident status of this employee for this deduction. Valid values are:

R   Resident

N   Nonresident

Blank   Use system processing at the time of the calculation

Curr Yr. Tax Amt.

Type the amount of tax the employee has paid to a previous employer in the current tax year.

This value is used only when the tax locality is part of a tax limit group, tax calculation method 04. If so, the system includes this amount when it calculates the remaining tax amount due from the employee.

For example, a newly hired employee in Pennsylvania may provide documentation that the required occupational tax was paid at the previous employer. The employee, therefore, does not need to be taxed by the new employer in the current calendar year.

When you use the *Close Employer for Calendar Year* function, the system moves the value in the *Curr. Yr. Tax Amt* field to the *Prv. Yr. Tax Amt.* field.

Prv. Yr. Tax Amt.

Type the amount of tax the employee paid in the previous year to a previous employer. This value is used only when the tax locality is part of a tax limit group, tax calculation method 04. If so, the system includes the specified tax amount from the previous employer when it calculates the remaining tax amount due from the employee.

For example, a newly hired employee in Pennsylvania may provide documentation that the required occupational tax was paid at the previous employer. Therefore, the employee does not need to be taxed by the new employer for the previous calendar year.

When you use the *Close Employer for Calendar Year* function, the system moves the value in the *Curr. Yr. Tax Amt* field to the *Prv. Yr. Tax Amt.* field.

11 Complete the remaining fields on this screen as they apply to your locality.

12 Press Enter to save your changes in the subfile on the next screen.

13 Press F3 to exit this function.

Chapter 13 Setting Up Multi-state Processing

13

This chapter describes the tasks you must perform to set up multi-state processing.

The chapter consists of the following topics:

Overview

Infinium PY supports withholding for employees who work in multiple states in a given pay period.

To correctly process these employees you must do the following:

- Designate an employee as a multi-state employee during the enter new hire process or in the employee's payroll information.

- Specify the method for calculating state taxes.

- Specify a percent of time worked on the employee's deduction authorization for each state where the employee works. (Optional)

Caution: Consult your state regulations before you use this method of calculating deductions for employees who work in multiple states during the same pay period.

Designating an Employee for Multi-state Processing

You must identify an employee as someone who works in multiple states during a pay period. You can designate employees for multiple state processing during the new hire process or in the employee's payroll information. Use the following screens to designate an employee for multiple state processing:

- Enter New Hire Payroll Information

- Update Employee Payroll Data

Complete the steps below to use the Update Employee Payroll Data screen to designate an employee for multiple state processing.

1 From the Infinium PY main menu select *Employee Data.*

2 Select *Update Employee Data.*

3 Select *Update Payroll Data (USA)* [UPY]. The system displays the Employee Update prompt screen.

4 Complete the *Employer* and *Employee* fields.

5 Press Enter. The system displays the Update Employee Payroll Data screen.

6 Press Enter. The system displays a screen similar to Figure 13-1.

```
 1/13/09  09:31:39      Update Employee Payroll Data      PYGMMS    PYDMMS
                                                                     2 of  3
Employer . . . . . . . . . . : ZUS SAMPLE US COMPANY
Employee . . . . . . . . . . :    80005
ALAN D ACCURATE


Time Card  . . . . . . . . . . 0  (0=No 1=Yes)
Multi-State  . . . . . . . . . 1  (0=No 1=Yes)
Pay After Term . . . . . . . . 1  (0=No 1=Yes)
Prt ID on Check  . . . . . . . 2  (0, 1, 2)
Prt Rates on Chk . . . . . . . 0  (0=No 1=Yes)
Print Voucher  . . . . . . . . 0  (0=No 1=Yes)
Suppress Address . . . . . . . 0  (0=No 1=Yes)
Project Code . . . . . . . . . DXS00948TST____
Labor Exp Acct . . . . . . . . _____ +
Pay Message Code . . . . . . . _____ +
Check Sequence . . . . . . . . _____ +
Check Name . . . . . . . . . . _____
Check Address  . . . . . . . . _____
                               _____
                               _____



 F3=Exit  F4=Prompt  F10=Access  F12=Previous  F16=Update/End  F22=Delete
```

Figure 13-1: Update Employee Payroll Data screen

7   Specify yes in the *Multi-State* field.

8   Complete the other fields as you normally would.

9   Press Enter. The system displays the second Update Employee Payroll Data screen.

10   Complete the fields on this screen as you normally would.

11   Press Enter. See the "Updating Employee Data" section in the *Infinium PY Guide to Processing* for more information.

Specifying a Calculation Method

You must specify a calculation method for processing payroll information for employees who work in multiple states in a pay period.

The system uses the following calculation methods:

- Prorate method 01: Prorate wages/hours before calculating taxes

  Calculate the percent of time the employee worked in the state and multiply this by the wages subject to tax to obtain the percent of wages that apply to each state.

  For example, an employee's total combined wages for all states is $1,000.00. The total number of hours worked is 40. The employee works 20 percent of the time in State 1 and 80 percent of the time in State 2.

  Both State 1 and State 2 require that the employee is taxed on the actual hours worked in the state based on the prorate method entered on the deduction control record. The calculation for the State 1 state taxable wage base is $1000 x .20 = $200.00. The calculation for the State 2 state taxable wage base is $1000 x .80 = $800.00.

- Prorate Method 02: Prorate wages/hours after calculating the tax

  Calculate the full tax on the total wage base and multiply this by the percent of time the employee worked in that state to obtain the portion of the tax that applies to that state.

  For example, an employee's total combined wages for work in the states of State 1 and State 2 is $1000.00. The employee worked a total of 40.00 hours. The employee worked in State 1 for 20 percent of the time and the remainder of time in State 2 within a pay period.

  The employee's timesheet record has 8.00 hours entered for State 1 and 32.00 hours entered for State 2.

  State 1 requires the employee be taxed on the total combined wages of $1000.00. State 1 then divides the derived tax amount by a percentage of time actually worked in that state based on the prorate method entered on the deduction control record. If the tax on the combined wages is $50.00 for State 1, the tax amount would be $50.00 * 20% = $10.00.

  State 2 requires the employee be taxed on the actual time worked based on the prorate method entered on the deduction control record. The state

taxable wage base for State 2 would be calculated as $1000 x .80 = $800.00.

- Prorate method 00: No proration is needed; use the full wage/hours base

Complete the steps below to specify a proration method.

1 From the Infinium PY main menu select *Master Files.*

2 Select *Update Master Files.*

3 Select *Update Deduction Controls* [UDC]. The system displays the Update Deduction Controls prompt screen.

4 Complete the *Employer, Deduction,* and *Method* fields.

5 Press Enter. The system displays the Update Deduction Controls screen similar to Figure 13-2.

```
  6/07/06  14:28:00        Update Deduction Controls      PYGMDC    PYDMDC
                                                            Page  1 of  3
  Employer  . . . :  ZUS    SAMPLE US COMPANY
  Deduction . . . :  *SIA
  Method  . . . . :  4  Tax Calculation
  Description . . .  IOWA STATE TAX____   Starting Date . .  _____
  Priority  . . . .  2000                 Ending Date . . .  _____
  Summ. Code  . . .  10 +                 Must Take . . . .  1 (0=No 1=Yes)
  Accumulator . . .  BTXKG +
  Use Reciprocity?.  1
  Prorate Meth Ovr.  __ +
  _____ Employee Data _____
  Arrears Type  . .  3              Arrears Recovery.  1
  Arrears Amount  .  _____.00_    Arrears Percent .  _____.0000_
  Allow Pay Msg?  .  0 (0=No 1=Yes)
  Deduction Account  ZUS-0000-0000-4100-0115_____  +
  Tax Type Code . .  _




  F3=Exit   F4=Prompt   F10=Access   F12=Previous   F22=Delete
```

Figure 13-2: Update Deduction Controls screen

6 Type **00**, **01**, or **02** in the *Prorate Meth Ovr* field.

7 Complete the remaining fields as you normally would. See the *Infinium PY Guide to Controls* for more information about setting up deduction controls.

8 Press Enter. The system displays the second Update Deduction Controls screen.

9 Complete this screen as you normally would and press Enter. The system displays the third Update Deduction Controls screen.

10 Complete this screen as you normally would and press Enter.

Specifying a Percentage of Time Worked

You can specify an override percentage on the Update Employee Deduction Codes screen. If you specify **01** in the *Prorate Meth Ov* field on the deduction control record and a percent in the *Override Pct* field on the Employee Deduction Code screen, the system prorates the wages by the percentage before calculating the tax. If you specify **02** in the *Prorate Meth Ov* field on the deduction control record and a percent in the *Override Pct* field on the Employee Deduction Code screen, the system prorates the tax after calculating the amount. If you specify **00** in the *Prorate Meth Ov* field on the deduction control record and a percent in the *Override Pct* field on the Employee Deduction Code screen, the system prorates the tax only if the deduction is *SNY or *LYON.

Complete the steps below to specify an override percentage for an employee's state deduction.

1   From the Infinium PY main menu select *Employee Data.*

2   Select *Update Employee Data.*

3   Select *Update Deduction Data* [UDE]. The system displays the Employee Update prompt screen.

4   Complete the *Employer* and *Employee* fields.

5   Press Enter. The system displays the Update Employee Deduction Codes screen. Select a deduction code or type a deduction code in the *Deduction* field.

6   Press Enter. The system displays the first Update Employee Deduction Codes screen.

7   Complete the fields on this screen as you normally would.

8   Press Enter. The system displays the second Update Employee Deduction Codes screen similar to Figure 13-3.

```
  6/07/06  14:48:04     Update Employee Deduction Codes     PYGMDE     PYDMDE
 Employer  . . . :  ZUS    SAMPLE US COMPANY                            2 of 2
 Employee  . . . :      80005 ALAN N ACCURATE                        On Leave
 Deduction . . . :  *SIA              Deduction Method:   4
 Priority  . . . :  2000




                ER Ded. Exp Acct . .   _                                    +
                ER Ded Liab Acct . .   _                                    +
                Home State Rec Ovr .   _
                Override Pct . . . .      .00



    F3=Exit   F4=Prompt   F10=Access   F12=Cancel
```

Figure 13-3: Update Employee Deduction Codes screen

9 Type the percent of tax for this employee's work in this state.

10 Complete the remaining fields as you normally would.

11 Press Enter. See the "Updating Employee Data" chapter in the *Infinium PY Guide to Processing* for more information.

Notes