



# Infor Infinium HCM Payroll Guide to Federal and State Reporting

Volume 2

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## Deductions

### Required

Infinium PY supports the following tax deductions required by Alabama:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



# State (\*S) Reporting

## Setting Up Employer Information

You must specify the Withholding Tax Code on the \*S Deduction Control record.

The Withholding Tax Code is indicated on Form A-1. This number is reported on the W-2 Form.

You specify the Withholding Tax Code in the *Employer Tax ID* field on page 2 of the \*S Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to Page 2 of Update Deduction Controls, shown in Figure 14-1.
-

6/26/12	21:31:12	Update Deduction Controls	PYGMDC	PYDMDC
			Page 2 of 3	
Employer . . . .	: ZUS	SAMPLE US COMPANY		
Deduction . . . .	: *SAL	ALABAMA STATE TAX		
Method . . . . .	: 4	Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>		
Cycle Report . .	_____ +	Area . . . . .	_____ +	
Monthly Report .	_____ +	Division . . . .	_____ +	
Quarterly Report.	_____ +	Department . . .	_____ +	
Annual Report . .	_____ +	Cost Centr . . . .	_____ +	
On Demand Report.	_____ +	Exclude From GL Accrual <u>A</u> (A,X,C,N)		
<u>Employer Data</u>				
Employer Tax ID .	AL-123456 _____			
Debit Account . .	_____			+
Credit Account . .	_____			+
F3=Exit F4=Prompt F10=Access F12=Previous				

Figure 14-1: Update Deduction Controls, Page 2

In the *Employer Tax ID* field, type the Withholding Tax Code indicated on Form A-1.

## Setting Up Employee Information

You must specify the number of dependents and a claiming status on the Employee Deduction Authorization record.

You specify this information in the *Dependents* and *Claiming Status* fields on Page 1 of the Employee Deduction Authorization record.

In the *Dependents* field, type the number of dependents that this employee wants to claim for this tax deduction.

In the *Claiming Status* field, specify the claiming status by typing one of these values:

- N** Married claiming self only
- O** Claiming no exemptions
- H** Head of family

This value overrides the marital status specified on the Employee Payroll Master record. Leave this field blank to use the value in the Payroll Master record.

---

# Unemployment (\*U) Reporting

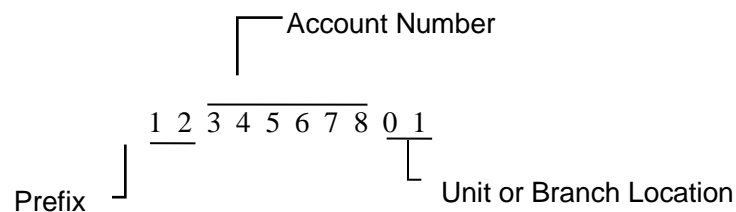
## Setting Up Employer Information

You must specify the Employer DIR Tax Account Number on the \*U Deduction Control record to ensure that the correct information prints on the Quarterly State Unemployment Report.

The Employer DIR Tax Account Number is assigned by the DIR Unemployment Compensation Tax Unit and is indicated on the upper right hand side of the UC-CR4 and UC-CR4A Tax Forms.

This 10-digit number is comprised of a 2-digit prefix followed by a 6-digit employer account number and a 2-digit unit or branch location number.

The syntax of the sample account number 1234567801 is illustrated below:



An employer may have more than one DIR Tax Account Number. If you have more than one DIR number, you must use Multi-Tax processing.

If you have only one number, enter it on page 2 of the \*UAL Deduction Control record, as explained 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 and press Enter. The system displays the first Update Deduction Controls screen.

- 5 Complete the required fields and press Enter to advance to Page 2 of Update Deduction Controls.
- 6 In the *Employer Tax ID* field, type the 10-digit Employer DIR Tax Account Number assigned by the DIR Unemployment Compensation Tax Unit. This number is indicated on the UC-CR4 and UC-CR4A Tax Forms.

For tape reporting, Infinium PY reports this number in positions 141-150 on the S record.

## Reporting

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

The Employer DIR Tax Account Number, specified on Page 2 of the \*U Deduction Control record (**Error! Reference source not found.**), is highlighted.

---

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  
 8/14/00 12:50:51  
 EMPLOYER PHB PHB, INC. EMPLOYER/TAX CO.TAX ID#: 04-1456780 \*U RATE: 1.0000 %  
 QUARTER ENDED 03/31/00 STATE OF ALABAMA DEDUCTION TAX ID#.....: 1234567890 WAGE LIMIT 8,000.00

TAX I.D. #	EMPLOYEE NAME	HIRE DATE/TERM DATE	TOTAL GROSS WAGES	TOTAL SUTA WAGES	TAXABLE SUTA WAGES	EXCESS SUTA WAGES	EMPLOYER SUTA ACCRUED	TIPS	HRS	WKS
015-11-1134	BARKER,ROBERTA	2/01/1993	400.00	400.00	400.00	.00	4.00	.00	40	1
EMPLOYER TOTAL: 1			400.00	400.00	400.00	.00	4.00	.00		

12<sup>th</sup> of the Month Totals  
 Month 1- 1 employees Month 2- 0 employees Month 3- 0 Employees

# Reporting Files

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

PYGUTAL PYTUT		QUARTERLY STATE UNEMPLOYMENT REPORT			PAGE 1		
6/30/95 8:47:08		FOR TAPE REPORTING					
EMPLOYER PHB		PHB, INC.			EMPLOYER TAX ID. 04-1456780		
QUARTER ENDED 03/31/95		STATE OF ALABAMA			01 WAGE LIMIT 8,000.00		
		1010101010					
TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYER TAXABLE SUT WAGES	EMPLOYER SUT ACCRUED	TERM. DATE	HIRE DATE	WEEKS WKD
015-11-1132	APPLEGATE, CHARLES	2,007.22	2,007.22	20.08		2/01/1993	2
015-11-1133	ANTHONY, MICHELLE	2,007.22	2,007.22	20.08		2/01/1993	2
015-11-1134	BARKER, ROBERTA	800.00	800.00	8.00		2/01/1993	2
015-11-1135	BARROWS, FRANCINE	800.00	800.00	8.00		2/01/1993	2
015-11-1136	BERRYAL, PAUL	1,200.00	1,200.00	12.00		2/01/1993	2
015-11-1137	BONIN, JOSEPH	800.00	800.00	8.00		2/01/1993	2
015-11-1138	BRADBURY, STEPHEN	2,004.24	2,004.24	20.04		2/01/1993	2
015-11-1140	CALLAHAN, RICHARD	800.00	800.00	8.00		2/01/1993	2
015-11-1141	CASAL, FRANK	640.00	640.00	6.40		2/01/1993	2
015-11-1142	CLAUSON, WILMA	800.00	800.00	8.00		2/01/1993	2
015-11-1144	CLARKE, LAWRENCE	2,002.00	2,002.00	20.02		2/01/1993	2
015-11-1145	CUNNINGHAM, EDWARD	800.00	800.00	8.00		2/01/1993	2
015-11-1147	DOHERTY, LEONARD	1,200.50	1,200.50	12.00		2/01/1993	2
015-11-1148	EMERY, PAUL	640.00	640.00	6.40		2/01/1993	2
015-11-1149	FERRANTE, THOMAS	2,002.00	2,002.00	20.02		2/01/1993	2
015-11-1150	FINN, ALICIA	560.00	560.00	5.60		2/01/1993	2
015-11-1151	FINLEY, JOHN	640.00	640.00	6.40		2/01/1993	2
015-11-1152	FOLEY, MARY	720.00	720.00	7.20		2/01/1993	2
015-11-1155	GRIMES, TAMMY	480.00	480.00	4.80		2/01/1993	2
015-11-1156	HANLON, MAURA	800.00	800.00	8.00		2/01/1993	2
015-11-1157	HESSON, LEO	800.00	800.00	8.00		2/01/1993	2
015-11-1159	HOLLAND, JAMES	800.00	800.00	8.00		2/01/1993	2
015-11-1160	JACKSON, NATALIE	1,200.46	1,200.46	12.00		2/01/1993	2
015-11-1161	MILLER, ROBERT	800.00	800.00	8.00		2/01/1993	2
015-11-1162	KANE, FRANCES	1,601.38	1,601.38	16.02		2/10/1993	2
015-11-1163	LANDERS, ANNE	640.00	640.00	6.40		2/01/1993	2
015-11-1164	MACK, LANCE	880.00	880.00	8.80		2/01/1993	2
015-11-1165	LE FARGE, MADAME K	720.00	720.00	7.20		2/01/1993	2

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015-11-1166	MARPLE, AGNES	640.00	640.00	6.40	2/01/1993	2
015-11-1167	MILLETT, JOAN	640.00	640.00	6.40	2/01/1993	2
015-11-1168	MORSE, DONALD	800.00	800.00	8.00	2/01/1993	2
015-11-1169	NELSON, REBECCA	960.00	960.00	9.60	2/01/1993	2
015-11-1170	NOYES, SANDY	800.00	800.00	8.00	2/01/1993	2
015-11-1171	O'KEEFE, WALTER	800.00	800.00	8.00	2/01/1993	2
015-11-1172	OSWELL, LINDA	560.00	560.00	5.60	2/01/1993	2
015-11-1173	PARKER, ROBERT	800.00	800.00	8.00	2/01/1993	2
015-11-1174	POLLOCK, RICHARD	800.00	800.00	8.00	2/01/1993	2
015-11-1175	RESS, WILLIAM	800.00	800.00	8.00	2/01/1993	2
015-11-1176	ROBBINS, PATRICIA	720.00	720.00	7.20	2/01/1993	2
015-11-1177	SAGE, CHRISTINE	800.00	800.00	8.00	2/01/1993	2
EMPLOYER TOTAL:		39,865.46		398.66		
	42 EMPLOYEES		39,865.46			

---



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	15-2
Unemployment (*U) Reporting	15-3
Reporting Files	15-7
Internet Filing	15-10

---

## Deductions

Infinium PY supports the following tax deductions required by Alaska:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment (\*U) Reporting

## Setting Up Employer Information

You must specify the Employer Tax ID to ensure that the correct information prints on the Quarterly State Unemployment Report.

The Employer Tax ID is the account number indicated on Form 07-1004.

You specify the Employer account number in the *Employer Tax ID* field on the second screen of the \*U Deduction Control record.

Follow the steps below to complete the *Employer Tax ID* field.

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to Page 2 of Update Deduction Controls, shown in Figure 15-1.
-

```

1/10/19 19:29:59      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 2 of 3
Employer . . . . : ZUS      SAMPLE US COMPANY
Deduction . . . . : *UAK      AK STATE UNEMPLOY.
Method . . . . . : 4      Tax Calculation

  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

Employer Rate . . . . . 1.5000             SUTA Rnd.stopped. 0 (0=No 1=Yes)
Employer Tax ID . . . . . UAK-123456

Debit Account . . . . . 001-***-***-1715-101 +
Credit Account . . . . . 001-000-000-4150-101 +

F3=Exit F4=Prompt F10=Access F12=Previous

```

Figure 15-1: Update Deduction Controls, Page 2

In the *Employer Tax ID* field, type the account number by using a maximum of 10 digits. The account number is indicated on Form 07-1004. The system edits, right justifies, and zero-fills this number on the tape.

If you leave the *Employer Tax ID* field blank on the \*U Deduction Control screen, the system uses the number in the *Federal Tax ID* field on the Update Employer Controls screen when reporting unemployment information.

## Specifying Employee Information

You must specify the 2-digit area code (00 to 99) that indicates where the employee works to ensure that the system prints the correct information on the List Quarterly State Unemployment report:

You specify the area code in the *User Defined* field on screen 1 of the employee's Deduction Control record.

Follow the steps below to complete the *User Defined* field.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.

- 4 Complete the prompt screen and press Enter. The system displays the list of Available Options.
- 5 Select *Employee Deduction Data* and press Enter. The system displays Page 1 of the Update Employee Deduction Codes.
- 6 In the *User Defined* field, type the 2-digit geographical area code (00 to 99) that indicates where the employee works.

## Reporting

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

The Employer Tax ID, specified on Page 2 of the \*U Deduction Control record, Figure 15-1, is highlighted.

---

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  
 8/14/00 12:53:27  
 EMPLOYER PHB PHB, INC. EMPLOYER/TAX CO.TAX ID#: 04-1456780 \*U RATE: 2.0000 %  
 QUARTER ENDED 03/31/00 STATE OF ALASKA DEDUCTION TAX ID#: 1234567890 WAGE LIMIT 24,800.00

TAX I.D. #	EMPLOYEE NAME	HIRE DATE/TERM DATE	TOTAL GROSS WAGES	TOTAL SUTA WAGES	TAXABLE SUTA WAGES	EXCESS SUTA WAGES	EMPLOYER SUTA ACCRUED	TIPS	HRS WKD	WKS WKD
015-11-1182	ALINSKAS, PETER	2/01/1993	400.00	400.00	400.00	.00	8.00	.00	40	1
015-11-1186	BRADBURY, STEPHEN	2/01/1993	400.00	400.00	400.00	.00	8.00	.00	40	1
EMPLOYER TOTAL: 2			800.00	800.00	800.00	.00	16.00	.00		

12<sup>th</sup> of the Month Totals  
 Month 1- 1 employees Month 2- 0 employees Month 3- 0 Employees

PYGRQ090 PYTRQ09V 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  
 8/14/00 12:53:27  
 EMPLOYER PHB PHB, INC. EMPLOYER/TAX CO.TAX ID#: 04-1456780 \*U RATE: 2.0000 %  
 QUARTER ENDED 03/31/00 STATE OF ALASKA DEDUCTION TAX ID#: 1234567890 WAGE LIMIT 24,800.00

TAX I.D. #	EMPLOYEE NAME	STATE TAXABLE WAGES	STATE INCOME TAX WITHHELD	TAXABLE SUTA WAGES	EMPLOYEE SUTA ACCRUED
015-11-1182	ALINSKAS, PETER	.00	.00	400.00	.00
015-11-1186	BRADBURY, STEPHEN	.00	.00	400.00	2.16
EMPLOYER TOTAL: 2		.00	.00	800.00	2.16

12<sup>th</sup> of the Month Totals  
 Month 1- 1 employees Month 2- 0 employees Month 3- 0 Employees

## Reporting Files

Prior to the 1<sup>st</sup> quarter of 2006, Alaska required the use of diskettes for quarterly unemployment reporting. The 2-digit area code must be on the quarterly state unemployment diskette.

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

---

PYGUTAK PYTUT QUARTERLY STATE UNEMPLOYMENT REPORT PAGE 1  
 6/26/95 10:47:48 FOR TAPE REPORTING  
 EMPLOYER PHB PHB, INC. EMPLOYER TAX ID. 04-1456780  
 QUARTER ENDED 03/31/95 STATE OF ALASKA 02 WAGE LIMIT 23,900.00  
 123999999

TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYER TAXABLE SUT WAGES	EMPLOYER SUT ACCRUED	EMPLOYEE TAXABLE TERM. DATE	EMPLOYEE SUT HIRE DATE	WEEKS WKD
011-00-0104	DAVIDSON, JAMES M	1,200.46	1,200.46	24.00		2/01/1992	2
015-11-1181	ALEXANDER, PAUL	400.00	400.00	8.00		2/01/1993	2
015-11-1182	ALINSKAS, PETER	800.00	800.00	16.00		2/01/1993	2
015-11-1183	ANDERSON, CAROL	560.00	560.00	11.20		2/01/1993	2
015-11-1184	ASKEW, JAMES	880.00	880.00	17.60		2/01/1993	2
015-11-1185	BERRYAK, PAUL	2,000.00	2,000.00	40.00		2/01/1993	2
015-11-1186	BRADBURY, STEPHEN	800.00	800.00	16.00		2/01/1993	2
015-11-1187	BYRNES, BOBBIE	800.00	800.00	16.00		2/01/1993	2
015-11-1188	CAPEL, MARIA	720.00	720.00	14.40		2/01/1993	2
015-11-1189	COFFEY, PATRICK	960.00	960.00	19.20		2/01/1993	2
015-11-1190	CUMBERLAND, MARY	720.00	720.00	14.40		2/01/1993	2
015-11-1191	BONIN, JOSEPH U	800.00	800.00	16.00		2/01/1993	2
015-11-1194	CARLSON, RUSSELL L	960.00	960.00	19.20		2/01/1993	2
015-11-1195	OSWELL, HARVEY M	640.00	640.00	12.80		2/01/1993	2
015-11-1196	CHAPMAN, PAULA J	640.00	640.00	12.80		2/01/1993	2
015-11-1197	CHERRY, TERESA L	640.00	640.00	12.80		2/01/1993	2
015-11-1198	DOHERTY, MARIE C	960.00	960.00	19.20		2/01/1993	2
015-11-1199	HOLLAND, JOHN M	1,040.14	1,040.14	20.80		2/01/1993	2
015-11-1200	JORDAN, JOHN F	640.00	640.00	12.80		2/01/1993	2
015-11-1201	KNIGHT, GLADYS C	560.00	560.00	11.20		2/01/1993	2
015-11-1202	LARSON, LARS C	800.00	800.00	16.00		2/01/1993	2
015-11-1203	LOGUE, LOUISE J	720.00	720.00	14.40		2/01/1993	2
015-11-1204	MAHONEY, KATHLEEN A	800.00	800.00	16.00		2/01/1993	2
015-11-1205	MATES, DIANE M	640.00	640.00	12.80		2/01/1993	2
015-11-1207	NELSON, JOAN L	800.00	800.00	16.00		2/01/1993	2
015-11-1208	NOYES, PAUL H	800.00	800.00	16.00		2/01/1993	2
015-11-1209	PIVKRY, OLSON M	640.00	640.00	12.80		2/01/1993	2
015-11-1211	RANSOM, IDA L	720.00	720.00	14.40		2/01/1993	2
015-11-1212	REPKO, JOANNE P	640.00	640.00	12.80		2/01/1993	2
015-11-1214	REID, PAUL A	800.00	800.00	16.00		2/01/1993	2
015-11-1215	ROACH, WALTER J	1,200.44	1,200.44	24.00		2/01/1993	2
015-11-1216	ROYAL, SUSAN A	1,761.56	1,761.56	35.24		2/01/1993	2
015-11-1218	SHARP, JACOB M	800.00	800.00	16.00		2/01/1993	2
015-11-1219	SHANNON, MAUREEN A	720.00	720.00	14.40		2/01/1993	2
015-11-1220	KETCHIKAN, HEATHER L	640.00	640.00	12.80		12/12/1970	2
015-11-1221	SHEPHARD, RAINBOW L	640.00	640.00	12.80		2/01/1993	2
015-11-1223	SOLBO, CHRISTINA J	720.00	720.00	14.40		2/01/1993	2
015-11-1224	TAVARES, WILLIAM R	720.00	720.00	14.40		2/01/1993	2



---

015-11-1260	WHITEFOOT, HENRY J	640.00	640.00	12.80		2/01/1993	2
015-11-1265	SHEA, DOROTHY M	800.00	800.00	16.00		2/01/1993	2
EMPLOYER TOTAL:		32,722.60		654.44		163.60	
	40 EMPLOYEES		32,722.60		32,722.60		

## Internet Filing

Effective the first quarter of 2006, Alaska requires the use of Internet filing for quarterly unemployment reporting. You must submit two files to the state of Alaska: a header file and a wage detail file for each employer for which you report quarterly unemployment information.

When you run the *Create ICESA/TIB-4 Unempl File* function, Infinium PY creates two files in the PYUSXML directory in the integrated file system on the iSeries. The header file is called Header Records Submittedxxxxxx.csv, with xxxxxx being the date you run the *Create ICESA/TIB-4 Unempl File* function. The wage detail file is called Wage Detail Submittedxxxxxx.csv, with xxxxxx being the date you run the *Create ICESA/TIB-4 Unempl File* function. Both files are created in comma delimited format.

Refer to your state specifications for directions on uploading header and wage detail information by using Internet filing.

To file unemployment information for Alaska employers, use the *Create ICESA/TIB-4 Unempl File* function and complete the screens as indicated below.

- 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*. The system displays the first Create ICESA/TIB-4 Unempl File screen.
  - 5 Use the information below to complete the fields on this screen.

*Qu. tape state*

Type **AK**.

*ICESA Format*

Specify no.
  - 6 Complete the remaining fields as you normally would and press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
  - 7 Use the information below to complete the fields on this screen.
-

*State specific (alpha) 4*

Specify yes if any employees earn wages that are reported to other state agencies during the quarter; otherwise, specify no.

*State specific (numeric) 7*

Type the remittance amount.

- 8 Complete the remaining fields as you normally would and press Enter. The system creates the quarterly unemployment tape file.
-

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	16-2
State (*S) Reporting	16-3
Unemployment (*U) Reporting	16-4

## Deductions

Infinium PY supports the following tax deductions required by Arizona:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# State (\*S) Reporting

## Setting Up Employee Information

On the employee deduction authorization record you can specify the following information for state (\*S) reporting:

- You can override the tax rate from the tax table.
- You can enter an additional amount to be withheld.
- You can prevent the deduction of state withholding from the employee's checks

You use the *Update Deduction Data* [UDC] function and specify this information in the *Additional Amount*, *Tax Rate*, and *Tax Status* fields on the Update Employee Deduction Codes screen 1 of the employee deduction authorization record.

### *Additional Amount*

Type an additional flat amount of tax to be deducted from the employee's earnings. The system adds the amount to the calculated tax. To tax only the amount in this field, type 1 in the *Tax Status* field.

### *Tax Rate*

Type the rate to calculate the tax if you must use a rate different from the tax table rate.

### *Tax Status*

Specify 1 or 2 to prevent the deduction of state withholding from the employee's checks.

For more information on using the Update Employee Deduction Code screen within the *Update Deduction Data* function, refer to the "Updating Employee Data" chapter in the *Infinium PY Guide to Processing*.

---

## Unemployment (\*U) Reporting

Infinium PY supports unemployment reporting for more than one tax company for multi-tax employers or employer groups. This gives the employer the capability of submitting one tape to the state for all tax companies within a multi-tax employer or employer group.

### Correcting EFW2 Unemployment (\*U) Information

Infinium PY supports the federal format for unemployment reporting for Arizona. When you generate the reporting file, the system automatically includes the employee's branch code, if applicable, in the file. If you need to correct reporting information and submit a file, you can change the branch code information, if applicable.

Follow the steps below to correct Arizona unemployment information.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Correct Qtr. EFW2 Unempl Data*.
- 5 Complete the prompt screen and press Enter to advance to the Correct Unemployment Data selection screen.
- 6 Select the unemployment information you want to correct and press Enter. The system displays the first Correct Qtr. EFW2 Unempl Data screen.
- 7 Complete the applicable fields on this screen and press Enter to advance to the second Correct Qtr. EFW2 Unempl Data screen.
- 8 In the *Unit Number* field, type the correct branch number, if applicable for this employee.

As of the fourth quarter of 2018, a comma delimited file is created in the PYUSXML folder in the IFS (integrated file system) on the IBM i when you run the *Create Qtr. EFW2 Unemp Rept File* function for Arizona. The naming format for the file is Arizona Wage Detail Qn yyyy.csv, with n being the quarter and yyyy being the year. This file must be uploaded from the IFS to a

---



PC and submitted to the state of Arizona by using TWS. The branch code is not reported on the CSV file, so there is no longer a need to correct this information in the unemployment work file.

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	17-2

---

## Deductions

Infinium PY supports the following tax deductions required by Arkansas:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	18-2
Supplemental Withholding	18-3
Employer Account Number Format	18-5
State (*S) Reporting	18-6
Unemployment (*U) Reporting	18-8
W-2 Reporting	18-37

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## Deductions

### Required

Infinium PY supports the following tax deductions required by California:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- State Disability Taxes (\*D)
- Supplemental
- Other (California Training Tax)
- Reciprocity (\*U only for all states)

You must set up deduction codes and Deduction Control records for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

### Voluntary

Infinium PY supports both California State Disability Insurance (CASDI) and Voluntary Plan Disability Insurance (VPDI). Employees must have one or the other. For more information, see “Voluntary Plan Disability Insurance” on page 18-17.

---

## Supplemental Withholding

The system tracks the alternate supplemental rate for certain bonus or stock options when paid separately from regular pay. The rate is stored in the *Alternate Sup. Rate* field on the Update U.S. State Tax Table screen. To use this alternate rate you must complete the following steps:

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Income Controls* [UIC].
- 4 Specify the *Employer* and *Income*. Press Enter. Complete screens 1 through 3 as needed and press Enter after completing each one. The system displays screen 4 as shown below.

```

4/22/08 13:39:15          Update Income Controls          PYGMIC  PYDMIC
                                                                Page 4 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : BONUS
Method . . . . . : 1 - Flat Amount
Description . . . : BONUS

Use Alt Sup. Rate  _
CNMI Box 14 Code.  _
Omit Fr Hrs Wk Chk 0 (0=No 1=Yes)
W/H Add'l Amount?  _ (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 18-1: Update Income Controls screen 4

- 5 Use the information below to complete the field on this screen.

### *Use Alt Sup. Rate*

Specify whether to use the alternate supplemental rate for \*SCA calculations when this income is paid separately from regular pay.

Valid values are:

- A** Use the alternate supplemental rate for \*SCA calculations when this income is paid separately from regular pay.
- Blank** Use normal processing.



## Employer Account Number Format

The employer account number, assigned by the EDD, comprises seven digits followed by a check digit.

California does not support branch reporting. Branch reporting is not allowed when filing unemployment information using XML.

## State (\*S) Reporting

### Setting Up Employer Information

You must specify the employer account number on the \*S Deduction Control record to ensure that the correct information prints on the List Quarterly State Wages report. This number is also reported on the W-2 Form.

You specify the account number in the *Employer Tax ID* field on Page 2 of the \*S Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays Page 1 of Update Deduction Controls.
  - 5 Complete the required fields and press Enter to advance to Page 2 of Update Deduction Controls, shown in Figure 18-2.
-

6/10/15 17:40:59	Update Deduction Controls	PYGMDC	PYDMDC
		Page 2 of 3	
Employer . . . . :	ZUS SAMPLE US COMPANY		
Deduction . . . . :	*SCA CALIFORNIA INC TAX		
Method . . . . . :	4 Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . .	<u>DC001</u> +	Area . . . . .	_____ +
Monthly Report . .	_____ +	Division . . . . .	_____ +
Quarterly Report .	_____ +	Department . . . .	_____ +
Annual Report . . .	_____ +	Cost Centr . . . . .	_____ +
On Demand Report .	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Employer Tax ID .	<u>SCA-123456</u>		
Debit Account . . .	_____		+
Credit Account . .	_____		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 18-2: Update Deduction Controls, Page 2

In the *Employer Tax ID* field, type the 7-digit account number followed by a check digit. This number is assigned by the EDD.

## Setting Up Employee Information

On the Employee Deduction Authorization record you can specify the following information for state (\*S) reporting:

- You can override the number of exemptions and the marital status specified on the Payroll Master record.
- You can specify any additional estimated deductions.

You specify this information in the *Exemptions*, *Claiming Status*, and *Add. Est. Deds* fields on Page 1 of the Employee Deduction Authorization record.

In the *Exemptions* field, type the number of exemptions to override the number specified on the Payroll Master record.

In the *Claiming Status* field, type H for unmarried head of household to override the marital status on the Payroll Master record.

In the *Add. Est. Deds* field, type any additional estimated deductions that the employee claims.

## Unemployment (\*U) Reporting

**Note:** All employers with ten or more employees must file unemployment reporting electronically for tax year 2016, beginning January 1, 2017. For tax year 2017, beginning January 1, 2018, all employers must file unemployment reporting electronically, regardless of the number of employees.

Beginning with reporting year 2013, California uses the XML format for the unemployment reporting file. Use the *Create Qtr. EFW2 Unemp Rept File* function to create the reporting file.

### Setting Up Employer Information

The information below applies to unemployment reporting in the federal format.

You must provide the employer account number on the \*U Deduction Control record to ensure that the correct information prints on each of the Quarterly State Unemployment reports:

The employer account number, assigned by the EDD, comprises seven digits followed by a check.

You enter the Employer account number in the *Employer Tax ID* field on Page 2 of the \*U Deduction Control record, shown in Figure 18-3.

---

```

6/10/15 17:43:28      Update Deduction Controls      PYGMDC      PYDMDC
                                                              Page 2 of 3
Employer . . . . : ZUS      SAMPLE US COMPANY
Deduction . . . . : *UCA      CA STATE UNEMPLOY.
Method . . . . . : 4      Tax Calculation

  Special Reports                                Level Restrictions
Cycle Report . . . . . _____ +                Area . . . . . _____ +
Monthly Report . . . . . _____ +                Division . . . . . _____ +
Quarterly Report. _____ +                Department . . . . . _____ +
Annual Report . . . . . _____ +                Cost Centr . . . . . _____ +
On Demand Report. _____ +

                                                              Exclude From GL Accrual 0 (A,X,C,N)
  _____ Employer Data _____

Employer Rate . . . . . 1.5000                SUTA Rnd.stopped. 0 (0=No 1=Yes)
Employer Tax ID . . . . . UCA-123456

Debit Account . . . . . 001-xxx-xxx-1715-101 +
Credit Account . . . . . 001-000-000-4150-101 +

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

Figure 18-3: Update Deduction Controls, Page 2

In the *Employer Tax ID* field, type the account number assigned by the EDD.

For XML reporting, Infinium PY edits out hyphens and reports this number on the reporting file. For example, if your organization’s account number is 123-4567-8, the value 12345678 is reported on the XML reporting file.

## Setting Up Employee Information

You must provide the following employee information to ensure that the correct information appears on the Quarterly State Unemployment Reporting File:

- Wage Plan Code
- Voluntary Plan Disability Insurance deduction authorized to your employees, only if used in place of the California State Disability Insurance Plan

### Wage Plan Code

The Wage Plan Code indicates the type of coverage that an employee has. The table below describes these codes.

Code	Type of Employee Coverage
S	State Plan for both Unemployment Insurance and Disability Insurance
U	Department approved Voluntary Plan for Disability Insurance and the State Plan for Unemployment Insurance
J	State Plan for Disability Insurance only (exempt from Unemployment Insurance)
L	Voluntary Plan for Disability Insurance only (exempt from Unemployment Insurance)
R	Religious exemption from paying Disability Insurance, but State Plan for Unemployment Insurance. The employee must file an exemption certificate.
A	State Plan for Unemployment Insurance
P	Employee is covered for Personal Income Tax Withholding purposes only

The *Wage Plan Code* field is on Page 3 of the Employee Payroll Master record, shown in Figure 18-4.

```

6/14/18 15:04:50      Update Employee Payroll Data      PYGMMS      PYDMMS
                                                    Page 3 of 3
Employer . . . . : ZUS      SAMPLE US COMPANY
Employee . . . . :      80005 ALAN D ACCURATE

Fed. Filing . . . M      Current State . . PA +
Fed. Exemptions . 2      Home State . . . PA +
Filing Locked . . 0 (0=No, 1=Yes) SUTA State . . . PA +
State Exemptions. 0      Current Misc Loc. ALI +
Local Exemptions. 0      Home Misc. Loc. . ALI +
Home Tax Co . . . _____ +      Current County . XX1 +
PrYr.Strt.Tax Co:      Home County . . . XX1 +
Tax Co XVR . . . : 0      Current City . . . TOL +
Tax Co.Pr.Yr.XVR: 0      Home City . . . . TOL +
MQGE Employee . . 0 (0=No, 1=Yes) Curr School Dist. XX3 +
EIC Employee . . . 0 (0->3)      Home School Dist. XX3 +
Wage Plan Code . . -      Nonres. Alien? . 0 (0=No, 1=Yes)
1099R/Exempt W2 . -      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 18-4: Update Employee Payroll Data screen 3

In the *Wage Plan Code* field, type the appropriate plan code: **A**, **J**, **L**, **R**, **S**, **U** or **P**.

On the quarterly unemployment tape the Wage Plan Code prints on the RS record.

### Printing the Quarterly Report

Complete the following steps to print 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 a screen like the one shown in Figure 18-5.

10/28/03 15:41:50	List Qtr. State Unemployment	PYGTLS0	PYDTLS0
Employer . . . . . <u>ZUS</u> +	-or-	Employer Group. . . . . _____ +	
State . . . . . <u>CA</u> +		Use *U Data? . . . . . _ (0=No 1=Yes)	
Year . . . . . _____		Quarter . . . . . <u>0</u> (0->4)	
Print By Levels/BR _ (0->4,B)		Print Negatives . . . . . _ (0=No 1=Yes)	
Tax Company . . . . . _____ +		Income Group. . . . . _____ +	
Sta.*U Tax Co.cde _____ +		Sta.*S Tax Co.cde _____ +	
State Specific. . . . . _____		Round SUTA Wages? <u>0</u>	
Gross Wages Source <u>1</u>		Gross Wages IRG _____ +	
F3=Exit F4=Prompt F10=Access			

Figure 18-5: List Qtr. State Unemployment screen

- 5 Complete the required fields.

Type 1 (yes) in the *Use \*U Data?* Field. The system always uses the \*U wage base.

The Employer Tax ID, specified on Page 2 of the \*U Deduction Control record is referred to as the Deduction Tax ID# on the report.

## Printing the Annual Report

Complete the following steps to print 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*. The screen shown below is displayed.

```

6/11/15 12:19:06 List Annual State Unemployment PYGTL50 PYDTL50
Employer . . . . _ + -or- Employer Group . ____ +
State . . . . . _ + Use *U Data? . . _ (0=No 1=Yes)
Year . . . . . ____ YR for Pay Data . _
Print By Level/BR _ (0->4,B) Print Negatives . _ (0=No 1=Yes)
State Specific . _____ Income Group . . ____ +
Tax Company . . . ____ +
Sta.*U Tax Co.cde ____ + Sta.*S Tax Co.cde ____ +

F3=Exit F4=Prompt F10=Access

```

Figure 18-6: List Annual State Unemployment screen

- 5 Complete the required fields.

**Note:** For California, the system always uses the \*U wage base, even when you specify 0 (no) in the *Use \*U Data?* field.



PYGYE060 PYTYE060  
 6/11/15 12:56:59  
 EMPLOYER ZYH  
 YEAR ENDED 12/31/14

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

US COMPANY  
 STATE OF CALIFORNIA

WAGE LIMIT 7,000.0

TAX I.D. #	EMPLOYEE NAME	WAG COD SEAS	TOTAL WAGES	EMPLOYER TAXABLE SUTA WAGES	EMPLOYER SUTA ACCRUED	EMPLOYEE TAXABLE WAGES	EMPLOYEE INCOME TAX	WK WR
213-13-1321	ANNA, AVERAGE-WAGE		.00	.00	.00	400.00	3.83	
135-30-1234	CLARK, CAREN	A	1,632.00	1,632.00	24.48	1,632.00	59.43	NO1
602-31-6789	SMOG, SUSIE S		2,292.90	2,292.90	34.39	2,292.90	90.68	4
011-77-9632	STARR, ROBERT		3,000.00	3,000.00	45.00	3,000.00	46.12	4
EMPLOYER TOTAL:			6,924.90		103.87		200.06	
4 EMPLOYEES				6,924.90		7,324.90		

## Disability Reporting

Employees must have either California State Disability Insurance (CASDI) or Voluntary Plan Disability Insurance (VPDI).

- For CASDI, you must use the \*DCA naming convention to create a disability Deduction Control record for CASDI.

Employees must pay a disability tax. Refer to the tax table for the current percentage and annual earnings limit subject to tax.

Employers do not have to contribute to the employee amount. However, they may elect to pay all of the employee amount.

- For VPDI, you must set up a Deduction Control record (for example, VPDI) to designate the voluntary disability deduction.

### California State Disability Insurance (CASDI)

#### Setting Up a Deduction Control Record

Complete the following steps to create the disability Deduction Control record:

- 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 Type the employer code, \*DCA in the *Deduction* field, and 4 in the *Method* field.
  - 5 Press Enter. The system displays the first Update Deduction Controls screen, shown in Figure 18-7.
-

```

6/26/12 22:07:31      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 1 of 3
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : *DCA
Method . . . . . : 4  Tax Calculation
Description . . . : CA DISABILITY TAX  Starting Date . . . _____
Priority . . . . . : 2500                Ending Date . . . _____
Summ. Code . . . . : 14 +                Must Take . . . . . 1 (0, 1, 2, 3)
Accumulator . . . . : *GROS +

-----
                          Employee Data
-----
Arrears Type . . . : 0                Arrears Recovery. 1
Arrears Amount . . : .00                Arrears Percent . . .0000
Allow Pay Msg? . . : 0 (0=No 1=Yes)
Deduction Account 001-000-000-4160-101 +

F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete
    
```

Figure 18-7: Update Deduction Controls, Page 1

- 6 Complete the fields as appropriate to your company.
- 7 Press Enter to go to Page 2 of Update Deduction Controls, shown in Figure 18-8.

```

6/10/15 17:47:04      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 2 of 3
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : *DCA  CA DISABILITY TAX
Method . . . . . : 4  Tax Calculation

-----
      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,X,C,N)

-----
                          Employer Data
-----

Employer Rate . . . : _____      Stop *D self-adj? 1 (0=No 1=Yes)
Employer Tax ID . . : DCA-123456

Debit Account . . . : _____ +
Credit Account . . . : _____ +

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

Figure 18-8: Update Deductions Controls, Page 2

- 8 Complete the fields on Page 2 of 3 as described below.

#### *Employer Rate*

If employees are to have an amount withheld, as indicated on the tax table, leave the *Employer Rate* field blank.

If an employer elects to pay the employee amounts, type the percentage in the *Employer Rate* field.

#### *Employer Tax ID*

You must specify the Employer Tax ID number issued by the Employment Development Department (EDD).

- 9 Complete the remaining fields according to your company requirements.
- 10 Press Enter to go to Page 3 of Update Deduction Controls.
- 11 Complete the fields as appropriate to your company.
- 12 Press Enter to update the record.

### **Setting Up an Employee Deduction Authorization Record**

Complete the following steps to authorize an employee to the disability deduction:

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*.
- 4 Complete the prompt screen and press Enter. The system displays the Update Employee Deduction Codes screen.
- 5 Type **\*DCA** in the *Deduction* field to add a new authorization, or type **2** (change) in the *Opt* field for code \*DCA to select an existing record.
- 6 Press Enter. The system displays Page 1 of Update Employee Deduction Codes.
- 7 Complete the *Tax Status* field as follows:

If the employee is to have an amount withheld for this deduction, leave the field blank or type **0**.

---

If the employee is not to have an amount withheld, type 1. The wage base of the deduction will be updated.

- 8 Complete the remaining fields according to your company requirements.
- 9 Press Enter to advance to Page 2 of Update Employee Deduction Codes.
- 10 Complete the fields as appropriate to your company.
- 11 Press Enter to update the record.

## Voluntary Plan Disability Insurance

### **Setting Up a Deduction Control Record**

Complete the following steps to create the voluntary disability Deduction Control record:

- 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 Type the employer code, VPDI in the *Deduction* field, and 3 in the *Method* field.
  - 5 Press Enter. The system displays Page 1 of Update Deduction Controls, shown in Figure 18-9.
-

6/26/12 22:03:39		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 4	
Employer . . . .	JCP	THE & GENERAL STORE			
Deduction . . . .	VPDI				
Method . . . . .	3	Amount Extension	EE/ER Limit Type.		
Description . . .	CA VPDI		EE/ER Limit Amt .		
Priority . . . . .	55		Starting Date . .		
Summ. Code . . .	37 +		Ending Date . . .		
Frequency . . . .	8		Must Take . . . .	1 (0, 1, 2, 3)	
Accumulator . . .	xGROS +		Limit Group . . .		+
<b>Employee Data</b>					
Deduction Type .		Direct Deposit .	0 (0=No 1=Yes)		
Limit Type . . .	3	Limit Amount . .	317.67		
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 % . . .	1.0000	W2 Code . . . . .			
Payables related.	0 (0=No 1=Yes)	401K-Pro ER/Lim?.	0 (0, 1, 2)		
Allow Pay Msg? .	0 (0=No 1=Yes)	401K-Pro ER Arr?.	0 (0, 1, 2)		
Deduction Account	PHB-5-00000-000-0210				+
F3=Exit F10=Access F12=Previous F22=Delete					

Figure 18-9: Update Deduction Controls screen

- 6 You must enter a specific value in each of the fields described below. You complete the remaining fields as appropriate to your company.

#### *Accumulator*

Type the appropriate accumulator code value in the *Accumulator* field.

#### *Extension %*

Type the correct percentage in the *Extension %* field.

#### *Limit Amount*

The *Limit Amount* is established when you set up the deduction by using the function *Update Deduction Controls* under *Master Files*.

- 7 Press Enter to go to Page 2 of the Update Deduction Controls screen.
- 8 Complete the fields on Page 2 as appropriate to your company.
- 9 Press Enter to go to Page 3 of the Update Deduction Controls screen.
- 10 Complete the fields on Page 3 as appropriate to your company.
- 11 Press Enter to update the record.

You must set up a Deduction Reporting Group by using the *Update Deduction Reporting Group* function and assigning the voluntary disability deduction to this group. The Deduction Reporting Group is used in processing W-2 Forms and unemployment tapes.

### Setting Up an Employee Deduction Authorization Record

If an employee chooses Voluntary Plan Disability Insurance, you must set up an Employee Deduction Authorization record.

You set up this record on Page 1 of the Update Employee Deduction Codes screen shown in Figure 18-10.

```

7/27/04 16:55:46 Update Employee Deduction Codes PYGMDE PYDMDE
Employer . . . : PHB DO NOT USE THIS FOR ANY TESTS 1 of 2
Employee . . . : 16991 DONALD J BARBER
Deduction . . . : VPDI Deduction Method: 3
Priority . . . : 55 Frequency . . . : =
Starting Date . . : Ending Date . . :
Employee Amount . . : .00 Employer Amount . . : .00
Employee Rate/Pct . . : .0000 Employer Rate/Pct . . : .0000
Employee Limit . . : .00 Employer Limit . . : .00

Arrears Type. . . : _ (0->3) Information . . . :
Arrears Amount. . . : .00 Arrears Percent . . : .0000

Deduction Basis . . : _ Deduction Factor. . . :

Deduction Matrix. . . : ____ +
Column . . . . . : ____ + Row . . . . . : ____ +
EE Liab Acct. . . : _____ +

F3=Exit F4=Prompt F10=Access F12=Cancel
    
```

Figure 18-10: Update Employee Deduction Codes screen

If you need to override the value in the *Extension %* field in the Deduction Control record, you can do it here at the employee level in the *Employee Rate/Pct* field.

### Quarterly State Disability Report

You use the *List Qtr. State Disability* function to generate a Quarterly State Disability Report.

If the employer has elected to pay the employee's amount, the Total Wages and Taxable Wages columns will contain required information.

No provision is made to indicate the amount of liability for the employer.

A sample report is shown on the following page.

---



PYGRQ095 PYTRQ095  
6/11/15 12:37:32  
EMPLOYER ZYH

Q U A R T E R L Y S T A T E D I S A B I L I T Y R E P O R T

PAGE 1

US COMPANY

EMPLOYER/TAX CO. TAX ID#: 10-12121234

Employee Rate: 1.0000

Employer Rate: .0000

QUARTER ENDED 03/31/14 STATE OF CALIFORNIA

Deduction Tax ID: DCA-123456

Employee Wage Limit 101636.00

TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYEE TAXABLE DIS. WAGES	EMPLOYEE DISAB. WITHHELD
135-30-1234	CLARK, CAREN	1,632.00	1,632.00	14.69
602-31-6789	SMOG, SUSIE S	2,292.90	2,292.90	20.64
011-77-9632	STARR, ROBERT	1,500.00	1,500.00	13.50
EMPLOYER TOTAL: 3		5,424.90	5,424.90	48.83

To create a reporting file in the proper XML reporting format for California, you must first do you must do the steps below. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information about using these functions:

- Use the *Create EFW2 Unempl Work File* function to generate the quarterly information.
- Update the necessary state and federal tax information.
- Use the *Correct Qtr. EFW2 Unempl Data* function to make any corrections to the work file data, as needed.

## Verifying the quarterly employee information

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *List Qtr. EFW2 Unempl Review [LQUR]*.
- 5 Type **CA** in the *State* field.
- 6 Complete the first screen as you normally would. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information about completing the fields on the screen.
- 7 Press Enter.
- 8 Use this information to complete the List Qtr. EFW2 Unempl Review screen:

### *Type of Info*

For employers who report unemployment, disability, and personal income tax under one SEAN, leave this field blank.

For non-government employers, use this field to indicate the type of information to be included on this tape when unemployment and personal income tax are reported under different SEANs (state employer account numbers).

For government employers, use this field to separate unemployment, disability, and personal income tax on the reporting files when different SEANs are used for all three.

---

Valid values are:

- U** Report unemployment information. The area set aside for personal income tax on the reporting file is blank.
- D** Report disability information. The area set aside for personal income tax on the reporting file is blank. This value is valid for government employers only.
- P** Report personal income tax information. The area set aside for unemployment and disability on the reporting file is blank.
- Blank** All three are included in the reporting file.

*St \*D Tax Co Cd*

Leave this field blank unless you are a government employer and need to report disability under a separate SEAN, state employer account number, and your employer uses multiple tax ID processing.

*Governmental ER?*

Specify whether you are a governmental employer. Valid values are:

- 0** You are not a governmental employer.
- 1** You are a governmental employer.

## Creating the Unemployment Reporting File for California Employers

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Create Qtr. EFW2 Unemp Rept File [CQMT]*.
- 5 Use this information to complete the Create Qtr. EFW2 Unemp Rept File screen:

*File Run Type*

California only allows one SEAN per XML file, so this value must be **0**.

---

If you set this to a value other than **0**, the system will convert it to **0** on screen 3.

The fields required for creating the Quarterly Unemployment Reporting file are boxed on the sample prompt screens shown in the “Working with Special State Requirements” chapter.

- 6 Complete the rest of the fields on this screen as you normally would. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information about completing the fields on this screen.
- 7 Press Enter. The system displays the Create Qtr. EFW2 Unemp Rept File screen for contact information.
- 8 Complete the fields on this screen as you normally would and press Enter. The system displays the Create Qtr. EFW2 Unemp Rept File screen for California employers.
- 9 Use the information below to complete the fields on this screen.

#### *Run Type*

Effective the first quarter 2013, the reporting file is created by using FSET specifications in XML. California does not allow more than one SEAN per XML file. The *Run Type* field is set to **0** and no change is allowed.

#### *Type of Info*

For employers who report unemployment, disability, and personal income tax under one SEAN, leave this field blank.

For non-government employers, use this field to indicate the type of information to be included on this tape when unemployment and personal income tax are reported under different SEANs (state employer account numbers).

For government employers, use this field to separate unemployment, disability, and personal income tax on the reporting files when different SEANs are used for all three.

Valid values are:

- U** Report unemployment information. The area set aside for personal income tax on the reporting file is blank.
  - D** Report disability information. The area set aside for personal income tax on the reporting file is blank. This value is valid for government employers only.
-

**P** Report personal income tax information. The area set aside for unemployment and disability on the reporting file is blank.

**Blank** All three are included in the reporting file.

**Example 1:** You have only one SEAN for both unemployment and personal income tax. You run this function once. Leave the *Type of Info* field blank. Sign on to California e-Services for Business and upload the XML file to EDD as required.

**Example 2:** You are a non-government employer and you use a pay agent to file your personal income tax. Your SEAN for personal income tax is different from your SEAN for unemployment. Run this function twice.

- a Type **U** in the *Type of Info* field. Save the generated XML file under a unique name. Sign on to California e-Services for Business and upload the XML file to EDD as required.
- b Run the function a second time and type **P** in the *Type of Info* field. Save the generated XML file under a unique name. Sign on to California e-Services for Business and upload the XML file to EDD as required.

**Example 3:** You are a government employer. Due to different bargaining unit's coverage requirements, you have three SEANs, one for unemployment, one for disability and one for personal income tax. Run this function three times.

- a Run the function a second time and type **D** in the *Type of Info* field. Save the generated XML file under a unique name. Sign on to California e-Services for Business and upload the XML file to EDD as required.
- b Run the function a third time and type **P** in the *Type of Info* field. Save the generated XML file under a unique name. Sign on to California e-Services for Business and upload the XML file to EDD as required.

*St \*D Tax Co Cd*

Leave this field blank unless you are a government employer and must report disability under a separate SEAN, state employer account number, and your employer uses multiple tax ID processing.

*Governmental ER?*

Specify whether you are a governmental employer. Valid values are:

- 0** You are not a governmental employer.
-

**1** You are a governmental employer.

**10** Press Enter.

The reporting file is created as an XML file on the directory PYUSXML, using the default name of *California DE9C.xml*.

Before you can use California e-Services for Business to upload the quarterly XML reporting file, you must establish a username and password for use with employer e-services on the web site for the California Employment Development Department (EDD). Refer to the EDD website for the current instructions for establishing your username and password.

**Caution:** Negative amounts are not reported on the XML reporting file or the corresponding report. To see whether you have employees with negative amounts, run the *List Qtr State Unemployment* function after typing **1** (yes) in the *Print Negatives* field on the prompt screen.

A sample Quarterly State Unemployment Tape Register is shown on the following pages.

---

PYGQUT60 PYTYE16U UNEMPLOYMENT TAPE REGISTER PART I PAGE 1  
 STATE OF CA  
 6/11/15 12:52:12 PERIOD ENDING 3/31/15  
 \*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
 TAX CO.:

EMPLOYER CODE	ZYH	US COMPANY	CONTROL NUMBER	TOTAL WAGES	TAXABLE WAGES	EXCESS WAGES	EMPLOYER SUTA ACC.	EMPLOYEE SUTA W/H	GROSS WAGES
*SUBMITTER RECORD			NAME	000001234					
*EMPLOYER RECORD			ZYH US COMPANY						
135-30-1234		CLARK, CAREN	1	1632.00	1632.00	.00	24.48	.00	1632.00
*TOTAL RECORD		1 EMPLOYEES		1632.00		.00		.00	
				1632.00			24.48		1632.00

PYGQUT60 PYTYE16U UNEMPLOYMENT TAPE REGISTER PART I PAGE 2  
 STATE OF CA  
 6/11/15 12:52:12 PERIOD ENDING 3/31/15  
 \*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
 TAX CO.:

EMPLOYER CODE	ZYH	US COMPANY	CONTROL NUMBER	TOTAL WAGES	TAXABLE WAGES	EXCESS WAGES	EMPLOYER SUTA ACC.	EMPLOYEE SUTA W/H	GROSS WAGES
*FINAL RECORD		1 EMPLOYEES		1632.00		.00		.00	
					1632.00		24.48		1632.00

PYGQUT60 PYTYE16V UNEMPLOYMENT TAPE REGISTER PART I I PAGE 1  
 STATE OF CA  
 6/11/15 12:52:12 PERIOD ENDING 3/31/15  
 \*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
 TAX CO.:

EMPLOYER ZYH US COMPANY

TAX I.D. #	EMPLOYEE NAME	HIRE DATE	SEPARATION DATE	OPT. CODE	WKS WKD	HRS WKD	MON 1	MON 2	MON
*SUBMITTER RECORD		NAME		000001234					
*EMPLOYER RECORD		ZYH US COMPANY							
135-30-1234	CLARK, CAREN	2/02/1999	0/00/0000		1	.00			
*TOTAL RECORD		1 EMPLOYEES		.00					

PYGQUT60 PYTYE16V UNEMPLOYMENT TAPE REGISTER PART I I PAGE 2  
 STATE OF CA  
 6/11/15 12:52:12 PERIOD ENDING 3/31/15  
 \*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
 TAX CO.:

EMPLOYER ZYH US COMPANY

TAX I.D. #	EMPLOYEE NAME	HIRE DATE	SEPARATION DATE	OPT. CODE	WKS WKD	HRS WKD	MON 1	MON 2	MON
*FINAL RECORD		1 EMPLOYEES		.00					



PYGQUT60 PYTYE16W UNEMPLOYMENT TAPE REGISTER PART III PAGE 1  
 STATE OF CA  
 6/11/15 12:52:13 PERIOD ENDING 3/31/15  
 \*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
 EMPLOYER GROUP TAX CO.:

EMPLOYER CODE	EMPLOYEE NAME	CONTROL NUMBER	STATE WAGES	STATE TAX	WAGE Years in
ZYH	US COMPANY				
*SUBMITTER RECORD				000001234	
*EMPLOYER RECORD					
135-30-1234	CLARK, CAREN	1	.00	.00	A
*TOTAL RECORD		1	EMPLOYEES	.00	

PYGQUT60 PYTYE16W UNEMPLOYMENT TAPE REGISTER PART III PAGE 2  
 STATE OF CA  
 6/11/15 12:52:13 PERIOD ENDING 3/31/15  
 \*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
 EMPLOYER GROUP TAX CO.:

EMPLOYER CODE	EMPLOYEE NAME	CONTROL NUMBER	STATE WAGES	STATE TAX	WAGE Years in
ZYH	US COMPANY				
*FINAL RECORD		1	EMPLOYEES	.00	

PYGQUT60 PYTYE16X UNEMPLOYMENT TAPE REGISTER PART I V PAGE 1  
STATE OF CA  
6/11/15 12:52:12 PERIOD ENDING 3/31/15  
\*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
TAX CO.:

EMPLOYER ZYH DIANE'S US COMPANY  
TAX I.D. # EMPLOYEE NAME STATE SPEC. WAGES  
-----  
\*SUBMITTER RECORD NAME 000001234  
\*EMPLOYER RECORD ZYH DIANE'S US COMPANY  
135-30-1234 CLARK,CAREN .00  
\*TOTAL RECORD 1 EMPLOYEES .00

PYGQUT60 PYTYE16X UNEMPLOYMENT TAPE REGISTER PART I V PAGE 2  
STATE OF CA  
6/11/15 12:52:12 PERIOD ENDING 3/31/15  
\*\*\*\* THIS REPORT IS A REFLECTION OF WHAT IS ON THE TAPE. \*\*\*\*  
TAX CO.:

EMPLOYER ZYH DIANE'S US COMPANY  
TAX I.D. # EMPLOYEE NAME STATE SPEC. WAGES  
\*FINAL RECORD 1 EMPLOYEES .00

## California Training Tax

### Setting Up Employer Expense Liability

You must specify the Employer Limit and the Extension % on the California Training Tax Deduction Control record (for example, CATRT).

You specify this information in the *Employer Limit* and *Extension %* fields on Page 2 of the California Training Tax Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to Page 2 of the Update Deduction Controls screen shown in Figure 18-11.
-

6/26/12 21:58:39	Update Deduction Controls	PYGMDC	PYDMDC
			Page 2 of 4
Employer . . . . :	JCP THE & GENERAL STORE		
Deduction . . . . :	CATRT CA TRAINING TAX		
Method . . . . . :	3 Amount Extension		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . . .	_____ +	Division . . . . .	_____ +
Monthly Report . . . .	_____ +	Department . . . . .	_____ +
Quarterly Report . . . .	_____ +	Section . . . . .	_____ +
Annual Report . . . .	_____ +		_____ +
On Demand Report . . . .	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Limit Type . . . .	<u>3</u>	Income Limit Group . . . .	_____ +
Employer Limit . . . .	<u>7,000.00</u>	Use *FWT for Income. . . .	___ (0=No 1=Yes)
Employer Amount . . . .	_____	Income Limit Amount. . . .	_____
Extension % . . . .	<u>.1000</u>	Income Limit Type . . . .	___
Employer Tax ID . . . .	_____		
Debit Account . . . .	<u>PHB-5-00000-000-0300</u>		+
Credit Account . . . .	<u>PHB-5-00000-000-0205</u>		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 18-11: Update Deduction Controls, Page 2

In the *Employer Limit* field, specify the dollar amount that represents the employer's limit.

In the *Extension %* field, specify the extension % set by the state. For example, to indicate 2%, type **2**.

## Reporting Employer Expense Liability

You can run the following reports to review Employer Expense Liability for the Training Tax:

- **Employer Expense Liability Analysis**  
This report lists the total Employer expense liability for each employee.
- **Employer Expense Liability Register**  
This report lists month-to-date, quarterly, and year-to-date Employer expense liability for each employee.

To print the Employer Expense Liability Analysis, use the *List Employer Expense Liability* function and type the Training Tax deduction code (for example, CATRT) in the *Deduction Code 1* field. A sample report is shown on the following page.

To print the Employer Expense Liability Register, use the *List Selective Expense Liability* function and type the Training Tax deduction code in the *Deduction Code* field.

PYGAN040 PYTAN040 EMPLOYER EXPENSE LIABILITY ANALYSIS  
 6/30/95 10:10:42 BY EMPLOYER COMPLETE  
 EMPLOYER PHB PHB, INC.

----- D E D U C T I O N C O D E D E S C R I P T I O N S -----

CATRT=CA TRAINING TAX

EMPLOYEE#	CATRT	TOTAL EXPENSES
91	TESTBOOTH,SHIRLEY	116.00
16625	FAIRBANKS,DOUGLAS	127.30
16723	TESTWILSON,WOODROW	106.88
16989	TESTSTETSON,THOMAS	106.24
16990	TESTALICANDRO,MARI	105.60
16991	BARBER,DONALD J	122.12
16992	BOTTINO,J D	106.40
16993	BROIS,THEODORE M	107.04
16994	CARMEL,DALE C	106.40
16995	CASALE,GERARD A	106.40
16996	CHENEY,JANICE S	105.76
16997	CLARKE,KEITH H	106.40
16998	COOGAN,FRANCES L	105.76
16999	DOWD,PETER J	105.76
17000	EKLUND,WALTER S	113.80
17001	FARREN,ARTHUR B	107.04
17002	FIRESTONE,PHILIP L	106.40
17004	FINNEMORE,SUSAN M	105.76
17005	FILNOS,ANTHONY T	106.40
17006	GONZALES,DOREEN B	105.12
17007	GREGORY,KEVIN T	107.04
17008	GUARINO,THOMAS J	114.08
17010	HARRISON,MACE H	105.12
17011	HAZEL,GEORGE M	105.12
17012	HENRY,WILLIAM J	104.48
17013	HURRELL,ARTHUR E	105.76
17014	KESTEN,LEAH M	105.76
17015	LANE,JOSEPH A	105.76
17016	LAROSE,SHIRLEY M	106.88
17017	LEWIS,RICHARD J	105.12
17018	LINDEN,ROY E	107.04
17019	LINBERG,CAROL G	105.76
17020	MANION,RAYMOND L	109.00
17021	MASTELLA,EDWARD J	105.12
17022	MELLOS,DIANA N	105.76
17023	NOURY,ANN T	105.76
17024	PARATORE,DOMINICA	105.76
17025	PROTAN,LINDA C	105.76
17026	RUDMAN,WADE N	105.76
17027	SCANLON,ROBERT M	106.40

17028 SEERY, MARIE R	105.12	105.12
17029 SELENS, WALTER A	106.40	106.40
17030 SINCHES, GERALDINE	105.12	105.12
17031 THOMPSON, EMERY K	124.51	124.51
TOTAL: EMPLOYER	4746.97	4746.97

PYGEM050 PYTEM050 EMPLOYER EXPENSE LIABILITY REGISTER Page 1

6/30/95 10:44:05 BY EMPLOYEE NUMBER

EMPLOYER PHB PHB, INC.

DEDUCTION TYPE CATRT CA TRAINING TAX

EMPLOYEE#	EMPLOYEE NAME	MTD EXP. AMT.	1ST QTR EXP. AMT.	2ND QTR EXP. AMT.	3RD QTR EXP. AMT.	4TH QTR EXP. AMT.	YTD EXP. AMT.
91	TESTBOOTH, SHIRLEY J	.00	2.00	1.00	.00	.00	3.00
16625	FAIRBANKS, DOUGLAS J	7.00	4.00	9.00	.00	.00	13.00
16723	TESTWILSON, WOODROW	.00	.86	.43	.00	.00	1.29
16989	TESTSTETSON, THOMAS B	.00	.78	.39	.00	.00	1.17
16990	TESTALICANDRO, MARIANNA	.00	.70	.35	.00	.00	1.05
16991	BARBER, DONALD J	.00	7.64	.32	.00	.00	7.96
16992	BOTTINO, J D	.00	.80	.40	.00	.00	1.20
16993	BROIS, THEODORE M	.00	.88	.44	.00	.00	1.32
16994	CARMEL, DALE C	.00	.80	.40	.00	.00	1.20
16995	CASALE, GERARD A	.00	.80	.40	.00	.00	1.20
16996	CHENEY, JANICE S	.00	.72	.36	.00	.00	1.08
16997	CLARKE, KEITH H	.00	.80	.40	.00	.00	1.20
16998	COOGAN, FRANCES L	.00	.72	.36	.00	.00	1.08
16999	DOWD, PETER J	.00	.72	.36	.00	.00	1.08
17000	EKLUND, WALTER S	.00	1.84	.00	.00	.00	1.84
17001	FARREN, ARTHUR B	.00	.88	.44	.00	.00	1.32
17002	FIRESTONE, PHILIP L	.00	.80	.40	.00	.00	1.20
17004	FINNEMORE, SUSAN M	.00	.72	.36	.00	.00	1.08
17005	FILNOS, ANTHONY T	.00	.80	.40	.00	.00	1.20
17006	GONZALES, DOREEN B	.00	.64	.32	.00	.00	.96
17007	GREGORY, KEVIN T	.00	.88	.44	.00	.00	1.32
17008	GUARINO, THOMAS J	.00	1.76	.88	.00	.00	2.64
17010	HARRISON, MACE H	.00	.64	.32	.00	.00	.96
17011	HAZEL, GEORGE M	.00	.64	.32	.00	.00	.96
17012	HENRY, WILLIAM J	.00	.56	.28	.00	.00	.84
17013	HURRELL, ARTHUR E	.00	.72	.36	.00	.00	1.08
17014	KESTEN, LEAH M	.00	.72	.36	.00	.00	1.08
17015	LANE, JOSEPH A	.00	.72	.36	.00	.00	1.08
17016	LAROSE, SHIRLEY M	.00	.86	.43	.00	.00	1.29
17017	LEWIS, RICHARD J	.00	.64	.32	.00	.00	.96
17018	LINDEN, ROY E	.00	.88	.44	.00	.00	1.32
17019	LINBERG, CAROL G	.00	.72	.36	.00	.00	1.08
17020	MANION, RAYMOND L	.00	1.20	.00	.00	.00	1.20
17021	MASTELLA, EDWARD J	.00	.64	.32	.00	.00	.96
17022	MELLOS, DIANA N	.00	.72	.36	.00	.00	1.08
17023	NOURY, ANN T	.00	.72	.36	.00	.00	1.08

18-36 | Chapter 18 California (CA)

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17024	PARATORE, DOMINICA M	.00	.72	.36	.00	.00	1.08
17025	PROTAN, LINDA C	.00	.72	.36	.00	.00	1.08
17026	RUDMAN, WADE N	.00	.72	.36	.00	.00	1.08
17027	SCANLON, ROBERT M	.00	.80	.40	.00	.00	1.20
17028	SEERY, MARIE R	.00	.64	.32	.00	.00	.96
17029	SELENS, WALTER A	.00	.80	.40	.00	.00	1.20
17030	SINCHES, GERALDINE M	.00	.64	.32	.00	.00	.96
17031	THOMPSON, EMERY K	.00	.72	.36	.00	.00	1.08
DEDUCTION TOTALS: # OF EMPLOYEES LISTED		44	7.00	46.68	25.32	.00	72.00

---



# W-2 Reporting

## Disability Information

Any \*D deduction is automatically reported on the W-2 Form. The system prints the two-character state code followed by the code SDI and the dollar value.

California State Disability Insurance (CASDI) and Voluntary Plan Disability Insurance (VPDI) are reported on the W-2 Form as follows:

- The \*D (disability) deduction is automatically reported as CASDI on the W-2 form.
- The special Voluntary Disability Plan deduction is reported as VPDI on the W-2 form.

You must complete the following steps for those employees having a voluntary plan (VPDI):

- 1 Set up a deduction reporting group.
- 2 Assign the deduction to the deduction reporting group.
- 3 Specify the deduction reporting group in the Box 14 CAVPDI field in the *Create W-2 Work File* function.

If an employee has been subject to both CASDI and VPDI during the year, each is reported on separate lines on the W-2 Form and each is shown in a separate column on the W-2 Review List and Register.

VPDI information prints on part VI of the Register and the Review.

CASDI information prints under State Disability Wages on Part II of the Register.

Refer to the *Infinium Payroll Guide to Year End Processing* for specific W-2 reporting information.

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## Notes

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## Chapter 19 Colorado (CO)

19

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	19-2

## Deductions

Infinium PY supports the following tax deductions required by Colorado:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

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# Chapter 20 Commonwealth of the Northern Marianas Islands (MP)

20

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	20-2
State (*S) Reporting	20-3
W-2 Reporting	20-4

## Deductions

### Required

Infinium PY supports the following State Withholding (\*S) tax deductions required by the Commonwealth of the Northern Marianas Islands (MP):

- Wage and Salary Tax (\*SM2)
- Commonwealth of the Northern Marianas Islands Territorial Income Tax (\*SM7).

Any additional taxes withheld are added to the \*SM7 deduction amount.

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

**WARNING!** When you hire an employee, it is your responsibility to determine which taxes to assign to the employee, for example, the Commonwealth of the Northern Marianas Islands (\*SM2 and \*SM7) or Federal withholding (\*FWT).

---

# State (\*S) Reporting

## Setting Up Employer Information

You must specify the Withholding Tax Code on the \*SM2 and \*SM7 Deduction Control records. This number is reported on the W-2 Form.

You specify the Withholding Tax Code in the *Employer Tax ID* field on page 2 of the \*S Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press [Enter] to advance to Page 2 of the Update Deduction Controls screen.
  - 6 In the *Employer Tax ID* field, type the Withholding Tax Code.
-

## W-2 Reporting

The Commonwealth of Northern Marianas Islands requires that information indicating whether income amounts reported in Box 14a is also included in Box 1 on the W-2CM form. To ensure that these income amounts are reported correctly, you must:

- Specify whether the income is included in Box 1 on the income control
- Organize incomes that are included in Box 1 into unique income reporting groups

### Setting Up the Income Control

To indicate whether an income that is reported in Box 14 is included in Box 1, follow the steps below.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select Update Master Files.
  - 3 Select *Update Income Controls* [UIC]. The system displays the Update Income Controls prompt screen.
  - 4 Complete the *Employer*, *Income* and *Method* fields. The system displays the first Update Income Controls screen. Complete the fields as appropriate.
  - 5 Press Enter. The system displays the second Update Income Controls screen. Complete the fields as appropriate.
  - 6 Press Enter. The system displays the third Update Income Controls screen. Complete the fields as appropriate.
  - 7 Press Enter. The system displays the fourth Update Income Controls screen similar to the one shown in Figure 20-1.
-



```

4/22/08 13:42:21          Update Income Controls          PYGMIC  PYDMIC
                                                Page 4 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : PRRTF
Method . . . . . : 1 - Flat Amount
Description . . . : PR RETIREMENT FUND

Use Alt Sup. Rate  _
CNMI Box 14 Code.  _
Omit Fr Hrs Wk Chk 0 (0=No 1=Yes)
W/H Add'l Amount?  _ (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 20-1: Update Income Controls screen 4

- 8 Use the information below to complete the field described below. Complete the other field as you normally would.

#### *CNMI Box 14 Code*

If you process payroll in the Northern Marianas, specify whether this income is reported in Box 14 of the W-2CM form and, if so, whether the income is also included in Box 1. Valid values are:

- I** This income is reported in Box 14 of the W-2CM form and is also included in the income reported in Box 1.
- NI** This income is reported in Box 14 of the W-2CM form and is not included in the income reported in Box 1.
- Blank** You do not process payroll in the Northern Marianas, or this income is not reported in Box 14 of the W-2CM form.

- 9 Press Enter. Repeat the steps above to create additional incomes.

## Setting Up Income Reporting Groups

After setting up income controls that specify whether an income is reported in Box 1, set up an income reporting group for the incomes that are reported in

Box 14a and Box 1. Then, set up another income reporting group for those incomes that are reported in Box 14a but not included in Box 1.

Follow the steps below to set up an income reporting group for incomes reported in Box 14a in Box 1.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select Update Master Files.
  - 3 Select *Update Income Reporting Groups* [UIRG]. The system displays the Update Income Reporting Groups prompt screen.
  - 4 Specify the employer and income reporting group. The system displays the Update Income Reporting Groups selection screen.
  - 5 Type **X** next to each income that is reported in Box 14a and Box 1.
  - 6 Press Enter.
  - 7 Repeat the steps above for the income reporting group that includes incomes that are reported in Box 14a but are not reported in Box 1.
-

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	21-2
Unemployment (*U) Reporting	21-3
Child Support Withholding Deductions	21-5

## Deductions

Infinium PY supports the following tax deductions required by Connecticut:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)
- Child Support Withholding Deductions

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment (\*U) Reporting

## Selecting ICESA format and distinguishing between Taxable and Reimbursable Employers

When you create a quarterly unemployment reporting file for the second quarter of 2022 or beyond, you must type 1 in the *ICESA Format* field on the Create ICESA/TIB-4 Unempl File screen if you are not a bulk filer. The state allows only the bulk filing format for third-party filers. You must also complete the *State specific (alpha) 1* and *State specific (numeric) 7* fields to identify the employer status as either taxable or reimbursable. A taxable employer pays a percentage contribution on taxable earnings. A reimbursable employer is liable for benefit payments in lieu of contributions.

- 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 Create ICESA/TIB-4 Unempl File screen, page 1 of 2.
- 5 Complete the fields according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide.

You must also complete this field:

*ICESA Format:*

The state accepts the ICESA format effective the second quarter of 2022. Leave a value of 0 in this field if you want to create the file in the bulk filing format. Note that the state of Connecticut allows only the bulk filing format for third-party filers.

- 6 Press Enter. The system displays the Create ICESA/TIB-4 Unempl File screen, page 2 of 2.
  - 7 Complete the fields according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. For Connecticut, you must also complete the following fields:
-

***State specific (alpha) 1***

Type **R** if you are a non-taxable or reimbursable employer. Otherwise, leave this field blank; the unemployment tape displays **T** as the default value for this field.

***State specific (numeric) 7***

For taxable employers only, type the remittance amount.

**Note:** For the second quarter of 2022 and beyond, a 275-byte flat file, PYPQUT, is created when you run the *Create ICESA/TIB-4 Unempl File* function and you select the ICESA format. If you do not select the ICESA format, a 276-byte file, PYPQUT276, is created in the bulk filing format. For reporting prior to the second quarter of 2022, a 275-byte file, PYPQUT, is created.

---

# Child Support Withholding Deductions

Infinium PY calculates the Connecticut child support withholding deduction by using both federal and Connecticut state rules to determine the employee's allowable disposable wages.

The system selects the lesser of the two results and then deducts either the full child support amount or a portion of the amount if allowable disposable earnings are less than the full child support amount.

You must complete the setup requirements below before you can use the child support withholding deductions.

## Setting up a Child Support Withholding Deduction

Before you can set up child support withholding deductions, you must define an accumulator to capture disposable earnings. Refer to Connecticut regulations for details on how the state defines disposable earnings. Then refer to the "Setting Up Accumulators and Controls for Hourly Incomes" chapter in the *Infinium PY Guide to Controls* for information on how to set up an accumulator and associate it with the appropriate incomes and deductions.

After you set up the accumulator, complete the steps below to set up child support withholding deduction controls and to associate the accumulator with the deduction controls.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Deduction Controls* to display the screen shown in Figure 21-1.
-

```

6/26/12 21:53:28      Update Deduction Controls      PYGMDC      PYDMDC
                                           Page 1 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : CS1
Method . . . . . : 3 Amount Extension  EE/ER Limit Type.  _
Description . . . : CT CHILD SUPPORT 1  EE/ER Limit Amt .  _____
Priority . . . . . : _____          Starting Date . .  _____
Summ. Code . . . : 19 +                Ending Date . . .  _____
Frequency . . . . : 8                  Must Take . . . .  1 (0, 1, 2, 3)
Accumulator . . . : _____ +       Limit Group . . .  _____ +
-----
                          Employee Data
-----
Deduction Type .  _                    Direct Deposit .  0 (0=No 1=Yes)
Limit Type . . .  _                    Limit Amount . .  _____
Arrears Type . .  2                    Arrears Recovery.  1
Arrears Amount .  _____ .00       Arrears Percent .  _____ .0000
Deduction Basis .  _                    Deduction Matrix.  _____ +
Deduction Amount.  _____          Matrix Column . .  _____ +
Deduction Factor.  _____          Matrix Row . . .  _____ +
Extension % . . .  _____          W2 Code . . . . .  _
Payables related.  0 (0=No 1=Yes)      401K-Pro ER/Lim?.  0 (0, 1, 2)
Allow Pay Msg? .  0 (0=No 1=Yes)      401K-Pro ER Arr?.  0 (0, 1, 2)
Deduction Account _____ +
F3=Exit  F10=Access  F12=Previous  F22=Delete
    
```

Figure 21-1: Update Deduction Controls screen 1

- 4 Refer to the “Setting Up Controls for Percentage and Hourly Deductions” chapter in the Infinium PY Guide to Controls for instructions on setting up an amount extension, method 3, deduction.
- 5 In addition, complete the following fields, specific to Connecticut child support withholding.

*Accumulator*

Specify the accumulator for the child support withholding deduction.

*Arrears Type*

Type 2 to indicate that the system does not create arrears amounts for child support when an employee has insufficient funds to pay the entire amount owed.

## Authorizing an Employee to Child Support Withholding Deductions

After you set up the deduction controls, you must authorize employees to one or more child support withholding deductions. When more than one child support deduction is taken from the same check, the system aggregates the



amounts to ensure that the appropriate state and federal child support wage limits are applied within each individual check.

Complete the steps below to authorize an employee to a child support withholding deduction.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*.
- 4 Complete the Employee Update screen and press Enter.
- 5 Select the applicable child support withholding deduction on the Update Employee Deduction Codes selection screen.
- 6 Press Enter to display the screen shown in Figure 21-2.

```

6/11/15 17:05:05 Update Employee Deduction Codes PYGMDE PYDMDE
Employer . . . . : ZUS SAMPLE US COMPANY
Employee . . . . : 80005
ACCURATE,ALAN D
Deduction . . . . : CS1          Deduction Method: 3
Priority . . . . . :              Frequency . . . . . _
Starting Date . . : _____ Ending Date . . . . _____
Employee Amount . : _____ Employer Amount . _____ .00
Employee Rate/Pct : _____ Employer Rate/Pct _____ .0000
Employee Limit . . : _____ Employer Limit . . _____ .00
EE/ER Limit Amt . : _____

Arrears Type . . . : _ (0->3)      Information . . . . _____
Arrears Amount . . : _____ Arrears Percent . . _____ .0000

Deduction Basis . : _          Deduction Factor. _____

Deduction Matrix. : _____ +
Column . . . . . : _____ +      Row . . . . . _____ +
EE Liab Acct. . . : _____ +

F3=Exit F4=Prompt F10=Access F12=Cancel
    
```

Figure 21-2: Update Employee Deduction Codes, screen 1 of 2

- 7 Refer to the “Processing Wage Attachments” chapter in the *Infinium PY Guide to Processing* for instructions on assigning the deduction to an employee. In addition, complete the following fields, specific to Connecticut child support withholding.

*Employee Amount*

Type the court-ordered child support amount.

### *Deduction Basis*

Type **I** to indicate that the court-ordered child support amount is maintained on the individual employee deduction record.

**8** Press Enter to display the screen shown in Figure 21-3.

```

6/11/15 17:06:27 Update Employee Deduction Codes PYGMDE PYDMDE
Employer . . . : ZUS SAMPLE US COMPANY 2 of 2
Employee . . . : 80005
ACCURATE,ALAN D
Deduction . . . : CS1 Deduction Method: 3
Priority . . . :
Garnish Type . . _ (0->3) Garnish State . . ___ +
Garnish Category. _ (1->4) Garnish Exempts . ___
Blind/age . . . _ (0->2) # of Allow . . . _ (0->4)
Reference Number. _____
Apply to Garn Limit. 0 (0=No 1=Yes)
Income Limit Group . _____ +
Use *FWT for Income. _ (0=No 1=Yes)
Income Limit Amount. _____ Income Limit Type _
ER Ded. Exp Acct . . _____ +
ER Ded Liab Acct . . _____ +

F3=Exit F4=Prompt F10=Access F12=Cancel

```

Figure 21-3: Update Employee Deduction Codes, screen 2 of 2

**9** Refer to the “Processing Wage Attachments” chapter in the Infinium PY Guide to Processing for instructions on assigning the deduction to an employee. In addition, complete the following fields, specific to Connecticut child support withholding.

### *Garnish Type*

Type **3** to identify the deduction as a child support deduction.

### *Garnish State*

Type **CT** to apply Connecticut child support calculation rules.

### *Garnish Category*

Specify which federal support category from the Withholding Order for Support form served for the employee applies to the deduction. Valid values are:

- 0** The court order does not specify a support category; therefore, the federal comparison cannot be performed. State rules determine the child support withholding deduction amount.
- 1** Employee is supporting an additional spouse and/or dependent child.
- 2** Employee is not supporting an additional spouse and/or dependent child.
- 3** Employee is supporting an additional spouse and/or dependent child and is twelve weeks or more in arrears.
- 4** Employee is not supporting an additional spouse and/or dependent child and is twelve weeks or more in arrears.

*Reference Number*

Type the file, reference or case number. This field is for informational purposes only.

*Apply to Garn Limit*

Specify whether the calculated amount should be counted toward the maximum garnishment amount for garnishment deductions. The priority of this deduction must be a lower number (earlier priority) in order to be considered in the maximum calculation.

Valid values are:

- 0** No. Do not include this amount when calculating later garnishments.
- 1** Yes. Related to garnishments and counts toward the maximum garnishment amount allowed for a later garnishment deduction.

When calculating the allowed amount for a garnishment deduction, the system calculates the maximum allowed amount, then subtracts any amounts that have already been calculated for deductions that are marked with **1** (yes) such as child support, fees, or other garnishments, and takes the remainder as the garnishment amount for the current garnishment deduction.

---

## Notes

The chapter consists of the following topics:

Topic	Page
Deductions	22-2

---

## Deductions

Infinium PY supports the following tax deductions required by Delaware:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	23-2
State (*S) Reporting	23-3
Unemployment (*U) Reporting	23-4

## Deductions

Infinium PY supports the following tax deductions required by the District of Columbia:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



## State (\*S) Reporting

To process District of Columbia \*S deductions, you must specify a claiming status on the Update Employee Deduction Code screen.

To complete the *Claiming Status* field:

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select Update Deduction Data. The system displays the first prompt screen.
- 4 Complete the required fields and press Enter. The system displays the second prompt screen.
- 5 Complete the required fields and press Enter. The system displays page 1 of the Update Employee Deduction Codes screen.
- 6 Complete the *Claiming Status* fields, as follows:

### *Claiming Status*

Use this field to specify a claiming status to override the marital status on the employee payroll master record. Leave this field blank to use the value in the employee payroll master record. Valid values are:

<b>H</b>	Head of household
<b>M</b>	Married and filing jointly
<b>P</b>	Married and filing separately
<b>S</b>	Single

- 7 Exit and save your changes.
-

# Unemployment (\*U) Reporting

## Setting up Employee Information

Complete the steps below to specify the Adjustment Reason Code, Adjustment Reason Description, and Location/Unit if applicable.

- 1 Select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*.
- 4 Select the employee and then select the \*UDC deduction from the list.
- 5 Complete the screen as specified below.

### *Information*

If you are using the DCETS (District of Columbia Employer Tax System) unemployment reporting format, type the Adjustment Reason Description if you specify 10 (Other) in the *Adjustment Reason Code* field. Enter the Adjustment Reason Code in the *User Defined* field on this page.

### *User Defined*

If you are using the DCETS unemployment reporting format, type the Adjustment Reason Code in the first two positions of the field, if applicable. The system uses a default a value of **00** in the quarterly unemployment electronic reporting file if you leave this field blank.

<b>00</b>	original report
<b>01</b>	wages reported in error
<b>02</b>	employment and wages adjusted because the employee performed services for a different business
<b>03</b>	wages adjusted because an exempt employee is not taxable

---

- 04** employment and wages adjusted because employee was reported to the wrong state
- 05** employee name or hours worked corrected
- 06** employment and wages adjusted to correct computer system, data entry, or accounting
- 07** adjustment to adjust or report out-of-state taxable wages
- 08** employee reported under incorrect SSN
- 09** wage adjusted due to omission
- 10** other

If you specify **10** for other, type the Adjustment Reason Description in the *Information* field.

If you are using the ESSP (Employer Self Service Portal) format, type the one-character Adjustment Reason Code in the first position of this field.

- 1** incorrectly reported wages
- 2** worker mistakenly included or excluded
- 3** data entry/accounting error
- 4** reported to wrong state
- 5** worked for other business
- 7** SSN/name change
- 8** Other

*Positions 3-5:*

If you are using the DCETS unemployment reporting format, type the location/unit code if it differs from the employee's primary work location.

## Creating the Quarterly Unemployment Reporting File

You must specify certain information for the District of Columbia when you create your quarterly unemployment reporting file.

---

Complete these steps to create the quarterly unemployment reporting file for the District of Columbia.

- 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*. The system displays the first Create ICESA/TIB-4 Unempl File screen.
- 5 Complete this screen as described in the “Generating Quarterly Unemployment Tapes for TIB and ICESA Formats” chapter in this guide. Use the information below, specific to the District of Columbia.

#### *ICESA Format*

Specify yes to indicate that you are using the ICESA format for unemployment reporting.

- 6 Press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
- 7 Complete the information as described below.

#### *Email Address*

Type the transmitter or contact email address. This information is reported on the A (transmitter) record in the quarterly unemployment electronic reporting file if you are using the DCETS unemployment reporting format. If you are using the ESSP format, leave this field blank.

- 8 Press Enter. The system displays the third Create ICESA/TIB-4 Unempl File screen.
- 9 Complete the information as described below.

#### *State Specific (alpha) 1*

Type **0** to create the unemployment reporting file using the format required by the Employer Self Service Portal (ESSP). Once DC switches to the District of Columbia Employer Tax System (DCETS), type **1** in this field to create the file in that format.

#### *State Specific (alpha) 2*

If you are using the DCETS unemployment reporting format, type **1** if you want to report out-of-state taxable wages for all employees on the file. If you

---

do not type **1** in this field, employees are reported only for the first quarter of the year or the first quarter the employee is reported to DC. Then, the employee is not reported for the rest of the year. DC allows out-of-state taxable wages on the file starting the 3rd quarter of 2022. We recommend you type **1** in this field if you are reporting to DC for the first time.

*State specific (numeric) 1*

Type the state UI tax rate for this quarter. Left-justify the information that you type in this field.

*State specific (numeric) 2*

Type the state quarterly contribution due. Left-justify the information that you type in this field.

*State specific (numeric) 3*

Type the previous quarter(s) underpayment. Left-justify the information that you type in this field.

*State specific (numeric) 4*

Type the interest due. Left-justify the information that you type in this field.

*State specific (numeric) 5*

Type the penalty due. Left-justify the information that you type in this field

*State specific (numeric) 7*

Type the remittance amount. Left-justify the information that you type in this field

*Number of tracks*

Type the appropriate number of tracks (channels): **9** is currently the only valid value. If applicable, the tape file program overrides to the correct value.

For the District of Columbia, the system overrides the number of tracks to **19** if you specify a tape density of **39**.

*Density*

Type **39** for IBM 3490 cartridge.

*Blocking Format*

For the District of Columbia, leave this field blank.

---

**Label**

Type the value that represents the type of tape label you are required to use. A value entered in this field will update the B record in the unemployment reporting file, if required.

For the District of Columbia, valid values are:

<b>CD</b>	CD ROM
<b>D</b>	Diskette

When you enter **CD** or **D** in the *Label* field, the resulting reporting file has an **X** in position 275 of each record. You must download the file to a PC and remove the **X** from position 275 of each record.

- 10 Complete the remaining fields as described in the “Generating Quarterly Unemployment Tapes for TIB and ICESA Formats” chapter in this guide.
- 11 Press Enter.

**Note:** DC requires employers to report employee’s Out of State (OOS) UI taxable wages for states in which the wages were paid prior to being paid in DC. This includes the current quarter and only if this is the employee’s first quarter reporting wages to DC in the current year. DC allows taxable wages to be reported for only one state and for only one quarter in each year. In the event an employee has been reported to multiple states in accordance with localization rules, the employer may submit a request for an exception adjustment along with supporting documents.

In accordance with the rules above, out-of-state taxable wages are included only for the file the first quarter of the year or for the first quarter the employee is being reported to DC for the year. If the employee has out-of-state taxable wages in more than one state, the state with the highest taxable wages is reported on the file. All states in which the employee has out-of-state taxable wages are reported on the PYTUT3 report that is generated when you run the *Create ICESA/TIB-4 Unempl File* function.

If this is the first time you are reporting to DC and it is not the first quarter in the year, it is recommended that you type 1 in the *State specific alpha 2* field so that the out-of-state taxable wages are included in the file.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	24-2
Creating the Unemployment Reporting File	24-3
Unemployment (*U) Reporting	24-4

## Deductions

Infinium PY supports the following tax deductions required by Florida:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

Florida uses only the first seven characters of the account number and does not use the check digit for quarterly unemployment reporting. The Florida unemployment program retrieves the first seven characters of the employer tax ID from the \*UFL deduction control or the employer deduction control.

---



## Creating the Unemployment Reporting File

You must specify an agent or employer ID when you generate the unemployment reporting file for Florida.

Follow the steps below to specify the agent or employer ED for Florida unemployment reporting.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Create Qtr. EFW2 Unemp Rept File [CQMT]*. The system displays the Create Qtr. EFW2 Unemp Rept File submission screen. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information about completing the fields on this screen.
- 5 Complete the required fields and press Enter. The system displays the Create Qtr. EFW2 Unemp Rept File contact information screen. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information about completing the fields on this screen.
- 6 Complete the required fields and press Enter.
- 7 Complete the *Agent /ER ID#* field.

The format for the agent ID is **A00xxxxx**, where xxxxx is the 5-digit agent ID number, or **Exxxxxxx** where xxxxxxx is the 7-digit employer number.

- 8 Complete the remaining fields as appropriate.
  - 9 Press Enter.
-

## Unemployment (\*U) Reporting

For unemployment reporting for Florida for the first quarter of 2007 and later, use the XML format.

### Reporting wages for employees working as contractors in educational institutions

To report educational wages for employees who work as contractors in educational institutions:

- Enter an income reporting group in the *St. Specific IRG* field in the *Create EFW2 Unempl Work File* function.
- Specify the wages paid to the employee in the *State Specific Wages* field in the *Correct Qtr. EFW2 Unempl Data* function.

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter in this guide for details on creating the unemployment work file and correcting unemployment data.

### Creating XML Information

You use the *Create Qtr. EFW2 Unemp Rept File* function to generate your XML document.

You must obtain the transmission ID and the development ID from Infor.

Complete the following steps to create Florida XML information:

- 1 From the Infinium PY main menu, select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *Unemployment Reporting*.
  - 4 Select *Create Qtr. EFW2 Unemp Rept File [CQMT]*. The system displays the first Create Qtr. EFW2 Unemp Rept File screen.
  - 5 Type **FL** in the *Qu. Tape State* field.
-

- 6 Complete the remaining fields as you normally would.
- 7 Press Enter.
- 8 Complete the contact information on the second Create Qtr. EFW2 Unemp Rept File screen.
- 9 Press Enter. The system displays a screen similar to Figure 24-1.

```

6/12/24 15:27:47 Create EFW2 Unemployment File - FL PYGQUTPS PYDQUTPS

Agent/ER ID# . . . _____ Development ID. . . _____
Tax Due . . . . . _____ Processing Type . . P (P=Production)
Penalty . . . . . _____
Interest . . . . . _____
Total Amount Due. _____
Tax Rate. . . . . _____
Attestor Name . . _____
Title . . . . . _____
Date. . . . . 00000000
Payment Information
Incl Payment Info? 0 (0=No 1=Yes)
Account Number. . _____
ACH Routing No. . _____
Account Type. . . _ (1=ACH Checking 2=ACH Savings)
Payment Amount. . _____
Settlement Date . 06122024
Payment Type. . . _ (1)
SEC Code. . . . . _ (1,2)

F3=Exit F10=QuikAccess F12=Previous

MA + A
    
```

Figure 24-1: Create EFW2 Unemployment File - FL screen

- 10 Use the information below to complete this screen.

**Agent/ER ID#**

Type the agent or employer ID number.

The agent ID number format is A00xxxxx where xxxxx as the 5-digit agent ID number or Exxxxxxx where xxxxxxx as the 7-digit employer number.

**Tax Due**

Type the total tax due from line 5 of the UCT-6 form. This must be a non-negative value.

**Development ID**

Type the development ID number that the Florida Department of Labor issues to Infinium. Infinium sends a test file to the Florida Department of

Labor to obtain the development ID. This number is available in a solution record and other documentation.

*Penalty*

Type the penalty due from line 6 of the UCT-6 form. This must be a non-negative value.

*Processing Type*

Type **P** to indicate that this file is a production file.

**Note:** Infinium uses **T** when submitting a test file to the state.

*Interest*

Type the interest due from line 7 of the UCT-6 form. This must be a non-negative value.

*Total Amount Due*

Type the total amount due from line 8 of the UCT-6 form. Line 8 represents the total of lines 5, 6, and 7. This must be a non-negative value.

*Tax Rate*

Type the unemployment tax rate for the quarter.

*Attestor Name*

Type the person's name who is attesting to the fact that E-Verify has been used for all new employees within 3 days of hire.

*Title*

Type the title of the person who is attesting to E-Verify.

*Date*

Type the date on which the person is attesting to E-Verify.

The date is in YYYY-MM-DD format.

*Incl Payment Info?*

Type **1** to include payment information, such as a bank account number, routing number, and so on, in the XML document. Otherwise, type **0**.

If you specify **1**, all of the fields in the Payment Information section are required.

---

***Account Number***

Type your bank account number.

***ACH Routing No***

Type your bank account ACH (automated clearing house) routing number of your bank account.

***Account Type***

Specify the type of bank account. Valid values are:

- 1**           Checking account
- 2**           Savings account

***Payment Amount***

Type the total amount that is being paid. This must be a non-negative value.

***Settlement Date***

Type the actual settlement date. This date cannot be a banking holiday or a weekend. This date cannot be more than 30 days in the future.

***Payment Type***

Specify **1** for tax payment.

***SEC Code***

Specify the SEC code. Valid values are:

- 1**           Corporate (Business)
- 2**           Personal

**11** Press Enter.

## Verifying Florida XML Information

Complete the steps below to verify the Florida XML information.

- 1** From the Infinium PY main menu select *Tax Operations*.
  - 2** Select *Tax Liability Reporting (USA)*.
-

- 3 Select *Unemployment Reporting*.
  - 4 Select *Display Folder Documents* [DXDUS]. The system displays the Display XML Document screen.
  - 5 Press Enter. The system displays a list of XML documents.
  - 6 Type **5** next to the Florida Return file.
  - 7 Verify that the document is correct.
-

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	25-2
State (*S) Reporting	25-3
Unemployment (*U) Reporting	25-5
W-2 Reporting	25-6

---

## Deductions

Infinium PY supports the following tax deductions required by Georgia:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity

You must set up codes for these deductions in your Infinium PY system. See the information below.

---



## State (\*S) Reporting

To process Georgia \*S deductions, you must separate employee exemptions from dependents.

The following table describes the fields that you must complete to ensure that the system calculates taxes properly:

Screen	Field	Description
Employee's Deduction Control File (PYPDE)	<i>Exemptions</i>	Specify the number of personal allowances. For the state of Georgia the maximum is two.  This number is used along with the <i>Claiming Status</i> to determine the personal allowance that is used in the tax calculation. See the table below for more information.
Employee's Deduction Data File (PYPDE)	<i>#Dependents</i>	Specify the number of dependents. Any number typed in the field is multiplied by the dependent allowance to calculate the taxable earnings.
Employee's Deduction Control File (PYGMDE)	<i>Claiming Status</i>	Specify the appropriate code: M, S, H, N, or P. The <i>Claiming Status</i> is used to determine the standard deduction amount and personal allowance that are used in the tax calculation. See the table below for more information.

Claiming status	Number of exemptions	Standard deduction amount used from the tax table	Personal allowance amount used from the tax table
S	0	Single or Unmarried Head of Household	None

Claiming status	Number of exemptions	Standard deduction amount used from the tax table	Personal allowance amount used from the tax table
S	2	Single or Unmarried Head of Household	Single, Head of Household
H	0	Single or Unmarried Head of Household	None
H	1	Single or Unmarried Head of Household	Single, Head of Household
N	0	Married Separate or Married (Two Incomes)	None
N	1	Married Separate or Married (Two Incomes)	Married Filing Separate
M	0	Married One Income	None
M	1	Married One Income	Married Filing Separate
M	2	Married one income	Married Filing Joint
P	0	Married Separate or Married (Two Incomes)	None
P	1	Married Separate or Married (Two Incomes)	Married Filing Separate

The employer determines what to type in the respective fields, depending on what the employee specifies on the G-4 Form.

To specify the number of exemptions and dependents in the employee's deduction record for \*SGA, select the following menu options:

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen.
- 5 Type 2 (Change) in the *Opt* field for \*SGA. The system displays Page 1 of Update Employee Deduction Codes with the *Claiming Status* field.

# Unemployment (\*U) Reporting

Georgia supports two formats for unemployment reporting:

- Bulk filing format for employers with 15,000 or more employees, transmitted using SFTP (secure file transfer protocol).
- CVS (comma delimited) format for employers with fewer than 10,000 employees (employers with fewer than 10,000 employees must use this format), transmitted via wage file upload.

Complete the following steps to create the unemployment 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.
- 5 Complete the required fields and press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
- 6 Complete this information:

*State Specific Alpha 1*

Type **Y** if you are a large employer (more than 10,000 employees) otherwise, type **N**.

If you are a large employer, a PYPQUT file is created and is formatted in the bulk file format.

If you are a small employer, a CVS (comma delimited) file is created in the PYUSXML folder in the IFS. The name of the CSV file is Georgia Wage Detail Qnyyyy.csv, with n being the quarter and yyyy being the year.

*State Specific Numeric 7 field*

Type the remittance amount.

---

## W-2 Reporting

If you are a multi-tax employer, when you create the state W-2 tape file, you may use the *Sta. \*U Tax Co. Code* to designate a state/local tax identification code.

Complete the following steps to create the W-2 tape file:

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *W-2 Processing*.
- 4 Select *Create State W-2 Tape File [CSW2T]*. The system displays the Create State W-2 Tape File screen shown in Figure 25-1.

The screenshot shows the 'Create State W-2 Tape File' screen in the Infinium software. The window title is 'Infinium: Create State W-2 Tape File (PY-383)'. The menu bar includes 'File', 'Edit', 'Tools', 'Window', and 'Help'. The screen displays a form with various fields for creating a W-2 tape file. Fields include Employer Code (EHB), Tax Company, Year (1999), W2 Sequence (A), W2 State (GA), Employment Type, Third Party (000000000000), Transmitter EIN, Transmitter Name, Street Address, City, State, Foreign Address, Control Number, Tax Entity Code, Tran. on tape, Employer Group, Use Check Name, Sta.\*S Tax Co.cde, Sta.\*U Tax Co.cde, Organization Type, Zip, Country Name, PRU# (000), Est#, Tape/Cartridge (T [T/C]), Density, Computer (IBM), and Recording Code (EBC). The status bar at the bottom shows 'Field Action: 5' and 'Background Action: F12'.

Figure 25-1: Create State W-2 Tape File screen

- 5 Complete the fields according to the instructions in the *Infinium PY Guide to US Year End Processing*. For Georgia multi-tax employers, type, if applicable, a state/local tax identification code in the *Sta. \*U Tax Co. Code* field.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	26-2
State (*S) Reporting	26-3

---

## Deductions

### Required

Infinium PY supports the State Withholding Taxes (\*S) required by Guam (GU). You must set up a code for this deduction in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

**WARNING:** When you hire an employee, it is your responsibility to determine which taxes to assign to the employee, for example, Guam (\*SGU) or Federal withholding (\*FWT).

---

# State (\*S) Reporting

## Setting Up Employer Information

You must specify the Withholding Tax Code on the \*S Deduction Control record. This number is reported on the W-2 Form.

You specify the Withholding Tax Code in the *Employer Tax ID* field on page 2 of the \*S Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to Page 2 of the Update Deduction Controls screen shown in Figure 26-1.
-

```

6/26/12 21:49:59      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 2 of 3
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : *SGU  GUAM WITHHOLDING
Method . . . . . : 4  Tax Calculation

  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
                    _____

Employer Tax ID . GU-1234567

Debit Account . . _____ +
Credit Account . _____ +

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

Figure 26-1: Update Deduction Controls screen 2

- 6 In the *Employer Tax ID* field, type the Withholding Tax Code.



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	24-2
Creating the Unemployment Reporting File	24-3
Unemployment (*U) Reporting	24-4

## Deductions

Infinium PY supports the following tax deductions required by Florida:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

Florida uses only the first seven characters of the account number and does not use the check digit for quarterly unemployment reporting. The Florida unemployment program retrieves the first seven characters of the employer tax ID from the \*UFL deduction control or the employer deduction control.

## Creating the Unemployment Reporting File

You must specify an agent or employer ID when you generate the unemployment reporting file for Florida.

Follow the steps below to specify the agent or employer ED for Florida unemployment reporting.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Create Qtr. EFW2 Unemp Rept File [CQMT]*. The system displays the Create Qtr. EFW2 Unemp Rept File submission screen. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information about completing the fields on this screen.
- 5 Complete the required fields and press Enter. The system displays the Create Qtr. EFW2 Unemp Rept File contact information screen. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information about completing the fields on this screen.
- 6 Complete the required fields and press Enter.
- 7 Complete the *Agent /ER ID#* field.

The format for the agent ID is **A00xxxxx**, where xxxxx is the 5-digit agent ID number, or **Exxxxxxx** where xxxxxxx is the 7-digit employer number.

- 8 Complete the remaining fields as appropriate.
  - 9 Press Enter.
-

## Unemployment (\*U) Reporting

For unemployment reporting for Florida for the first quarter of 2007 and later, use the XML format.

### Reporting wages for employees working as contractors in educational institutions

To report educational wages for employees who work as contractors in educational institutions:

- Enter an income reporting group in the *St. Specific IRG* field in the *Create EFW2 Unempl Work File* function.
- Specify the wages paid to the employee in the *State Specific Wages* field in the *Correct Qtr. EFW2 Unempl Data* function.

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter in this guide for details on creating the unemployment work file and correcting unemployment data.

### Creating XML Information

You use the *Create Qtr. EFW2 Unemp Rept File* function to generate your XML document.

You must obtain the transmission ID and the development ID from Infor.

Complete the following steps to create Florida XML information:

- 1 From the Infinium PY main menu, select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *Unemployment Reporting*.
  - 4 Select *Create Qtr. EFW2 Unemp Rept File [CQMT]*. The system displays the first Create Qtr. EFW2 Unemp Rept File screen.
  - 5 Type **FL** in the *Qu. Tape State* field.
-

- 6 Complete the remaining fields as you normally would.
- 7 Press Enter.
- 8 Complete the contact information on the second Create Qtr. EFW2 Unemp Rept File screen.
- 9 Press Enter. The system displays a screen similar to Figure 24-1.

```

6/12/24 15:27:47 Create EFW2 Unemployment File - FL PYGQUTPS PYDQUTPS

Agent/ER ID# . . . _____ Development ID. . . _____
Tax Due . . . . . _____ Processing Type . . P (P=Production)
Penalty . . . . . _____
Interest . . . . . _____
Total Amount Due. _____
Tax Rate. . . . . _____
Attestor Name . . _____
Title . . . . . _____
Date. . . . . 00000000
Payment Information
Incl Payment Info? 0 (0=No 1=Yes)
Account Number. . _____
ACH Routing No. . _____
Account Type. . . _ (1=ACH Checking 2=ACH Savings)
Payment Amount. . _____
Settlement Date . 06122024
Payment Type. . . _ (1)
SEC Code. . . . . _ (1,2)

F3=Exit F10=QuikAccess F12=Previous

MA + A

```

Figure 24-1: Create EFW2 Unemployment File - FL screen

- 10 Use the information below to complete this screen.

***Agent/ER ID#***

Type the agent or employer ID number.

The agent ID number format is A00xxxxx where xxxxx as the 5-digit agent ID number or Exxxxxxx where xxxxxxx as the 7-digit employer number.

***Tax Due***

Type the total tax due from line 5 of the UCT-6 form. This must be a non-negative value.

***Development ID***

Type the development ID number that the Florida Department of Labor issues to Infinium. Infinium sends a test file to the Florida Department of

Labor to obtain the development ID. This number is available in a solution record and other documentation.

*Penalty*

Type the penalty due from line 6 of the UCT-6 form. This must be a non-negative value.

*Processing Type*

Type **P** to indicate that this file is a production file.

**Note:** Infinium uses **T** when submitting a test file to the state.

*Interest*

Type the interest due from line 7 of the UCT-6 form. This must be a non-negative value.

*Total Amount Due*

Type the total amount due from line 8 of the UCT-6 form. Line 8 represents the total of lines 5, 6, and 7. This must be a non-negative value.

*Tax Rate*

Type the unemployment tax rate for the quarter.

*Attestor Name*

Type the person's name who is attesting to the fact that E-Verify has been used for all new employees within 3 days of hire.

*Title*

Type the title of the person who is attesting to E-Verify.

*Date*

Type the date on which the person is attesting to E-Verify.

The date is in YYYY-MM-DD format.

*Incl Payment Info?*

Type **1** to include payment information, such as a bank account number, routing number, and so on, in the XML document. Otherwise, type **0**.

If you specify **1**, all of the fields in the Payment Information section are required.

---

***Account Number***

Type your bank account number.

***ACH Routing No***

Type your bank account ACH (automated clearing house) routing number of your bank account.

***Account Type***

Specify the type of bank account. Valid values are:

- 1**           Checking account
- 2**           Savings account

***Payment Amount***

Type the total amount that is being paid. This must be a non-negative value.

***Settlement Date***

Type the actual settlement date. This date cannot be a banking holiday or a weekend. This date cannot be more than 30 days in the future.

***Payment Type***

Specify **1** for tax payment.

***SEC Code***

Specify the SEC code. Valid values are:

- 1**           Corporate (Business)
- 2**           Personal

**11** Press Enter.

## Verifying Florida XML Information

Complete the steps below to verify the Florida XML information.

- 1** From the Infinium PY main menu select *Tax Operations*.
  - 2** Select *Tax Liability Reporting (USA)*.
-

- 3 Select *Unemployment Reporting*.
  - 4 Select *Display Folder Documents* [DXDUS]. The system displays the Display XML Document screen.
  - 5 Press Enter. The system displays a list of XML documents.
  - 6 Type **5** next to the Florida Return file.
  - 7 Verify that the document is correct.
-



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	28-2
Creating a W-2 File	28-3
Creating the Unemployment Reporting File	28-9

---

## Deductions

Infinium PY supports the following tax deductions required by Idaho:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

Infinium PY supports these taxes with a tax table. You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Creating a W-2 File

Idaho uses the EFW2 format for state W-2 reporting. Idaho requires certain information in addition to the standard EFW2 information.

To generate Idaho EFW2 information, you must:

- 1 Use the *Update State. Tax Info - Addl* function to update Idaho EFW2 information.
- 2 (Optional) If you are filing an EFW2 W-2 file for an employer group, you must use the *Update State. Tax Info - Addl* function for each employer in the group.
- 3 Use the *Create State W2 Reporting File* function and specify the employer group in the *Employer Group* field.

### Generating Idaho EFW2 information

To generate Idaho EFW2 information, complete the steps below.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
  - 4 Select *Update State Tax Info - Addl*. The system displays a screen similar to Figure 28-1.
-

```
4/23/09 15:08:27 Update State Tax Info. - Add1 PYGMMRF2 PYDMMRF2

Employer. . . . : ____ +
Tax Company . . : ____ +
State . . . . . : ____ +
State/Loc Tax Lcn ____ +

F3=Exit F4=Prompt F10=QuikAccess
```

Figure 28-1: Update State Tax Info - Add1 screen

- 5 Use the information below to complete the fields on this screen.

*Employer*

Specify the employer code value for which you are entering EFW2 tax information.

*Tax Company*

Specify the federal tax company for which you are entering EFW2 tax information if you use multi-tax processing. Leave this field blank if you do not use multi-tax processing.

*State*

Specify **ID**.

*State/Loc Tax Lcn*

For multi-tax processing only, specify a state or local tax location within the federal tax company you specified. Leave this field blank if you do not use multi-tax processing or if this is the employer's default tax company. If you do use multi-tax processing, you must specify a state/local tax location if you are setting up data for a tax company other than the employer's default tax company. The state/local tax location corresponds to a state or local tax ID within a federal tax company.

6 Press Enter. The system displays a screen similar to Figure 28-2.

```

4/23/09 15:10:06      Update State Tax Info. - Addl      PYGMMRF2  PYDMMRF
                                                New Record
Employer. . . . . : ZUS  SAMPLE US COMPANY
Tax Company . . . :
State . . . . . : ID
State/Loc Tax Lcn

Total # of W-2s . _____
Total # of 1099s. _____
Interest . . . . . _____ .00
Penalties . . . . . _____ .00
Late Filing . . . . _____ .00
Filing Cycle . . . -
Total Payments . _____ .00
Split Monthly . . _____ .00
Calendar Yr Pymts _____ .00
Fed/State 1099. . -

F3=Exit F10=QuikAccess F12=Cancel
    
```

Figure 28-2: Update State Tax Info - Addl screen

7 Use the information below to complete this screen.

*Total # of W-2s*

Type the total number of W-2 forms.

*Total # of 1099s*

Type the total number of 1099 forms.

For tax years 2011 and earlier for Idaho W-2 reporting, leave this field blank.

*Interest*

Type the interest owed on the balance due.

*Penalties*

Type the penalties owed on the balance due.

*Late Filing*

Type the penalties owed for filing late.

### *Filing Cycle*

Specify the filing cycle that corresponds to the payment cycle that the employer used to make tax payments.

For the 2014 reporting year, the state changed the requirements for the B filing cycle.

Valid values:

**M** Monthly

**B** Biweekly (Split Monthly)

As of 2014, the filing cycle is Semi-monthly.

**Q** Quarterly

**Y** Yearly

### *Total Payments*

For filing year 2014 and beyond, type the total tax payments made for the year for all filing frequencies.

For filing year 2013 and prior, type the total tax payments made for the year for all filing frequencies except Split Monthly.

Payments for filing cycle M, monthly; Q, quarterly; and Y, yearly are the amounts withheld from January 16 through December 31 of the filing year.

Payments for filing cycle B, Split Monthly, are the amounts withheld from January 1 through January 15 of the current reporting year.

For tax years 2010 and beyond, if you pay 1099R pension income to employees in your regular employer, exclude tax payments for that income from the total tax payments that you report in the W-2 file.

### *Split Monthly*

For filing year 2014 and beyond, leave this field blank. It is no longer valid for B filing cycle employers.

For filing year 2013 and prior, use this field when you specify **B**, split monthly, in the *Filing Cycle* field.

Type the payment amount withheld from January 1 through January 15 of the current reporting year.

---

### *Calendar Yr Pymts*

For filing year 2014 and beyond, leave this field blank. It is no longer valid for B filing cycle employers.

For filing year 2013 and prior, use this field when you specify **B**, split monthly, in the *Filing Cycle* field.

Type the amount that equals the total withholding payments plus the split monthly filer payments.

### *Fed/State 1099*

Specify yes if you file 1099 forms through the federal combined program. Otherwise, specify no.

- 8 Press Enter. The system generates W-2 information for the specified Idaho employer.
- 9 Complete steps 5 through 8 for each employer in the employer group.

## Creating the Idaho EFW2 file

Complete the steps below to create an Idaho W-2 file.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
  - 4 Select *Create State W2 Reporting File*. The system displays the first Create State W2 Reporting screen similar to Figure 28-3.
-

```

4/23/09 15:12:18      Create State W2 Reporting File      PYGN2PS      PYDW2PS

Employer . . . . .  ___ +      -or-      Employer Group. .  ___ +
Tax Company . . . .  ___ +      W-2 State . . . .  ___ +
Year . . . . .      2009      Multi-Tax Proc. .  0
Sta.*S Tax Co.cde  ___ +      Sta.*U Tax Co.cde  ___ +
W2 Sequence . . . .  A      Sta.*L Tax Co.cde  ___ +
Notification Cd . .  2      Preparer Code . .  L
Resub Indicator . .  0      Resub WFID. . . .  ___
Control Number . .  ___      Software Code . .  98
Submitter EIN . . .  000000000      Submitter PIN#. .  ___
Submitter Name. . .  ___
Location Address. .  ___      Excl. Invalid Ids  0
Delivery Address. .  ___
City . . . . .      ___
State . . . . .      ___      Zip . . . . .      ___      Ext. ___
Foreign St/prov . .  ___
Foreign Post Cd . .  ___      Submitter Ctry. .  ___
Contact Name. . . .  ___
Contact Phone . . .  ___      Ext . . . . .      ___
Contact Fax . . . .  ___      Locality W2 Tape.  ___
Contact E-Mail. . .  ___
F3=Exit  F10=Access

```

Figure 28-3: Create State W2 Reporting File screen

- 5 Use the information below to complete the fields on this screen.

#### *Employer*

Specify the single employer for whom you generated EFW2 information and for whom you are generating the file. Specify an employer or an employer group.

#### *Employer Group*

Specify the employer group for which you generated EFW2 information and for which you are generating the file. Specify an employer or an employer group.

- 6 Complete the remaining fields on this screen as you normally would and press Enter.



## Creating the Unemployment Reporting File

Idaho has several state-specific file formats to report Quarterly Unemployment information. Infinium supports the 100-byte format for Idaho.

To include employees who have wages to report for unemployment.

- 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*.
- 5 On the first Create ICESA/TIB-4 Unempl File screen, complete the fields as required. In addition, complete this information specific to Idaho:

### *ICESA Format*

Specify **0**. Idaho uses a state-specific file.

- 6 Press Enter.
  - 7 On the second Create ICESA/TIB-4 Unempl File screen, complete the fields as required. No state-specific data is required.
  - 8 Press Enter. The reporting file, PYPQUTID, is created in the 100-byte flat file format.
-

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	29-2
Unemployment (*U) Reporting	29-3
Reporting Files	29-22
W-2 Reporting	29-32

---

## Deductions

### Required

Infinium PY supports the following tax deductions required by Illinois:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- State Disability Taxes (\*D)
- Local Withholding Taxes (\*L)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment (\*U) Reporting

## Specifying the Employer Tax ID

You must specify the Employer Tax ID on the \*U Deduction Control record to ensure that the correct information prints on the List Quarterly State Unemployment report.

The Employer Tax ID, assigned by the Illinois State Department of Employment Security, is an 8-digit account number.

You specify the Employer Tax ID in the *Employer Tax ID* field on the second screen of the \*U Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to the second Update Deduction Controls screen, shown in Figure 29-1.
-

6/26/12 21:46:49	Update Deduction Controls	PYGMDC	PYDMDC
			Page 2 of 3
Employer . . . . :	ZUS SAMPLE US COMPANY		
Deduction . . . . :	*UIL ILLINOIS UNEMP TAX		
Method . . . . . :	4 Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . .	_____ +	Area . . . . .	_____ +
Monthly Report . .	_____ +	Division . . . . .	_____ +
Quarterly Report .	_____ +	Department . . . .	_____ +
Annual Report . . .	_____ +	Cost Centr . . . . .	_____ +
On Demand Report .	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Employer Rate . . .	<u>1.0000</u>	SUTA Rnd.stopped.	<u>0</u> (0=No 1=Yes)
Employer Tax ID . .	<u>UIL-123456</u>		
Debit Account . . .	<u>ZUS-****-****-1715-0115</u>		+
Credit Account . . .	<u>ZUS-0000-0000-4150-0115</u>		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 29-1: Update Deduction Controls screen 2

- In the *Employer Tax ID* field, type the 7-digit account number assigned by the Department of Employment Security. Left justify and zero-fill this number.

## ICESA Format

Infinium PY supports the use of the ICESA format for the Quarterly Unemployment Reporting file as stipulated by Illinois.

## Information Required for the ICESA Format

Follow the steps below to create a quarterly unemployment reporting file that uses the ICESA format.

- From the Infinium PY main menu select *Tax Operations*.
- Select *Tax Liability Reporting (USA)*.
- Select *Unemployment Reporting*.
- Select *Create ICESA/TIB-4 Unempl File*. The system displays the first Create ICESA/TIB-4 Unempl File screen.

- 5 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following field that is specific to Illinois reporting requirements:

*ICESA Format*

Use this field to specify whether you are using the ICESA format for unemployment reporting.

Valid values are:

- 0 or blank** Use the standard non-ICESA tape format.
- 1** Use the ICESA tape format.

- 6 Press Enter to display the second Create ICESA/TIB-4 Unempl File screen.
- 7 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields that are specific to Illinois reporting requirements:

*State Specific (alpha) 2*

Specify the media on which you are submitting the unemployment information. Valid values are:

- Blank** If the density value is **16, 62, 38, 77**, leave blank
- D3** Three and one half inch diskette
- D5** Five and one quarter inch diskette
- ED** Modem

*State Specific (alpha) 3*

Specify the report type. Valid values are

- O** Original
- S** Supplemental
- A** Amendment

*State Specific (alpha) 4, 5, 6*

Type month one, two or three employment for an employer. Leave blank if 1 is in the *Use \*U Data* field.

*State Specific (alpha) 7*

Type the document control number from the quarterly filing notice. If you cannot supply this number to the Illinois Department of Employment Security, type **0000000001**.

*State Specific (alpha) 8*

Type the unit/division location/plant code. This code overlays the employee deduction data *Information* value.

*State Specific (numeric) 1*

Type the state unemployment insurance tax rate for the quarter.

*State Specific (numeric) 2*

Type the state quarterly contribution due.

*State Specific (numeric) 3*

Type the previous quarter's underpayment.

*State Specific (numeric) 4*

Type the interest due.

*State Specific (numeric) 5*

Type the penalty due.

*State Specific (numeric) 6*

Type the credit or overpayment.

*State Specific (numeric) 2*

Type the total payment due.

*Density*

Specify the density of the magnetic tape or cartridge. Valid values are:

<b>16</b>	Magnetic tape
<b>62</b>	Magnetic tape
<b>38</b>	Magnetic cartridge
<b>77</b>	Magnetic cartridge

---



**Blank**     Diskette or modem

## Reporting

Complete the following steps to access the List Qtr. State Unemployment prompt screen:

- 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 a screen like the one shown in Figure 29-2.

The screenshot shows a DOS-style window titled "Infinium: List Qtr. State Unemployment (PY-363)". The menu bar contains "File", "Edit", "Tools", "Window", and "Help". The main display area shows a form with the following fields and values:

Field	Value	Field	Value
6/02/99 16:13:16	List Qtr. State Unemployment	PYGTLS0	PYDTLS0
Employer . . . . .	EHB	-or-	Employer Group. . .
State . . . . .	IL	Use *U Data? . . .	<input type="checkbox"/> (0=No 1=Yes)
Year . . . . .		Quarter . . . . .	0 (0->4)
Print By Levels/BR <input type="checkbox"/>	(0->4,B)	Print Negatives . .	<input type="checkbox"/> (0=No 1=Yes)
Tax Company . . . .		Income Group. . .	
Sta.*U Tax Co.cde		Sta.*S Tax Co.cde	
State Specific. . .			

At the bottom of the screen, there are function key prompts: F3=Exit, F4=Prompt, and F10=Access. The status bar at the very bottom indicates "Field Action: 5" and "Background Action: F12".

Figure 29-2: List Qtr. State Unemployment, screen 2

If you specify 0 (no) in the *Use \*U Data?* field, the system defaults to the \*S wage base.

### Sample Report

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

The Employer Tax ID, specified on the second screen of the \*U Deduction Control record (Figure 29-1), is highlighted.

---

8/14/00 13:09:51

EMPLOYER PHB PHB, INC. EMPLOYER/TAX CO.TAX ID#: 04-1456780 \*U RATE: 3.6500 %  
 QUARTER ENDED 03/31/00 STATE OF ILLINOIS DEDUCTION TAX ID#.....: 1234567 WAGE LIMIT 9,000.00

TAX I.D. #	EMPLOYEE NAME	HIRE DATE/TERM DATE	TOTAL GROSS WAGES	TOTAL SUTA WAGES	TAXABLE SUTA WAGES	EXCESS SUTA WAGES	EMPLOYER SUTA ACCRUED	TIPS	HRS WKS
------------	---------------	---------------------	-------------------	------------------	--------------------	-------------------	-----------------------	------	---------

011-00-0101	BURNS, GEORGE J	2/24/1992	25,000.00	25,000.00	9,000.00	16,000.00	328.50	.00	1
-------------	-----------------	-----------	-----------	-----------	----------	-----------	--------	-----	---

EMPLOYER TOTAL:			1	25,000.00	9,000.00	16,000.00	328.50	.00	
-----------------	--	--	---	-----------	----------	-----------	--------	-----	--

			25,000.00	16,000.00	.00				
--	--	--	-----------	-----------	-----	--	--	--	--

12<sup>th</sup> of the Month Totals

Month 1- 1 employees      Month 2- 0 employees      Month 3- 0 Employees

## Monthly Reporting

Effective the first month of 2013, Illinois requires the use of Internet filing for monthly unemployment wage reporting for eight additional months.

The monthly wage report does not apply to the 3rd month of each quarter. Instead, the employer submits the quarterly wage report at the end of each quarter.

The monthly reporting file is in a comma-delimited ASCII text format, with a maximum file size of 10M and a file name convention of **ILUIMonthlyWageMMYYYY\_NN.csv** where

- **MM** = 2 digit month
- **YYYY** = 4 digit year
- **NN** = 2 digit file sequence

The monthly report must be submitted electronically via TaxNet. Refer to the Illinois state specifications for directions on uploading wage detail information using the TAXNET system for Internet filing.

The monthly report is currently required for employers who have 250 or more employees. The state will be phasing in all employers who have 25 or more employees and will notify employers when they are required to begin monthly filing as the employer is phased in.

Infinium PY supports the reporting on monthly wage information by Illinois with these functions:

- *Create Monthly Unempl. Data*
- *List Monthly Unempl. Review*
- *Correct Monthly Unempl. Data*
- *Create Monthly Unempl. Rept File*

### Creating Monthly Unemployment Data

Use the *Create Monthly Unempl. Data* function to create the work file (PYPMU) that contains the employee's monthly unemployment information. This file is used to generate the monthly unemployment reporting file that you submit to the applicable state government.

The work file contains the information from the employee's basic data, PRPMS, and from the deduction records in posted check history, PYPDL.

---

For Illinois, the system generates the work file record by reading the payroll check history information for \*UIL deductions for checks with a check date that matches the reporting month and year, and generates an exception report for employees who have negative wages for the reporting month.

You must re-create the unemployment work file each time that you adjust employee pay information through cycle processing.

You can re-create the unemployment work file for only the adjusted employee or for all employees who match the selection criteria.

To create monthly unemployment data:

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Wage Reporting*.
- 4 Select *Create Monthly Unempl. Data* [CRTMUD]. The system displays the Create Monthly Unempl. Data page.
- 5 Use the information specified below to complete this page.

#### *Employer*

Specify an employer. You must specify an employer or an employer group, but not both.

#### *Employer Group*

Specify an employer group. You must specify an employer or an employer group, but not both. Multi-tax employers cannot use employer group processing.

#### *Tax Company*

If you use multi-tax processing, type a valid federal tax company code.

#### *Employee*

To process unemployment records for one employee, type the employee number. To process unemployment records for all employees, leave blank.

#### *Last Name*

If you do not know an employee number, type a value here, prompt and then select an employee from the list.

---

**State**

Specify the state for which you are creating the work file. Monthly reporting is currently supported only for Illinois.

**Reporting Month**

Specify the month for which you are creating the work file. For Illinois, valid values are:

<b>01</b>	January
<b>02</b>	February
<b>04</b>	April
<b>05</b>	May
<b>07</b>	July
<b>08</b>	August
<b>10</b>	October
<b>11</b>	November

**Reporting Year**

Specify the four-digit year for which you are reporting state unemployment information. The reporting year must be 2013 or later.

**Use \*U Data?**

Specify yes if you set up your employees for \*U deductions. Specify no if you have not set up your employees for \*U deductions and the system uses \*S wages.

You must specify yes for multi-tax employers.

**Sta. \*U Tax Co. cde**

Specify a valid state/local tax ID code only if you are creating a state reporting file for multi tax 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

6 Press Enter to submit the job and generate records in the work file.

---

The system generates the work file record by reading the payroll check history information for \*UIL deductions for checks with a check date that matches the reporting month and year and generates an exception report for employees who have negative wages for the reporting month.

## Printing the Monthly Unemployment Review

Use the *List Monthly Unempl. Review* function to generate a listing of monthly unemployment information in the unemployment work file, PYPMU, for the designated state, month and year.

You can run the report as often as necessary.

To print the monthly unemployment review:

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Wage Reporting*.
- 4 Select *List Monthly Unempl. Review [LSTMUD]*. The system displays the List Monthly Unempl. Review page.
- 5 Use the information specified below to complete this page.

### *Employer*

Specify an employer. You must specify an employer or an employer group, but not both.

### *Employer Group*

Specify an employer group. You must specify an employer or an employer group, but not both. Multi-tax employers cannot use employer group processing.

### *Tax Company*

If you use multi-tax processing, type a valid federal tax company code.

### *State*

Specify the state for which you are listing the work file. Monthly reporting is currently supported only for Illinois.

---

*Employee*

To process unemployment records for one employee, type the employee number. To process unemployment records for all employees, leave blank.

*Last Name*

If you do not know an employee number, type a value here, prompt and then select an employee from the list.

*Reporting Month*

Specify the month for which you are listing the monthly reporting file. For Illinois, valid values are:

<b>01</b>	January
<b>02</b>	February
<b>04</b>	April
<b>05</b>	May
<b>07</b>	July
<b>08</b>	August
<b>10</b>	October
<b>11</b>	November

You must create a quarterly reporting file instead of a monthly reporting file for March, June, September, and December.

*Reporting Year*

Specify the four-digit year for which you are listing state unemployment information. The reporting year must be 2013 or later.

*Use \*U Data?*

Specify yes if you set up your employees for \*U deductions. Specify no if you have not set up your employees for \*U deductions. The system uses \*S wages as wages subject to state unemployment.

You must specify yes for multi-tax employers.

---



### *Sta. \*U Tax Co. cde*

Specify a valid state/local tax ID code only if you are creating a state reporting file for multi tax 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

### *Sequence*

Specify the sequence in which information is written to the monthly unemployment reporting file.

- A** Run alphabetically by employee last name.
- L** Run by employee number within level 1.
- S** Run by social security number.
- E** Run by employee number.

When you use the *Create Monthly Unempl. Rept File* function, you may want to specify the same sequence so that the reports you generate here match the reporting file report.

- 6 Press Enter to submit the job and list the records in the work file.

## Correcting Monthly Unemployment Information

Use the *Correct Monthly Unempl. Data* function to correct information in the monthly unemployment work file.

When you use this function to update monthly unemployment data, you should execute the *List Monthly Unempl. Review* function again to verify your changes.

### **Correcting unemployment data through cycle processing**

If the correction can be made through a payroll 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 Monthly Unempl. Data* and *List Monthly Unempl. Review* functions.

### Using the Correct Monthly Unempl. Data function to correct unemployment data manually

If you cannot make the correction through cycle processing and you can access the field that you need to correct only by directly changing the work file, use the *Correct Monthly Unempl Data* function. The corrections you make through this function are not reflected in the employee's pay history. The corrections will only be in the monthly unemployment work file, PYPMU.

When you update unemployment information with the *Correct Monthly Unempl. Data* function, you should run the *List Monthly Unempl. Review* function again to verify your manual changes.

### Unemployment records and their status

The unemployment records you process are assigned a status. The table below describes the status values. The status is displayed next to the unemployment record when you select it for change.

Status	Description
<b>In Progress</b>	The work file records have been created but not yet copied to the .csv file.
<b>Sent to File</b>	The work file records have been copied to the .csv file.

Corrections should only be made to information in the unemployment work file that has not been sent to the reporting file, unless you generated the reporting file as part of a testing situation and have not yet submitted the data to the state of Illinois.

### Correcting monthly unemployment information

To correct monthly unemployment information:

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Wage Reporting*.
- 4 Select *Correct Monthly Unempl. Data [CMUWF]*. The system displays the Correct Monthly Unemployment Data prompt page.
- 5 Use the information specified below to complete this page.

### *Employer*

Specify the employer whose unemployment information you are correcting.

### *Employee*

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

### *Last Name*

If you do not know the employee number, and enter a value here, prompt, and then select an employee from the list.

- 6 Press Enter. The system displays the Correct Monthly Unemployment Data page where you can select an unemployment record to change, delete, or display.

Corrections should be made only to information in the unemployment work file that has not been sent to the reporting file.

- 7 To change a record, select an unemployment record that has a status of **In progress**, type **2** in the *O column* next to the record and press Enter to display the Update Monthly Unemployment Data page.

To delete a record, select an unemployment record that has a status of **In progress**, type **4** in the *O column* next to the record and press Enter.

To display a record, select an unemployment record, type **5** in the *O column* next to the record and press Enter to display the Display Monthly Unemployment Data page.

- 8 If you are changing a record, use the information below to complete the Update Monthly Unemployment Data page.

### *First Name*

Specify changes to the first name of the employee.

Do not include dashes, commas or apostrophes. If present, these special characters are dropped from the name when the reporting file is generated.

### *Last Name*

Specify changes to the last name of the employee.

Do not include dashes, commas or apostrophes. If present, these special characters are dropped from the name when the reporting file is generated.

---

*Tax ID Number*

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

*Total Wages*

Specify any change to the employee's total wages for the reporting month.

Unless a state requires the reporting of negative wages, records for employees with negative total wages are omitted from the reporting file.

*Creation Date*

This field displays the date and time when the work file record is created and the profile of the user who performs the creation.

*Last Change Date*

This field displays the date and time when the work file record is last changed and the profile of the user who performs the change.

*Report File Generated*

This displays the date and time when the work file record is copied to the reporting file and the profile of the user who performed the function to create the reporting file.

9 Press Enter.

## Creating the Monthly Unemployment Reporting File

Effective the first month of 2013, Illinois requires the use of Internet filing for monthly wage unemployment reporting.

Use the *Create Monthly Unempl. Rept File* function to:

- Update employee data in the state (IL) reporting file for monthly reporting, PYPMUTIL
- Generate the monthly unemployment reports
- Generate one or more .csv files on the IFS in folder /PYUSXML

The monthly report must be submitted electronically via TaxNet. The monthly file is in comma-delimited ASCII text format.

The file name convention for Illinois is **ILUIMonthlyWageMMYYYY\_NN.csv** where

- **MM** = 2 digit month
-

- YYYY = 4 digit year
- NN = 2 digit file sequence

Each time you use the *Create Monthly Unempl. Rept File* function, the system clears the data in the Illinois monthly reporting file, PYPMUTIL, generates new records that match the selection screen information and then copies this information into a .csv file on the IFS in the folder PYUSXML.

Use the *Display XML Data* function to view the .csv files.

Refer to the Illinois state specifications for directions on uploading wage detail information by using the TAXNET system for Internet filing.

To create the monthly unemployment reporting file:

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Wage Reporting*.
- 4 Select *Create Monthly Unempl. Rept File [CMURF]*. The system displays the Correct Monthly Unemployment Data prompt page.
- 5 Use the information specified below to complete this page.

#### *Employer*

Specify an employer. You must specify an employer or an employer group, but not both.

#### *Employer Group*

Specify an employer group. You must specify an employer or an employer group, but not both. Multi-tax employers cannot use employer group processing.

#### *Tax Company*

If you use multi-tax processing, type a valid federal tax company code.

#### *State*

Specify the state for which you are creating the reporting file. Monthly reporting is currently supported only for Illinois.

---

### *Reporting Month*

Specify the month for which you are creating the reporting file. For Illinois, valid values are:

<b>01</b>	January
<b>02</b>	February
<b>04</b>	April
<b>05</b>	May
<b>07</b>	July
<b>08</b>	August
<b>10</b>	October
<b>11</b>	November

### *Reporting Year*

Specify the four-digit year for which you are reporting state unemployment information. The reporting year must be 2013 or later.

### *Use \*U Data?*

Specify yes if you set up your employees for \*U deductions. Specify no if have not set up your employees for \*U deductions. The system uses \*S wages as wages subject to state unemployment.

You must specify yes for multi-tax employers.

### *Sta. \*U Tax Co. cde*

Specify a valid state/local tax ID code only if you are creating a state ~~tax~~ reporting file for multi-tax 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

### *Sequence*

Specify the sequence in which information is written to the monthly unemployment reporting file.

- A** Run alphabetically by employee last name.
-

- L** Run by employee number within level 1.
- S** Run by social security number.
- E** Run by employee number.

Use the same sequence when that you used when you generated the Monthly Unemployment Review.

*Multi-File Number*

Specify the starting file sequence for reporting file data that is written to the IFS. The reporting file name contains a sequence number to allow the submission of multiple files within the same month.

Use a value of **01** unless you are required to use other values.

For Illinois, the file name convention is **ILUIMonthlyWageMMYYYY\_NN.csv** where **MM** = the 2-digit month, **YYYY** = the 4-digit year, and **NN** = the 2-digit file sequence.

Before creating a reporting file for the selected month and year, the system deletes existing files with a file sequence in the range from the Multi-File Number value up to **99**.

- 6 Press Enter to submit the job and generate records in the reporting file.

Use the *Display XML Data* function to view the CSV file(s).

Refer to the Illinois state specifications for directions on uploading wage detail information using the TAXNET system for Internet filing.

---

## Reporting Files

**WARNING:** Review this section thoroughly before running the *Create ICESA/TIB-4 Unempl File* function.

### Reporting File Specifications

The reporting file specifications for filing Quarterly Unemployment information were revised on July 1, 1993.

- The state has combined reports UI 3 - Contribution and UI 40 - Wage.
- The tape register is generic, so it contains basic information required for unemployment reporting in many states.

Much of the information on the Illinois tape does not appear on the Tape Register. To view this information, use a data file utility (such as IBM's command DSPPFM) to display the contents of PYPQUTIL. Then compare this information with the Illinois tape specifications (IDES).

- The record length is 276.
- The length of the State UI Employer account number (*Employer Tax ID* field) is 7 numeric characters. The system retrieves this number from the Deduction Control for \*UIL.
- A standard internal label is required for magnetic tapes.
- The required records are A, B, E, S, T, and F. The following table describes these records.

Record	Description
A Record = Transmitter Record	Contains information regarding the organization transmitting file.
B Record = Authorization Record	Contains data regarding the specifics of the transmission.
E Record = Employer Record	Contains specific employer information such as the name, account number, and so forth.
S Record = Employee Record	Contains specific employee information such as social security number, wages earned, and so on.



Record	Description
T Record = Total Record	Contains the totals for a specific employer such as total wages paid, interest due, payment due, and so on.
F Record = Final Record	Contains information indicating total number of employers, employees and wages in the file.

The system automatically defaults the following information:

Information	Tape Location
<i>Taxing Entity Code of constant UTAX</i>	A, B, E, S, T, and F records
<i>Media Creation Date</i>	System date formatted as MMDDYY (A record), the date that you run the <i>Create ICESA/TIB-4 Unempl File</i> function.
<i>Tax Type Code T</i>	Taxable employer (E record)

## Setting Up Employee Information

If you are required to report unit/division location/plant information on your quarterly unemployment reporting file, Infinium PY allows you to update the contents of the *Information* field associated with either the \*UIL or \*SIL deduction code for an individual employee.

### Updating the Information Field Associated with the \*UIL or \* SIL Deduction Code

For access to the *Information* field complete the following steps:

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*.
- 4 Complete the prompt screen and press Enter. The system displays the Update Employee Deductions Control screen.
- 5 Type either \*SIL or \*UIL in the *Deduction* field and press Enter. The system displays the Update Employee Deduction Codes, Page 1 of 2 screen.

- 6 In the *Information* field, type a three-character code value that represents the unit/division location/plant information. Left justify and blank-fill this code. You must enter a code value for the \*UIL or the \*SIL deduction control to generate the quarterly unemployment reporting file.

Refer to the “Quarterly Close” section of the “Period Ending Functions” chapter of the *Infinium HR Technical Guide* for an explanation of updating the contents of the *Information* field by using the *Update Deduction Controls* (UDC) function.

## Required Information

### First Prompt Screen

The required fields on the first Create ICESA/TIB-4 Unempl File prompt screen are *Contact name* and *Contact tel#*.

The tax entity code should contain the deduction reporting group code, which identifies all employees who are or were members of a qualified 457 Deferred Compensation Plan during the year.

The following information is located on the A record.

Contact name    Contact tel. #  
Extension    Transmitter name  
Street address    City  
State    Zip  
Transmitter EIN

In compliance with the state requirements, you must type 1 (yes) for *Use \*U data* and you must use a \*UIL deduction.

### Second Prompt Screen

When you press Enter after completing the first prompt screen, the system displays the second Create ICESA/TIB-4 Unempl File screen.

This screen contains two columns, *State specific (alpha)* and *State specific (numeric)*. Left justify and blank-fill alphanumeric information under *State specific (alpha)*. Right justify and zero-fill numeric information under *State specific (numeric)*.

The *State specific alpha* fields 1, 2, and 3 are not used for Illinois unemployment file processing.

---

The information on line 5 of State specific (alpha) is located on the T Record.

The information on line 8 of State specific (alpha) is located on the S Record.

The information in the *Computer* field is located on the B record.

The following table describes the fields used for T and E record generation.

**Caution:** The field lengths defined in the table below are required by the State of Illinois. They are not the actual field lengths on the prompt screen. Any value entered on the prompt screen over the required length is truncated in the reporting file PYPQUTIL.

#### State specific (alpha)

Line	Field (Record)	Length	Field Description
2	Filing Type (B)	2	This value represents the type of media on which you submit unemployment information
4	Month 1 Number of Employees (T)	7	Total number of employees covered by UI who worked or received pay for the pay period including the 12th day of the month
5	Month 2 Number of Employees (T)	7	Total number of employees covered by UI who worked or received pay for the pay period including the 12th day of the month
6	Month 3 Number of Employees (T)	7	Total number of employees covered by UI who worked or received pay for the pay period including the 12th day of the month
7	Document Control Number (T)	10	Specify the DCN number from the Quarterly Filing Notice. The number can be located on the UI340 Form or Transmittal Form. If you cannot supply this number to the Illinois Department of Employment Security, type 000000001 in this field. This number has 10 digits.

**State specific (alpha)**

Line	Field (Record)	Length	Field Description
8	Unit Division Location/Plant Code (S)	15	Specify the plant code, if applicable. The value that you enter in this field overrides the value in the <i>Information</i> field in the <i>Update Employee Deduction Codes</i> function.

**State specific (numeric)**

Line	Field (Record)	Length	Field Description
1	State UI Tax Rate this Quarter (T)	6	Specify the tax rate as a %. The program automatically converts your entry, ensures that it has the proper number of digits, and puts the decimal point in the proper place. For example, if the tax rate is 3.1%, the program reports .03100.  The percent that you enter may or may not be the same as your present employer rate. For example, you can run the 4th quarter payroll(s) after running payroll(s) in the first quarter of the next year. The rate for the 4th quarter is not the same as the rate for the 1st quarter.
2	State Quarterly Contribution (T)	13	UI taxes due
3	Previous Quarter(s) Underpayment (T)	11	Previous underpayments, including previously due penalty and interest
4	Interest Due (T)	11	
5	Penalty Due (T)	11	
6	Credit/Overpayment (T)	11	Previous over-payment applied to balance due

**State specific (numeric)**

Line	Field (Record)	Length	Field Description
7	Total Payment Due (T)	11	Total payment due, including contribution due, previous over-payments, interests, and penalty minus any over-payment

**T and E Record Generation**

The T and E records consist of manual entries and items automatically calculated within Infinium PY.

To generate these records, complete the worksheet on the following page and then run the *Create ICESA/TIB-4 Unempl File* function. Use the worksheet to complete the state specific alpha and numeric fields on the second prompt screen.

**Note:**

- Please make copies of the blank worksheet to use each time you run your Quarterly Unemployment Tape for Illinois.
- For justification purposes, you should use FieldExit to navigate between fields.
- If the length of a field on the record is 7 alphanumeric characters but the length of that field on the screen is 10, only positions 1–7 (left justified) are used. If the length of a field on the record is 7 numeric characters but the length of that field on screen field is 10, only positions 3-10 (right justified) are used.

**State specific (alpha) Worksheet**

Line	Field (Position on the Record)	Field Length	Field Value
2	Filing type (position 263-264 on the B record)	2	
4	Month 1 Employment for Employer (Position 227-233 on the T Record)	7	
5	Month 2 Employment for Employer (Position 234-240 on the T Record)	7	

**State specific (alpha) Worksheet**

Line	Field (Position on the Record)	Field Length	Field Value
6	Month 3 Employment for Employer (Position 241-247 on the T Record)	7	
7	Document Control Number (Position 258-267 on the T Record)	10	
8	Plant Code S record (Position 147-161 on the S Record)	15	

**State specific (numeric) Worksheet**

Line	Field (Position on the Record)	Field Length	Field Value
1	UI Tax Rate this Quarter (Position 82-87 on the T Record)	6	
2	State Quarterly Contribution Due (Position 88-100 on the T Record)	13	
3	Previous Quarter(s) Underpayment (Position 101-111 on the T Record)	11	
4	Interest (Position 112-122 on the T Record)	11	
5	Penalty (Position 123-133 on the T Record)	11	
6	Credit/Overpayment (Position 134-144 on the T Record)	11	
7	Total Payment Due (Position 175-185 on the T Record)	11	

## Sample Report

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

The following items are highlighted on the report:

- Employer's State Tax ID **1234567**, specified on the Deduction Control record (see Figure 29-1)

Employer Tax ID 04-1456780 is the Federal Tax ID number specified on the Employer Control record.

- The calculation of Excess Wages from Total Wages minus Taxable SUT Wages, at the bottom of page 1.
-

PYGUTIL PYTUT QUARTERLY STATE UNEMPLOYMENT REPORT PAGE 1  
 7/27/94 15:03:16 FOR TAPE REPORTING

EMPLOYER PHB PHB, INC. EMPLOYER TAX ID. 04-1456780

QUARTER ENDED 03/31/94 STATE OF ILLINOIS 17 WAGE LIMIT 9,000.00  
 1234567

TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYER TAXABLE SUT WAGES	EMPLOYER SUT ACCRUED	TERM. DATE	HIRE DATE	WEEKS WKD
011-00-0116	LINCOLN, ABRAHAM Q	55,046.75	9,000.00	328.49		1/08/1992	5
015-11-1493	BONE, NANCY W	52,000.00	9,000.00	328.50		7/01/1993	5
015-11-1494	BOLINDER, CHARLES R	52,000.00	9,000.00	328.50		7/01/1993	5
015-11-1495	BURLME, RICHARD C	60,000.00	9,000.00	328.50		7/01/1993	5
015-11-1496	CLAUSON, HARVEY T	51,600.00	9,000.00	328.50		7/01/1993	5
015-11-1497	DIXON, SCOTT	55,000.00	9,000.00	328.50		7/01/1993	5
015-11-1498	HAGUE, SHIRLEY	52,000.00	9,000.00	328.50		7/01/1993	5
015-11-1499	KANDRACH, CHRISTINE	55,000.00	9,000.00	328.50		7/01/1993	5
018-28-3916	SQUASH, ZACHERY	55,035.00	9,000.00	328.52		6/01/1993	5
357-29-5210	HOGWASH, HOLLY	55,025.00	9,000.00	328.49		6/01/1993	5
EMPLOYER TOTAL:		542,706.75		3,285.00			
10 EMPLOYEES			90,000.00				

Total Wages 542,706.75  
 SUT Wages -90,00.00  
 Excess Wages 452,706.75

PYGUTIL PYTUT QUARTERLY STATE UNEMPLOYMENT REPORT PAGE 2  
 7/27/94 15:03:16 FOR TAPE REPORTING

EMPLOYER PHB PHB, INC. EMPLOYER TAX ID. 04-1456780

QUARTER ENDED 03/31/94 STATE OF ILLINOIS 17 WAGE LIMIT 9,000.00  
 1234567

TOTAL EMPLOYER TAXABLE EMPLOYER SUT



---

TAX I.D. #	EMPLOYEE NAME	WAGES	SUT WAGES	ACCRUED	TERM. DATE	HIRE DATE	WEEKS WKD
<hr/>							
	10 EMPLOYEES	542,706.75	90,000.00	3,285.00			

## W-2 Reporting

Electronic filing of Forms W-2 and W-2C is required by the state of Illinois. The Illinois Department of Revenue does not accept Forms W-2 and W-2Cs that are submitted by mail. Payroll providers and employers must electronically submit Forms W-2 and W-2C using the MyTax Illinois website. Visit the [Electronic W-2 and 1099 Transmittal Programs](#) page on the Illinois Department of Revenue website for more information about electronic filing requirements.

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	30-2
Unemployment (*U) Reporting	30-3
Correcting Indiana Earned Income Credit Amounts	30-6

---

## Deductions

Infinium PY supports the following tax deductions required by Indiana:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Local Withholding Taxes (\*L)
- Reciprocity (\*U only for all states)

Infinium PY supports the state and locality tax withholding requirements for exemptions and dependents specified by Indiana. You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Unemployment (\*U) Reporting

Infinium PY supports unemployment reporting for one employer, for multiple employers, and for multiple tax companies within one employer. Employers can submit a single tape to include employee unemployment records for more than one employer or for all tax companies within a multi-tax employer.

### Creating the Quarterly Unemployment Reporting File

Follow the steps below to create a quarterly unemployment reporting 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*. The system displays the first Create ICESA/TIB-4 Unempl File screen.

For multiple employers or multiple tax companies, you must run the *Create Quarterly Unemployment* function for each tape file run type being specified.

- 5 Enter the value that you want to use in the *Tape file run type* field.

<b>Blank</b>	You are running this tape for only one employer or one tax company.
<b>IN</b>	For the first employer or tax company whose records you are including on the tape.
<b>AD</b>	For an additional employer or tax company whose records you are including on the tape.
<b>FN</b>	For the last employer or tax company whose records you are including on this tape.

- 6 For reporting from January 1, 2011 and later, type **1** in the *Exclude Invalid SSN* field.

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.

- 7** Press Enter.
- 8** Complete the fields on the second Create ICESA/TIB-4 Unempl File screen.
- 9** Press Enter.

## Reporting the Primary Work Location ZIP Code and SOC (Standard Occupational Code) for Employees

Effective for the first quarter of 2019, Indiana requires the ZIP code of the employee's primary work location and the SOC code on the S record in the quarterly unemployment reporting file. Complete the steps below to enter this data for employees.

### Primary Work Location ZIP Code

Generally, the ZIP code of the primary work location is the ZIP code where most of an employee's time is spent. The *ZIP Code* field on the employer control is used for the data on the S record in the quarterly unemployment reporting file. If the employee's primary work location ZIP code is different from the ZIP code on the employer control, you can override the ZIP code for the employee by using these steps:

- 1** From the Infinium PY main menu, select *Employee Data*.
  - 2** Select *Update Employee Data*.
  - 3** Select *Update Deduction Data*.
-

- 4 Select the employee and then select the employee's \*UIL deduction if you use \*U deductions. If you do not use \*U deductions, select the employee's \*SIL deduction.
- 5 Type the primary work location ZIP code in the *User Defined* field.

## SOC Code

- 1 From the Infinium PE main menu, select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Position Data*.
- 4 Select the position to which the employee is authorized.
- 5 Press Enter to proceed to the second page.
- 6 Type the 6-digit SOC code in the *Occupational Code* field. You must first create code values for code type **SOC** by using the *Update Employer Codes* function.
- 7 Repeat the steps above for each position to which your Indiana employees are authorized.

After completing these steps, complete the steps in the "Creating the Quarterly Unemployment Reporting File" in this chapter.

---

## Correcting Indiana Earned Income Credit Amounts

If you must correct the amounts for Indiana earned income credit, follow the steps below.

**Note:** This applies only to reporting information for 2010 and for years prior to 2010.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
  - 4 Select *Correct W2 Data* [PYYEB170]. The system displays the Correct W-2 Data prompt screen.
  - 5 Complete the *Employer*, *Employee* and *W-2 State* fields.
  - 6 Press Enter. The system displays the Correct W-2 Data selection screen.
  - 7 Type **2** next to the W-2 information to correct.
  - 8 Press Enter. The system displays the Correct -2 Data screen similar to Figure 30-1.
-



10/12/04 08:39:51		Correct W-2 Data		PYGMW2	PYDMW2
Employer . . . . . : ZUS		Tax year: 2003			
Employee . . . . . : 80005					
Tax ID no . . . . . : 083-44-1266					
		Orig	In progress		
Box#		Box#			
1. Wages, Tips & Other	<u>2390500.00</u>	11. Non. Qual. Plan .	<u>.00</u>		
2. Federal Income Tax	<u>835608.42</u>	11. Non. Qual. 457. .	<u>.00</u>		
3. FICA Wages . . . .	<u>87000.00</u>	14. TIB-4 Fringe. . .	<u>.00</u>		
4. FICA Tax W/H . . .	<u>5394.00</u>				
5. FMHI Wages . . . .	<u>2400000.00</u>				
6. FMHI Tax W/H . . .	<u>34800.00</u>				
7. FICA Tips. . . . .	<u>.00</u>				
9. Advanced EIC . . .	<u>.00</u>	8. Allocated Tips . .	<u>.00</u>		
10. Dependent Care . .	<u>.00</u>				
20. Indiana Adv. EIC .	<u>.00</u>				
F3=Exit F10=QuikAccess F12=Cancel F18=Message line					

Figure 30-1: Correct W-2 Data screen

- 9 Type the correct earned income credit amount in the *Indiana Adv. EIC* field.
- 10 Complete the remaining information on this screen as you normally would and press Enter. See the “Quarterly Unemployment Reporting Using the Federal Format” chapter in this guide for information about completing the fields on this screen.
- 11 Continue to press Enter and complete the information on each Correct W-2 screen until you complete all the Correct W-2 screens and the system displays the Correct W-2 prompt screen.
- 12 Process another W-2 correction or press F3 to exit to the main menu.

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	31-2
State *S Reporting	31-3
Unemployment (*U) Reporting	31-4
Using the Alternate Minimum Wage	31-9
Creating a W-2 Reporting File	31-12

## Deductions

Infinium PY supports the following tax deductions required by Iowa:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

---

## State \*S Reporting

Effective January 1, 2025, Iowa uses a flat tax rate on Iowa income. In addition, the deduction amount in step 1 of the tax calculation is determined based on the taxpayer's marital status as reported on the IA W-4 rather than the allowances amount reported on the IA W-4.

Complete these steps to enter the required information on the employee \*SIA deduction record.

- 1 From the Infinium PY main menu select *Employee Data*.
  - 2 Select *Update Employee Data*.
  - 3 Select *Update Deduction Data* [UDE] to display the Update Employee Deduction Data prompt screen.
  - 4 Select your employer and employee and the \*SIA state tax deduction for Iowa and press Enter to display the first Update Employee Deduction Data screen.
  - 5 If the employee submitted an IA W-4 form for 2024 or later, type **1** in the *W4(2024 or Later)* field. Otherwise, type **0** in the field.
  - 6 Enter the employee's marital status in the *Claiming Status* field. Valid values are:

<b>H</b>	Head of Household
<b>M</b>	Married with spouse having no earned income or Qualified surviving spouse
<b>S</b>	Single, legally separated, or Other
  - 7 Enter the allowance amount the employee entered on the IA W-4 form in the *Exemption Allow* field, if any.
  - 8 Press Enter and F3 to save your changes.
-

## Unemployment (\*U) Reporting

Infinium PY supports the following unemployment reporting requirements stipulated by Iowa:

- Use of the CSV comma-delimited value format, beginning with the second quarter of 2010
- Reporting by location
- Weeks worked on the quarterly unemployment report

### Creating the Unemployment Reporting File

To create the unemployment reporting file, you must:

- Provide your employer tax ID on the \*UIA deduction code
- Provide state-specific information when you run the *Create ICESA/TIB-4 Unempl File*

### Entering the Employer Tax ID on the Deduction Control

Follow the steps below to enter your employer tax ID on the \*UIA deduction control.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Deduction Controls*. [UDC] to display the Update Deduction Controls prompt screen.
  - 4 Select your employer and the \*UIA unemployment deduction for Iowa and press Enter to display the first Update Deduction Controls screen.
  - 5 Complete this screen as you normally would and press Enter to display the second Update Deduction Controls screen.
  - 6 Complete this screen as you normally would. In addition, complete the following information.
-

### *Employer Tax ID*

Specify the eight-digit account number for use when filing. Starting in the second quarter 2010, the Iowa account number is 8 digits with leading zeros. For example, if your account number was 123456-7, your new account number is 00123456.

- 7 Press Enter to display the third Update Deduction Controls screen and complete the screen as you normally would.
- 8 Press Enter to save the change to the deduction control.

## Information Required to Generate the Reporting File

Follow the steps below to supply state-specific information for the quarterly unemployment reporting 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*. The system displays the first Create ICESA/TIB-4 Unempl File screen.
- 5 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields that are specific to Iowa reporting requirements:

### *ICESA Format*

Use this field to specify whether you are using the ICESA format for unemployment reporting.

Valid values are:

- |                      |   |
|----------------------|---|
| <b>0</b> or<br>blank | Use the standard non-ICESA format. For the second quarter 2010 and later, the CVS comma-delimited format is the supported format. |
| <b>1</b>             | Only if you are reporting quarterly unemployment before the second quarter 2010, use the ICESA format.                            |
- 6 Press Enter to display the second Create ICESA/TIB-4 Unempl File screen.
-

- 7 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields that are specific to Iowa reporting requirements:

*State specific (alpha) 3*

If you are reporting unemployment by location, type the location code.

For additional requirements on reporting information by location, see the “Reporting Unemployment Information by Location” section in this chapter.

*State specific (numeric) 1*

To generate a file in an ICESA format for reporting prior to the second quarter 2010, type the state unemployment insurance tax rate for the current quarter. Otherwise, leave this field blank.

*State specific (numeric) 2*

To generate a file in an ICESA format for reporting prior to the second quarter 2010, type the amount of the state quarterly contribution due for the current quarter. Otherwise, leave this field blank.

*State specific (numeric) 3*

Specify the number of records to insert in each CSV file. Multiple CSV files are created when the number of employees reported is more than the number specified. The default number of records is 1,499.

Iowa requires that the number of employees reported in the CSV file be limited to 1,499. This limit is enforced by the state. If an employer has more employees than can fit in a single CSV file, you can submit multiple files. The system will automatically create additional files when the specified limit is reached. The system allows you to enter a number greater than the current limit because Iowa has indicated that it may consider changing the limit to 9,999 records in the future.

- 8 Press Enter.

Use the *Display Folder Documents* function to view the CSV files. The name of the file is **My Iowa *mmdyy* *xx*.csv**, where:

- ***mmdyy*** is the date the file is created
  - ***xx*** is a number from 1 to 99, representing the file number for situation where multiple files are necessary for the same account number.
-



---

## Reporting Unemployment Information by Location

To generate unemployment information by location code, you must:

- Specify a location code in the *User Defined* field on Page 1 of the Update Employee Deduction Codes record
- Create the quarterly unemployment file by location

You can also generate the reports below by location.

- *List Qtr. State Unemployment*
- *List Qtr. Unemployment. by Loc*
- *List Annual State Unemployment*

### Assigning a Location Code to an Employee

Follow the steps below to assign a location code to an employee.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data [UDE]*.
- 4 Press Enter. The system displays the Employee Update prompt screen. Specify the employer and employee.
- 5 Press Enter. The system displays the Update Employee Deduction Codes selection screen. Specify **\*UIA**.
- 6 Press Enter. The system displays the Update Employee Deduction Codes screen.
- 7 Type the appropriate location code in the *User Defined* field.
- 8 Complete the other fields on the screen as you normally would.
- 9 Press Enter. The system displays the next Employee Deduction Codes screen.
- 10 Complete the fields on this screen as you normally would and press Enter.

### Creating the Quarterly Unemployment File

Follow the steps below to create a quarterly unemployment file that includes location information.

---

- 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]*.
  - 5 Press Enter. The system displays the Create ICESA/TIB-4 Unempl File screen.
  - 6 Type **B** in the *Print by level/branch* field.
  - 7 Complete the other fields on this screen as you normally would.
  - 8 Press Enter to display the second Create ICESA/TIB-4 Unempl File screen.
  - 9 Complete the screen as you normally would. In addition, type the location code in the *State specific (alpha) 3* field.
  - 10 Press Enter.
-

## Using the Alternate Minimum Wage

Iowa requires using a separate minimum wage for employees of gaming operations. Infinium provides an alternate wage table for Iowa that includes this minimum wage, which can be used for \*TIPC incomes. You must specify that the system should use the alternate wage table on the job control.

When you process checks in a pay cycle for Iowa employees and include the tip credit income, \*TIPC, the system uses the alternate minimum wage rate when the wages associated with the job are specified as alternate wages.

Follow the steps below to specify that a job is associated with an alternate income.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Job Controls*. The system displays the Update Job Controls prompt screen.
  - 4 Complete *Employer* and *Job Code*. The system displays the Update Job Controls screen similar to Figure 31-1.
-

```

11/06/02 13:15:43          Update Job Controls          PYGMJB  PYDMJB

Employer . . . . : ZUS SAMPLE US COMPANY
Position . . . . :
Job Code . . . . : 910

Description . . . : SERVER
EEO Category . . : 9 +
Pay Type . . . . : H          Security Group . . . . +
Base Rate Min.? . (0=No 1=Yes)
Start Date . . . :          End Date . . . .
Pay Basis . . . . :          Pay Rate . . . .
Pay Factor . . . . :          Tips Code . . . . 0
Pay Matrix . . . . : +          Tip Comp/TRDA ? . 0 (0,1,2)
Matrix Column . . : +          Create T/C *TIPS? 0 (0=No, 1=Yes)
Matrix Row . . . . : +          Tip Comp Occup. . . . +
                                   Use Alt Min Wage. -
Labor Exp. Acct. . . . . +
EE Liab Mask Acct . . . . . +
ER Liab Mask Acct . . . . . +
Statistical Acct. . . . . +

F3=Exit  F4=Prompt  F10=Access  F22=Delete

```

Figure 31-1: Update Job Controls screen

- 5 Type **A** in the *Use Alt Min Wage* field to specify that employees assigned to this job will earn wages in the alternate wage table. The system calculates the applicable tip credit amount for income in \*TIPC using the alternate minimum wage rather than the standard minimum wage.

Otherwise, leave *Use Alt Min Wage* blank.

**Caution:** When the system calculates tip credit, \*TIPC, for an hourly tip credit overtime income, the rate is based on the job code associated with the \*TIPC or overtime record.

## Using the Alternate Minimum Wage for Overtime Income

You can also specify that you want to use the alternate minimum wage for an overtime income. You specify that the income for the job is an alternate income and you type the **O** in the *Tip Credit O.T.* field on the income control.

Follow the steps below.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.

- 3 Select *Update Income Controls*. The system displays the Update Income Controls prompt screen.
- 4 Complete the *Employer* and *Income* fields, specifying an hours extension income. The system displays the first Update Income Controls screen shown in Figure 31-2.

```

6/08/06 16:49:08      Update Income Controls      PYGMIC      PYDMIC
                                           Page 1 of 4

Employer . . . . : ZUS  SAMPLE US COMPANY
Income . . . . . : OTD15
Method . . . . . : 2 - Hours Extension
Description . . . : DAILY OT 1.5      Starting Date . . _____
Priority . . . . . : 3000                Ending Date . . . . _____
Summ. Code . . . . : 22 +                Distribute Labor. 1 (0=No 1=Yes)
Frequency . . . . . : 8                  Workers Comp. . . . P
Special Tax . . . . : -                  Segments Required 1 (0=No 1=Yes)
Income Basis . . . : B                  Tip Credit O.T. . . -
Income Factor . . . : 1.5000            Limit Segments . . 1
Hourly Rate . . . . : _____          Create T/C *TIPS? 0 (0=No 1=Yes)
Standard Hours . . : .00                PE Absence Code . . - +
Hours Limit . . . . : 4.00              Shift Calc Method . -
Over Limit Code . . : OTD20 +           Residual Hours . . -
Income Matrix . . . : _____ +       Shift Diff Income _____ +
Matrix Column . . . : _____ +       1099-R Dist. Code -
Matrix Row . . . . : _____ +       NQP 457 Plan . . . -
Labor Expense . . : 001-***-***-1100-015 +
Rev. Hierarchy . . : - (Blank=No)      Allow Pay Msg? . . 0 (0=No 1=Yes)

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 31-2: Update Income Controls page 1 screen

- 5 Type **O** in the *Tip Credit O.T.* field.
- 6 Complete the other fields as you normally would. Press Enter three times to return to the Update Income Controls prompt screen.

## Creating a W-2 Reporting File

Iowa uses the federal format for state W-2 reporting. Iowa requires the employer Business E-file Number (BEN) on the RV record of the W-2 reporting file.

**Note:** As of 2022, positions 40-47 of the RV record are zero filled, and an entry is no longer required in the *Bus. Efile Num* field.

To generate Iowa W-2 information, you must:

- 1 Use the *Update Employer State Tax Info* function to update general state W-2 reporting information for Iowa.
- 2 Use the *Update State Tax Info. – Addl* function to update additional Iowa W-2 reporting information.
- 3 (Optional) If you are filing W-2 file information for an employer group, you must use the *Update State Tax Info. – Addl* function for each employer in the group.
- 4 Use the *Create State W2 Reporting File* function and specify the employer in the Employer field or employer group in the *Employer Group* field.

## Generating Iowa EFW2 information

To generate Iowa W-2 information, complete these steps.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
  - 4 Select *Update State Tax Info. – Addl*. The system displays the screen shown below.
-

```

12/13/16 17:25:23      Update State Tax Info. - Add1      PYGMMRF2  PYDMMRF2

Employer. . . . . : ____ +
Tax Company . . . : _____ +
State . . . . . : ____ +
State/Loc Tax Lcn _____ +

F3=Exit  F4=Prompt  F10=QuikAccess
    
```

Figure 31-3: Update State Tax Infor. – Add1 screen

**5** Use this information to complete the fields on this screen.

*Employer*

Specify the employer code value for which you are entering W-2 reporting information.

*Tax Company*

Specify the federal tax company for which you are entering W-2 reporting tax information if you use multi-tax processing. Leave this field blank if you do not use multi-tax processing.

*State*

Specify **IA**.

*State/Loc Tax Lcn*

For multi-tax processing only, specify a state/local tax location within the federal tax company you specified. Leave this field blank if you do not use multi-tax processing or if this is the employer's default tax company. If you do use multi-tax processing, you must specify a state/local tax location if you are setting up data for a tax company other than the employer's default tax company. The state/local tax location corresponds to a state or local tax ID within a federal tax company.

**6** Press Enter. The system displays the screen shown below.

```
12/13/16 17:26:55      Update State Tax Info. - Addl      PYGMMRF2  PYDMMRF2

Employer. . . . . : ZUS              Tax Company . . . :
State . . . . .   : IA                State/Loc Tax Lcn

Bus. Efile Num (BEN) 77483473

F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 31-4: Update State Tax Infor. – Addl – Iowa-specific screen

**7** Use this information to complete this screen.

*Bus. Efile Num (BEN)*

Type the 8-digit business e-file number (BEN) assigned to you when you registered with the state of Iowa.

**8** Press Enter. The system generates W-2 information for the specified Iowa employer.

**9** Complete steps 5 through 8 for each employer in the employer group.

## Creating the Iowa W-2 reporting file

Complete these steps to create an Iowa W-2 tape file.

- 1** From the Infinium PY main menu select *Tax Operations*.
- 2** Select *Tax Liability Reporting (USA)*.
- 3** Select *W-2 Processing*.



- 4 Select *Create State W2 Reporting File*. The system displays the first Create State W2 Reporting File screen similar to the screen shown below.

```

12/14/16 15:24:04 Create State W2 Reporting File PYGW2PS PYDW2PS

Employer . . . . . ZUS + -or- Employer Group. . . . . +
Tax Company . . . . . + W-2 State . . . . . IA +
Year . . . . . 2016 Multi-Tax Proc. . . . . 0
Sta.*S Tax Co.cde . . . . . + Sta.*U Tax Co.cde . . . . . +
W2 Sequence . . . . . A Sta.*L Tax Co.cde . . . . . +
Notification Cd . . . . . 2 Preparer Code . . . . . L
Resub Indicator . . . . . 0 Resub WFID. . . . .
Control Number . . . . . Software Code . . . . . 98
Submitter EIN . . . . . 100000000 Submitter User ID . . . . .
Submitter Name. . . . . SUBMITTER NAME
Location Address. . . . . Excl. Invalid Ids 0
Delivery Address. DELIVERY ADDRESS Test/Product File _
City . . . . . CITY
State . . . . . Zip . . . . . Ext. ____
Foreign St/prov . . . . .
Foreign Post Cd . . . . . Submitter Ctry. . . . .
Contact Name. . . . . CONTACT NAME
Contact Phone . . . . . 15081112222 Ext . . . . .
Contact Fax . . . . . Locality W2 File. . . . .
Contact E-Mail. . . . .
F3=Exit F10=Access
    
```

Figure 31-5: Create State W2 Reporting File screen

- 5 Use this information to complete the fields on this screen.

*Employer*

Specify the single employer for whom you generated information and for whom you are generating the reporting file. Specify an employer or an employer group.

*Employer Group*

Specify the employer group for which you generated W-2 information and for which you are generating the reporting file. Specify an employer or an employer group.

- 6 Complete the remaining fields on this screen as you normally would and press Enter.

# Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	32-2

---

## Deductions

Infinium PY supports the following tax deductions required by Kansas:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	33-2
Unemployment (*U) Reporting	33-3

---

## Deductions

Infinium PY supports the following tax deductions required by Kentucky:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Unemployment (\*U) Reporting

### Specifying the Prefix Code, Suffix Code and Standard Industry Code

You must specify the Prefix Code, Suffix Code and Standard Industry Code to ensure that the system prints the correct account number on the List Quarterly State Unemployment report and reporting files.

### Specifying Prefix and Suffix Codes for the Non-ICESA and ICESA Formats

There are two ways to specify the Prefix and Suffix Codes:

- For the ICESA format, enter the Prefix Code and Suffix Code as part of the Employer tax ID number on the Update Deduction Controls screen. The first two digits of the Employer tax ID number are the Prefix Code. The last character of the Employer tax ID number is the Suffix Code.
- For the non-ICESA format, enter the Prefix and Suffix Codes on Page 2 of the Create ICESA/TIB-4 Unempl File screen to override what you entered on the Update Deduction Controls screen.

### Entering the Prefix and Suffix Codes as Part of the Employer Tax ID Number for the Non-ICESA Format

Follow the steps below to enter the Prefix and Suffix Codes as part of the Employer tax ID number.

- 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. Type **4** in the *Method* field.
-

- 5 Press Enter. The system displays page 1 of the Update Deduction Controls screen.
- 6 Complete the required fields and press Enter to advance to page 2 of the Update Deduction Controls screen shown in Figure 33-1.

```

6/26/12 21:43:49      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 2 of 3
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : *UKY  KENTUCKY UNEMP TAX
Method . . . . . : 4  Tax Calculation

  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 _____

Employer Rate . . . . 1.0000                SUTA Rnd.stopped. 0 (0=No 1=Yes)
Employer Tax ID . . UKY-123456

Debit Account . . . ZUS-****-****-1715-0115 +
Credit Account . . ZUS-0000-0000-4150-0115 +

F3=Exit  F4=Prompt  F10=Access  F12=Previous

```

Figure 33-1: Update Deduction Controls screen 2

- 7 Type the employer tax ID number in the *Employer Tax ID* field. The first two digits are the prefix code and the last character is the suffix code.

If you have not been assigned a prefix code, you must type 00 as the first two digits of the employer tax ID number. If there is no suffix code, you are not required to type anything.

The prefix and suffix codes you type as part of the employer tax ID number will be overridden by the Prefix and Suffix Codes you type on the Create ICESA/TIB-4 Unempl File screen.

## Entering Information for Single and Multi-tax Employers to Use the ICESA Format

To ensure correct tape submission, employers must do the following:

- Type the proper information for either single or multi-tax employer



- When running the *Create ICESA/TIB-4 Unempl File* function, you must complete the proper fields

## Entering Employer Information on the Update Deductions Controls Screen for Single Employers

Follow the steps below to enter the required information for \*UKY and \*SKY Update Deduction Controls in the *Employer Tax ID* field.

- 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. Type \*UKY or \*SKY in the *Deduction* field. Type 4 in the *Method* field.
- 5 Press Enter. The system displays page 1 of the Update Deduction Controls screen.
- 6 Complete the required fields and press Enter to advance to page 2 of the Update Deduction Controls screen shown in Figure 33-2.

```

6/26/12 21:43:49      Update Deduction Controls      PYGMDC      PYDMDC
                                                              Page 2 of 3
Employer . . . . : ZUS      SAMPLE US COMPANY
Deduction . . . . : *UKY      KENTUCKY UNEMP TAX
Method . . . . . : 4 Tax Calculation

  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,X,C,N)
  _____
                        Employer Data
  _____

Employer Rate . . _____ 1.0000                SUTA Rnd.stopped. @ (0=No 1=Yes)
Employer Tax ID . _____ UKY-123456

Debit Account . . _____ ZUS-****-****-1715-0115 _____ +
Credit Account . . _____ ZUS-0000-0000-4150-0115 _____ +

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

Figure 33-2: Update Deduction Controls screen (2 of 3)

- 7 For correct tape submission type the following in the \*UKY and \*SKY Update Deduction Controls.
  - Employer number prefix, or if none, 00
  - Six digit employer number
  - 1-character employer suffix, or leave this field blank
- 8 Complete the remaining fields on this screen as you normally would.
- 9 Press Enter. The system displays page 3 of the Update Deduction Controls screen.
- 10 Complete the fields on this screen.
- 11 Press Enter.

## Entering Employer Information on the Update Deductions Controls Screen for Multi-tax Employers for ICESA and Non-ICESA Formats

Follow the steps below to enter the required information on the Update \*S/U/D/L Deduction Controls screen in the *Employer Tax ID* field. These steps are for multi-tax employers only.

- 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. Type 4 in the *Method* field.
  - 5 Press Enter. The system displays page 1 of the Update Deduction Controls screen.
  - 6 Complete the required fields and press Enter to advance to page 2 of the Update Deduction Controls screen.
  - 7 Complete the required fields and press Enter to advance to the Update \*S/U/D/L Deduction Controls screen shown in Figure 33-3.
-

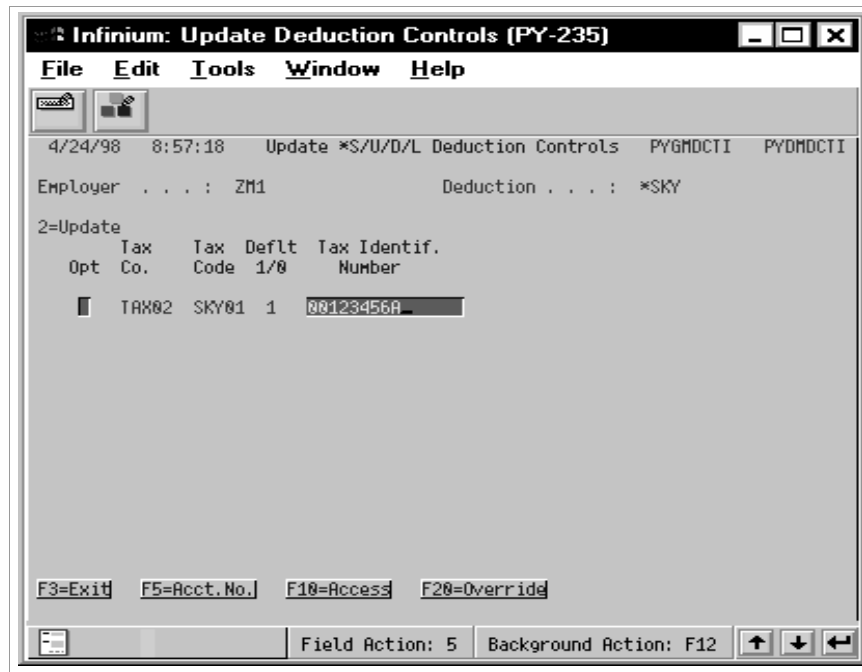


Figure 33-3: Update \*S/U/D/L Deduction Controls screen

- 8 For correct tape submission type the following in the *Employer Tax ID* field.
- Employer number prefix, or if none, 00
  - Six digit employer number
  - 1-character employer suffix, or leave this field blank

## Overriding the Prefix and Suffix Codes and Entering the Standard Industry Code for the Non-ICESA Format

Follow the steps below to use the Create ICESA/TIB-4 Unempl File screen to override the Prefix and Suffix Codes you entered on the Update Deduction Controls screen, and to enter the Standard Industry Code.

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

- 5 Complete the required fields and press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
- 6 Type the Suffix Code on line 1. If you do not know the Suffix Code, leave line 1 blank.
- 7 Type the Prefix Code on line 2. If you do not know the Prefix Code, type 00 on line 2.
- 8 Type the Standard Industry Code on line 3.
- 9 Press Enter once you have completed the applicable fields on this screen.

## Entering Required Employer Information in the Create Qtr. Unemployment Fields for the ICESA Format

Before you run the *Create ICESA/TIB-4 Unempl File* function, you must complete the following fields as instructed below.

- 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.
- 5 Type 1 in the *ICESA Format* field. Complete the other required fields and press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.

Do not complete the State Specific (alpha) lines 1, 2, and 3 when using the ICESA format.

- 6 Type the number of employees employed each month on lines 4, 5, and 6 in the *State specific (alpha)* field.
- 7 Type the surcharge rate, on line 7 in the *State specific (alpha)* field.

For example, **22%**

Previously, 0.22% was reported as **0022** in the *Surcharge Rate* field. Now, 0.22% is reported as **00220**.

---

- 8 Type the tax rate on line 1 in the *State specific (numeric)* field.
  - 9 Type the surcharge amount due on line 2 in the *State specific (numeric)* field. This is required for 2014 through quarter 2 of 2016.  
  
Leave this field blank or enter zero for quarter 3 of 2016 and beyond.
  - 10 Type the total tax amount due on line 7 in the *State specific (numeric)* field.
  - 11 Type **25** in the *Blocking Format* field.
  - 12 Type **NL** in the *Label* field.
  - 13 Complete the other fields as you normally would.
  - 14 Press Enter.
-

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	34-2
W-2 Reporting	34-3
Unemployment (*U) Reporting	34-4

## Deductions

Infinium PY supports the following tax deductions required by Louisiana:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



## W-2 Reporting

See the *Payroll Guide to US Year End Processing* for information on creating the W-2 work file, making corrections, printing W-2 forms, and generating the state W-2 reporting file.

---

## Unemployment (\*U) Reporting

### Unemployment Reporting and Rounding of Employee Wages

When you complete the *Round SUTA Wages?* field on the List Qtr. State Unemployment screen or the List Qtr. State Unemployment by Loc. screen, the system includes the rounding information required by Louisiana on the Quarterly Unemployment report and the Quarterly Unemployment by Location report. The rounding information is not included on the List Annual State Unemployment report.

### Reciprocity

For calculating taxable unemployment wages, Louisiana does not take into consideration those wages paid to employees while they work in another state. You must leave the value of the *SUTA Reciprocity* field as **0** on the Louisiana tax table.

### Creating the EFW2 Unemployment Work File

Before you can generate your quarterly reporting file, you must first create the quarterly unemployment work file.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Create EFW2 Unempl Work File (CUWF)*. The system displays the Create EFW2 Unempl Work File screen.
- 5 Complete this information:

*Round SUTA Wages?*

Specify whether to round SUTA wages. Valid values are:

---

- 0** Do not round total SUTA wages, taxable SUTA wages, and excess SUTA wages up to the nearest dollar amount. The report contains the actual wages subject to state unemployment tax.
- 1** Round total SUTA wages, taxable SUTA wages, and excess SUTA wages up to the nearest dollar amount.

Louisiana requires rounding of SUTA wages on all state unemployment reports and forms.

#### *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.

- If the employee is salaried and only worked in Louisiana for the quarter, an hourly rate is calculated using the base rate from employee basic data.
  - If an employee has an hourly pay type in basic data or if the employee has been taxed in a state other than Louisiana during the quarter, the system looks at payroll history to find the checks that include \*ULA or \*SLA. The system summarizes the hours and amounts for the incomes in each check that are part of the income reporting group and calculates an average hourly rate. If no income reporting group is entered, all incomes are summarized.
- 6** Complete the rest of the fields according to the instructions in the “Quarterly Unemployment Reporting Using the Federal Format” chapter of this guide.
  - 7** Press Enter.

Infinium recommends that you run the report without rounding first to verify actual wages and then run the report with rounding for creating the actual data needed to create the reporting file.

## Preparing to Create the Quarterly Reporting File

Use the instructions in the “Quarterly Unemployment Reporting Using the Federal Format” chapter of this guide to make corrections to employer or employee quarterly information, if needed.

---

## Creating the Unemployment Reporting File

You must include a blocking format, specify whether you are transferring the funds electronically, and specify whether any of your employees report wages to both Louisiana and another state when you generate the unemployment reporting file for Louisiana.

To create the unemployment reporting file:

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *Unemployment Reporting*
  - 4 Select *Create Qtr. EFW2 Unemp Rept File*. The system displays the first Create Qtr. EFW2 Unemp Rept File screen.
  - 5 Complete the required fields according to the instructions in the “Quarterly Unemployment Reporting Using the Federal Format” chapter of this guide, and press Enter. The system displays the second Create Qtr. EFW2 Unemp Rept File screen with contact information.
  - 6 Complete the required fields according to the instructions in the “Quarterly Unemployment Reporting Using the Federal Format” chapter of this guide, and press Enter. The system displays the Create EFW2 Unemployment File - LA screen shown below.
-

```
3/25/15 16:24:02 Create EFW2 Unemployment File - LA PYGQUTPS PYDQUTPS

Blocking Format . . . . . 25
Electronic Funds Transfer 0 (0=No 1=Yes)
Multi-State Employer Ind. 0 (0=No 1=Yes)

F3=Exit F10=QuikAccess F12=Previous
```

Figure 34-1: Create EFW2 Unemployment File - LA screen

## 7 Complete this information.

### *Blocking Format*

Specify the blocking format. The maximum blocking format for Louisiana is 25.

### *Electronic Funds Transfer*

Specify whether this firm participates in electronic funds transfer of quarterly unemployed insurances taxes. Valid values are:

- 0** No. This firm does not participate in electronic funds transfer of quarterly unemployment insurance taxes.
- 1** Yes. This firm is participating in electronic funds transfer of quarterly unemployment insurance taxes

### *Multi-State Employer Ind.*

Specify whether this employer has employees who report wages to Louisiana and other states.

- 0** No. This employer does not have employees who report wages to Louisiana and other states.

- 1** Yes. This employer has employees who report wages to Louisiana and other states.
  - 8** Press Enter to submit the job and return to the menu.
-

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	35-2
State (*S) and Unemployment (*U) Reporting	35-3

---

## Deductions

Infinium PY supports the following tax deductions required by Maine:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



# State (\*S) and Unemployment (\*U) Reporting

## Setting Up Employee Information

To process Maine \*S deductions for married employees with both spouses working, you must specify a claiming status of **N** on the Update Employee Deduction Code page 1.

You must complete the following fields on the Update Employee Deduction Code screen and the Update Employee Payroll Data screen to ensure that the correct information is reported on the Quarterly State Unemployment tapes:

- **Seasonal Code** – For \*S and \*U deductions, use the *Seasonal Code* field on page 1 of the Update Employee Deduction Code screen to indicate whether an employee is seasonal or nonseasonal.
- **Wage Plan** (if required by the state) – Use the *Wage Plan Code* field on page 2 of the Update Employee Payroll Data screen to specify the type of wage plan for the employee if required.

Follow the steps below to complete the *Seasonal Code* and *Claiming Status* fields.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the first prompt screen.
- 4 Complete the required fields and press Enter. The system displays the second prompt screen.
- 5 Complete the required fields and press Enter. The system displays page 1 of the Update Employee Deduction Codes screen.
- 6 Complete the *Seasonal Code* and *Claiming Status* fields, as follows:

### *Seasonal Code*

Type **S** if the employee is seasonal or **N** if the employee is non-seasonal.

---

### *Claiming Status*

Use this field to specify a claiming status to override the marital status on the employee payroll master record. Leave this field blank to use the value in the employee payroll master record. Valid values are:

<b>S</b>	Single employee
<b>M</b>	Married employee
<b>N</b>	Married employee with two incomes

**Caution:** Changes to the employee status during the quarter will result in incorrect information appearing on the tape.

Follow the steps below to complete the *Wage Plan Code* field.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Payroll Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays page 1 of the Update Employee Payroll Data screen.
- 5 Press Enter to advance to Page 2 of the Update Employee Payroll Data screen.
- 6 Press Enter to advance to Page 3 of the Update Employee Payroll Data screen.
- 7 In the *Wage Plan Code* field, type the appropriate code provided by your state. The valid values for this field are **0** through **9**.

On the tape, the Wage Plan Code prints on the S record.

## Making Income Adjustments for Nonresident Aliens

To make income adjustments for nonresident aliens, you must specify a nonresident alien status of **1** on page 3 of the Update Employee Payroll Data screen. Use the information below to complete this field.

---

### *Nonres. Alien?*

Specify whether the employee qualifies as a nonresident alien for Maine income tax calculations. The system performs special processing for nonresident aliens when calculating the state withholding tax for \*SME.

Valid values are:

- 0** No. The employee is not a nonresident alien for Maine withholding tax calculations.
- 1** Yes. The employee qualifies as a nonresident alien and requires special calculations for Maine income tax withholding.

## Entering Maine Unemployment Payment Information

You can use the *Update State Tax Info* function to enter periodic quarterly unemployment payments. When you use the *Create ICESA/TIB-4 Unempl File* function, the system records the periodic payment information on the R record and the total quarterly payment information on the T record.

Follow the steps below to enter periodic unemployment payment information for a quarter.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *Unemployment Reporting*.
  - 4 Select *Update State Tax Info*. The system displays a screen similar to Figure 35-1.
-

```
1/02/08 15:10:54      Update State Tax Info      PYGMMRF2  PYDNMRF2
Employer . . . . . █ +
Tax Company . . . . . _____ +
State . . . . . _____ +
State/Loc Tax Lcn _____ +

F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 35-1: Update State Tax Info prompt screen

- 5 Use the information below to complete the fields on this screen.

*Employer*

Specify the employer for which you are making a payment.

*Tax Company*

If you use multi-tax processing, specify the federal tax company for which you are entering tax information. Otherwise, leave this field blank.

*State*

Type **ME**.

*State/Loc Tax Lcn*

If you use multi-tax processing, you must specify a state or local tax location if you are setting up data for a tax company other than the employer's default tax company. The state or local tax location corresponds to a state or local tax ID within a federal tax company.

If you use multi-tax processing, specify a state or local tax location within the specified federal tax company. Otherwise, leave this field blank. Also, leave this field blank if you specify the employer's default tax company in the *Tax Company* field.

6 Press Enter. The system displays a screen similar to Figure 35-2.

```
  _ 1/02/08 15:10:17          Update State Tax Info          PYGMMRF2  PYDMMRF2
Employer . . . : ZUS
Tax Company. . :
State. . . . . : ME
State Tax Lcn. :

2=Change 4=Delete

Opt Qtr  Year  Payment Date          Amount W/H          Amount Dep.
-----

```

F3=Exit F6=Create F10=QuikAccess F12=Previous

Figure 35-2: Update State Tax Info selection screen

On this screen, you can:

- Change a state record by typing **2** in the *Opt* field
- Delete a state record by typing **4** in the *Opt* field
- Create a state record by pressing **F6**.

7 Press F6. The system displays a screen similar to Figure 35-3.

```
1/02/08 15:09:26          Update State Tax Info          PYGMMRF2  PYDMMRF2

Employer . . . : ZUS  SAMPLE US COMPANY
Tax Company . . :
State . . . . . : ME
State/Lcl Tax Lcn

Reporting Qtr . . -
Reporting Year. . ____
Date Paid . . . . ____
Amount W/H. . . . ____ .00
Amount Paid . . . ____ .00

F3=Exit F10=QuikAccess F12=Cancel
```

Figure 35-3: Update State Tax Info screen

- 8 Use the information below to complete the fields on this screen.

*Reporting Qtr*

Specify the reporting quarter for this tax payment. Valid values are 1 through 4.

*Reporting Year*

Specify the reporting year for this tax payment.

*Date Paid*

Specify the deposit date for the payment to Maine Revenue Services.

*Amount W/H*

Type the amount of income tax withheld during the payment period.

*Amount Paid*

Type the payment amount that was deposited with Maine Revenue Services during this payment period.

- 9 Press Enter.

---

## Creating the Quarterly Unemployment Reporting File

You must specify certain information for Maine when you create your quarterly unemployment and income tax reporting files.

Follow the steps below.

- 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*. The system displays the first Create ICESA/TIB-4 Unempl File screen.
- 5 Complete the *ICESA Format* field as described below.

### *ICESA Format*

Type 1. ICESA is the only format currently supported and is referenced as MEETRS by the state of Maine.

- 6 Complete this screen and press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
- 7 Complete the fields as described below.

### *State specific (alpha) 1*

For 2015, type **N**. Maine no longer accepts ACH Debit.

For 2014, type **Y** if you want to pay the total amount due via ACH Debit. If you type **Y** in this field, you must also fill in *State Specific Alpha 2* (Account Type), *State Specific Alpha 7* (ACH Routing Number), *State Specific Alpha 8* (Bank Account Number), and *State Specific Numeric 7* (Total Amount Due). Type **N** if you are not using ACH Debit.

See the “Generating Automated Clearing House (ACH) Debit Information on the Quarterly Unemployment Reporting File” section in this chapter.

### *State specific (alpha) 3*

Type the UPAF rate, for example: .13% as of the 1st quarter, 2021.

---

*State specific (numeric) 1*

Type the CSSF (Competitive Skills Scholarship Fund) assessment rate for this quarter.

*State specific (numeric) 2*

Type the state quarterly contribution due for this quarter.

*State specific (numeric) 3*

Enter the UPAF assessment due.

*State specific (numeric) 4*

Type the total income tax withholding due for this quarter. This amount represents the tax withheld minus voucher payments. Negative amounts are allowed.

*State specific (numeric) 5*

Type the UC contribution rate.

*State specific (numeric) 6*

Type the CSSF (Competitive Skills Scholarship Fund) assessment due.

*State specific (numeric) 7*

Type the total payment due.

For 2014, this amount represents the total amount due for income tax withholding, unemployment contributions due, and CSSF assessments due. Negative amounts are allowed only when the ACH Debit is **N**.

For 2015 to 2020, this amount represents the total amount due for only the unemployment contributions due plus the CSSF assessments due. Negative amounts are no longer allowed.

For 2021 and later, enter the total payment due for unemployment, CSSF and UPAF only. Negative values are not allowed for 2015 and later.

- 8 Complete the remaining fields as you normally would.
  - 9 Press Enter.
-



---

## Generating Automated Clearing House (ACH) Debit Information on the Quarterly Unemployment Reporting File

**Note:** ACH Debit payments are accepted only for 2014.

To provide ACH debit information on the quarterly unemployment reporting file for Maine, follow these steps:

- 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*. The system displays the first Create ICESA/TIB-4 Unempl File screen.
- 5 Complete this screen and press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
- 6 Complete the *State specific (alpha 1)*, *State specific (alpha 2)*, *State specific (alpha 7)*, *State specific (alpha 8)*, and *State specific (numeric 7)* fields as described below.

### *State specific (alpha 1)*

Type **Y** if you want to pay the total amount due via ACH debit. If you type **Y** here, you must also complete the *State Specific Alpha 2* (account type), *State Specific Alpha 7* (ACH routing number), *State Specific Alpha 8* (bank account number), and *State Specific Numeric 7* (total amount due) fields.

In 2013, type **N** if you are not using ACH debit. If you type **N** here, you must enter blanks in the *State Specific Alpha 2* (account type), *State Specific Alpha 7* (ACH routing number), *State Specific Alpha 8* (bank account number), and *State Specific Numeric 7* (total amount due) fields.

### *State specific (alpha 2)*

Specify the account type for the ACH debit account. Valid values:

**C**          Checking

**S**          Savings

### *State specific (alpha 7)*

Type the ACH routing number.

---

*State specific (alpha 8)*

Type the bank account number.

*State specific (numeric 7)*

Type the total amount due.

- 7 Complete the remaining fields as you normally would.
- 8 Press Enter. The system displays an ACH Debit Confirmation window similar to **Error! Reference source not found.**
- 9 Type **X** next to *Place an X or check off this box to authorize the debit.*
- 10 Press Enter.

The unemployment information is printed using printer file PYTUT90.

The state income tax information is printed using printer file PYTUT90S.

Use the *Printer Controls* function in Application Manager to set up specific printer file overrides for each of these files if you must change any of the default printing attributes such as sending the output to a secure printer or putting it on hold.

## State Reporting Files

For 2014, the combined income tax and unemployment data are written to reporting file PYPQUT:

- Employees with a state income tax amount or unemployment wages and amounts are written to this file.
- The file contains A, E, S, R, T, and F records.

For 2015 and later, income tax data is written to reporting file PYPQUTMEI:

- Only employees with a state income tax amount greater than 0 are written to this file.
- The file contains A.E, S, R, T, and F records.

Unemployment data is written to reporting file PYPQUTMEU:

- Only employees with unemployment wages or a tax amount greater than 0 are written to this file.
  - The file contains A, E, S, T, and F records.
-

## State Unemployment Reports

Unemployment reports for Maine include the seasonal codes, seasonal and non-seasonal \*U wages and state taxes withheld.

These state reports include employees who have either unemployment or state income tax to report. Therefore, for 2015 and later, these reports may list additional employees who are not included on one of the reports you receive when you generate separate state reporting files for income tax and unemployment. The reports generated along with the reporting files only list the actual employees included on the income tax reporting file or the unemployment reporting file.

The reports below are in these parts.

- Quarterly State Unemployment
- Quarterly State Unemployment by Location
- Annual State Unemployment

Part II of the reports includes state taxable wages, state income tax withheld, taxable SUTA wages (for future use), total SUTA wages, seasonal code and wage code. If an employee has more than one seasonal code, two lines for total SUTA wages are printed. Excess wages are the sum of total seasonal and non-seasonal wages minus taxable wages.

---

# Notes

The chapter consists of the following topics:

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State (*S) Reporting	36-3
Unemployment (*U) Reporting	36-5
Creating a W-2 Reporting File	36-7

## Deductions

Infinium PY supports the following tax deductions required by Maryland:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## State (\*S) Reporting

Maryland has a unique method of calculating state and local taxes. We follow the Maryland Percentage Method tables.

Maryland counties set their own tax rates, but the state publishes withholding formulas for state and county taxes. Maryland does not publish percentage method formulas and wage tables for every tax rate. If a county sets a tax rate for which the state does not have a percentage method table, you are allowed to withhold, using the percentage method table with the next highest tax rate. Alternatively, you can withhold at the county's actual tax rate if your product develops its own percentage method formulas.

The percentage method only has certain percentages that you can use. If the percentage method does not have a specific percentage, for examples 1.49%, you must increase it to the next highest percentage, which for this example is 2.60%.

## Setting up Employee Information

The system uses both the state and county withholding amounts to calculate the \*SMD deduction amount. To ensure proper calculation of taxes for Maryland residents, you must specify the appropriate county code in the *Tax Locality* field on the employee \*SMD deduction record.

To specify the county code on the employee deduction record, complete the following steps:

- 1 From the Infinium PY main menu select *Employee Data*.
  - 2 Select *Update Employee Data*.
  - 3 Select *Update Deduction Data*. The system displays the prompt screen.
  - 4 Complete the prompt screen and press Enter. The system displays the Update Employee Deduction Codes selection screen with a list of all the employee's deductions.
  - 5 Select the \*SMD deduction and press Enter. The system displays the first Update Employee Deduction Codes screen.
-

- 6 Type the appropriate county code in the *Tax Locality* field for Maryland residents. If an employee is not a resident of Maryland and, therefore, not subject to the county portion of the tax, leave this field blank.
  - 7 Press Enter twice to return to the Update Employee Deduction Codes selection screen.
  - 8 Press F3 to exit the screen and save your changes.
-



# Unemployment (\*U) Reporting

## Generating the Quarterly Unemployment Work File

To create a reporting file for Maryland, you must first populate the necessary quarterly data in the quarterly unemployment work file.

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information on using this function.

When using the *Correct Qtr. EFW2 Unempl Data* wage information page in the *Correct Qtr. EFW2 Unempl Data* function to correct unemployment wage information in the workfile, you complete these fields specific to Maryland reporting.

### *Optional Code*

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.

### *Adjustment Reason*

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.

## Reviewing the Quarterly Unemployment Data

You can review the data after you have created the work file using function *List Qtr. EFW2 Unempl Review* file and then make any necessary corrections

## Generating the Quarterly Reporting File

When your data is correct, you use function *Create Qtr. EFW2 Unemp Rept File* to create the quarterly reporting file.

---

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information on using these functions.

---

## Creating a W-2 Reporting File

Maryland uses the federal format for state W-2 reporting. Maryland requires MW508 Reconciliation information on the W-2 tape.

To generate Maryland W-2 information, you must:

- 1 Use the *Update State Tax Info. – Addl* function to update Maryland W-2 reporting information.
- 2 (Optional) If you are filing W-2 tape for an employer group, you must use the *Update State Tax Info. – Addl* function for each employer in the group.
- 3 Use the *Create State W2 Reporting File* function and specify the employer group in the *Employer Group* field.

## Generating Maryland EFW2 (formerly MMREF-1) information

To generate Maryland W-2 information, complete the steps below.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
  - 4 Select *Update State Tax Info. – Addl*. The system displays a screen similar to Figure 36-1.
-

```
12/17/08 14:58:59      Update State Tax Info. - Addl      PYGMMRF2  PYDMMRF2

Employer . . . . :  ___  +
Tax Company . . . :  _____  +
State . . . . . :  ___  +
State/Loc Tax Lcn  _____  +

F3=Exit  F4=Prompt  F10=QuikAccess
```

Figure 36-1: Update State Tax Info. – Addl screen

- 5 Use the information below to complete the fields on this screen.

*Employer*

Specify the employer code value for which you are entering W-2 reporting information.

*Tax Company*

Specify the federal tax company for which you are entering W-2 reporting tax information if you use multi-tax processing. Leave this field blank if you do not use multi-tax processing.

*State*

Specify **MD**.

*State/Loc Tax Lcn*

For multi-tax processing only, specify a state/local tax location within the federal tax company you specified. Leave this field blank if you do not use multi-tax processing or if this is the employer's default tax company. If you do use multi-tax processing, you must specify a state/local tax location if you are setting up data for a tax company other than the employer's default tax company. The state/local tax location corresponds to a state or local tax ID within a federal tax company.

6 Press Enter. The system displays a screen similar to Figure 36-2.

```

1/19/15  15:26:29      Update State Tax Info. - Addl      PYGMMRF2  PYDMMRF2

Employer. . . . : ZUS  SAMPLE US COMPANY
Tax Company . . :
State . . . . . : MD
State/Loc Tax Lcn

Total # of W-2s .    0        Representative Information:
Total W/H Tax . .     .00        Name . . _____
Total St./Loc Tax     .00        Title . _____
Tax Paid This Yr     .00        Date . . _____
Tax Credits . . .     .00        Phone. . _____
Amount Due . . .     .00  
Overpayment. . .     .00  
Overpayment Cred     .00  
Overpayment Ref.     .00  
Gross Payroll. .     .00  
ER State Pickup.     .00  

Total File Ind. .  Y  (Y or N)      Submitting Addl W2s .   (Y=Yes N=No)
NAICS Code . . .  713990           Submitting Addl 1099s   (Y=Yes N=No)

F3=Exit  F10=QuikAccess  F12=Cancel  F22=Delete
    
```

Figure 36-2: Update State Tax Info. – Addl screen

7 Use the information below to complete this screen.

*Total # of W-2s*

Type the total number of W-2 forms as entered on the MW508 form.

*Total W/H Tax*

Type the total tax withheld that is reported on all MW508 forms.

*Total St./Loc Tax*

Type the total state and local taxes for the employer as entered on the MW508 form.

*Name*

Type the name of the individual authorized to certify the filing of the MW508 form.

*Tax Paid This Yr*

Type the total amount of tax withheld that you are paying to the state this year. Enter the same amount you entered in the *Total W/H Tax* field if the amount you are paying is the same as the amount that was withheld.

*Title*

Type the title of the individual authorized to certify the filing of the MW508 form.

*Tax Credits*

Type the tax credits as entered on the MW508 form.

*Date*

Type the date the MW508 form is submitted.

*Amount Due*

Type the withholding tax due as entered on the MW508 form.

*Phone*

Type the phone number of the individual authorized to certify the filing of the MW508 form.

*Overpayment*

Type the overpayment as entered on the MW508 form.

*Overpayment Cred*

Type the amount of overpayment you want applied as credit as entered on the MW508 form.

*Overpayment Ref.*

Type the amount of overpayment you want refunded as entered on the MW508 form.

*Gross Payroll*

Type the gross Maryland payroll as entered on the MW508 form.

*ER State Pickup*

Type the employer state pickup amount. This is used by the Maryland state retirement system.

*Total File Ind.*

Specify yes if this is a complete filing; otherwise, specify no.

---

### *Submitting Addl W2s*

Specify yes if you are submitting a partial file and you will be submitting additional W-2 forms; otherwise, specify no.

This value represents a check box on Maryland form MW508.

Beginning in 2014, Maryland requires this information to be reported in position 331 of the RV record when filing W-2 forms electronically.

### *NAICS Code*

This field contains the NAICS code (North American Industry Classification Code System) associated with the employer control.

If this field is blank, use the *NAICS Code* field in the *Update Employer Controls* function to assign the applicable NAICS code to the employer.

Beginning in 2014, Maryland requires this information to be reported in positions 333-338 of the RV record when filing W-2 forms electronically.

### *Submitting Addl 1099s*

Specify yes if you are submitting a partial file and you will be submitting additional 1099 forms; otherwise, specify no.

This value represents a check box on Maryland form MW508.

Beginning in 2014, Maryland requires this information to be reported in position 332 of the RV record when filing 1099 forms electronically.

- 8 Press Enter. The system generates W-2 information for the specified Maryland employer.
- 9 Complete steps 5 through 8 for each employer in the employer group.

## Creating the Maryland W-2 reporting file

Complete the steps below to create a Maryland W-2 tape file.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
-

- 4 Select *Create State W2 Reporting File*. The system displays the first Create State Tape File screen similar to Figure 36-3.

```

4/16/09 15:36:17      Create State W2 Reporting File      PYGW2PS      PYDW2PS

Employer . . . . . ZUS +      -or-      Employer Group. . . . . +
Tax Company . . . . . _____ +      W-2 State . . . . . MD_ +
Year . . . . . 2009      Multi-Tax Proc. . . . . 0
Sta.*S Tax Co.cde _____ +      Sta.*U Tax Co.cde _____ +
W2 Sequence . . . . . A      Sta.*L Tax Co.cde _____ +
Notification Cd . . . . . 2      Preparer Code . . . . . L
Resub Indicator . . . . . 0      Resub WFID. . . . . _____
Control Number . . . . . _____      Software Code . . . . . 98
Submitter EIN . . . . . 000000000      Submitter PIN#. . . . . _____
Submitter Name. . . . . _____
Location Address. _____      Excl. Invalid Ids 0
Delivery Address. _____
City . . . . . _____
State . . . . . _____      Zip . . . . . _____      Ext. _____
Foreign St/prov . . . . . _____
Foreign Post Cd . . . . . _____      Submitter Ctry. . . . . _____
Contact Name. . . . . _____
Contact Phone . . . . . _____      Ext . . . . . _____
Contact Fax . . . . . _____      Locality W2 Tape. _____
Contact E-Mail. . . . . _____
F3=Exit  F10=Access

```

Figure 36-3: Create State W2 Reporting File screen

- 5 Use the information below to complete the fields on this screen.

#### *Employer*

Specify the single employer for whom you generated information and for whom you are generating the reporting file. Specify an employer or an employer group.

#### *Employer Group*

Specify the employer group for which you generated W-2 information and for which you are generating the reporting file. Specify an employer or an employer group.

- 6 Complete the remaining fields on this screen as you normally would and press Enter.



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	37-2
Unemployment (*U) Reporting	37-3

---

## Deductions

Infinium PY supports the following tax deductions required by Massachusetts:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Other
- Massachusetts Health Tax
- Blind exemption allowance
- Claiming head of household status
- Supplemental exemption allowance
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system.

To identify an employee as head of household, eligible for blind exemption credits, or if the employee completed an M-4P form, you must fill in the appropriate fields on the Update Employee Deduction Codes screen 1.

Complete the steps below to set up a deduction for head of household and blind credits, or to indicate the employee completed an M-4P form.

- 1 Type **H** in the *Claiming Status* field for employees claiming head of household.
- 2 Type the number of blind credits for this employee in # *Blind Credits*.
- 3 Type the number of exemptions the employee entered on the M-4P form in the *Information* field, if applicable.
- 4 Complete the other fields as you normally would and press Enter.

For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment (\*U) Reporting

The information below applies to unemployment reporting in the federal format.

## Setting Up Employer Information

You must provide the employer's unit number.

### Specifying the Employer Unit Number

Complete the steps below.

- 1 From the Infinium Payroll main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Update Employer State Tax Info*. The system displays the Update Employer State Tax Info prompt screen.
- 5 Specify the employer and state and press Enter. The system displays the Update Employer State Tax Info screen.
- 6 Select the information to correct and press Enter. The system displays the second Update Employer State Tax Info screen.

You enter the employer unit number on the Update Employer State Tax Info screen shown in Figure 37-1.

---

```

1/19/12 14:10:55 Update Employer State Tax Info PYGMMRF PYDMMRF

Employer . . . . : ZUS Tax Company. . . :
State . . . . . : MA

Employer Name . . SAMPLE US COMPANY
Location Address . . . _____
Delivery Address . . . _____
City. . . . . _____
State . . . . . MA * Zip. . . . . _____ Ext. _____

Employment Code. . . . _ Term. Bus. Ind. . _ (1=Yes, 0=No)
Employer/Agent EIN . . _____ Other EIN. . . . _____
Agent Indicator Code . _ Agent EIN. . . . _____
Employer Unit Number . _____ Third Party. . . _____
Other State Info . . . _____ Sick Pay Ind. . : _ (1=Yes, 0=No)
Foreign Postal Code. . _____
Foreign St/Prov. . . . _____
Country. . . . . _
Tax Jurisdiction . . . _
Tax Entity Code. . . . _____ Kind of Employer _

F3=Exit F10=Access F12=Previous F22=Delete

```

Figure 37-1: Update Employer State Tax Info screen

- 7 Use the information below to complete this screen.

*Employer Unit Number*

Specify the employer's unit or work location.

- 8 Complete the remaining fields as you normally would and press Enter.

## Setting up Employee Information

You specify the unit number location, if appropriate, and whether the employee is an officer of the company.

### Multiple Unit Number Locations

If you are authorized to use unit number codes and you have more than one unit number location, use the *Update Deduction Data* [UDE] function to assign the codes individually to each employee.

To override the default unit number code for the Employer State Tax Info screen, you specify a unit number code in the *User Defined* field on the first Update Employee Deduction Codes screen.

The system uses the value in the *User Defined* field to replace the unit number from the Employer State Tax Info screen.

## Specifying an Officer of the Company

You must specify whether the employee is an officer of the company. You specify the officer status in the *Officer of Company?* field on page 2 of the Employee Basic Data record.

- 1 From the Infinium PY main menu or desktop select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Basic Data [UZZ]*. The system displays the Update Employee Basic Data prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays page 1 of Update Employee Basic Data.
- 5 Complete the required fields and press Enter. The system displays page 2 of the Update Employee Basic Data shown in Figure 37-2.

The screenshot shows the 'UPDATE EMPLOYEE BASIC DATA' screen for employee Alan D. Accurate. The screen is divided into several sections:

- Employer:** ZUS SAMPLE US COMPANY
- Employee:** 80005 ACCURATE, ALAN D
- Page:** 2 of 5
- Job Related Information:**
  - Position: 114220
  - Position Title: SAFETY ENGINEER
  - Job Code 1: 220
  - Job Code 2: 150
  - Job Code 3: [blank]
  - EEO Category: 2B
  - Ethnicity/Race: 0
  - EEO-4 Function: [blank]
  - Full Time?: 1
  - Shift: [blank]
  - PE Benefit Group: \*BENHRL-W
  - Sup. Employer: ZUS
  - Adn'l Position Assigned: [blank]
  - Officer of Company?:
  - Seniority Date: 1052009
  - Seniority Date: 5172006
  - Seniority Date: [blank]
  - Status: PART
  - Previous Status: FULL
  - Status Chg Date: 10012008
  - Union: [blank]
  - Union ID: [blank]
  - Union Elig. Date: [blank]
  - Sup. Name: FORWARD, ILENE
- Performance Information:**
  - Next Review: MERIT
  - Next Review Date: 2022003
  - Promotion: TEST
  - Training Group: \*CORE
  - Last Rating: EXC
  - Last Rating Score: 99.00

Figure 37-2: Update Employee Basic Data screen

- 6 In the *Officer of Company?* field, specify yes if this employee is an officer of the company. Otherwise, specify no.

- 7 Complete the remaining fields on this screen as you normally would and press Enter.

## Generating the Quarterly EFW2 Unemployment Work File

To create a reporting file for Massachusetts, you must first populate the necessary quarterly data in the quarterly unemployment work file.

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information on using this function.

## Correcting EFW2 Unemployment Information

If you need to provide unemployment correction information for Massachusetts, you must provide a reason.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Correct Qtr. EFW2 Unempl Data*. The system displays the Correct Qtr. EFW2 Unempl Data prompt screen.
- 5 Specify the employer and employee and press Enter. The system displays the Correct Qtr. EFW2 Unempl Data prompt screen.
- 6 Select the information to correct and press Enter. The system displays the first Correct Qtr. EFW2 Unempl Data screen.
- 7 Make appropriate corrections on this screen and press Enter. The system displays the second Correct Qtr. EFW2 Unempl Data screen.
- 8 Use the information below to complete this screen.

### *Reason Code*

Specify the reason for the correction. Valid values:

- |          |                     |
|----------|---------------------|
| <b>0</b> | Original submission |
|----------|---------------------|
-

- 1 Employment and wages were adjusted because they are not taxable
- 2 Wages were adjusted because the worker was hired or terminated
- 3 Employment and wages were adjusted to correct system, data, or accounting errors
- 4 Employment and wages were adjusted because they were reported in the wrong state
- 5 Employment and wages were adjusted because the worker performed services for a different business
- 6 Employment and wages were adjusted for a non-subject employer
- 7 Employment was adjusted
- 8 Other

*Unit Number*

Specify the 4-digit unit number where the employee works.

- 9 Complete the remaining fields as you normally would and press Enter.

## Reviewing the Quarterly Unemployment Data and Generating the Quarterly Reporting File

You can review the data after you have made any necessary corrections by using the *List Qtr. EFW2 Unempl Review* function.

When your data is correct, you use the *Create Qtr. EFW2 Unemp Rept File* function to create the quarterly reporting file.

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information on using these functions.

---

## Notes



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	38-2
Unemployment Reporting	38-3

---

## Deductions

Infinium PY supports the following tax deductions required by Michigan:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Local Withholding Taxes (\*L)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

If you pay workers whose gross wages must be reported on separate V records in the quarterly reporting file, see the “Tracking gross wages for holders of special visas” section in this chapter for setup and processing required before you generate your quarterly reporting file.

---

# Unemployment Reporting

Michigan now requires submission of unemployment information in one of two ways:

- To the Employer File Submission Web site
- Via FTP through special arrangements with UA (Unemployment Agency)

## Preparing the Unemployment Reporting File for Transfer to the Web

Use a standard AS/400-to-personal computer transfer utility to transfer the completed unemployment reporting file to a personal computer from which you plan to submit to the Employer File Submission website. When transferring the file, choose the EBCDIC-to-ASCII conversion in your transfer request. The unemployment reporting file is PYPQUTMI2. The system typically stores this file in the HRDBFA Infinium HR database library.

## Using an alternate SUTA limit

Infinium PY supports an alternative SUTA limit for reporting Michigan unemployment for the third quarter of 2015 and beyond. The alternative SUTA limit is shown in the *Alternate SUTA Lmt* field in the *Update USA State Tax* function.

When you use the *Update Deduction Controls* function to set up your \*UMI unemployment deduction, you specify 1 in the *Use Alt SUTA Lmt* field to use the employer's alternate state unemployment limit amount.

The system uses either the standard wage limit or the alternate wage limit when it calculates the \*UMI deduction in each paycheck.

The system uses either the standard wage limit or the alternate wage limit when it calculates the taxable SUTA wages on the reports listed below:

- The Quarterly State Unemployment report generated when you use the *List Qtr. State Unemployment* function
  - Quarterly State Unemployment by Location report generated when you use the *List Qtr. Unemployment by Loc* function
-

- The Annual State Unemployment report generated when you use the *List Annual State Unemployment* function
- The Quarterly State Unemployment reports when you use the *Create ICESA/TIB-4 Unempl File* function

## Creating the Out of State Wages Work File

Complete these steps to create the out-of-state wages work file before running the *Create ICESA/TIB-4 Unempl File* function.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Create Out of State Wages File [COSW]*. The system displays the Create Out of State Wages page.
- 5 Use this information to complete the page.

### *Employer*

Specify an employer.

### *State*

Specify **MI**. For Michigan, wages earned in a state other than Michigan are captured and reported as out-of-state wages during the first quarter in which Michigan wages are reported. Only out-of-state wages earned prior to the first Michigan wages are reported.

### *Year*

Specify the tax year for the out-of-state wages file.

### *Quarter*

Specify the quarter for the out-of-state wages file. Specify **0** to create the file for the fourth quarter of the prior year.

You must run this function in order by quarter. If you make an adjustment to an employee's data in a pay cycle for a prior quarter, you must rerun this function for that quarter and also for any remaining quarters in the year.

---

### *Tax Company*

Specify the tax company for multi-tax employers.

### *Use \*U Data?*

Specify yes to use \*U data. The system uses \*U unemployment deductions to calculate the out-of-state wages.

Specify no not to use \*U data. The system uses \*S state tax deductions to calculate the out-of-state wages.

6 Press Enter.

## Creating the Unemployment File

Complete these steps to create the unemployment 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.
- 5 Complete this screen as described in the “Generating Quarterly Unemployment Tapes for TIB and ICESA Formats” chapter in this guide. In addition, complete this field:

### *Deduction group*

If applicable, type a deduction reporting group to report gross wages earned by employees who are working under applicable J1 and H-2B visas on a V record in the quarterly reporting file. Processing for V records is supported for the third quarter of 2014 and later.

- 6 Press Enter. The system displays a message to confirm you created the out of state wages work file before running this function. Press F21 to confirm.
  - 7 Press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
  - 8 Complete this screen as described in the “Generating Quarterly Unemployment Tapes for TIB and ICESA Formats” chapter in this guide.
-

9 Additionally, complete the information below that is specific to Michigan.

*State specific (alpha) 1*

Type an Apportionment value of **1** (yes) or **0** (no).

*State specific (alpha) 2*

Type an Amended value of **1** (yes) or **0** (no).

10 Press Enter.

## Tracking gross wages for holders of special visas

Beginning in 2014, Michigan requires employers to report gross wages for workers who are holders of certain types of visa, such as J1 and H-2B, for the purpose of determining the obligation assessment amount due for these wages.

Infinium supports this reporting for the third quarter of 2014 and later.

Employers who pay these kinds of workers must do the following in order to include the necessary visa wage information on the quarterly reporting file.

- Create a new \*L deduction to track the gross wages for visa employees.
- For multi-tax employers, create a state/local code for each tax company where you expect to pay visa workers and update the deduction control with the applicable tax rate for each state/local code.
- Create a new deduction reporting group code and assign the new \*L deduction to the deduction reporting group code.
- Authorize the applicable visa employees to the new deduction and include the new \*L deduction on paychecks when you pay the visa workers.
- Include the new deduction reporting group on the submission screen when you generate the quarterly reporting file.

### Creating a new \*L deduction for tracking gross visa wages

To create a deduction control:

- 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).
- 6 Complete the fields described below.

*State Code*

Type **MI**.

*Accumulator*

Type an accumulator.

*Tax Type Code*

Type **F**.

- 7 Complete the remaining fields as appropriate for your company. See the field descriptions in the “Setting Up Controls for Flat Amount Deductions” chapter in the *Infinium PY Guide to Controls* for details.
- 8 Press Enter. The system displays the second Update Deduction Controls screen (Page 2).
- 9 Complete the fields described below. The reporting file requires only the gross wages to be reported. These fields are optional, but using them gives you a way to calculate the applicable employer tax amount for the Michigan obligation assessment.

*Extension %*

Type Michigan obligation assessment rate for your employer. If you are a multi-tax employer, enter the rate for your default tax company.

*Income Limit Group*

Type or select a valid income reporting group code value. The system uses earnings associated with the incomes in this group and the value in the *Income Limit Amount* field to determine when the employer contributions to this deduction should stop.

---

*Income Limit Amount*

Type the amount of employee compensation at which the system should stop the employer contribution. You must enter a value in this field if you enter a value in the *Income Limit Group* field.

*Income Limit Type*

Type **3** to indicate that an annual time frame is associated with the limit amount.

- 10 Complete the remaining fields as appropriate for your company.
- 11 Press Enter until you reach the final Update Deduction Controls screen (Page 4) and complete the field described below.

*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:

- |          |  |
|----------|--|
| <b>0</b> | Include this locality deduction on the W-2 forms, review list, and tapes.        |
| <b>1</b> | 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.

- 12 Press Enter when you complete creating this deduction control. The system displays the Update Deduction Controls prompt screen.
- 13 Press F3 to exit this function.

### For multi-tax employers

Create a new state/local code for each tax company where you expect to pay visa workers.

The *State/Local Code* value that you create for your new \*L deduction must be the same as the code that you use for reporting the standard unemployment wages for each tax company. For example, if you use **UMI03** as the *State/Local Code* value for the \*UMI deduction for a particular tax company, you must also use **UMI03** as the *State/Local Code* value for the \*L deduction for the same tax company.

---



See the field descriptions and instructions in the “Setting Up State/Local Codes” section in the “Part 2 Setup” chapter in the *Infinium Payroll Guide to Multiple Tax ID Processing*.

After you create all of your state/local tax IDs records, you must also update the \*L deduction control with the applicable tax rate for each state/local code if you choose to enter the employer obligation assessment rate for the default tax company when you create your \*L deduction.

### Creating a new deduction reporting group code

Create a new employer code for code type DRG, and assign your new \*L deduction to the new deduction reporting group.

See the field descriptions and instructions in the “Creating Income and Deduction Reporting Groups” chapter in the *Infinium Payroll Guide to US Year End Processing*.

### Authorizing the applicable visa employees to the new deduction

To authorize the new \*L deduction to the applicable visa workers:

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen with a list of all the employee’s deductions.
- 5 Type the new \*L deduction code in the *Deduction* field at the top of the screen and press Enter. The system displays Page 1 of Update Employee Deduction Codes.
- 6 Complete this information on the screen:

#### *Information*

Type the code that indicates the employee is working under a special visa and the deduction wages are to be reported on the quarterly file on a V record. Valid values are:

- |           |   |
|-----------|---|
| <b>01</b> | The employee is working under a J1 visa.    |
| <b>02</b> | The employee is working under an H-2B visa. |
-

- 7 Press Enter twice to return to the Update Employee Deduction Codes selection screen.
- 8 Press F3 to exit the screen and save your changes.
- 9 Pay the visa workers normally and verify that the new \*L deduction is included on their paychecks.

#### Including the new deduction reporting group in the quarterly reporting file

When you run the *Create ICESA/TIB-4 Unempl File* function, be sure to type the visa deduction reporting group code in the *Deduction group* field.

The system writes a V record in the reporting file for each employee who is authorized to a deduction assigned to the group if the employee has gross wages for the quarter being reported.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
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Unemployment *U Reporting	39-3
W-2 Reporting	39-6

---

## Deductions

Infinium PY supports the following tax deductions required by Minnesota:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment \*U Reporting

## Reciprocity

For calculating taxable unemployment wages, Minnesota does not take into consideration those wages paid to an employee while working in another state. You must leave the value of the *SUTA Reciprocity* field as **0** on the Minnesota tax table.

## Setting Up Employer Information

You must specify the Employer Tax ID to ensure that the correct information prints on the Quarterly State Unemployment Report.

The Employer Tax ID is the 7-digit employer account number assigned by the MDES (Minnesota Department of Economic Security).

You specify the Employer account number in the *Employer Tax ID* field on the second screen of the \*U Deduction Control record.

Follow the steps below to complete the *Employer Tax ID* field.

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to Page 2 of Update Deduction Controls.
  - 6 In the *Employer Tax ID* field, type the 7-digit employer account number assigned by the MDES (or Minnesota Department of Economic Security).
-

If you leave the *Employer Tax ID* field blank on the \*U Deduction Control screen, the system uses the number in the *Federal Tax ID* field on the Update Employer Controls screen when reporting unemployment information.

## Specifying Employee Information

Infinium PY supports the following unemployment reporting requirements stipulated by Minnesota for the Quarterly Unemployment Reporting file:

- Reporting if an employee is an officer of the company
- Reporting hours worked instead of weeks worked

### Specifying if an Employee Is an Officer of the Corporation

You must specify whether an employee is an officer of the corporation.

You specify the officer status in the *Officer of Company?* field on page 2 of the Employee Basic Data record.

Follow the steps below to complete the *Officer of Company?* field.

- 1 From the Infinium PY main menu or desktop select *Employee Data*.
  - 2 Select *Update Employee Data*.
  - 3 Select *Update Basic Data*. The system displays the Update Employee Basic Data prompt screen.
  - 4 Complete the prompt screen and press Enter. The system displays page 1 of Update Employee Basic Data.
  - 5 Complete the required fields and press Enter. The system displays page 2 of the Update Employee Basic Data shown in Figure 39-1.
-

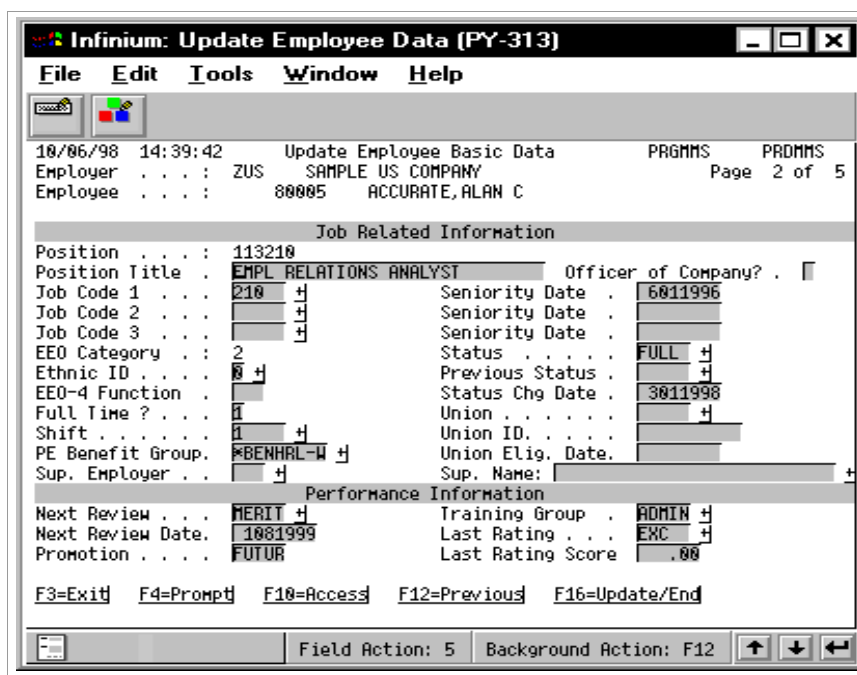


Figure 39-1: Update Employee Basic Data Screen, Page 2

6 In the *Officer of Company?* field, type 1 (Yes) or 0 (No) to indicate whether this employee is:

A company officer who owns or controls a portion of the corporation

A spouse, parent, or minor child of a partner or any worker who owns or controls a portion of the corporation

If you type 1, the system reports Y in position 241 on the S record. If you type 0, position 241 on the S record is blank.

## W-2 Reporting

If you are a multi-tax employer, when you create the state W-2 tape file, you may use the *Sta. \*U Tax Co. Code* to designate a state/local tax identification code.

Complete the following steps to create the W-2 tape file:

- 1 From the Infinium PY main menu or desktop select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *W-2 Processing*.
- 4 Select *Create State W-2 Tape File [CSW2T]*. The system displays the Create State W-2 Tape File screen shown in Figure 39-2.

Figure 39-2: Create State W-2 Tape File screen

- 5 Complete the fields according to the instructions in the *Infinium PY Guide to US Year End Processing*. For Minnesota multi-tax employers, type, if applicable, a state/local tax identification code in the *Sta. \*U Tax Co. Code* field.



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
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State (*S) Reporting	40-3

---

## Deductions

Infinium PY supports the following tax deductions required by Mississippi:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# State (\*S) Reporting

## Setting Up Employee Information

To process Mississippi \*S deductions, you must enter exemption amounts for married taxpayers. Employees enter these amounts on Form 89-350, Employees Withholding Exemption Certificate.

To specify the exemption amount in the employee's deduction record for \*SMS, complete the following steps:

- 1 From the Infinium PY main menu, select *Employee Data*.
  - 2 Select *Update Employee Data*.
  - 3 Select *Update Deduction Data*. The system displays the prompt screen.
  - 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen with a list of all the employee's deductions.
  - 5 Type 2 (Change) in the *Opt* field for \*SMS. The system displays Page 1 of Update Employee Deduction Codes.
  - 6 Type the exemption amount from Form 89-350 in the *Exemption Amount* field.
  - 7 Press Enter twice to return to the Update Employee Deduction Codes selection screen.
  - 8 Press F3 to exit the screen and save your changes.
-

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
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Federal Format for Unemployment Reporting	41-4

---

## Deductions

Infinium PY supports the following tax deductions required by Missouri:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

- State (\*S) Reporting
- Setting Up Employee Information

To process Missouri \*S deductions for a claiming status other than **M** or **S**, you must specify a claiming status on the Employee Deduction Authorization record.

To specify the claiming status in the employee's deduction record for \*SMO, complete the following steps:

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen listing all the employee's deductions.
- 5 Type **2** (Change) in the *Opt* field for \*SMO. The system displays page 1 of Update Employee Deduction Codes.
- 6 Use the *Claiming Status* field to specify a claiming status to override the marital status on the employee payroll master record. Leave this field blank to use the value in the employee payroll master record. Valid values are:

**M** Married employee

**S** Single employee

---

**N** Married employee and spouse does not work

**H** Unmarried head of household

7 Press Enter twice to return to the Update Employee Deduction Codes selection screen.

8 Press F3 to exit the screen and save your changes.

---

## Federal Format for Unemployment Reporting

Effective fourth quarter 2001, Missouri specifications include using the federal format for unemployment reporting.

The requirements include reporting probationary employees who were employed no longer than a specified number of days. To ensure that a terminated probationary employee's information for unemployment reporting is correct, specify:

- The employee is probationary
- The employee has been terminated.

### Specifying an employee is probationary

To specify the employee is probationary in the employee's \*SMO record, complete the following steps:

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen listing all of the employee's deductions.
- 5 Type 2 (Change) in the *Opt* field for \*SMO. The system displays page 1 of Update Employee Deduction Codes.
- 6 For probationary employees, type 1 in the *User Defined* field.

### Terminating an employee

Follow the steps below to terminate an employee.

- 1 From the Infinium PY main menu, select *Employee Data*.
  - 2 Select *Update Employee Data*.
-



- 3 Select *Update Basic Data*.
- 4 Complete the prompt screen and press Enter.
- 5 Press Enter until the system displays the Update Employee Basic Data Break in Service screen.
- 6 Complete the *Termination* and *Termination Date* fields.

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	42-2
Reporting Files	42-3
Worksheet	42-8

---

## Deductions

### Required

Infinium PY supports the following tax deductions required by Montana:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

Infinium PY supports unemployment reporting required by Montana for governmental or reimbursable employers.

---

# Reporting Files

**WARNING:** Review this section thoroughly before running the *Create ICESA/TIB-4 Unempl File* function.

## Reporting File Specifications

The tape specifications for filing Quarterly Unemployment information comply with the ICESA format.

The record length is 275.

The length of the State UI Employer account number (*Employer Tax ID* field) is a maximum of 15 numeric characters. The system retrieves this number from the Deduction Control for \*UMT.

A standard internal label is required for magnetic tapes.

The required records are A, B, E, S, T, F, and O. The following table describes these records.

Record	Description
A Record = Transmitter Record	Contains information regarding the organization transmitting file.
B Record = Authorization Record	Contains data regarding the specifics of the transmission.
E Record = Employer Record	Contains specific employer information such as the name, account number, and so forth.
S Record = Employee Record	Contains specific employee information such as social security number, wages earned, and so on.
T Record = Total Record	Contains the totals for a specific employer such as total wages paid, interest due, payment due, and so on.
F Record = Final Record	Contains information indicating total number of employers, employees and wages in the file.

The system automatically defaults the following information:

Information	Tape Location
Taxing Entity Code of constant UTAX	A, B, E, S, T, and F records.
Media Creation Date	System date formatted as MMDDYY (A record), the date that you run the <i>Create ICESA/TIB-4 Unempl File</i> function.

## Required Information

You must complete the *ICESA Format* field on the first Create ICESA/TIB-4 Unempl File screen.

Type 1 in the *ICESA Format* field. Fill in the remaining fields on this screen as you normally would.

When you press Enter after completing the first Create ICESA/TIB-4 Unempl File screen, the system displays the second Create ICESA/TIB-4 Unempl File screen.

This screen contains two columns, *State specific (alpha)* and *State specific (numeric)*. Left justify and blank-fill alphanumeric information under *State specific (alpha)*. Right justify and zero-fill numeric information under *State specific (numeric)*.

You must fill in the *Number of Tracks*, *Density*, *Blocking Format*, and *Label* fields. Fill in the remaining fields on this screen as you normally would.

The following tables describe the fields used for T and E record generation.

**Caution:** The field lengths defined in the tables below are required by the State of Montana. They are not the actual field lengths on the prompt screen. Any value entered on the prompt screen over the required length is truncated in the reporting file PYPQUT.

---

**State specific (alpha)**


---

Line	Field (Record)	Length	Field Description
1		1	Type <b>G</b> in this field to indicate a governmental or reimbursable employer. As a result, the system enters blanks or zeros in the Employer Taxable SUT Wage column on the S, T, and F records.
2		1	If the file contains only wage information, type <b>W</b> in this field. If the file contains only tax information, type <b>T</b> in this field. If the file contains both wage and tax information, type <b>B</b> in this field.  This information is located on the E record.
4	Month 1 Number of Employees (T) This field is not required effective with reporting of first quarter 2000 information.	7	Total number of employees covered by UI who worked or received pay for the pay period including the 12th day of the month.
5	Month 2 Number of Employees (T) This field is not required effective with reporting of first quarter 2000 information.	7	Total number of employees covered by UI who worked or received pay for the pay period including the 12th day of the month.
6	Month 3 Number of Employees (T) This field is not required effective with reporting of first quarter 2000 information.	7	Total number of employees covered by UI who worked or received pay for the pay period including the 12th day of the month.

---

**State specific (numeric)**

Line	Field (Record)	Length	Field Description
1	State UI Tax Rate this Quarter (T)	6	Specify the tax rate as a %. The program automatically converts your entry, ensures that it has the proper number of digits, and puts the decimal point in the proper place. For example, if the tax rate is 3.1%, the program reports .03100.  The percent that you enter may or may not be the same as your present employer rate. For example, you can run the 4th quarter payroll(s) after running payroll(s) in the first quarter of the next year. The rate for the 4th quarter is not the same as the rate for the 1st quarter.
2	State Quarterly UI Taxes Due (T)	13	UI taxes due.
3	Previous Quarter(s) Adjustment (T)	11	Previous underpayments, including previously due penalty and interest.
4	Interest Due (T)	11	Interest due.
5	Penalty Due (T)	11	Penalty due.
6	Credit/Overpayment (T)	11	Previous over-payment applied to balance due.
7	Total Payment Due (T)	11	Total payment due, including contribution due, previous over-payments, interests, and penalty minus any over-payment.

## T and E Record Generation

The T and E records consist of manual entries and items automatically calculated within Infinium PY.

To generate these records, complete the following worksheet and then run the *Create ICESA/TIB-4 Unempl File* function. Use the worksheet to



complete the state specific alpha and numeric fields on the second prompt screen.

Please make copies of the blank worksheet and use it each time you run the Quarterly Unemployment Tape function for Montana.

For justification purposes, you should use FieldExit to navigate between fields.

If the length of a field on the record is 7 alphanumeric characters but the length of that field on the screen is 10, only positions 1–7 (left justified) are used. If the length of a field on the record is 7 numeric characters but the length of that field on the screen field is 10, only positions 3-10 (right justified) are used.

---

# Worksheet

## State specific (alpha)

Line	Field (Position on the Record)	Field Length	Field Value
1			
2			
4	Month 1 Employment for Employer (Position 227-233 on the T Record)  This field is not required effective with reporting of first quarter 2000 information.	7	
5	Month 2 Employment for Employer (Position 234-240 on the T Record)  This field is not required effective with reporting of first quarter 2000 information.	7	
6	Month 3 Employment for Employer (Position 241-247 on the T Record)  This field is not required effective with reporting of first quarter 2000 information.	7	

## State specific (numeric)

Line	Field (Position on the Record)	Field Length	Field Value
1	UI Tax Rate this Quarter (Position 82-87 on the T Record)	6	

---

**State specific (numeric)**

---

<b>Line</b>	<b>Field (Position on the Record)</b>	<b>Field Length</b>	<b>Field Value</b>
2	State Quarterly UI Taxes (Position 88-100 on the T Record)	13	
3	Previous Quarter(s) Adjustment (Position 101-111 on the T Record)	11	
4	Interest Due (Position 112-122 on the T Record)	11	
5	Penalty Due (Position 123-133 on the T Record)	11	
6	Credit/Overpayment (Position 134-144 on the T Record)	11	
7	Total Payment Due (Position 175-185 on the T Record)	11	

---

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
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Unemployment (*U) Reporting	43-3
W-2 Reporting	43-4

## Deductions

Infinium PY supports the following tax deductions required by Nebraska:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment (\*U) Reporting

## Generating the Quarterly Unemployment Work File

To create a reporting file for Nebraska, you must first populate the necessary quarterly data in the quarterly unemployment work file.

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information on using this function.

## Reviewing the Quarterly Unemployment Data

You can review the data after you create the work file by using the *List Qtr. EFW2 Unempl Review* file function. You can then make any necessary corrections.

## Generating the Quarterly Reporting File

When your data is correct, you use the *Create Qtr. EFW2 Unemp Rept File* function to create the quarterly reporting file.

See the “Quarterly Unemployment Reporting Using the Federal Format” chapter for information on using these functions.

---

## W-2 Reporting

Nebraska uses the federal format for state W-2 reporting.

See the *Payroll Guide to US Year End Processing* for more information.

---



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	44-2
Unemployment (*U) Reporting	44-3
Reporting Files	44-4

---

## Deductions

Infinium PY supports the following tax deductions required by Nevada:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment (\*U) Reporting

Infinium PY supports the filing specifications stipulated by Nevada for the Quarterly Unemployment Reporting file.

## Setting Up Employer Information

You must specify the employer tax ID to ensure that the correct information prints on the Quarterly State Unemployment report.

The employer tax ID is the employer account number assigned by Nevada.

You specify the employer account number in the *Employer Tax ID* field on the second screen of the \*U deduction control record.

Follow the steps below to complete the *Employer Tax ID* field.

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to page 2 of *Update Deduction Controls*.
  - 6 In the *Employer Tax ID* field, type the seven-digit employer account number assigned by Nevada. Use a decimal point, hyphen and check digit as specified by Nevada. For example, type **1234.00-7**.
-

# Reporting Files

## Reporting File Specifications

The reporting file specifications for filing quarterly unemployment information comply with Nevada requirements.

## Creating the unemployment work file

To create the unemployment work file for Nevada, you use the *Create EFW2 Unempl Work File* function.

See the “Quarterly Employment Reporting Using the Federal Format” chapter in this guide for information about creating the unemployment work file about completing the fields on this screen.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	45-2

---

## Deductions

Infinium PY supports the following tax deductions required by New Hampshire:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	46-2
Unemployment (*U) Reporting	46-3
Workforce Tax	46-11
Family Medical Leave	46-17
Disability (*D) Reporting	46-23
Establishing a Health Care Tax Deduction	46-27
Reporting Files	46-29
W-2 Reporting	46-31
Reciprocity	46-34

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## Deductions

Infinium PY supports the following tax deductions required by New Jersey:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- New Jersey Workforce Tax
- Health Care Tax
- State Disability Taxes (\*D)
- New Jersey Private Disability Plan
- Family leave insurance
- Reciprocity (\*U only for all states)
- Family medical leave, private and state

You must set up deduction codes and deduction control records for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

The account number is the same for Unemployment, the Health Care Subsidy Fund, the Workforce Development Partnership Fund, and the State Disability Plan.

---



## Unemployment (\*U) Reporting

Employers must establish the deductions that the system uses to determine employer taxes:

- Deduction for SUTA wages (\*U)
- Deduction for Healthcare
- Workforce Development Tax
- Deduction for Supplemental Workforce Administrative Fund beginning in 2002

### Deduction for SUTA Wages

In the *Update Deduction Controls* function you must specify the following employer information to ensure that the correct information prints on the List Quarterly State Unemployment report:

- Method 4 (tax deduction based on the tax table)
- Employer tax ID, the employer registration account number assigned by the New Jersey Department of Labor or New Jersey Division of Taxation

This is usually the Federal ID number followed by a three-digit suffix.

- Employer rate

Authorize employees to the \*U deduction. The tax table is set up for the system to take the current unemployment rate.

**Note:** Effective January 1, 2000, the tax table reflects the unemployment rate but excludes health care and workforce development tax rates. If you do not want to establish a separate health care tax deduction, you must change the tax table employee SUTA tax rate to combine the health care and unemployment rates.

### Specifying Employer Information

You specify the employer tax ID and the employer rate on the second screen of the \*U deduction control record. Complete the following steps to specify employer information:

---

- 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 prompt screen.
- 4 Complete the prompt screen. Type 4 in the *Method* field.
- 5 Press Enter. The system displays the first Update Deduction Controls screen. Complete the required fields.
- 6 Press Enter to advance to the second Update Deduction Controls screen shown in Figure 46-1.

6/26/12 20:51:17	Update Deduction Controls	PYGMDC	PYDMDC
			Page 2 of 3
Employer . . . . :	ZUS SAMPLE US COMPANY		
Deduction . . . . :	*UNJ NJ STATE UNEMPLOY.		
Method . . . . . :	4 Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . .	_____ +	Area . . . . .	_____ +
Monthly Report . .	_____ +	Division . . . .	_____ +
Quarterly Report .	_____ +	Department . . .	_____ +
Annual Report . . .	_____ +	Cost Centr . . . .	_____ +
On Demand Report .	_____ +		
		Exclude From GL Accrual <u>A</u>	(A,X,C,N)
<u>Employer Data</u>			
Employer Rate . . .	<u>1.5000</u>	SUTA Rnd.stopped. <u>1</u>	(0=No 1=Yes)
Employer Tax ID . .	<u>NJ-20983</u>		
Debit Account . . .	<u>001-***-***-1715-110</u>		+
Credit Account . .	<u>001-000-000-4150-110</u>		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 46-1: Update Deduction Controls, Page 2

- 7 Complete the following fields:

*Employer Rate*

Type the employer's portion of the unemployment tax.

*Employer Tax ID*

Type the employer registration number assigned by the New Jersey Department of Labor or New Jersey Division of Taxation. This is usually the Federal ID number followed by a three-digit suffix.

## Establishing a Health Care Tax Deduction

To establish a separate health care tax deduction, specify the employee's portion of the health care tax in the *Extension %* field and the employee's limit amount in the *Limit Amount* field on the health care deduction control record.

**Caution:** Effective July 1, 2003 and after, New Jersey does not use the health care contribution. For deductions that apply to July 1, 2003 and after, deactivate the employee's health care deduction by entering a date in the *Ending Date* field on the deduction control.

Complete the following steps to set up the health care deduction:

- 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 prompt screen.
- 4 Complete the prompt screen. Type 3 in the *Method* field.
- 5 Press Enter. The system displays the first Update Deduction Controls screen shown in Figure 46-2.

6/26/12 21:04:24		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 4	
Employer . . . .	JCP	THE & GENERAL STORE			
Deduction . . . .	NJHC				
Method . . . . .	3	Amount Extension	EE/ER Limit Type.	_	
Description . . .	NJ HEALTH CARE TAX		EE/ER Limit Amt .	_____	
Priority . . . . .	50		Starting Date . .	_____	
Summ. Code . . .	39 +		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 . .	100.00	
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 % . . .	_____	.6000	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 46-2: Update Deduction Controls screen 1

**6** Complete the following fields:*Ending Date*

Specify the last date this deduction should available.

*Extension %*

Type the employee's portion of the health care tax.

*Limit Amount*

Type the employee's limit amount for the health care tax.

### Establishing a Supplemental Workforce Administrative Fund Deduction for 2002

To establish a separate Supplemental Workforce Administrative Fund deduction, specify the employee's portion of the health care tax in the *Extension %* field and the employee's limit amount in the *Limit Amount* field on the health care deduction control record. Complete the following steps to set up the health care deduction:

- 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 prompt screen.
- 4 Complete the prompt screen. Type **3** in the *Method* field.
- 5 Press Enter. The system displays the first Update Deduction Controls screen.
- 6 Complete the following fields:

*Extension %*

Type the employee's portion of the Supplemental Workforce Administrative Fund tax.

*Limit Amount*

Type the employee's limit amount for the Supplemental Workforce Administrative Fund tax.

---

## Reporting Base Weeks Information

Standard Infinium processing for calculating the number of weeks worked compares the unemployment wage base for a check against the minimum weekly wage limit. When the employee wage base is larger than this minimum, the weeks worked are increased for the quarter in which the check is issued.

If your employer uses a pay week that doesn't match the one defined by the state, and/or if you routinely have checks that are paid in one quarter but must be recorded in one or more other quarters for unemployment reporting purposes, you must use a custom exit program to perform your own calculations.

You access the custom program through a field, *\*U Custom Wks/HRs*, on the third Employer Control screen. When you enter a program name in this field, the posting programs call the custom program before updating the state specific weeks and hours worked fields instead of performing the standard Infinium calculations.

Follow the steps below to indicate you are using a custom program.

- 1 From the Infinium PY main menu select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Employer Controls*. The system displays the Employer Controls prompt screen.
- 4 Complete the prompt screen.
- 5 Press Enter twice to display the third Employer Controls screen.
- 6 Type the name of the custom program in the *\*U Custom Wks/Hrs* field. Infinium supplies you with a sample custom program, PYGDUEX1.

## Reporting

Complete the following steps to access the List Qtr. State Unemployment prompt screen:

- 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 a screen similar to the one shown in Figure 46-3.

Figure 46-3: List Qtr. State Unemployment screen

If you type **0** (no) in the *Use \*U Data?* field, the system defaults to the \*S wage base.

## Sample Report

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

8/14/00 13:00:02

EMPLOYER PHB PHB, INC. EMPLOYER/TAX CO.TAX ID#: 04-1456780 \*U RATE: 2.7000 %  
 QUARTER ENDED 03/31/00 STATE OF NEW JERSEY DEDUCTION TAX ID#: 041456780333 WAGE LIMIT 21,200.00

TAX I.D. #	EMPLOYEE NAME HIRE DATE/TERM DATE	TOTAL GROSS WAGES	TOTAL SUTA WAGES	TAXABLE SUTA WAGES	EXCESS SUTA WAGES	EMPLOYER SUTA ACCRUED	TIPS	HRS WKD	WKS WKD
011-00-0100	ADAMS, JOHN Q 2/03/1992	1,000.00	1,000.00	1,000.00	.00	27.00	.00	40	1
015-11-1227	AMBLER, ROBERT L 2/01/1993	320.00	320.00	320.00	.00	8.64	.00	40	1
015-11-1413	DARBY, MAUREEN 2/01/1993	400.00	400.00	400.00	.00	10.80	.00	40	1
015-11-1412	DARLING, THOMAS R 2/01/1993	320.00	320.00	320.00	.00	8.64	.00	40	1
019-22-5182	DISABILITY, NEWJERSEY 11/01/1998	5,000.00	5,000.00	5,000.00	.00	135.00	.00	40	1
015-11-1414	DOGGETT, ROGER H 2/01/1993	400.00	400.00	400.00	.00	10.80	.00	40	1
015-11-1289	DONOVAN, CORNELIUS F 2/01/1993	360.00	360.00	360.00	.00	9.72	.00	40	1
015-11-1238	FINNEGAN, KERRIE 2/01/1993	320.00	320.00	320.00	.00	8.64	.00	40	1
015-11-1416	FINNEMORE, KEVIN J 2/01/1993	560.31	560.31	560.31	.00	15.13	.00	40	1
015-11-1296	GALE, WALTER T 2/01/1993	320.00	320.00	320.00	.00	8.64	.00	40	1
015-11-1420	GOTOTWESKI, FRANK 2/01/1993	440.00	440.00	440.00	.00	11.88	.00	40	1
015-11-1421	HALL, STEPHEN T 2/01/1993	440.00	440.00	440.00	.00	11.88	.00	40	1
015-11-1423	HERBISON, JASON P 2/01/1993	400.00	400.00	400.00	.00	10.80	.00	40	1
015-11-1424	HOOPER, ROBERTA L 2/01/1993	400.00	400.00	400.00	.00	10.80	.00	40	1
015-11-1425	HUNTER, CHARLES M 2/01/1993	480.00	480.00	480.00	.00	12.96	.00	40	1
019-44-4499	JERSEY, LIMIT 1/01/2000	78,000.00	78,000.00	20,200.00	57,800.00	545.40	.00		2
019-23-1518	JERSEY, NEW 9/01/1998	800.00	800.00	800.00	.00	21.60	.00	40	1
019-11-2221	JERSEY, PRIVATEPLAN 12/01/1999	600.00	600.00	600.00	.00	16.20	.00	40	1
015-15-7783	PLAN, PRIVATE 12/01/1998	1,000.00	1,000.00	1,000.00	.00	27.00	.00	40	1
EMPLOYER TOTAL:	21	187,920.31	187,920.31	55,320.31	132,600.00	1,493.65	.00		

PYGRQ090 PYTRQ09V 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

8/14/00 13:00:02

EMPLOYER PHB PHB, INC. EMPLOYER/TAX CO.TAX ID#: 04-1456780 \*U RATE: 2.7000 %  
 QUARTER ENDED 03/31/00 STATE OF NEW JERSEY DEDUCTION TAX ID#.....: 041456780333 WAGE LIMIT 21,200.00

TAX I.D. # EMPLOYEE NAME STATE TAXABLE WAGES STATE INCOME TAX WITHHELD TAXABLE SUTA WAGES EMPLOYEE SUTA ACCRUED

011-00-0100	ADAMS,JOHN Q	.00	.00	1,000.00	2.00
015-11-1227	AMBLER,ROBERT L	.00	.00	320.00	.64
015-11-1413	DARBY,MAUREEN	.00	.00	400.00	.80
015-11-1412	DARLING,THOMAS R	.00	.00	320.00	.64
019-22-5182	DISABILITY,NEWJERSEY	.00	.00	5,000.00	10.00
015-11-1414	DOGGETT,ROGER H	.00	.00	400.00	.80
015-11-1289	DONOVAN,CORNELIUS F	.00	.00	360.00	.72
015-11-1238	FINNEGAN,KERRIE	.00	.00	320.00	.64
015-11-1416	FINNEMORE,KEVIN J	.00	.00	560.31	1.12
015-11-1296	GALE,WALTER T	.00	.00	320.00	.64
015-11-1420	GOTOWESKI,FRANK	.00	.00	440.00	.88
015-11-1421	HALL,STEPHEN T	.00	.00	440.00	.88
015-11-1422	HARTY,BARBARA J	.00	.00	360.00	.72
015-11-1423	HERBISON,JASON P	.00	.00	400.00	.80
015-11-1424	HOOPER,ROBERTA L	.00	.00	400.00	.80
015-11-1425	HUNTER,CHARLES M	.00	.00	480.00	.96
019-44-4499	JERSEY,LIMIT	.00	.00	20,200.00	42.40
019-23-1518	JERSEY,NEW	.00	.00	800.00	1.60
018-77-2222	JERSEY,NEW	.00	.00	21,200.00	42.40
019-11-2221	JERSEY,PRIVATEPLAN	.00	.00	600.00	1.20
015-15-7783	PLAN,PRIVATE	.00	.00	1,000.00	2.00
EMPLOYER TOTAL:	21	.00	.00	55,320.31	112.64

12<sup>th</sup> of the Month Totals

Month 1- 1 employees Month 2- 0 employees Month 3- 0 Employees



# Workforce Tax

You must set up a Deduction Control record, for example, NJWFT, to designate the Workforce Tax deduction.

The setup steps are summarized below.

- You must specify the following employer information:
  - Method 3, Amount Extension, on the Update Deduction Controls prompt screen
  - Accumulator, Limit Amount, and Extension % on Page 1 of the Workforce Tax Deduction Control record
- You must authorize employees to the Workforce Tax deduction.
- You must assign the Workforce Tax to a Reporting Group on the Deduction Reporting Group (DRG) record for quarterly reporting.

## Setting Up Employer Information

Complete the following steps to set up employer information:

- 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. Note that you must type **3**, Amount Extension, in the *Method* field.
  - 5 Press Enter. The system displays the first Update Deduction Controls screen (Page 1), shown in Figure 46-4.
-

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 . . . .	xGROS	+	Limit Group . . .		+
<b>Employee Data</b>					
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 46-4: Update Deduction Controls screen 1

- 6 You must complete the fields described below. Complete the remaining fields according to your company requirements.

#### *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. 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, 440 in this example, 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 SUTA limit and extension rate for the current year.

#### *Extension %*

Type the extension rate in this field. This value is the default percentage for the employee's contribution.

- Press Enter to advance to the second Update Deduction Controls screen (Page 2), shown in Figure 46-5.

```

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 46-5: Update Deduction Controls screen 2

- You must complete the fields described below. Complete the remaining fields according to your company requirements.

*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. This value is the percentage to be extended by the accumulated amount contained in the base type (Income Accumulator).

- Press Enter to advance to Page 3 of 3.
- Complete the fields according to your company's requirements.
- Press Enter to update the record.

## Authorizing Employees to the Workforce Tax Deduction

You must set up a deduction record for each employee who worked in New Jersey, even if the employee's withholding amount is zero.

Complete the following steps to set up a deduction record:

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen.
- 5 Select code NJWFT and press Enter. The system displays the second Update Employee Deduction Codes screen (Page 1 of 2), shown in Figure 46-6.

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		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . . .	_____ +	Area . . . . .	_____ +
Monthly Report . . . .	_____ +	Division . . . . .	_____ +
Quarterly Report . . . .	_____ +	Department . . . . .	_____ +
Annual Report . . . .	_____ +	Cost Centr . . . . .	_____ +
On Demand Report . . . .	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Limit Type . . . .	<u>3</u>	Income Limit Group . . . .	_____ +
Employer Limit . . . .	<u>23.50</u>	Use *FWT for Income. . . .	<u>_</u> (0=No 1=Yes)
Employer Amount . . . .	_____	Income Limit Amount. . . .	_____
Extension % . . . .	<u>.1100</u>	Income Limit Type . . . .	<u>_</u>
Employer Tax ID . . . .	<u>123456789</u>		
Debit Account . . . .	<u>001-xxx-xxx-xxxx-205</u>		+
Credit Account . . . .	<u>001-xxx-xxx-xxxx-204</u>		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 46-6: Update Employee Deduction Codes screen

- 6 Press Enter to update the record.

## Assigning the Workforce Tax to a Reporting Group

You assign the Workforce Tax to a Reporting Group on the Deduction Reporting Group (DRG) record. The New Jersey Workforce Development Partnership Fund is reported through the deduction reporting group.

New Jersey Workforce information originates in the NJWFT deduction.

Complete the following steps to update the Deduction Reporting Group (DRG) record:

- 1 From the Infinium PY main menu, select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Reporting Group*.
- 4 Complete the prompt screen and press Enter. The system displays the screen shown in Figure 46-7.

10/23/95 10:40:00 Update Deduction Reporting Group PYGMDR PYDMDR

Employer . . . : PHB PHB, INC.  
Ded. Report Group NJWFT NEW JERSEY WORKFORCE TAX

Option	Employer	Group	Deduction Code
<input type="checkbox"/>	PHB	NJWFT	CATRT CA TRAINING TAX
<input type="checkbox"/>	PHB	NJWFT	DCARE DEP CARE DEDUCTION
<input type="checkbox"/>	PHB	NJWFT	DIRDP DIRECT DEPOSIT
<input type="checkbox"/>	PHB	NJWFT	DIS DISABILITY INS
<input type="checkbox"/>	PHB	NJWFT	GARN GARNISHMENT
<input type="checkbox"/>	PHB	NJWFT	INS MEDICAL INSURANCE
<input type="checkbox"/>	PHB	NJWFT	LABDT LA BOND REPAY TAX
<input type="checkbox"/>	PHB	NJWFT	MAHTX MA HEALTH TAX
<input type="checkbox"/>	PHB	NJWFT	MQGE MQGE
<input type="checkbox"/>	PHB	NJWFT	MTOLD MT OLD FUND TAX
<input type="checkbox"/>	PHB	NJWFT	NJHC NJ HEALTH CARE TAX
<input type="checkbox"/>	PHB	NJWFT	NJPP1 NJ PRIVATE PLAN DS
<input checked="" type="checkbox"/>	PHB	NJWFT	NJWFT NJ WORKFORCE TAX
<input type="checkbox"/>	PHB	NJWFT	RIJOB RI JOB DEV FUND TX

F3=Exit F10=Access

5 F12 Down Up Enter

Figure 46-7: Update Deduction Reporting Group screen

- 5 Type **X** in the *Option* field for the Workforce Tax.
- 6 Press Enter to update the reporting group.

## Reporting Workforce Taxes

To report Workforce taxes, you must run the *List Quarterly Deduction Report* by Group function at the end of each quarter.

Specify the employer, deduction group, deduction group wages limit (this figure will depend on the tax that you are setting up), quarter, and year.

---

## Family Medical Leave

You must set up a Deduction Control record for the Family Medical Leave deduction to designate the FMLA tax deduction. The setup steps are summarized below.

- Specify deduction control information:
  - Method 3, Amount Extension, on the Update Deduction Controls prompt screen
  - Extension rate and annual wage limit on page 1 of the deduction control
  - For private plans only, the plan number in the *Tax ID* field
- Authorize all employees to the deduction
- Use *Update Employer Codes* and create a deduction reporting group
- Associate the new deduction to that deduction reporting group

## Creating an FMLA Deduction Control

Complete the following steps to authorize employees to the FMLA deduction.

- 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 prompt screen.
  - 4 Complete the prompt screen. Specify the description, for example **NJFML**. Type **3**, Amount Extension, in the *Method* field.
  - 5 Press Enter. The system displays the first Update Deduction Controls screen (Page 1), shown in Figure 46-8.
-

```

6/26/12 21:08:53      Update Deduction Controls      PYGMDC      PYDMDC
                                           Page 1 of 4
Employer . . . . : JCP   THE & GENERAL STORE
Deduction . . . . : NJFMA
Method . . . . . : 3 Amount Extension  EE/ER Limit Type.  _
Description . . . : NEW JERSEY FMLA      EE/ER Limit Amt .  _____
Priority . . . . . : 9999                Starting Date . .  _____
Summ. Code . . . . : 05 +                Ending Date . . .  _____
Frequency . . . . . : 8                  Must Take . . . . 0 (0, 1, 2, 3)
Accumulator . . . . : xGROS +            Limit Group . . .  _____ +

      Employee Data
-----
Deduction Type . . : _                Direct Deposit . . 0 (0=No 1=Yes)
Limit Type . . . . : 3                Limit Amount . . . 17.76
Arrears Type . . . : 0                Arrears Recovery.  1
Arrears Amount . . : _____ .00    Arrears Percent . . _____ .0000
Deduction Basis . . : _                Deduction Matrix.  _____ +
Deduction Amount. . : _____        Matrix Column . .  _____ +
Deduction Factor. . : _____        Matrix Row . . . . _____ +
Extension % . . . . : _____ .0600   W2 Code . . . . . _
Payables related. . : 0 (0=No 1=Yes)    401K-Pro ER/Lim?. 0 (0, 1, 2)
Allow Pay Msg? . . : 0 (0=No 1=Yes)    401K-Pro ER Arr?. 0 (0, 1, 2)
Deduction Account . : _____ +
F3=Exit  F10=Access  F12=Previous  F22=Delete

```

Figure 46-8: Update Deduction Controls NJ FMLA screen

- 6 Use the information below to complete the fields on this screen.

*Accumulator*

Specify an accumulator.

*Extension %*

Specify the extension rate for this deduction.

*Limit Amount*

Specify the limit amount for this deduction. Obtain the limit amount by multiplying the extension rate by the annual wage limit.

- 7 Complete the remaining fields as you normally would.
- 8 Press Enter. The system displays the second Update Deduction Controls screen similar to Figure 46-9.



```

6/26/12 21:09:20      Update Deduction Controls      PYGMDC      PYDMDC
                                                              Page 2 of 4
Employer . . . . : JCP   THE & GENERAL STORE
Deduction . . . . : NJFMA  NEW JERSEY FMLA
Method . . . . . : 3   Amount Extension

  Special Reports                                Level Restrictions
Cycle Report . . . . . _____ +             Division . . . . . _____ +
Monthly Report . . . . . _____ +           Department . . . . . _____ +
Quarterly Report. _____ +                 Section . . . . . _____ +
Annual Report . . . . . _____ +
On Demand Report. _____ +
                                                    Exclude From GL Accrual A (A,X,C,N)

  Employer Data
Limit Type . . . . . -                       Income Limit Group . _____ +
Employer Limit . _____                   Use *FWT for Income. _ (0=No 1=Yes)
Employer Amount . _____                 Income Limit Amount. _____
Extension % . . . . . _____             Income Limit Type . _
Employer Tax ID . 11111111
Debit Account . . _____ +
Credit Account . _____ +

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

Figure 46-9: Update Deduction Controls NJ FMLA screen

- 9 Use the information below to complete the fields on this screen.

*Employer Tax ID*

For private plans only, specify the plan number.

- 10 Complete the remaining fields as you normally would.
- 11 Press Enter. The system displays the third Update Deduction Controls screen.
- 12 Complete this screen as you normally would and press Enter. The system displays the fourth Update Deduction Controls screen.
- 13 Complete this screen as you normally would and press Enter.

## Authorizing Employees to the FMLA Deduction

You must set up a deduction record for each employee who is eligible for the FMLA deduction.

Complete the following steps to set up a deduction record:

- 1 From the Infinium PY main menu, select *Employee Data*.

- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data [UDE]*.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen.
- 5 Select the code value that represents the FMLA deduction, for example NJFML, and press Enter. The system displays the second Update Employee Deduction Codes screen (Page 1 of 2).
- 6 Press Enter to update the record.

## Updating Employer Codes

You must create a code value that represents the New Jersey family medical leave for the deduction reporting group DRG code type before you can create the deduction reporting group for New Jersey family medical leave.

Complete these steps to create the deduction reporting group code value.

- 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 prompt screen.
  - 4 Specify the employer.
  - 5 Type **DRG** in the *Code Type* field.
  - 6 Specify the code value that represents New Jersey family medical leave, for example, **NJFML**, and press Enter. The system displays a screen similar to Figure 46-10.
-

Figure 46-10: Update Employer Codes screen

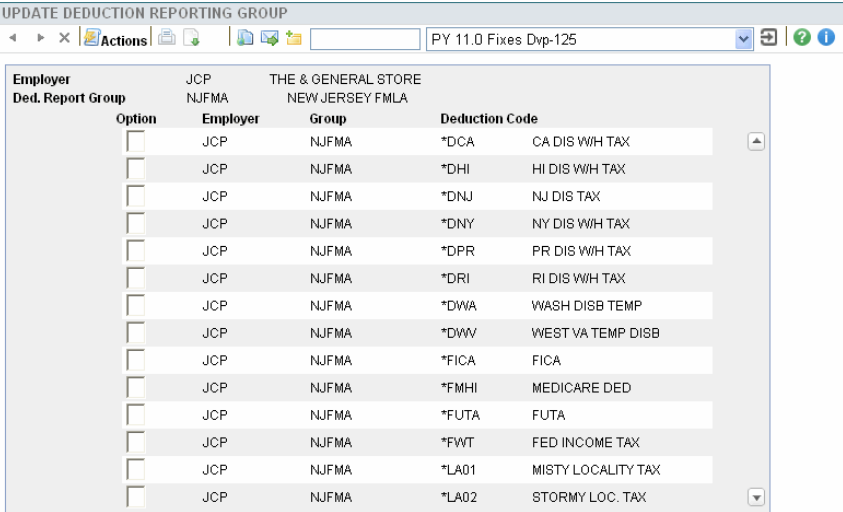
- 7 Type a description in the *Description* field and complete the remaining fields as you normally would.
- 8 Press Enter.

## Assigning the FMLA Deduction to a Reporting Group

You assign the family medical leave deduction to a deduction reporting group.

Complete the following steps to update the Deduction Reporting Group (DRG) record:

- 1 From the Infinium PY main menu, select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Reporting Group [UDRG]*.
- 4 Complete the prompt screen and press Enter. The system displays the screen shown in Figure 46-11.



Employer	JCP	THE & GENERAL STORE	
Ded. Report Group	NJFMA	NEW JERSEY FMLA	
Option	Employer	Group	Deduction Code
<input type="checkbox"/>	JCP	NJFMA	*DCA CA DIS WH TAX
<input type="checkbox"/>	JCP	NJFMA	*DHI HI DIS WH TAX
<input type="checkbox"/>	JCP	NJFMA	*DNJ NJ DIS TAX
<input type="checkbox"/>	JCP	NJFMA	*DNY NY DIS WH TAX
<input type="checkbox"/>	JCP	NJFMA	*DPR PR DIS WH TAX
<input type="checkbox"/>	JCP	NJFMA	*DRI RI DIS WH TAX
<input type="checkbox"/>	JCP	NJFMA	*DWA WASH DISB TEMP
<input type="checkbox"/>	JCP	NJFMA	*DWW WEST VA TEMP DISB
<input type="checkbox"/>	JCP	NJFMA	*FICA FICA
<input type="checkbox"/>	JCP	NJFMA	*FMHI MEDICARE DED
<input type="checkbox"/>	JCP	NJFMA	*FUTA FUTA
<input type="checkbox"/>	JCP	NJFMA	*FWT FED INCOME TAX
<input type="checkbox"/>	JCP	NJFMA	*LA01 MISTY LOCALITY TAX
<input type="checkbox"/>	JCP	NJFMA	*LA02 STORMY LOC. TAX

Figure 46-11: Update Deduction Reporting Group selection screen

- 5 Type **X** in the *Option* field for the family medical leave deduction.
- 6 Press Enter to update the reporting group.

## Disability (\*D) Reporting

You must complete the following fields properly to ensure that the correct information appears on the Quarterly State Disability report:

- *Employer Rate*
- *Employer Tax ID*

You specify the *Employer Rate* and the *Employer Tax ID* fields on Page 2 of the \*D Deduction Control record.

Complete the following steps to set up your unemployment deductions:

- 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 Type **\*DNJ** in the *Deduction* field and fill in the remaining fields.
  - 5 Press Enter. The system displays Page 1 of the Update Deduction Controls record.
  - 6 Complete the required fields and press Enter to display Page 2 of the Update Deduction Controls record, shown in Figure 46-12.
-

```

6/26/12 20:51:47      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 2 of 3
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : *DNJ  NJ DISABILITY TAX
Method . . . . . : 4  Tax Calculation

  Special Reports                Le
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

Employer Rate . . . . . .9000      Stop *D self-adj? 1 (0=No 1=Yes)
Employer Tax ID . . . . . _____

Debit Account . . . . . _____ +
Credit Account . . . . . _____ +

F3=Exit  F4=Prompt  F10=Access  F12=Previous

```

Figure 46-12: Update Deduction Controls screen 2

## 7 Complete the fields described below.

### *Employer Rate*

Type the rate for the employer's portion of the Disability Tax.

### *Employer Tax ID*

Type the employer tax identification number assigned by the State Department of Labor or New Jersey Division of Taxation. This is usually the Federal ID number followed by a three-digit suffix.

Complete the remaining fields according to your company requirements.

Pay particular attention to how you complete the following field if you anticipate mid-year changes to the rate of an employer's portion of the Disability Tax:

### *Stop \*D self-adj?*

Specify whether you want Infinium PY to adjust year-to-date disability deduction amounts during processing. Valid values are:

- 0** Allow Infinium PY to adjust disability deduction amounts. This is the default value for this field.

**1** Suspend the automatic adjustment of year-to-date disability deduction amounts.

**8** Press Enter to submit the report.

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

---

PYGRQ095 PYTRQ095 Q U A R T E R L Y S T A T E D I S A B I L I T Y R E P O R T

3/15/00 14:50:00

EMPLOYER P99

PHB, INC.

QUARTER ENDED 09/30/99

STATE OF NEW JERSEY

TAX I.D. #	EMPLOYEE NAME	EMPLOYER		EMPLOYER	EMPLOYEE	
		TOTAL WAGES	TAXABLE DIS. WAGES	DISAB. ACCRUED	TAXABLE DIS. WAGES	EMPLOYEE DISAB. WITHHELD
015-11-1227	AMBLER,ROBERT L	640.00	640.00	4.80	640.00	3.20
015-11-1230	BANKS DECD., LUCHIA J	5,280.00	5,280.00	39.60	5,280.00	26.40
015-11-1413	DARBY,MAUREEN	800.00	800.00	6.00	800.00	4.00
015-11-1412	DARLING,THOMAS R	960.00	960.00	7.20	960.00	4.80
019-22-5182	DISABILITY,NEWJERSEY	10,000.00	10,000.00	75.00	10,000.00	50.00
015-11-1414	DOGGETT,ROGER H	800.00	800.00	6.00	800.00	4.00
015-11-1416	FINNEMORE,KEVIN J	1,120.62	1,120.62	8.40	1,120.62	5.60
015-11-1420	GOTOTWESKI,FRANK	880.00	880.00	6.60	880.00	4.40
015-11-1421	HALL,STEPHEN T	880.00	880.00	6.60	880.00	4.40
015-11-1422	HARTY,BARBARA J	720.00	720.00	5.40	720.00	3.60
015-11-1423	HERBISON,JASON P	800.00	800.00	6.00	800.00	4.00
015-11-1424	HOOPER,ROBERTA L	800.00	800.00	6.00	800.00	4.00
015-11-1425	HUNTER,CHARLES M	960.00	960.00	7.20	960.00	4.80
019-23-1518	JERSEY,NEW	1,600.00	1,600.00	12.00	1,600.00	8.00
EMPLOYER TOTAL: 14		26,240.62	26,240.62	196.80	26,240.62	131.20



## Establishing a Health Care Tax Deduction

To establish a separate health care tax deduction, specify the employee's portion of the health care tax in the *Extension %* field and the employee's limit amount in the *Limit Amount* field on the health care deduction control record.

**Caution:** Effective July 1, 2003 and after, New Jersey does not use the health care contribution. For deductions that apply to July 1, 2003 and after, deactivate the employee's health care deduction by entering a date in the *Ending Date* field on the deduction control.

Complete the following steps to set up the health care deduction:

- 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 prompt screen.
  - 4 Complete the prompt screen. Type 3 in the *Method* field.
  - 5 Press Enter. The system displays the first Update Deduction Controls screen shown in Figure 46-13.
-

6/26/12 21:14:16		Update Deduction Controls		PYGMDC	PYDMDC
				Page 1 of 4	
Employer . . . .	JCP	THE & GENERAL STORE			
Deduction . . . .	NJHC				
Method . . . . .	3	Amount Extension	EE/ER Limit Type.		
Description . . . .	NJ HEALTH CARE TAX		EE/ER Limit Amt .	_____	
Priority . . . . .	50		Starting Date . .	_____	
Summ. Code . . . .	39 +		Ending Date . . .	_____	
Frequency . . . . .	8		Must Take . . . .	1 (0, 1, 2, 3)	
Accumulator . . . .	xGROS +		Limit Group . . .	_____ +	
<b>Employee Data</b>					
Deduction Type . .	3	Direct Deposit . .	0 (0=No 1=Yes)		
Limit Type . . . .	3	Limit Amount . . .	108.00		
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 % . . . .	.6000	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 46-13: Update Deduction Controls screen 1

## 6 Complete the following fields:

### *Ending Date*

Specify the last date this deduction should available.

### *Extension %*

Type the employee's portion of the health care tax.

### *Limit Amount*

Type the employee's limit amount for the health care tax.

# Reporting Files

## Submission Screen Information

### State Specific (Alpha) Line 1

You must specify the Tape Authorization Number on the second Create ICESA/TIB-4 Unempl File screen.

To access this screen, complete the following steps:

- 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*. The system displays the first Create ICESA/TIB-4 Unempl File screen.
- 5 Complete the required fields and press Enter to advance to the second Create ICESA/TIB-4 Unempl File screen.
- 6 On line 1 of the *State specific (alpha)* field, type the 4-digit Tape Authorization Number. This number must match the WR-43 sent with the tape.

A sample tape report is shown on the following page.

---

PYGUTNJ PYTUT QUARTERLY STATE UNEMPLOYMENT REPORT PAGE 1  
 3/15/00 14:59:04 FOR TAPE REPORTING  
 EMPLOYER P99 PHB, INC. EMPLOYER TAX ID. 04-1456780  
 QUARTER ENDED 09/30/99 STATE OF NEW JERSEY 34 WAGE LIMIT 20,200.00  
 041456780333

TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYER TAXABLE SUT WAGES	EMPLOYER SUT ACCRUED	TERM. DATE EMPLOYEE TAXABLE	HIRE DATE EMPLOYEE SUT	TIPS	WEEKS WKD
011-00-0100	ADAMS,JOHN Q	5,000.00	5,000.00	135.00		2/03/1992		5
015-11-1227	AMBLER,ROBERT L	1,280.00	1,280.00	34.56	5,000.00	2/01/1993	.00	4
015-11-1230	BANKS DECD.,LUCHIA J	5,280.00	.00	.00	1,280.00	2/01/1993	.00	1
015-11-1413	DARBY,MAUREEN	1,600.00	1,600.00	43.20	6/30/1999	2/01/1993	.00	4
015-11-1412	DARLING,THOMAS R	1,600.00	1,600.00	43.20	.00	2/01/1993	.00	5
019-22-5182	DISABILITY,NEWJERSEY	20,000.00	5,195.00	140.27	1,600.00	11/01/1998	.00	4
015-11-1414	DOGGETT,ROGER H	1,600.00	1,600.00	43.20	5,195.00	2/01/1993	.00	4
015-11-1289	DONOVAN,CORNELIUS F	1,440.00	1,440.00	38.88	1,600.00	2/01/1993	.00	4
015-11-1238	FINNEGAN,KERRIE	1,280.00	1,280.00	34.56	1,440.00	2/01/1993	.00	4
015-11-1416	FINNEMORE,KEVIN J	2,241.24	2,241.24	60.52	1,280.00	2/01/1993	.00	4
015-11-1296	GALE,WALTER T	1,280.00	1,280.00	34.56	2,241.24	2/01/1993	.00	4
015-11-1420	GOTOTWESKI,FRANK	1,760.00	1,760.00	47.52	1,280.00	2/01/1993	.00	4
015-11-1421	HALL,STEPHEN T	1,760.00	1,760.00	47.52	1,760.00	2/01/1993	.00	4
015-11-1424	HOOPER,ROBERTA L	1,600.00	1,600.00	43.20	1,760.00	2/01/1993	.00	4
015-11-1425	HUNTER,CHARLES M	1,920.00	1,920.00	51.84	1,600.00	2/01/1993	.00	4
019-23-1518	JERSEY,NEW	3,200.00	3,200.00	86.40	1,920.00	2/01/1993	.00	4
015-15-7783	PLAN,PRIVATE	4,000.00	4,000.00	108.00	3,200.00	9/01/1998	.00	4
						12/01/1998		
					4,000.00	16.00	.00	
EMPLOYER TOTAL:	19 EMPLOYEES	59,881.24	39,796.24	1,074.51	39,796.24	159.18		

## W-2 Reporting

New Jersey requires the following deductions for W-2 reporting:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U), Health Care and Workforce Development
- State Disability Taxes (\*D)
- New Jersey Private Disability Plan
- New Jersey Family Medical Leave

You must set up deduction codes and Deduction Control records for these deductions in your Infinium PY system. For details see the *Infinium PY Guide to Controls*.

When you use the *Create State W2 Reporting File* function to create your W-2 reporting file, you can use the *Test/Product File* field to create a test file or a production file. See the “Generating the W-2 File - Federal Format” chapter in the *Infinium PY Guide to US Year End Processing* for more information.

## W-2 Reporting for New Jersey

The state of New Jersey requires that Unemployment, Health Care Subsidy Fund information, and the Workforce Development Partnership Fund information be reported as a combined amount on the W-2 Form in Box 14. Associate these deductions with a deduction reporting group, and enter the deduction reporting group code in Box 14 NJUHCWDP.

The box information is summarized below.

### Box 14

Box 14 NJUHCWDP contains the UI/WF/SWF (combined reporting of \*UNJ, Health Care, and New Jersey Workforce Development deductions) and NJDI (New Jersey State Disability Insurance) codes and the dollar amounts withheld.

A sample Box 14 showing the codes and withholding amounts for laser forms is shown in Figure 46-14.

---

14 OTHER	
UI/WF/SWF	X.XX
NJDI	XX.XX

Figure 46-14: Sample Box 14 showing New Jersey information

If an employer uses a private disability plan, the private plan number, coded NJPP, is reported on the line following the amount withheld.

A sample Box 14 NJ PPLAN showing the private disability plan number, withholding amount is shown in Figure 46-15.

14 OTHER	
NJPP	XX.XX
NJPP	12345-67

Figure 46-15: Sample Box 14 showing the New Jersey Private Pension Withholding, Plan Number

If the information for Box 14 exceeds four lines, the system prints a second W-2 with the remaining Box 14 information. However, when you report NJPP information, the system prints the NJPP number on the fourth line if the NJPP withholding tax is printed on the third line of the box.

## Boxes 16, 17 and 18

Box 16 contains the Employer Registration identification number for the \*SNJ Deduction Control record. The dashes are included. Box 17 contains the state (\*S) wage base and Box 18 contains (\*S) taxes withheld.

If your W-2 form has two state lines, the New Jersey FMLA employee contribution amount is printed on the second state line. If your W-2 forms accommodate only one line of state W-2 information, the New Jersey state tax is printed on the first form, and an overflow W-2 is printed for the New Jersey FMLA.

A sample of Boxes 16, 17 and 18 is shown below in Figure 46-16.

16 Employer State ID Number	17 State Wages, Tips, etc.	18 State Income Tax
NJ 041456780333	20,642.29	378.40

16 Employer State ID Number	17 State Wages, Tips, etc.	18 State Income Tax
FLI PP#	11167891124 (Only printed if the New Jersey FLI is a private plan)	26.01 FLI

Figure 46-16: Sample Boxes 16, 17, 18 showing the New Jersey State Information

## W-2 Review List and Register

The W-2 Review List and the W-2 Register show the amounts separately, which enables you to balance each item. The \*UNJ/Health Care deduction is reported as follows:

- \*UNJ deduction amounts based on the NJ tax table are included in the State Unemployment Tax column of Part II.
- Amounts for health care and workforce development deductions are included in the NJ/H/C column of Part VI.
- The combined amounts for \*UNJ deduction in Part II and health care and workforce development deductions in Part VI are included in the NJ/UHW column of Part VI.
- The employee contribution for family medical leave is printed on Part VI.
- The totals by state of the amounts reported in the State Unemployment column of Part II are included in Part VIII.

For more information about the columns in the W-2 Review List and W-2 Register, refer to the tables in the “W-2 Register Columns and Files” section of the “Generating the W-2 Review List” chapter in the *Infinium PY Guide to US Year End Processing*.

## Reciprocity

New Jersey requires reciprocity for deductions taken while an employee worked in another state. The \*UNJ, \*DNJ and New Jersey Workforce deductions should recognize deductions taken in another state for employees who transfer to New Jersey. You must indicate that the system should use the wage base from the state the employee transferred from for the \*UNJ, \*DNJ and New Jersey Workforce deductions.

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 Type **\*DNJ**, **\*UNJ** or **NJPP** in the *Deduction* field and fill in the remaining fields.
  - 5 Press Enter. The system displays Page 1 of the Update Deduction Controls record.
  - 6 Complete the required fields and press Enter to display Page 2 of the Update Deduction Controls record.
  - 7 Complete the required fields and press Enter to display Page 3 of the Update Deduction Controls record.
  - 8 Complete the required fields and press Enter to display Page 4 of the Update Deduction Controls record shown in Figure 46-17.
-



```
11/12/02 13:39:38      Update Deduction Controls      PYGMDC      PYDMDC
                                                                Page 4 of 4
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : NJPP NEW JERSEY PP

Use Tax Base From _____

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

Figure 46-17: Update Deduction Controls Page 4 screen

- 9 Type **\*UNJ** in the *Use Tax Base From* field to indicate that this deduction is a special tax for New Jersey. The deduction should use the same tax base that the \*UNJ deduction uses so that state reciprocity rules for unemployment wage limits are taken into account.
- 10 Press Enter.

## Reciprocity between New Jersey and Philadelphia, PA

To comply with the reciprocity agreement between New Jersey and Philadelphia, PA, you must identify a deduction for both \*SNJ and \*LPHI and then assign the \*LPHI deduction a priority that is the same as or higher than the deduction priority for \*SNJ.

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	47-2
Unemployment (*U) Reporting	47-3
W-2 Reporting	47-9

---

## Deductions

### Required

Infinium PY supports the following tax deductions required by New Mexico:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Unemployment (\*U) Reporting

To use the XML format for New Mexico unemployment reporting, you must do the following:

- Specify an employer tax ID.
- Define a code value that represents the combined employer and employee worker's compensation assessment fee for the DRG employer code.
- Set up a deduction reporting group that represents the combined employer and employee worker's compensation assessment fee.
- Use the *Create ICESA/TIB-4 Unempl File* function to specify specific New Mexico information and generate the XML file.

### Setting Up Employer Information

You must specify the Employer Tax ID to ensure that the correct information prints on the Quarterly State Unemployment Report.

You specify the Employer account number in the *Employer Tax ID* field on the second screen of the \*U Deduction Control record.

Follow the steps below to complete the *Employer Tax ID* field.

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to Page 2 of Update Deduction Controls, shown in the screen below.
-

6/14/13 06:35:47	Update Deduction Controls	PYGMDC	PYDMDC
			Page 2 of 3
Employer . . . . :	ZUS SAMPLE US COMPANY		
Deduction . . . . :	*UNM NEW MEXICO UNEMP		
Method . . . . . :	4 Tax Calculation		
<u>Special Reports</u>		<u>Level Restrictions</u>	
Cycle Report . . . .	_____ +	Area . . . . .	_____ +
Monthly Report . . . .	_____ +	Division . . . . .	_____ +
Quarterly Report . . . .	_____ +	Department . . . . .	_____ +
Annual Report . . . . .	_____ +	Cost Centr . . . . .	_____ +
On Demand Report . . . .	_____ +		
		Exclude From GL Accrual <u>A</u> (A,X,C,N)	
<u>Employer Data</u>			
Employer Rate . . . .	<u>1.0000</u>	SUTA Rnd.stopped.	<u>0</u> (0=No 1=Yes)
Employer Tax ID . . . .	<u>00123456</u>		
Debit Account . . . .	<u>ZUS-****-****-1715-0115</u>		+
Credit Account . . . .	<u>ZUS-0000-0000-4150-0115</u>		+
F3=Exit F4=Prompt F10=Access F12=Previous			

Figure 47-1: Update Deduction Controls, Page 2

- 6 In the *Employer Tax ID* field, type the account number by using a maximum of 8 digits.

The first two digits must be zeros followed by a six-digit employer account number, for example, 00123456.

If you leave the *Employer Tax ID* field blank, the system zero-fills positions in the E record.

## Defining a Code Value for the DRG Employer Code

Follow the steps below to define a code value for an employer code that represents the combined employer and employee worker's compensation assessment fee for the DRG employer code, for example WCC.

- 1 From the Infinium PY main menu, select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Employer Codes*. The system displays the Update Employer Codes screen similar to Figure 47-2.

```

4/14/06   10:27:23       Update Employer Codes       PRGMCD   PRDMCD
-----
Employer . . . . . JCP +       -or-   Employer group . . . ____ +
Code type . . . . . DRG +
Code value . . . . . WCC_____ +

F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line  F21=Override

```

Figure 47-2: Update Employer Codes screen

- 4 Complete the *Employer* field with the employer for whom you are creating the code.
- 5 Type **DRG** in the *Code type* field.
- 6 Type the value for the deduction reporting group, for example, **WCC**, in the *Code value* field.
- 7 Press Enter. The system displays the second Update Employer Codes screen.
- 8 Complete the fields on this screen as you normally would and press Enter.

### Setting Up a Deduction Reporting Group

Complete the following steps to update the Deduction Reporting Group (DRG) record:

- 1 From the Infinium PY main menu, select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Deduction Reporting Group*.

- Complete the prompt screen and press Enter. The system displays the screen shown in Figure 47-3.

```

4/14/06 10:34:28      Update Deduction Reporting Group  PYGMDR  PYDMDR

Employer . . . : JCP  THE GENERAL STORE
Ded. Report Group WCC  WORKER'S COMP

      X=Include
      Option  Employer  Group      Deduction Code
      -      -      -      -
      -      JCP      WCC      SFITW  SPECIAL FWT
      -      JCP      WCC      UNIO1  UNION DUES PLAN 1
      -      JCP      WCC      UNIO2  UNION DUES PLAN 2
      -      JCP      WCC      UNITD  UNITED WAY
      -      JCP      WCC      VPD1   CA VPD1
      X      JCP      WCC      WCC    WORKER'S COMP
      -      JCP      WCC      XGRLF  EXCESS GR LIFE
      -      JCP      WCC      125G   125G PRETAX
      -      JCP      WCC      3SICK  3RD PARTY SICK PAY
      -      JCP      WCC      401A   401 AFTER TAX
      -      JCP      WCC      401K   401K DEF COMP PLAN
      -      JCP      WCC      401KA  401K DEF COMP
      -      JCP      WCC      403B   403B DEF COMP PLAN
      -      JCP      WCC      408KG  408(K) (6) CONTRIB  +

F3=Exit  F10=Access

```

Figure 47-3: Update Deduction Reporting Group screen

- Type **X** in the *Option* field for Worker's Compensation.
- Press Enter to update the reporting group.

## Creating XML Information

You use the *Create ICESA/TIB-4 Unempl File* function to generate your XML document. You must specify certain information for New Mexico on the Create ICESA/TIB-4 Unempl File screens.

Complete the following steps:

- From the Infinium PY main menu, select *Tax Operations*.
- Select *Tax Liability Reporting (USA)*.
- Select *Unemployment Reporting*.
- Select *Create ICESA/TIB-4 Unempl File*. The system displays the first Create ICESA/TIB-4 Unempl File screen.



- 5 Specify the deduction reporting group in the *Deduction group* field.
- 6 Complete the remaining fields as you normally would and press Enter to advance to the second Create ICESA/TIB-4 Unempl File screen.
- 7 Use the information below to complete the fields on this screen.

*State specific (numeric) 1*

Type the state UI tax rate for this quarter. The New Mexico unemployment insurance tax rate is not required for 2012 and beyond.

*State specific (numeric) 2*

Type the tax amount due. The New Mexico tax amount due is not required for 2012 and beyond.

*State specific (numeric) 3*

Type the late report penalty for this quarter. The New Mexico late report penalty is not required for 2012 and beyond.

*State specific (numeric) 4*

Type the interest due. The New Mexico interest due is not required for 2012 and beyond.

*State specific (numeric) 5*

Type the late payment penalty that is due. The New Mexico late payment penalty due is not required for 2012 and beyond.

*State specific (numeric) 6*

Type the employer unit number.

*State specific (numeric) 7*

Type the amount due for the total payment. The New Mexico amount due for the total payment is not required for 2012 and beyond.

*State specific (alpha) 8*

Type the TRD Combined Reporting System Number.

- 8 Complete the remaining fields as you normally would.
  - 9 Press Enter. The system displays the Generate Unempl. XML Document – NM screen.
-

- 10 Type the document number to assign to the XML document in the *Document Number* field. The document number can be a sequence number you assign to the file, which should be one greater than the last file you submitted. You can use the default value of **YYYYMMDDHHMMSS** (current year, month, day, hour, minute, and second).
- 11 Press Enter.

## Verifying New Mexico XML Information

Complete the steps below to verify the New Mexico XML information.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *Unemployment Reporting*.
  - 4 Select *Display XML Document [DXDUS]*. The system displays the Display XML Document screen.
  - 5 Press Enter. The system displays a list of XML documents.
  - 6 Type **5** next to the New Mexico file.
  - 7 Verify that the document is correct.
-

## W-2 Reporting

New Mexico requires each employer to include in the electronic filing a CRS (Combined Reporting System) number. The CRS number is required on both the EF-W2 RS and EF-W2C RCS records.

The CRS number is defined by the state as 11 positions. For EF-W2 and EF-W2C processes, the leading zero is dropped because the location on the RS record for Other State Data contains only 10 positions.

To provide the CRS number you must use the Update Employer State Tax Info function. See the “Generating the W-2 File - Federal Format” chapter in the *Infinium PY US Year End Processing Guide* for details. You access the Update Employer State Tax Info screen shown below and enter the CRS number in *the Other State Info* field. Omit any leading zeros.

```

1/19/12 14:10:55      Update Employer State Tax Info      PYGMMRF      PYDMMRF

Employer . . . . : ZUS                      Tax Company. . . :
State . . . . . : MA

Employer Name . . SAMPLE US COMPANY
Location Address . . . . .
Delivery Address . . . . .
City. . . . .
State . . . . . NM +                      Zip. . . . .      Ext. ____

Employment Code. . . . _                    Term. Bus. Ind.. _ (1=Yes, 0=No)
Employer/Agent EIN . . . . .                Other EIN. . . . .
Agent Indicator Code . . . . .              Agent EIN. . . . .
Employer Unit Number . . . . .              Third Party. . . . .
Other State Info . . . . .                  Sick Pay Ind. .: _ (1=Yes, 0=No)
Foreign Postal Code. . . . .
Foreign St/Prov. . . . .
Country. . . . .
Tax Jurisdiction . . . . .
Tax Entity Code. . . . .                    Kind of Employer _

F3=Exit F10=Access F12=Previous F22=Delete

```

Figure 47-4: Update Employer State Tax Info screen

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	48-2
Unemployment (*U) Reporting	48-3
Disability (*D) Reporting	48-7
Locality (*L) Reporting	48-9
Wage Reporting	48-13
Reporting Allocated Wages for New York (*SNY) and Yonkers (*LYON) Non-residents	48-20
Tapes	48-22

---

## Deductions

Infinium PY supports the following tax deductions required by New York:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- State Disability Taxes (\*D)
- Local Withholding Taxes (\*LNYC, \*LYON)
- Reciprocity (\*U only for reciprocating states)

You must set up deduction codes and Deduction Control records for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

Infinium PY supports New York State Disability Insurance deductions. Employers may subscribe to a state, private, or self-insurance plan. For more information see “Disability (\*D) Reporting” on page 48-7.

---

# Unemployment (\*U) Reporting

## Specifying the Employer Tax ID

You must specify the Employer Tax ID on the \*U Deduction Control record to ensure that the correct information prints on the List Quarterly State Unemployment report.

The Employer Tax ID is an 8-digit account number assigned by the New York State Department of Labor.

You specify the Employer Tax ID in the *Employer Tax ID* field on the second screen of the \*U Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
- 5 Complete the required fields and press Enter to advance to the second Update Deduction Controls screen.
- 6 In the *Employer Tax ID* field, type the 8-digit account number assigned by the New York State Department of Labor. Left justify and zero-fill this number.

## Reporting

A report or form listing individuals is not required with the quarterly contributions report. Employers should run the List Quarterly State Unemployment Report and copy the information required to complete New York Form IA5.

---

New York does not allow quarterly filing by tape unless you are filing for 50 or more employers on one tape.

## Prompt Screen

Complete the following steps to access the List Qtr. State Unemployment prompt screen:

- 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 a screen like the one shown in Figure 48-1.

Infinium: List Qtr. State Unemployment (PY-363)

File Edit Tools Window Help

6/02/99 16:13:16 List Qtr. State Unemployment PYGTL50 PYDTL50

Employer . . . . . EHB -or- Employer Group. . . . .

State . . . . . NY Use \*U Data? . . . . . (0=No 1=Yes)

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

Print By Levels/BR (0->4,B) Print Negatives . . . . . (0=No 1=Yes)

Tax Company . . . . . Income Group. . . . .

Sta.\*U Tax Co.cde Sta.\*S Tax Co.cde

State Specific. . . . .

F3=Exit F4=Prompt F10=Access

Field Action: 5 Background Action: F12

Figure 48-1: List Qtr. State Unemployment screen

If you specify 0 (no) in the *Use \*U Data?* field, the system defaults to the \*S wage base.



## Sample Report

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

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	
8/14/00 13:03:01		PHB, INC.		EMPLOYER/TAX CO.TAX ID#: 04-1456780		*U RATE: 1.7500 %			
QUARTER ENDED 03/31/00		STATE OF NEW YORK		DEDUCTION TAX ID#.....: 12345678901		WAGE LIMIT 8,500.00			
TAX I.D. #	EMPLOYEE NAME HIRE DATE/TERM DATE	TOTAL GROSS WAGES	TOTAL SUTA WAGES	TAXABLE SUTA WAGES	EXCESS SUTA WAGES	EMPLOYER SUTA ACCRUED	TIPS	HRS WKD	WKS WKD
015-11-1486	ALLARD,GEORGE J 2/01/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
015-11-1494	BOLINDER,CHARLES R 7/01/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
015-11-1495	BURLME,RICHARD C 7/01/1993	2,010.04	2,010.04	2,010.04	.00	35.18	.00	40	1
015-11-1364	CAIN,LEO C 2/01/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
015-11-1448	CAPONI,CHRISTINA 2/01/1993	480.00	480.00	480.00	.00	8.40	.00	40	1
015-11-1450	CHADWICK,LORETTA A 2/01/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
015-11-1496	CLAUSON,HARVEY T 7/01/1993	320.00	320.00	320.00	.00	5.60	.00	40	1
019-38-2391	CORRIGAN,WRONG WAY 9/30/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
015-11-1380	DANA,LINCOLN C 2/01/1993	320.00	320.00	320.00	.00	5.60	.00	40	1
015-11-1497	DIXON,SCOTT 7/01/1993	1,002.12	1,002.12	1,002.12	.00	17.54	.00	40	1
015-11-1417	FLAGG,HAROLD W 2/01/1993	360.00	360.00	360.00	.00	6.30	.00	40	1
015-11-1428	FORTIN,RONALD R 2/01/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
015-11-1419	GAROFOLI,PETER L 2/01/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
015-11-1498	HAGUE,SHIRLEY 7/01/1993	400.00	400.00	400.00	.00	7.00	.00	40	1
357-29-5210	HOGWASH,HOLLY 6/01/1993	1,001.12	1,001.12	1,001.12	.00	17.52	.00	40	1
015-11-1499	KANDRACH,CHRISTINE 7/01/1993	1,001.37	1,001.37	1,001.37	.00	17.52	.00	40	1
016-98-3183	MISTAKE,DELIBERATE 4/02/1994	640.00	640.00	640.00	.00	11.20	.00	80	3
019-88-3258	NEWYORKER,NEW 1/02/2000	1,200.00	1,200.00	1,200.00	.00	21.00	.00	40	1
EMPLOYER TOTAL: 18		11,534.65	11,534.65	11,534.65	.00	201.86	.00		

# Disability (\*D) Reporting

Employers can provide coverage through the State Insurance Fund, private insurance, or self-insurance.

Employees contribute .5%, and the maximum weekly withholding is 60 cents.

You should run the *List Qtr. State Disability* function since employers must retain records and file reports required by the Worker's Compensation Board, Disability Benefits Bureau.

The code NYSDI and the amounts withheld are reported on Form W2.

The List Qtr. State Disability screen is shown below.

```
4/29/03 14:56:31      List Qtr. State Disability      PYGJC50  PYDJC50
Employer . . . . PHB +
State/Province . NY +
Year . . . . . ____
Quarter . . . . . 0 (0->4)
Print by Level 1? _ (0=No 1=Yes)
Print Negatives . _ (0=No 1=Yes)

Tax Company . . . ____ +
Sta.*D Tax Co.cde ____ +

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

Figure 48-2: List Qtr. State Disability screen

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

File . . . . . : PYTRQ095 Page/Line 1/2  
 Control . . . . . Columns 1 - 130  
 Find . . . . .  
 \*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3  
 PYGRQ095 PYTRQ095 Q U A R T E R L Y S T A T E D I S A B I L I T Y R E P O R T PAGE 1  
 6/09/03 12:09:50  
 EMPLOYER PHB DO NOT USE THIS FOR ANY TESTS EMPLOYER/TAX CO. TAX ID#: 04-1456780 Employee Rate: .5000  
Employer Rate: .0000  
 QUARTER ENDED 06/30/02 STATE OF NEW YORK Deduction Tax ID: 999999 Maximum Weekly Tax .60

TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYEE TAXABLE DIS. WAGES	EMPLOYEE DISAB. WITHHELD
-----				
EMPLOYER TOTAL:		.00	.00	.00
PYGRQ095 PYTRQ095 Q U A R T E R L Y S T A T E D I S A B I L I T Y R E P O R T PAGE 2				
6/09/03 12:09:50				
EMPLOYER PHB DO NOT USE THIS FOR ANY TESTS EMPLOYER/TAX CO. TAX ID#: 04-1456780 Employee Rate: .5000				
Employer Rate: .0000				
QUARTER ENDED 06/30/02 STATE OF NEW YORK Deduction Tax ID: 999999 Maximum Weekly Tax .60				

TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYEE TAXABLE DIS. WAGES	EMPLOYEE DISAB. WITHHELD
-----				

Display Spooled File

File . . . . . : PYTRQ095 Page/Line 2/17  
 Control . . . . . Columns 1 - 130  
 Find . . . . .  
 \*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...9...+...0...+...1...+...2...+...3  
 EMPLOYER TOTAL: .00 .00 .00  
 PYGRQ095 PYTRQ095 Q U A R T E R L Y S T A T E D I S A B I L I T Y R E P O R T PAGE 3  
 6/09/03 12:09:50  
 EMPLOYER PHB DO NOT USE THIS FOR ANY TESTS EMPLOYER/TAX CO. TAX ID#: 04-1456780 Employee Rate: .5000  
Employer Rate: .0000  
 QUARTER ENDED 06/30/02 STATE OF NEW YORK Deduction Tax ID: 999999 Maximum Weekly Tax .60

TAX I.D. #	EMPLOYEE NAME	TOTAL WAGES	EMPLOYEE TAXABLE DIS. WAGES	EMPLOYEE DISAB. WITHHELD
-----				
EMPLOYER TOTAL:		.00	.00	.00

## Locality (\*L) Reporting

Infinium PY supports locality (\*L) tax deductions for New York City and Yonkers.

### Forms

**Caution:** If you are not filing Quarterly State Wage information by magnetic tape, you must use New York's Form WT-4-B or an exact reproduction of this form. Each Form WT-4-B is sent out with a pre-printed employer identification number and legal name. New York does not accept substitutes for this form.

Since the printouts from the *Quarterly State Wage Forms* function do not match the positions on the state form, employers are strongly encouraged to use magnetic tape for filing purposes.

If you have a custom program that enables you to use the *Quarterly State Wage Forms* function, complete the *Tax Id Override* and *Pre Printed Forms* fields, described on the following page.

The *Quarterly State Wage Forms* prompt screen is shown below in Figure 48-3.

---

The screenshot shows a software interface for 'Quarterly State Wage Forms'. The window title is 'Infinium: DT Emulator Session: 1'. The menu bar includes 'File', 'Edit', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with several icons. The main area contains the following fields and options:

- Date: 10/10/96 15:11:25
- Title: Quarterly State Wage Forms
- Form IDs: PYGJC50 PYDJC50
- Employer: [ ] +
- Income Group: [ ] +
- State/Province: [ ] +
- Year: [ ]
- Quarter: [0] (0->4)
- Print Negatives: [ ] (0=No 1=Yes)
- Print annual info: [ ] (0=No 1=Yes)
- Use \*S?: [0] (0=No,1=Yes)
- Use \*U?: [0] (0=No,1=Yes)
- Tax Id. Override: [ ]
- Pre Printed Forms: [ ] (0=No 1=Yes)

At the bottom of the window, there are function key shortcuts: F3=Exit, F4=Prompt, and F10=Access. The status bar at the very bottom shows 'Field Action: 5' and 'Background Action: F12'.

Figure 48-3: Quarterly State Wage Forms screen

The following table explains how to complete the *Tax Id Override* and *Pre Printed Forms* fields.

Tax ID Override	Pre-printed Forms	Description
Blank	0 (No)	The default Tax ID number that comes from the *SNY Deduction Control record is printed.
Blank	1 (Yes)	No number or company name is printed.
Filled in	0 (No)	The override number and company name are printed.
Filled in	1 (Yes)	No number or company name is printed.

The following table provides three examples that explain how to complete the *Inc Group*, *Use \*S?*, and *Use \*U?* fields.

## Example 1

Field Prompt	Field Value	Description
<i>Inc Group</i>	Blank	The system uses the *U wage base. This amount is reported in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	1	If no *U record is found, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Filled in	The system separates regular and other earnings for reporting.

## Example 2

Field Prompt	Field Value	Description
<i>Inc Group</i>	Blank	The system uses the *U wage base. This amount is reported in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	1	If no *U record is found, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Blank	The system does not separate earnings for reporting.

## Example 3

Field Prompt	Field Value	Description
<i>Inc Group</i>	Filled in	The system reports earnings of the Income Reporting Group in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	0	If the employee was not paid income from the income reporting group, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Filled in	The system separates regular and other earnings for reporting.

**Example 4**

---

<b>Field Prompt</b>	<b>Field Value</b>	<b>Description</b>
<i>Inc Group</i>	Filled in	The system reports earnings of the Income Reporting Group in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	<b>0</b>	If the employee was not paid income from the income reporting group, the system sets the employee's gross wages to <b>0</b> for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Blank	The system does not separate earnings for reporting.

---

If the Q.T.D. Gross Wages amount is **0**, the system generates the forms as follows:

- The system does not report the employee for Quarters 1 through 3.
  - The system does not report the employee for Quarter 4 unless the employee has annual gross taxable wages for \*SNY.
-



## Wage Reporting

For quarterly wage reporting, the state requires employee wages to be split into regular earnings, such as a weekly salary, and other earnings, as defined by New York.

For annual wage reporting, the state requires two additional columns of information to be reported in the fourth quarter: *Annual Gross Taxable Wages* and *Annual Total Tax Withheld*. These columns print only when you select the fourth quarter by typing 4 in the *Quarter* field.

In addition, New York requires that wages reported to New York state for the fourth quarter equal the amount in the W-2 Box 1. You must complete the *Use Box 1 for NY?* field on the Create Quarterly Wage Tape File screen to ensure that the appropriate gross wages are in Box 1.

**Note:** Starting in 2019, New York requires the reporting of gross taxable wages and the total tax withheld for each quarter. The report includes Qtrly Gross Taxable Wages and Qtrly Total Tax Withheld columns if you run the report for 2019 or later. For 2019 or later, a value of 0 is required in the *Use Box 1 for NY?* field because the Box 1 data is retrieved from the W-2 work file, and quarterly information is not stored in that file. The \*FWT (federal withholding) wage base is always reported in the Qtrly Gross Taxable Wages column.

## Setup

To meet the state's wage reporting requirements, you must:

- 1 Set up separate income controls for each income defined as other earnings.
  - 2 Authorize employees to these incomes.
  - 3 Set up an income reporting group (IRG) for other earnings.
  - 4 Set up an income reporting group (IRG) for incomes that are considered taxable for federal withholding but are not considered taxable for New York.
  - 5 Specify a deduction reporting group (DRG) for deductions that are considered taxable for federal withholding but are not considered taxable for New York.
-

- 6 To complete these steps, you use the functions *Update Employer Codes*, *Update Income Controls*, *Update Income Data*, and *Update Income Reporting Groups*. For details, refer to the *Infinium Payroll Guide to Controls*.
- 7 You must use the following fields properly to ensure that the correct information appears on the Quarterly State Wages Report:
  - Income Group
  - Use \*S?
  - Use \*U?
  - Other Inc. Group

These fields are on the List Quarterly State Wages screen.

## List Quarterly State Wages Screen

Follow the steps below to complete the List Quarterly State Wages screen:

- 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 List Quarterly State Wages screen, shown in Figure 48-4.
-

```

1/19/12 21:50:53      List Quarterly State Wages      PYGJC50  PYDJC50

Employer . . . . . _ _ +
State/Province . _ _ +           Income Group . . _ _ _ +
Year . . . . . _ _             Quarter . . . . . _ (0->4)
Print by Level 1? _ (0=No,1=Yes)  Print Negatives . 0 (0=No,1=Yes)
Use *S ? . . . . . _ (0=No,1=Yes)  Use *U ? . . . . . _ (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 48-4: List Quarterly State Wages screen

- 5 Use the information below to complete the fields on this screen.

#### *State/Province*

You must type **NY** for New York wages to print on this report.

#### *Income Group*

Specify the appropriate income reporting group. The system uses the Employee Income (IE) records of all employees included in the income reporting group.

- If the \*U 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.
- You must include other wages in this income reporting group for the system to correctly split out regular and other wages.

#### *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.

*Use \*S?*

You must type **0** (No) in this field. The system does not allow you to use the \*S Wage Base for New York.

*Use \*U?*

The following table provides examples that explain how to use this field with the *Inc Group* and *Other Inc. Group* fields.

### Example 1

Field Prompt	Field Value	Description
<i>Inc Group</i>	Blank	The system uses the *U wage base. This amount is reported in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	1	If no *U record is found, the system sets the employee's gross wages to <b>0</b> for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Filled in	The system separates regular and other earnings for reporting.

### Example 2

Field Prompt	Field Value	Description
<i>Inc Group</i>	Blank	The system uses the *U wage base. This amount is reported in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	1	If no *U record is found, the system sets the employee's gross wages to <b>0</b> for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Blank	The system does not separate earnings for reporting.

## Example 3

Field Prompt	Field Value	Description
<i>Inc Group</i>	Filled in	The system reports earnings of the Income Reporting Group in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	0	If the employee was not paid income from the income reporting group, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Filled in	The system separates regular and other earnings for reporting.

## Example 4

Field Prompt	Field Value	Description
<i>Inc Group</i>	Filled in	The system reports earnings of the Income Reporting Group in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	0	If the employee was not paid income from the income reporting group, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Blank	The system does not separate earnings for reporting.

If the *Q.T.D. Gross Wages* amount is 0, the system generates the reports as follows:

- The system does not report the employee for Quarters 1 through 3.
- The system does not report the employee for Quarter 4 unless the employee has annual gross taxable wages for \*SNY

*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.

For 2019 or later, a value of **0** is required in this field because New York requires the reporting of gross taxable wages and the tax withheld for each quarter. The \*FWT (federal withholding) wage base is always reported in the Qtrly Gross Taxable Wages column.

#### *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.

Leave this field blank to use federal box 1 wages for New York. You must also type **1** in the *Use Box 1 for NY?* field.

#### *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.

Leave this field blank to use federal box 1 wages for New York. You must also type **1** in the *Use Box 1 for NY?* field.

#### *Other Inc. Group*

Specify an income reporting group used to report other Gross Wages (as defined by New York) for the quarter. You must complete this field whenever the employer has paid any employee other earnings.

The system reports other earnings in the *Q.T.D. Gross Wages* column and prints **0** in the *Code* column to designate other earnings.

---

The system lists *Q.T.D. State Wages* and *Q.T.D. State Tax*, which are not included on the tape. These figures are informational only.

Whenever an employee receives both types of wages, the system prints the first type of wages on one line and then prints an additional line with a series of dashes in the columns used for *Q.T.D. State Wages (\*S)* and *Q.T.D. State Tax (\*S)* for the earnings coded as **O**. For an example, refer to the income reported for Fred Silverman on the first sample report, shown on the next page.

The fourth quarter report also includes *Annual Gross Taxable Wages (\*S)* and the *Annual Total Tax Withheld (\*S, \*LNYC, and \*LYON)*. The system prints a series of dashes in those columns when dealing with other (O) wages. For an example, refer to the income reported for Kitty Kat on the second sample report, which contains fourth quarter information.

Complete the other fields on this screen as appropriate.

---

## Reporting Allocated Wages for New York (\*SNY) and Yonkers (\*LYON) Non-residents

Effective 1 January 2003, both New York state and the city of Yonkers require employers to track wages earned in New York and/or Yonkers for non-residents and to allocate and withhold taxes based only on earnings in New York and/or Yonkers. To track wages earned in New York and/or Yonkers for non-residents you must establish an override percent for the employee. The override percent represents the percentage of wages the employee expects to earn in New York or Yonkers. Follow the steps below to establish the override percent.

- 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. Press Enter.
  - 5 Select **\*SNY** or **\*LYON**. The system displays the first Update Employee Deduction Codes screen. Complete this screen and press Enter. The system displays the second Update Employee Deduction Codes screen similar to Figure 48-5.
-



```
6/07/06 15:27:53 Update Employee Deduction Codes PYGMDE PYDMDE
Employer . . . : ZUS SAMPLE US COMPANY 2 of 2
Employee . . . : 80005 ALAN N ACCURATE
Deduction . . . : *SNY 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 48-5: Update Employee Deduction Codes \*SNY screen

**6** Complete the *Override Pct* field as described below.

Type a value that identifies the percent of wages the employee expects to receive for work performed in the associated tax jurisdiction, if the employee is a nonresident. When calculating the tax, the system multiplies the accumulator wage base by the override percent to get a reduced wage base. The system then calculates the tax by using the reduced wage base. Applicable exemptions and deduction allowances are taken into account after the wage base has been reduced.

Leave this field blank or type **0** for residents or nonresidents where the correct percentage cannot be determined. When this field is blank or **0**, the system calculates tax by using the full accumulator wage base.

This field is only used for deductions \*SNY and \*LYON.

**7** Complete the remaining fields on this screen and press Enter.

## Tapes

New York wage tapes require a separate 1W record for regular wages and a separate 1W record for other wages.

When filing a Quarterly State Wages by tape, you must use the following fields properly to ensure that the correct information is reported on the Quarterly State Wages Tape:

- *Inc Group*
- *Use \*S?*
- *Use \*U?*
- *Transmitter EIN*
- *Season Employer*
- *Other Inc. Group*
- *Test Tape*

These fields are on the Create Quarterly Wage Tape File screen.

## Create Quarterly Wage Tape File Screen

For 2018 or prior, if you plan to use the employee's Box 1 wage base from the W-2 work file for the annual gross taxable wages, you must use the *Create W-2 Work Files* function before you use the *Create Quarterly Wage Tape File* function.

Follow the steps below to complete the Create Quarterly Wage Tape File screen:

- 1 From the Infinium PY main menu, select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *Wage Reporting*.
  - 4 Select *Create Quarterly Wage Tape File*. The system displays the prompt screen, shown in Figure 48-6.
-

```

1/19/12 21:53:53      Create Quarterly Wage Tape File      PYGTL50      PYDTL50
-----
Employer . . . . .  ___ +          Inc Group . . . . .  ___ +
Qtr. Wage Year . .  ___           Wage State . . . .  ___ +
Qtr for Wage Data  _             Qtr. Wage Seq . .  _
Use *S ? . . . . .  _ (0=No, 1=Yes)  Use *U ? . . . . .  _ (0=No, 1=Yes)
Use Box 1 for NY?  _ (0=No, 1=Yes)
NY Reduce by Inc.  ___ +          NY Reduce by Ded.  ___ +
Transmitter EIN .  _____      Season Employer .  _ (0=No, 1=Yes)
Transmitter Name.  _____
Street Address .   _____
City . . . . .     _____
State . . . . .    _             Zip . . . . .       _ _ _
Test Tape . . . .  @             Filing Entity . .  _
Tax Company . . .  ___ +          Other Inc. Group.  ___ +
Sta.*S ID code .  ___ +          Sta.*U ID code .  ___ +
NYC.*L ID code .  ___ +          YON.*L ID code .  ___ +

NOTE: Tape Work File will have -1- STATE'S Wage Tax Data

F3=Exit F4=Prompt

```

Figure 48-6: Create Quarterly Wage Tape File screen

These fields are used for Multiple Tax ID information:

- *Tax Company*
- *Sta \*S ID code*
- *NYC \*L code*
- *Other Inc. Group*
- *Sta \*U ID code*
- *YON \*L ID code*

Use the information below to complete this screen.

#### *Inc Group*

Specify the appropriate income reporting group. The system uses the Employee Income (IE) records of all employees included in the income reporting group.

If the \*U 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.

### *Use \*S?*

You must type **0** (No) in this field. The system does not allow you to use the \*S Wage Base for New York.

### *Use \*U?*

The following table provides examples that explain how to use this field with the *Inc Group* and *Other Inc. Group* fields.

### *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.

For 2019 or later, a value of **0** is required in this field because New York requires the reporting of gross taxable wages and the tax withheld for each quarter. The \*FWT (federal withholding) wage base is always reported in the Qtrly Gross Taxable Wages column.

### *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.

Leave this field blank to use federal box 1 wages for New York. You must also type **1** in the *Use Box 1 for NY?* field.

### *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.

Leave this field blank to use federal box 1 wages for New York. You must also type 1 in the *Use Box 1 for NY?* field.

#### *Transmitter EIN*

Enter a valid Transmitter EIN or Employer's NY identification number. You do not need to enter hyphens or spaces in the number. If this field is blank, the Employer Tax ID from the \*SNY deduction control record is used.

#### Example 1

Field Prompt	Field Value	Description
<i>Inc Group</i>	Blank	The system uses the *U wage base. This amount is reported in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	1	If no *U record is found, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Filled in	The system separates regular and other earnings for reporting.

#### Example 2

Field Prompt	Field Value	Description
<i>Inc Group</i>	Blank	The system uses the *U wage base. This amount is reported in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	1	If no *U record is found, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Blank	The system does not separate earnings for reporting.

## Example 3

Field Prompt	Field Value	Description
<i>Inc Group</i>	Filled in	The system reports earnings of the Income Reporting Group in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	0	If the employee was not paid income from the income reporting group, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Filled in	The system separates regular and other earnings for reporting.

## Example 4

Field Prompt	Field Value	Description
<i>Inc Group</i>	Filled in	The system reports earnings of the Income Reporting Group in the <i>Q.T.D. Gross Wages</i> column.
<i>Use *U?</i>	0	If the employee was not paid income from the income reporting group, the system sets the employee's gross wages to 0 for the quarter. See note at end of table.
<i>Other Inc. Group</i>	Blank	The system does not separate earnings for reporting.

If the *Q.T.D. Gross Wages* amount is 0, the system generates the reports as follows:

- The system does not report the employee for Quarters 1 through 3.
- The system does not report the employee for Quarter 4 unless the employee has annual gross taxable wages for \*SNY.

*Season Employer*

Type 1 (Yes) or 0 (No) to indicate whether the employer is seasonal. A seasonal employer does not anticipate activity during part of the year. If you type, the system reports on the 1E record.

### *Other Inc. Group*

Specify an income reporting group used to report regular and other Gross Wages (as defined by New York) for the quarter. You must complete this field whenever the employer has paid any employee other earnings.

The system reports other earnings in the *Q.T.D. Gross Wages* column and prints **O** in the *Code* column to designate other earnings.

Whenever an employee receives both types of wages, the system prints the first type of wages on one line and then prints an additional line with a series of dashes in the columns used for *Q.T.D. State Wages (\*S)* and *Q.T.D. State Tax (\*S)* for the earnings coded as **O**. For an example, refer to the income reported for Fred Silverman on the first sample report, shown on the next page.

The fourth quarter report also includes *Annual Gross Taxable Wages (\*S)* and the *Annual Total Tax Withheld (\*S, \*LNYC, and \*LYON)*. The system prints a series of dashes in those columns when dealing with other (O) wages. For an example, refer to the income reported for Kitty Kat on the second sample report, which contains fourth quarter information.

### *Test Tape*

Use the default **0** (No).

**Caution:** Negative amounts are not reported on the tape or the corresponding Quarterly Wage Tape Report for Tape Reporting. To see whether you have employees with negative amounts, run the *List Quarterly State Wages* function with (yes) in the *Print Negatives* field on the prompt screen.

When you generate the fourth quarter tape, the system produces separate 1W records if the employee received regular wages and other wages. The first 1W record reflects both quarterly and annual information. The second 1W record reflects quarterly information, and the annual information is zero-filled. If the system generates only one 1W record for an individual, that record reflects both quarterly and annual information.

---

## Notes



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	49-2
State (*S) Reporting	49-3

---

## Deductions

Infinium PY supports the following tax deductions required by North Carolina:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

Infinium PY supports these taxes with a tax table.

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# State (\*S) Reporting

## Setting Up Employer Information

You must specify the employer account number on the \*S Deduction Control record to ensure that the correct information prints on the List Quarterly State Wages report.

The state employer account number should be filled with your nine-digit NC Employer ID (Withholding account number). Left justify and blank fill this field.

**Note:** This number is now assigned as **600-----** or **300-----**. Older account numbers consist of a county code (first 3 positions) and file number (last 6 positions). In ordinary correspondence, older account numbers 002000234 and 101045678 may have been referred to as 2-234 and 101-45678. Be sure to send these as one nine-digit number with each part right-justified and zero-filled as appropriate. This number is also reported on the W-2 Form.

You specify the account number in the *Employer Tax ID* field on Page 2 of the \*S Deduction Control record.

To access this screen, complete the following steps:

- 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 and press Enter. The system displays Page 1 of Update Deduction Controls.
  - 5 Complete the required fields and press Enter to advance to Page 2 of Update Deduction Controls.
  - 6 In the *Employer Tax ID* field, type the account number including zeros in appropriate positions.
-

## Setting Up Employee Information

You must specify whether the employee is a seasonal or non-seasonal worker on the \*S and the \*U records.

Follow the steps below to complete the *Seasonal Code* fields.

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the first prompt screen.
- 4 Complete the required fields and press Enter. The system displays the second prompt screen.
- 5 Complete the required fields and press Enter. The system displays page 1 of the Update Employee Deduction Codes.
- 6 Complete the *Seasonal Code* field as follows:

### *Seasonal Code*

Specify whether the employee is seasonal or nonseasonal.

Valid values are:

- |          |  |
|----------|--|
| <b>N</b> | The employer is not deemed seasonal by the state.  |
|          | The employer is seasonal but this employee is not seasonal.  |
|          | Wages are being reported for this employee as seasonal employee during a non-seasonal period.      |
| <b>S</b> | Wages are reported for this employee as seasonal during the employer's designated seasonal period. |

## Creating the Unemployment Reporting File

You must include a remitter number when you generate the unemployment reporting file for North Carolina.

Follow the steps below to specify the remitter number.

---

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*
- 4 Select *Create EFW2 Unempl Work File*. The system displays the first screen.
- 5 Complete the required fields and press Enter. The system displays the Create EFW2 Unemployment File screen for North Carolina.
- 6 Complete the *Remitter Number* field.

**Note:** This field is no longer reported on the quarterly unemployment reporting file as of the 4th quarter of 2023 and can be left blank on the screen.

---

# Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	50-2
State Taxation	50-3
Unemployment Reporting	50-4

---

## Deductions

Infinium PY supports the following tax deductions required by North Dakota:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate part in the *Infinium Payroll Guide to Controls*.

---



# State Taxation

North Dakota does not have a state Form W-4 and uses the federal Form W-4 for withholding. North Dakota continues to use the pre-2020 federal W-4 for marital status and exemptions. For employee withholding based on the 2020 federal W-4, only the marital status is used from the W-4. The state implemented different withholding methods and tables based on pre-2020 and 2020 W-4 forms.

Complete the steps below for employees who have submitted a new W-4 form for 2020 or later:

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*.
- 4 Select an employer and employee on the prompt screen and press Enter.
- 5 Select the \*SND deduction and press Enter.
- 6 Complete the fields on the pages as you normally would.
- 7 In addition, for North Dakota, complete these fields:

*New W-4 Form?*

Specify yes for an employee who has submitted a new W-4 form for 2020 or later.

*Head of Household*

Specify yes if the employee claimed Head of Household on the W-4 form.

---

# Unemployment Reporting

Follow the steps below to create a quarterly unemployment reporting file for North Dakota.

- 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*. The first Create ICESA/TIB-4 Unempl File screen is displayed.
- 5 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” part of this guide. In addition, complete the following fields that are specific to North Dakota reporting requirements:

### *ICESA Format*

Use this field to specify whether you are using the ICESA format for unemployment reporting. Valid values are:

**0** or blank      Use the standard non-ICESA tape format.

**1**      Use the ICESA tape format.

- 6 Press Enter to advance to the second Create ICESA/TIB-4 Unempl File screen.
- 7 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” part of this guide. In addition, complete the following fields that are specific to North Dakota reporting requirements:

### *State specific (alpha) 1*

Specify whether you are submitting a tape or diskette. Valid values are:

**Blank**      Tape

**D**      Diskette

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	51-2
(*L) School District Tax	51-3
Unemployment (*U) Reporting	51-7
Reporting Files	51-9
W-2 Reporting	51-13

## Deductions

Infinium PY supports the following tax deductions required by Ohio:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- State Disability Taxes (\*D)
- Local Withholding Taxes (\*L School District Taxes)
- Reciprocity (\*U)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## (\*L) School District Tax

You must provide the following information on the \*L Deduction Control record to set up the School District Tax:

- Reporting Code
- State Code
- Deduction
- Method
- Deduction Amount or Extension %, depending on the Method
- Tax Type Code

You specify this information on the first page of the \*L Deduction Control record.

To access this page, complete the following steps:

- 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 page.
- 4 Complete the prompt page.

You must set up a deduction for each school district. Then you must assign the proper district number to employees when adding or updating each individual. A deduction can have only five characters. Therefore, \*L999 is the limit for the deduction name.

- 5 Press Enter to advance to the first Update Deduction Controls page.

### Using Method 1 (Flat Amount)

If you specify Method 1 (Flat Amount) on the prompt page, the system displays the first Update Deduction Controls page shown in Figure 51-1.

---

```

4/24/02 17:08:39      Update Deduction Controls      PYGMDC      PYDMDC
                                           Page 1 of 3
Employer . . . . : PHB  PHB, INC.CCCCCCCCCCCCCCCCCC
Deduction . . . . : *L735
Method . . . . . : 1 Flat Amount      Reporting Code . 9735
Description . . . : OHSD 9735          State Code . . . OH +
Priority . . . . . : 55                 Starting Date . .
Summ. Code . . . : 41 +                Ending Date . . .
Frequency . . . . : 8                  Must Take . . . . 1 (0=No 1=Yes)
                                           Limit Group . . . +
-----
                          Employee Data
-----
Limit Type . . . . -                    Limit Amount . .
Deduction Type . 3                      Direct Deposit . 0 (0=No 1=Yes)
Arrears Type . . 3                      Arrears Recovery. 1
Arrears Amount. .                       Arrears Percent .
Deduction Basis . -                     Deduction Matrix. +
Deduction Amount. 3.00                 Matrix Column . . +
Deduction Factor.                       Matrix Row . . . +
Tax Type 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-5-00000-000-0250 +
F3=Exit F4=Prompt F10=Access F12=Previous F22=Delete

```

Figure 51-1: Update Deduction Controls, Page 1 of 3 (Method 1)

Complete the following fields as instructed:

*Reporting Code*

Type the 4-digit number that represents the school district.

*State Code*

Type **OH**. If you complete this field, you must specify a Reporting Code, which is reported as an Ohio school district.

*Deduction*

Set up the deduction as a \*L tax.

*Deduction Amount*

The amount specified is used if no amount is entered on the employee deduction record and the *Deduction Basis* field is blank.

*Tax Type Code*

Specify the type of locality deduction.

- C** City Income Tax
- D** County Income Tax

- E School District Tax
- F Income Tax

## Using Method 3 (Amount Extension)

If you specify Method 3 (Amount Extension) on the prompt page, the system displays the first Update Deduction Controls page shown in Figure 51-2.

6/26/12 21:38:45	Update Deduction Controls	PYGMDC	PYDMDC
			Page 1 of 4
Employer . . . .	JCP THE & GENERAL STORE		
Deduction . . . .	*L567		
Method . . . . .	3 Amount Extension	Reporting Code .	4567
Description . . . .	<u>OHSD 4567</u>	State Code . . . .	<u>OH</u> +
Priority . . . . .	<u>55</u>	Starting Date . . . .	_____
Summ. Code . . . .	<u>41</u> +	Ending Date . . . . .	_____
Frequency . . . . .	<u>8</u>	Must Take . . . . .	<u>1</u> (0, 1, 2, 3)
Accumulator . . . .	<u>xGROS</u> +	Limit Group . . . . .	_____ +
Employee Data			
Deduction Type . .	<u>3</u>	Direct Deposit . .	<u>0</u> (0=No 1=Yes)
Limit Type . . . .	<u>-</u>	Limit Amount . . . .	_____
Arrears Type . . .	<u>3</u>	Arrears Recovery .	<u>1</u>
Arrears Amount . .	_____ .00	Arrears Percent . .	_____ .0000
Deduction Basis . .	<u>-</u>	Deduction Matrix .	_____ +
Deduction Amount .	_____	Matrix Column . . .	_____ +
Deduction Factor .	_____	Matrix Row . . . . .	_____ +
Extension % . . . .	<u>1.0000</u>	Tax Type Code . . .	<u>C</u>
Payables related .	<u>0</u> (0=No 1=Yes)	401K-Pro ER/Lim?.	<u>0</u> (0, 1, 2)
Allow Pay Msg? . .	<u>0</u> (0=No 1=Yes)	401K-Pro ER Arr?.	<u>0</u> (0, 1, 2)
Deduction Account	<u>PHB-5-00000-000-0250</u>		_____ +
F3=Exit F10=Access F12=Previous F22=Delete			

Figure 51-2: Update Deduction Controls screen 1 (Method 3)

Complete the following fields as instructed:

### Reporting Code

Type the 4-digit number that represents the school district.

### State Code

Type OH. If you complete this field, you must specify a Reporting Code, which is reported as an Ohio school district.

### Deduction

Set up the deduction as a \*L tax.

*Extension %*

Specify the default percentage for the employee's contribution (for example, 50 = 50.0000%).

*Tax Type Code*

Specify the type of locality deduction.

- C**      City Income Tax
- D**      County Income Tax
- E**      School District Tax
- F**      Income Tax

### Using Custom Calculation Programs

If you want to calculate the amount of Ohio School District Taxes to be withheld based on a number of exceptions, you must use a custom calculation program.

To use a custom calculation program, you must set up the deduction as a Method 5.

---



# Unemployment (\*U) Reporting

## Specifying the Employer Tax ID

You must specify the Employer Tax ID on the \*U Deduction Control record to ensure that the correct information prints on the Quarterly State Unemployment report.

The Employer Tax ID is a 10-digit number shown on the Employer's Report of Wages (Form UCO-2QR or UCO-2QRR). The report and tape generated by the *Create ICESA/TIB-4 Unempl File* function show the number right justified and zero filled. The List and Forms functions show the number as it appears on the Deduction Control record.

You specify the Employer Tax ID in the *Employer Tax ID* field on the second page of the \*U Deduction Control record.

To access this page, complete the following steps:

- 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 page.
- 4 Complete the prompt page and press Enter. The system displays the first Update Deduction Controls page.
- 5 Complete the required fields and press Enter to advance to the second Update Deduction Controls page.
- 6 In the *Employer Tax ID* field, type the 10-digit number shown on the Employer's Report of Wages.

## Reporting

Complete the following steps to access the List Qtr. State Unemployment prompt page:

---

- 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 a page like the one shown in Figure 51-3.

Infinium: List Qtr. State Unemployment (PY-363)

File Edit Tools Window Help

6/02/99 16:13:16 List Qtr. State Unemployment PYGTL50 PYDTL50

Employer . . . . . EHB ↕ -or- Employer Group. . . . . ↕

State . . . . . OH ↕ Use \*U Data? . . . . .  (0=No 1=Yes)

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

Print By Levels/BR  (0->4,B) Print Negatives . . . . .  (0=No 1=Yes)

Tax Company . . . . . ↕ Income Group. . . . . ↕

Sta.\*U Tax Co.cde ↕ Sta.\*S Tax Co.cde ↕

State Specific. . . . . ↕

F3=Exit F4=Prompt F10=Access

Field Action: 5 Background Action: F12

Figure 51-3: List Qtr. State Unemployment page

If you specify 0 (no) in the *Use \*U Data?* field, the system defaults to the \*S wage base.

---

# Reporting Files

Follow the steps below to create a quarterly unemployment reporting file for Ohio.

- 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*. The first Create ICESA/TIB-4 Unempl File page is displayed.
- 5 Complete the page according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields that are specific to Ohio reporting requirements:

*Contact name, Contact tel. #*

Type a contact name and telephone in case there are problems processing the tape.

*Transmitter EIN*

Type the 9-digit federal employer identification number for the organization submitting the tape.

*ICESA Format*

Use this field to specify whether you are using the ICESA format for unemployment reporting. Valid values are:

**0** or      Use the standard non-ICESA tape format.  
blank

**1**            Use the ICESA tape format.

- 6 Press Enter to advance to the second Create ICESA/TIB-4 Unempl File page.
  - 7 Complete the page according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields that are specific to Ohio reporting requirements:
-

*State specific (alpha) 1*

Type **Y** if you are making a payment, or leave blank or type **N** if you are not.

*State specific (alpha) 3*

Type the 3-digit Plant Code. If the Plant Code has not been assigned, type 3 zeros.

*State specific (alpha) 4*

Type the 10-digit Third Party Administrator ID if the transmitter has been assigned a number from the Unemployment Compensation Division. This number always begins with the digit 6.

*State specific (numeric) 1*

Type the state UI tax rate for this quarter.

*State specific (numeric) 2*

Type the state quarterly contribution due.

*State specific (numeric) 4*

Type the interest due.

*State specific (numeric) 5*

Type the penalty due.

*State specific (numeric) 7*

Type the total payment due.

*Entity Trans/Auth No*

Type in tape transmitter batch number.

*Blocking Format*

Type **25** for the blocking format.

*Label*

Type **NL** so that the system uses no label for the tape, as required by Ohio.

**8** Press Enter.

---

If you specify yes in the *State specific (alpha) 1* field on the first Create ICESA/TIB-4 Unempl File page, the Ohio Unemployment Payment page is displayed.

```
6/18/11 10:56:51      Ohio Unemployment Payment      PYGQUTPS  PYDQUTPS

Name on Account . _____
Account Number. . _____
ACH Routing No. . _____
Account Type. . . _ (1=Savings 2=Personal Checking 3=Corporate Checking)
Payment Amount. . _____

F3=Exit F12=Cancel
```

Figure 51-4: Ohio Unemployment Payment page

Complete the information on the page.

*Name on Account*

Type the name that appears on the bank account.

*Account Number*

Type your bank account number.

*ACH Routing No*

Type the ACH routing number of your bank account.

*Account Type*

Specify the account type. Valid values are:

- 1**            The account is a savings account.
- 2**            The account is a personal checking account.
- 3**            The account is a corporate checking account.

*Payment Amount*

Type the total amount that is being paid. This must be a non-negative value.

9 Press Enter.

## Reporting a third-party administrator ID

For reporting for 2011 and beyond, the *Third Party Admin ID* field, TPAID, in the quarterly unemployment reporting file, PYPQUT, record A is updated with zeros, when the State Employer Account Number (SEAN) has a value in the \*UOH deduction record. The SEAN number is located on the second page of the *Update Deduction Controls* function in the *Employer Tax ID* field.

---

## W-2 Reporting

The following information is required for reporting school district taxes on the state W-2 forms:

<b>Box</b>	<b>Information</b>
Box 18	Local wages, tips, etc., representing the Taxable Wages per school district.
Box 19	Local Income Tax representing the withheld school district tax per school district.
Box 20	Locality Name – <b>SD</b> followed by a minimum of four alpha/numeric characters representing the School District number.

---

# Notes



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	52-2
Quarterly Unemployment Reporting	52-3
Quarterly Unemployment Reporting Files	52-4
W-2 Reporting	52-5

---

## Deductions

Infinium PY supports the following tax deductions required by Oklahoma:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Quarterly Unemployment Reporting

For quarterly unemployment reporting, effective for the third quarter of 2011, Infinium PY complies with Oklahoma requirements to replace all special (non-letter) characters in the employee's first and last name with blanks on the S record.

Examples of special characters include ampersands (&), dashes (-), hyphens (-), apostrophes (').

The requirement does not apply to the employee's middle name as only the middle initial is included on the S record.

---

## Quarterly Unemployment Reporting Files

Follow the steps below to create a quarterly unemployment reporting file for Oklahoma.

- 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*. The first Create ICESA/TIB-4 Unempl File screen is displayed.
- 5 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following field that are specific to Oklahoma reporting requirements:

### *ICESA Format*

Specify whether you are using the ICESA format for unemployment reporting. Valid values are:

**0 or blank** Use the standard non-ICESA tape format.

**1** Use the ICESA tape format.

- 6 Press Enter to advance to the second Create ICESA/TIB-4 Unempl File screen.
- 7 Complete the screen according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields that are specific to Oklahoma reporting requirements:

### *State specific (numeric) 1*

Type the state unemployment insurance tax rate for this quarter.

### *State specific (numeric) 2*

Type the state quarterly taxes due.

- 8 Press Enter.
-

## W-2 Reporting

Oklahoma uses federal electronic filing W-2 (EFW2) reporting formats except for the RS and RV records. Oklahoma has a state-specific format for these records.

Oklahoma requires that the state withholding (WTH) account number be reported on the RS record. This information should be entered for the \*SOK deduction in the *Employer Account Number* field on page 2 of the *Update Deduction Controls* function.

Oklahoma provides the following example, with a required 15-character format: **WTH-nnnnnnnn-01**

---

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	53-2
Unemployment (*U) Reporting – Federal Format	53-3
W-2 Reporting	53-4

---

## Deductions

Infinium PY supports the following tax deductions required by Oregon:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)
- Employee Statewide Transit Tax

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

You must set up the Employee Statewide Transit Tax deduction code to start with an asterisk (\*) so that is included in the Tax Liability Report.

---



# Unemployment (\*U) Reporting – Federal Format

Oregon requires the quarterly reporting to include the state tax withheld and to include only employees who have unemployment wages to report for Oregon in the reporting files.

Infinium PY supports the tape filing specifications stipulated by Oregon for the Quarterly Unemployment Reporting file. Oregon employers must track hours worked for an employee.

To include employees who have unemployment wages to report and to enter hours worked information for unemployment reporting in Oregon.

- 1 From the Infinium PY main menu, select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Create EFW2 Unempl Work File*. The Create EFW2 Unempl Work File screen is displayed.
- 5 Complete the screen according to the instructions in the “Quarterly Unemployment Reporting Using the Federal Format” chapter of this guide.

In addition, complete these fields that are specific to Oregon reporting requirements:

#### *User \*U Data?*

Specify yes to include only employees who have Oregon unemployment to report.

#### *Hours Worked IRG*

Specify the income reporting group to be used to calculate the hours worked for the quarter. If you specify yes in *Use \*U Data*, you do not need to complete this field.

---

## W-2 Reporting

As of tax year 2019, Oregon requires the statewide transit tax withheld on the W-2 form, using the label ORSTT W/H.

To report the transit tax withheld on the W-2 form, complete the steps below.

- 1 From the Infinium PY main menu, select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *W-2 Reporting*.
- 4 Select *Create W-2 Work Files*. The Create W-2 Work Files screen is displayed.
- 5 Complete the screen according to the instructions in the “Creating W-2 Work Files” chapter of this guide.
- 6 In addition, complete the field that is specific to Oregon reporting requirements:

### *OR Transit Tax*

Type the code value that identifies the deduction reporting group that represents the Oregon Statewide Transit Tax.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	54-2
Unemployment Reporting	54-3
Locality (*L) Reporting	54-7

## Deductions

### Required

Infinium PY supports the following tax deductions required by Pennsylvania:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Local Withholding Taxes (\*L)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Unemployment Reporting

## Reporting Base Weeks Information

Standard Infinium processing for calculating the number of weeks worked compares the unemployment wage base for a check against the minimum weekly wage limit. When the employee wage base is larger than this minimum, the weeks worked are increased for the quarter in which the period end-date of the check falls.

If your employer uses a pay week that does not match the one defined by the state, and/or if you routinely have checks that are paid in one quarter but must be recorded in one or more other quarters for unemployment reporting purposes, you must use a custom exit program to perform your own calculations.

You access the custom program through a field, *\*U Custom Wks/HRs*, on the third Employer Control screen. When you enter a program name in this field, the posting programs call the custom program before updating the state specific weeks and hours worked fields instead of performing the standard Infinium calculations.

Follow the steps below to indicate you are using a custom program.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Employer Controls*. The system displays the Employer Controls prompt screen.
  - 4 Complete the prompt screen.
  - 5 Press Enter twice to display the third Employer Controls screen.
  - 6 Type the name of the custom program in the *\*U Custom Wks/Hrs* field. Infinium supplies you with a sample custom program, PYGDUEX1.
-

## Unemployment File

For fourth quarter 2012 reporting and beyond, the *Create ICESA/TIB-4 Unempl File* function creates the Employee Wage Report in the ICESA format and the Employer Tax Report in tab-delimited format. You must type 1 in the *ICESA Format* field described below when you run the *Create ICESA/TIB-4 Unempl File* function to create the reporting file, PYPQUT, in the ICESA format.

The Employer Tax Report is created in the IFS under the PYUSXML directory with the name: FTP\_UC2\_number\_TAB.TAB, where *number* is either the state employer unemployment account number, a third-party administration ID, or the Transmitter EIN if you are including multiple tax companies in a single reporting file.

**Note:** Effective as of the 4th quarter of 2019, we no longer create a TAB-delimited file for Pennsylvania because the state no longer accepts the file. All data is now written to the ICESA-formatted file, PYPQUT.

Complete these steps to create the unemployment 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.
- 5 Complete this screen as described in the “Generating Quarterly Unemployment Tapes for TIB and ICESA Formats” chapter in this guide.
- 6 Additionally, complete the information below that is specific to Pennsylvania.

### *Contact name*

Type a contact name in this field in case there are problems processing the file.

### *Contact tel #*

Type the telephone number of the contact person in this field in case there are problems processing the file.

### *Transmitter name, Street address, City, State, Zip*

Enter the return name and address information.

---

### *Transmitter EIN*

For Pennsylvania, type the employer tax identification number for the organization submitting the tape.

### *Tape file run type*

Use this field to record quarterly unemployment records on one file for multiple employers or for multiple tax companies within one employer. Otherwise, leave this field blank. Valid values are:

blank	You are running the file for only one employer.
IN	For the first employer whose records are to be included on the file.
AD	For an additional employer whose records are to be included on the file.
FN	For the last employer whose records are to be included on the file.

You must run the *Create ICESA/TIB-4 Unempl File* function for each employer or multi-tax company.

### *ICESA Format*

For reporting for the fourth quarter of 2012 or later, use this field to specify that you are using the ICESA format for unemployment reporting. Valid values are:

0 or blank	For the standard non-ICESA format
1	For the ICESA format

Pennsylvania requires the ICESA format for reporting for the fourth quarter of 2012 or later.

- 7 Press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
  - 8 Complete this screen as described in the “Generating Quarterly Unemployment Tapes for TIB and ICESA Formats” chapter in this guide.
  - 9 Additionally, complete the information below that is specific to Pennsylvania.
-

***State specific (alpha) 1***

Type **1** if the reporting file is amended; otherwise, leave this field blank.

If you type **1** in this field, the value **AMENDED** is written to positions 141-153 of the Transmitter A record; otherwise, the value **ORIGINAL** is written. Pennsylvania requires that all employees are included in amended files, not just the employees who need to be amended.

***State specific (alpha) 2***

Type **1** to indicate that you are a Reimbursable Financial Method employer and must report zero unemployment taxable wages for the quarter. If not, then leave blank. The Quarterly Unempl Report shows the total amount of taxable SUTA wages; the electronic files have zeros in the totals for taxable SUTA wages when **1** is entered.

***State specific (alpha) 3***

Type the Plant Code.

***State specific (alpha) 4***

Type the Third Party Administrator Number if you are including multiple tax IDs in a single reporting file. To include multiple tax IDs in a single reporting file, you must enter a value in the *Tape file run type* field on the previous page.

**Note:** Effective as of the 4th quarter of 2019, this field is no longer required. This number was used only in the creation of the TAB-delimited file, which Pennsylvania no longer requires.

***State specific (alpha) 5***

Leave this field blank. Pennsylvania requires that all employees are included in amended files, not just the employees who need to be amended.

***State specific (alpha) 8***

Enter the title of the individual responsible for the accuracy and completeness of the file.

**10** Press Enter.

---



# Locality (\*L) Reporting

## Locality tax withholding

Resulting from Act 32 enacted by the Pennsylvania legislature, employers must withhold locality taxes at either the resident rate of where their employees live or the non-resident rate of where the employee's employers are located, depending on which rate is higher.

To set up local tax withholding, you complete these tasks:

- 1 Set up employer codes for code type LCN by using the *Update Employer Codes* function.

Refer to the Infinium *PY Guide to Controls* for more information on setting up the employer codes.

- 2 Create tax tables for the Pennsylvania locality taxes by using the *Update USA Locality Tax* function.

You must create tax tables for all of your employees' work and home localities. Type the PSD code for the locality in the *Misc./Other ID* field on the tax table. The locality code on the tax table must match the name of the employer code that you create for code type LCN.

- 3 Set up deduction controls by using the *Update Deduction Controls* function. Create deductions that match the tax tables that you create.
  - Specify method 4 (taxing method) for the deduction method.
  - The name of the deduction must be \*L followed by up to three characters that represents the name of the tax table. For example, if you create a tax table for Avondale named **AVO**, the deduction code must be named **\*LAVO**.
  - Enter **PYGDCUSL** in the *Custom Program* field on page 4 of the deduction control shown below. Do not enter **PYGDCUSL** on the \*LPHI deduction for the Philadelphia tax table.

Refer to the Infinium *PY Guide to Controls* for more information on setting up the deduction control.

---

```
12/29/11 16:02:28      Update Deduction Controls      PYGMDC      PYDMDC
                                                                    Page 4 of 4
Employer . . . . : ZUS      SAMPLE US COMPANY
Deduction . . . . : *LAVO    AVONDALE LOCAL TAX

Use Tax Base From _____
Suppress From W-2 @ (0=No 1=Yes)

Custom Program . PYGDCUSL

F3=Exit F10=QuikAccess F12=Cancel
```

Figure 54-1: Update Deduction Controls page 4

- 4 Use the *Update Deduction Data* function to authorize the employees to their home and work locality deductions.

Refer to the Infinium *PY Guide to Processing* for more information on using the *Update Deduction Data* function to authorize employees to deductions.

- 5 Use the *Update Payroll Data (USA)* function to specify your employees' home and work localities in the *Current Misc. Loc.* and *Home Misc. Loc.* fields.

## Reporting locality information on W-2 forms

When you use the *Print W2 Forms & Register* function to generate your W-2 forms, type **1** in the *Summarize by TCD?* field on the Print W2 Forms & Register submission page to summarize all taxes the employee paid in one tax collection district into one line item on the W-2 form. If you specify to summarize the data, the two-digit tax collection district (the first two digits of the employee's PSD code) is printed in Box 20 of the W-2 form. If you specify not to summarize the data, one line item for each PSD code associated with the employee and the entire six-digit PSD code is printed in Box 20.

**Note:** As of tax year 2018, Pennsylvania requires both the employee's work PSD code and the tax collection district where taxes are remitted (if local taxes are remitted to one tax collection district) on the W-2 form. As a result, the system requires a value of **0** in this field if you enter **2018** or greater in the

*Year* field. If you remit local taxes to one tax collection district, enter the tax collection district in the *PSD Code* field when using the *Update Employer State Tax Info* function.

Use the *Sort by PSD Code?* field in the *Print W2 Forms & Register* function to sort the locality taxes by PSD code for an employee. Type 1 in this field if you have Pennsylvania locality deductions that are subject to Act-32 reporting requirements. This ensures that all local taxes that have the same TCD code are combined into one line item on the W-2 form when you enter 1 in the *Summarized by TCD?* field.

### Assigning an employer a PSD code for consolidated reporting

For reporting for 2012 and beyond, the employee's work PSD code is printed on the W-2 form if you are not using consolidated reporting.

If you remit all of your locality taxes to one tax collector and, therefore, use consolidated reporting, you can assign an employer the PSD code of the tax collection district (TCD) where payments were remitted. You use the *PSD Code* field in the *Update Employer State Tax Info* function to assign an employer the PSD code.

**Note:** As of tax year 2018, Pennsylvania requires both the employee's work PSD code and the tax collection district where taxes are remitted (if local taxes are remitted to one tax collection district) on the W-2 form.

Complete these steps to assign an employer a PSD code:

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
  - 4 Select *Update Employer State Tax Info* [PYYEB155]. The system displays the Update Employer State Tax Info employer selection page.
  - 5 Specify the employer or tax company for whom you are processing W-2 forms and specify **PA** as the state.
  - 6 Press Enter. The system displays the Update Employer State Tax Info page shown below.
-

```

1/19/12 23:42:44 Update Employer State Tax Info PYGMMRF PYDMMRF
New Record
Employer . . . . : ZUS Tax Company. . . :
State . . . . . : PA

Employer Name . . _____
Location Address . . . _____
Delivery Address . . . _____
City. . . . . _____
State . . . . . _ + Zip. . . . . _____ Ext. _____

Employment Code. . . . _ Term. Bus. Ind.. _ (1=Yes, 0=No)
Employer/Agent EIN . . _____ Other EIN. . . . _____
Agent Indicator Code . _ Agent EIN. . . . _____
Establishment Number . _____ Third Party. . . _____
Other State Info . . . _____ Sick Pay Ind. . : _ (1=Yes, 0=No)
Foreign Postal Code. . _____
Foreign St/Prov. . . . _____
Country. . . . . _
Tax Jurisdiction . . . _ PSD Code . . . : _____
Tax Entity Code. . . . _____ Kind of Employer _

F3=Exit F10=Access F12=Previous F22=Delete

```

Figure 54-2: Update Employer State Tax Info page

- 7 Complete this screen as described in the *Infinium PY Guide to US Year End Processing*. In addition, use the information below to assign the PSD code.

#### PSD Code

If you file your local taxes with one tax collection district, enter the PSD code for that tax collection district in this field, or you can enter just the tax collection district (the first 2 characters of the PSD code).

- 8 Press Enter.

### Printing the employer's PSD code on W-2 forms

If you remit all locality taxes to one tax collection district, you can use the *PA PSD Code Source* field in the *Create W-2 Work Files* function to print the employer's PSD code instead of the employee's work PSD codes on the W-2 forms.

Complete these steps to print the employer's PSD code on W-2 forms:

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting (USA)*.
- 3 Select *W-2 Processing*.

- 4 Select *Create W-2 Workfiles* [W2WORKFILE]. The system displays the first Create W-2 Work Files screen.
- 5 Complete this screen as described in the *Infinium PY Guide to US Year End Processing*.
- 6 Press Enter. The system displays the second Create W-2 Work Files screen shown below.

```

1/19/12 23:42:02          Create W-2 Work Files          PYGW2PS  PYDW2PS
                                     Page 2 of 2
Employer . . . : ZUS          -or-          Employer Group :

Box 13 3PSP . . .  _____ +          Box 14 Deduct 1 .  _____ +
Box 14 Income 1 .  _____ +          Box 14 Deduct 2 .  _____ +
Box 14 Income 2 .  _____ +          Box 14 Deduct 3 .  _____ +
Box 14 Income 3 .  _____ +          Box 14 Deduct 4 .  _____ +
Box 14 Income 4 .  _____ +          Box 14 Deduct 5 .  _____ +
Box 14 Income 5 .  _____ +          Box 14 Deduct 6 .  _____ +
Box 14 Income 6 .  _____ +          Box 14 408 (p) . .  _____ +
Box 14 IMA . . . .  _____ +          Box 14 NJUHCWDP .  _____ +
Box 14 User 1 . . .  _____          Box 14 NJ PPlan .  _____ +
Box 14 User 2 . . .  _____          Box 15 NJ FMLA . .  _____ +
Box 14 KPER . . . .  _____ +          Box 14 ILMSA . . .  _____ +
Box 14 WI WEIC . .  _____ +          Box 14 CAVPDI . .  _____ +
Kentucky Taxes. .  _____ +          TIB-4 Fringe. . .  _____ +
Kentucky Tax 1. .  _____ +          M.Q.G.E. Deduct .  _____ +
Kentucky Tax 2. .  _____ +          MA Retire. Contr.  _____ +
Kentucky Tax 3. .  _____ +          Show Puerto Rico?  1 (0, 1, 2)
Kentucky Tax 4. .  _____ +          PA PSD Code Source    (1, 2)

F3=Exit F4=Prompt F10=Access F12=Cancel
    
```

Figure 54-3: Create W-2 Work Files page 2

- 7 Complete this screen as described in the *Infinium PY Guide to US Year End Processing*. In addition, use the information below to specify the source for the PSD code.

**PA PSD Code Source**

For Pennsylvania employers, specify what the system should use for the Pennsylvania PSD code that is entered in the W-2 work file. Valid values are:

- 1 Use the PSD code from the locality tax table (\*L) that is associated with the *Employees Current Misc Loc* entry (work locality) on the payroll data record. Use the PSD code from the *Current Misc Loc* tax code for all locality taxes the employee is authorized to for Pennsylvania. You enter the PSD code in the *Misc Other ID* field on the locality tax table.

- 2 Use the PSD code that is entered for the employer in the *Update Employer State Tax Info* function. This represents the PSD code of the tax collection district where the payments are remitted.

**Note:** If an employee worked in more than one locality during the year, only the latest work PSD code for the employee is printed on the W-2 form. Use the *Correct W-2 Data* function to assign the additional locality work PSD codes to the employee if needed.

**Note:** As of tax year 2018, Pennsylvania requires both the employee's work PSD code and the tax collection district where taxes are remitted (if local taxes are remitted to one tax collection district) on the W-2 form. As a result, the system requires a value of 1 in this field if you enter 2018 or greater in the *Year* field. If you remit local taxes to one tax collection district, enter the tax collection district in the *PSD Code* field when using the *Update Employer State Tax Info* function.

- 8 Press Enter.
-

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	55-2
State *S Reporting	55-3
Unemployment *U Reporting	55-8
Tracking Exempt Wages for Young Employees Eligible for the Youth Exemption	55-10

---

## Deductions

Infinium PY supports the following tax deductions required by Puerto Rico:

- Withholding Taxes (\*S)
- Unemployment Taxes (\*U)
- Disability Taxes (\*D)
- Supplemental
- Reciprocity (\*U only)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



---

# State \*S Reporting

## Setting Up Employee Information for Commissioned Employees

To process \*SPR deductions for commissioned employees using an alternate calculation method, you must indicate in the *User Defined* field on the Employee Deduction Authorization record that the employee is commissioned.

To make changes to the employee deduction, complete the following steps:

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen with a list of all the employee's deductions.
- 5 Type 2 (Change) in the *Opt* field for \*SPR and press Enter. The system displays Page 1 of Update Employee Deduction Codes.
- 6 Use the information below to complete the fields on the screen.

### *Dependents*

Type a value that represents the number of dependents that the employee claims for this tax deduction. Valid values are:

- |              |  |
|--------------|--|
| <b>Blank</b> | Use the number of exemptions on the employee Payroll Master as the number of dependents claimed. |
| <b>00</b>    | Claiming no additional dependents.   |
| <b>01-99</b> | Claiming the specified number of dependents.   |

### *Exemption Amount*

The value in this field represents the additional credit allowances amount allowed from the Puerto Rico Withholding Exemption Certificate, total

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allowance amount. This amount does not override the allowance from the applicable tax table. The system takes this allowance in addition to the regular applicable tax table amount.

#### *Claiming Status*

Use this field to specify a claiming status to override the marital status on the employee payroll master record. Leave this field blank to use the value in the employee payroll master record. Valid values are:

- |          |   |
|----------|---|
| <b>H</b> | Unmarried head of household   |
| <b>M</b> | Married and filing for the optional dependent deduction; you must also type 1 in position 3 of the <i>User Defined</i> field to indicate the optional dependent deduction |
| <b>N</b> | Filing married, claiming half, living with spouse, and filing separately  |
| <b>P</b> | Filing married, claiming half, living with spouse, and filing jointly   |
| <b>0</b> | Claiming no exemptions.   |

#### *User Defined*

For the \*SPR deduction, if the employee is commissioned, complete the *User Defined* field as follows:

- Type **C** in the first position to indicate that this employee is paid commissions and to use the alternate supplementary method to calculate taxes.
  - If applicable, use positions 4 and 5 to indicate the number of pay periods for which the commissioned employee has been paid in the current calendar year.
  - For employees who file as married for optional computation, type 1 in the third position to indicate this employee checked Optional Computation of Tax on the Withholding Exemption Certificate.
  - Type 1 in the second position to indicate the employee claimed the special deduction on the Withholding Exemption Certificate.
- 7 Press Enter twice to return to the Update Employee Deduction Codes selection screen.
- 8 Press F3 to exit the screen and save your changes.
-

---

## Setting Up Income and Deduction Reporting Groups

If you pay commissioned employees and you plan on using the alternate method of taxing commissioned income, you must create income and deduction reporting groups for use during the tax calculation.

### Income Reporting Groups

Set up the following income reporting group code values in *Update Employer Codes*, using code type **IRG** to set up the code values. Then use *Update Income Reporting Groups* to attach the appropriate incomes to the reporting groups, as follows:

- **PRSP1, PUERTO RICO REG INCOMES** – Attach all incomes that are paid on a regular basis to this income reporting group. When calculating tax for commissioned employees, the system summarizes the amounts paid for all the incomes in this group and annualizes the amount paid into an estimated annual income amount.
- **PRSP2, PUERTO RICO COMMISSION INCOMES** – Attach all incomes that represent commissions to this income reporting group. When calculating tax for commissioned employees, the system summarizes the amounts paid for all the incomes in this group and adds the summarized amount to the estimated annual income amount.

### Deduction Reporting Groups

If you pay commissioned employees and you plan on using the alternate method of taxing commissioned income and you have pretax deductions which impact the amount of tax that is calculated, you must create a deduction reporting group for use during the tax calculation.

Set up the following deduction reporting group code value in *Update Employer Codes*, using code type **DRG** to set up the code values. Then use *Update Deduction Reporting Group* to attach the appropriate deductions to the reporting groups, as follows:

- **PRSP3, PUERTO RICO PRE-TAX DEDUCTIONS** – Attach all pre-tax deductions to this deduction reporting group. When calculating tax for commissioned employees, the system summarizes the employee amounts taken for all the deductions in this group and reduces the estimated annual income amount by the estimated amount of the pre-tax deductions.

If pre-tax deductions are defined as a percentage of income, the system calculates an estimated amount that applies to non-commissioned incomes, and annualizes that amount so that it can properly reduce the

---

annualized regular salary. The system uses the remaining pre-tax deduction amount to reduce the estimated annual income after the commission income is added.

## Verification of Calculations

To ensure that the system is set up properly for processing \*SPR deductions for commissioned employees using the alternate calculation method, Infinium recommends performing manual calculations for initial regular and commissioned checks.

## Setting Up Employee Information for Employees Using the Optional Dependent Exemption

To process \*SPR deductions for married employees living together who file jointly, both work in Puerto Rico and select the optional dependent-exemption, complete the steps below.

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen with a list of all of the employee's deductions.
- 5 Type **2** (Change) in the *Opt* field for \*SPR and press Enter. The system displays the first Update Employee Deduction Codes screen.
- 6 Use the information below to complete the fields on the screen.

### *Claiming Status*

Type **M** for married.

### *User Defined*

Type **1** in the third position to indicate that this employee checked Section-D Optional Computation of Tax on their Withholding Exemption Certificate.

- 7 Complete the remaining fields as you normally would.
-

- 8 Press Enter twice to return to the Update Employee Deduction Codes selection screen.
- 9 Press F3 to exit the screen and save your changes.

## Setting Up a Special Deduction Based on Gross Wages

Effective for 2011, Puerto Rico has a special deduction for certain individuals based on gross wages.

Employees whose gross annual salary is \$20,000 or less are not subject to Puerto Rico withholding unless otherwise requested by the employee.

To set up the special deduction, complete the steps below.

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*. The system displays the prompt screen.
- 4 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen with a list of all of the employee's deductions.
- 5 Type 2 (Change) in the *Opt* field for \*SPR and press Enter. The system displays the first Update Employee Deduction Codes screen.
- 6 Use the information below to complete the fields on the screen.

### *Tax Status*

Type 2 to update the employee deduction wage base during cycle processing, but do not calculate the normal tax amount.

### *User Defined*

Type 1 in the second position to indicate that this employee selected the special deduction on the withholding exemption certificate.

- 7 Complete the remaining fields as you normally would.
  - 8 Press Enter twice to return to the Update Employee Deduction Codes selection screen.
  - 9 Press F3 to exit the screen and save your changes.
-

## Unemployment \*U Reporting

To comply with 2012 reporting specifications, the Puerto Rico reporting file can contain a first last name and a second last name for each employee. Infinium does not support a dedicated second last name field. The reporting file splits an employee's last name into a first last name and second last if a space exists between two names in the Infinium last name field.

The program identifies the first space in the last name. The name to the left of the space is the first last name, and the name to right is the second last name. If an additional space exists in the second last name, it is included as part of the second last name.

For example, if the name in an employee's last name field in the Basic Data record is **Diego Peña Cruz**, the reporting file name recognizes **Diego** as the first last name and **Peña Cruz** as the second last name.

## Designating Full-time Employees

To process \*UPR deductions, you use the *User Defined* field on the Employee Deduction Authorization record to indicate whether the employee is a full-time employee.

To make changes to the employee deduction, complete the following steps:

- 1 From the Infinium PY main menu, select *Employee Data*.
- 2 Select *Update Deduction Data*. The system displays the prompt screen.
- 3 Complete the prompt screen and press Enter. The system displays the first Update Employee Deduction Codes screen with a list of all the employee's deductions.
- 4 Type **2** (Change) in the *Opt* field for \*UPR and press Enter. The system displays Page 1 of Update Employee Deduction Codes.
- 5 Use the information below to complete the fields on the screen.

### *User Defined*

For the \*UPR deduction, use this field as the partial wages indicate.

---

Type **0** in the first position for a full-time employee.

Type **1** in the first position if the employee is not a full-time employee.

- 6** Press Enter twice to return to the Update Employee Deduction Codes selection screen.
- 7** Press F3 to exit the screen and save your changes.

## Tracking Exempt Wages for Young Employees Eligible for the Youth Exemption

Puerto Rico legislation enacted in 2014 under the Young Entrepreneurs Incentives Law and Finance Act provides that individuals aged 16 to 26 are exempt from Puerto Rico income tax on the first \$40,000 earned in wages or self-employment.

Below is the recommended way to handle the below \$40,000 wages (and over \$40,000 wages if the employees go over the threshold) for the employees in the applicable age group.

- 1 Create a set of income codes for exempt earnings under \$40,000 per year. Set the *Special Tax* on the income controls to 5 (Include in state taxable wages but do not tax).
- 2 Authorize the exempt employees to the income(s).
- 3 Attach those incomes to the income reporting group to be used for the Puerto W-2 Box 16 (Exempt Wages).

**Note:** If an employee exceeds the \$40,000 threshold in the current or any previous employers for the year, the employee must start being paid using the regularly taxed incomes.

You must monitor the year-to-date wages to determine when the employee has exceeded the \$40,000.00 threshold (including any income earned in any previous employers during the year).

Refer to the *Infinium HCM Payroll Guide to U.S. Year End Processing* for information regarding the reporting of the exempt wages on the W2-PR form.

---



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	56-2
State *S Reporting	56-3
Quarterly Unemployment Reporting	56-4

## Deductions

Infinium PY supports the following tax deductions required by Rhode Island:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- State Disability Taxes (\*D)
- Other (Rhode Island Job Development Tax)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# State \*S Reporting

## Setting up employee information

You can specify a value in the *Exemptions* field on Page 1 of the Employee Deduction Authorization record shown below, accessed from the *Update Deduction Data* function.

```

12/13/17 20:08:25 Update Employee Deduction Codes PYGMDE PYDMDE
Employer . . . : ZUS SAMPLE US COMPANY
Employee . . . : 2699
ABNER,PETER E
Deduction . . . : *SRI Deduction Method: 4
Priority . . . : 2000
Starting Date . . . _____ Ending Date . . . _____
Additional Amount . . . _____ .00
Additional Tax % . . . _____ .0000

Exemptions . . . _
Arrears Type . . . _ (0->3) Information . . . _____
Arrears Amount . . . _____ .00 Arrears Percent . . . _____ .0000
No-tax Status . . . 0 (0->2) Seasonal Code . . . _____

Claiming Status . . . _ +
User Defined . . . _____

EE Liab Acct. . . _____ +
F3=Exit F4=Prompt F10=Access F12=Cancel


```

Figure 56-1: Update Employee Deduction Codes screen

In the *Exemptions* field, specify the number of withholding allowances the employee claimed on the RI W-4 form.

This value overrides the state exemptions specified on the Employee Payroll Master record. Leave this field blank to use the value in the Payroll Master record.

## Quarterly Unemployment Reporting

### Reporting hours worked

Rhode Island employers must differentiate sick pay from regular pay. To identify hours worked that do not include sick pay:

- 1 Create an income reporting group for sick pay and non-sick pay.
- 2 Use the *Create ICESA/TIB-4 Unempl File* function and specify the income reporting group for non-sick pay in the *Income Group* field on the first Create ICESA/TIB-4 Unempl File screen.
- 3 Leave the *Income Group* field blank to generate the quarterly unemployment report for hours worked for all incomes for \*URI deductions.

### Using an alternate SUTA limit

Infinium PY supports an alternative SUTA limit for reporting Rhode Island unemployment for 2012 and beyond. The alternative SUTA limit is in the *Alternate SUTA Lmt* field in the *Update USA State Tax* function.

When you use the *Update Deduction Controls* function to set up your \*URI unemployment deduction, you specify 1 in the *Use Alt SUTA Lmt* field to use the employer's alternate state unemployment limit amount.

The alternate wage limit is included on the following reports:

- The Quarterly State Unemployment report generated when you use the *List Qtr. State Unemployment* function
  - Quarterly State Unemployment by Location report generated when you use the *List Qtr. Unemployment by Loc* function
  - The Annual State Unemployment report generated when you use the *List Annual State Unemployment* function
-

---

## Specifying the media to use for unemployment reporting

Rhode Island employers accept the filing of unemployment information on:

- Magnetic media
- Cartridge
- CD
- Diskette
- Online upload

Complete the steps below to specify the media to use to submit Rhode Island unemployment reports.

- 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.
- 5 Complete the fields as you normally would and press Enter. The system displays the second *-Create ICESA/TIB-4 Unempl File* screen.
- 6 Use the information below to complete the fields on this screen.

### *State Specific Alpha (1)*

Specify the method you are using for unemployment reporting. Valid values:

- |   |                |
|---|----------------|
| 1 | Magnetic media |
| 2 | Diskette       |
| 3 | CD             |
| 4 | Cartridge      |
| 5 | Internet       |

As of 2018, the only valid values are 3 (CD) or 5 (Internet). If you leave this field blank, a default value of **INTERNWGR** (internet reporting) is entered in positions 26-34 of the T and W records.

- 7 Complete the remaining fields as you normally would and press Enter.
-

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	57-2
Unemployment (*U) Reporting	57-3
Form W-4	57-8

---

## Deductions

Infinium PY supports the following tax deductions required by South Carolina:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



# Unemployment (\*U) Reporting

Infinium PY supports the use of the federal format for the Quarterly Unemployment Reporting file as stipulated by South Carolina.

## Setting Up Deduction Control Information

You must specify a six-digit employer tax ID for South Carolina unemployment reporting. Follow the steps below to specify the six-digit employer tax ID on the deduction control for South Carolina.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Deduction Controls [JDC]*. The system displays the Update Deduction Controls prompt screen.
  - 4 Complete the *Employer* field, type **\*USC** in the *Deduction* field and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete this screen as you normally would and press Enter. The system displays the second Update Deduction Controls screen similar to Figure 57-1.
-

```

6/26/12 21:20:53      Update Deduction Controls      PYGMDC      PYDMDC
                                                    Page 2 of 3
Employer . . . . : ZUS      SAMPLE US COMPANY
Deduction . . . . : *USC      S.CAROLINA UNEMPL
Method . . . . . : 4      Tax Calculation

  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,X,C,N)

  _____
  Employer Data

Employer Rate . . . . . _____      SUTA Rnd.stopped. @ (0=No 1=Yes)
Employer Tax ID . . . . . _____

Debit Account . . . . . _____ +
Credit Account . . . . . _____ +

F3=Exit  F4=Prompt  F10=Access  F12=Previous

```

Figure 57-1: Update Deduction Controls screen 2

- Use the information below to complete the fields on this screen.

#### *Employer Tax ID*

Type the six-digit ID for this employer.

- Complete the remaining fields as you normally would.
- Press Enter. The system displays the third Update Deduction Controls screen.
- Complete the third Update Deduction Controls screen and press Enter until the Infinium PY main menu is displayed.

## Setting up SOC Codes

As of the first quarter of 2024, South Carolina requires the SOC code on the quarterly EFW2 unemployment reporting file. Follow the steps below to specify the SOC code on the Position Control records associated with your South Carolina employees.

- From the Infinium PE main menu select *Master Files*.
- Select *Update Master Files*.

- 3 Select *Update Position Data* [UO]. The system displays the Update Organization screen.
- 4 Complete the *Employer* field, and type or prompt on the *Position* field and select the appropriate position from the list and press Enter. The system displays the first Organization Update screen.
- 5 Press Enter to proceed to the second Organization Update screen.
- 6 Type the SOC Code in the *Occupational Code* field, or prompt on the *Occupational Code* and select the appropriate one from the list.  
  
**Note:** You must first create code values for code type SOC by using the *Update Employer Codes* function.
- 7 Press Enter to save your changes.
- 8 Repeat the above steps for all positions associated with your South Carolina employees.
- 9 After setting up the SOC codes, run the *Create EFW2 Unempl Work File* function to update the SOC codes to the EFW2 unemployment work file. You can also correct the SOC codes in the work file by using the *Correct Qtr. EFW2 Unempl Data* function, if needed.

## Entering Employee and Employer Information for the Quarterly Electronic Reporting File

South Carolina requires the State Employer Account Number and employer contact information on the RE (employer) record, and an indicator specifying if the employee is an officer of the company on the RW (employee wage) record in the quarterly electronic reporting file. Before creating the file, complete the steps below to enter the information required on the record.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select Tax Liability Reporting (USA).
  - 3 Select Unemployment Reporting.
  - 4 Select *Update Employer State Tax Info*. The system displays the Update Employer State Tax Info screen.
  - 5 Complete the *Employer* field. Type a tax company if you are a multi-tax employer, and type **SC** in the *State* field and press Enter. The system displays a subfile if a record already exists for the employer and state.
-

- 6 Type **2** next to the record to change it. If the record does not exist or you select to change an existing record, the system displays the Update Employer State Tax Info screen similar to the screen shown below.

```

12/13/17  20:42:33      Update Employer State Tax Info      PYGMMRF      PYDMMRF

Employer . . . . : JCP                Tax Company. . . :
State . . . . . : SC

Employer Name . . THE GENERAL STORE
Location Address . . . SUITE 500
Delivery Address . . . 53 STATE STREET
City. . . . . BOSTON
State . . . . . MA +      Zip. . . . . 02109  Ext. 1234

Employment Code. . . . R          Term. Bus. Ind.. 0 (1=Yes, 0=No)
Employer/Agent EIN . . 942913642   Other EIN. . . . 457865223
Agent Indicator Code . -          Agent EIN. . . .
Establishment Number .             Third Party. . . . .00
Other State Info . . .             Sick Pay Ind. . : 0 (1=Yes, 0=No)
Foreign Postal Code. .       
Foreign St/Prov. . . .       
Country. . . . . -
Tax Jurisdiction . . . -
Tax Entity Code. . . .             Kind of Employer -

F3=Exit  F10=Access  F12=Previous  F22=Delete

```

Figure 57-2: Update Employer State Tax Info screen

- 7 Use the information below to complete the fields on this screen.

***Employer/Agent EIN***

Type the 9-digit State Employer Account Number.

- 8 Complete the remaining fields as you normally would.
- 9 Press Enter. The system displays the second Update Employer State Tax Info screen.
- 10 Specify the employer contact information on this screen and press Enter.
- 11 Press F3 to return to the Infinium PY menu.
- 12 From the Infinium PY menu, select *Employee Data*.
- 13 Select *Update Employee Data*.
- 14 Select *Update Basic Data*.
- 15 Specify the employer and employee number and press Enter.

- 16 Press Enter the proceed to the second Update Basic Data screen similar to the screen below.

```

12/13/17 20:49:29 Update Employee Basic Data PRGMMS PRDMS
Employer . . . : ZUS SAMPLE US COMPANY Page 2 of 5
Employee . . . : 2701 ABNER,WILLIAM

Job Related Information
-----
Position . . . : MULTI3 Addn'l Position Assigned
Position Title . MULTI POSITIONS Officer of Company? . _
Job Code 1 . . . : 210 Seniority Date . 4192017
Job Code 2 . . . : _____ + Seniority Date . _____
Job Code 3 . . . : _____ + Seniority Date . _____
EEO Category . . : 2 Status . . . . . FULL +
Ethnicity/Race . . @ + Previous Status . FULL +
EEO-4 Function . . _ Status Chg Date . _____
Full Time ? . . . 1 Union . . . . . :
Shift . . . . . : _____ + Union ID. . . . . :
PE Benefit Group. *BENSAL-B + Union Elig. Date. _____
Sup. Employer . . ZUS + Sup. Name: ADAMS,JOHN Q +

Performance Information
-----
Next Review . . . MERIT + Training Group . _____ +
Next Review Date. 2112015 Last Rating . . . SAT +
Promotion . . . . @ _____ Last Rating Score 70.00

F3=Exit F4=Prompt F8=Addnl Pos F9=ACA Info F24=More keys

```

Figure 57-3: Update Employee Basic Data Page 2 of 5

- 17 Use the information below to complete the fields on this screen.

*Officer of Company*

Type 1 if the employee is an officer of the company.

- 18 Complete the remaining fields as you normally would.
- 19 Press Enter several times and then F3 to save your changes and return to the Infinium PY menu.

## Form W-4

As of January 1, 2020, South Carolina no longer uses the federal version of Form W-4 for employees who submit a new Form W-4 for 2020. The state has published its own version of the Form W-4 that is similar to the 2019 version of the federal Form W-4.

Complete the steps below for employees who submitted a new Form W-4 for 2020 or later:

- 1 From the Infinium PY main menu select *Employee Data*.
- 2 Select *Update Employee Data*.
- 3 Select *Update Deduction Data*.
- 4 Select an employer and employee on the prompt screen and press Enter.
- 5 Select the \*SSC deduction and press Enter.
- 6 Complete the fields on the pages as you normally would.
- 7 In addition, for South Carolina, complete these fields:

### *Claiming Status*

Type the *Claiming Status* the employee checked on the Form W-4. Valid values are:

- |          |   |
|----------|---|
| <b>M</b> | Married   |
| <b>S</b> | Single, or Married but withhold at the higher Single rate |

The chapter consists of the following topics:

Topic	Page
Deductions	58-2

---

## Deductions

Infinium PY supports the following tax deductions required by South Dakota:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	59-2
Forms	59-3

---

## Deductions

Infinium PY supports the following tax deductions required by Tennessee:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# Forms

Tennessee requires the use of quarterly state unemployment forms when reporting fewer than 10 employees.

You can print the quarterly state unemployment forms when you create the quarterly unemployment reporting file.

- 1 From the Infinium PY main menu or desktop 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.
- 5 Complete the fields according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide.
- 6 Press Enter. The system displays the second Create ICESA/TIB-4 Unempl File screen.
- 7 Complete the fields according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. For Tennessee, you must also complete the following field:

*Unemp Forms User Exit Pgm*

Type **PYGQUFTN** in this field to print quarterly state unemployment forms when reporting fewer than 10 employees.

---

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	60-2
Unemployment (*U) Reporting	60-3

---

## Deductions

Infinium PY supports the following tax deductions required by Texas:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Unemployment (\*U) Reporting

Infinium PY supports the tape filing specifications stipulated by Texas for the Quarterly Unemployment Reporting file. Texas employers can use the ICESA format to file on diskette or for QuickFile. The federal format is only supported for the 18-track IBM 3480 cartridges.

---

## Notes



The chapter consists of the following topics:

Topic	Page
Deductions	61-2

---

## Deductions

Infinium PY supports the following tax deductions required by Utah:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	62-2
State (*S) Reporting	62-3
Creating a W-2 File	62-4
Unemployment (*U) Reporting	62-8

---

## Deductions

Infinium PY supports the following tax deductions required by Vermont:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

# State (\*S) Reporting

## Setting Up Employee Information

You must specify a claiming status on the Employee Deduction Authorization record.

You specify this information in the *Claiming Status* fields on Page 1 of the Employee Deduction Authorization record accessed from the *Update Deduction Data* function.

In the *Claiming Status* field, specify the claiming status by typing this value:

**M** Married or civil union, claiming partner

This value overrides the marital status specified on the Employee Payroll Master record. Leave this field blank to use the value in the Payroll Master record.

---

## Creating a W-2 File

For employers who must use the EFW2 format for state W-2 reporting, Vermont requires certain information in addition to the standard EFW2 information.

To generate EFW2 information, you must perform these tasks:

- 1 Use the *Update State. Tax Info - Addl* function set up the WH434 form for each employer.
- 2 Use the *Create State W2 Reporting File* function to create an ASCII text file, WH434.txt, in the PYUSXML directory. The file contains the data from the *Update State. Tax Info - Addl* function. You submit this file with your W-2 and 1099 electronic files.

### Generating EFW2 information

To generate EFW2 information, complete the steps below.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *W-2 Processing*.
  - 4 Select *Update State Tax Info - Addl*. The system displays a screen similar to Figure 62-1.
-

```

4/23/09 15:08:27      Update State Tax Info. - Add1      PYGMMRF2  PYDMMRF2

Employer. . . . :  ___  +
Tax Company . . :  _____  +
State . . . . . :  ___  +
State/Loc Tax Lcn  _____  +

F3=Exit  F4=Prompt  F10=QuikAccess

```

Figure 62-1: Update State Tax Info - Add1 screen

- 5 Use the information below to complete the fields on this screen.

*Employer*

Specify the employer code value for which you are entering EFW2 tax information.

*Tax Company*

Specify the federal tax company for which you are entering EFW2 tax information if you use multi-tax processing. Leave this field blank if you do not use multi-tax processing.

*State*

Specify VT.

*State/Loc Tax Lcn*

For multi-tax processing only, specify a state or local tax location within the federal tax company you specified. Leave this field blank if you do not use multi-tax processing or if this is the employer's default tax company. If you do use multi-tax processing, you must specify a state/local tax location if you are setting up data for a tax company other than the employer's default tax company. The state/local tax location corresponds to a state or local tax ID within a federal tax company.

6 Press Enter. The system displays a screen similar to Figure 62-2.

```

2/03/11 19:51:34      Update State Tax Info. - Addl      PYGMMRF2  PYDMMRF2
                                                New Record

Employer. . . . : ZUS  SAMPLE US COMPANY
Tax Company . . :
State . . . . . : VT
State/Loc Tax Lcn

W-2/1099 Wages . _____ .00
# of W-2s/1099s . _____
W-2/1099 Tax W/H _____ .00
Amount Due . . . _____ .00
# No Money Ret's _____
Online Filing Dt _____

F3=Exit  F10=QuikAccess  F12=Cancel

```

Figure 62-2: Update State Tax Info - Addl screen

7 Use the information below to complete this screen.

*W-2/1099 Wages*

Type the total wages from forms W-2 and/or 1099 payments subject to federal and state withholding.

*# of W-2s/1099s*

Type the number of W-2s/1099s submitted.

*W-2/1099 Tax W/H*

Type the total amount withheld on the W-2 and 1099 forms.

*Amount Due*

Type the balance due or amount owed.

*# No Money Ret's*

Type the total number of no-money withholding returns.

*Online Filing Dt*

Specify the date you plan to submit electronic files to Vermont.



- 8 Press Enter. The system generates W-2 information.
- 9 Use the *Create State W2 Reporting File* function to create the WH434.txt file to submit with your W-2 and 1099 electronic files. See the Infinium PY Guide to US Year End Processing for information on using the *Create State W2 Reporting File* function.

## Unemployment (\*U) Reporting

Infinium PY supports the filing specifications stipulated by Vermont for the quarterly unemployment reporting file.

### Reporting Format Based on Size of Employer

Effective for 2010 reporting, Vermont employers defined as large employers must use the ICESA format to report quarterly unemployment. Small employers do not use the ICESA format but use a CSV format. You use the *ICESA Format* field in the *Create ICESA/TIB-4 Unempl File* function to specify the format.

- ICESA-formatted information is reported on the quarterly unemployment reporting file, PYPQUT.
- CSV-formatted information for small employers, reporting for 2010 or later, is generated in the Vermont Qtrly Report mmddyy file in the PYUSXML folder on the Integrated File System (IFS) where mmddyy is the date the report is generated.

As defined by Vermont, a company with multiple employers or a multiple tax company is also a large employer. To include multiple employers and tax companies in the same quarterly unemployment reporting file, you must enter an appropriate value in the *Tape file run type* field in the *Create ICESA/TIB-4 Unempl File* function and run the function separately for each employer or tax company.

### Reporting Employee Pay Type Changes

If you change an employee's pay type between hourly and salaried during the calendar quarter, you must use the employee's pay type from the last full pay period of the calendar quarter for unemployment reporting. If you change the employee's pay type after you issue the last paycheck of the quarter but before you create your unemployment reporting file, you must temporarily change the employee's pay type to match the employee's pay type for the last full pay period of the calendar quarter. You use the *Pay Type* field in the *Update Basic Data* function to change the employee's pay type. For information on changing an employee's pay type, refer to the "Updating Employee Data" chapter in the *Infinium HR Guide to Processing*.

---

To comply with Vermont unemployment reporting requirements, when you use the *List Qtr. State Unemployment*, *List Qtr. Unemployment by Loc*, or *Create ICESA/TIB-4 Unempl File* functions, Infinium PY includes the total hourly wages only for those employees with an hourly pay type for the last full pay period of the calendar quarter. For information on using the *List Qtr. State Unemployment* and *List Qtr. Unemployment by Loc* functions, refer to the “Generating State Unemployment Reports and Forms” chapter of this guide.

## Assigning an Authorization Code

You must assign an authorization code for Vermont unemployment reporting. Specify the authorization code in the *Entity Trans/Auth No.* field on the second Create ICESA/TIB-4 Unempl File screen.

## Creating a Quarterly Unemployment Reporting File

You must use specific values for selected fields in the *Create ICESA/TIB-4 Unempl File*. For access to these screens, follow these steps.

- 1 From the Infinium PY main menu or desktop 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.
- 5 Complete the screen as described in the “How to Create the Quarterly Unemployment Reporting File” section in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields.

### *Tape file run type*

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**      Run the tape for only one employer

---

<b>IN</b>	For the first employer whose records are to be included on the tape
<b>AD</b>	For an additional employer whose records are to be included on the tape
<b>FN</b>	For the last employer whose records are to be included on the tape

You must run the *Create ICESA/TIB-4 Unempl File* function for each employer or multi-tax company.

#### *Income group*

Type an income reporting group to report hours worked and hourly wages for hourly employees. The system reports the hourly wage the employee earns for the greatest number of hours worked during the quarter on the S record of the reporting file and on Part 2 of the report generated when you run this function.

#### *ICESA Format*

Specify yes to use the ICESA format for unemployment reporting for large employers.

Specify no to generate the CSV reporting file for small employers. The CSV file is generated only if the quarterly unemployment year is 2010 or later. For 2009 or earlier, specify yes to use the standard ICESA format.

- 6 Press Enter to advance to the second Create ICESA/TIB-4 Unempl File screen.
- 7 Complete the screen as described in the “How to Create the Quarterly Unemployment Reporting File” section in the “Generating Quarterly Unemployment Tapes” chapter of this guide. In addition, complete the following fields. For a small employer or if the reporting year is 2009 or earlier, you must leave the following state specific fields blank.

#### *State specific alpha 1*

For a large employer, type **L**. Leave blank for a small employer or if the reporting year is 2009 or earlier.

#### *State specific alpha 2*

For a large employer, type **Y** (yes) if the employer no longer has employees in Vermont. Otherwise, type **N** (no).

---

*State specific alpha 3*

For a large employer, type **Y** (yes) if the employer has discontinued operations in Vermont. Otherwise, type **N** (no).

*State specific alpha 4*

For a large employer, type **Y** (yes) if the employer had a change in ownership. Otherwise, type **N** (no).

*State specific alpha 5*

For a large employer, type **Y** (yes) if the employer had a change in mailing address. Otherwise, type **N** (no).

*State specific numeric 2*

For a large employer, type the unemployment contribution amount due.

*Entity Trans/Auth No.*

Type the Vermont authorization code.

*Density*

Type the value that represents the appropriate density of the tape. Valid values are:

<b>16</b>	1600 bpi for reel tapes
<b>38</b>	38000 bpi for IBM 3480 cartridges

*Label*

Type **SL** so that the system uses the IBM standard label for the tape, as required by Vermont.

## Generating a Quarterly Unemployment Tape File

When you generate a quarterly unemployment tape file, you must specify whether you are generating the report on a cartridge or 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* [GQUT].
- 5 Complete the *Generate ICESA/TIB-4 Unempl Tape* screen as described in the “How to Generate the Quarterly Unemployment Tape” section in the *Generating Quarterly Unemployment Tapes* chapter of this guide. In addition, complete the following fields.

*ICESA Format*

Type **1** to specify that you are using the ICESA format for unemployment reporting.

*Cartridge/Tape*

Type **C** to indicate that you are generating unemployment information on a cartridge.

Type **T** or leave blank to indicate that you are generating unemployment information on a tape. The system initializes tapes at 1600 BPI.

---

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
Deductions	63-2
W-2 and Unemployment (*U) Reporting	63-3

---

## Deductions

Infinium PY supports the following tax deductions required by Virginia:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)
- Blind or over 65 exemption allowance

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

To identify an employee as eligible for the exemption credits for blindness or over 65, you must fill in the appropriate fields on the Update Employee Deduction Codes screen accessed from the *Update Deduction Data* function.

Complete the steps below to set up a deduction for credits for blindness.

- 1 Type the number of credits for blindness or over 65 credits for this employee in # *Blind Credits*.
- 2 Complete the other fields as you normally would and press Enter.

For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



# W-2 and Unemployment (\*U) Reporting

## Reporting the Tax Type Code

Virginia requires a tax type code and a tax entity code for W-2 and unemployment reporting. You must specify a tax type code for \*SVA or \*UVA deductions. You must specify the tax entity code for Virginia by using *Update State Tax Info*.

### Specifying the tax type code on the deduction control

Follow the steps below to specify the tax type code on the deduction control.

- 1 From the Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Deduction Controls [UDC]*.
  - 4 Specify the employer and type **\*UVA or \*SVA** in the *Deduction* field; press Enter. The system displays the first Update Deduction Controls screen similar to the screen in Figure 63-1.
-

```

6/26/12 21:35:39      Update Deduction Controls      PYGMDC      PYDMDC
                                           Page 1 of 3
Employer . . . . : ZUS  SAMPLE US COMPANY
Deduction . . . . : *UVA
Method . . . . . : 4  Tax Calculation
Description . . . : VIRGINIA UNEMPL.  Starting Date . . . _____
Priority . . . . . : 2600  Ending Date . . . _____
Summ. Code . . . . : 12 +  Must Take . . . . . 1 (0, 1, 2, 3)
Accumulator . . . . : *GROS +

-----
                          Employee Data
-----
Arrears Type . . . : 3  Arrears Recovery. 1
Arrears Amount . . : .00  Arrears Percent . . . . .0000
Allow Pay Msg? . . : 0 (0=No 1=Yes)
Deduction Account _____ +
Tax Type Code . . . -

F3=Exit  F4=Prompt  F10=Access  F12=Previous  F22=Delete

```

Figure 63-1: Update Deduction Controls screen

- 5 Type **B** in the *Tax Type Code* field.
- 6 Complete the other fields as you normally would. Press Enter.
- 7 The system displays the second Update Deduction Controls screen. Complete the fields as you normally would.
- 8 Press Enter. The system displays the third Update Deduction Controls screen.
- 9 Complete the fields as you normally would. Press Enter.

### Specifying the tax type code on the state employer information record

Follow the steps below to specify the tax entity code on the state-specific record.

- 1 From the Infinium PY main menu select *Tax Operations*.
- 2 Select *Tax Liability Reporting*.
- 3 Select *Unemployment Reporting*.
- 4 Select *Update Employer State Tax Info* [PYRQB156].

- 5 Specify the employer and type **VA** in the *State* field; press Enter. The system displays the first Update State Tax Info screen similar to the screen in Figure 63-2.

```

1/19/12 14:10:55      Update Employer State Tax Info      PYGMMRF      PYDMMRF

Employer . . . . : ZUS                Tax Company. . . :
State . . . . . : MA

Employer Name . . SAMPLE US COMPANY
Location Address . . . _____
Delivery Address . . . _____
City. . . . . _____
State . . . . . VA +      Zip. . . . . _____ Ext. _____

Employment Code. . . . _      Term. Bus. Ind.. _ (1=Yes, 0=No)
Employer/Agent EIN . . _____ Other EIN. . . . _____
Agent Indicator Code . _      Agent EIN. . . . _____
Employer Unit Number . _____ Third Party. . . _____
Other State Info . . . _____ Sick Pay Ind. . : _ (1=Yes, 0=No)
Foreign Postal Code. . _____
Foreign St/Prov. . . . _____
Country. . . . . _____
Tax Jurisdiction . . . . _
Tax Entity Code. . . . B_____ Kind of Employer _

F3=Exit F10=Access F12=Previous F22=Delete

```

Figure 63-2: Update Employer State Tax Info screen

- 6 Type **B** in the *Tax Entity Code* field.
- 7 Complete the other fields as you normally would. Press Enter.

## Notes

The chapter consists of the following topics:

<b>Topic</b>	<b>Page</b>
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State (*S) Reporting	64-3

---

## Deductions

Infinium PY supports the following tax deductions required by the Virgin Islands:

- State Withholding Taxes (\*S)
- Unemployment Taxes (\*U)
- Reciprocity (\*U only)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

**WARNING:** When you hire an employee, it is your responsibility to determine which taxes to assign to the employee, for example, Virgin Islands (\*SVI) or federal withholding (\*FWT).

---

# State (\*S) Reporting

## Setting up Employer Information

You must specify a withholding tax account number in the *Employer Tax ID* field on the \*S deduction control record. This number is reported on the W-2 form.

To add the withholding tax account number to the \*S deduction control record, complete the following steps:

- 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 and press Enter. The system displays the first Update Deduction Controls screen.
  - 5 Complete the required fields and press Enter to advance to the second Update Deduction Controls screen.
  - 6 In the *Employer Tax ID* field, type the withholding tax account number.
-

## Notes



The chapter consists of the following topics:

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Unemployment (*U) Reporting	65-3

## Deductions

Infinium PY supports the following tax deductions required by Washington:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Unemployment (\*U) Reporting

Infinium PY supports the hours-worked reporting requirement stipulated by Washington for the quarterly unemployment reporting file.

Effective for fourth quarter 1999 reporting, Washington does not allow the reporting of hours associated with severance pay.

You can use Washington UI Fast Tax software to report quarterly unemployment information generated by Infinium PY.

### Creating a Reporting File for an Employer Required to Use an Income Reporting Group

To create a quarterly unemployment reporting tape for an employer who has employees who received severance pay, you must first set up an income reporting group code value in *Update Employer Codes* [UCD] to capture those hours. Use code type **IRG** to set up the code value. You then assign the income to the reporting group in *Update Income Reporting Groups* [UIRG].

After you set up the reporting group, you complete the *Use \*U data* and *Income group* fields on the first Create ICESA/TIB-4 Unempl File screen.

Follow the steps below to complete these fields.

- 1 From the Infinium PY main menu or desktop 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.
  - 5 Complete the fields according to the instructions in the “Generating Quarterly Unemployment Tapes” chapter of this guide. For Washington, to omit hours associated with severance pay, complete the following fields:
-

### *Use \*U data*

Type **0** to indicate that you have not set up your employees for \*U deductions. The system uses \*S wages as wages subject to state unemployment, up to the current state limit.

### *Income group*

Type the value of the income reporting group set up to capture hours associated with severance pay. The system subtracts hours associated with this income reporting group from regular hours worked and reports the remaining hours on the quarterly state unemployment report and reporting file.

## Preparing the Unemployment Reporting File for Use with UI Fast Tax Software

Before using the Washington UI Fast Tax software to submit your quarterly unemployment reporting file, use a standard AS/400-to-personal computer transfer utility to transfer the completed unemployment tape file to a personal computer on which you plan to use the Washington UI Fast Tax software. When transferring the file, choose the EBCDIC-to-ASCII conversion in your transfer request.

The unemployment reporting file is PYPQUT. The system typically stores this file in the HRDBFA Infinium HR database library.

To import the transferred file to the Washington UI Fast Tax software, complete the following steps:

- 1 From the UI Fast Tax software desktop or main menu bar select *File*.
  - 2 Select *Utilities*.
  - 3 Select *Import Wage Data*.
  - 4 From the Import window, select the data format, *Defined Formats*.
  - 5 Select the format for the state of Washington.
  - 6 Create a transfer file as specified in the documentation that accompanies the UI Fast Tax software provided by the state of Washington. You may want to contact the state of Washington for the most current information.
-

## EAMS bulk filing ICESA format

We support the EAMS bulk filing ICESA format for Washington as of the 4<sup>th</sup> quarter of 2022. Washington requires the SOC (Standard Occupational Code) on the reporting file for each employee.

Complete the tasks below to enter data required by the state.

### Update Basic Data

Complete the steps below to identify employees as corporate officers.

- 1 Select *Employee Data* from the Infinium PE or PY menu.
- 2 Select *Update Employee Data*.
- 3 Select *Update Basic Data*.
- 4 Select the *Employer* and *Employee* and press Enter.
- 5 Proceed to the second page.
- 6 Type **1** (yes) in the *Officer of Company?* field if the employee is a corporate officer who is exempt from UI coverage. Otherwise, type **0** (no) or leave blank.
- 7 Press Enter to save your changes.

### Update Position Data

Complete the steps below to enter the SOC code for the positions assigned to your Washington employees.

- 1 Select *Master Files* from the Infinium PE menu.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Position Data*.
  - 4 Select the *Employer* and *Position Code* and press Enter.
  - 5 Go to the second page and enter the SOC Code in the *Occupational Code* field.
  - 6 Press Enter to save your changes.
-

Repeat these steps for all position codes assigned to your Washington employees.

### Update Deduction Data

Complete the steps below when employee wages are reported but the employee has zero hours.

- 1 Select *Employee Data* from the Infinium PY menu.
- 2 Select *Update Employee Data*.
- 3 Select *Update Employee Data*.
- 4 Select the *Employer* and *Employee* and press Enter.
- 5 Select *Deduction Data* from the list.
- 6 Enter one of the values below in the *Information* field. Valid values are:

<b>22</b>	Sick Leave Payout
<b>43</b>	Severance/Separation Pay/Settlement
<b>44</b>	Tips/Gratuities
<b>48</b>	Commercial Fishing
<b>56</b>	Back Pay
<b>61</b>	Royalties/Residuals
<b>62</b>	Bonus
<b>74</b>	Cafeteria Plan/401K Plan
<b>76</b>	Commission
<b>99</b>	Multiple of the reasons Listed
<b>blank</b>	Other (Warning)

---

The chapter consists of the following topics:

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Unemployment (*U) Reporting	66-3

## Deductions

Infinium PY supports the following tax deductions required by West Virginia:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---



## Unemployment (\*U) Reporting

Infinium PY supports the tape filing specifications stipulated by West Virginia for the Quarterly Unemployment Tape file. Effective for unemployment reporting for the first quarter of 1999, West Virginia employers must use 18-track IBM 3480 cartridges and the ICESA format. West Virginia no longer accepts nine-track reel tapes; however, Infinium PY continues to support reel tapes for quarterly unemployment reporting prior to the first quarter of 1999.

### Creating a Quarterly Unemployment Reporting File

West Virginia requires either the employee SOC (Standard Occupational Code) or employee job title on the quarterly unemployment reporting file. Complete the steps below to set up the SOC code. This step is not required. If you do not complete this step, only the employee job title is updated on the reporting file.

#### Setting up the SOC code

- 1 From the Infinium PE main menu, select *Master Files*.
- 2 Select *Update Master Files*.
- 3 Select *Update Position Data*.
- 4 Type the *Employer* and *Position Code* and press Enter.
- 5 Press Enter to proceed to the second page.
- 6 Type the SOC code in the *Occupational Code* field. You must first create code values for code type SOC using the *Update Employer Codes* function.
- 7 Complete this step for all positions assigned to your West Virginia employees.

#### Creating the quarterly unemployment reporting file

You must specify values for the *ER County Code*, *Density* and *Label* fields on the second Create ICESA/TIB-4 Unempl File screen. For access to this screen, follow these steps.

---

- 1 From the Infinium PY main menu or desktop 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.
- 5 Press Enter to advance to the second Create ICESA/TIB-4 Unempl File screen.
- 6 Complete the following fields.

#### *ER County Code*

Enter the code value of the county where the majority of your employees perform their job duties. You can enter any exceptions in the Information field on the employee \*UWV deduction records by using the *Update Deduction Data* function.

#### *Density*

Type the value that represents the appropriate density of the tape. Valid values are:

- |           |   |
|-----------|---|
| <b>16</b> | 1600 bpi for reel tapes, for unemployment reporting prior to the first quarter of 1999 only |
| <b>38</b> | 38000 bpi for IBM 3480 cartridges   |

#### *Label*

Type **NL** so that the system uses no label for the tape, as required by West Virginia.

## Generating a Quarterly Unemployment Tape File

When you generate a quarterly unemployment tape file, you must specify whether you are generating the report on a cartridge or tape.

- 1 From the Infinium PY main menu select *Tax Operations*.
  - 2 Select *Tax Liability Reporting (USA)*.
  - 3 Select *Unemployment Reporting*.
-

- 4 Select *Generate Qtr. ICESA/TIB-4 Unempl Tape* [GQUT]. The system displays the Generate Qtr. ICESA/TIB-4 Unempl Tape prompt screen.
- 5 Complete the screen as described in the “How to Generate the Quarterly Unemployment Tape” section in the Generating Quarterly Unemployment Tapes chapter of this guide. In addition, complete the following field.

*Cartridge/Tape*

Type **C** to indicate that you are generating unemployment information on a cartridge. The system initializes the cartridge with no label.

If you are submitting unemployment reports by tape for a quarter prior to the first quarter of 1999, type **T** in this field. The system initializes the tape with a standard label.

---

# Notes

The chapter consists of the following topics:

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State (*S) Reporting	67-3

---

## Deductions

Infinium PY supports the following tax deductions required by Wisconsin:

- State Withholding Taxes (\*S)
- State Unemployment Taxes (\*U)
- Supplemental
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## State (\*S) Reporting

When you set up the \*SWI deduction for Wisconsin, you must specify a 15-digit number in the *Employer Tax ID* field on page 2 of the *Update Deduction Controls* function.

As of tax year 2014, the state accepts only Wisconsin Employer Withholding Account numbers if the employer is required to withhold in Wisconsin. To obtain this number contact the state of Wisconsin before submitting employee withholding information to the state.

If you are not required to withhold Wisconsin tax and do not have a state tax ID number, use **03688888888801** as the tax ID.

For information on setting up deduction controls, see the *PY Guide to Controls*.

---

## Notes



The chapter consists of the following topics:

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## Deductions

Infinium PY supports the following tax deductions required by Wyoming:

- State Unemployment Taxes (\*U)
- Reciprocity (\*U only for all states)

You must set up codes for these deductions in your Infinium PY system. For details see the appropriate chapter in the *Infinium Payroll Guide to Controls*.

---

## Unemployment (\*U) Reporting

Effective the first quarter of 2010, Infinium supports Wyoming quarterly unemployment specifications for the CSV comma-delimited format. You can use the CSV format for reporting periods prior to the first quarter 2010.

You must provide the following to ensure that the correct information is included in each of the quarterly state unemployment files:

- Workers' Compensation limits
- Corporate officers
- Code values for code type WCC
- The employee's Workers' Compensation account number
- Multi-location code, if applicable
- Coverage type
- Class code

### Define Workers' Compensation Limits

You must manually change the state wage table every time the state of Wyoming issues a change to the Corporate Officer average wage limit.

For quarterly unemployment processing, verify that the table contains the value that was correct for the quarter being reported.

---

State	WY	STATE OF WYOMING	*SYSTEM	Effective Date	1/01/2010
				Entry Date	9/16/2009
<b>WAGE DATA</b>					
Minimum Wage		5.15		per hour	
Tip Credit		-----			
Tip allowance is either		0.0000		% of minimum wage	
OR the employer must pay		2.13		per hour as a minimum cash wage	
<b>GARNISHMENTS</b>					
Exemption %		75.0000		% of disposable earnings	
Wage Multiple		30.00		times federal minimum hourly wage	
<b>LIMITS</b>					
Officer Limit		6766.50			
CAUTION USE EXTREME CARE IN UPDATING THIS RECORD					

Figure 68-1: Update U.S. State Wage Table screen

To identify those employees who are corporate officers, type the appropriate value in the *Officer of Company?* field on the second Update Employee Basic Data screen shown in Figure 68-2. Valid values are:

- P** President
- V** Vice President
- S** Secretary
- T** Treasurer
- O** Other

If the employee is a corporate officer but has elected not to have corporate officer coverage, type the following values:

- 1** President
- 2** Treasurer
- 3** Vice President
- 4** Secretary
- 5** Other

When you enter a value of **P**, **V**, **S**, **T** or **O** in the *Officer of Company?* field, the system converts that value to **C** when you generate the Wyoming Quarterly Unemployment tape. The **C** indicates the wages are for a corporate

officer. If you do not enter a value in the *Officer of Company?* field, the system leaves the appropriate position on the Wyoming Quarterly Unemployment tape blank.

When you enter a value of 1, 2, 3, 4 or 5 in the *Officer of Company?* field, the system places U in the coverage type indicator when you generate the Wyoming Quarterly Unemployment tape. The U indicates that the employee received wages applicable to unemployment but not to workers' compensation wages. This value overrides the value entered in the *State specific (alpha) 2* field on screen 2 of the *Create ICESA/TIB-4 Unempl File* function. For values 1 through 5, the system does not place a C on the reporting file to indicate the employee is a corporate officer.

**Caution:** If you type 1, 2, 3, 4, or 5 as the *Officer of Company?* value, do not specify a value in the *Workers Comp* field on the Update Employee Basic Data screen 3.

```

5/02/02 16:20:48      Update Employee Basic Data      PRGMMS      PRDMMS
Employer . . . : ZUS      SAMPLE US COMPANY      Page 2 of 5
Employee . . . :      80005      ACCURATE,ALAN N

      Job Related Information
-----
Position . . . : 100000
Position Title . CHIEF EXECUTIVE OFFICER      Officer of Company? . _
Job Code 1 . . . : 100      Seniority Date . 6012001
Job Code 2 . . . : 150      Seniority Date .
Job Code 3 . . . :      +      Seniority Date .
EEO Category . . : 2      Status . . . . . LOA      +
Ethnic ID . . . . 0      +      Previous Status . FULL      +
EEO-4 Function . .      Status Chg Date . 8012000
Full Time ? . . . 1      Union . . . . . :
Shift . . . . . 1      +      Union ID. . . . .
PE Benefit Group. *BENSAL-B      +      Union Elig. Date.
Sup. Employer . . ZUS      +      Sup. Name: BLOSSOM,CHERRY      +

      Performance Information
-----
Next Review . . . MERIT      +      Training Group . ADMIN      +
Next Review Date. 1012001      Last Rating . . . EXC      +
Promotion . . . .      Last Rating Score . .00

F3=Exit  F4=Prompt  F8=Add'l Pos  F10=Access  F12=Previous  F16=Update/End
    
```

Figure 68-2: Update Employee Basic Data screen, page 2 of 5

## Set Up Code Values for Code Type WCC

Enter the appropriate code values for the WCC code type on the following screen.

```
7/02/02  10:28:54      Update Employer Codes      PRGMCD  PRDMCD
-----
Employer . . . . . ZUS +      -or-  Employer group . . . ____ +
Code type . . . . . WCC +
Code value . . . . . _____ +

F3=Exit  F4=Prompt  F10=QuikAccess  F18=Message line  F21=Override
```

Figure 68-3: Update code values screen

## Entering an employee's Workers' Compensation account number

To identify the type of work done by an employee, type the 4-digit value associated with the work being reported, as defined by the state of Wyoming, into the *Workers Comp.* field on the third Update Employee Basic Data screen shown below.

**Caution:** Do not specify a value for this field if you type 1, 2, 3, 4, or 5 as the *Officer of Company?* field value on the Update Employee Basic Data screen 2.

```

4/04/08 11:59:07 Update Employee Basic Data PRGMMS PRDMMS
Employer . . . : ZUS SAMPLE US COMPANY Page 3 of 5
Employee . . . : 80005 ACCURATE,ALAN

Contact Information
Office Tel. No. . 555-1212
Misc Phone #1 . . 5866151
Misc Phone #2 . . 98313556
Misc Phone #3 . .
Email Address # 1
EILEEN.WOOD@INFOR.COM
Email Address # 2

URL Address # 1 .

Miscellaneous Information
Class . . . . . EXEC + Hire Source . . . AGNCY +
Mail Group . . . . + Work Permit Date . 1011985
Security Group . EXEC + Workers Comp . . . 4610 +
Education . . . . TRADE + Workers Comp ID .
Pref. Language . SAM + Safety Category .
Labor Category . OFF + Operation . . . .
XM User? . . . . 0 (0=No 1=Yes)
F3=Exit F4=Prompt F9=User Groups F10=Access F12=Previous F16=Update/End

```

Figure 68-4: Update Employee Basic Data screen 3

## Entering a location code, coverage type, and class code

For each employee, you can include the following information for unemployment reporting:

- A two-digit multi-location code, when applicable
- A code for the employee's unemployment insurance coverage type
- A class code, which is appended to the six-digit NAICS code in the report.

You enter this information in *the User Defined* field on Update Employee Deduction Codes screen within the *Update Deduction Data* function shown below.

Figure 68-5: Update Employee Deduction Codes screen

Use the information below to complete this field.

#### *User Defined*

Specify the following information in this field:

- Positions 1-2: Specify a multi-location code if applicable.
- Position 3: Specify the employee's unemployment insurance coverage type. Valid values are:
  - U** Covered by unemployment insurance only
  - W** Covered by worker's compensation only
  - B** Covered by both unemployment insurances and worker's compensation
- Position 4: Specify a class code to append to the employee's NAICS code. Valid values are:
  - I** Inmate
  - C** Corporate officer
  - V** Volunteer
  - S** School to Work program



- J** JTPA (Job Training Partnership Act) program
- R** Regular, or not covered by one of the above categories. If you leave this field blank, R is the assumed value for the employee.

## Reporting

Complete the following steps to access the List Qtr. State Unemployment prompt screen:

- 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*.
  - 5 Complete the fields as appropriate to your company.
-

# Unemployment File Processing

## Using North American Industry Classification System (NAICS) Codes

Wyoming uses NAICS codes to assign worker's compensation industry rates. You use the *Update Employer Codes* function to define NAICS code values. After you define NAICS code values, you can assign the NAICS code to the appropriate controls listed below.

- Position control
- Level 1 control
- Level 2 control
- Level 3 control
- Level 4 control
- Employer control

### Defining NAICS Code Values

To define NAICS code values follow the steps below.

- 1 From the Infinium HR or Infinium PY main menu select *Master Files*.
  - 2 Select *Update Master Files*.
  - 3 Select *Update Employer Codes* [UCC for Infinium HR] or [UCO for Infinium PY]. The system displays the Update Employer Codes screen.
  - 4 Specify the employer.
  - 5 In the *Code Type* field, type **NAI**.
  - 6 Press Enter. The system displays the Update Employer Codes screen similar to Figure 68-6.
-

```

6/11/03  17:03:54      Update Employer Codes      PRGMCD  PRDMCD
-----
Employer . . . . . : ZUS  SAMPLE US COMPANY
Code type . . . . . : NAI  NAICS CODE
Code value . . . . . : 51421
Description . . . . . _____

Active/Inactive . . . 0      (0=Act./1=Inact)

-----
F3=Exit F10=QuikAccess F12=Cancel F18=Message line F22=Delete

```

Figure 68-6: Update Employer Codes

- 7 In the *Description* field, type the NAICS code description.
- 8 Repeat steps five through seven for each NAICS code you need.
- 9 Press Enter.

## Assigning NAICS Code Values

Depending upon your organization's requirements, you must assign NAICS code values to one or more of the controls below.

- Position control
- Level 1 control
- Level 2 control
- Level 3 control
- Level 4 control
- Employer control

Use the *Update Position Data* function in Infinium HR to assign an NAICS code value to a specified position. See the "Establishing Position Controls" chapter in the *Infinium HR Guide to Controls* for information about assigning NAICS code values to positions.

Use the *Update Reporting Levels* function in Infinium HR or the *Update Level Controls* function in Infinium PY to assign NAICS code values to levels. See the “Establishing Level Controls” chapter in the *Infinium HR Guide to Controls* or the “Setting Up Level Controls” chapter in the *Infinium PY Guide to Controls* for information about assigning NAICS code values to levels.

Use the *Update Employer Controls* function in either Infinium HR or Infinium PY to assign NAICS codes to an employer. See the “Setting up the Entity and Employer Controls” chapter in the *Infinium HR Guide to Controls* or the “Setting Up Employer Controls” chapter in the *Infinium PY Guide to Controls* for more information about assigning NAICS code values to employers.

When you generate the unemployment report, the system uses the hierarchy below to identify the appropriate NAICS code to include with the Wyoming unemployment information.

- 1 Position control
- 2 Level 1 control
- 3 Level 2 control
- 4 Level 3 control
- 5 Level 4 control
- 6 Employer control

### Identify the Employee’s Type of Compensation Coverage

To identify the type of compensation coverage, type the appropriate value in the second *State Specific (alpha)* field on screen 2 of the *Create ICESA/TIB-4 Unempl File* function.

Valid values are:

- |          |   |
|----------|---|
| <b>B</b> | Both Unemployment Insurance and Workers’ Compensation |
| <b>U</b> | Unemployment Insurance only                           |
| <b>W</b> | Workers’ Compensation only                            |

The system overrides this value to **U** for corporate officers who do not elect corporate officer coverage, as indicated with a value of **1, 2, 3, 4** or **5** in the *Officer of Company?* field of the second Update Employee Basic Data screen.

---

You must identify the Workers Compensation Account Number. Type the account number in the seventh *State Specific (alpha)* field on screen 2 of the *Create ICESA/TIB-4 Unempl File* function.

## Notes