9.2 Adjusting U.S. Tax Balances

Purpose: Use this document as a reference for adjusting an employee's US tax balance in the calendar or fiscal year.

Audience: Payroll Specialists.

- ou must have at least one of these local college managed security roles:
- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

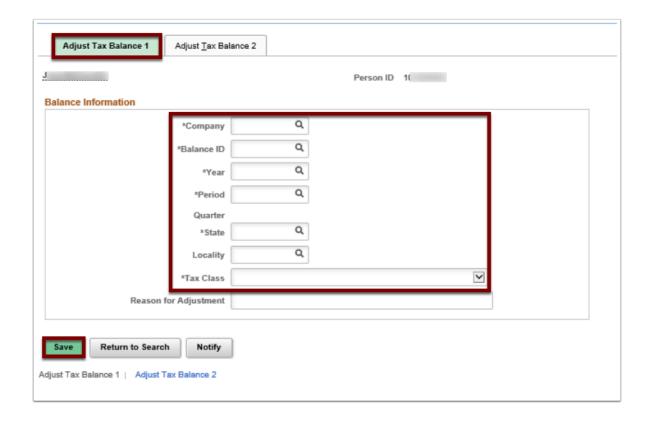
Adjust U.S. Tax Balances

Navigation: NavBar > Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > Taxes

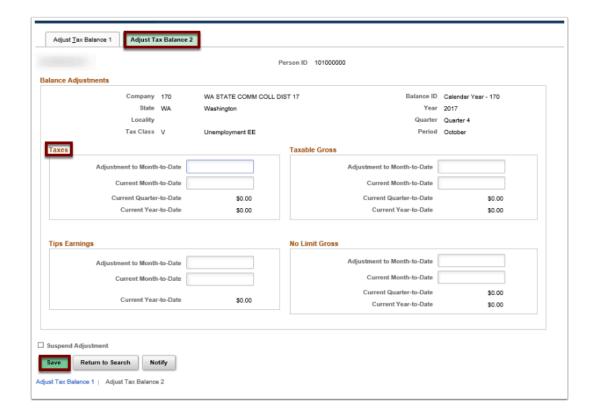
- 1. The **Taxes** search page displays.
- 2. Enter the desired information into the **Empl ID** field.
- 3. Select the **Search** button.



- 4. The **Taxes** page displays.
- 5. Enter the required balance information to identify the taxes for which you are adjusting balances on the **Adjust Tax Balance 1** page.
- 6. Enter the desired information into the **Company** field.
- 7. Select in the **Balance ID** field.
- 8. Identify the type of balance being adjusted in the **Balance ID** field, such as calendar year, fiscal year, and so forth Enter the desired information into the **Balance ID** field.
- 9. Select the **Year** field
- 10. Enter the desired information into the **Year** field.
- Select the **Period** field.
- 12. In the **Period** field, identify the period within the **Balance ID** to be adjusted. For example, if the calendar year and the fiscal year span different time periods, September would be period 9 for the calendar year and could be period 1 for the fiscal year.
- 13. Enter the desired information into the **Period** field.
- 14. Select in the **State** field.
- 15. Select the employee's state in the **State** field. Enter **\$U** if adjusting federal tax balances. Enter **\$E** if adjusting Advanced Earned Income Credit Balances.
- 16. Select the tax class needed to adjust from the **Tax Class** field.
- 17. Select the Tax Class list.
- 18. Select the **Withholding** list item.
- 19. A paycheck year-to-date balance for the employee must exist for a successful adjustment to the employee's tax balance. When a user saves this page, if a year-to-date balance does not exist for the employee, the system will display a message indicating so For this example, the check balance for this employee exists.
- 20. Select the **Save** button.



- 21. Select the **Adjust Tax Balance 2** tab.
- 22. After saving the entry, the **Adjust Tax Balance 2** page appears. A user must first save the entries on the **Adjust Tax Balance 1** page before entries can be made on this page.
- 23. Use the **Adjust Tax Balance 2** page to change tax balances.
- 24. Enter the **Current Month-to-Date** amount for **Taxes**.
- 25. Enter the desired information into the **Current Month-to-Date** field Enter a valid value, i.e., 28.85
- 26. If the page is saved now, the system will calculate the values and return the user immediately to the previous page, without giving the user a chance to view the updated values. If the user wants to view the new values before leaving the page, select the **Current Month-to-Date** field, select the **Tab** button and **Tab** out to get the total.
- 27. If you enter an **Adjustment to Month-to-Date** value, the system calculates the new **Current Month-to-Date**. If a user enters a new **Current Month-to-Date** value, the system calculates the **Adjustment to Month-to-Date** value The system also adjusts the current quarter to date and year to date values based on the month to date values that is entered.
- 28. Select the **Save** button.



- 29. The process to adjust U.S. tax balances is now complete.
- 30. End of procedure.