

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.

 You 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.

Taxes

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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.
11. 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.

Adjust Tax Balance 1 Adjust Tax Balance 2

J Person ID 1(.....)

Balance Information

*Company Q

*Balance ID Q

*Year Q

*Period Q

Quarter

*State Q

Locality Q

*Tax Class ▼

Reason for Adjustment

Save Return to Search Notify

Adjust Tax Balance 1 | Adjust Tax Balance 2

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.

Adjust Tax Balance 1
Adjust Tax Balance 2

Person ID 101000000

Balance Adjustments

Company	170	WA STATE COMM COLL DIST 17	Balance ID	Calendar Year - 170
State	WA	Washington	Year	2017
Locality			Quarter	Quarter 4
Tax Class	V	Unemployment EE	Period	October

Taxes

Adjustment to Month-to-Date	
Current Month-to-Date	
Current Quarter-to-Date	\$0.00
Current Year-to-Date	\$0.00

Taxable Gross

Adjustment to Month-to-Date	
Current Month-to-Date	
Current Quarter-to-Date	\$0.00
Current Year-to-Date	\$0.00

Tips Earnings

Adjustment to Month-to-Date	
Current Month-to-Date	
Current Year-to-Date	\$0.00

No Limit Gross

Adjustment to Month-to-Date	
Current Month-to-Date	
Current Quarter-to-Date	\$0.00
Current Year-to-Date	\$0.00

☐ Suspend Adjustment

Save

Return to Search

Notify

Adjust Tax Balance 1 | Adjust Tax Balance 2

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