

## 9.2 Employee Tax Distribution

**Purpose:** Use this document as a reference for updating an employee's payroll tax distribution in ctcLink.

**Audience:** Payroll staff.

 You must have at least one of these local college managed security roles:

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance
- ZZ Payroll Processing

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

### Employee Tax Distribution

**Navigation:** NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution

1. The **Update Tax Distribution** search page displays.
2. Enter **Empl ID** and any additional **Search Criteria** to identify your employee.
3. Select **Search**.

Manager Self Service
Update Tax Distribution

### Update Tax Distribution

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 begins with 101008694

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search

Clear

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

4. The **Update Tax Distribution** page displays.
5. In the **Tax Distribution** section, select the **Add a New Row** [+] icon.

Manager Self Service
Update Tax Distribution

### Update Tax Distribution

Employee
Empl ID 101008694
Empl Record 0

Tax Distribution
1 of 1
View All

\*Effective Date 02/16/2016

+

-

Country USA
☐ Insert Pre-filled Tax Location

States/Localities
1-1 of 1
View All

*State	Locality	Locality Name	Percent of Distribution		
WA			100.000	+	-

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

6. A new effective dated row is created.
7. Enter the **Effective Date**.
8. Enter the **State**.

9. Enter the **Locality**.
10. Enter the **Percent of Distribution**.
11. If needed, select the **Add a New Row [+]** icon in the **States/Localities** section.
12. Select the **Save** button.

Manager Self Service
Update Tax Distribution

### Update Tax Distribution

Employee
Empl ID 101008694
Empl Record 0

Tax Distribution

Effective Date
02/25/2019

Country USA
☐ Insert Pre-filled Tax Location

#### States/Localities

*State	Locality	Locality Name	Percent of Distribution		
WA			75.000	+	-
NM			25.000	+	-

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

13. The process to update employee tax distributions is now complete.
14. End of procedure.