

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

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 [+](#) [-](#)

Country USA Insert Pre-filled Tax Location

States/Localities 1-1 of 1 | View All

*State	Locality	Locality Name	Percent of Distribution		
WA <input type="text"/>	<input type="text"/>		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 1 of 2 | View All

*Effective Date 02/25/2019 + -

Country USA
 Insert Pre-filled Tax Location

States/Localities 1-2 of 2 | View All

*State	Locality	Locality Name	Percent of Distribution		
WA	<input type="text"/>		75.000	+	-
NM	<input type="text"/>		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.