



Human Capital Management Tax Update 22-A Overview

CONTENTS

- Introduction.....3
- Payroll.....3
 - Updated Federal / State Tax Table.....3
 - Updated Garnishment Rules Table.....4
 - ESS Federal W-4 PDF4
 - W-2c Reporting6
 - Pay Calendar Table Changes6

Introduction

The Image/Upgrade Overview Document is intended to provide ctcLink users with a summary of the changes that will be made in the system as a result of the upcoming image or PeopleTools upgrade implementation. Oracle releases multiple PeopleSoft updates, called images, for each pillar every year. Each Image contains bug fixes and features that are important for PeopleSoft to work well. PeopleTools upgrades update the underlying framework of the system. There are minimal changes that are noticeable to the end users. Below is an overview of the changes that you can expect to see as part of this upgrade.

Payroll

Updated Federal / State Tax Table

Federal (State=\$U) - The table entry effective-dated 01/01/2022, which was delivered in Tax Update 21-E, is updated to include Federal withholding tax changes effective January 1, 2022, as announced by the Internal Revenue Service.

<https://www.irs.gov/pub/irs-pdf/p15t.pdf>

CA - The table entry effective-dated 01/01/2022, which was delivered in Tax Update 21-E, is updated to include the California withholding tax changes effective January 1, 2022, as published by the California Employment Development Department.

https://edd.ca.gov/pdf_pub_ctr/22methb.pdf

ID - A new table entry effective-dated 01/01/2022 is delivered with the Idaho state unemployment taxable wage base increase from \$43,000 to \$46,500 for 2022.

<https://www.labor.idaho.gov/dnn/Businesses/Unemployment-Tax-Rates>

MN - The table entry effective-dated 01/01/2022, which was delivered in Tax Update 21-E, is updated to include the following changes:

1. Minnesota state unemployment taxable wage base increased from \$35,000 to \$38,000 for 2022.

<https://mn.gov/uimn/employers/employer-account/news-updates/overview-tax-rates.jsp>

2. The Minnesota withholding tax changes effective for wages paid on or after January 1, 2022, as published by the Minnesota Department of Revenue.

https://www.revenue.state.mn.us/sites/default/files/2022-02/wh_inst_22_0.pdf

OR - The table entry effective-dated 01/01/2022, which was delivered in Tax Update 21-E, is updated to include the Oregon withholding tax changes effective for wages paid on or after January 1, 2022, as published by Oregon Department of Revenue.

https://www.oregon.gov/dor/forms/FormsPubs/withholding-tax-formulas_206-436_2022.pdf

Updated Garnishment Rules Table

Federal (Law Source=\$U) - Table entries containing the values used to calculate the amounts exempt from U.S. Federal tax levies in the year 2022 are added to the Garnishment Rules Table.

<http://www.irs.gov/pub/irs-pdf/p1494.pdf>

AZ - Table entries containing the values used to calculate the amounts exempt from Arizona tax levies in the year 2022 are added to the Garnishment Rules Table based on the exemption values published in the 2022 update of IRS Pub. 1494.

ESS Federal W-4 PDF

The 2022 Federal W-4 Form has been delivered.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: Federal W-4 Form

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Certificate ▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		OMB No. 1545-0074 <div style="border: 2px solid red; padding: 5px; display: inline-block; font-weight: bold; font-size: 1.2em;">2022</div>
Step 1: Enter Personal Information	(a) First name and middle initial [REDACTED]		Last name [REDACTED]	
	Address [REDACTED]		(b) Social security number XXX-XX-[REDACTED] ▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .	
	City or town, state, and ZIP code [REDACTED]			
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App , and privacy.				
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. <input type="checkbox"/> TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.			
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ [REDACTED] Multiply the number of other dependents by \$500 ▶ \$ [REDACTED]		Add the amounts above and enter the total here 3 \$ [REDACTED]	
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$ [REDACTED]		(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ [REDACTED]	
		(c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$ [REDACTED]		Exemption from withholding. By claiming exemption from withholding, you certify that you owed no Federal income tax in 2021, and that you expect to owe no Federal income tax in 2022. If you claim exemption from withholding, no income tax will be withheld from your Not Applicable ▼
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.			
[REDACTED]		[REDACTED]		[REDACTED]
Employee's signature (This form is not valid unless you sign it.)		Date		
Employers Only	Employer's name and address [REDACTED]	First date of employment [REDACTED]	Employer identification number (EIN) [REDACTED]	
For Privacy Act and Paperwork Reduction Act Notice, see page 3.		Cat. No. 10220Q		Form W-4 (2022)

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[9.2 ESS W-4 Withholding](#)

W-2c Reporting

Several updates are delivered to support the Form W-2c reporting for tax year 2021.

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[9.2 Enter W-2C in ctcLink](#)

Pay Calendar Table Changes

Tax Update 22-A delivers a new tab to the Pay Calendar Table, which is called Wage Statement Status. This page is ONLY used for the Kibana Payroll Analytics. It tracks the completion of the Pay Statement processes.

The system will automatically select the PDF Advice Forms or PDF Paychecks checkbox as follows.

- When the 'Create PDF Paychecks' (PYCHKUSA) processes are completed for an on-cycle payroll, the PDF Paychecks checkbox is selected on the Wage Statements Status tab.
- When the 'Create PDF Advice Forms' (PYDDAUSA) processes are completed for an on-cycle payroll, the PDF Advice Forms checkbox is selected on the Wage Statement Status tab.

The boxes are deselected for pay periods that were processed prior to when this new tab was delivered.

At this time, the Kibana Payroll Analytics will not be implemented at ctcLink HCM.

Navigation

NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars

NavBar > Navigator > Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Calendar Table

Image: Pay Calendar Table

The screenshot displays the 'Pay Calendar Table' interface with the 'Wage Statement Status' tab selected. The interface includes the following elements:

- Navigation tabs: 'Pay Calendar Table', 'Wage Statement Status' (highlighted), and 'Pay Confirm Options'.
- Form fields: 'Company' (with a dropdown arrow), 'College' (with a dropdown arrow), 'Pay Group' (with a dropdown arrow), and 'Exempt: Semi Monthly'.
- Text label: 'Pay Period End Date' followed by the value '02/28/2022'.
- Section header: 'Wage Statements Run'.
- Form fields: Four checkboxes are displayed in a grid: 'PDF Paychecks' (checked), 'Paychecks' (unchecked), 'PDF Advice Forms' (checked), and 'Advice Forms' (unchecked).
- Buttons: 'Save' (green), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.
- Footer: A breadcrumb trail showing 'Pay Calendar Table | Wage Statement Status | Pay Confirm Options'.

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[9.2 Reviewing Pay Calendars](#)



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Washington State Board for Community and Technical Colleges