



Human Capital Management

Image 43 Overview

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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.

Manager Self Service

Updated Delegation Framework

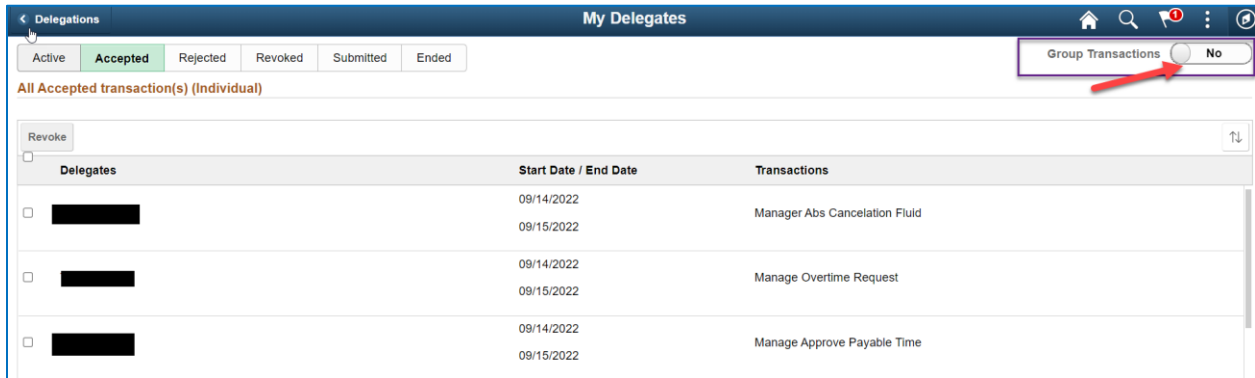
A new Group Transactions option has been added to My Delegate Authorities and My Delegate Pages.

Navigation

Manager Self Service > Delegations tile > My Delegate / My Delegated Authorities tile

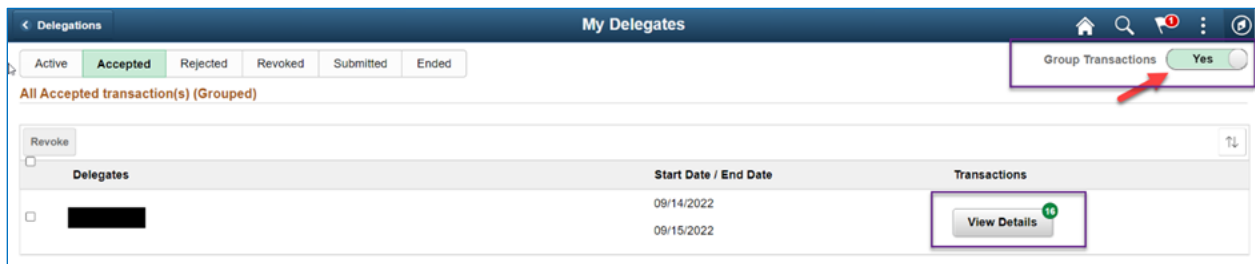
When Group Transactions is set to "No", each transaction associated with the individual delegation request is displayed.

Image: My Delegates



When Group Transactions is set to "Yes", the Transactions field displays a button "View Details" with a count of the number of transactions that have been delegated.

Image: My Delegates



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N/A

Payroll

Updated Federal / State Tax Table

OR - A new table entry effective-dated 07/01/2022 is added to deliver the Oregon state minimum wage increase from \$14.00 to \$14.75 per hour.

<https://www.oregon.gov/boli/workers/Pages/minimum-wage-schedule.aspx>

Pay Calendar, Wage Statement Status Update

The processes Create PDF Paychecks (PYCHKUSA-PAY003) and Create PDF Advice Forms (PYDDAUSA-DDP003) have been modified to set the respective flags to ON in tab Wage Statement Status of Pay Calendar Page, whether or not paychecks/advices were found to be processed for that pay group.

Prior to the modifications, the PDF Paychecks and/or PDF Advice Forms were not set to ON in tab Wage Statement Status of Pay Calendar Page, if paychecks/advices were not found to be processed by Create PDF Paychecks (PYCHKUSA-PAY003) / Create PDF Advice Forms (PYDDAUSA-DDP003).

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: Wage Statement Status

The screenshot shows a web interface with three tabs: "Pay Calendar Table", "Wage Statement Status" (highlighted with a red box), and "Pay Confirm Options". Below the tabs, the following information is displayed:

- Company: [Redacted]
- Pay Group: [Redacted] Classified: Semi Monthly
- Pay Period End Date: 08/15/2022

Under the heading "Wage Statements Run", there are two columns of checkboxes:

- Left column: PDF Paychecks, PDF Advice Forms (this entire column is highlighted with a red box).
- Right column: Paychecks, Advice Forms.

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[9.2 Reviewing Pay Calendars](#)

ESS Arizona A-4 PDF

The Arizona Form A-4 has been updated effective January 1, 2022.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: AZ Form A-4

Arizona Form A-4		Employee's Arizona Withholding Election		2022	
Type or print your Full Name ██████████			Your Social Security Number XXX-XX-██████		
Home Address – number and street or rural route ██					
City or Town ██████████		State AZ	ZIP Code ██████		
Choose either box 1 or box 2:					
<input type="checkbox"/> 1 Withhold from gross taxable wages at the percentage checked (check only one percentage):					
<input type="checkbox"/> 0.8% <input type="checkbox"/> 1.3% <input type="checkbox"/> 1.8% <input type="checkbox"/> 2.7% <input type="checkbox"/> 3.6% <input type="checkbox"/> 4.2% <input type="checkbox"/> 5.1%					
<input checked="" type="checkbox"/> Check this box and enter an extra amount to be withheld from each paycheck \$ ██████					
<input type="checkbox"/> 2 I elect an Arizona withholding percentage of zero, and I certify that I expect to have no Arizona tax liability for the current taxable year.					
I certify that I have made the election marked above.					
SIGNATURE ██████████			DATE 09/14/2022		
Employee's Instructions				Submit	
<p>Arizona law requires your employer to withhold Arizona income tax from your wages for work done in Arizona. The amount withheld is applied to your Arizona income tax due when you file your tax return. The amount withheld is a percentage of your gross taxable wages from every paycheck. You may also have your employer withhold an extra amount from each paycheck. Complete this form to select a percentage and any extra amount to be withheld from each paycheck.</p> <p>What are my "Gross Taxable Wages"?</p> <p>For withholding purposes, your "gross taxable wages" are the wages that will generally be in box 1 of your federal Form W-2. It is your gross wages less any pretax deductions, such as your share of health insurance premiums.</p> <p>New Employees</p> <p>Complete this form within the first five days of your employment to select an Arizona withholding percentage. You may also have your employer withhold an extra amount from each paycheck. If you do not give this form to your employer the department requires your employer to withhold 2.7% of your gross taxable wages.</p> <p>Current Employees</p> <p>If you want to change your current amount withheld, you must file this form to change the Arizona withholding percentage or to change the extra amount withheld.</p> <p>What Should I do With Form A-4?</p> <p>Give your completed Form A-4 to your employer.</p>			<p>Electing a Withholding Percentage of Zero</p> <p>You may elect an Arizona withholding percentage of zero if you expect to have no Arizona income tax liability for the current year. Arizona tax liability is gross tax liability less any tax credits, such as the family tax credit, school tax credits, or credits for taxes paid to other states. If you make this election, your employer will not withhold Arizona income tax from your wages for payroll periods beginning after the date you file the form. To keep this election for the next calendar year, you must give your employer an updated Form A-4. If you do not, your employer may withhold Arizona income tax from your wages and salary until you submit an updated Form A-4.</p> <p>Zero withholding does not relieve you from paying Arizona income taxes that might be due at the time you file your Arizona income tax return. If you have an Arizona tax liability when you file your return or if at any time during the current year conditions change so that you expect to have a tax liability, you should promptly file a new Form A-4 and choose a withholding percentage that applies to you.</p> <p>Voluntary Withholding Election by Certain Nonresident Employees</p> <p>Compensation earned by nonresidents while physically working in Arizona for temporary periods is subject to Arizona income tax. However, under Arizona law, compensation paid to certain nonresident employees is not subject to Arizona income tax withholding. These nonresident employees need to review their situations and determine if they should elect to have Arizona income taxes withheld from their Arizona source compensation. Nonresident employees may request that their employer withhold Arizona income taxes by completing this form to elect Arizona income tax withholding.</p>		
ADOR 10121 (21)					

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[9.2 ESS W-4 Withholding](#)

ESS Hawaii HW-4 PDF

The Hawaii Form HW-4 has been updated to rev. 2021.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: Form HW-4

FORM HW-4
(REV. 2021)

STATE OF HAWAII — DEPARTMENT OF TAXATION

EMPLOYEE'S WITHHOLDING ALLOWANCE AND STATUS CERTIFICATE INSTRUCTIONS

(NOTE: References to "married" and "spouse" are also references to "in a civil union" and "civil union partner," respectively.)

MARITAL STATUS—If you are legally separated from your spouse under a decree of divorce or separate maintenance, check the Single box.
If you file as head of household on your tax return, you are treated as Single for withholding tax purposes. However, an additional withholding allowance may be claimed for this filing status.

NUMBER OF WITHHOLDING ALLOWANCES—Do not claim more than the correct number of withholding allowances. However, if by claiming the correct number of withholding allowances you still expect to owe more income tax for the year than will be withheld, you may increase the amount withheld either by claiming fewer withholding allowances or by entering into an agreement with your employer to withhold an additional dollar amount.

Note: *Hawaii law does NOT allow "exempt" status for withholding purposes.*

NONWAGE INCOME—If you have a large amount of nonwage income, from sources such as interest or dividends, you should consider making estimated tax payments using Form N-200V or you may find that you owe additional tax at the end of the year.

TWO-EARNER/TWO JOBS—If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form HW-4. This total should be divided among all jobs. Your withholding will usually be most accurate when all allowances are claimed on the HW-4 filed for the highest paying job and zero allowances are claimed for the others.

FILING THE CERTIFICATE—You must file this form with your employer or your employer must withhold tax from your wages as if you were single and claimed no withholding allowances.

FILING A NEW CERTIFICATE—You SHOULD file a new certificate if you get married or are entitled to claim more withholding allowances. You MUST file a new certificate within 10 days if ANY of the following occurs:
(a) If you are divorced or legally separated.
(b) If your spouse, for whom you have been claiming a withholding allowance, commences claiming his or her own withholding allowance on a separate certificate.
(c) If a dependent for whom you claimed a withholding allowance no longer qualifies as a dependent.

You MUST file a new certificate on or before December 1 in case of the death of your spouse or the death of a dependent, unless such event occurs in December.

WITHHOLDING ALLOWANCE FOR AGE—You may claim an additional withholding allowance for age if you are at least 65 years old and no one can claim you as a dependent. If you are married and filing a joint return, you may also claim an additional withholding allowance if your spouse is at least 65 years old, no one else can claim your spouse as a dependent, and your spouse is not already claiming such withholding allowance for himself/herself on a Form HW-4.

HEAD OF HOUSEHOLD—Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your qualifying child or any other person who is your dependent.

PENALTIES—Penalties are imposed for willfully supplying false or fraudulent information or for willfully failing to supply information.

CERTIFIED DISABLED PERSON—See the section, "What Is Not Subject to Withholding" in *Booklet A, Employer's Tax Guide*.


NONRESIDENT MILITARY SPOUSE—Under federal law, the State is prohibited from subjecting the income received by a service member's nonresident spouse for services performed (i.e., wages) in Hawaii to Hawaii's income tax beginning tax year 2009 if certain conditions are met. See Tax Information Release No. 2010-01 and Tax Announcement No. 2019-01 for further details.

FOR FURTHER INFORMATION—Contact your employer or the Department of Taxation at 808-587-4242 (toll-free at 1-800-222-3229).

----- Cut here and give the certificate to your employer. Keep the top portion and a copy of page 2 for your records. -----

FORM HW-4
(REV. 2021)

STATE OF HAWAII — DEPARTMENT OF TAXATION



EMPLOYEE'S WITHHOLDING ALLOWANCE AND STATUS CERTIFICATE

HW4.J 2021A.01 VID01

Section A (to be completed by the employee)

1 Type or print your full name [REDACTED]	2 Your social security number [REDACTED]
Home address (number and street or rural route) [REDACTED]	3 Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate <input type="checkbox"/> Certified Disabled Person (not subject to withholding) <input type="checkbox"/> Nonresident Military Spouse (not subject to withholding)
City or town, state, and Postal/ZIP code [REDACTED]	
4 Total number of allowances you are claiming (from line 1 of the worksheet on page 2). (Note: <i>Hawaii law does NOT allow "EXEMPT" status for withholding purposes.</i>) 4	
5 Additional amount, if any, you want deducted each pay period 5 \$	

I declare, under the penalties set forth in section 231-36, HRS, that I have correctly indicated my marital status and that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

(Date) 09/22/2022 (Signed) [REDACTED]

Section B (to be completed by the employer)

1 Employer's name Lake WA Institute of Tech	2 Hawaii tax identification number WH -
Employer's address [REDACTED]	City or town, state, and Postal/ZIP code

EMPLOYER: Keep this certificate with your records. If you believe that an employee has claimed excess allowances for the employee's situation (generally more than 10) or misstated the employee's marital status, you must send a copy of the Form HW-4 for that employee to the Hawaii Department of Taxation, P. O. Box 3827, Honolulu, Hawaii 96812-3827.

ID NO 01 Submit FORM HW-4

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9.2 ESS W-4 Withholding

ESS IA W-4 PDF

The Iowa Form W-4 has been updated effective January 1, 2022.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: Form IA W-4

Iowa Department of **REVENUE** 2022 IA W-4
Employee Withholding Allowance Certificate
tax.iowa.gov

Each employee must file this Iowa W-4 with his/her employer. Do not claim more allowances than necessary or you will not have enough tax withheld. You may file a new W-4 at any time if the number of your allowances increases. You must file a new W-4 within 10 days if the number of allowances previously claimed by you decreases.

Penalties apply for willfully supplying false information or for willful failure to supply information, which would reduce the withholding allowances. If you file as exempt from withholding and you incur an income tax liability, you may be subject to a penalty for underpayment of estimated tax.

Marital Status: Single (or married but legally separated) Married

Print your full name: _____ Social Security Number: _____

Home address: _____

City: _____ State: IA ZIP: _____

Exemption from withholding
If you do not expect to owe any Iowa income tax and have a right to a full refund of ALL income tax withheld, enter "EXEMPT" here and the year effective here .
Nonresidents may not claim this exemption.
Check this box if you are claiming an exemption from Iowa income tax as a military spouse based on the Military Spouses Residency Relief Act of 2009 or the Veterans Benefits and Transition Act of 2018
If claiming the military spouse exemption, enter your state of domicile or residence here

If you are not exempt, complete the following:

1. Personal allowances.....	1.	<input type="text" value="0"/>
2. Allowances for dependents. You may claim 1 allowance for each dependent you claim on your Iowa income tax return.....	2.	<input type="text" value=""/>
3. Allowances for itemized deductions. See instructions.....	3.	<input type="text" value=""/>
4. Allowances for adjustments to income. Estimate allowable adjustments to income for payments such as an IRA, Keogh, or SEP; penalty on early withdrawal of savings; alimony paid; and student loan interest, which are reflected on the IA 1040. Divide this amount by \$600, round to the nearest whole number, and enter on line 4.....	4.	<input type="text" value=""/>
5. Allowances for child and dependent care credit.....	5.	<input type="text" value=""/>
6. Total allowances. Add lines 1 through 5.....	6.	<input type="text" value="0"/>
7. Additional amount, if any, you want deducted each pay period.....	7.	<input type="text" value="0.00"/>

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this claim, and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee signature: _____ Date: 09/22/2022

Employers: The employer must maintain records of the W-4s. If the employee is claiming more than 22 withholding allowances or is claiming exemption from withholding when wages are expected to exceed \$200 per week, complete the information below and within 90 days send a copy to: Compliance Services, Iowa Department of Revenue, PO Box 10456, Des Moines, Iowa 50306-0456.

Employer name: Big Bend Community College

Federal Employer Identification Number (FEIN): _____

Employer address: _____

City: _____ State: _____ ZIP: _____

Questions about Iowa taxes:
Call Taxpayer Services at 515-281-3114 or 800-367-3388 or email idr@iowa.gov.

44-019a (10/14/2021)

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[9.2 ESS W-4 Withholding](#)

ESS Montana Form MW-4 PDF

Montana Form MW-4 has been updated for 2022.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: Form MW-4

MONTANA REVENUE		MONTANA MW-4	
Montana Employee's Withholding Allowance and Exemption Certificate			
Employee's first name and middle initial	Last name	Social Security Number	
██████████	██████████	██████████	
Current mailing address		City, state and ZIP code	
████████████████████		██████████	
Under penalty of false swearing, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.			
Employee's signature _____		Date _____	
(This form is not valid unless you sign it.)			
Complete Form MW-4 so that your employer can withhold the correct Montana income tax from your pay. See "Employee Instructions" on back of this form before beginning.			
Section 1: Montana Allowances			
A. Enter "1" for yourself		A.	<input type="text" value="1"/>
B. Enter "1" if you have only one job		B.	<input type="text" value="1"/>
C. Enter "1" for your spouse if you expect to file as married filing jointly on your Montana tax return. But, you may choose to enter "-0-" if you have a working spouse. (Entering "-0-" may help you avoid having too little tax withheld.)		C.	<input type="text" value="1"/>
D. Enter the number of dependents (other than your spouse or yourself) you will claim on your Montana tax return		D.	<input type="text" value="0"/>
E. Enter "1" if you will file as head of household on your Montana tax return		E.	<input type="text" value="1"/>
F. Enter "1" if you expect to report large itemized deductions (medical, child and dependent care, etc.) (Caution: An additional allowance could result in tax due when you file your return.)		F.	<input type="text" value="1"/>
G. Add lines A through F and enter the total here. This is your total number of allowances. (Note: This number may be different from the number of exemptions you claim on your Montana tax return.)		G.	<input type="text" value="0"/>
H. Additional amount, if any, you want withheld from each paycheck or pension and annuity payment.		H. \$	<input type="text" value="0.00"/>
Section 2: Exemption from Montana Withholding for Tax Year <input type="text" value="2022"/>			
You may be entitled to claim an exemption from Montana income tax withholding. If applicable, mark one box below to indicate the reason why you believe you are exempt. See instructions for Section 2 on back of this form for more information.			
<input type="checkbox"/> a. I am an enrolled member of a registered tribe, I live on the reservation of that tribe, AND I claim exemption from withholding on the wages derived from work performed on the reservation where I live. (You must also complete Section 1.)			
<input type="checkbox"/> b. I am a member of the Reserve or National Guard, and I claim to be exempt from withholding on my compensation determined under USC Title 10. (You must also complete Section 1.)			
<input type="checkbox"/> c. I am a resident of North Dakota, and claim exemption from withholding on my wages.			
<input type="checkbox"/> d. I am a resident of another state living in Montana solely to be with my spouse, who is a resident of the same state and a member of the U.S. armed forces assigned to a military location in Montana, and I claim exemption from withholding on my wages.			
Employer name	Employer EIN	Employer MT withholding account ID	
Peninsula College	██████████	██████████	
Employer address	City, state and ZIP code		
████████████████████	██████████ ███████████ ███████████		
<input type="button" value="Submit"/>			

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[9.2 ESS W-4 Withholding](#)

ESS Oregon W-4 PDF

Form OR-W-4 has been updated for 2022.

Navigation

Employee Self Service > Payroll Tile > Tax Withholding

Image: Form OR-W-4

2022 Form OR-W-4		Oregon Department of Revenue		19612201010000		Office use only	
Page 1 of 1, 150-101-402 (Rev. 09-30-21, ver. 01)							
Oregon Withholding Statement and Exemption Certificate							
First name	Initial	Last name	Social Security number (SSN)	<input type="checkbox"/> Redetermination			
██████	██	██████	XXX-XX-██████				
Address			City	State	ZIP code		
██████████			██████████	OR	██████████		
Note: Your eligibility to claim a certain number of allowances or an exemption from withholding may be subject to review by the Oregon Department of Revenue. Your employer may be required to send a copy of this form to the department for review.							
1. Select one: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withholding at the higher single rate. Note: Check the "Single" box if you're married and you're legally separated or if your spouse is a nonresident alien.							
2. Allowances. Total number of allowances you're claiming on line A4 , B15 , or C5 . If you meet a qualification to skip the worksheets and you aren't exempt, enter 02. <input type="text" value=""/>							
3. Additional amount , if any, you want withheld from each paycheck..... 3. <input type="text" value=""/>							
4. Exemption from withholding. I certify that my wages are exempt from withholding and I meet the conditions for exemption as stated on page 2 of the instructions. Complete both lines below: • Enter the corresponding exemption code. (See instructions)..... 4a. <input type="text" value=""/>							
• Write "Exempt" 4b. <input type="text" value="Not Applicable"/>							
Sign here. Under penalty of false swearing, I declare that the information provided is true, correct, and complete.							
Employee's signature (This form isn't valid unless signed.)				Date			
██████████				09/21/2022			
Employer use only.							
Employer's name			Federal employer identification number (FEIN)				
Lower Columbia College			██████████				
Employer's address			City	State	ZIP code		
██████████			██████████	██	██████████		
							Submit

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[9.2 ESS W-4 Withholding](#)

Presheet Audit Report Changes

The process type is changed back to SQR Report for PAY034 Presheet Audit Report.

Prior to this modification the process type for the Presheet Audit Report was PSJob JPAY034.

Navigation

NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Presheet Audit Report

Image: Presheet Audit Report

The screenshot displays a web interface for managing audit reports. At the top, there are two tabs: "Process List" (active) and "Server List". Below the tabs is a section titled "View Process Request For" containing several filters: "User ID" (with a search icon), "Type" (set to "SQR Report"), "Last" (with a dropdown), "10" (with a dropdown), "Days" (with a dropdown), and a "Refresh" button. Other filters include "Server" (dropdown), "Name" (set to "PAY034" with a search icon), "Instance From" and "Instance To" (input fields), "Run Status" (dropdown), "Distribution Status" (dropdown), and a checked "Save On Refresh" checkbox. A "Report Manager" link is also present. Below the filters is a "Process List" section with a search icon and a "View All" link. The main part of the interface is a table with the following columns: "Select", "Instance", "Seq.", "Process Type", "Process Name", "User", "Run Date/Time", "Run Status", "Distribution Status", and "Details". A single row is visible with the following data: "537039", "SQR Report", "PAY034", a redacted user name, "09/21/2022 8:54:28AM PDT", "Success", "Posted", and a "Details" link. At the bottom left, there are "Save" and "Notify" buttons. The footer shows "Process List | Server List".

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	537039		SQR Report	PAY034	[REDACTED]	09/21/2022 8:54:28AM PDT	Success	Posted	Details

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[Running the Presheet Audit Report](#)

Precalculation Audit Report Changes

The process type is changed back to SQR Report for PAY035 Precalculation Audit Report.

Prior to this modification the process type for the Precalculation Audit Report was PSJob JPAY035.

Navigation

NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Precalculation Audit Report

Image: Precalculation Audit Report

View Process Request For

User ID: [Redacted] Type: SQR Report Last: [] 10 Days: [] Refresh

Server: [] Name: PAY035 Instance From: [] Instance To: [] Report Manager

Run Status: [] Distribution Status: [] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	537130		SQR Report	PAY035	[Redacted]	09/21/2022 2:34:28PM PDT	Success	Posted	Details

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[Running the Precalculation Audit Report](#)

Preconfirm Audit Report Changes

The process type is changed back to SQR Report for PAY036 Preconfirm Audit Report.

Prior to this modification the process type for the Preconfirm Audit Report was PSJob JPAY036.

Navigation

NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Preconfirm Audit Report

Image: Preconfirm Audit Report

View Process Request For

User ID: [Redacted] Type: SQR Report Last: [] 10 Days: [] Refresh

Server: [] Name: PAY036 Instance From: [] Instance To: [] Report Manager

Run Status: [] Distribution Status: [] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	537100		SQR Report	PAY036	[Redacted]	09/21/2022 1:32:58PM PDT	Success	Posted	Details

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[9.2 Running the Preconfirm Audit Report](#)



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Washington State Board for Community and Technical Colleges