



# Human Capital Management

## Image 46 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.

## Benefits

### Employee/Dependent Information Menu Title Changes

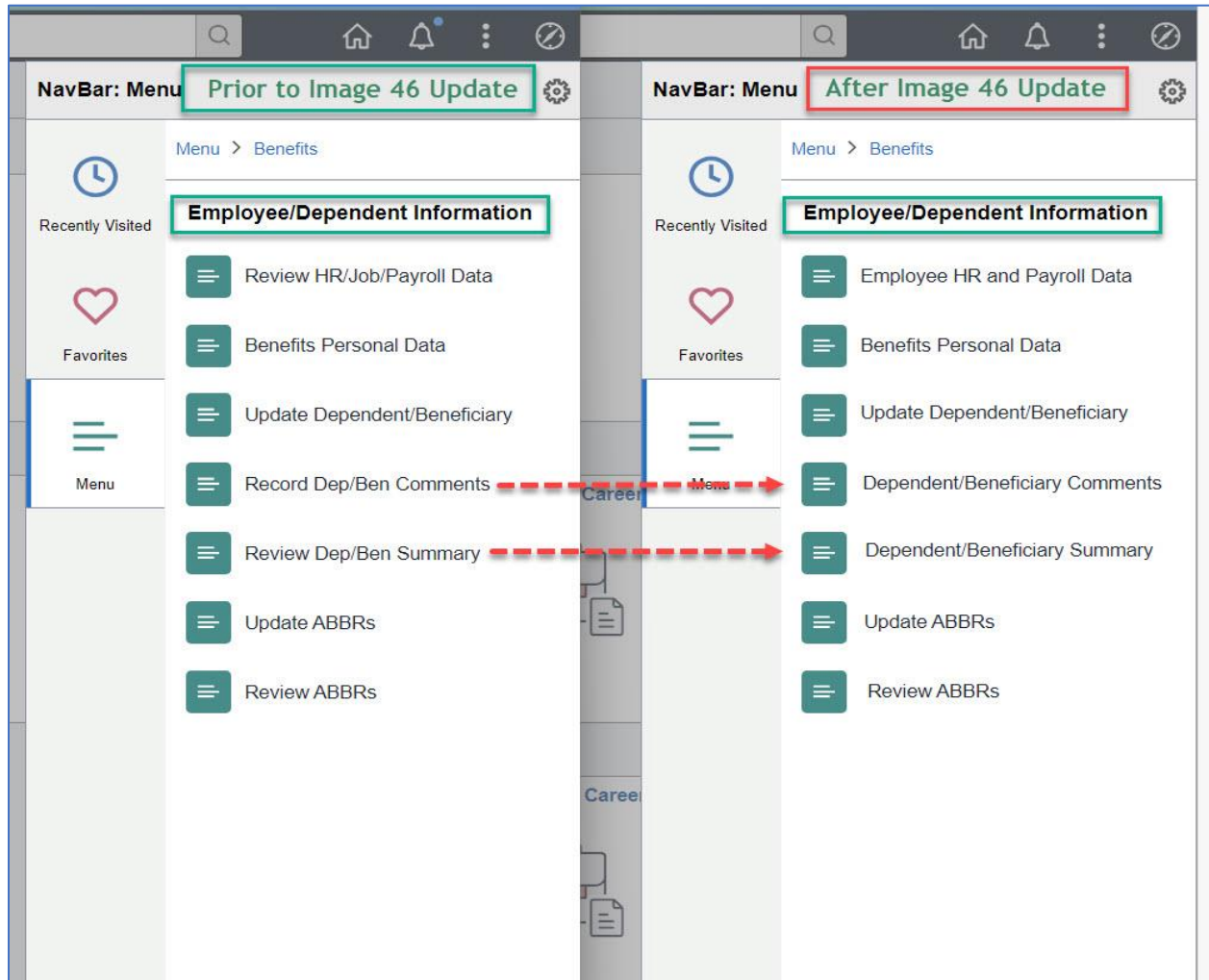
Menu title has been changed for two items under Employee/Dependent Information:

- 1) Record Dep/Ben Comments has been renamed to Dependent/Beneficiary Comments.
- 2) Review Dep/Ben Summary has been changed to Dependent/Beneficiary Summary.

### Navigation

NavBar > Navigator > Benefits > Employee/Dependent Information

## Image: Employee/Dependent Information Menu



## QRG

N/A

## Enroll In Benefits Menu Title Changes

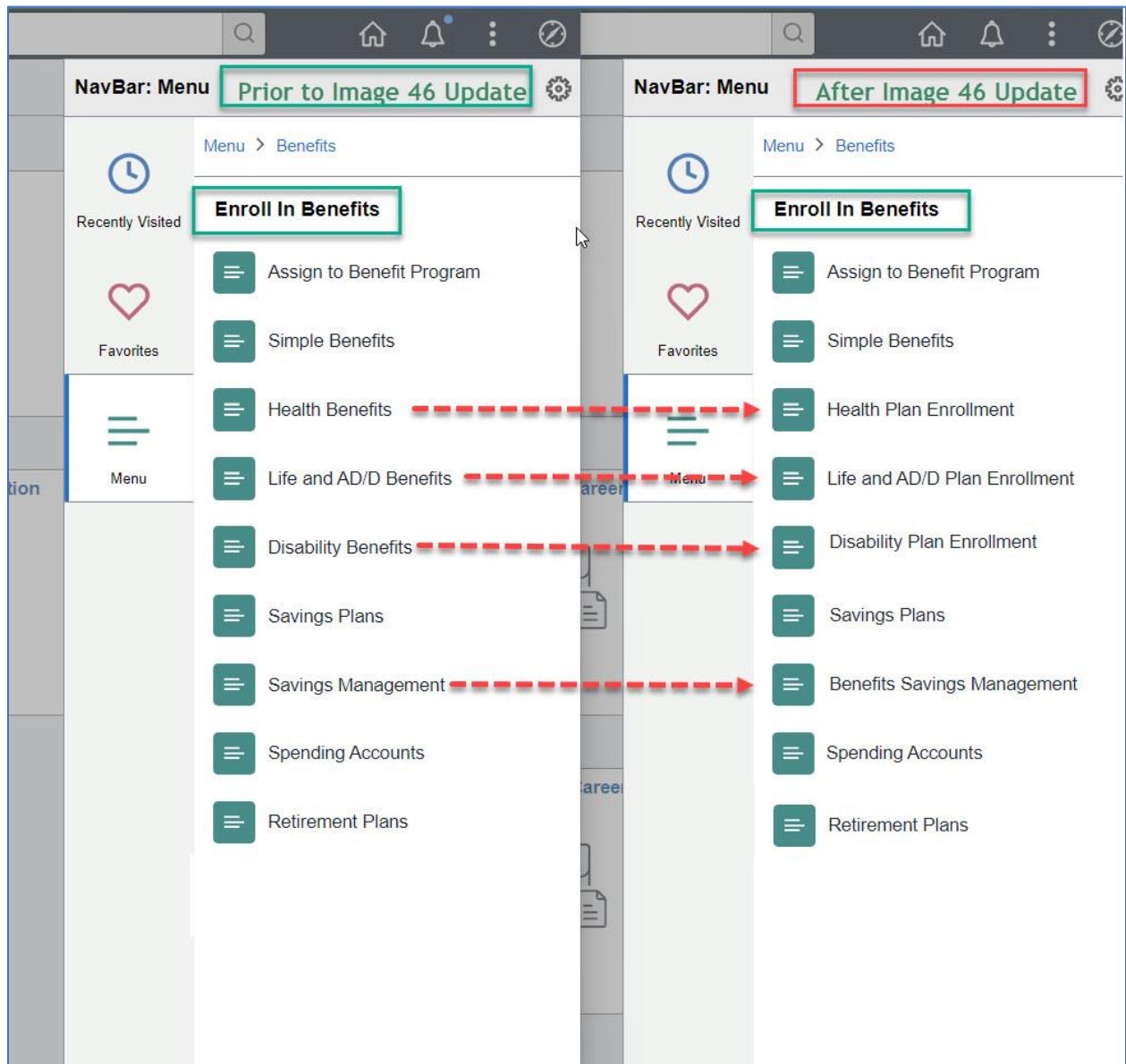
Menu title has been changed for the following items under Enroll In Benefits:

- 1) Health Benefits has been renamed to Health Plan Enrollment.
- 2) Life and AD/D Benefits menu title is called Life and AD/D Plan Enrollment now.
- 3) Disability Benefits has been renamed to Disability Plan Enrollment.
- 4) Savings Management menu title is changed to Benefits Savings Management.

## Navigation

NavBar > Navigator > Benefits > Enroll In Benefits

Image: Enroll In Benefits Menu



QRG

N/A

## Payroll

### Updated Federal / State Tax Table

**Illinois (IL)** - The table entry effective-dated 01/01/2023 is updated to include the Illinois state unemployment insurance taxable wage base increase from \$12,960 to \$13,271 for 2023.

<https://ides.illinois.gov/employer-resources/taxes-reporting/rates.html>

**Nevada (NV)** - A new table entry effective-dated 07/01/2023 is added to deliver the Nevada state

minimum wage increase from \$10.50 to \$11.25 per hour.

<https://labor.nv.gov/uploadedFiles/labornvgov/content/Employer/2021%20Minimum%20Wage%20Bulletin%2003.24.2021.pdf>

**Oregon (OR)** - A new table entry effective-dated 07/01/2023 is added to deliver the Oregon state minimum wage increase from \$14.75 to \$15.45 per hour.

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

## NRA Tax Treaty Update

COUNTRY	TREATY ID	EFFECTIVE DATE	TABLE UPDATE
ESP Spain	TIAS	1/1/2020	<p>A correcting entry for the row effective-dated 01/01/2020 is made as follows:</p> <p>For Income Code = Royalties, the Tax Rate After Form Received is removed per the protocol amending the income tax treaty and existing protocol between the United States and Spain ratified on July 16, 2019.</p> <p><a href="https://www.congress.gov/treaty-document/113th-congress/4">https://www.congress.gov/treaty-document/113th-congress/4</a></p>

## Garnishment Rule Changes

State	Rule ID	EFFECTIVE DATE	ACTION
AZ	GENERAL1	12/05/2022	<p>To comply with Arizona Proposition 209, a new rule is added to be used with Arizona creditor garnishments beginning December 5, 2022. Under Arizona Proposition. 209, the maximum amount of disposable earnings subject to wage garnishment is the lesser of 10% of disposable earnings for a week, or the amount by which disposable earnings exceed 60 times the applicable hourly wage rate in effect.</p> <p><a href="https://www.azcourts.gov/selfservicecenter/Garnishment/Proposition-209">https://www.azcourts.gov/selfservicecenter/Garnishment/Proposition-209</a></p>

## Payroll Error Messages Update

Several Cobol programs have been modified to correctly raise an error message during the pay calculation process for non-Washington residents.

Prior to the modifications, pay calculations were processed for employees for which Company Local Tax Table entries are either absent or set to Inactive Status for the employee's resident and/or work localities.

## Navigation

NavBar > Navigator > Payroll for North America > Payroll Processing USA > Review Processing Messages > Review Payroll Error Messages

### Image: Payroll Error Message ID 000414

The screenshot shows a message window titled "Message". At the top right, there is a search icon, navigation arrows, a "1 of 1" dropdown, and a "View All" link. The main content area is titled "Separate Check" and contains the following information:

- Message ID:** 000414
- Description:** The Company Local Tax Table entry for the company and locality displayed below is inactive. (This text is inside a scrollable box with a copy icon in the top right corner.)
- Message Data:** AL  
07000

## QRG

### [9.2 Reviewing Payroll Error Messages](#)

## Updated Employee State Tax Data

Modification has been made to make Tax Status field editable whenever state is changed from Colorado to any other state while in Correct History mode.

Prior to this modification, Tax Status field did not become editable when the state was changed from Colorado to another state.

## Navigation

NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Tax Information - State Tax Data

### Image: State Tax Data – State Information changed from CO to ID

The screenshot shows the "State Information" form. At the top right, there is a search icon, navigation arrows, a "1 of 2" dropdown, and a "View All" link. The form contains the following fields and options:

- \*State:** ID (highlighted with a red box), with a search icon and the text "Idaho".
- Resident
- Non-Residency Statement Filed
- UI Jurisdiction
- Exempt From SUT

Below these is the "State Withholding Elements" section:

- \*Special Withholding Tax Status:** None (dropdown menu)
- \*Tax Status:** (highlighted with a red box, with a search icon)
- Additional Amount:** \$0.00

## QRG

### [9.2 Entering U.S. Employee Tax Data](#)

## Automatic Employee Tax Data

The Automatic Employee Tax Data functionality has been updated to set Arizona Withholding Percentage to 2.0 as the default value after January 1, 2023, when the tax location code in Job Data, Payroll, is changed to AZST00-Arizona Districts.

Prior to this change, the Arizona Withholding Percentage was defaulted to 2.7.

### Navigation

NavBar > Navigator > Workforce Administration > Job Information > Job Data – Payroll tab

NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Tax Information - State Tax Data

### Image: Job Data, Payroll, Payroll for North America

The screenshot displays the 'Payroll for North America' form with the following fields and values:

- Pay Group: [Redacted]
- Classified: Semi Monthly
- Employee Type: S
- Salaried
- Holiday Schedule: WACTC
- WA Holiday
- Tax Location Code: AZST00 (highlighted with a red box)
- Arizona Districts
- GL Pay Type: [Empty]
- FICA Status: Subject
- Combination Code: [Empty]
- Link: [Edit ChartFields](#)



## Image: Employee State Tax Data

The screenshot displays the 'State Tax Data' entry form. At the top, there are tabs for 'Federal Tax Data', 'State Tax Data' (selected), and 'Local Tax Data'. Below the tabs, the 'Person ID' field is visible. The main form area is titled 'Tax Data' and includes a search bar, navigation arrows, and a 'View All' link. The 'Company' field is filled with a redacted name, and the 'Effective Date' is set to 08/01/2023. The 'State Information' section shows the state as 'AZ' (Arizona) with a search icon. Below this, there are checkboxes for 'Resident' (checked), 'Non-Residency Statement Filed' (unchecked), 'UI Jurisdiction' (checked), and 'Exempt From SUT' (unchecked). The 'State Withholding Elements' section contains a dropdown for '\*Special Withholding Tax Status' set to 'None', a search field for '\*Tax Status' with 'N' entered and 'Not applicable' displayed, and input fields for 'Additional Amount' (\$0.00), 'Additional Percentage' (0.000), and 'AZ Withholding Percent' (2.000). The 'AZ Withholding Percent' field is highlighted with a red border. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom shows 'Federal Tax Data | State Tax Data | Local Tax Data'.

QRG

N/A

### [9.2 Entering U.S. Employee Tax Data](#)

## Updated Payroll Summary

The Payroll Summary (PAY018) produces a summary of U.S. paycheck detail by Pay Run ID. It includes amounts, earnings, employee deductions, employer contributions, employee and employer taxes.

The PAY018.sqr has been modified so that Detail Report format displays Oregon FML/EE tax amounts in Employee Tax Summary totals.

Prior to the modification, the Payroll Summary report displayed Oregon FML/EE tax amounts in Employer Tax Summary totals.

## Navigation

NavBar > Navigator > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Summary

### Image: Payroll Summary Report (PAY018) Before HCM Image 46

Report ID: PAY018		PeopleSoft		US PAYROLL DETAIL REPORT		Page No. 12			
Company		On/Off Cycle CONFIRMED		Run Date 08/08/2023		Run Time 15:03:07			
Pay Period End 06/30/2023									
Run ID:									
<b>Employer Tax Summary</b>									
Paygroup	State	Locality	Resident	Tax Class	Count	Current Tax	Current Taxable Gross	Current No-Limit Taxable Gross	Tax Not Taken
C14	FED			OASDI/ER	261	36068.86	581756.33	581756.33	0.00
	FED			Med/ER	261	8435.43	581756.33	581756.33	0.00
	OR			FML/EE	2	32.03	5339.40	5339.40	0.00
	OR			FML/ER	2	21.36	5339.40	5339.40	0.00
	OR	P0746		Local ER	1	10.12	1259.36	0.00	0.00
	OR	P0746	Y	Local ER	15	205.84	25608.08	0.00	0.00
<b>Paygroup Total</b>					<b>542</b>	<b>44773.64</b>			<b>0.00</b>

### Image: Payroll Summary Report (PAY018) After HCM Image 46

Report ID: PAY018		PeopleSoft		US PAYROLL DETAIL REPORT		Page No. 11			
Company		On/Off Cycle CONFIRMED		Run Date 08/08/2023		Run Time 14:54:56			
Pay Period End 06/30/2023									
Run ID:									
<b>Employee Tax Summary</b>									
Paygroup	State	Locality	Resident	Tax Class	Count	Current Tax	Current Taxable Gross	Current No-Limit Taxable Gross	Tax Not Taken
C14	FED			OASDI/EE	262	35529.92	573064.19	573064.19	0.00
	FED			MED/EE	262	8309.42	573064.19	573064.19	0.00
	FED			Withholdng	262	46360.19	521768.00	0.00	0.00
	OR			Transit Tx	20	32.22	32210.66	0.00	0.00
	OR			FML/EE	2	32.92	5487.28	5487.28	0.00
	OR		Y	Withholdng	20	1971.17	32210.66	0.00	0.00
	WA			LTC/EE	234	3152.48	543540.07	543540.07	0.00
<b>Paygroup Total</b>					<b>1062</b>	<b>95388.32</b>			<b>0.00</b>

## QRG

### [9.2 Running the Payroll Summary Report](#)

## Garnishment Calculation Changes

Modifications have been made to correctly calculate the disposable earnings when the employee is setup for Oregon law source Garnishment and has Paid Leave Oregon taxes.

Prior to the modifications, disposable earnings were not correctly calculated in this case.

## Navigation

NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

## Image: Review Paycheck, Deductions, Garnishments

The screenshot shows a 'Garnishments' window with the following details:

Priority	2	ID	001	Type	Tax Levy
Vendor	OR REV-001	AP Status			
Law Source	OR	Rule ID	TAXLEVY	Oregon Tax Levy	
<b>Disposable Earnings</b>	<b>2,047.34</b>	Proration Rule ID			
Less Exemption	1,535.51				
Less Other Garnishments					
Maximum Deduction	511.83	Limited Type	Deduct Not Limited		
Limited Amount	511.83				
Garnishment Amount	511.83				
Company Fee					
Payee Fee					
Total Deducted	511.83				<input type="checkbox"/> Adjusted Due To Included Fee

## QRG

### [9.2 Viewing Paycheck Details](#)

## Updated Request Direct Deposit

The Request Direct Deposit page has been modified to check for duplicate account number for the most active effective dated records only.

Prior to this modification, the logic was checking all effective dated bank details.

If an administrator attempts to add duplicate account information on Request Direct Deposit page, they will receive the following warning and will be able to save their changes: "Warning -- Duplicate direct deposit account numbers exist. (2001,116) Multiple direct deposit entries contain the same Account Type, Bank ID and Account Number. Review entries, correct the data if necessary, and save the transaction."

## Navigation

NavBar > Navigator > Payroll for North America > Employee Pay Data USA > Request Direct Deposit

## Image: Request Direct Deposit Message

The screenshot shows a warning message box with the following text:

Warning -- Duplicate direct deposit account numbers exist. (2001,116)  
Multiple direct deposit entries contain the same Account Type, Bank ID and Account Number. Review entries, correct the data if necessary, and save the transaction.

Buttons: OK, Cancel

## QRG

### [9.2 Entering US Direct Deposit Information](#)

## Employee Self Service

## Direct Deposit Validation

When adding a new Direct Deposit information, the data validation is updated to check for duplicate account number for the most active effective dated records only.

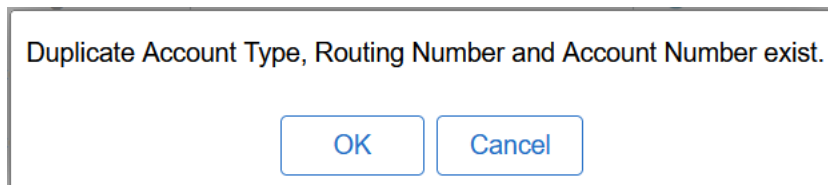
Prior to this modification, the logic was checking all effective dated bank details.

For changes via Self Service, the employee will receive the following error message and will not be able to save duplicate direct deposit information: "Duplicate Account Type, Routing Number and Account Number exist."

### Navigation

HCM Employee Self Service (Homepage) > Payroll (Tile) > Direct Deposit (Tile)

### Image: ESS Direct Deposit Message



### QRG

[Adding Direct Deposit Account via ESS](#)

## Manage Absences Self Service Page

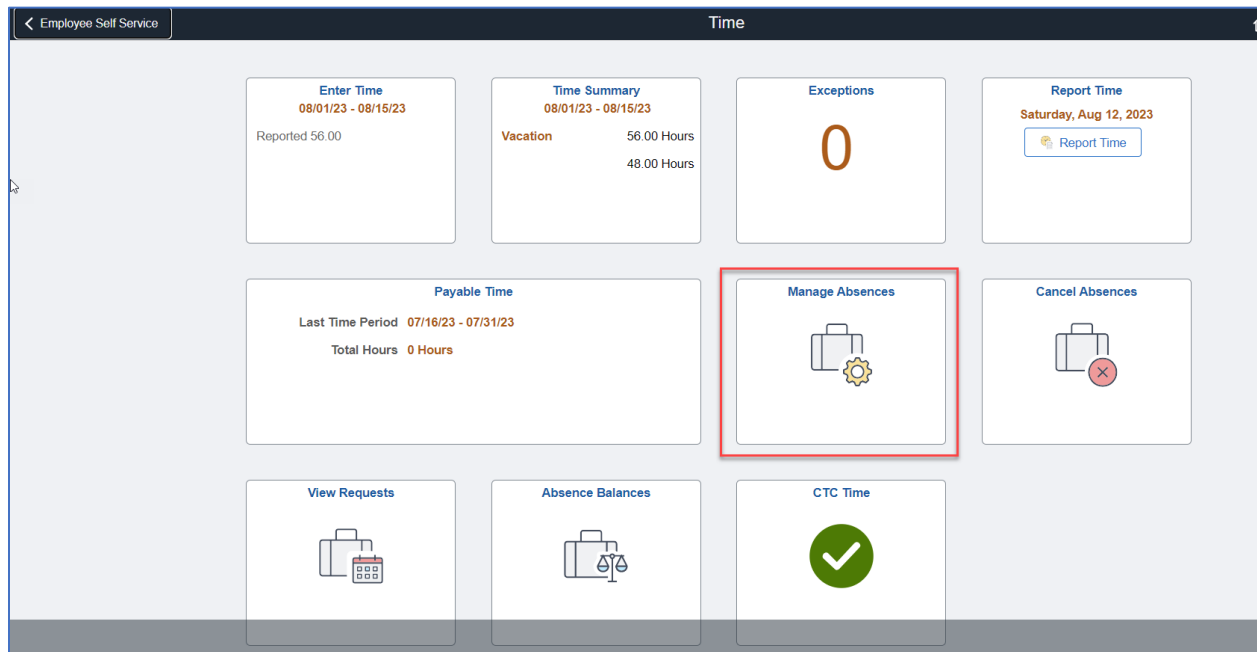
Request Absence tile is replaced by Manage Absences.

This update enables users to create a new absence request and view the status for the recently requested absence. Related Action functionality allows employees to View or Cancel absence requests.

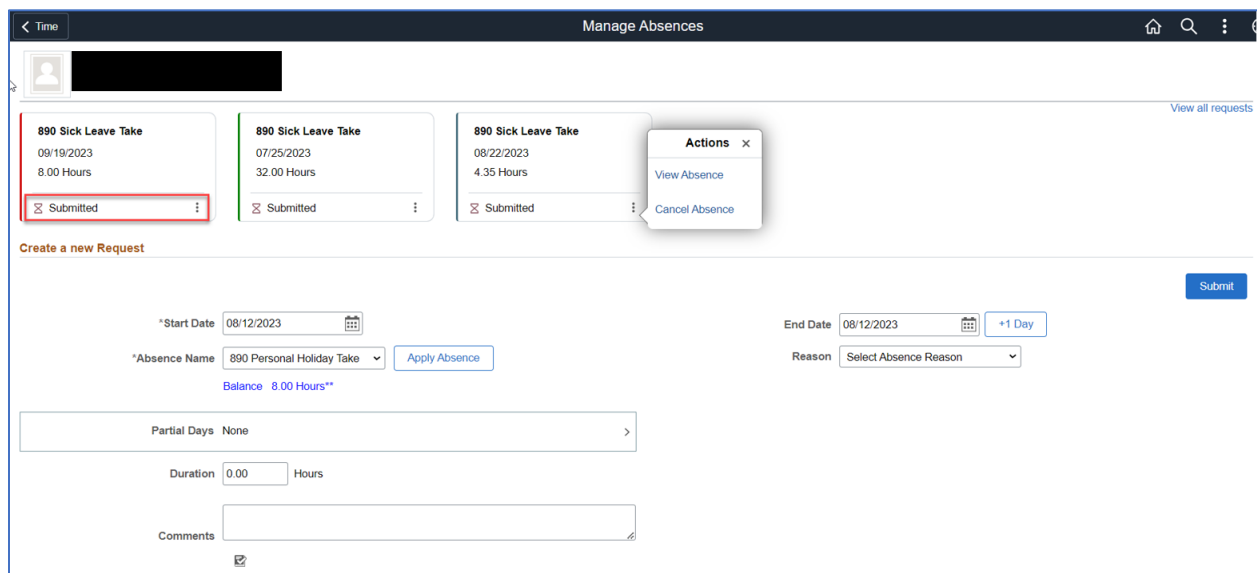
### Navigation

HCM Employee Self Service (Homepage) > Time (Tile) > Manage Absence (Tile)

## Image: Time



## Image: Manage Absences page



## QRG

N/A

## Viewing Absence Balances

HCM Image 46 introduces the following issue for a multi-job employee:

If the employee views Absence Balances for a job that does not use Absence Management for an Absence System, they will see the message: "There are no current balances to display", which is accurate. However, if they switch to another job that uses Absence Management for an Absence

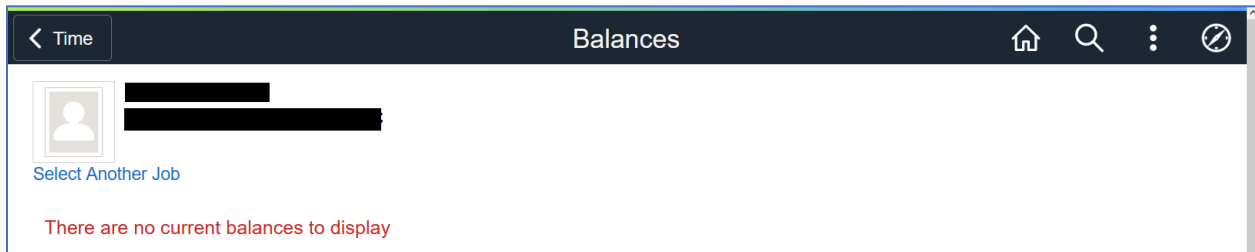
System and has leave balances, the employee will still see the message "There are no current balances to display".

This issue can be avoided by selecting the job that uses Absence Management for an Absence System from the very beginning and then the employee will be able to view the respective Absence Balances.

## Navigation

HCM Employee Self Service (Homepage) > Time (Tile) > Absence Balances (Tile)

### Image: ESS Absence Balances Message



## QRG

[ESS Absence Balances \(Fluid\)](#)

## Enter Time Enhancements

HCM Image 46 enhances the ability to view and record time for a time-period at once, without the Weekly navigation. This update also allows to switch Timesheet views and view row totals for Elapsed Time Reporters.

View By header offers dropdown menu with two calendar options: Period and Weekly. This allows to view the Timesheet based on the selected calendar view option.

## Navigation

HCM Employee Self Service (Homepage) > Time (Tile) > Enter Time (Tile)

## Image: Enter Time

**Job Information**  
Please check the Employee Record, Hourly Rate and Supervisor Name for the selected Job Title before entering time.

Empl Record 0  
Hourly Rate [REDACTED]  
Supervisor Name [REDACTED]

[Profile Icon] [REDACTED]

[Calendar Icon] [Left Arrow] [Right Arrow] August 1, 2023 - August 15, 2023 [View By: Period]

Scheduled 88.00 | Reported 56.00

[Submit] [Print Timesheet]

**Week 2 of 3**  
Scheduled 40.00 | Reported 32.00 Hours

*Time Reporting Code / Time Details	Row Totals	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon
	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	0 of 8
VAC - Vacation	32.00	8.00	8.00	8.00	8.00			

## QRG

### [9.2 ESS Reporting Time Using Enter Time Tile](#)

## Enhancements to Time Summary

Like the Timesheet enhancements, the Time Summary functionality now has a calendar icon for the employee to set the viewing time-period.

The View By header enhancement offers a dropdown menu with the following calendar options: Bi-weekly, Monthly, Period and Weekly.

## Navigation

HCM Employee Self Service (Homepage) > Time (Tile) > Time Summary (Tile)

## Image: Time Summary

The screenshot displays the 'Time Summary' interface. At the top, there is a navigation bar with a back arrow, the title 'Time Summary', and icons for home, search, notifications, and settings. Below the navigation bar is a user profile icon and a redacted name. The main content area features a date range selector for 'August 1, 2023 - August 15, 2023', a 'Scheduled 88.00' and 'Reported 0.00 Hours' summary, and a 'Filters' button. A 'View By' dropdown menu is set to 'Period'. The interface shows a calendar grid for August 1st through 15th. Each day's cell contains 'Reported: 0 Hours'. The cell for August 14th is highlighted in blue. At the bottom, a summary bar for 'AUGUST 14 Monday' shows 'Total Reported: 0' and 'Time Reporting Code:'. An 'Actions' button is located in the bottom right corner.

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
1 Reported: 0 Hours	2 Reported: 0 Hours	3 Reported: 0 Hours	4 Reported: 0 Hours	5 Reported: 0 Hours	6 Reported: 0 Hours	7 Reported: 0 Hours
8 Reported: 0 Hours	9 Reported: 0 Hours	10 Reported: 0 Hours	11 Reported: 0 Hours	12 Reported: 0 Hours	13 Reported: 0 Hours	14 Reported: 0 Hours
15 Reported: 0 Hours						

**AUGUST 14 Monday**  
Total Reported: 0  
Time Reporting Code: [ ]

Actions

## QRG

[ESS Time Summary \(Fluid\)](#)





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Washington State Board for Community and Technical Colleges