Human Capital Management

Image 47 Overview

CONTENTS

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

Benefits Summary Page

HCM Image 47 resolves benefits summary access issue for terminated employees.

Navigation

NavBar > Menu > Benefits > Review Employee Benefits > Benefits Summary

Image: Benefits Summary

Image: Benefits Summary – Deduction Summary

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N/A

Payroll

Updated Federal / State Tax Table

Idaho (ID) - A new table entry effective-dated 05/08/2023 is added to deliver 2023 Idaho withholding tax changes published on May 8, 2023 by the Idaho State Tax Commission. https://tax.idaho.gov/taxes/income-tax/withholding/computing/#ictcat

Illinois (IL) - A new table entry effective dated 06/07/2023 is added to update the annual exemption amount used in the Illinois withholding tax calculation from $2,625 to $2,225, as indicated in the updated Illinois Department of Revenue Publication IL-700-t.

https://tax.illinois.gov/content/dam/soi/en/web/tax/forms/withholding/documents/currentyear/il-700-t.pdf

Washington (WA) - A new table entry effective-dated 07/01/2023 is added to reflect the elimination of the self-adjusting feature from the calculation of premiums to be deducted from employees for the Washington Cares long-term care insurance program. Prior to this change, the employee payroll deductions were self-adjusting, to ensure that YTD tax is always equal to 0.58 percent of YTD taxable wages. Additional modifications have been made to account for the self-adjustment code removal impact on the No Limit Gross amount.

https://esd.wa.gov/Contents/Item/Display/36249

NR Alien Tax Treaty Update

COUNTRY	TREATY ID	EFFECTIVE DATE	TABLE UPDATE
HUN Hungary	TIAS 9560	1/1/2024	A new row is added to the NR Alien Tax Treaty Table to set the Status to Inactive to reflect the termination of the U.S. tax treaty with Hungary effective January 1, 2024. https://home.treasury.gov/news/press-releases/jy0872

Garnishment Rule Changes

State	Rule ID	EFFECTIVE DATE	ACTION
CA	GENERAL	09/01/2023	The table entry for California creditor garnishments is updated with a new row dated 09/01/2023 to include the change required in the calculation of earnings exempt from garnishment for wage payments made on or after September 1, 2023. https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB1477 Before 09/01/2023 - The amount exempt from garnishment was calculated as the greater of: • 40 x state minimum wage + 50% x (disposable earnings – 40 x state minimum wage) or • 75% of disposable earnings On or after 09/01/2023 - The amount exempt from garnishment is calculated as the greater of: • 48 x state minimum wage + 60% x (disposable earnings – 48 x state minimum wage) or • 80% of disposable earnings

Request Direct Deposit Update

Modifications have been made to select the check box Suppress DDP Advice Print on Request Direct Deposit page for new hires, which would default based on Direct Deposit Controls setup. This indicates that the employee has elected to receive their pay advice electronically, through self-service transaction, rather than in print.

Prior to this modification, the Suppress DDP Advice Print was not selected by default even though Direct Deposit Controls on global level were setup to Suppress Direct Deposit Advice Print.

Navigation

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

Image: Request Direct Deposit

QRG

[9.2 Entering Direct Deposit Information](#)

One-Time Deductions Processing Order

The Pay Calculation logic has been updated to process One-Time refunds prior to any other One-Time overrides for the same deduction code.

Prior to the modifications in some scenarios a One-Time Override was processed prior to a One-Time Refund for the same deduction, causing "Not Enough Net" for the override to process.

Navigation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By

Payline Security

Image: By Payline Security, One-Time Deductions

Image: Review Paycheck – Paycheck Deductions, after Calculate Payroll

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID ███ Name ███
Company ███ Pay Group ███ Pay Period End 10/31/2023 Page 2 Line 1 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
Issue Date 11/09/2023 Paycheck Number
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings 1,688.00
Taxes 136.63
Deductions 133.75
Net Pay 1,417.62

▼ Deductions

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Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken	Reason	Payback Amount	Refund Amount	AP Status
000377	Uniform Select	Before-Tax	30.00		U3	10	Medical				10.00	

QRG

[9.2 Recording One-Time Paysheet Deductions](#)

Automatic Employee Tax Data

The Automatic Employee Tax Data Update functionality has been modified to allow Job Data changes using the same effective date as an existing row in employee tax data, without negative impact on the existing data. If the Tax Location code on an existing JOB row is switched to another state using the same effective date that a row exists in Employee Tax Data, the system will update the Employee Tax Data and Tax Distribution accordingly.

Prior to the modifications, if the effective date of the new Job row was the same as the effective dated rows that existed in employee tax data, the information was not updated correctly, or it was removed.

Navigation

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

NavBar > Menu > Payroll for North America> Employee Pay Data USA > Tax Information > Update Employee Tax Data

NavBar > Menu > Payroll for North America> Employee Pay Data USA > Tax Information > Update Tax Distribution

Image: Job Data, Payroll

Work Location	Job Information	Job Labor	**Payroll**	Salary Plan	Compensation	CTC Job Data	CTC Earnings Distribution

Employee ▮▮▮▮▮

Empl ID ▮▮▮▮▮

Empl Record   2

Payroll Information ⓘ

🔍 | ◁ ◁ 1 of 13 ▷ ▷|

Effective Date 07/01/2023

Go To Row

Effective Sequence   0

HR Status   Active

Payroll Status   Leave With Pay

Action   Data Change

Reason

Job Indicator   Secondary Job

Current ☐

Payroll System   Payroll for North America

Absence System   Other ▾

Payroll for North America ⓘ

Pay Group   ▮ 🔍   PT Faculty: Semi Monthly

Employee Type   H 🔍   Hourly

Tax Location Code   MNST00 🔍   Minnesota Districts

GL Pay Type

Combination Code

Holiday Schedule   NONE 🔍   No holiday

FICA Status   Subject ▾

Edit ChartFields

Job Data	Employment Data	Earnings Distribution	Benefits Program Participation

Image: Employee State Tax Data

Federal Tax Data	State Tax Data	Local Tax Data

Person ID ▮▮▮▮

Tax Data ⑦   🔍 | ◄| ◄ [1 of 4 ▾] ► |► | View All

Company ▮▮ ▮▮▮▮▮▮   Effective Date 07/01/2023   [+] [−]

State Information   🔍 | ◄| ◄ [1-2 of 2 ▾] ► |► | View 1

*State [MN 🔍] Minnesota   [+] [−]
☐ Resident   ☐ UI Jurisdiction
☐ Non-Residency Statement Filed   ☑ Exempt From SUT

State Withholding Elements ⑦

*Special Withholding Tax Status [None ▾]

*Tax Status [S 🔍] Single; Married but legally separated; or Spouse is a nonresident alien

Withholding Allowances [0]

Additional Amount [$0.00]

Additional Percentage [0.000]

Additional Allowances [0]

▸ **Lock-In Letter Details** ⑦

*State [WA 🔍] Washington   [+] [−]
☑ Resident   ☑ UI Jurisdiction
☐ Non-Residency Statement Filed   ☑ Exempt From SUT
                    *FLI Status [Not Applicable ▾]
                    *MLI Status [Not Applicable ▾]
                    *LTC Status [Subject ▾]

State Withholding Elements ⑦

*Special Withholding Tax Status [None ▾]

*Tax Status [N 🔍] Not applicable

Withholding Allowances [0]

Additional Amount [$0.00]

Additional Percentage [0.000]

Additional Allowances [0]

Image: Update Tax Distribution

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

[9.2 Employee Tax Distribution](#)

Employee Self Service

Updated Illinois Form IL-W-4

The PDF template for Illinois Form IL-W-4 has been updated to revision R-7/23.

Prior to this change, the template for Illinois Form IL-W-4 was with revision R-05/20.

Navigation

HCM Employee Self Service (Homepage) > > Payroll (Tile) > Tax Withholding (Tile)

Image: Illinois Form IL-W-4 PDF

QRG

9.2 ESS W-4 Withholding

Fluid Timesheet Enhancements

HCM Image 47 enhances the ability for Elapsed Time Reporters to view and record time for a time-period at once, without the Weekly navigation. This update also allows to switch Timesheet views by Period and Weekly for Elapsed Time Reporters.

Prior to this modification, for View By: Period, the system displayed the Timesheet for the week.

Navigation

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

Image: Enter Time, View By: Period after the changes

Image: Enter Time, View By: Period before the changes

QRG

9.2 ESS Reporting Time Using Enter Time Tile

Manager Self Service

Team Time

HCM Image 47 introduces the following issue in View Requests, Cancel Absences and Absence Balances pages in MSS Team Time tile.

If a supervisor navigates to Cancel Absences, View Requests or Absence Balances page through Team Time, the system will display an error message: "First operand of . is NULL, so cannot access member ShoppingCart."

Workaround for this issue would be to click OK and dismiss the error message, then select the page from the navigation on left hand side again.

Navigation

HCM Manager Self Service > Team Time (Tile)
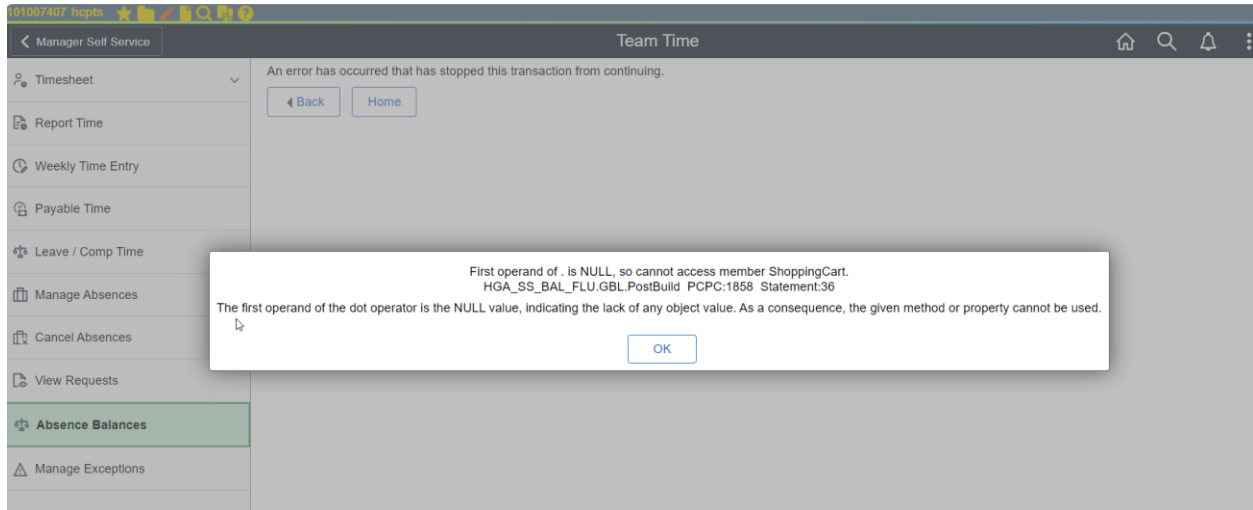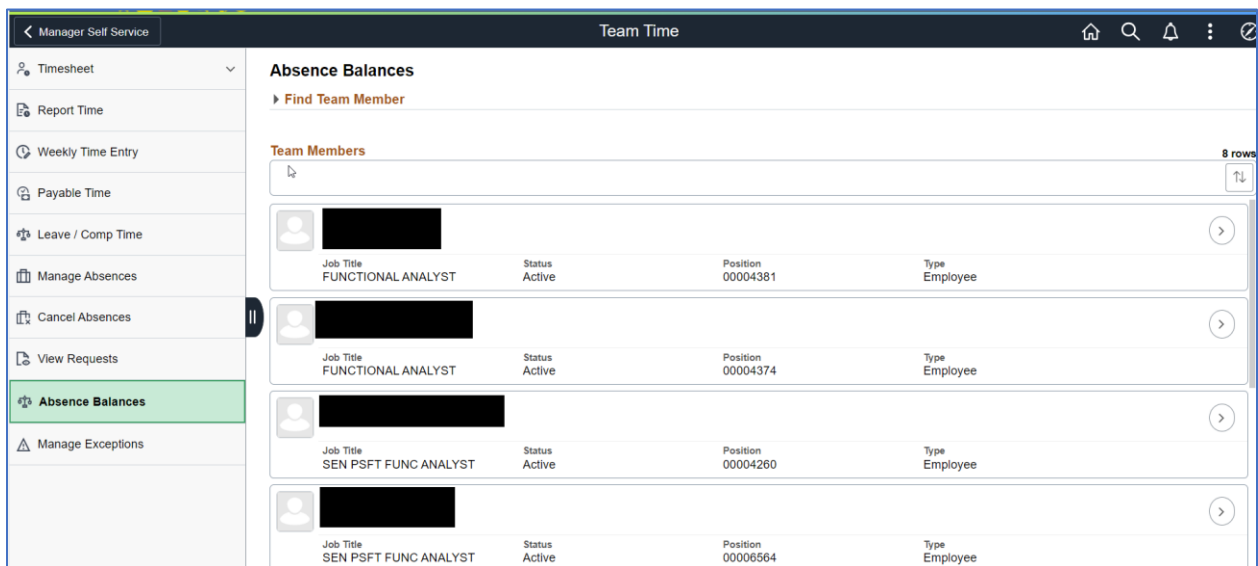
Image: Team Time – Error Message

Image: Team Time – After the Error Message was dismissed and the menu item was selected again.

QRG

[Manager Self Service Homepage](#)

Washington State Board for Community and Technical Colleges