



Human Capital Management Image 47 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

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

The screenshot shows the 'Benefits Summary' page for 'Emmie Test Employee1' (FACULTY PART TIME). The page includes a navigation bar with 'Deduction Summary' and 'Benefits Summary' tabs. The 'Benefits Summary' tab is active. The page displays the following information:

- Person ID: 101052103
- Benefit Record Number: 220
- Benefits On: 11/13/2023 (with a calendar icon and a 'Refresh' button)
- Primary Empl Record: 0
- Benefits System: Base Benefits
- Benefit Program: SB0 403b/457 retire/tax dfer cont
- Benefits Status: Terminated (highlighted with a red box)

The 'Benefit Plans' section is displayed below, showing a grid of benefit plans with their respective coverage status and start dates:

| Benefit Plan | Coverage Status | Coverage Begin |
|--------------------------------|---|----------------|
| Medical | Terminated | 10/01/2023 |
| Dental | Terminated | 10/01/2023 |
| Long-Term Disability -Optional | Terminated | 10/01/2023 |
| Long-Term Disability - Basic | Terminated | 10/01/2023 |
| Section 457 | Terminated | 11/01/2023 |
| Flex Spending Health - U.S. | Pledge Terminated | 11/01/2023 |
| Teachers' Retirement System WA | Plan TRS 3 - WSIB - 5% All Coverage 5% of Earnings | 11/01/2023 |

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 | <p>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.</p> <p>https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB1477</p> <p>Before 09/01/2023 - The amount exempt from garnishment was calculated as the greater of:</p> <ul style="list-style-type: none"> • 40 x state minimum wage + 50% x (disposable earnings – 40 x state minimum wage) or • 75% of disposable earnings <p>On or after 09/01/2023 - The amount exempt from garnishment is calculated as the greater of:</p> <ul style="list-style-type: none"> • 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

Request Direct Deposit

Person ID [REDACTED]

Deposit Information

*Effective Date: 11/13/2023 Suppress DDP Advice Print

*Status: [Dropdown]

Distribution Information

Your Bank Information

Country Code: USA United States

Bank ID:

International ACH Bank Account Prenotification Required

Distribution

*Account Type: [Dropdown] *Deposit Type: [Dropdown]

Net Pay Percent: Net Pay Amount:

*Priority: Prenote Date:

Account Number: Prenote Status: Not Submitted

This data was last updated by [REDACTED] Data last updated on [REDACTED]

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[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

Payline | **One-Time Deductions** | One-Time Garnishments | One-Time Taxes

Empl ID [REDACTED]

Payline Details [Search] | 1 of 1 | View All

Company [REDACTED] Pay Group [REDACTED] Pay Period End Date 10/31/2023 Off Cycle Manual Check
Page 2 Line 1 Empl Record 0 Benefit Record [REDACTED]
Transaction Message No Message

Deductions [Search] | 1 of 1 | View All

OK to Pay [+] [-]

*Benefit Deductions Taken Deduction Benefit Deduction Subset ID [Search]
*General Deductions Taken Deduction General Deduction Subset ID [Search]

One-Time Deduction Data Override [Search] | 1-2 of 2 | View 1

| | | |
|----------------------------------|-------------------------------|---------|
| *Plan Type Medical | Benefit Plan U3 | [+] [-] |
| *Deduction Code 000377 | *Deduction Class B Before-Tax | |
| *Sales Tax B None | *One Time Code Refund | |
| Flat/Addl Amount 10.00 | Rate/Percent | |
| *Calculation Routine Flat Amount | | |

| | | |
|----------------------------------|-------------------------------|---------|
| *Plan Type Medical | Benefit Plan U3 | [+] [-] |
| *Deduction Code 000377 | *Deduction Class B Before-Tax | |
| *Sales Tax B None | *One Time Code Override | |
| Flat/Addl Amount 40.00 | Rate/Percent | |
| *Calculation Routine Flat Amount | | |

Save Return to Search Previous in List Next in List Notify Refresh

Payline | One-Time Deductions | One-Time Garnishments | One-Time Taxes

Image: Review Paycheck – Paycheck Deductions, after Calculate Payroll

| Paycheck Earnings | | | | | | | | | | | | Paycheck Taxes | | | Paycheck Deductions | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------|-----------------|--------|-----------------|------|--------------------------|------------|-----------|-----------|--------------------------|---------------|------------------------|-------------|--------------------------|---------------------|-----------------|------|--------------------------|-----------|-----------|--------|--------------------------|---------------|-----------|--------|----------------|------------|-------|--|----|----|---------|--|--|--|-------|--|--|--|--|
| Empl ID | [REDACTED] | | Name | [REDACTED] | | Company | [REDACTED] | | Pay Group | [REDACTED] | | Pay Period End | 10/31/2023 | Page | 2 | Line | 1 | Separate Check | | | | | | | | | | | | | | | | | | | | | | |
| Paycheck Information | | | | | | | | | | | | Paycheck Totals | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paycheck Status | Calculated | Paycheck Option | Check | Earnings | | 1,688.00 | | Taxes | | 136.63 | | Deductions | | 133.75 | | Net Pay | | 1,417.62 | | | | | | | | | | | | | | | | | | | | | | |
| Issue Date | 11/09/2023 | Paycheck Number | | Off Cycle | | <input type="checkbox"/> | | Reprint | | <input type="checkbox"/> | | Adjustment | | <input type="checkbox"/> | | Corrected | | <input type="checkbox"/> | | Cashed | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Deductions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Deduction Code</th> <th>Description</th> <th>Class</th> <th>Amount</th> <th>Calculated Base</th> <th>Plan</th> <th>Benefit Record</th> <th>Plan Type</th> <th>Not Taken</th> <th>Reason</th> <th>Payback Amount</th> <th>Refund Amount</th> <th>AP Status</th> </tr> </thead> <tbody> <tr> <td>000377</td> <td>Uniform Select</td> <td>Before-Tax</td> <td>30.00</td> <td></td> <td>U3</td> <td>10</td> <td>Medical</td> <td></td> <td></td> <td></td> <td>10.00</td> <td></td> </tr> </tbody> </table> | | | | | | | | | | | | 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 | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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[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 [Redacted] Empl ID [Redacted]
Empl Record 2

Payroll Information ? |

| | |
|--------------------------------------|---|
| Effective Date 07/01/2023 | Action Data Change |
| Effective Sequence 0 | Reason |
| HR Status Active | Job Indicator Secondary Job |
| Payroll Status Leave With Pay | Current <input type="checkbox"/> |

Payroll System Payroll for North America
Absence System Other

Payroll for North America ?

| | |
|--|---|
| Pay Group [Redacted] PT Faculty: Semi Monthly | Holiday Schedule NONE No holiday |
| Employee Type H Hourly | FICA Status Subject Edit ChartFields |
| Tax Location Code MNST00 Minnesota Districts | |
| GL Pay Type | |
| Combination Code | |

[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 [REDACTED] | | |
| Tax Data [?] [Search] [1 of 4] [View All] | | |
| Company [REDACTED] | Effective Date 07/01/2023 | [+/-] |
| State Information [?] [Search] [1-2 of 2] [View 1] | | |
| Minnesota [State: MN] [Resident: <input type="checkbox"/>] [Non-Residency Statement Filed: <input type="checkbox"/>] [UI Jurisdiction: <input type="checkbox"/>] [Exempt From SUT: <input checked="" type="checkbox"/> | | |
| State Withholding Elements [?] | | |
| *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 [?] | | |
| Washington [State: WA] [Resident: <input checked="" type="checkbox"/>] [Non-Residency Statement Filed: <input type="checkbox"/>] [UI Jurisdiction: <input checked="" type="checkbox"/>] [Exempt From SUT: <input checked="" type="checkbox"/> | | |
| *FLI Status: Not Applicable | | |
| *MLI Status: Not Applicable | | |
| *LTC Status: Subject | | |
| State Withholding Elements [?] | | |
| *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

Update Tax Distribution

Employee [Redacted] Empl ID [Redacted] Empl Record 2

Tax Distribution [Search] | [Navigation] 1 of 2 [View All]

*Effective Date 07/01/2023 [Calendar Icon]

Country USA
 Insert Pre-filled Tax Location

States/Localities [Search] | [Navigation] 1-1 of 1 [View All]

| *State | Locality | Locality Name | Percent of Distribution | | |
|-------------|----------|---------------|-------------------------|-----|-----|
| MN [Search] | [Search] | | 100.000 | [+] | [-] |

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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

Illinois Department of Revenue
IL-W-4 Employee's Illinois Withholding Allowance Certificate

- -
 Social Security number

Name

Street address

City State ZIP

Check the box if you are exempt from federal and Illinois Income Tax withholding and sign and date the certificate.

Printed by the authority of the State of Illinois - web only, 1 copy. **IL-W-4 (R-7/23)**

This form is authorized under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.

1 Enter the total number of basic allowances that you are claiming (Step 1, Line 4, of the worksheet). **1**

2 Enter the total number of additional allowances that you are claiming (Step 2, Line 9, of the worksheet). **2**

3 Enter the additional amount you want withheld (deducted) from each pay. **3**

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

Your signature Date

Employer: Keep this certificate with your records. If you have referred the employee's federal certificate to the IRS and the IRS has notified you to disregard it, you may also be required to disregard this certificate. Even if you are not required to refer the employee's federal certificate to the IRS, you still may be required to refer this certificate to the Illinois Department of Revenue for inspection. See Illinois Income Tax Regulations 86 Ill. Adm. Code 100.7110.

Submit

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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

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 48.586207
 Supervisor Name Brian Lanier

November 1, 2023 - November 15, 2023

Scheduled 88.00 | Reported 24.00 Hours

*View By: **Period**

| *Time Reporting Code / Time Details | Row Totals | 1 Wed | 2 Thu | 3 Fri | 4 Sat | 5 Sun | 6 Mon | 7 Tue |
|-------------------------------------|------------|--------|--------|--------|--------|--------|--------|--------|
| | | 8 of 8 | 8 of 8 | 8 of 8 | 0 of 0 | 0 of 0 | 0 of 8 | 0 of 8 |

01 REG - Regular 24.00 8.00 8.00 8.00

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

The screenshot displays the HCM Manager Self Service interface for time reporting. At the top, there is a user profile icon and a date range of October 16, 2023 - October 31, 2023. A progress bar shows Scheduled 96.00 and Reported 20.00. A dropdown menu labeled '*View By' is set to 'Period'. Below this, there are 'Submit' and 'Print Timesheet' buttons. The main section is titled 'Week 2 of 3' with a sub-total of Scheduled 40.00 and Reported 16.00 Hours. A table shows daily reporting details for 23 Mon, 24 Tue, 25 Wed, 26 Thu, 27 Fri, 28 Sat, and 29 Sun. The 'Row Totals' are 16.00. A dropdown menu shows 'VAC - Vacation' with a plus sign and a value of 8.00. A red diagonal watermark 'HCPRI' is present in the bottom right corner.

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[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

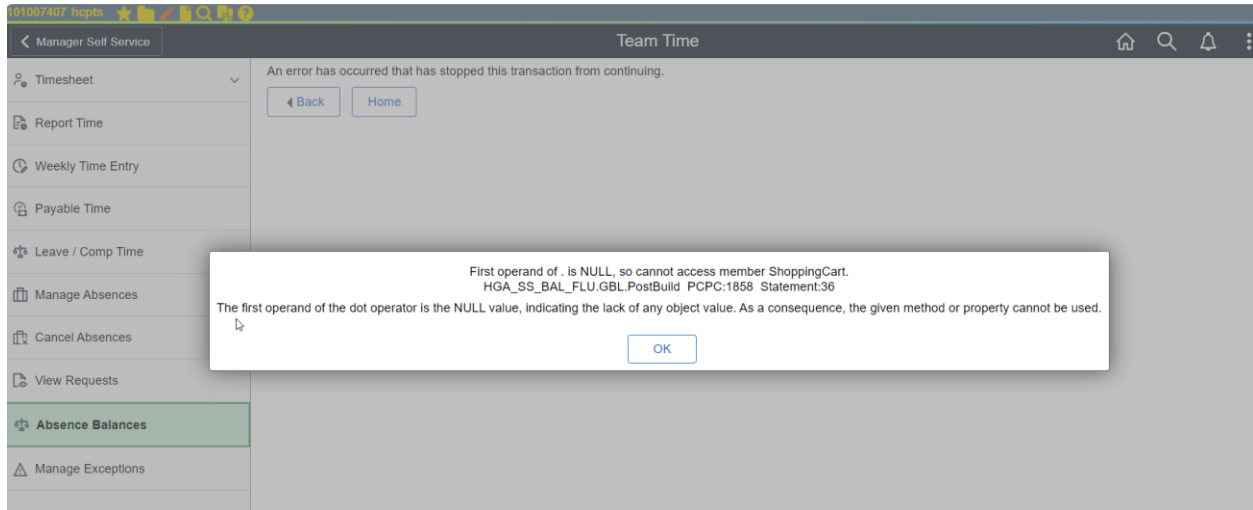
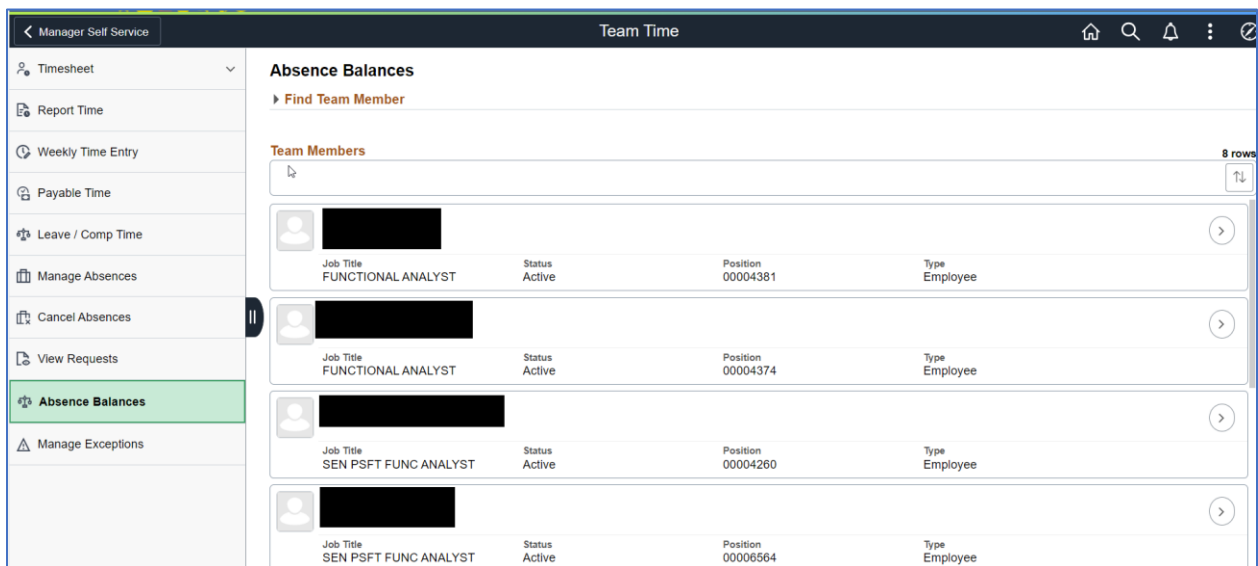


Image: Team Time – After the Error Message was dismissed and the menu item was selected again.



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[Manager Self Service Homepage](#)



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Washington State Board for Community and Technical Colleges