

Reviewing Tax History

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Reviewing Tax History

Reviewing Tax History Overview

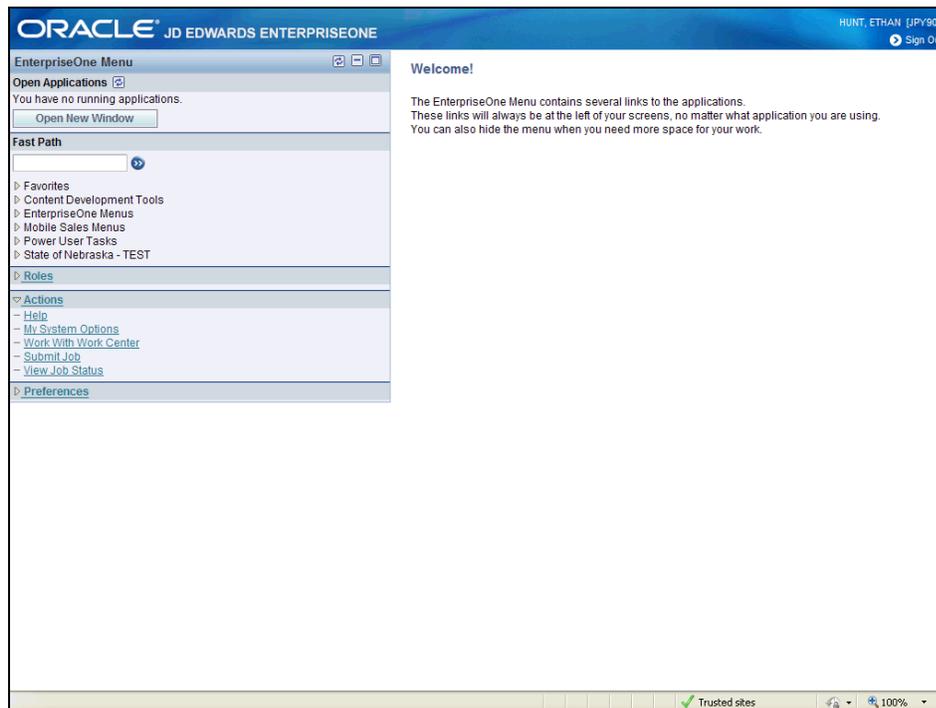
Use the Tax History menu to review the taxes paid out of an employee's paycheck. Review tax history information after Final Payroll Update is run.

The tax summary information is an employee's W-2 information review. The tax detail information is an employee's paycheck review.

Review Tax Summary Information Lesson

Procedure

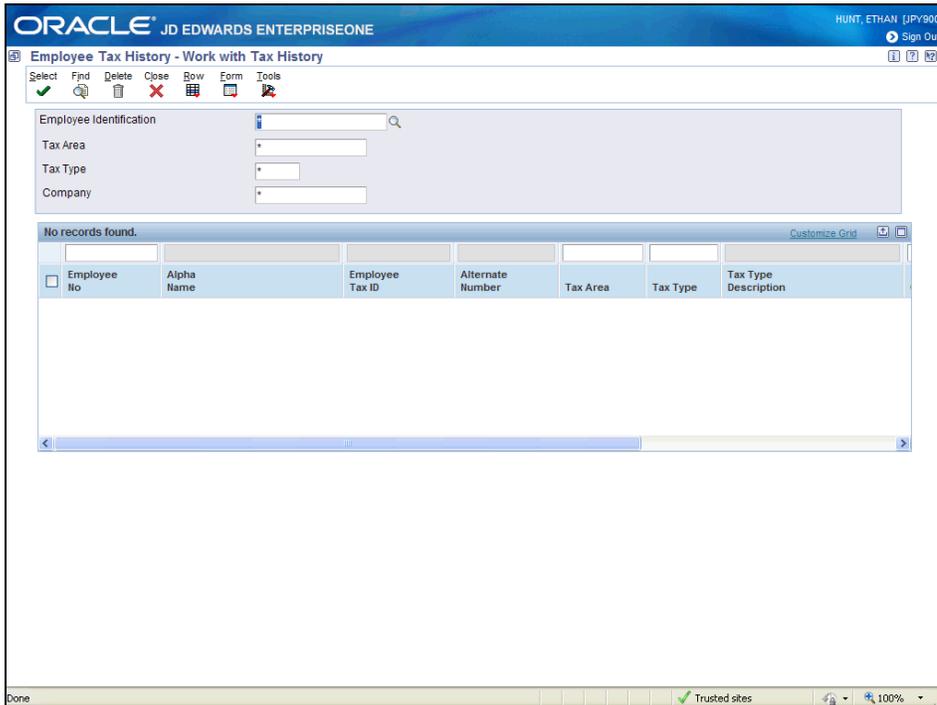
In this lesson you will learn how to review tax summary information.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Inquiries link. Payroll Inquiries
4.	Click the Employee Tax History link. Employee Tax History

Training Guide

Reviewing Tax History



Step	Action
5.	Complete one or more of the fields: Employee Identification Tax Area Tax Type Company
6.	Click the Find button. 
7.	Choose the employee and tax type you wish to review by clicking the check box next to it. 
8.	Click the Select button. 
9.	Review the tax summary information.

Employee Tax History - Tax Summary

Employee No. 100546 UTLEY, MICHAEL
 Tax Area FEDERAL FEDERAL INCOME TAX
 Tax Type A
 Company * 10000 STATE GENERAL FUND
 Year 3
 Tax History Type
 Tax ID *

Month	Gross Pay	Excludable	In Excess	Tax Amount
January	4,120.12	239.90		507.46
February	4,192.64	243.04		517.86
March	4,192.64	243.04		517.86
April	6,288.96	333.81		781.40
May	4,192.64	257.29		515.72
June	4,192.64	262.74		514.90
July	4,230.37	264.56		493.57
August	4,255.52	265.76		497.16
September	4,255.52	265.76		497.16
October	6,383.28	367.89		750.35
November	4,255.53	265.76		497.16
December	4,255.52	265.76		497.16
Total	54,815.39	3,275.31		6,587.76

Arrearage

Step	Action
10.	When finished click the Cancel button.



Employee Tax History - Work with Tax History

Employee Identification 100546 UTLEY, MICHAEL
 Tax Area *
 Tax Type *
 Company *

Records 1 - 10

Employee No	Alpha Name	Employee Tax ID	Alternate Number	Tax Area	Tax Type	Tax Type Description
<input checked="" type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	FEDERAL	C	FEDERAL UNEMPLOYMENT INS...
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225	28	C	NEBRASKA FEDERAL UNEMPLO...

Training Guide

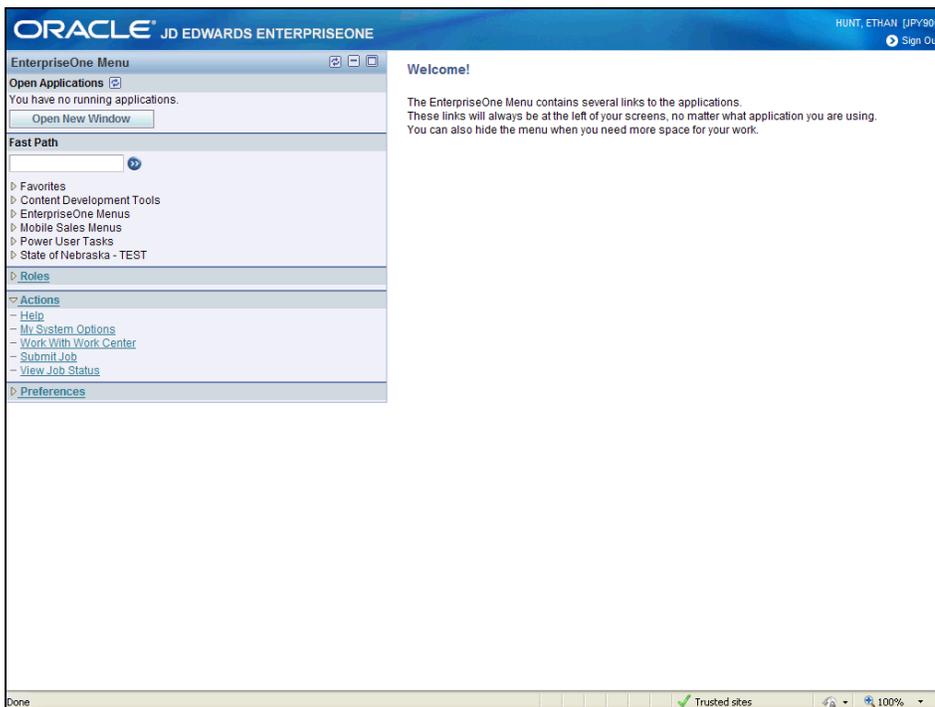
Reviewing Tax History

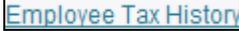
Step	Action
11.	Click the Close button. 
12.	You have successfully completed this lesson. End of Procedure.

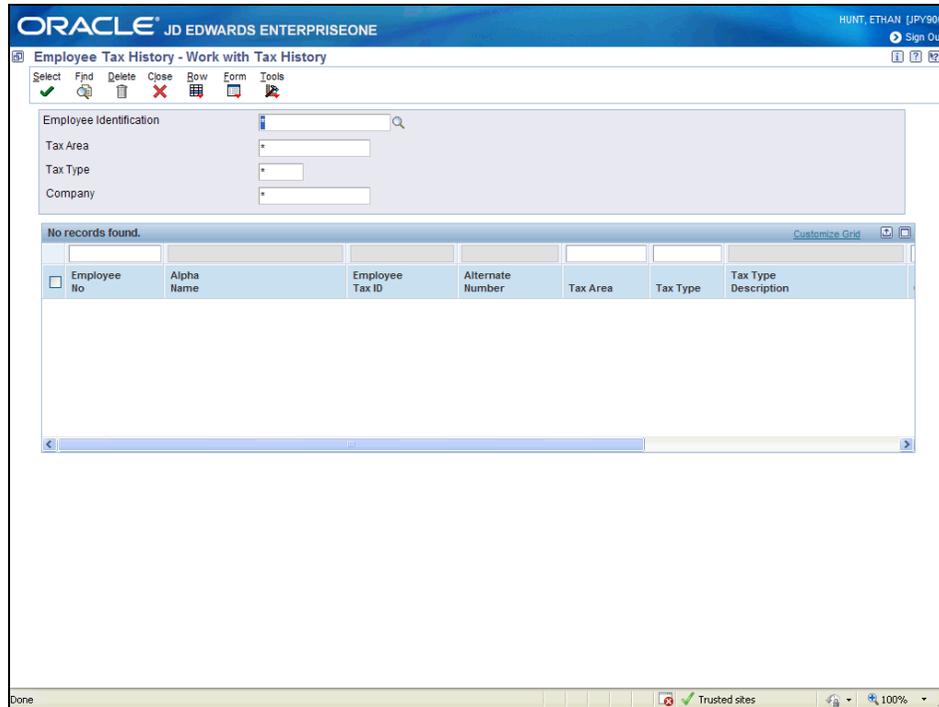
Review Tax Detail Information Lesson

Procedure

For this lesson you will learn to review tax detail information.



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Inquiries link. 
4.	Click the Employee Tax History link. 



Step	Action
5.	Complete one or more of the fields: <p style="text-align: center;">Employee Identification Tax Area Tax Type Company</p>
6.	Click the Find button. 
7.	Choose the employee and tax type you wish to review by clicking the check box next to it. 
8.	Click the Row button. 
9.	Click the Tax Detail menu. 
10.	Review the tax detail information.

Training Guide

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ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Tax History - Tax Detail

Employee No. 100546 UTLEY, MICHAEL
 Tax Area FEDERAL FEDERAL INCOME TAX
 Tax Type A
 Check Date - From 07/01/2003 Thru 06/30/2004

Records 1 - 17	Pay Period End Date	Check Date	Pd. No.	Check Control Number	Tax Area	Tax Type	Tax Type Description	Gross Pay	Excludable
<input type="checkbox"/>	07/02/2003	07/09/2003	014	39876974	FEDERAL	A	FEDERAL INCOME TAX	2,102.61	131
<input type="checkbox"/>	07/16/2003	07/23/2003	015	40455624	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	07/30/2003	08/06/2003	016	41143551	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	08/13/2003	08/20/2003	017	41505769	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	08/27/2003	09/03/2003	018	42165031	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	09/10/2003	09/17/2003	019	42596295	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	09/24/2003	10/01/2003	020	43239898	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	120
<input type="checkbox"/>	10/08/2003	10/15/2003	021	43628412	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	144
<input type="checkbox"/>	10/22/2003	10/29/2003	022	44299788	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	102
<input type="checkbox"/>	11/05/2003	11/12/2003	023	44666701	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	11/19/2003	11/26/2003	024	45298824	FEDERAL	A	FEDERAL INCOME TAX	2,127.77	132
<input type="checkbox"/>	12/03/2003	12/10/2003	025	45682498	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	12/17/2003	12/24/2003	026	46326663	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	132
<input type="checkbox"/>	12/31/2003	01/07/2004	001	46855143	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	124
<input type="checkbox"/>	01/14/2004	01/21/2004	002	47288849	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	124
<input type="checkbox"/>	01/28/2004	02/04/2004	003	48031607	FEDERAL	A	FEDERAL INCOME TAX	2,127.76	124

Step	Action
11.	When finished click the Cancel button.



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Tax History - Work with Tax History

Employee Identification 100546 UTLEY, MICHAEL
 Tax Area *
 Tax Type *
 Company *

Records 1 - 10	Employee No	Alpha Name	Employee Tax ID	Alternate Number	Tax Area	Tax Type	Tax Type Description
<input checked="" type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		FEDERAL	A	FEDERAL INCOME TAX
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<input type="checkbox"/>	100546	UTLEY, MICHAEL	222222225		28	C	NEBRASKA FEDERAL UNEMPLO...

Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.