Employee Pay and Tax History Report (R073231)

Overview

This report provides a tax history by employee. It can be used to show employees what to expect on their W-2 form.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: www.das.state.ne.us.

Navigation

Click Roles, HR_PR.
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

State of Nebraska > Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Payroll Reports > Employee Pay and Tax Register

Steps

Start this instruction from the Version Prompting window.

1. Choose **Data Selection**, click **Submit.** The Data Selection window appears.

2. Insert appropriate data selection for the report.

To run report on a specific **employee**, enter the following information on the first blank row:

- Left Operand – Address Number (F06136)(AN8)[BC]

- Comparison – is equal to

- Right Operand – Literal, then enter the address number of the employee

  🖉 To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

🖉 To run this report on a specific **calendar year**, enter the following information on the next blank row:

- Left Operand – Date – YR (F06136)(DTEY)[BC]

- Comparison – is equal to

- Right Operand – Literal, then enter a single digit to indicate the year you want to run the report on (4 = 2004, 5 = 2005, etc).

🖉 If no year is entered, current year data will appear on the report, no matter what dates are entered in Processing Options

3. Click **OK**. The Processing Options window will appear.
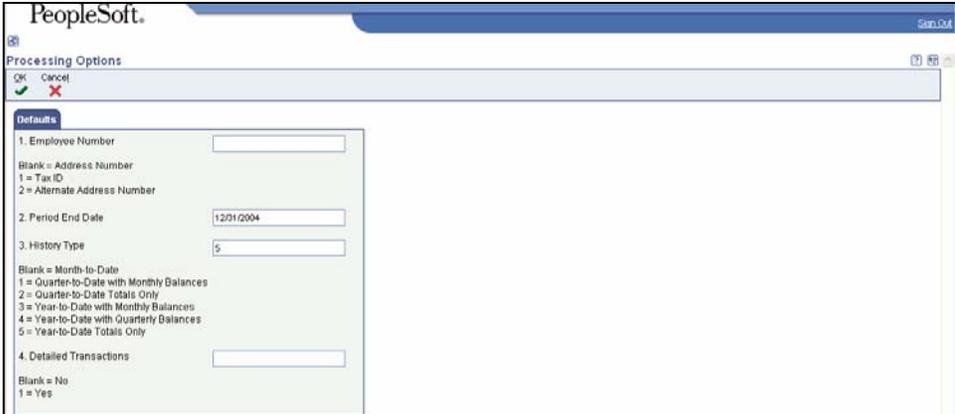
3. Complete the following fields:

- Employee Number - leave blank so the employee's address book number appears on the report, or enter 1 so the employee's Tax ID appears on report.

- Period End Date - enter the pay period end date for which to run report. In this example, a date of 12/31/2004 is being used because the data selection is already set to run on calendar year 4.

  🖉 Report will provide totals through the end of the month based on the month represented in the Period End Date field.

- History Type - enter format type for printed report. In this example, the report will show year-to-date totals only so that it will provide the same information that would appear on a W-2 form.

- Detailed Transactions - leave blank so detail tax transactions are excluded from report, or enter 1 to see detailed tax transactions.

4. Click **OK**. The Printer Selection window will appear.
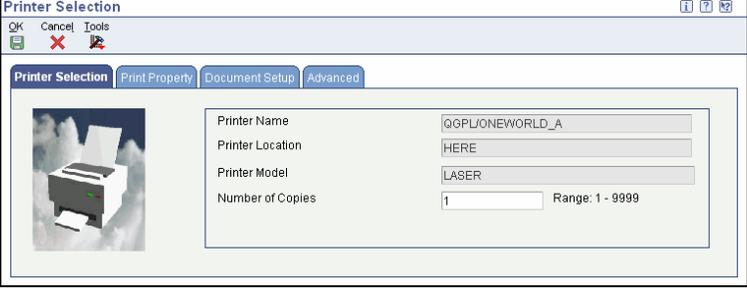
5. Click **OK** to run the report.

🖊 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R073231 _…) once the Description is "Done".

🖊 Employee tax history information can also be found under the Payroll Inquiries menu in NIS. Navigation: Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Inquiries > Payroll Inquiries > Employee Tax History.

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Employee Pay and Tax Register

Tax Area	TT	SCD	Description	Check Date	Month	Gross Pay	Excludable	Paid-in-Excess	Taxable Wages	Taxes
Company 10000			STATE GENERAL FUND							
22946			Doe, John							
FEDERAL	A		FEDERAL INCOME TAX			30,464.74	2,313.43		28,151.31	2,961.44
FEDERAL	C		FEDERAL UNEMPLOYMENT INSURANCE			26,659.76	30,464.74		3,804.98-	
FEDERAL	D		FEDERAL FICA WITHHELD			30,464.74	944.88		29,519.86	1,830.23
FEDERAL	E		FEDERAL FICA COMPANY CONTRIBUTION			30,464.74	944.88		29,519.86	1,830.23
FEDERAL	P		FEDERAL MEDICARE WITHHELD			30,464.74	944.88		29,519.86	428.04
FEDERAL	Q		FEDERAL MEDICARE COMPANY CONTRIB.			30,464.74	944.88		29,519.86	428.04
28	C	NE	NEBRASKA FEDERAL UNEMPLOYMENT			26,659.76	26,659.76			
28	F	NE	NEBRASKA STATE INCOME TAX			30,464.74	2,313.43		28,151.31	1,074.82
28	H	NE	NEBRASKA STATE UNEMPLOYMENT			953.41	30,464.74		29,511.33-	