

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.

This work instruction shows how:

[To Review Tax Summary Information](#)

[To Review Tax Detail Information](#)

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: <http://www.das.state.ne.us/>.

Navigation

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

Human Resources and Payroll – Agencies > Inquiries & Reports > HR/Payroll Inquiries > Payroll Inquiries > Employee Tax History

Steps

Review Tax Summary Information

Start this instruction from the Employee Tax History – Work with Tax History window.

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Employee Tax History - Work with Tax History

Employee Identification
Tax Area
Tax Type
Company

No records fetched.

Employee No	Alpha Name	Employee Tax ID	Alternate Number	Tax Area	Tax Type	Tax Type Description
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1. Complete one or more of the fields:
 - Employee Identification
 - Tax Area
 - Tax Type
 - Company
 2. Click **Find**.
 3. Choose the employee and tax type you wish to review
 4. Click **Select**. The Tax Summary window appears.
-  The following example shows only the top portion of the window.

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Employee Tax History - Tax Summary

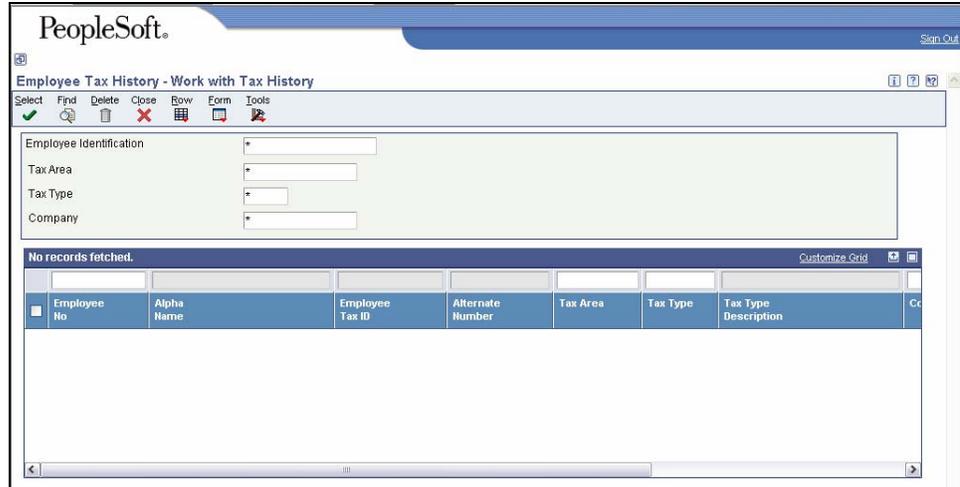
Employee No. 107351 TEST, BARBARA A
Tax Area FEDERAL Federal Income Tax Year 3
Tax Type A Tax History Type
Company * 10000 STATE GENERAL FUND Tax ID * 470491233

Month	Gross Pay	Excludable	In Excess	Tax Amount
January	2,560.77	191.15		145.23
February	2,560.77	191.15		145.23
March	2,752.21	199.44		172.71
April	2,752.21	199.44		172.71
May	2,752.21	199.44		172.71
June	2,752.21	199.44		172.71
July	3,012.53	210.71		202.77
August	3,012.53	221.06		201.22
September	3,012.53	465.91		164.49
October	3,012.53	345.39		182.57
November	3,012.53	345.39		182.57

5. On the Employee Tax History – Tax Summary window, review the tax summary information.
6. Click **Cancel**.
7. Click **Close**.

Review Tax Detail Information

Start this instruction from the Employee Tax History – Work with Tax History window.



1. Complete one or more of the fields:
 - Employee Identification
 - Tax Area
 - Tax Type
 - Company
2. Click **Find**.
3. Choose the employee and tax type you wish to review.
4. Click **Row, Tax Detail**.



5. On the Employee Tax History – Tax Detail window, review the tax detail information.

6. Click **Cancel**.
7. Click **Close**.