



Payroll SME Meeting

February 20, 2020



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

TALK STORY TOPICS

1. Tax Calculator
2. Federal withholdings "n/a"
3. Security & Confidentiality
4. Prior Year Overpayments
5. Requesting a W2C
6. W2s for Former Employees - Reminder
7. Salesforce Comments - Reminder
8. Time & Leave Project Updates

Tax Calculator

- The following IRS link will help the employees determine if their checks are calculated correctly.

<https://www.irs.gov/businesses/small-businesses-self-employed/income-tax-withholding-assistant-for-employers>

- If someone is questioning their taxes they can go to the following link and calculate them according to the IRS.



The screenshot shows the IRS website's "Income Tax Withholding Assistant for Employers" page. The page features a dark blue header with the IRS logo and navigation links for Help, News, English, Charities & Nonprofits, and Tax Pros. Below the header is a navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The main content area has a breadcrumb trail: Home / File / Businesses and Self-Employed / Small Business and Self-Employed / Income Tax Withholding Assistant for Employers. The title "Income Tax Withholding Assistant for Employers" is prominently displayed. A left-hand sidebar lists various categories: Individuals, Businesses and Self-Employed (with sub-links for Small Business and Self-Employed, Employer ID Numbers, Business Taxes, Reporting Information Returns, Self-Employed, Starting a Business, Operating a Business, Closing a Business, Industries/Professions, and Small Business Events), and Small Business Events. The main text explains that the assistant is a spreadsheet for calculating federal income tax withholding for 2020, based on Form W-4. It includes a "Download the Excel Spreadsheet" button and a "How to Use the Tax Withholding Assistant" section with a list of instructions: indicate pay frequency, specify Form W-4 version, enter employee information, save the spreadsheet with the employee's name, and use the spreadsheet for each pay period.

Tax Calculator (cont.)

- Select Download the Excel Spreadsheet
- Select "Enable Editing"

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

06

IRS **Income Tax Withholding Assistant For Employers** (For use with both 2020 and earlier Forms W-4)

Pay frequency:

Employee's taxable wage or salary amount this paycheck:

Which version of Form W-4 did the employee use?

Please enter the W-4 information in the fields below.

Information from the employee's most recent Form W-4 if used 2020 or later version

Step 1. c. Filing status:

Step 2. Did the employee check the box in (c)?

Step 3. Total amount on line 3

Step 4. Other adjustments

a. Other income amount:

b. Deductions amount:

c. Extra withholding amount:

RESULT

Amount of Federal income tax to withhold from this paycheck:

Withhold no federal income tax if on the Form W-4 the employee claimed to be exempt from withholding.

This Assistant implements the 2020 IRS Publication 15-T, *Federal Income Tax Withholding Methods*. Enter the three items requested in the upper left corner, then fill in the relevant information from the employee's Form W-4. The amount of Federal income tax to withhold from this paycheck is provided in the upper right corner. You may save a separate copy of this calculator for each employee (to avoid having to re-enter the W-4 information each pay period).

Tax Calculator (cont.)

- Select Pay Frequency, Taxable Wages in whole dollars (no cents) – not gross, but Fed Taxable, which W4 pre or post 1/1/2020
- Filing (marital) Status, Y/N box if spouse works or have additional job, Total Deduction amount (2,000 per dependent)
- Results in red circle.

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Security & Confidentiality

- The Central payroll office and the department payroll offices in the state need to work together to keep all office and phone numbers confidential especially from individuals who no longer work for the state. This is to ensure a safe work environment for all employees.
- As a standard practice, employee's payroll questions should be directed to their payroll staff. If staff is unable to answer the question, they should consult with their Payroll SMEs. Payroll SMEs should review the Payroll SME articles and Library of Knowledge of Articles prior to creating a Salesforce Ticket.
- All questions related to garnishments should be directed to dags.garnishment@hawaii.gov. This option allows CP the time to do research before getting back to the employee.
- Please remind your staff that the HIP Inbox should only be used for payroll software issues.

Prior Year Overpayments

- OPRs on Additional Pay
 - OPRs should be entered at gross pay
- TDR – Employee pays back via personal check
 - TDRs paid back at net pay will be applied and reversed in current year (2020)
- W-2C
 - If employee would like to receive a W-2C for prior year, employee will need to pay the *gross pay* back per IRS guidance (Repayments section, page 12)
 - <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf#page=11%22%3Ehttps://www.irs.gov/pub/irs-pdf/iw2w3.pdf#page=11%3C/a>

Requesting a W2c

- To request a W2c, please click on the following link, which will take you to the google form.

https://docs.google.com/forms/d/e/1FAIpQLSepQE_8lrncHPgCyFUQhs6vGMqfHOjIRWQ3Ix5UDk7Cu-Lj1A/viewform

- Please create a Salesforce Ticket and attach all forms and supporting documents, if required.
- As a reminder, only Department Payroll Supervisors may submit this form on behalf of their employees.

W-2s for Former Employees – Reminder

- Payroll Departments, please handle requests from former state employees for W2s, as they no longer have access to a State computer to retrieve them from HIP
 - If the former employee consented to receive electronic W2s, please submit a Salesforce ticket for Central Payroll to print

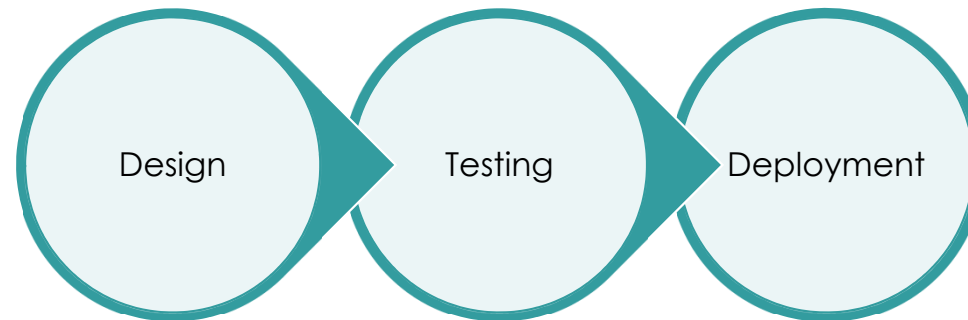
Salesforce Comments - Reminder

- Please keep correspondence within Salesforce cases by commenting in the case instead of responding to emails
- This will help us to have full documentation as to how your issues are resolved

Time & Leave Project Updates

New features in HIP will take employee timesheets and leave transactions, and certain additions to pay that are managed by payroll offices, and turn them automatically into “payable time”. When this occurs, the PCS will be eliminated.

In January, the Time and Leave Project moved from its **Design** phase into **Testing**, and **Deployment** is next.



Congratulations to the following departments and offices that qualified for the first deployment of Time and Leave in May!

Accounting and General Services, Attorney General, Business Economic Development and Tourism, Commerce and Consumer Affairs, the Office of the Governor, and the Office of the Lieutenant Governor

Well done on all your hard work and preparation!



MAHALO FOR YOUR TIME!

Prior SME Topic Index – see <http://ags.hawaii.gov/hip/for-payroll-personnel/>

- Episode 1 - 11/09/18: Introduction of Payroll SME's , ACH Rejections , Leave Without Pay And Payroll , UAC Validation , Hour Limitation on the PCS , Off-Cycle Pay Checks , Transfers Into Another Department/Jurisdiction
- Episode 2 - 12/12/18: Group 3 Implementation Update, Countdown to Year End, ACH Rejections – New Update! , New Earn Codes and Online PCS Updates, WIK Code Reminders, Deduction Subsets, Deferred Vacation Payouts, Upcoming Deadlines
- Episode 3 - 02/14/19: Cancelling Checks and the Reversal Process , Cancelling a Payment with a Prudential Deduction , Statutory Dues Processing and Refunds Update , Central Payroll Processing Schedule , What are the Special Accumulators? , Tax Exemption for Military Spouse , Helping your employees with their W-2 Forms , Payroll SME Poll for Future Topics
- Episode 4 - 03/18/19: SSA Verification Process , Distributing Paper Checks to Employees , ACH/Pre-Note Returned Notifications , Online PCS Review After Payroll, TDR Comments , Selecting the correct Empl Record on PCS , Timing of OPR Entries , Priority Pay

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- Episode 5 - 04/15/19: EUTF Team , Non-Cash WIK (WF code) , Garnishment Inquiries , Federal and State Tax Calculations , New HIP Ticket System , Post Death Payments , Employment Verification , Earnings Dates , W2 Reprints and Corrections , Password Resets
- Episode 6 - 05/20/19: Guest Speaker: Seina Rahim, American Payroll Association Hawaii Chapter , The Power of our Super SME's , State Tax Calculations-Clarification , Priority Pay-Lock out days , Reversal Requests/Priority Pay Timing, Query Inactive Employees being paid , Salary Overpayment Process , Earning Code Updates , ERS Related Updates , Direct Deposit and Transferring Employees , HIP Service Center
- Episode 7 - 06/17/19: Delete/Reversal Requests – Reminder!, Cancelled Check Forms (C-53) , Employees Transferring Departments with OPR , OPR entries on Additional Pay, Union Dues Refunds , Post Death Payment to Beneficiaries , Terminated Employees Who are Receiving Pay , Earnings Begin and End Dates , Workers Comp Reclass , Fiscal Year Update to UAC, Mass Pay Increase Update
- Episode 8 - 07/15/19: Overpayment Reminders, Earnings Period (Begin/End Date), Post Death Payment Reminders, Transferring Department – Changes in BU, Terminated Employee – Query Timing, ETS-303: Hawaii Information Portal Security Access Request Form, HIP System - User Responsibilities Reminder, Level 3 Approval – Timing for Requesting Denials, Employee Self Service Reminders, New Earnings Codes, Prior SME Topic Index

Prior SME Topic Index – see <http://ags.hawaii.gov/hip/for-payroll-personnel/>

- Episode 9 – 08/19/19: National Payroll Week, Accessing our Website, Overpayment reminders – Personal Checks, Submitting Overpayment Adjustments (Worksheet), Garnishment Notices, Void Payroll Check Procedures, Off-Cycle Checks – Deduction Subsets, Reissuing Checks on the Off-Cycle, W-4/HW-4 Update, Social Security Verification, Early Distribution of Payroll Checks, ACH Delete/Reversal Bank Recall, EUTF Health Refunds
- Episode 10 – 09/16/19: Employee’s Designation of Beneficiary, ERS Repayment Types, ERS Payroll Adjustments, Retro Payments after ERS Group/FICA Code changes, Union Dues Deduction Processing Update – HGEA, Adjustments to Online PCS Transactions, 2019 Year End Deadlines and W-2 Issuance, Access to our site, Phase 2 Time and Leave Activities.
- Episode 11 – 10/21/19: ACH Option for Off-Cycle Payments, Priority Pay Deadlines & Lock Out Period, Child Support Disbursement Changes, Payroll Queries and Reports, Payroll Employees Designation of Beneficiary, Post-Death Payment Worksheet, US Dept of Labor – Final Rule: Overtime Update, Pay Statement View, Understanding your Pay Statement for Transferring Employees, 2019 Year End Deadlines and W-2 Issuance, W-2 Electronic Consent, Phase 2 Time and Leave Activities: “Y” Differential and Forms Audit.
- Episode 12 – 11/18/19: Payroll Beneficiary Query & Update, Pay Statement View, ERS Reporting & Adjustments, How to tell if a check is reversed, Time frame for transferred employees, Child Support New Hire Reporting, HIP New Hire Letter, Year End Updates, HIP Service Center.

Prior SME Topic Index – see <http://ags.hawaii.gov/hip/for-payroll-personnel/>

- Episode 13 – 01/21/20: Year End and W-2 Issuance, W-2 Consent Query, 2020 W-4 Tax Changes, Upcoming Activities.
- Episode 14 – 02/20/20: Tax Calculator, Federal withholdings "n/a", Security & Confidentiality, Prior Year Overpayments, Requesting a W2C, W2 Requests from Former Employees, Salesforce comments, Time & Leave Project Updates.