COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

ctcLink

Human Capital Management Image 50 Overview

CONTENTS

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.

Payroll

Updated Federal / State Tax Table

Georgia (GA) - A new table entry effective-dated 07/01/2024 is added to deliver Georgia withholding tax changes effective for wages paid on or after 01 July 2024, as published by the Georgia Department of Revenue. https://dor.georgia.gov/document/document/2024-employers-tax-guide/download

Iowa (IA) - A new table entry effective-dated 01/03/2024 is added to deliver a decrease from 0.0600 to 0.0570 in the Iowa supplemental wage rate as confirmed by the Iowa Department of Revenue. The new table entry is dated 01/03/2024 to preserve the previously delivered table entry dated 01/02/2024 for audit history purposes.

Idaho (ID) - A new table entry effective-dated 05/21/2024 is added to deliver 2024 Idaho withholding tax changes published on May 21, 2024, by the Idaho State Tax Commission. https://tax.idaho.gov/taxes/income-tax/withholding/computing/#ictcat

https://tax.idaho.gov/wp-content/uploads/pubs/EPB00744/EPB00744_05-21-2024.pdf

Utah (UT) - A new table entry effective-dated 06/01/2024 is added to deliver Utah withholding tax changes effective for wages paid on or after June 1, 2024, as published by the Utah State Tax Commission. https://tax.utah.gov/forms/pubs/pub-14.pdf

Kansas (KS) - A new table entry effective-dated 07/01/2024 includes Kansas withholding tax changes effective for wages paid on or after July 1, 2024, as published by the Kansas Department of Revenue. https://www.ksrevenue.gov/kw100.html

NRA Tax Treaty Update

COUNTRY	TREATY ID	EFFECTIVE DATE	TABLE UPDATE
RUS Russia	TIAS	08/16/2024	A new row effective-dated 08/16/2024 updates the table entry to Status = Inactive to reflect the notice from the U.S. Department of Treasury that the treaty provisions for taxes withheld at source are suspended and no longer in effect as of August 16, 2024. https://home.treasury.gov/news/press-releases/jy2410

Garnishment Rule Changes

State	Rule ID	EFFECTIVE DATE	ACTION
HI	GEN @ 95%	01/01/2024	To comply with Hawaii Rev Stat § 652-1, a new table entry effective-dated 01/01/2024 includes federal limits to Hawaii general garnishments. https://www.courts.state.hi.us/docs/form/hawaii/3DC27C.pdf

New Feature: Quick Calculation

The Quick Calculation feature provides the ability to calculate and view checks from the Payline directly. Because the Quick Calculation computes checks for one employee at a time, it takes much shorter time to finish compared to the regular Calculate Payroll process.

Payroll administrators can use generated checks from the Quick Calculation feature to verify pay information and help answer what-if questions in payroll. Based on the calculated results, the administrator can view the amount that will be payable to the employee or adjust the employee's payroll data for the final pay calculation as needed. If the results are correct, they can be used in the payroll confirmation process.

The Quick Calculation can calculate single checks for employees with multiple jobs in these scenarios:

- The employee has jobs in the same company and pay group, or
- The employee has jobs in the same company, same pay run, and different pay groups.

When Quick Calculation is launched from the payline of one of the employee's jobs and completes successfully, a single calculated check is generated for all the employee's jobs. The same check becomes available in all the paylines for those jobs on the Quick Calculation page for review.

When the Quick Calculation feature is enabled, the Calculate button becomes available after the creation of paysheets. It becomes unavailable after the pay calculation or quick calculation is run. It is available again after a change is made to the employee-level data (for example, compensation rate update on Job) or the payline. Payline change can be a manual update on the Payline page, or an update because of paysheet data load from different sources, such as Load Paysheets Transactions or Load Time and Labor. After the final calculation is run, the Calculate button becomes unavailable permanently.

- Paycheck Summary - This section displays the summary and details of the calculated paychecks. It appears after the Quick Calculation is completed. Paycheck information is no longer available in this section if the payline that was used to calculate the paycheck has been modified.

- Check Details – This opens a modal page for the administrator to view the detailed paycheck data for the employee, which includes the Review Paycheck pages.

Navigation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By

Payline Security - Quick Calculation

Image: Quick Calculation – Calculate button is available.

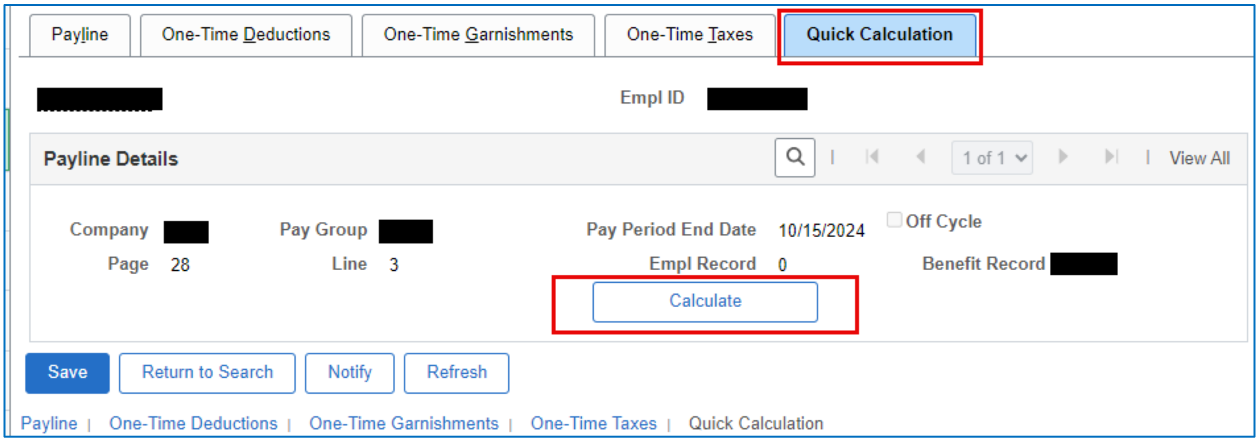


Image: Quick Calculation – Calculate button is unavailable after the pay calculation or quick calculation is run. Paycheck Summary section displays the summary of the calculated paycheck and a link to check details.

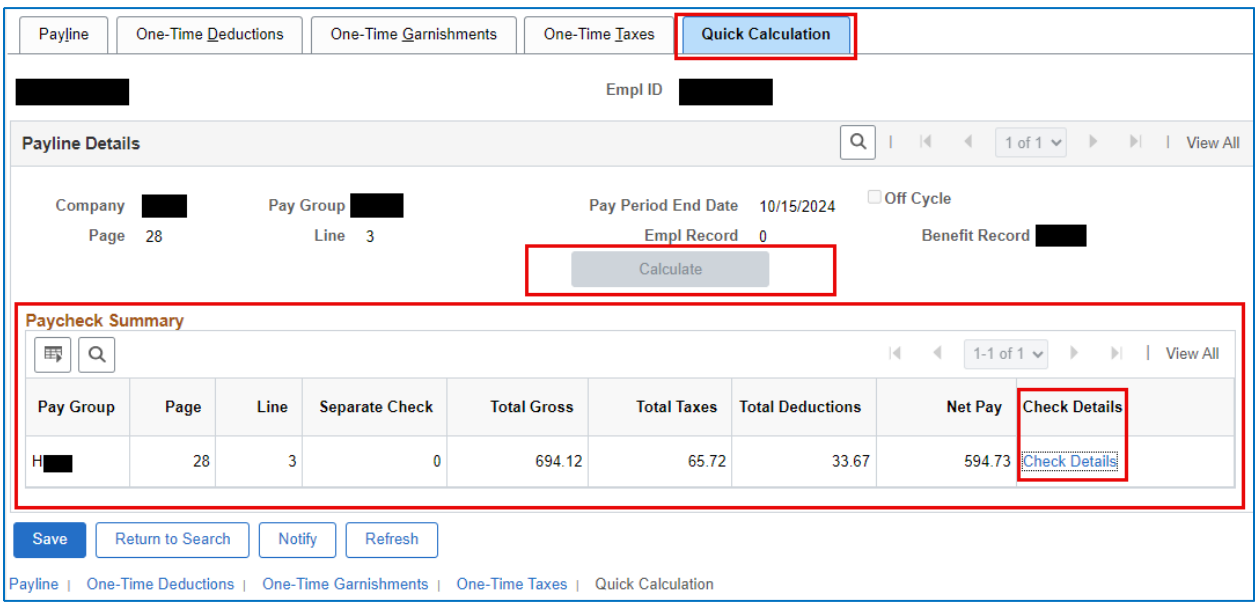
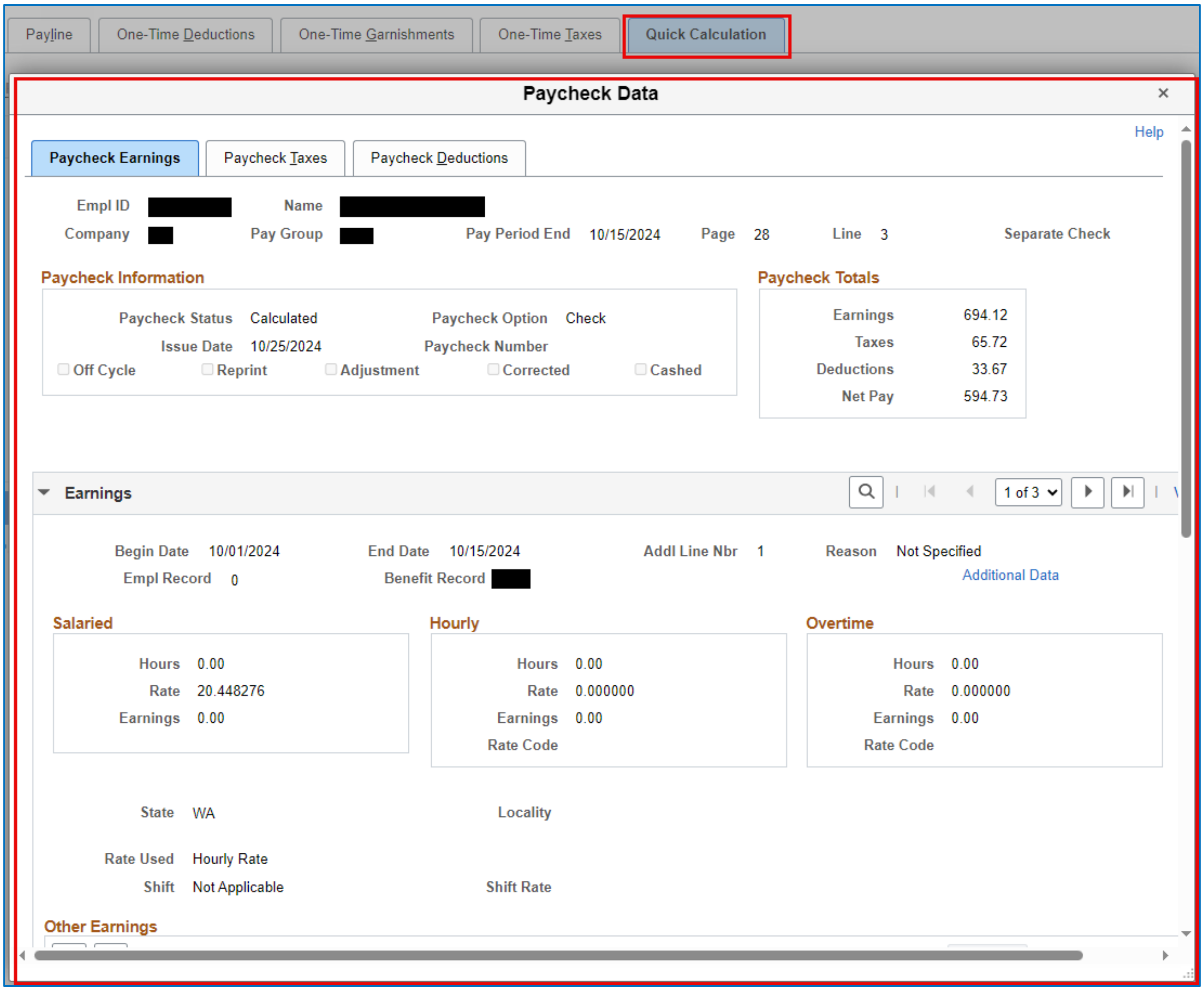


Image: Quick Calculation – Check Details: show detailed Paycheck Data for the employee.



QRG

[Performing Quick Calculation]

Concurrent Processing: Pay Calculation & Quick Calculation

When pay calculation is run for the first time, the process calculates checks for all employees associated with either the Pay Run ID or parameters specified on the run control page, regardless of the calculation option selected (Only Calculate Where Needed or (Re)Calculate All Checks).

If you ran Quick Calculation for some employees previously, and you are about to run the Pay Calculation process with the Only Calculate Where Needed option for the first time:

1. The process calculates checks:

   - For employees who didn't have calculated checks from Quick Calculation.
   - For employees who have calculated checks from Quick Calculation but their payline data was modified after the Quick Calculation run.

    - For employees with employee-level data changes, such as compensation rate update on Job or General Deduction data update, which requires recalculation.

    Calculated checks from pay calculation are available from the Review Paycheck pages.

2. The process does not calculate checks for employees who have calculated checks from Quick Calculation and their payline data remains the same after the Quick Calculation run.

    Calculated checks from Quick Calculation (which are still current) are available from the Review Paycheck pages and the Quick Calculation page.

Alternatively, if you are about to run the Pay Calculation process with the (Re)Calculate All Checks option for the first time, the process calculates checks for all employees. Calculated checks are shown on the Review Paycheck pages and cleared from the Quick Calculation page.

You can start a Pay Calculation run while a Quick Calculation is in progress and let them run concurrently.

However, the system does not support concurrent processing when:

- You start a Quick Calculation run while a Pay Calculation is already in progress, or
- You start a Quick Calculation run while another Quick Calculation is already in progress for a different employee who is associated with the same Pay Run ID (for the same company, pay group, pay end date and on-cycle/off-cycle option).

When it happens, an error message is displayed, and you need to wait until the current calculation is completed before starting a new one. Message: “The employee’s check cannot be calculated at this time. Pay Calculation is in progress for the Pay Run ID, Company, Paygroup and Pay End Date.”

Navigation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline Security > Quick Calculation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll

Image: Calculate Payroll – Calculation Options: Only Calculate Where Needed or (Re)Calculate All Checks

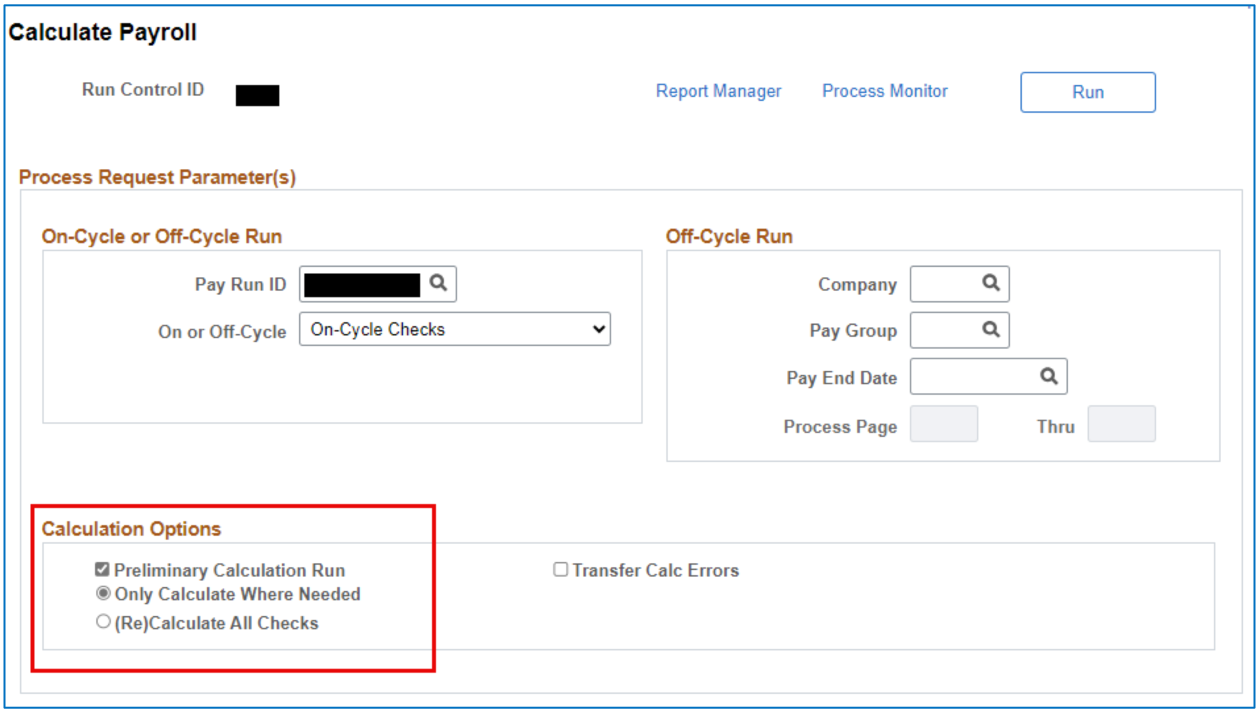
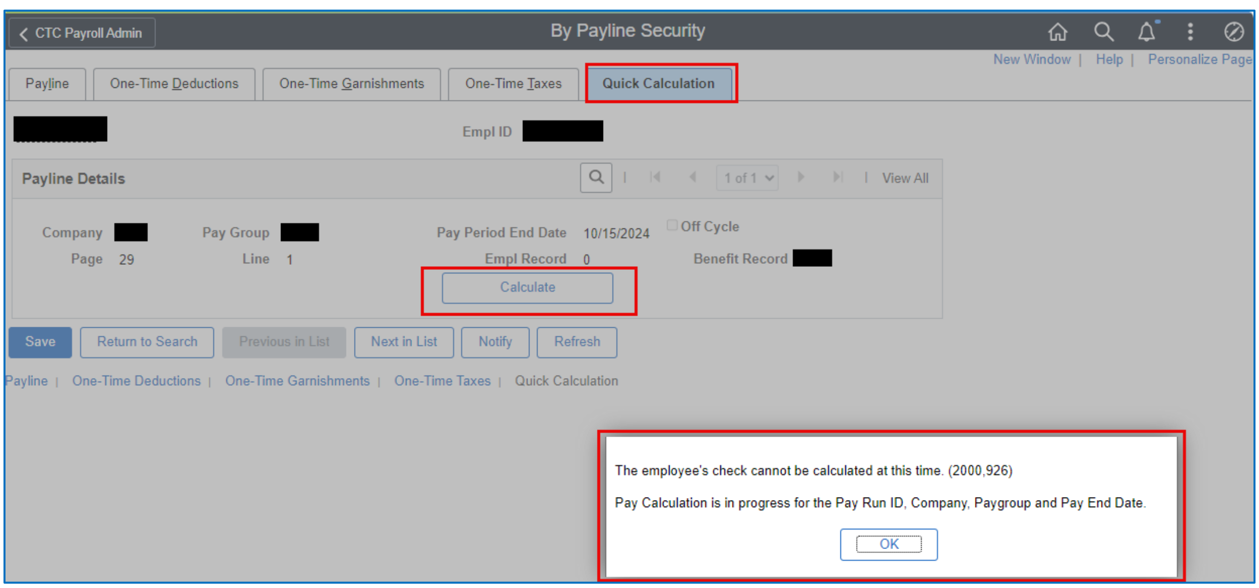


Image: Quick Calculation – error message if you attempt to start a Quick Calculation run while a Pay Calculation is already in progress.



QRG

[9.2 Running the Pay Calculation Process](#)

[Performing Quick Calculation](#)

Quick Calculation Lock Table

When a Pay Calculation or Quick Calculation is launched, the system adds an entry to a locking table. This entry exists throughout the calculation process in the locking table as a way to prevent another Quick Calculation for the same parameters from launching and will be removed automatically when the associated calculation process is completed. Locking table information is available on the **Release Quick Calculation Lock** page.

If the calculation process cannot complete successfully for some reason, the entry remains on the page and needs attention. For example, if there is an entry for Quick Calculation, it needs to be deleted before you can launch another Quick Calculation for the same parameters.

The lock is placed at the Pay Run ID level when the 'Single Check for Multiple Jobs' option is selected on the Default Settings Page for any company associated with the Pay Run ID.

In this case, Quick Calculation can be run for one employee at a time among all the employees who belong to the companies associated with that Pay Run ID. Another Quick Calculation can be launched only after the current one finishes successfully. All the companies and pay groups associated with that Pay Run ID are locked, but only the first company and pay group is displayed on the **Release Quick Calculation Lock** page.

HCM Customer Support will use the **Release Quick Calculation Lock** page to delete unsuccessful payroll processes from the lock table. Payroll administrators will be able to view the information displayed on that page.

Navigation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Release Quick Calculation Lock

Image: Release Quick Calculation Lock

Release Quick Calculation Lock

Quick Calculation Lock Table

1-2 of 2 View All

Pay Run ID	Company	Pay Group	Pay Period End Date	Off Cycle	Single Check for Multiple Jobs	Payroll Process	Process Date/Time
[redacted]	[redacted]	C[redacted]	[redacted]	N		Quick Calculation	10/23/2024 9:20:58AM
[redacted]	[redacted]	C[redacted]	[redacted]	N		Pay Calculation	11/05/2024 2:46:39PM

QRG

[Viewing Release Quick Calculation Lock]

New Feature: OK to Pay All

HCM Image 50 delivers a new feature, **OK to Pay All**, which enables a mass update of the 'OK to Pay' check box on paylines. Payroll administrators will see the **OK to Pay All** section on these pages: By Paysheet and By Payline Security.

The **OK to Pay All** section contains two buttons: **Deselect All** and **View Summary**.

- **Deselect All** - When you click on **Deselect All**, the following message will appear: "OK to Pay will be deselected for every Addl Line Nbr for this employee. The deselection will occur when you select OK."

The button becomes read-only if all 'OK to Pay' check boxes are already cleared.

Note: If you update the 'OK to Pay' field on a payline for an employee with multiple jobs, the update only applies to the payline that you are viewing, not the paylines for the other jobs.

- **View Summary** - The system provides a summary view of all additional lines of a payline on a modal page. It can be used to audit when and by whom the 'OK to Pay' check box was last updated in the additional lines.

The **OK to Pay All Details** section lists the summary information of the payline's additional line numbers. For example, if the 'OK to Pay' check box is either selected or cleared in any line, the update is indicated in this section, along with the user, date, and time of the update. Last Updated By, Name, and Last Updated Date and Time are audit fields that are used for tracking the 'OK To Pay' field only. Other fields in the **OK to Pay Details** section are informational only and are not tracked by the audit fields. Use the **Additional Data** page to view additional information of the payline, such as department and taxes.

Navigation

NavBar > Menu > Payroll for North America> Payroll Processing USA > By Payline Security

NavBar > Menu > Payroll for North America> Payroll Processing USA > By Paysheet

Image: Payline – OK to Pay All – buttons: Deselect All and View Summary

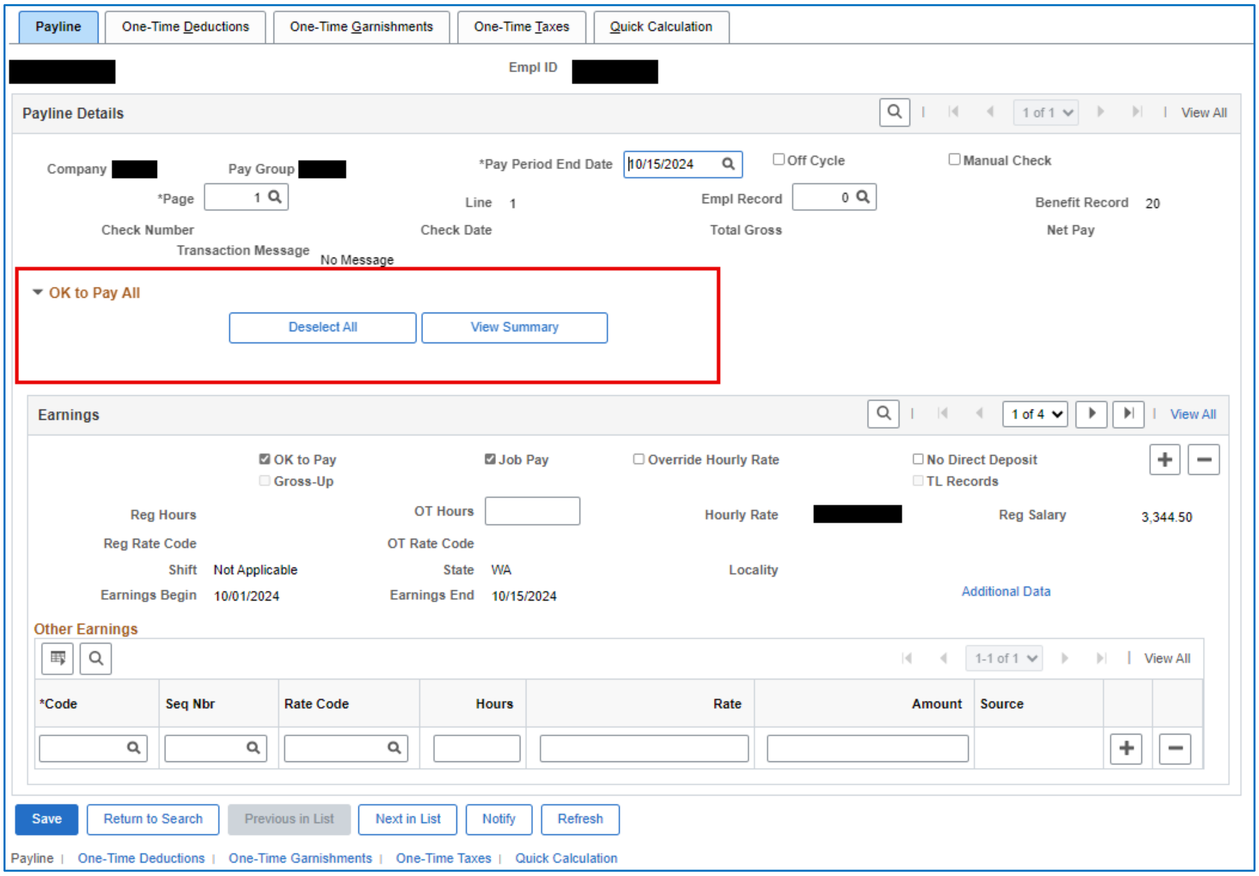


Image: Payline – OK to Pay All – Deselect All: message to the user

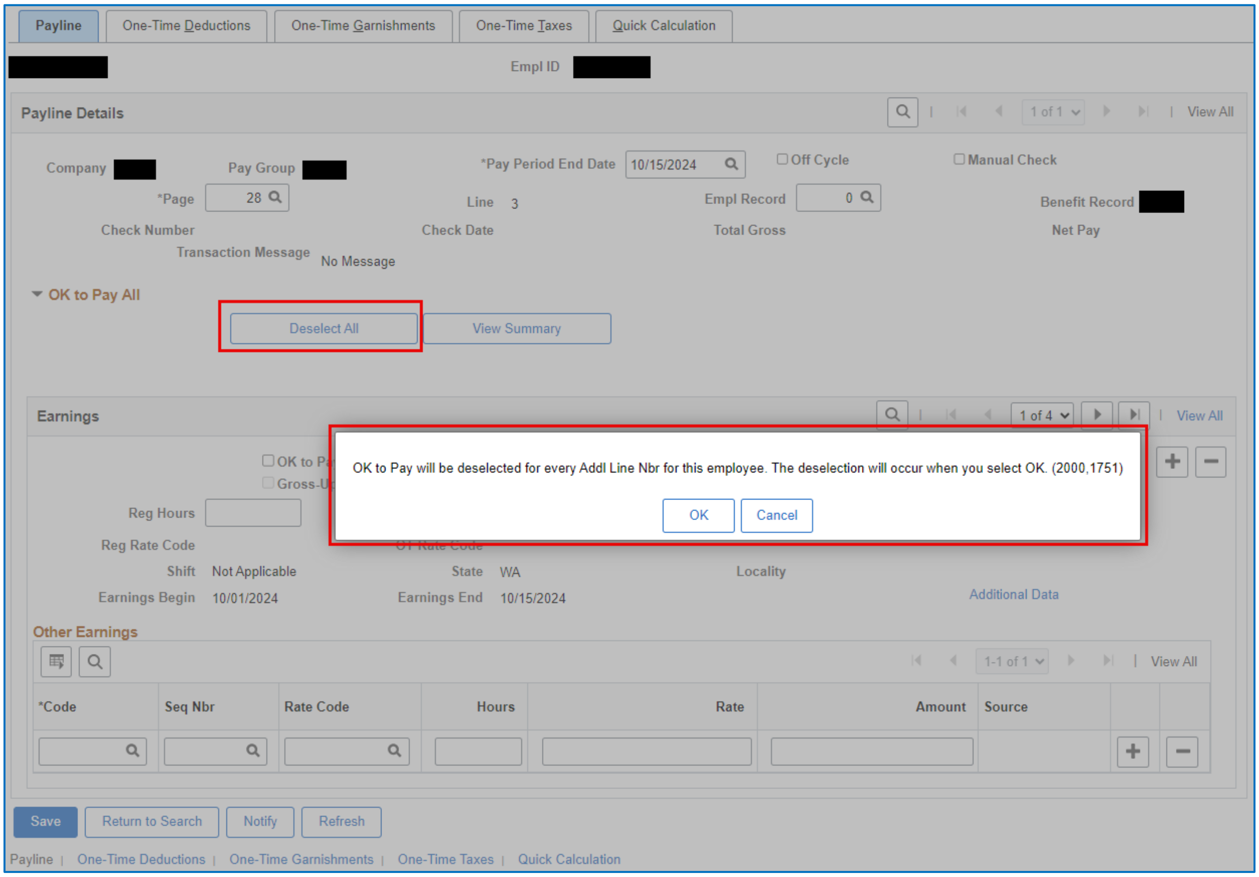


Image: Payline – OK to Pay All – Deselect All: the button becomes read-only if all 'OK to Pay' check boxes are already cleared.

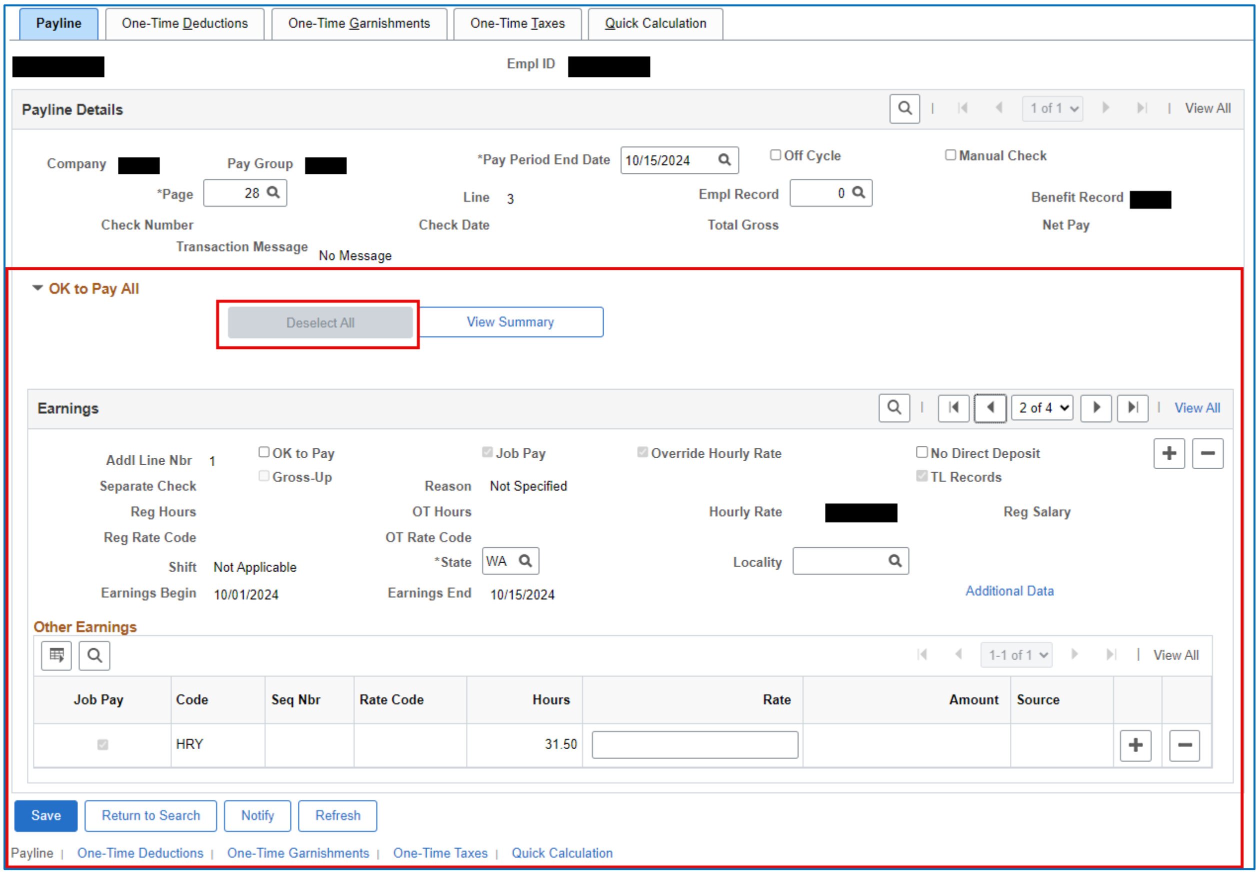
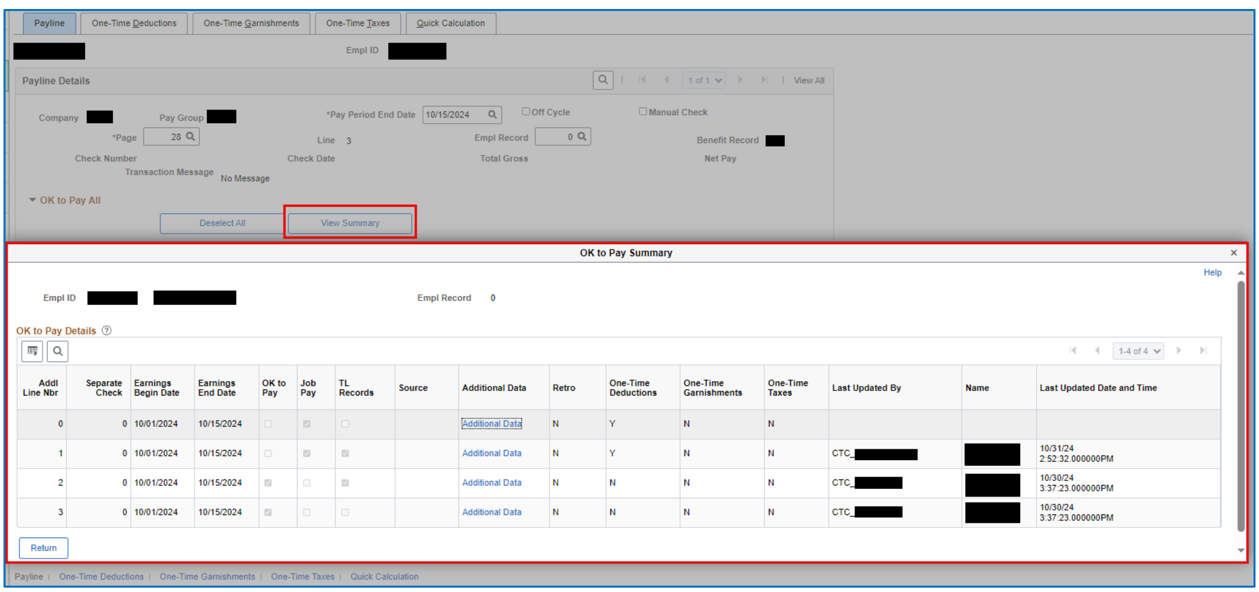


Image: Payline – OK to Pay All – View Summary modal page



QRG

[Utilizing the OK to Pay All functionality in Paylines]

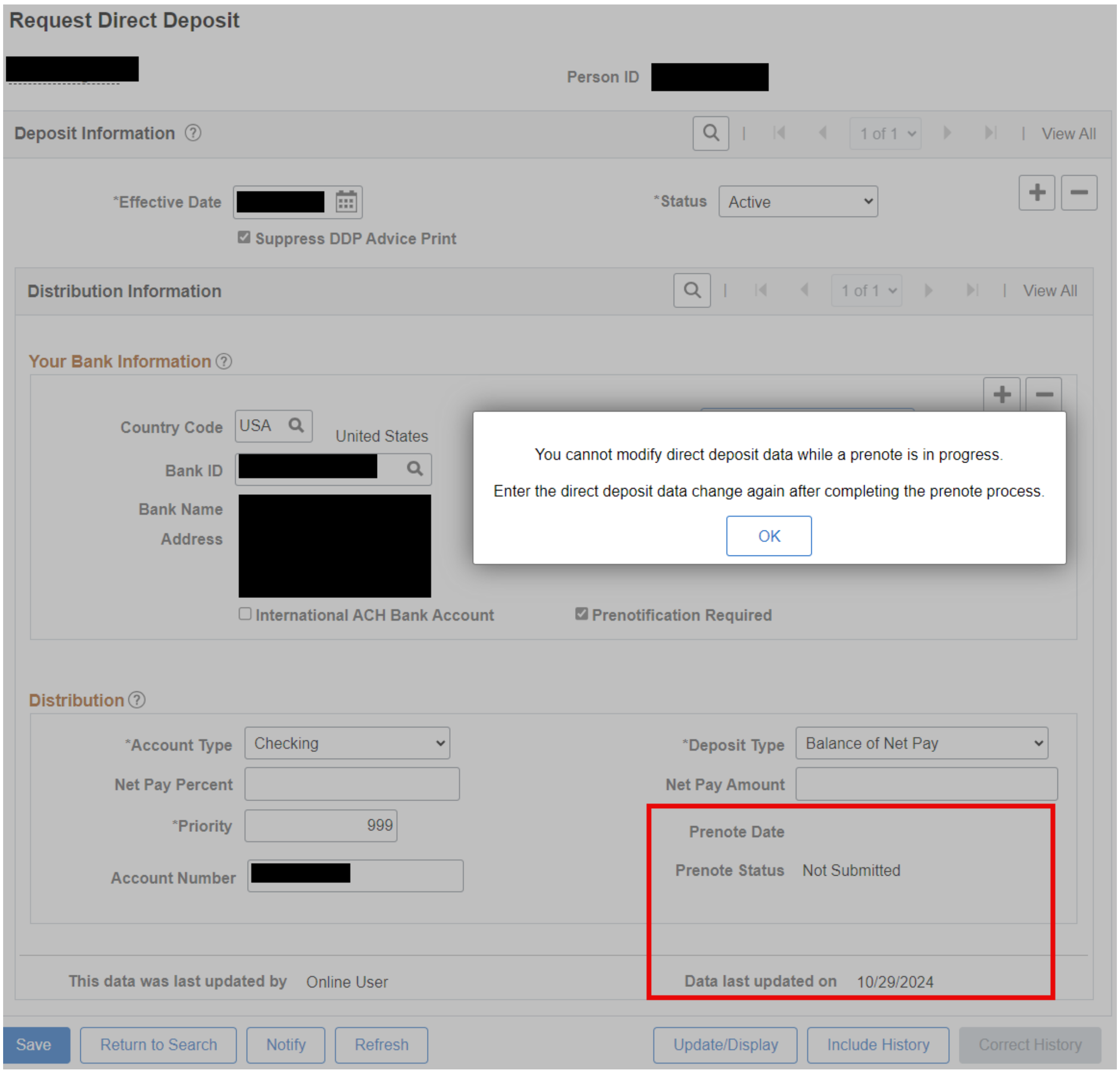
Updated Request Direct Deposit Functionality

Modifications have been delivered to prevent direct deposit data updates while bank validation is in progress. If an administrator attempts to modify account info that the Prenote Status is 'Submitted' the system will issue the following message and the Prenote Status will reset to 'Not Submitted': "You cannot modify direct deposit data while a prenote is in progress. Enter the direct deposit data change again after completing the prenote process."

Navigation

NavBar > Menu > Payroll for North America> Employee Pay Data USA > Request Direct Deposit

Image: Request Direct Deposit - message to the administrator.



QRG

[9.2 Entering U.S. Direct Deposit Information](#)

Allow Reversal of Zero Net Check

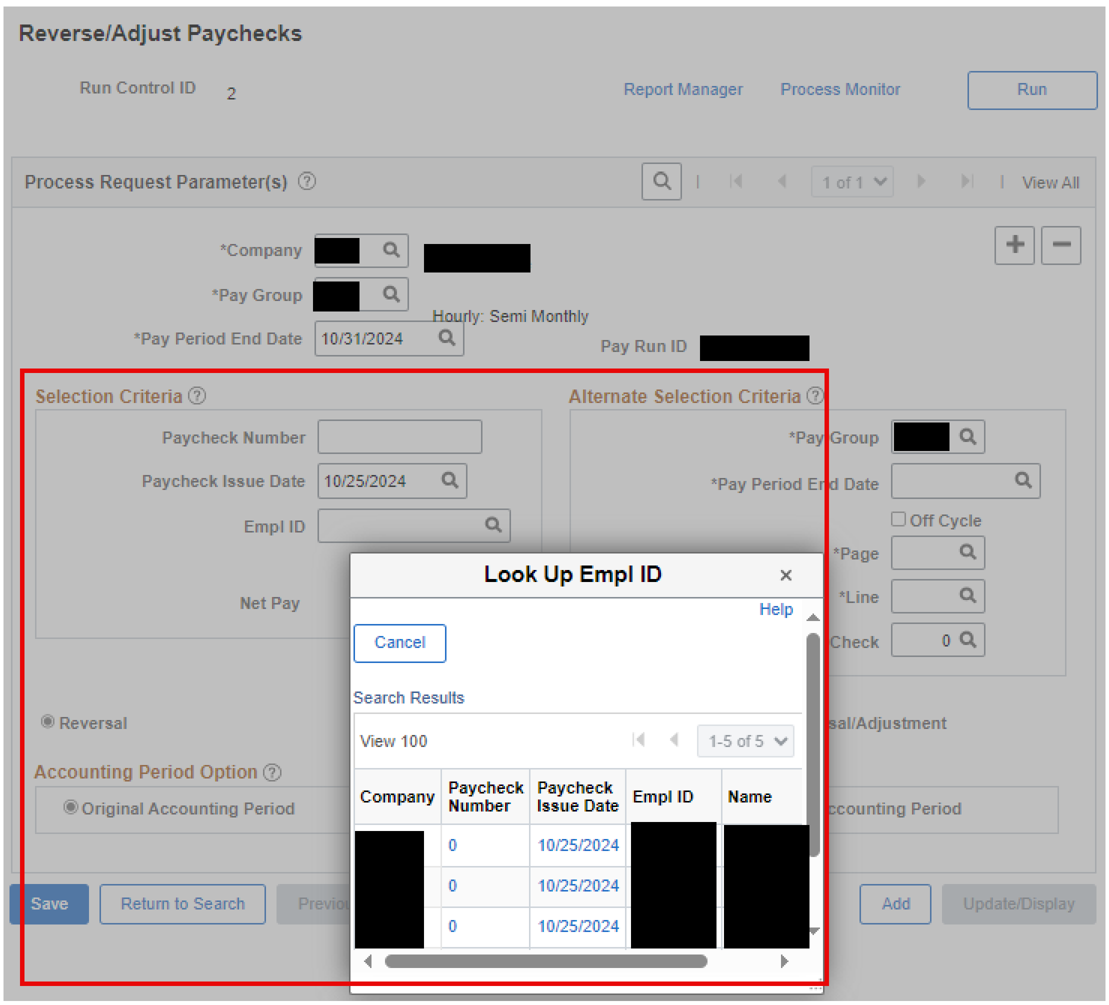
Product modifications are delivered to allow processing of a Check Reversal for a zero net paycheck that does not have a paycheck number. Payroll administrators now can use zero as a parameter for searching checks.

Prior to the modifications the system did not allow to perform the process Reverse/Adjust Paychecks without having a paycheck number.

Navigation

NavBar > Menu > Payroll for North America > Payroll Processing USA > Reverse/Adjust Paychecks

Image: Reverse/Adjust Paychecks – run control paycheck selection criteria.



QRG

[9.2 Processing a Check Reversal](#)

Check Reversal Payline

HCM Image 50 modifies the reversal payline to show as ‘display only’ the following fields: Benefit Deductions Taken, General Deductions Taken, Benefits Deduction Subset ID, General Deduction Subset ID and Additional Taxes, so users cannot change the values.

Prior to the modifications, these fields were editable causing payroll errors.

Navigation

NavBar > Menu > Payroll for North America> Payroll Processing USA > Update Paysheets > By Payline Security

Image: By Payline Security, One-Time Deductions for a check reversal prior to HCM Image 50.

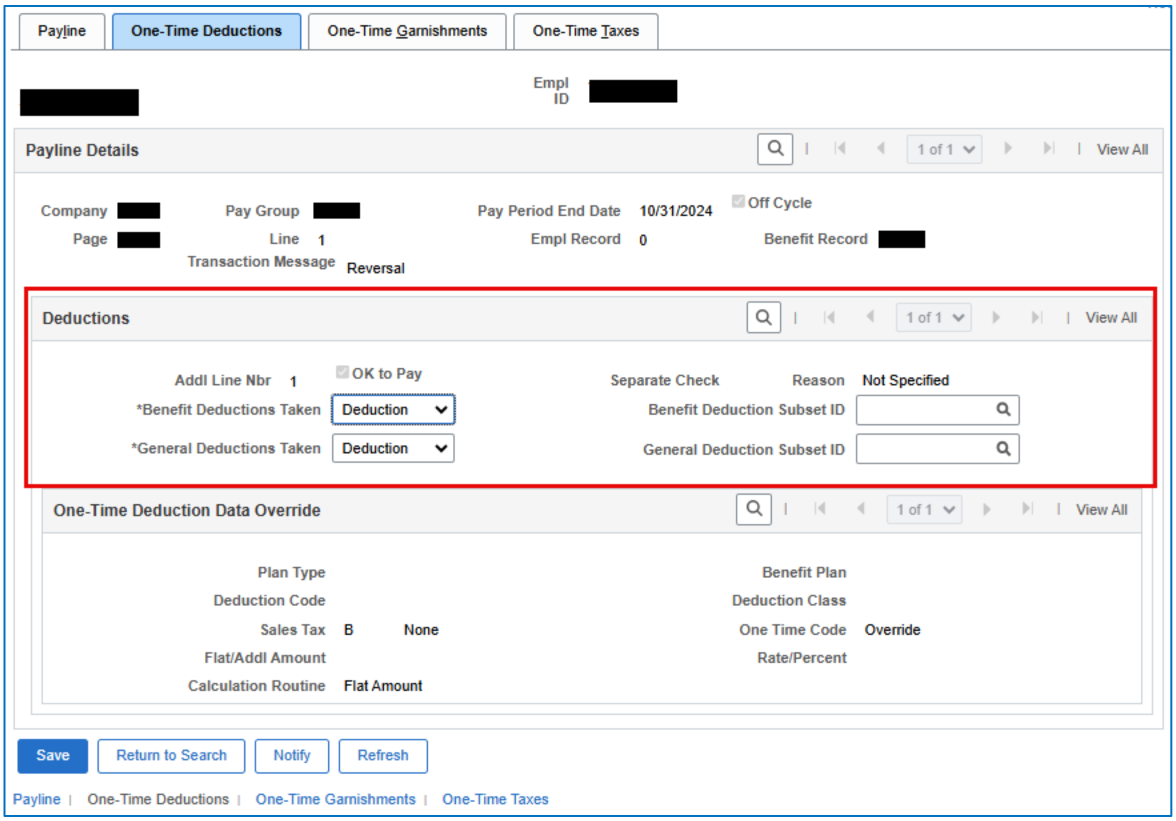
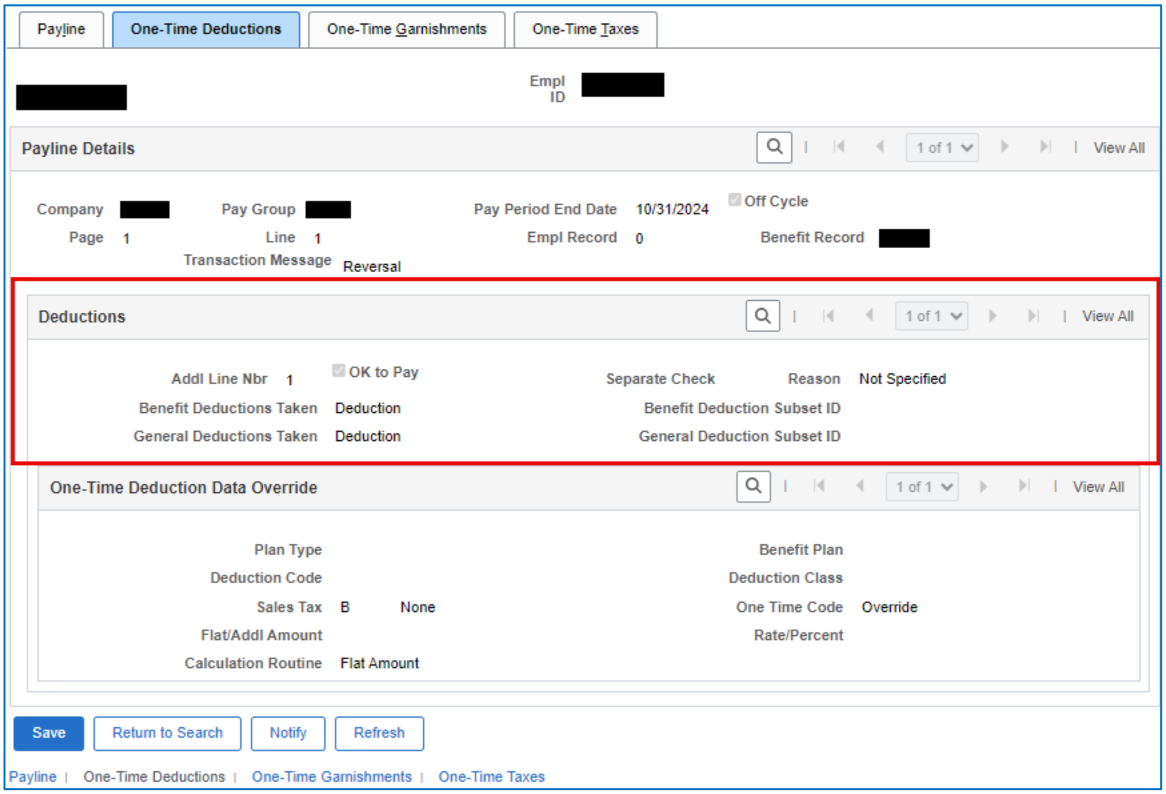


Image: By Payline Security, One-Time Deductions for a check reversal after HCM Image 50 is applied.



QRG

[9.2 Updating Payline Information]

T&L Payline

HCM Image 50 delivers online and batch changes to:

1. Warn the customer One Time Deduction, Garnishment or Tax added to a T&L payline could be deleted if T&L is reloaded after change in Job Data is done.

   Message: "Warning -- Potential impact to one-time entry to a Time and Labor payline. Adding *One-Time entry* to a Time and Labor payline (where TL Records check box is selected), can cause these one-time entries to be deleted if Time and Labor data is reloaded after a JOB change. To prevent deletion of one-time entries, do not associate the one-time entry to the Time and Labor payline, and instead add the one-time entry to a payline where the TL Records check box is not selected."

2. Delete the One Time Deduction, Garnishment or Tax added to a T&L payline if it has been renumbered when T&L was reloaded.

3. Create Payroll Messages to show details about the deleted payline entries.

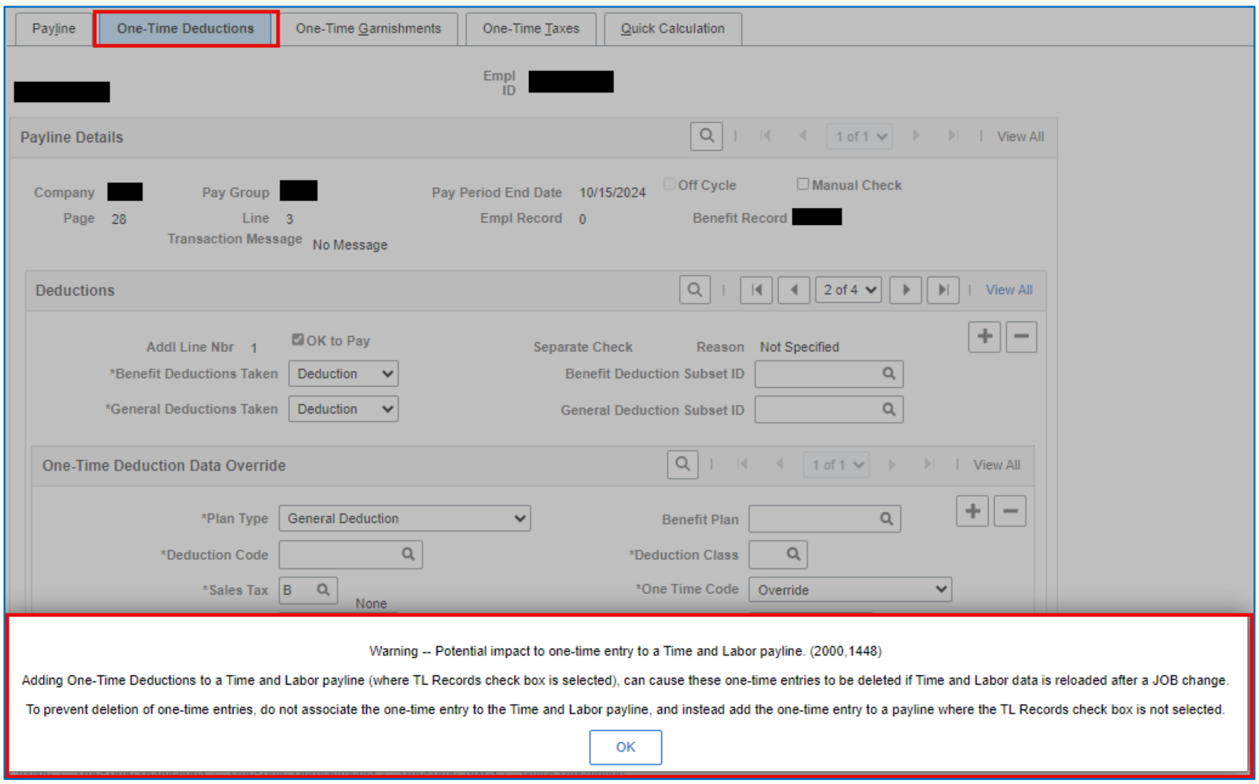
Prior to the modifications, the system would issue error message "No matching buffer found for level (15,26)" due to One Time Deduction, Garnishment or Tax became orphaned under the described scenario:

- Time and Labor Load Process was executed.
- One-Time Deductions, Garnishments or Taxes were added to T&L paylines.
- A new payline was manually added.
- Change in Job Data was done.

Navigation

NavBar > Menu > Payroll for North America> Payroll Processing USA > Update Paysheets > By Payline Security

Image: By Payline Security, One-Time Deductions – warning message on T&L payline.



QRG

[9.2 Updating Payline Information](#)

TAM

Collect DOB and SSN with Job Offer

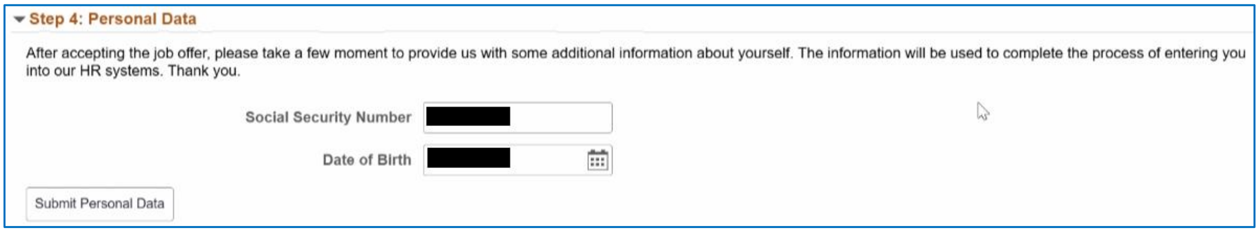
Applicants can now optionally enter their personal information such as Social Security Number (SSN) and Date of Birth (DOB). The SSN is checked for correct format. No other validations are done for SSN. Currently, this option is available only for external applicants who have applied for job postings in United States or have an US address.

The recruiting administrator can view these applicant details in the Manage Applicant page under Applicant Data Tab and Eligibility and Identity Tab. Once the applicant is hired, this information can be transferred to the HR system during the Manage Hires process.

Navigation

Careers

Image: Responding to a Job Offer – Step 4: Personal Data



Step 4: Personal Data

After accepting the job offer, please take a few moment to provide us with some additional information about yourself. The information will be used to complete the process of entering you into our HR systems. Thank you.

Social Security Number [redacted]

Date of Birth [redacted]

Submit Personal Data

QRG

[Responding to a Job Offer]

Time and Labor

Batch Process to Reset TA Status and ECD

HCM Image 50 added the ability for administrators to update TA (Time Administration) and ECD (Earliest Change Date) statuses for multiple Time Reporters at once. This feature is particularly useful when you need to make widespread changes or updates to your time tracking data.

Use this option to bulk update ECD and TA status. This will repopulate all the rows in the time reports grid with the selected values. Note that this feature only copies the values to the grid; the changes won't be saved until you save the page. You can always modify the values for any rows you wish to override.

Update Options - The default is set to "Update Mode Off." Select "Update ECD and TA Status" to set both the Earliest Change Date and Time Administration status values simultaneously. Selecting "Update TA Status" will only set the Time Administration status, while choosing "Update ECD" will only set the Earliest Change Date field.

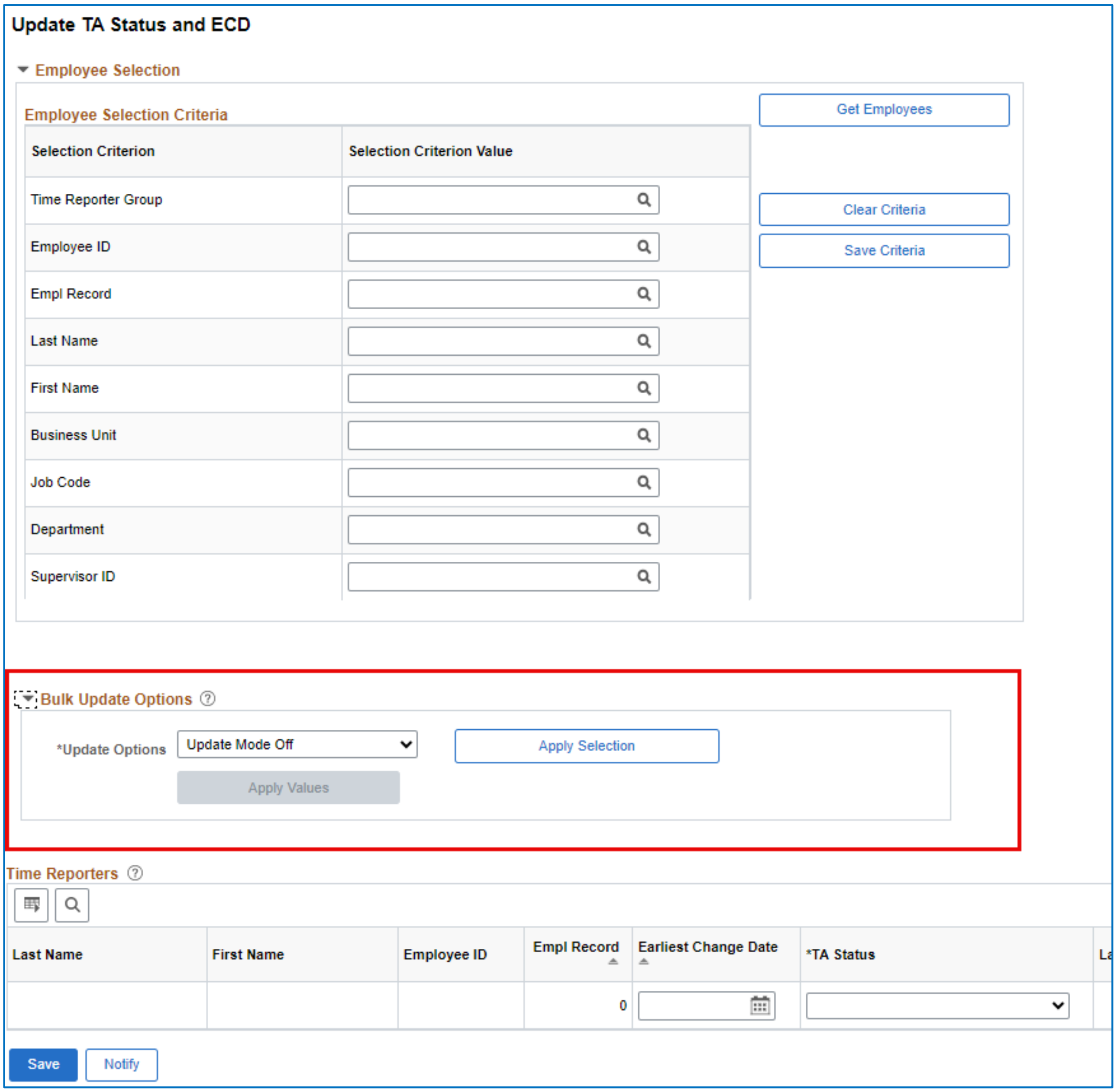
When the update mode is changed or turned off, the values on the time reporters will be reset to the last saved values, for the selection opted out.

"Apply Selection" must be chosen to confirm the selected option each time a new option is selected or changed.

Navigation

NavBar > Menu > Time and Labor > Process Time > Update TA Status and ECD

Image: Update TA Status and ECD



QRG

[9.2 Update TA Status and ECD](#)

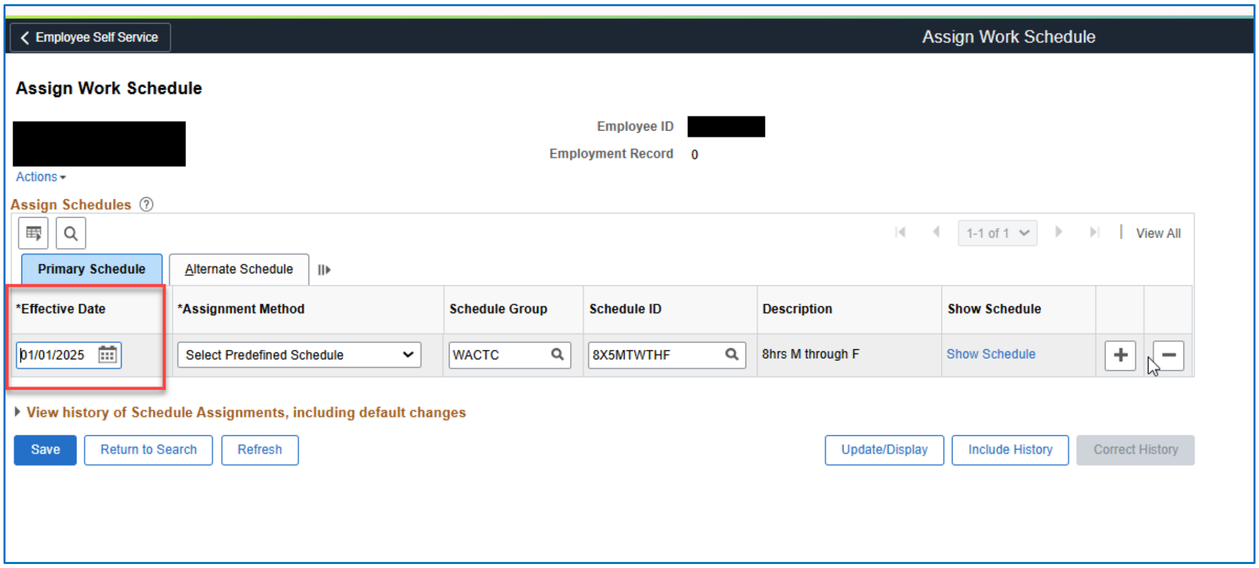
Assign a Work Schedule for a Future Hire

HCM Image 50 added the ability for administrators and managers to schedule work for current employees and those with future hire or rehire dates.

Navigation

NavBar > Menu > Time and Labor > Enroll Time Reporters > Assign Work Schedule

Image: Assign Work Schedule



QRG

[9.2 Assigning Work Schedules](#)

Employee Self Service

Cancel Absence Request & Re-Submit Request

Image 50 delivers the ability for users to cancel Absence Request from the View Request page without having to go to another page and search for the request before cancelling it.

Prior to this change, users needed to cancel the request through the Cancel Absence Tile and needed to resubmit the request for the same day using the View Request page.

Navigation

HCM Employee Self Service (Homepage) > Time (Tile) > Manage Absences (Tile)

Image: View Requests.

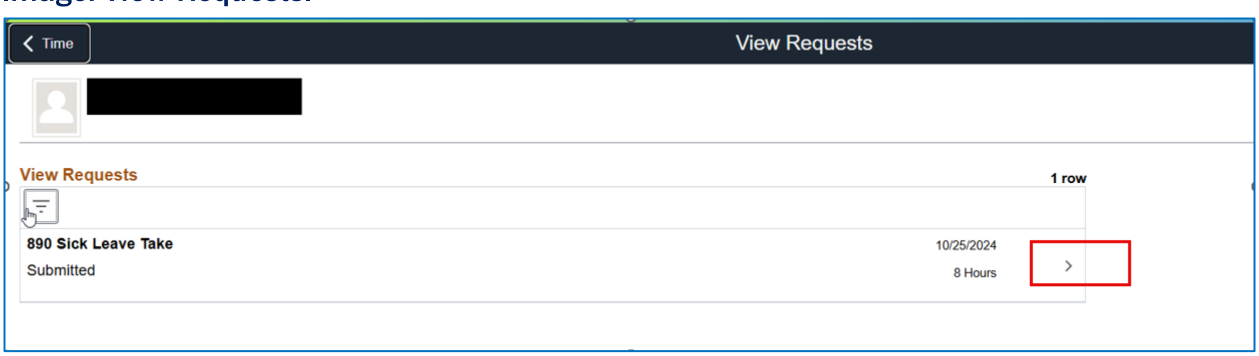
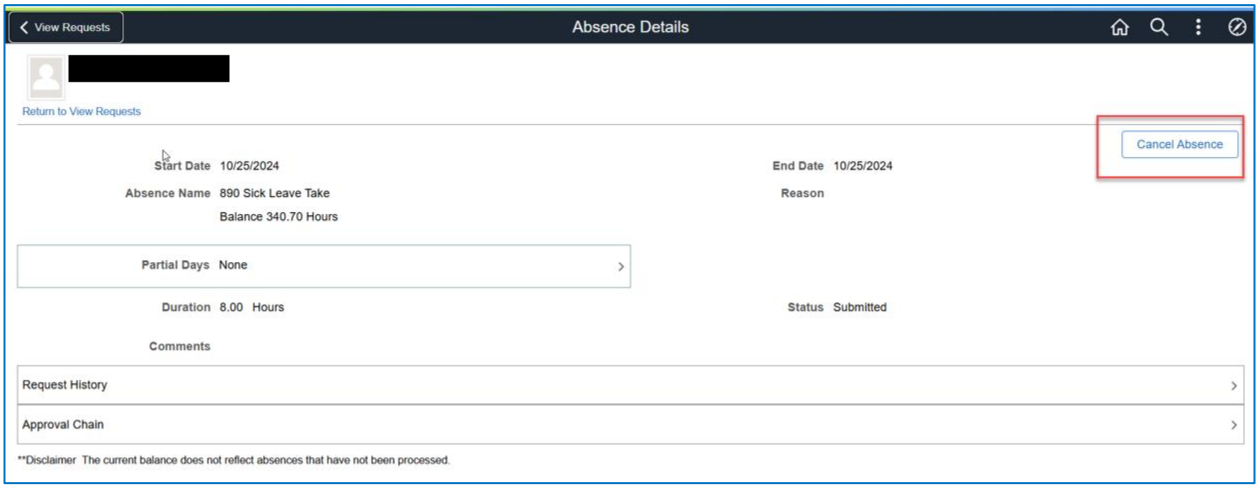


Image: Absence Details.



QRG

[9.2 Cancel Absence Request & Re-Submit Request]

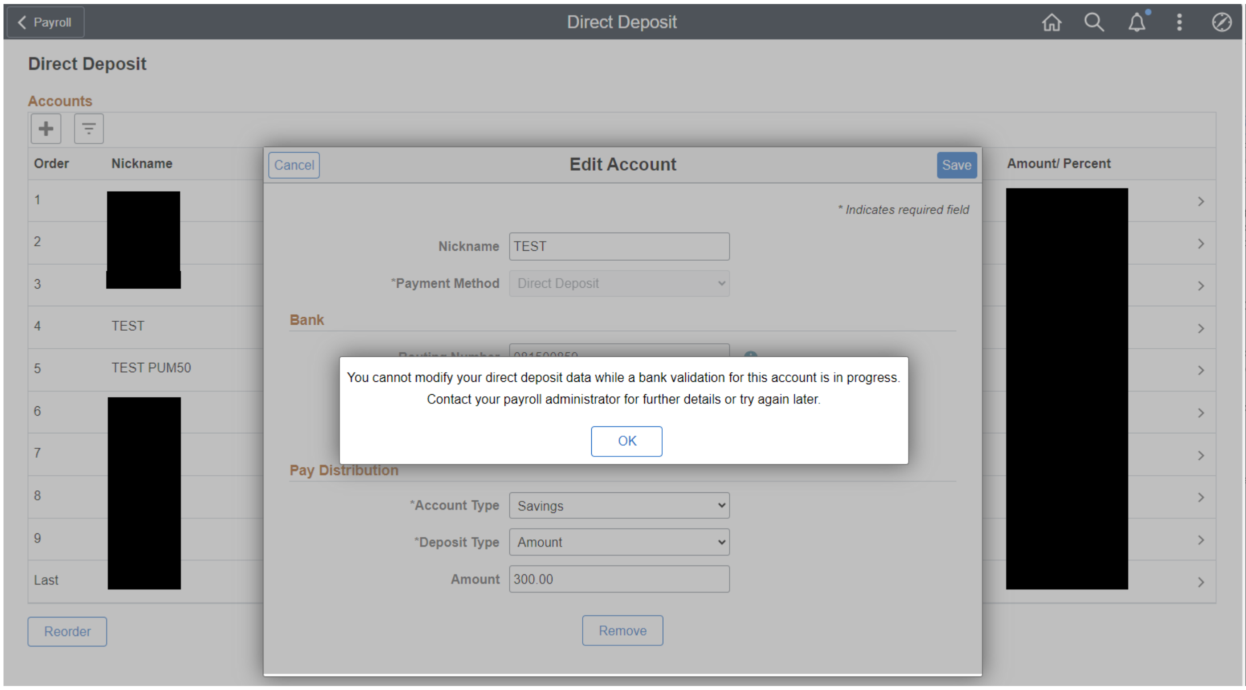
Direct Deposit

A new error validation has been added to prevent changes to direct deposit information while bank validation is still in progress. When an employee tries to modify their direct deposit account information that the Prenote Status is ‘Submitted’, the system will issue the following error message: “You cannot modify your direct deposit data while a bank validation for this account is in progress. Contact your payroll administrator for further details or try again later."

Navigation

HCM Employee Self Service (Homepage) > Payroll (Tile) > Direct Deposit (Tile)

Image: ESS Direct Deposit message when attempted to change account info while bank validation is in progress.



QRG

[Viewing or Updating Direct Deposit Information in ESS]

Iowa Paystub Allowances Display

The post-payroll-confirm jobs that generate pay stub PDF (PYCHKUSA-Create PDF Paychecks, PYDDAUSA-Create PDF Advice Forms) have been modified to use Total Allowances field when displaying the State Withholding Allowances on pay stub effective Jan 1, 2024, for the state of Iowa. For employees who did not file an updated W-4 using the 2024 IA W-4 form, 'N/A' will be displayed.

Prior to this fix, the field Withholding Allowances was used.

Navigation

HCM Employee Self Service (Homepage) > Payroll (Tile) > Paychecks (Tile)

Image: Pay stub PDF – Tax Data section for IA resident prior to HCM Image 50

TAX DATA:	Federal	IA State
Marital Status:	Single	Single
Allowances:	2	2
Addl. Percent:	N/A	
Addl. Amount:		

Image: Pay stub PDF – Tax Data section for IA resident after HCM Image 50 is applied

TAX DATA:	Federal	IA State
Marital Status:	Single	Single
Allowances:	2	N/A
Addl. Percent:	N/A	
Addl. Amount:		

QRG

ESS Viewing Pay History

Paycheck Modeler

Modifications have been made to set the special withholding tax status to Maintain Taxable Gross if tax status in the Paycheck Modeler's Federal Tax page is changed to Exempt.

Prior to the fix, the Exempt withholding tax status in Paycheck Modeler's Federal Tax page would trigger this error: "A calculation error has occurred. Please contact your payroll administrator for assistance."

Navigation

HCM Employee Self Service (Homepage) > Payroll (Tile) > Paycheck Modeler (Tile)

Image: Paycheck Modeler, My Tax Withholding Information, Federal Tax Withholding.

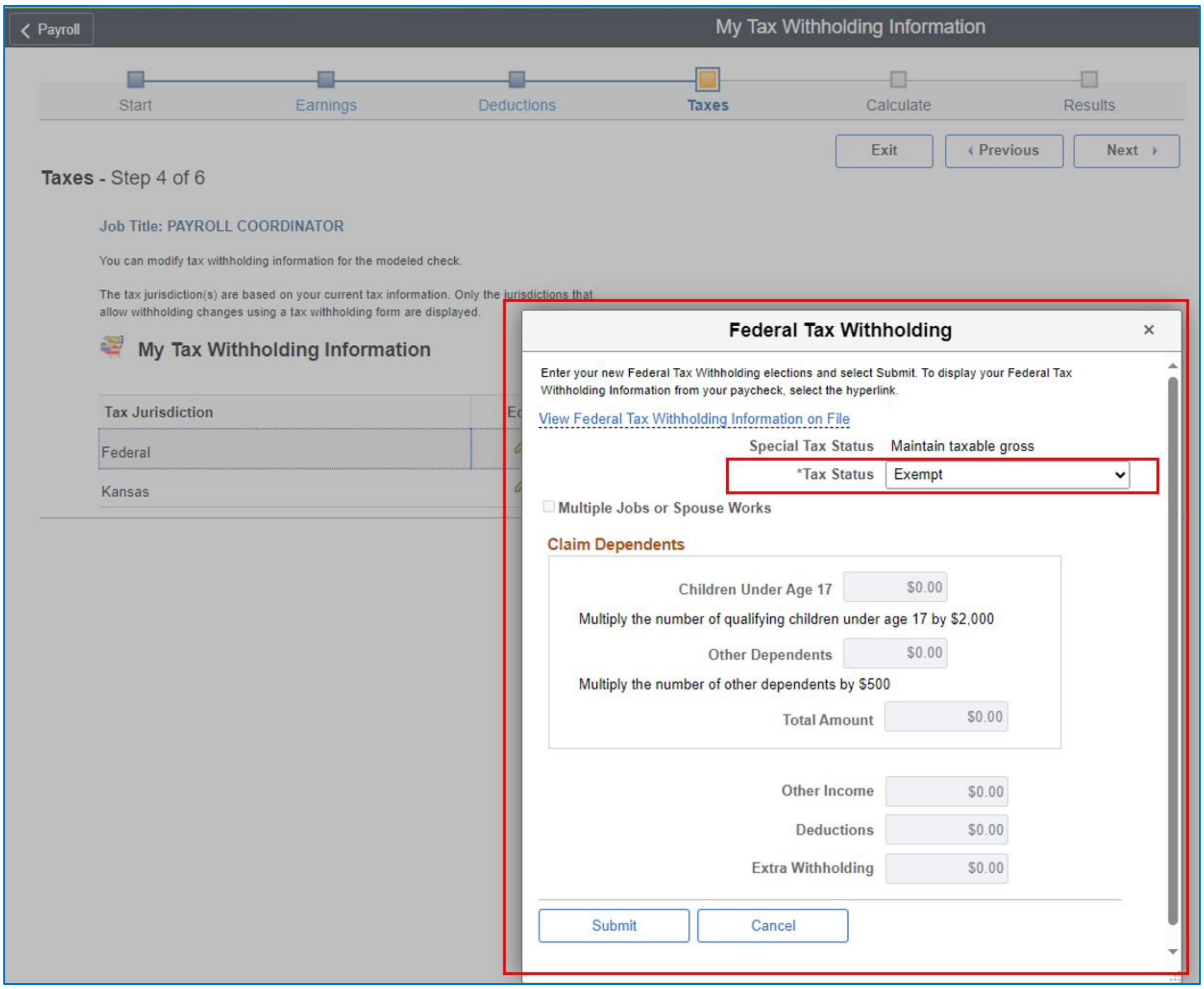
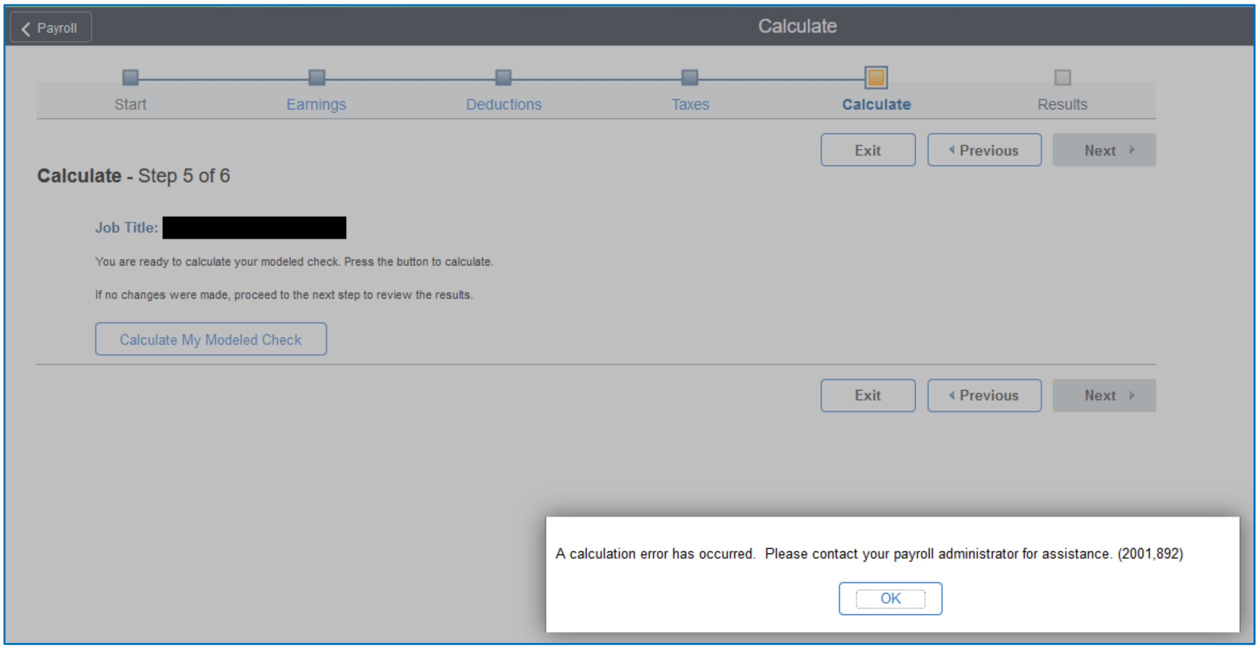


Image: Paycheck Modeler - Calculation Error prior to HCM Image 50.



QRG

[9.2 ESS Paycheck Modeler (Fluid)]

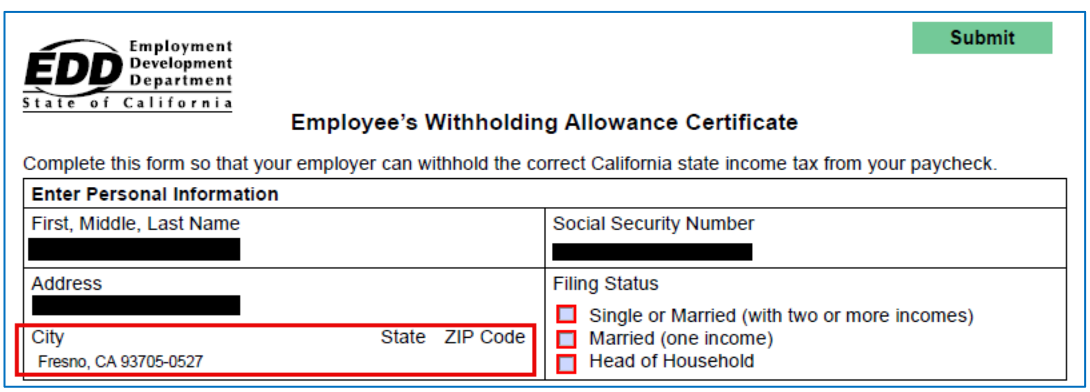
California Form DE 4 PDF

California Form DE 4 has been updated to fix the following issue: concatenated city, state, and zip code was populated in the CITY section instead of the respected field.

Navigation

HCM Employee Self Service (Homepage) > Payroll (Tile) > Tax Withholding (Tile)

Image: California DE 4 PDF Form – Personal Info section prior to HCM Image 50


EDD Employment Development Department State of California

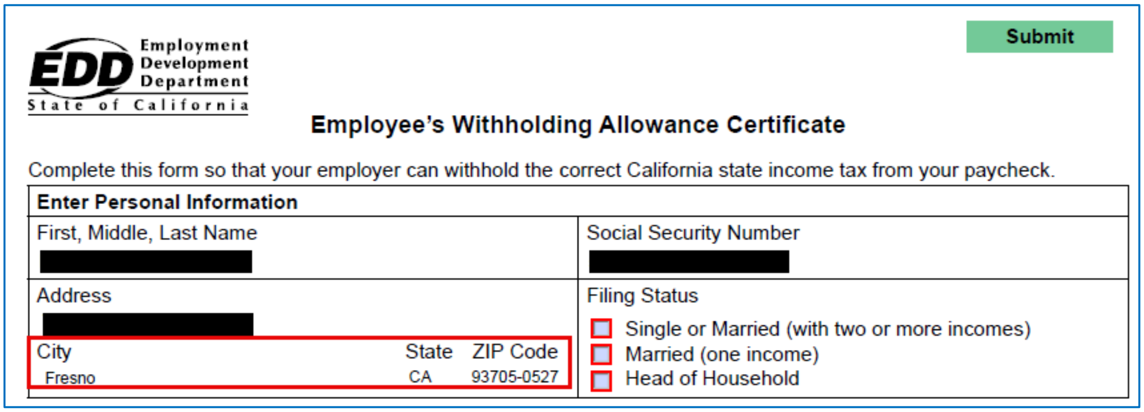
Submit

Employee's Withholding Allowance Certificate

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information	
First, Middle, Last Name [redacted]	Social Security Number [redacted]
Address [redacted] City State ZIP Code Fresno, CA 93705-0527	Filing Status ☐ Single or Married (with two or more incomes) ☐ Married (one income) ☐ Head of Household

Image: California DE 4 PDF Form – Personal Info section after HCM Image 50 is applied



Submit

EDD Employment Development Department
State of California

Employee's Withholding Allowance Certificate

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information	
First, Middle, Last Name [redacted]	Social Security Number [redacted]
Address [redacted] City: Fresno — State: CA — ZIP Code: 93705-0527	Filing Status ☐ Single or Married (with two or more incomes) ☐ Married (one income) ☐ Head of Household

QRG

[9.2 ESS W-4 Withholding]

Kansas Form K-4 PDF

HCM Image 50 delivers an updated version of Kansas Form K-4 (7-24). Prior to the change, employee's middle initial was missing.

Navigation

HCM Employee Self Service (Homepage) > Payroll (Tile) > Tax Withholding (Tile)

Image: Kansas K-4 PDF Form

K-4 (Rev. 7-24)

KANSAS
EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

K-4 Attach 500524

Use the following instructions to accurately complete your K-4 form, then detach the lower portion and give it to your employer. For assistance, call the Kansas Department of Revenue at 785-368-8222.

Purpose of the K-4 form: A completed withholding allowance certificate will let your employer know how much *Kansas* income tax should be withheld from your pay on income you earn from Kansas sources. Because your tax situation may change, you may want to re-figure your withholding each year.

Exemption from Kansas withholding: To qualify for exempt status you must verify with the Kansas Department of Revenue that: **1)** last year you had the right to a refund of ***all*** STATE income tax withheld because you had ***no*** tax liability; and **2)** this year you will receive a full refund of ***all*** STATE income tax withheld because you will have ***no*** tax liability.

Basic Instructions: If you are not exempt, complete the **Personal Allowance Worksheet** that follows. The total on line F should ***not*** exceed the total exemptions you claim under "Exemptions and Dependents" on your Kansas income tax return.

***NOTE**: Your status of "Single" or "Joint" may differ from your status claimed on your federal form W-4).*

Using the information from your **Personal Allowance Worksheet**, complete the **K-4** form below, sign it and provide it to your employer. If your employer does not receive a K-4 form from you, they must withhold Kansas income tax from your wages without exemption at the "Single" allowance rate.

Head of household: Generally, you may claim head of household filing status on your tax return only if you are **unmarried and pay more than 50% of the cost of keeping up a home for yourself and for your dependent(s).**

Non-wage income: If you have a large amount of non-wage Kansas source income, such as interest or dividends, consider making Kansas estimated tax payments on Form K-40ES. Without these payments, you may owe additional Kansas tax when you file your state income tax return.

Personal Allowance Worksheet (Keep for your records)

A Allowance Rate: If you are a single filer mark "Single"
If you are married and your spouse has income mark "Single"
If you are married and your spouse does not have income mark "Joint" — **A** ☐ Single ☐ Joint

B Enter "0" or "1" if you are married or single(entering "0" may help you avoid having too little tax withheld) .... **B** ______

C Enter "0" or "1" if you are married and only have one job, and your spouse does not work (entering "0" may help you avoid having too little tax withheld) .... **C** ______

D. Enter "2" if you will file head of household on your tax return (see conditions under Head of Household above) .... **D** ______

E Enter the number of dependents you will claim on your tax return. **Do not** claim yourself or your spouse or dependents that your spouse has already claimed on their form K-4 .... **E** ______

F **Add lines B through E** and enter the total here .... **F** ______

▼ **Cut here and give the lower portion to your employer. Keep the top portion for your records.** ▼

K-4 (Rev. 7-24)

Kansas Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the Kansas Department of Revenue. Your employer may be required to send a copy of this form to the Department of Revenue.

1 Print your First Name and Middle Initial: [redacted]
Last Name: [redacted]
2 Social Security Number: [redacted]

Mailing address: [redacted]
[redacted]

3 Allowance Rate
Mark the allowance rate selected in Line A above.
☐ Single ☐ Joint

4 Total number of allowances you are claiming (from Line F above) 4

5 Enter any additional amount you want withheld from each paycheck (this is optional) .... 5 $

6 I claim exemption from withholding. (You must meet the conditions explained in the "Exemption from withholding" instructions above.) If you meet the conditions above, write "Exempt" on this line .... 6 Not Applicable
Note: The Kansas Department of Revenue will receive your federal W-2 forms for all years claimed *Exempt*.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete.

SIGN HERE ▶ [redacted] Date [redacted]

7 Employer's Name and Address: [redacted]

8 EIN (Employer ID Number): [redacted]

Submit

QRG

[9.2 ESS W-4 Withholding]

Oregon Form OR-W-4 PDF

Oregon Form OR-W-4 has been updated to fix the following issue: concatenated city, state, and zip code was populated in the CITY section in addition to showing data in State and Zip code fields.

Navigation

HCM Employee Self Service (Homepage) > Payroll (Tile) > Tax Withholding (Tile)

Image: Oregon OR-W-4 PDF Form – Personal Info section prior to HCM Image 50

2024 Form OR-W-4

Page 1 of 1, 150-101-402

(Rev. 08-18-23, ver. 01)

Oregon Department of Revenue

19612401010000

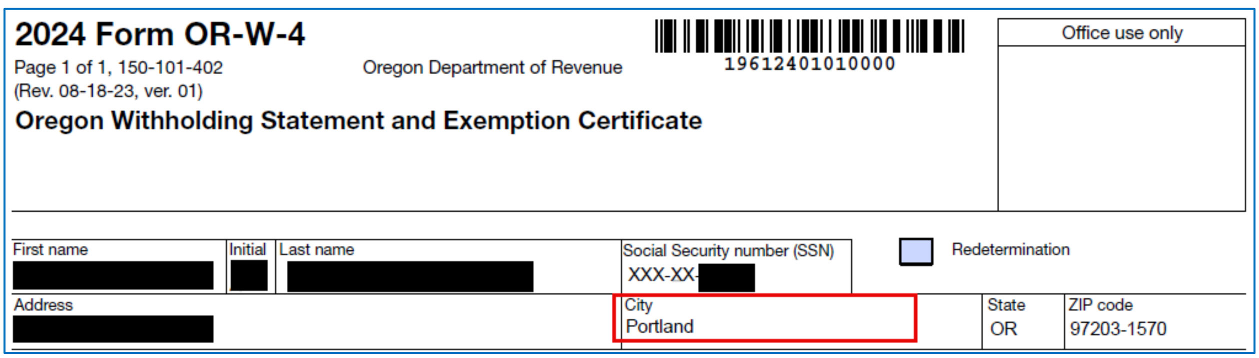
Office use only

Oregon Withholding Statement and Exemption Certificate

First name [redacted] | Initial [redacted] | Last name [redacted] | Social Security number (SSN) XXX-XX-[redacted] | Redetermination

Address [redacted] | City Portland, OR 97203-1570 | State OR | ZIP code 97203-1570

Image: Oregon OR-W-4 PDF Form – Personal Info section after HCM Image 50 is applied



2024 Form OR-W-4

Page 1 of 1, 150-101-402

(Rev. 08-18-23, ver. 01)

Oregon Department of Revenue

19612401010000

Office use only

Oregon Withholding Statement and Exemption Certificate

First name [redacted] | Initial [redacted] | Last name [redacted] | Social Security number (SSN) XXX-XX-[redacted] | Redetermination

Address [redacted] | City Portland | State OR | ZIP code 97203-1570

QRG

[9.2 ESS W-4 Withholding]

Veteran Status

Veteran Status page has been updated and now provides a link to the OFCCP website.

Navigation

HCM Employee Self Service (Homepage) > Personal Details (Tile) > Veteran Status (Tile)

Image: Veteran Status page prior to HCM Image 50

Veteran Status

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

- ○ I belong to the following classifications of protected veterans (choose all that apply):
  - ☐ Disabled Veteran
  - ☐ Recently Separated Veteran
  - ☐ Active Duty Wartime or Campaign Badge Veteran
  - ☐ Armed Forces Service Medal Veteran
- ○ I am a protected veteran, but I choose not to self-identify the classifications to which I belong.
- ● I am NOT a protected veteran.
- ○ I am NOT a veteran.

Military Discharge Date

Reasonable Accommodation Notice

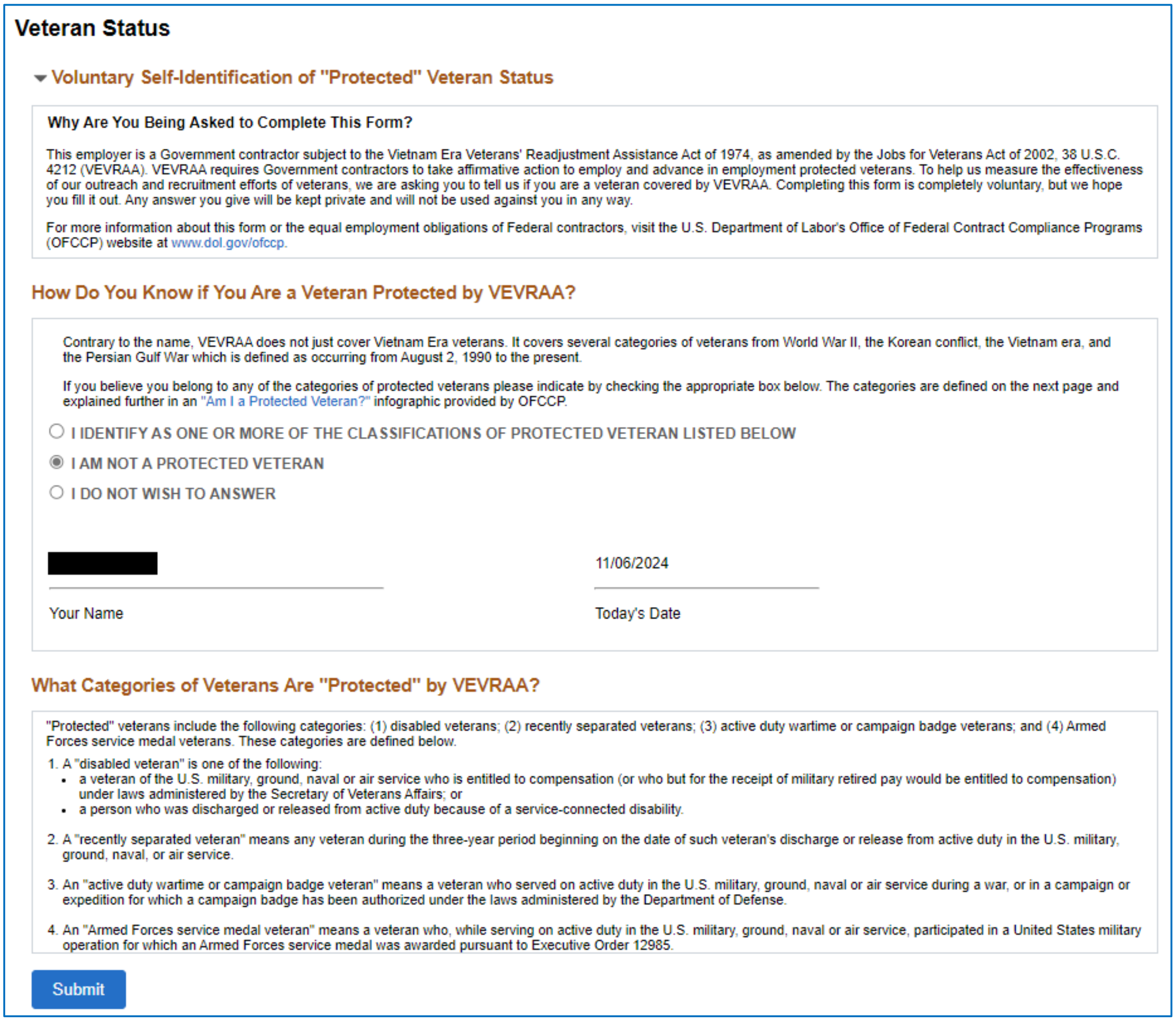
If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Submit

Image: Veteran Status page after HCM Image 50 is applied



Veteran Status

▾ Voluntary Self-Identification of "Protected" Veteran Status

Why Are You Being Asked to Complete This Form?

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). VEVRAA requires Government contractors to take affirmative action to employ and advance in employment protected veterans. To help us measure the effectiveness of our outreach and recruitment efforts of veterans, we are asking you to tell us if you are a veteran covered by VEVRAA. Completing this form is completely voluntary, but we hope you fill it out. Any answer you give will be kept private and will not be used against you in any way.

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present.

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

- ○ I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED BELOW
- ◉ I AM NOT A PROTECTED VETERAN
- ○ I DO NOT WISH TO ANSWER

[redacted]

Your Name

11/06/2024

Today's Date

What Categories of Veterans Are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

1. A "disabled veteran" is one of the following:
   - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
   - a person who was discharged or released from active duty because of a service-connected disability.
2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
4. An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Submit

QRG

ESS Update Veteran Status (Fluid)

Washington State Board for Community and Technical Colleges