Balance

Adjustment

Examples

Please read ALL of the following Instructions

- 1 Key the Agency# and Cardinal Abbreviation on the Company Line (Example: 151 DOA).
- 2 Complete the prepared by and approved by section and date.
- 3 Make sure the Employee ID and Empl ID are correct.
- 4 Always choose Calendar Year (CY) for Balance ID.
- Reason must be detailed and include **when, what and why** the adjustment is necessary. Not Acceptable: "To add \$1.00 to SIT Taxable" as the reason. Acceptable: "Increase SIT Taxable for CA and decrease SIT taxable for VA foe ppe 3/9/2023 due to relocation of employee." Do not key the adjustment in the Reason line. You must select the correct category and put the amounts in the designated area on the form.
- Review the balance screens in Cardinal to make sure you have selected the correct categories and keyed the correct adjustment amount and Month-to-Date amount.
 - You <u>MUST</u> send a copy of the balance screens that correspond with the adjustments you are requesting. Go to Navigator > Payroll for North America > Periodic Payroll Events USA > Balance Reviews
- Then click on the Category you would like to view (Earnings, Deductions, or Taxes). Only send the pages for your balance adjustment form. Do not print and send all balances showing in Cardinal.
- 8 DOA will key exactly what is entered on the form unless it does not make sense based on the reason in which case it will be returned for correction. Please review forms before submitting.
- 9 If you are sending a revised copy put REVISED in the file name.
 - All adjustments made will be done in the current Qtr. On the form use the period for the original transaction but the adjustment will be made in the current period.
- (Example: If you send a balance adjustment to DOA in May to correct balances in March (1st Qtr) use March for the period and the adjustment will be made for the May period (2nd Qtr)).
- Balance adjustments that have been keyed into Cardinal cannot be deleted. To make the correction you will need to send another form and include the word REVERSE in the reason line along with the reason you are making the reversal.
- 12 You must always choose the correct Tax class from the drop down menu. Also, if the State includes a locality code it must be listed on the form in the designated area for Tax/Taxable adjustments.
- 13 For Federal and FICA adjustments select \$U for "State" and select the appropriate "Tax Class" for each adjustment needed.
- For Adjustments to FICA Taxable Gross (FICA Med Hospital Ins & OASDI/Disability) and SUI you must also adjust No Limit Gross.
- 15 Key the **ADJUSTMENT AMOUNT** in the section "Adjustment to Month-to-Date" section.

(Example: If the beginning amount is \$150 and you want to make an adjustment to reduce Month-to-Date by \$50.00, then key -50.00 in the Adjustment Month-to-Date. DO NOT key 100.00 in the Adjustment to Month-to-Date). Use the negative sign instead of parentheses for negative numbers.

This is how it should look on the adjustment form: Adjustment Month-to-Date $\frac{-50}{150}$

Note: You can reduce the Month-to-Date by more than what is in the Current Month-to-Date balance as long as it is not more than the Current YTD. The adjustment cannot result in a negative YTD amount.

- 16 If submitting a balance adjustment for a garnishment, update the Adjust Deductions tab and Adjust Garn Balance tab.
- You can review the Balance Adjustments DOA keyed by going to Navigator > Payroll for North America > Periodic Payroll Events USA
- You can also review the Balance Adjustment Report by going to Navigator --> Payroll for North America > Periodic Payroll Events USA > Balance Adjustments > COVA Balance Adjustment Report
- 18 Forms should be uploaded to the Quarterly Reporting folder in SharePoint. If you do not have access to SharePoint you may send it in a secure email.

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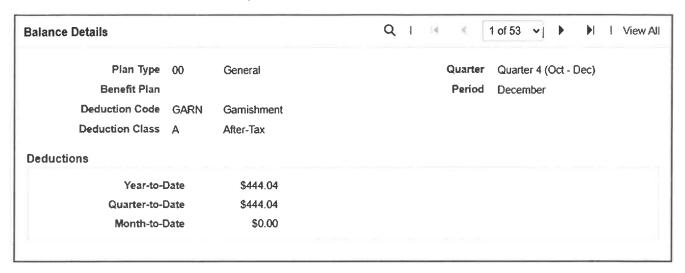
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Example 2 Correct state taxable (txbl gross accumulating for two states)
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Example 4 Unadjudicated flex for terminated employee (W2C Request)
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EXAMPLE 1 – Garnishment Balance Adjustment

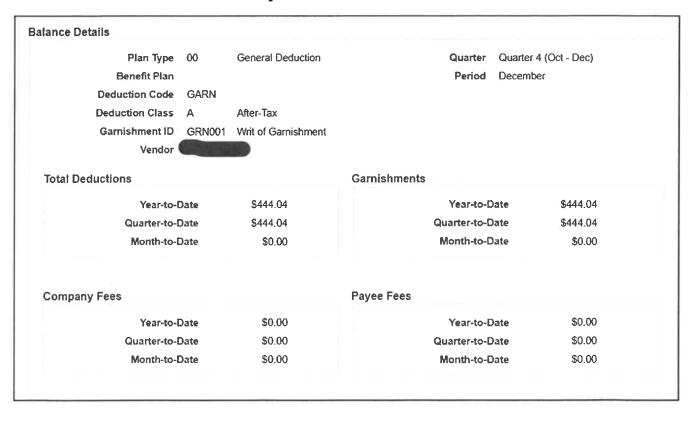
Scenario: Employee A had a garnishment set up in error. A garnishment check was printed and sent to the agency.

- 1) Process a stop payment on the garnishment check using the "Stop Payment Request General Warrant" form located on https://www.cardinalproject.virginia.gov website (See attached instructions).
- 2) Once you have confirmed the stop payment was successful, upload the Balance Adjustment Form & a copy of the check to the Quarterly Reporting folder in SharePoint.
- 3) Issue a refund to the employee through the Cardinal Expense Module charging suspense account #22051401.

Deduction Balances Before Adjustment



Garnishment Balances Before Adjustment



Garnishment Check – Stop Payment Instructions

When you need to stop payment on a garnishment check, scan the Stop Payment form along with a copy of the check and email to rr-garnadmin@doa.virignia.gov. In the subject line of the email put "Void and the agency#". The original check must be mailed back to DOA as well.

*****Please note: This process is only for garnishment checks!

Mail Original Check To:

James Monroe Building
101 N. 14th St.
2nd Floor - Dept of Accounts/SPO
Richmond, VA 23219
Attn: Garnishment Dept

To Complete the Stop Payment Request Form:

- Requestor: Agency processor
- Business Unit Name: DOA Statewide Activity PayOps
- Business Unit ID 99701
- Phone Number/Email Address of the agency processor
- · Classification voucher
- Cardinal Action Needed Do Not Re-Issue/Close Liability
- Reason for request (agency will need to select)

***The fiscal officer/designee approval will be the Garnishment Processing Supervisor at DOA (leave that section blank)



Stop Payment Request Department of the Treasury – General Warrant

Verify check status via the Wells Fargo CEO on-line banking system or with the Department of the Treasury via email at CHECKIT@TRS.VIRGINIA.GOV prior to requesting the stop payment.

Requestor: You	r Name Here		Date:	12/15/22	
Business Unit Name:	DOA - Statev	vide Activity - PayOps	Business	Unit ID (5 digits)	99701
Phone Number:	(804) 123-4567	Email Address:	yourname@	yyy.virginia.gov	
Check Number:	1234567	Check Date:	12/01/2022	Amount:	444.04
Payee: Norfolk	General District Cour	t			
Classification (selec	of anal				
Classification (selec	t one)				
X VOUCHER		EXPENSE (Not av	ailable for Re	open/Put on Ho	ld action)
Cardinal Action Nee	ded (select one)				
remit information Re-Open Vouch	n (name, address). er(s) / Put on Hold - Se	elect this option when rei	mit informatior	n (name, address	d no change is required for s) needs to be updated so it for Expense transactions.
Hold Reason:	doniolog analor dopos	sicou sy une venuen <u>nee</u>			***************************************
entries (accrual Cardinal Proces	and payment) are auto sor: If Cardinal indicate		associated w		processed. All accounting are PO-related, please
Reason for Request	(select one)				
Never Received Incorrect Payee Due Diligence Additional Comments	:	Destroyed Lost X Issued in Error		Stolen Incorrect Paye	ee Address
	- mov				
Printed Name:	nee Approval Trenika Satterwhite	Fisca	ıl Officer's Pho	one #:	804-225-3065
•	•	o Payment Authorization			
Otop I	aymont itoquot - o				J J
Treasury Use On	ly – Stopped Date:	Sign	ature:		
DOA Use On	ly - Stopped Date:	Sign	ature:		
DOA Use Only	- Reviewed Date:	Sign	ature:		

Balance Adjustments Request Form

Employee Information			
Employee ID	0 00123456700		
Empl Rcd	0		
First Name	Employee		
Last Name	A		
Middle Name			
Deleves Information		Example 1 - Garnishment B	alance Adjustment
Balance Information	000 300/	/5 L 400 COLU	
Company # & Abbreviation	888 - YYY	(Example: 100 - SOV)	
Balance ID	CY - Calendar Year		
Year	2022		
Period	12 - December		
Reason for Adjustment	Employee's garnishment was se processed successfully and the balances	up in error on the 12/16/22 ch mployee was issued a refund	eck. The stop payment was through AP. Remove YTD
Agency Use Only:			
Prepared By:	abcdefg	Date 12/20/2022	_
Approved By	: hijklmn	Date 12/20/2022	-
Number of Earnings Adj			
Number of Deduction Adj	1		
Number of Tax Adj			
Number of Gamishment Adj	1		
	SPO Use	Only:	
Entered Bur		Dete	
Entered By:	Per de la companya della companya de	Date	
Approved By		Date	
Voucher #:		Date Keyed	
Journal #:		Date Keyed	
Journal #.		Date Reyed	<u>u</u>
Ralance			
Balance	ault		

		Balance Adjustments Reques	st Form	
Employee Na	ame	EmployeeA	Empl ID	00123456700
Balance Info	rmation		Empl Rcd	0
Compan		888 - YYY	Example 1 - Garnishi	ment Balance Adjustment
Balance	ID	CY - Calendar Year		
Year Period		2022 12 - December		
T CHOO		12 - December		
Deduction In	n Adjustment 1 formation			
		p 00 - General	_	GARN - Garnishment
		F N/A - Not Applicable Employee's garnishment was set up in error on the 12/16 er refund through AP. Remove YTD balances	Deduction Class 5/22 check. The stop pa	A - After-Tax syment was processed successfully and the employee was issued a
Deductions	Adjustment to Month-to-Date	444.04		
	Current Month-to-Date			
Deduction Deduction In	Adjustment 2			
		P N/A - Not Applicable	Deduction Code	N/A - Not Applicable
	Benefit	F N/A - Not Applicable	Deduction Class	N/A - Not Applicable
	Reason for Adjustme	Employee's garnishment was set up in error on the 12/16 er refund through AP. Remove YTD balances	5/22 check. The stop pa	ryment was processed successfully and the employee was issued a
Deductions				
	Adjustment to Month-to-Date	70-		
	Current Month-to-Date			
Deduction	Adjustment 3			
Deduction In				
		N/A - Not Applicable		N/A - Not Applicable
	Benefit	F N/A - Not Applicable	Deduction Class	N/A - Not Applicable
	Reason for Adjustme	r refund through AP. Remove YTD balances	722 check. The stop pa	yment was processed successfully and the employee was issued a
Deductions				
	Adjustment to Month-to-Date			
	Current Month-to-Date			
Doduction	Adinatment 4			
Deduction inf	Adjustment 4 formation			
	Plan Ty	N/A - Not Applicable		N/A - Not Applicable
	Benefit I	N/A - Not Applicable	Deduction Class	N/A - Not Applicable
	Reason for Adjustme	Employee's garnishment was set up in error on the 12/16 r refund through AP. Remove YTD balances	/22 check. The stop pa	yment was processed successfully and the employee was issued a
Deductions				
Deductions	Adjustment to Month-to-Date			
	Current Month-to-Date			
			·	
Deduction Deduction Inf	Adjustment 5			
Deduction int		N/A - Not Applicable	Deduction Code	N/A - Not Applicable
		N/A - Not Applicable		N/A - Not Applicable
		Employee's garnishment was set up in error on the 12/16	/22 check. The stop pa	yment was processed successfully and the employee was issued a
	Reason for Adjustmen	refund through AP. Remove YTD balances		
Deductions				
	Adjustment to Month-to-Date		i i	
	Current Month-to-Date		e i	

	Balance Adjustme	ents Request Form		
Employee Name	EmployeeA	Empl ID	00123456700	
Balance Information		Empl Red	0	
Company	888 - YYY	Example 1 - Garnishment Balance	Adjustment	
Balance ID	CY - Calendar Year			
Year	2022			
Period	12 - December			
Garnishment Adjustment 1				
Garnishment Information				
Plan Type	General Deduction	Deduction Class	A - After-Tax	
Deduction Code	GARN	Garnishment ID	GRN001	141
Reason for Adjustment	issued a refund through AP. Remove Y		payment was processed successfully and	the employee was
Deductions		Garnishments	444.04	
Adjustment to Month-to-Date	-444.04		-444.04 0.00	
Current Month-to-Date	0.00	Current Month-to-Date	0.00	
Company Fees		Payee Fees		
Adjustment to Month-to-Date	N	Adjustment to Month-to-Date		
Current Month-to-Date		Current Month-to-Date		
Garnishment Adjustment 2		***		
Garnishment Information	General Deduction	Deduction Class	N/A - Not Applicable	
Plan Type Deduction Code	GARN	Garnishment ID	14/A - Not Applicable	
Deduction Code			payment was processed successfully and	the employee was
Reason for Adjustment	issued a refund through AP. Remove Y			
Bud attack		Complehenents		
Deductions Adjustment to Month-to-Date		Garnishments Adjustment to Month-to-Date		
Current Month-to-Date		Current Month-to-Date		
Current World Fto-Date		- Carrent Months to Date	Wit	
Company Fees		Payee Fees		
Adjustment to Month-to-Date		Adjustment to Month-to-Date		
Current Month-to-Date	-	Current Month-to-Date	-	
0 11				
Garnishment Adjustment 3 Garnishment Information				
Plan Type	General Deduction	Deduction Class	N/A - Not Applicable	
Deduction Code	GARN	Garnishment ID		
			payment was processed successfully and	I the employee was
Reason for Adjustment	issued a refund through AP. Remove Y	TD balances		
Deductions		Garnishments		
Adjustment to Month-to-Date		Adjustment to Month-to-Date		
Current Month-to-Date		Current Month-to-Date		
			-	
Company Fees		Payee Fees		
Adjustment to Month-to-Date		Adjustment to Month-to-Date		
Current Month-to-Date		Current Month-to-Date		
Garnishment Adjustment 4				
Garnishment Information				
Plan Type	General Deduction	Deduction Class	N/A - Not Applicable	
Deduction Code	GARN	Garnishment ID	payment was processed successfully and	I the employee was
Reason for Adjustment	issued a refund through AP. Remove Y		payment was processed successibility and	i tile employee was
Deductions		Garnishments		
Adjustment to Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date		
Current Month-to-Date	*	- Current Worth-to-Date		
Company Fees		Payee Fees		
Adjustment to Month-to-Date		Adjustment to Month-to-Date		
Current Month-to-Date		Current Month-to-Date		
Garnishment Adjustment 5				
Garnishment Information				
Plan Type	General Deduction	Deduction Class	N/A - Not Applicable	
Deduction Code	GARN	Garnishment ID		
Decision for the street			payment was processed successfully and	I the employee was
Reason for Adjustment	issued a refund through AP. Remove Y	TO balances		
Deductions		Garnishments		
Adjustment to Month-to-Date		Adjustment to Month-to-Date		
Current Month-to-Date		Current Month-to-Date		
A				
Company Fees		Payee Fees Adjustment to Month-to-Date		
Adjustment to Month-to-Date Current Month-to-Date		Current Month-to-Date		
Contant Monar-W-Date				

EXAMPLE 2 - State Taxable Balance Adjustment (txbl gross accumulating for two states)

Scenario: Employee B had both Maryland and Virginia state taxable gross accumulating at the same time for ppe 1/25/22 - 4/24/22. Taxable gross should have been in Maryland only. Taxable gross for Virginia must be corrected using a Balance Adjustment Form.

MD Withholding = 11,403.27

VA Withholding = 13,261.19

State Total = \$24,664.46

Federal Withholding = \$15,248.39

An adjustment must be done to reduce Virginia Withholding by \$9,416.07 (\$24,664.46 – 15,248.39)

Tax Balances Before Adjustment

Loca	US Federal ality	Quarter	Quarter 2 (Apr - Jun)	
Tax CI	ass Withholding	Period	April	
Taxes		Taxable Gross		
Year-to-Date	\$1,619.16	Year-to-Date	\$15,248.39	
Quarter-to-Date	\$412.12	Quarter-to-Date	\$3,889.15	
Month-to-Date	\$412.12	Month-to-Date	\$3,889.15	
Tips Earnings		No Limit Gross		
Month-to-Date	\$0.00	Year-to-Date	\$0.00	
		Quarter-to-Date	\$0.00	
		Month-to-Date	\$0.00	

Tax Balances Before Adjustment (cont.)

Loca Tax Cl	-	Maryland	Quart Perio	er Quarter 2 (Apr - Jun) od April
Faxes			Taxable Gross	
Year-to-Date	\$795.30		Year-to-Date	\$11,403.27
Quarter-to-Date	\$272.10		Quarter-to-Date	\$3,889.15
Month-to-Date	\$272.10		Month-to-Date	\$3,889.15
Tips Earnings			No Limit Gross	
Month-to-Date	\$0.00		Year-to-Date	\$0.00
			Quarter-to-Date	\$0.00
			Month-to-Date	\$0.00

	State Locality	VA	Virginia	Quarte	r Quarter 2 (Apr - Jun)
	Tax Class	Withholding		Perio	
	lax Glass	vvitriiloidiilig		reno	ч дри
Taxes				Taxable Gross	
Ye	ear-to-Date	\$177.84		Year-to-Date	\$13,261.19
Quar	ter-to-Date	\$0.00		Quarter-to-Date	\$1,901.95
Mor	nth-to-Date	\$0.00		Month-to-Date	\$1,901.95
Tips Earnings				No Limit Gross	
Mor	nth-to-Date	\$0.00		Year-to-Date	\$0.00
				Quarter-to-Date	\$0.00
				Month-to-Date	\$0.00

Balance Adjustments Request Form

Employee Information		
	0044400000	
	00111222200	•
Empl Rcd	0	
First Name	Employee	
Last Name	В	
Middle Name		
1	75	Example 2 - State Taxable
Balance Information		
Company # & Abbreviation	888 - YYY	(Example: 100 - SOV)
Balance ID	CY - Calendar Year	
Year	2022	
Period	4 - April	
Reason for Adjustment		d Virginia state withholding taxable accumulating in both states ld have only had MD taxable. Correct state taxable for VA
Aganay Hao Only		
Agency Use Only: Prepared By:	ahodefo	Date 5/7/2022
Approved By		Date 5/7/2022
Approved by	. mjKimi	Date 5/1/2022
Number of Fornings Adi		
Number of Earnings Adj		
Number of Deduction Adj		i.
Number of Tax Adj	1	i
Number of Garnishment Adj		
· · · · · · · · · · · · · · · · · · ·		
2		
I	SPO Use	Only:
	SPO Use	e Only:
	SPO Use	e Only:
Entered By:	SPO Use	e Only:
Entered By: Approved By		Date
Entered By: Approved By		_
		Date
Approved By		Date
Approved By Voucher#:		Date Date Date Date Ceyed
Approved By		Date
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Approved By Voucher#:		Date Date Date Date Ceyed
Approved By Voucher #: Journal #:		Date Date Date Date Ceyed
Approved By Voucher #: Journal #:		Date Date Date Date Keyed
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Approved By Voucher #: Journal #:		Date Date Date Date Ceyed
Approved By Voucher #: Journal #:		Date Date Date Date Ceyed

Salances					
Employee Nan	ne	Balance Adjustments EmployeeB	Request Form Empl ID Empl Rcd	00111222200	
Balance Inform	nation		Emp Red		
Company		888 - YYY	Example 2 - State Taxable		
Batance I	D	CY - Calendar Year 2022			
Period		4 - April			
Tax Adjusti	mant 1				
Tax Informatio					
		ate VA - Virginia x (Withholding	_	Locality	
	ı a.		 nia state withholding taxable accumula	ating in both states from pp 1/25/22 - 4/24/22.	Should have
	Reason for Adjustment	only had MD taxable. Correct state tax			
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-9,416.07	
	Current Month-to-Date		Current Month-to-Date	1,901.95	
Tips Earnings			No Limit Gross		
ripo Ediningo	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustr	mont 2				
Tax Information					
		ate N/A - Not Applicable	- ,	Locality	
	Tax	K (N/A - Not Applicable Employee had both Mandand and Virgin	aia etata withholdina tavahla accumula	ating in both states from pp 1/25/22 - 4/24/22.	Should have
	Reason for Adjustment	only had MD taxable. Correct state taxa		ming in both states non-pp 1120/22 - 412-422.	Onoula nave
Taxes			Taxable Gross		
Taxes	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
			T		
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date		
	Current Month-to-Date	H	Current Month-to-Date	74	
		70	-	3)	
Tax Adjustn					
Tax IIIIOIIIIauoi		te N/A - Not Applicable		Locality	
	Tax	(N/A - Not Applicable	-	·	
	Reason for Adjustment	Employee had both Maryland and Virgin only had MD taxable. Correct state taxa		ating in both states from pp 1/25/22 - 4/24/22.	Should have
	riodom ioi / iajaamani	only had the tenders. Served state to the	300 101 111		
Taxes	Adjustment to Ritarib to Date		Taxable Gross		
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date		
	Carrotte Month to Date				
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustn					-
Tax Information		te N/A - Not Applicable	ı	Locality	
		(N/A - Not Applicable		Locality	
				iting in both states from pp 1/25/22 - 4/24/22.	Should have
	Reason for Adjustment	only had MD taxable. Correct state taxa	able for VA		
Taxes			Taxable Gross		
	Adjustment to Month-to-Date	(Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date	(Section 1)	Current Month-to-Date		
Tax Adjustn	nent 5				
Tax Information	I				
		te N/A - Not Applicable	- '	Locality	
	Tax		a ia state withholding taxable accumula	ting in both states from pp 1/25/22 - 4/24/22.	Should have
	Reason for Adjustment	only had MD taxable. Correct state taxa			
Taxes			Taxable Gross		
	Adjustment to Month-to-Date	×	Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tine Faminas		10 7	No Limit Gross		
Tips Earnings	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date	4	Current Month-to-Date		

EXAMPLE 3 – Unadjudicated Flex for Terminated Employee Balance Adjustment & Paysheet

Scenario: Employee C terminated on 10/14/22 and had Unadjudicated Flex in the amount of \$745.63 in the <u>current</u> year 2022.

NOTE: If the employee is deceased and passed away in the current year, you will process the unadjudicated flex as shown in this example.

If the employee is deceased and passed away in the prior year, you will need to complete a W2C Request form (See Example 4).

SPOT Transactions

Code	Description	Rate Used	Hours	Rate	Amount	Source
EPT	Employer Paid Taxes	Hourly Rate	u e		61.77	OP

Code	Description	Rate Used	Hours	Rate	Amount	Source
UNA	Un-Adjudicated Flex	Hourly Rate	11 11 11 11 11 11 11 11 11 11 11 11 11	27	745.63	OP

Gross-Up for Employer-Paid FICA

Agency Employ Employ	ee Name E	oloyee C	
Steps 1	Factor OASDI 6.2%	HI 1.45% = 7.65%	
2	Gross-Up Factor (1-Factor)	92.35%	
3	Amount of Award/Incentive	745.63	
4	Gross Up Value	807.40 Amount of Award divided by Gross-Up Factor	
5	Employer Paid Tax Earnings	This is the employer paid tax on the award plus the	employer paid tax on the employer paid tax
6	EE OASDI Tax on ER Paid Tax	3.83	
7	EE HI Tax on ER Paid Tax	0.90	
8	OASDI Tax on Award/Incentive	46.23	
9	HI Tax on Award/Incentive	10.81	

***NOTE: The Paysheet <u>and</u> Balance Adjustment must be submitted at the same time to the appropriate Sharepoint folders.

1. Key in Cardinal

SPOT Cardinal Earnings Code					
ER Paid Tax (EPT)	61.77				

To add Employer paid tax to taxable income

2. Submit Update Paysheet Request

Update Paysheet Request					
***Upload to <u>Paysheet Fol</u>	Amount to put on Paysheet				
OASDI/Disability ER	50.06	x 2 =	100.12		
FICA Med Hospital Ins ER	11.71	x 2 =	23.42		

***DOA will make a payment to the IRS for the EE tax and charge the agency

3. Submit Balance Adjustment

Balance Adjustment					
***Upload to Quarterly Reporting					
<u>Folder</u> in SharePoint					
OASDI/Disability ER	-50.06				
FICA Med Hospital Ins ER	-11.71				
OASDI/Disability EE	50.06				
FICA Med Hospital Ins EE	11.71				

Summary

Employer Paid OASDI Tax on Award/Incentive	46.23
Empoyer Paid HI Tax on Award/Incentive	10.81
TOTAL Amount of Employee Tax due on Award or	
Incentive Paid by Employer	57.04
Employer Paid OASDI Tax on Employer Paid Tax	3.83
Employer Paid HI Tax on Employer Paid Tax	0.90
TOTAL Employee Tax due on the tax paid by Employer for	
Award/Incentive	4.73

Revised 2/7/23

	\$U - Federal	\$U - Federal	*Federal / State	Pay Period End Date:	Paygroup:	Company:	Date:	*Required Fields
			Locality	12/9/2022	SM1	YYY	12/4/2022	
	FICA Med Hospital Ins / ER	OASDI/Disability - ER	*Tax Class	Reason:		Name:	Employee ID: 00111333300	
	Addition	Addition	*One - Time Code	Employee terminated and had unadjudicated flex in the Reason:		Name: Employee C	00111333300	Update Paysheets: One-Time Taxes
	0	0	*Current Amount *Correct Amount	Example 3 - Unadjudicated Hex for Terminated Employee			Empl Rcd:	
	23.42 Y	100.12 Y	*Correct Amount	dicated Flex for Ter	Off-Cycle: L	On Cycle:		
			*OK to Pay	minated Employee		×		
							2	

Balance Adjustments Request Form

	D 00111333300	_	
Empl Rcd	2		
First Name			
Last Name	С		
Middle Nam	ne		
		Example 3 - Unadjudicated Flex for terminated e	mployee
Balance Information	888 - YYY	(Framenia, 100, 501/)	
Company # & Abbreviation	CY - Calendar Year	(Example: 100 - SOV)	
Balance ID		_	
Year	2022		
Period	12 - December		
Reason for Adjustmen	Employee terminated on 10, and EPT spot transactions k	14/22 and had Unadjudicated Flex in the amount of \$745 eyed in HCM on 12/4/22	5.63. UNA
Aganov Lica Only			
Agency Use Only: Prepared B	v: abcdefg	Date 12/4/2022	
Approved B		Date 12/4/2022	
Approved B	y. Injamin		
Number of Earnings Adj			
Number of Deduction Adj			
Number of Tax Adj	-		
Number of Garnishment A	di		
Number of Garnishment A		_	
	SPO U	lse Only:	
		-	
Entered By:	:	Date	
Entered By: Approved B	:	-	
•	:	Date	
Approved B	: ·y:	Date Date	
Approved B Voucher	: #:	Date Date Date Date Date Mate Date Date Date Date Date Date Date Mate Date Date Date Date Date Date Date D	
Approved B	: #:	Date Date	

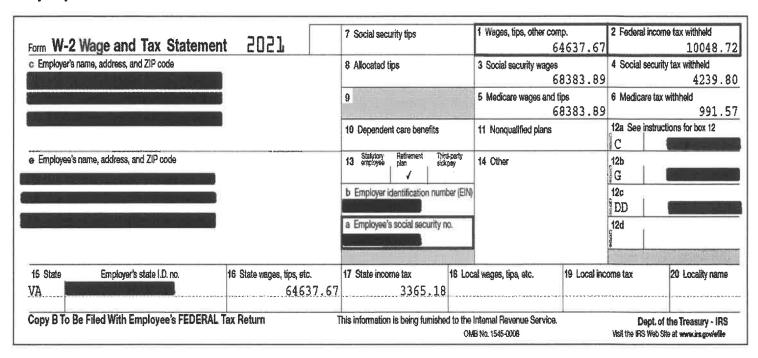
alances				
Employee Nam	ne la	Balance Adjustments F EmployeeC	Request Form Empl ID	00111333300
			Empl Red	2
Balance Inform				
Company		888 - YYY		
Balance II Year		CY - Calendar Year 2022		
Period		12 - December		
1 Ollou		IZ - DOGOTIDO		
Tax Adjustri ax Information				
		s \$U - Federal		Locality
	Tax	OASDI/Disability - ER		A A TAGE CO. LINIA and EDT and the continue to the continue to
	Reason for Adjustment	HCM on 12/4/22	d Unadjudicated Flex in the amount	of \$745.63. UNA and EPT spot transactions keyed in
	readon for riajustment	11017011121722		
axes			Taxable Gross	
	Adjustment to Month-to-Date	-50.06	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
ips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn	nent 2			
Tax Information		All Foloni		1 U.
		e \$U - Federal	d .	Locality
	Tax	COASDI/Disability - EE	d I Inadjudicated Elev in the emand	of \$745.63. UNA and EPT spot transactions keyed in
	Reason for Adjustment	HCM on 12/4/22	d chacjudicated Flex III the amount	of \$740.00. Of \$7 and \$1 if aport transactions reyed in
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	50.06	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
			N. I.L. W. O	
Tips Earnings	A.C. stored to Meetly to Date		No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	9
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 3			
Tax Information				
	Stat	e \$U - Federal		Locality
	Tax	FICA Med Hospital Ins / ER		
	Danier for Adlicators at	Employee terminated on 10/14/22 and ha HCM on 12/4/22	d Unadjudicated Flex in the amount	of \$745.63. UNA and EPT spot transactions keyed in
	Reason for Adjustment	HCM on 12/4/22		
axes			Taxable Gross	
	Adjustment to Month-to-Date	-11.71	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Eamings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
<i>Tax Adjustn</i> Fax Information				
		e \$U - Federal		Locality
	Tax	FICA Med Hospital Ins / EE		
			d Unadjudicated Flex in the amount	of \$745.63. UNA and EPT spot transactions keyed in
	Reason for Adjustment	HCM on 12/4/22		
Taxes			Taxable Gross	
axes	Adjustment to Month-to-Date	11.71	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	He was the same of
	Content Wonth-to-Date		Garrette Month to Date	
ips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
				7
ax Adjustn				
ax Information		n N/A Blot Applicable		Locality
		E N/A - Not Applicable		Locality
	Tax	(N/A - Not Applicable Employee terminated on 10/14/22 and ha	d Unadjudicated Flex in the amount	of \$745.63. UNA and EPT spot transactions keyed in
	Reason for Adjustment	HCM on 12/4/22	ia onaujuuloateo riex in tile amount	Co. 4. 30.00. Olan and Er i apot dansactions reyed in
axes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
ips Eamings	=		No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	

EXAMPLE 4 – Unadjudicated Flex for Employee That Terminated Prior Year – W2C Request

Scenario: Employee D is deceased and passed away on 9/08/21 and had Unadjudicated Flex in the amount of \$302.98. The current year is 2022.

***ALWAYS send a copy of the W2 with the W2C Request Form.

Employee W2



Gross-Up for Employer-Paid FICA

Agency	888 YYY		
Employ		mployee D	
		-	
Steps	OASDI	HI	
1	Factor 6.2%	1.45%	= 7.65%
2	Gross-Up Factor (1-Factor)	92.35%	
3	Amount of Award/Incentive	302.98	
4	Gross Up Value	328.08	Amount of Award divided by Gross-Up Factor
5	Employer Paid Tax Earnings	25.10	This is the employer paid tax on the award plus the employer paid tax on the employer paid tax
6	EE OASDI Tax on ER Paid Tax	1.56	
7	EE HI Tax on ER Paid Tax	0.36	
8	OASDI Tax on Award/Incentive	18.78	
9	HI Tax on Award/Incentive	4.39	

***NOTE: The Paysheet <u>and</u> Balance Adjustment must be submitted at the same time to the appropriate Sharepoint folders with a copy of this Gross-Up spreadsheet. Both forms must also be submitted BEFORE the final confirm for the calendar year.

1. Key in Cardinal

SPOT Cardinal Earnings Code					
ER Paid Tax (EPT)	25.10				

To add Employer paid tax to taxable income

2. Submit Update Paysheet Request

Update Pa	t		
***Upload to <u>Paysheet Fo</u>	lder in Sha	rePoint	Amount to put on Paysheet
OASDI/Disability ER	20.34	x 2 =	40.68
FICA Med Hospital Ins ER	4.75	x 2 =	9.50

 $\ensuremath{^{***}}\text{DOA}$ will make a payment to the IRS for the EE tax and charge the agency

3. Submit Balance Adjustment

Adjustment					
Balance Adjustment					
***Upload to Quarterly Reporting					
<u>Folder</u> in SharePoint					
OASDI/Disability ER -20.34					
FICA Med Hospital Ins ER -4.75					
OASDI/Disability EE	20.34				
FICA Med Hospital Ins EE	4.75				

Summary

Employer Paid OASDI Tax on Award/Incentive	18.78
Empoyer Paid HI Tax on Award/Incentive	4.39
TOTAL Amount of Employee Tax due on Award or	
Incentive Paid by Employer	23.17
Employer Paid OASDI Tax on Employer Paid Tax	1.56
Employer Paid HI Tax on Employer Paid Tax	0.36
TOTAL Employee Tax due on the tax paid by Employer for	
Award/Incentive	1.92

W-2C Request Form

Company Number & Name Employee Name						
Employee ID#	00111444400	Example 4 - Unadjudicated	Flex Termed EE	Prior Year		
rection is for Calendar Year						
			11	mpact on Taxak	ole Wages:	
Amount		Reason	Fed	OASDI	HI	State
ė	Defined of our toy notine and	h a a material ha mai a ma	Box 1	Box 3	Box 5	Box 1
\$ - \$ -	Refund of pre-tax retirement	rior year not due to employee	+	n/a	n/a	+
\$ -			n/a	-	-	n/a
\$ -	Imputed Life calculated in er	pensation received for prior year	-		-	<u> </u>
				-	-	_
\$ 328.08	,		+	+	+	+
\$ -	Include taxable Fringe Benefi		+	+	+	+
\$ -	Other taxable compensation		+	+	+	+
\$ -		tax status - decrease taxable wages*	n/a	-	-	n/a
\$ -		tax status - increase taxable wages*	n/a	+	+	n/a
\$ -	Compensation reported in er	rror*	-	-	-	-
\$ -	W2 issued in error*		-	-	-	-
\$ -	OASDI Maximum Reached*		n/a	-	n/a	n/a
\$ -	Correct State wages only*		n/a	n/a	n/a	+/-
\$ -	Other*					
	NUMBER CORRECTION		NAME CORR	ECTION		
Previously Reported		Previously Reported				
	for deceased employee Termi	Correct Name	8			
	for deceased employee. Termi	nated 9/08/21. Gross up amount = \$328.0	8			
	for deceased employee. Termi	nated 9/08/21. Gross up amount = \$328.0	8			
		nated 9/08/21. Gross up amount = \$328.0 CERTIFICATION		te boxes as re	guired.	
Unadjudicated Flex \$302.98 mitting this W2C results in		nated 9/08/21. Gross up amount = \$328.0		ite boxes as re	quired.	
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at lea	n a refund or abatement of cost one box for refunds:	nated 9/08/21. Gross up amount = \$328.0 CERTIFICATION		te boxes as re	quired.	
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at lease Employee has been repairs for that I have a written state	n a refund or abatement of our set one box for refunds:	CERTIFICATION over-reported employment taxes, check	k the appropria			he
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at lease the second	n a refund or abatement of our set one box for refunds:	CERTIFICATION over-reported employment taxes, check	k the appropria			he
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at lead Employee has been repair for that I have a written state collection. Employee will be reimbure	n a refund or abatement of const one box for refunds: If or reimbursed for the over ment from the employee stating seed once refund has been re	CERTIFICATION over-reported employment taxes, check collected OASDI tax and HI tax. og that he/she has not/will not claim (or the	k the appropria	cted) a refund o	r credit for t	
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at lease the search of the state of the search of the sear	n a refund or abatement of const one box for refunds: If or reimbursed for the over ment from the employee stating seed once refund has been refund the employee stating the emp	CERTIFICATION Over-reported employment taxes, check collected OASDI tax and HI tax. In the she has not/will not claim (or the seceived from the IRS. In the she has not/will not claim (or the seceived from the IRS.)	k the appropria e claim was rejec e claim was rejec	cted) a refund o cted) a refund o	r credit for t	
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at lease the search of the state of the search of the search of the state of the search of the searc	n a refund or abatement of const one box for refunds: If or reimbursed for the over ment from the employee stating seed once refund has been refund the employee stating the emp	CERTIFICATION over-reported employment taxes, check collected OASDI tax and HI tax. og that he/she has not/will not claim (or the	k the appropria e claim was rejec e claim was rejec	cted) a refund o cted) a refund o	r credit for t	
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at leading that I have a written state of the collection. Employee will be reimburity that I have a written state of the collection. fy that I have a written state of the collection. fy that I have written consent	n a refund or abatement of const one box for refunds: If or reimbursed for the over ment from the employee stating seed once refund has been refund the employee stating the emp	CERTIFICATION CERTIFICATION Over-reported employment taxes, check collected OASDI tax and HI tax. In the she has not/will not claim (or the employee's second at I may file this claim for the employee's seco	k the appropria e claim was rejec e claim was rejec	cted) a refund o cted) a refund o	r credit for t	
Unadjudicated Flex \$302.98 mitting this W2C results in must put an X in at lease and the state of the state	n a refund or abatement of const one box for refunds: If or reimbursed for the over ment from the employee stating sed once refund has been refund from the employee stating the top of the employee stating the from the employee stating the firm the employee stating the employee s	CERTIFICATION CERTIFICATION Over-reported employment taxes, check collected OASDI tax and HI tax. In the she has not/will not claim (or the employee's second at I may file this claim for the employee's seco	k the appropria e claim was rejec e claim was rejec	cted) a refund o cted) a refund o	r credit for t	

Company Number & Name: 888 - YYY

Previously Reported	Correct Information		Previo	usly Reported	Correct	Information		
1 Wages, tips, other	1 Wages, tips, other			eral income tax		al income tax	Ì	
compensation	compensation			withheld	w	ithheld		
64,637.67	64,965.75	328.08					0.00	
							3	
			1	ial security tax	1	security tax		
3 Social security wages	3 Social security wages			withheld		ithheld		
68,383.89	68,711.97	328.08		4,239.80	4,	260.14	20.34	4260.14
							į.	
5 Medicare wages and tips	5 Medicare wages and tips		6 Medic	are tax withheld		re tax withheld		
68,383.89	68,711.97	328.08		991.57] 9	96.32	4.75	996.32
7 Social security tips	7 Social security tips		8 A	llocated tips	8 All	ocated tips		
		0.00					0.00	
					10 Der	endent care		
			10 Depen	dent care benefits		enefits		
							0.00	
							5	
11 Nonqualified plans	11 Nonqualified plans		12a		12a			
		0.00					0.00	
	···		12b		12b			
							0.00	
			12c		12c			
							0.00	
			42.4		424		0.00	
			12d		12d		0.00	
							0.00	
Previously Reported	Correct Information		Previou	ısly Reported	Correct	Information		
15 State	15 State			15 State	15	State		
Virginia - VA	Virginia - VA							
16 State wages, tips etc.	16 State wages, tips etc.		16 State	e wages, tips etc.	16 State	wages, tips etc.		
64,637.67	64,965.75	328.08					0.00	
17 State income tax	17 State income tax		17 Sta	ate income tax	17 Stat	e income tax		
		0.00					0.00	
18 Local wages, tips, etc.	18 Local wages, tips, etc.		18 Local	wages, tips, etc.	18 Local v	vages, tips, etc.		
		0.00					0.00	
19 Local income tax	19 Local income tax		19 Lo	cal income tax	19 Loca	l income tax		
		0.00	-				0.00	
20 Locality name	20 Locality name		20 L	ocality name	20 Loc	ality name		
	J							

20 Locality name	20 Locality name	20 Locality name	20 Locality name	
uthorized Signature			Date	
willonzed Signature	(must be signed by someone	with certification authority)		
Printed Name				Revised 12/22/22

EXAMPLE 5 – Correct incorrect transaction for ORP Retiree

Scenario: Incorrect EIN entered on ORP worksheet causing the adjustment to be keyed for Employee E in error. Employee E's balances are overstated and need to be reduced.

Correct Amount for Employee E:

Reported on W2 for	2022
Amount Reported in Box 1,3,5 & 12 (Code C) of W2:	\$865.20
Amount Reported in Box M of W2:	\$53.64
Amount Reported in Box M of W2:	\$12.55

Overstated Amount for Employee E:

12M	12M W2 BOX 12	Hourly Rate	87.87
12N	12N W2 BOX 12	Hourly Rate	20.55
IMP	Imputed Income	Hourly Rate	1,417.32

Employee ID 00222211100

0

Empl Rcd

Employee Information

Balance Adjustments Request Form

First Name	Employee	
Last Name	E	
Middle Name		
		Example 5 - ORP Retiree Correction
Balance Information		
Company # & Abbreviation	888 - YYY	(Example: 100 - SOV)
Balance ID	CY - Calendar Year	
Year	2022	
Period	12 - December	
Reason for Adjustment	Incorrect EIN entered on ORP w Employee E. Balances are over	orksheet. Adjustment should not have been keyed for stated and need to be adjusted
Agency Use Only:		
Prepared By:	abcdefg	Date 1/2/2023
Approved By:		Date 1/2/2023
Number of Earnings Adj	3	
Number of Deduction Adj		
Number of Tax Adj	6	
Number of Gamishment Adj		
	SPO Use	Only:
Entered By:		Date
Approved By:		Date
1		
Voucher #:		Date Keyed
Journal #:		Date Keyed
1		

	Balance Adjustments		00000044400
Employee Name	EmployeeE	Empl ID	00222211100
Balance Information		Empl Rcd	0
Company	888 - YYY	Example 5 - ORP Retiree Correction	on and a second
Balance ID	CY - Calendar Year		
Year	2022		
Period	12 - December		
Earnings Adjustment 1			
Earnings Information			
Earnings Code	12M - 12M W2 Box 12 (OASDI)	.	
Denne for adjustmen	-	tment should not have been keyed for	Employee E. Balances are overstated and need to be
Reason for adjustmen	adjusted		
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	-87.87
Current Month-to-Date		Current Month-to-Date	141.51
Current Monar to Date			177.01
Earnings Adjustment 2			
Earnings Information			
Earnings Code	12N - 12N W2 Box 12 (HI)		
		tment should not have been keyed for	Employee E. Balances are overstated and need to be
Reason for adjustmen	adjusted		
		B 00/B0 1 00	
Hours		Gross Earnings	00.55
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	33.10
Earnings Adjustment 3			
Earnings Adjustine 11 5			
Earnings Code	IMP - Imputed Income		
ŭ		tment should not have been keyed for	Employee E. Balances are overstated and need to be
Reason for adjustmen	adjusted		
Hours		Gross Earnings	4 447 00
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	2,282.52
Earnings Adjustment 4			
Earnings Information	N/A Not Applicable		
Earnings Code	N/A - Not Applicable	ment chould not have been keyed for	Employee E. Balances are overstated and need to be
Reason for adjustmer		unent should not have been keyed for	Employee E. Balances are overstated and need to be
readon for adjudance	adjacta		
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date	-	Current Month-to-Date	
		•	·
Earnings Adjustment 5			
Earnings Information			
Earnings Code	N/A - Not Applicable		
		tment should not have been keyed for	Employee E. Balances are overstated and need to be
Reason for adjustmen	adjusted		
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Aujustinent in month-to-pate		Current Month-to-Date	****

alances					
Employee Nam	ne	Balance Adjustments I EmployeeE	Request Form Empl ID	00222211100	
2.3			Empl Red	0	
Balance Inform Company		888 - YYY	Example 5 - ORP Retiree Correction	on	
Balance II		CY - Calendar Year	Example 5 - Ort Roulde Corrocal		
Year		2022			
Period		12 - December			
Tax Adjusti					
	Sta	te \$U - Federal		ocality	
	Tax	Withholding			
	Reason for Adjustment	Incorrect EIN entered on ORP workshee to be adjusted	t. Adjustment should not have been l	keyed for Employee E. Balances are overst	ated and need
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-1,417.32	
	Current Month-to-Date		Current Month-to-Date	2,282.52	
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustr					
Tax Informatio		te \$U - Federal	L	ocality	
		(OASDI/Disability - EE	•		
			t. Adjustment should not have been l	keyed for Employee E. Balances are overst	ated and need
	Reason for Adjustment	to be adjusted			
Taxes			Taxable Gross		
1,5-10.5	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-1,417.32	
	Current Month-to-Date		Current Month-to-Date	2,282.52	
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date	-	Current Month-to-Date		
Tax Adjustr	nent 3				
Tax Information	n				
		te \$U - Federal	, L	ocality	
	Tax	(OASDI/Disability - ER	Adinterest should not be un been l	laural for Employee E. Bolonese ere aurant	
	Reason for Adjustment	to be adjusted	. Adjustment should not have been	keyed for Employee E. Balances are overst	ateu anu neeu
Taxes			Taxable Gross		
	Adjustment to Month-to-Date	-87.87	Adjustment to Month-to-Date	-1,417.32	
	Current Month-to-Date	141.52	Current Month-to-Date	2,282.52	
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
- 4 / /					
Tax Adjustr					
Tax IIIIOIIIIado		te \$U - Federal	L	ocality	
	Tax	FICA Med Hospital Ins / EE	•		
			t. Adjustment should not have been	keyed for Employee E. Balances are overst	ated and need
	Reason for Adjustment	to be adjusted			
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-1,417.32	
	Current Month-to-Date		Current Month-to-Date	2,282.52	
The Esselves			No Limit Coope		
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
	001101111111111111111111111111111111111	4			
Tax Adjustr	nent 5				
Tax Information					
		te \$U - Federal	٠ ـ	ocality	
	Tax	Incorrect FIN entered on ORP workshee	t Adjustment should not have been	keyed for Employee E. Balances are overst	ated and need
	Reason for Adjustment	to be adjusted		The second secon	
			-170		
Taxes	Autorania (C. Ado et al. et al.	00.55	Taxable Gross	4 447 00	
	Adjustment to Month-to-Date	-20.55 33.10	Adjustment to Month-to-Date Current Month-to-Date	-1,417.32 2,282.52	
	Current Month-to-Date	33.10	Current Month-to-Date	2,202.32	
Tips Earnings			No Limit Gross		
•	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		

alances		Balance Adjustments	Request Form	
Employee Nan	ne	EmployeeE	Empl ID	00222211100
Balance Inform	nation		Empl Rcd	0
Company		888 - YYY	Example 5 - ORP Retiree Correction	on
Balance II	D	CY - Calendar Year		
Year		2022		
Period		12 - December		
Tax Adjusti Tax Informatio	n	te VA - Virginia	1.	ocality
		(Withholding		ocality
	Reason for Adjustment		t. Adjustment should not have been l	keyed for Employee E. Balances are overstated and nee
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-1,417.32
	Current Month-to-Date		Current Month-to-Date	2,282.52
The - Females		N	No Library Conservation	
Tips Earnings	Adjustment to Month to Date		No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Current Month-to-Date	<u> </u>	Corrent Month-to-Date	
Tax Adjustr				
		te N/A - Not Applicable	i la	ocality
	Tax	(N/A - Not Applicable)——————————————————————————————————————
	Dances for Adjustment		t. Adjustment should not have been l	keyed for Employee E. Balances are overstated and need
	Reason for Adjustment	to be adjusted		
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date)
Tax Adjustr	nent 3			
Tax Information				
		te N/A - Not Applicable	į Ly	ocality
	Tax	N/A - Not Applicable		
	Reason for Adjustment	Incorrect EIN entered on ORP workshee to be adjusted	t. Adjustment should not have been k	seyed for Employee E. Balances are overstated and need
	reason for Adjustment	to be deficied		
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
T			No Livin Conne	
Tips Earnings	Adjustment to Month to Date		No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Current Month-to-Date	*	Carrent Month-to-Date	
Tax Adjustn	nent 4			
Tax Information		u Bild - Blad describe		Ph.
		e N/A - Not Applicable (N/A - Not Applicable	L	ocality
	120		Adjustment should not have been k	eyed for Employee E. Balances are overstated and need
	Reason for Adjustment	to be adjusted	rajadanen endala net hare badin i	ayaa lar Emplayaa E. Balanbaa ara avalotataa aha nooc
Taxes	A.P. Accessed to Marrie to Date		Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn Tax Information				
rax information		e N/A - Not Applicable	I	ocality
		(N/A - Not Applicable		
		Incorrect EIN entered on ORP worksheet	. Adjustment should not have been k	eyed for Employee E. Balances are overstated and need
	Reason for Adjustment	to be adjusted		
Taxes			Taxable Gross	
Idada	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date	*	Current Month-to-Date	
		*	San San Marion to Botto	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date	St.	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	

EXAMPLE 6 – ORP Retiree did not receive a W2

Amount Reported in Box N of W2:

Scenario: Employee F retired September 2020. He did not receive a W2 for 2022. Employee F has imputed income for group life and adjustment request was not submitted in time. Need to complete a W2C Request form.

Reported on W2 for:	2022
Amount Reported in Box 1, 3, 5 & 12 (Code C) of W2:	\$395.52
Amount Reported in Box M of W2:	\$24.52

\$5.74

W-2C Request Form

	Employee F				
Employee ID#:	1234567				
rrection is for Calendar Year:	2022				
			mpact on Taxal	ble Wages:	
Amount	Reason	Fed	OASDI	HI	State
	Defined of the two stills and the time	Box 1 +	Box 3	Box 5	Box 1
\$ -	Refund of pre-tax retirement contribution Repayment of wages from prior year not due to employee	n/a	-	n/a	n/a
\$ -	Adjustment for workers compensation received for prior year	-	-		-
\$ -	Imputed Life calculated in error		_	-	
\$ -	Adjust for undocumented Flexible Reimbursement claims	+	+	+	+
\$ -	Include taxable Fringe Benefit*	+	+	+	+
\$ -	Other taxable compensation not previously included*	+	+	+	+
\$ -	Correct employee OASDI/HI tax status - decrease taxable wages*		_		n/a
\$ -	Correct employee OASDI/HI tax status - increase taxable wages*	n/a	+	+	n/a
\$ -	Compensation reported in error*	-	-	_	
\$ -	W2 issued in error*	-	-	-	-
\$ -	OASDI Maximum Reached*	n/a	-	n/a	n/a
\$ -	Correct State wages only*	n/a	n/a	n/a	+/-
	Other*	+	+	+	+
	WWW.	NAME CODE	FCTION		_
	NUMBER CORRECTION	NAME CORR	ECHON		
Previously Reported Correct SSN	Previously Repo Correct Name				
ORP Retiree did not receive V	N2 for 2022. EE SSN is 123-45-6789 Address is 123 Broad Street	Richmond, VA 23193			
	CERTIFICATION				
omitting this W2C results in	CERTIFICATION a refund or abatement of over-reported employment taxes,	, check the appropria	nte boxes as re	equired.	
		, check the appropria	nte boxes as re	equired.	
must put an X in at lea	a refund or abatement of over-reported employment taxes,	, check the appropria	nte boxes as re	equired.	
must put an X in at lea Employee has been repaid ify that I have a written stater	a refund or abatement of over-reported employment taxes, st one box for refunds:				ne
must put an X in at lea	a refund or abatement of over-reported employment taxes, st one box for refunds: or reimbursed for the overcollected OASDI tax and HI tax.				ne
must put an X in at lea Employee has been repaid ify that I have a written stater collection.	a refund or abatement of over-reported employment taxes, st one box for refunds: Or reimbursed for the overcollected OASDI tax and HI tax. ment from the employee stating that he/she has not/will not claim				ne
must put an X in at lea Employee has been repaid ify that I have a written stater collection. Employee will be reimburs ify that I have a written stater	a refund or abatement of over-reported employment taxes, st one box for refunds: or reimbursed for the overcollected OASDI tax and HI tax.	(or the claim was rejec	cted) a refund o	r credit for ti	
must put an X in at lea Employee has been repaid ify that I have a written stater collection. Employee will be reimburs ify that I have a written stater collection.	a refund or abatement of over-reported employment taxes, st one box for refunds: Or reimbursed for the overcollected OASDI tax and HI tax. ment from the employee stating that he/she has not/will not claim as the state of the overcollected once refund has been received from the IRS.	(or the claim was reject	cted) a refund of	r credit for ti	
must put an X in at lea Employee has been repaid ify that I have a written stater collection. Employee will be reimburs ify that I have a written stater collection. ify that I have written consent	a a refund or abatement of over-reported employment taxes, st one box for refunds: I or reimbursed for the overcollected OASDI tax and HI tax. ment from the employee stating that he/she has not/will not claim as the state of the employee stating that he/she has not/will not claim as the from the employee stating that he/she has not/will not claim as the from the employee stating that I may file this claim for the employee statin	(or the claim was reject	cted) a refund of	r credit for ti	
must put an X in at lea Employee has been repaid ify that I have a written stater collection. Employee will be reimburs ify that I have a written stater collection. ify that I have written consent	a a refund or abatement of over-reported employment taxes, st one box for refunds: I or reimbursed for the overcollected OASDI tax and HI tax. ment from the employee stating that he/she has not/will not claim as seed once refund has been received from the IRS. ment from the employee stating that he/she has not/will not claim as the tax and the tax.	(or the claim was reject	cted) a refund of	r credit for ti	
must put an X in at lea Employee has been repaid ify that I have a written stater collection. Employee will be reimburs ify that I have a written stater collection. ify that I have written consent	a a refund or abatement of over-reported employment taxes, st one box for refunds: I or reimbursed for the overcollected OASDI tax and HI tax. ment from the employee stating that he/she has not/will not claim as the state of the employee stating that he/she has not/will not claim as the from the employee stating that he/she has not/will not claim as the from the employee stating that I may file this claim for the employee statin	(or the claim was reject	cted) a refund of	r credit for ti	

Company Number & Name: 888 - YYY

reviously Reported 1 Wages, tips, other	1 Wages, tips, other		Previously Reported 2 Federal income tax	2 Federal income tax	1	
compensation	compensation		withheld	withheld		
0.00	395.52	395.52			0.00	
			4 Social security tax	4 Social security tax	1	
Social security wages	3 Social security wages		withheld	withheld		
0.00	395.52	395.52			0.00	24.
Medicare wages and tips	5 Medicare wages and tips		6 Medicare tax withheld	6 Medicare tax withheld		
0.00	395.52	395.52			0.00	5.7
7 Social security tips	7 Social security tips		8 Allocated tips	8 Allocated tips	C G	
		0.00			0.00	
				10 Dependent care		
			10 Dependent care benefits	benefits		
					0.00	
11 Nonqualified plans	11 Nonqualified plans		12a C	12a C		
		0.00	0.00	395.52	395.52	
			12b M	12b M		
			0.00	24.52	24.52	
			12c N	12c N		
			0.00	5.74	5.74	
			12d	12d	0.00	
dal Danamad	Compet Information		Dreviewsky Domested	Correct Information	0.00	
reviously Reported	Correct Information		Previously Reported		1	
15 State Virginia - VA	15 State Virginia - VA		15 State	15 State		
			16 State wages, tips etc.	16 State wages, tips etc.		
State wages, tips etc.	16 State wages, tips etc. 395.52	395,52	10 State wages, tips etc.	10 State Wages, tips etc.	0.00	
17 State income tax	17 State income tax	555152	17 State income tax	17 State income tax		
27 State meome tax	17 George Indones Lox	0.00			0.00	
Local wages, tips, etc.	18 Local wages, tips, etc.		18 Local wages, tips, etc.	18 Local wages, tips, etc.		
		0.00			0.00	
19 Local income tax	19 Local income tax	0.00	19 Local income tax	19 Local income tax	0.00	
20 Locality name	20 Locality name		20 Locality name	20 Locality name		

uthorized Signature	(must be signed by someone with certification authority)	Date	
Printed Name			Revised 12/22/22

EXAMPLE 7 – Move State Taxable and Tax from one state to another Balance Adjustment & Update Paysheet

Scenario: Employee G taxes were set up and withheld in Maryland and should have been withheld in Virginia for May – July. Need to move SIT Taxable and Taxes

• **NOTE:** The taxes must be moved using an Update Paysheet form. This moves the taxes through payroll and ensures the taxes are paid to the correct state. Submit a balance adjustment to move the taxable gross.

Tax Balances Before Adjustment

£.	tate MD Maryland ocality ax Class Withholding	Quarte Period	
Taxes		Taxable Gross	
Year-to-Date	\$400.46	Year-to-Date	\$4,994.30
Quarter-to-Date	\$100.04	Quarter-to-Date	\$1,248.58
Month-to-Date	\$100.04	Month-to-Date	\$1,248.58
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00

	State Locality Tax Class	VA Withh	Virginia olding	Quarter Period	Quarter 3 (Jul - Sep) July
axes				 Taxable Gross	
Year-to-Date		\$10	0.19	Year-to-Date	\$1,665.90
Quarter-to-Date		\$10	0.19	Quarter-to-Date	\$1,665.90
Month-to-Date		\$10	0.19	Month-to-Date	\$1,665.90
ips Earnings				 No Limit Gross	
Month-to-Date		\$	0.00	Year-to-Date	\$0.00
				Quarter-to-Date	\$0.00
				 Month-to-Date	\$0.00

				Update Paysheets: One-Time Taxes				
	*Required Fields		1					
	Date:	7/15/2022	Employee ID: 00333444400	00333444400	Empl Rcd:			0
	Company:	888 - YYY	Name:	Name: Employee G		On Cycle:	×	
	Paygroup:	SM1				Off-Cycle:	0	
	Pay Period End Date:	7/24/2022		re withheld move	Example 7 - Move taxes from MD to VA	xes from MD to VA		
			Reason:	Reason: withholding taxes from MD to VA				
							<u>.</u>	
	*Federal / State	Locality	*Tax Class	*One - Time Code	*Current Amount	*Correct Amount	*OK to Pay	
	MD - Maryland		Withholding	Refund		400.46 Y		
_	VA - Virginia		Withholding	Addition		400.46 Y		
_								

Balance Adjustments Request Form

Employee Informat				
		00333444400		
	Empl Rcd	0	50	
	First Name	Employee	•	
	Last Name	G		
	Middle Name		•	
			Example 7 -	Move SIT Txbl from MD to VA
Balance Information	n			
Company # & A	bbreviation	888 - YYY	(Example: 100) - SOV)
	Balance ID	CY - Calendar Year	•	
	Year	2022	•	
	Period	7 - July	•	
			€0	
Reason fo	or Adjustment	SIT Tax and Taxable withheld in July. Paysheet submitted to refu		d should have been withheld in Virginia for May - ove Txbl from MD to VA
Amanay Haa Only				
Agency Use Only:	Prepared By	chadafa	Date	7/15/2022
			•	
	Approved By	: nijkimn	Date	7/15/2022
No make a set Es				
Number of Ea			•)	
Number of De	-		1)	
Number of Ta		1	e I	
Number of Ga	arnishment Ad		33 40	
		SPO Use	e Only:	
		SPO Use		
	Entered By:		Only:	
	Entered By: Approved By			
	_		Date	
	Approved By	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By Voucher#	:	Date Date	
	Approved By Voucher # Journal #		Date Date	
Rala	Approved By Voucher # Journal #		Date Date	
Bala	Approved By Voucher # Journal #		Date Date	
Bala	Approved By Voucher # Journal #	:	Date Date	
Bala	Approved By Voucher # Journal #		Date Date	
Bala	Approved By Voucher # Journal #		Date Date	
Bala	Approved By Voucher # Journal #		Date Date	

HE FIRM		Balance Adjustmen		
Employee Nan	10	EmployeeG	Empl ID Empl Rcd	00333444400
Balance Inform				
Company Balance II		888 - YYY CY - Calendar Year	Example 7 - Move SIT Txbl from	MD to VA
Year		2022		
Period		7 - July		
Tax Adjusti	nent 1			
Tax Informatio		ate MD - Maryland		Locality
		ax (Withholding	_	Locality
	Reason for Adjustment	SIT Tax and Taxable withheld in Mary Move Txbl from MD to VA	dand and should have been withheld in	Virginia for May - July. Paysheet submitted to refund taxes
Taxes	,		Taxable Gross	
Taxes	Adjustment to Month-to-Date	9	Adjustment to Month-to-Date	-4,994.30
	Current Month-to-Date		Current Month-to-Date	1,248.58
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date	1:	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	ment 2			
Tax Information		ate VA - Virginia	ı	Locality
		x (Withholding		Locality
		SIT Tax and Taxable withheld in Mary	rland and should have been withheld in	Virginia for May - July. Paysheet submitted to refund taxes
	Reason for Adjustment	Move Txbl from MD to VA		
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	0.00
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent ?			
Tax Information				
		ate N/A - Not Applicable		Locality
	l a	SIT Tax and Taxable withheld in Mary	dand and should have been withheld in	Virginia for May - July. Paysheet submitted to refund taxes
	Reason for Adjustment	Move Txbl from MD to VA	And and another have been warned in	viigina for tray
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date	*	Current Month-to-Date	
Tips Earnings			No Limit Gross	
rips carnings	Adjustment to Month-to-Date	1	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tour Authorita				
Tax Adjustra Tax Information				
		ate N/A - Not Applicable		Locality
	Та	x (N/A - Not Applicable	doed and about hour book withhold in	Maninin for Many Links Dough and authoritis of the set of the
	Reason for Adjustment	Move Txbl from MD to VA	land and should have been withheld in	Virginia for May - July. Paysheet submitted to refund taxes
_				
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
				N
Tips Earnings	Adjustment to Month to Date		No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
				(**************************************
Tax Adjustn				
Tax Information		ate N/A - Not Applicable	1	Locality
		x (N/A - Not Applicable		
	Passan for Adicalment		fand and should have been withheld in	Virginia for May - July. Paysheet submitted to refund taxes.
	Reason for Adjustment	Move Txbl from MD to VA		
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	·
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	

EXAMPLE 8 – Earnings should be WSS instead of RGH

Scenario: Employee H should have been paid Earnings WSS (Work Study Student) instead of RGH (Regular Time – Hourly) on the 11/16/22 check. Employee Terminated. Need to move \$331.10 from RGH to WSS. Balance Adj to correct Taxable.

• **NOTE:** FICA refunds process automatically for active employees. In some instances, the system may not process the refund. If this happens, submit a Paysheet to refund the FICA taxes.

Earnings Balances Before Adjustment

Company YYY Year 2022		Empl Re Balan	cord 1 ce ID Calendar Year
Balance Details			
Quar	rter Quarter 4 (Oct - Dec)		
	riod November ype RGH Regular Time -	Hourly	
Hours		Earnings	
Year-to-Date	\$30.10	Year-to-Date	\$331.10
Quarter-to-Date	\$30.10	Quarter-to-Date	\$331.10
Month-to-Date	\$30.10	Month-to-Date	\$331.10
	rter Quarter 4 (Oct - Dec)		
Earnings T	ype WSS Work Study Stu	dent	
Hours		Earnings	
Year-to-Date	\$21.00	Year-to-Date	\$231.00
Quarter-to-Date	\$21.00	Quarter-to-Date	\$231.00

Tax Balances Before Adjustment

	US Federal		
Local	-	Quart	' '
Тах С	lass OASDI/Disability - EE	Perio	d November
axes		Taxable Gross	
Year-to-Date	\$20.53	Year-to-Date	\$331.10
Quarter-to-Date	\$20.53	Quarter-to-Date	\$331.10
Month-to-Date	\$20.53	Month-to-Date	\$331.10
			Q332.20
ips Earnings	<u> </u>	No Limit Gross	4331.10
ips Earnings Month-to-Date	\$0.00		\$331.10
		No Limit Gross	

Locali Tax Cl	US Federal ty lass OASDI/Disability - ER	Quart Period	•
Taxes		Taxable Gross	
Year-to-Date	\$20.53	Year-to-Date	\$331.10
Quarter-to-Date	\$20.53	Quarter-to-Date	\$331.10
Month-to-Date	620 F2	Month-to-Date	\$331.10
Mount-to-Date	\$20.53	Wionth-to-bate	\$531.10
Tips Earnings	\$20.53	No Limit Gross	\$331.10
	\$0.00		\$331.10
Tips Earnings	·	No Limit Gross	

	US Federal		
Locali	-	Quarte Period	
iax Ci	ass FICA Med Hospital Ins/EE	Penoc	Movember
Taxes		Taxable Gross	
Year-to-Date	\$4.80	Year-to-Date	\$331.10
Quarter-to-Date	\$4.80	Quarter-to-Date	\$331.10
Month-to-Date	\$4.80	Month-to-Date	\$331.10
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$331.10
		Quarter-to-Date	\$331.10

Lo	US Federal cality	Quart	·
Ta	Class FICA Med Hospital Ins/ER	Perio	d November
axes		Taxable Gross	
Year-to-Date	\$4.80	Year-to-Date	\$331.10
Quarter-to-Date	\$4.80	Quarter-to-Date	\$331.10
Month-to-Date	\$4.80	Month-to-Date	\$331.10
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$331.10
		Quarter-to-Date	\$331.10
		Month-to-Date	\$331.10

State Locality Tax Clas	VA Virginia s Unemployment ER	Quart Perio	• •
Taxes		Taxable Gross	
Year-to-Date	\$0.00	Year-to-Date	\$331.10
Quarter-to-Date	\$0.00	Quarter-to-Date	\$331.10
Month-to-Date	\$0.00	Month-to-Date	\$331.10
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$331.10
		Quarter-to-Date	\$331.10
		Month-to-Date	\$331.10

		\$U - Federal	\$U - Federal	\$U - Federal	\$U - Federal	*Federal / State		Pay Period End Date:	Paygroup:	Company:	Date:	*Required Fields	
						Locality		11/19/2022	BW1	888 - YYY	11/18/2022		
		FICA Med Hospital Ins / ER	OASDI/Disability - ER	FICA Med Hospital Ins / EE	OASDI/Disability - EE	*Tax Class	Reason			Name	Employee ID:		
		Refund	Refund	Refund	Refund	*One - Time Code	Reason: Refund FICA taxes	- 17		Name: Employee H	Employee ID: 003335555500		Update Paysheets: One-Time Taxes
						*Current Amount		Example 8 - Move RGH to WSS			Empl Rcd:		Mary Services
		4.8 Y	20.53 Y	4.8 Y	20.53 Y	*Correct Amount		GH to WSS	Off-Cycle:	On Cycle:			
		*	×			*OK to Pay			0	×			

Employee Information

Balance Adjustments Request Form

	00333555500	
Empl Rcd	1	
	Employee	
Last Name	Н	
Middle Name		
	A	Example 8 - Move RGH to WSS
Balance Information	999 VVV	(Fuzzzalo, 100, COV)
Company # & Abbreviation	888 - YYY	(Example: 100 - SOV)
Balance ID	CY - Calendar Year	
Year	2022	
Period	11 - November	
Reason for Adjustment	Employee earnings should have	been paid as WSS instead of RGH on the 11/16/22 check
Agency Use Only:		
Prepared By:	abcdefg	Date 12/1/2022
Approved By:		Date 12/1/2022
Number of Earnings Adj Number of Deduction Adj Number of Tax Adj Number of Garnishment Adj	2 4	
	SPO Use	e Only:
Entered By:		Date
Approved By:		Date
Voucher #: Journal #:		Date Keyed Date Keyed
Balance	Adj#	

Adjust Earnings Balances

	Balance Adjustments	Request Form	
Employee Name	EmployeeH	Empl ID	00333555500
		Empl Rcd	
Balance Information Company	888 - YYY	Example 8 - Move RGH to WSS	
Balance ID	CY - Calendar Year	Example 0 - Move Roll to Woo	
Year	2022		
Period	11 - November		
Earnings Adjustment 1 Earnings Information Earnings Code	RGH - Regular Time - Hourly	•	
Reason for adjustme	Employee earnings should have been paid as W	SS instead of RGH on the 11/16/22 c	heck
Hours		Gross Earnings	
Adjustment to Month-to-Date	-30.10	Adjustment to Month-to-Date	e331.10
Current Month-to-Date	30.10	Current Month-to-Date	331.10
Earnings Adjustment 2			
Earnings Information			
Eamings Code	WSS - Work Study Student	-	
Reason for adjustme	Employee earnings should have been paid as W	SS instead of RGH on the 11/16/22 c	heck
Hours		Gross Earnings	
Adjustment to Month-to-Date	30.10	Adjustment to Month-to-Date	e331.10
Current Month-to-Date	21.00	Current Month-to-Date	231.00
Earnings Adjustment 3			
Earnings Information			
Earnings Code	N/A - Not Applicable	=	
Reason for adjustme	Employee earnings should have been paid as W	SS instead of RGH on the 11/16/22 c	heck
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	e
Current Month-to-Date		Current Month-to-Date	
F		·	
Earnings Adjustment 4 Eamings Information			
Earnings Code	N/A - Not Applicable	_	
Reason for adjustmen	Employee earnings should have been paid as W	SS instead of RGH on the 11/16/22 c	heck
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	9
Current Month-to-Date		Current Month-to-Date	
Earnings Adjustment 5			
Earnings Information			
Earnings Code	N/A - Not Applicable		
Reason for adjustmen	Employee earnings should have been paid as W	SS instead of RGH on the 11/16/22 c	heck
Hours		Gross Earnings	
Adjustment to Month-to-Date			
Current Month-to-Date		Current Month-to-Date	

Employee Nan	ne .	Balance Adjustm EmployeeH	ents Request Form Empl ID	00333555500
Employee Mail		стрюуеен	Empl Red	1
Balance Inform Company		888 - YYY	Example 8 - Move RGH to WSS	
Balance I		CY - Calendar Year	Example 6 - Move Not 10 1100	
Year		2022		
Period		11 - November		
Tax Adjusti	ment 1			
Tax Informatio		tate \$U - Federal		Landa.
		ax (OASDVDisability - EE		Locality
		Here.		
	Reason for Adjustment	Employee earnings should have be	een paid as WSS instead of RGH on the 1	1/16/22 check
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	331.10
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date	-	Сигтепt Month-to-Date	331.10
Tax Adjusti	ment 2			
Tax Informatio		. 411		
		ate \$U - Federal ax (OASDI/Disability - ER		Locality
		A CAODIDIOGNILY - EI		
	Reason for Adjustment	Employee earnings should have be	een paid as WSS instead of RGH on the 1	1/16/22 check
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-331.10
	Current Month-to-Date		Current Month-to-Date	331.10
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-331.10
	Current Month-to-Date		Current Month-to-Date	331.10
Tax Adjustr	nont ?			
Tax Information				
		ate \$U - Federal		Locality
	Та	x (FICA Med Hospital Ins / EE		
	Reason for Adjustment	Employee earnings should have be	een paid as WSS instead of RGH on the 11	1/16/22 check
Taxes			Taxable Gross	
Taxes	Adjustment to Month-to-Date	•	Adjustment to Month-to-Date	-331.10
	Current Month-to-Date		Current Month-to-Date	331.10
Tine Esminne		7	No I Imit Cross	
Tips Earnings	Adjustment to Month-to-Date)	No Limit Gross Adjustment to Month-to-Date	-331.10
	Current Month-to-Date	-	Current Month-to-Date	331.10
				·
Tax Adjustra Tax Information				
Tax IIII o III a a a	St	ate \$U - Federal		Locality
	Та	x (FICA Med Hospital Ins / ER		-
	Reason for Adjustment	Employee earnings should have be	een paid as WSS instead of RGH on the 11	1/16/22 check
_				
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	-331.10
	Current Month-to-Date		Current Month-to-Date	331.10
		-		301.10
Tips Earnings	Adjustment to Month to Date		No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
		***************************************	Control violati to Bate	
Tax Adjustn				
Tax Information		ate VA - Virginia	1	ocality
		x (Unemployment ER		200 control
	B			
	Reason for Adjustment	Employee earnings should have be	een paid as WSS instead of RGH on the 11	1/16/22 CReck
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-331.10
	Current Month-to-Date		Current Month-to-Date	331.10
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-331.10
	Current Month-to-Date		Current Month-to-Date	331.10

EXAMPLE 9 – Repaid Sign-on Bonus

Scenario: Employee J received a sign-on bonus of \$3000 on the 9/16/22 check and terminated 11/5/22. Employee repaid Net of sign-on bonus with a check on 12/7/22.

- **Note:** In this example, you will not adjust Virginia Unemployment ER Taxable Gross because the employee reached the SUI Limit of \$8000.00. Only adjust No Limit Gross.
- *****Note: In lieu of submitting a balance adjustment, you can submit a HCM Agency Repayment – Reversal Request form to have the entire payment reversed.
 - HCM Agency Repayment Reversal Request can only be used if
 - 1) the original payment has been made in the current calendar year
 - 2) the agency received repayment for the full amount of the net pay on the original payment in the current calendar year
 - 3) the agency includes documentation supporting deposit of repayment in the Cardinal Financial System
 - The reversal will back out the entire transaction gross to net as if we had stopped a direct deposit payment and processed the void.
- Submit the HCM Agency Repayment Reversal Request form **OR** the Balance Adjustment Request form. **DO NOT SUBMIT BOTH!!!!**
- Upload the HCM Agency Repayment-Reversal Request form and supporting documentation to the Stop Payments folder in SharePoint.

Earnings Balances Before Adjustment

Company YYY Year 2022		Empl Re Balan	ecord 1 ce ID Calendar Yea
		Samuel Carlotte Control	
Balance Details			
Qua	rter Quarter 3 (Jul - Sep)		
Per	rlod September		
Earnings T	ype BON Non-discretion	nary Bonus (FLSA)	
Hours		Earnings	
Year-to-Date	\$0.00	Year-to-Date	\$3,000.00
Quarter-to-Date	\$0.00	Quarter-to-Date	\$0.00
	\$0.00	Month-to-Date	\$0.00

Tax Balances Before Adjustment

	State Locality Tax Class	VA Withho	Virginia Iding	Quart Perio	, , ,	
Гахеѕ				Taxable Gross		
Year-to-Date		\$559.5	7	Year-to-Date	\$11,610.39	
Quarter-to-Date	!	\$559.5	7	Quarter-to-Date	\$11,610.39	
Month-to-Date	!	\$0.0	0	Month-to-Date	\$0.00	
Tips Earnings				No Limit Gross		
Month-to-Date		\$0.0	0	Year-to-Date	\$11,610.39	
				Quarter-to-Date	\$11,610.39	
				Month-to-Date	\$0.00	

Local Tax C	US Federal ity lass Withholding	Quarte Period	, , , ,
Taxes		Taxable Gross	
Year-to-Date	\$980.64	Year-to-Date	\$11,610.39
Quarter-to-Date	\$980.64	Quarter-to-Date	\$11,610.39
Month-to-Date	\$0.00	Month-to-Date	\$0.00
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$11,610.39
		Quarter-to-Date	\$11,610.39
		Month-to-Date	\$0.00

	US Federal		
Local	ity	Quarte	er Quarter 3 (Jul - Sep)
Tax C	lass OASDI/Disability - EE	Period	September
Taxes		Taxable Gross	
Year-to-Date	\$740.41	Year-to-Date	\$11,942.11
Quarter-to-Date	\$740.41	Quarter-to-Date	\$11,942.11
Month-to-Date	\$0.00	Month-to-Date	\$0.00
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$11,942.11
		Quarter-to-Date	\$11,942.11
		Month-to-Date	\$0.00

	US Federal		
Loca	lity	Quarter	Quarter 3 (Jul - Sep)
Тах	Class FICA Med Hospital Ins/EE	Period	September
axes		Taxable Gross	
Year-to-Date	\$173.16	Year-to-Date	\$11,942.11
Quarter-to-Date	\$173.16	Quarter-to-Date	\$11,942.11
Month-to-Date	\$0.00	Month-to-Date	\$0.00
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$11,942.11
		Quarter-to-Date	\$11,942.11
		Month-to-Date	\$0.00

	US Federal			
t.	ocality	Quart	er Quarter 3 (Jul - Sep)	
т	ax Class OASDI/Disability - ER	Period	l September	
Taxes	T	Taxable Gross		
Year-to-Date	\$740.41	Year-to-Date	\$11,942.11	
Quarter-to-Date	\$740.41	Quarter-to-Date	\$11,942.11	
Month-to-Date	\$0.00	Month-to-Date	\$0.00	
Tips Earnings		No Limit Gross		
Month-to-Date	\$0.00	Year-to-Date	\$11,942.11	
		Quarter-to-Date	\$11,942.11	
		Month-to-Date	\$0.00	

	US Federal		
Lo	cality	Quarter	Quarter 3 (Jul - Sep)
Ta	x Class FICA Med Hospital Ins/ER	Period	September
Taxes		Taxable Gross	
Year-to-Date	\$173.16	Year-to-Date	\$11,942.11
Quarter-to-Date	\$173.16	Quarter-to-Date	\$11,942.11
Month-to-Date	\$0.00	Month-to-Date	\$0.00
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$11,942.11
		Quarter-to-Date	\$11,942.11
		Month-to-Date	\$0.00

State Locality Tax Cla		Virginia ployment ER		Quarter Period	Quarter 3 (Jul - Sep) September	
Гахеѕ			Taxable Gross			
Year-to-Date	\$0.	.00	Year-to-Date	!	\$8,000.00	
Quarter-to-Date	\$0.	.00	Quarter-to-Date	!	\$8,000.00	
Month-to-Date	\$0.	.00	Month-to-Date	!	\$0.00	
Tips Earnings			No Limit Gross			
Month-to-Date	\$0.	.00	Year-to-Date	!	\$11,934.01	
			Quarter-to-Date	!	\$0.00	
			Month-to-Date	!	\$0.00	



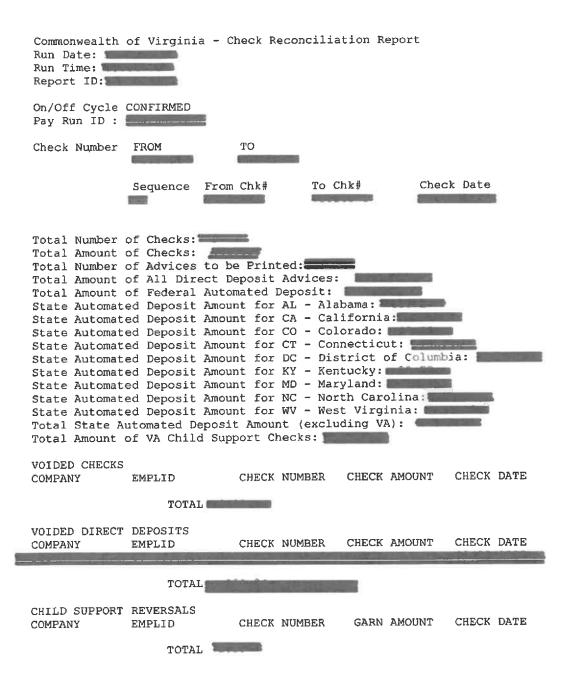
HCM Agency Repayment - Reversal Request

This form can only be used to reverse current-year checks for which the employee has made repayment directly back to the agency

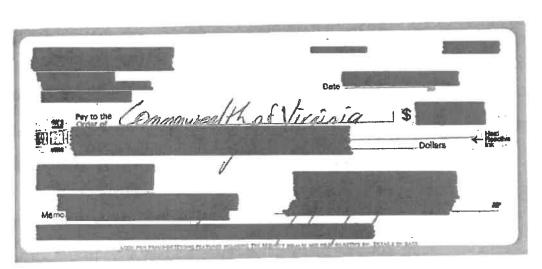
	Repayment Method	Company Number & ID 88800 - YYY Pay Group H19 Employee Number 00333777700 Employee Name Employee J
Example 9 - Repaid sign-on bonus Authorized Signature	check Repayment Amount EE was pair	
	1938 d sign-on bonus in error.	Issue DateAdvice/Payment Number Net Pay Amount
Date	Repayment Deposit Date 9/19/2022	9/16/2022 1234789 1938

Example 9 - Repaid Sign-on Bonus

Supporting Documentation of Repayment in Cardinal Financial System



MESSAGE:



Employee Information

Balance Adjustments Request Form

Employee iD	00333777700		
Empl Rcd	1		
First Name	Employee		
Last Name	J		
Middle Name			
ľ		Example 9 -	Repaid sign-on bonus
Balance Information		-	
Company # & Abbreviation	888 - YYY	(Example: 100	- SOV)
Balance ID	CY - Calendar Year		
Year	2022		
Period	9 - September		
Reason for Adjustment	Employee was paid a sign-on bo repaid the net of Sign on bonus of		16/22 check. EE terminated 11/5/22. Employee
Agency Hos Only			
Agency Use Only: Prepared By:	abcdefo	Date	12/8/2022
Approved By		Date	12/8/2022
Approved by	. TojKiitii	Date	120/2022
Number of Earnings Adj	1		
Number of Deduction Adj		į	
	7		
Number of Tax Adj		i	
Number of Gamishment Ad		ı	
	SPO Use	Only:	
	SPO Use	Only:	
	SPO Use	_	
Entered By:		Date	·
Entered By: Approved By		_	n
		Date	·
Approved By	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By Voucher#	:	Date Date	
Approved By Voucher# Journal#		Date Date	
Approved By Voucher# Journal#		Date Date	
Approved By Voucher#		Date Date	
Approved By Voucher# Journal#		Date Date	

Adjust Earnings Balances

	Dalara Adiustos anta	Downst Form	
Employee Name	Balance Adjustments EmployeeJ	Empl ID	00333777700
		Empl Rcd	
Balance Information			
Company	888 - YYY CY - Calendar Year	Example 9 - Repaid sign-on bonus	
Balance ID Year	2022		
Period	9 - September		
Earnings Adjustment 1 Earnings Information Earnings Code Reason for adjustment	BON - Non-discretionary Bonus (FLSA)		nployee repaid the net of Sign on bonus on 12/7/22
Hours		Gross Earnings Adjustment to Month-to-Date	-3,000.00
Adjustment to Month-to-Date		Current Month-to-Date	0.00
Current Month-to-Date		Current Worth-to-Date	0.00
Earnings Adjustment 2 Earnings Information Earnings Code	N/A - Not Applicable		
_			407/00
Reason for adjustme	Employee was paid a sign-on bonus on the 9/16/2	22 check. EE terminated 11/5/22. En	nployee repaid the net of Sign on bonus on 12/7/22
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	
Earnings Adjustment 3 Eamings Information Eamings Code	N/A - Not Applicable		
Reason for adjustme	Employee was paid a sign-on bonus on the 9/16/	22 check. EE terminated 11/5/22. En	nployee repaid the net of Sign on bonus on 12/7/22
Hours		Gross Earnings	
Adjustment to Month-to-Date	•	Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	
		•	
Earnings Adjustment 4			
Earnings Information Earnings Code	N/A - Not Applicable		
_			
Reason for adjustme	Employee was paid a sign-on bonus on the 9/16/	22 check. EE terminated 11/5/22. En	nployee repaid the net of Sign on bonus on 12/7/22
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	
Earnings Adjustment 5 Earnings Information Earnings Code	N/A - Not Applicable		
Reason for adjustme	r Employee was paid a sign-on bonus on the 9/16/	22 check. EE terminated 11/5/22. Er	nployee repaid the net of Sign on bonus on 12/7/22
	-		
Hours	-	Gross Earnings Adjustment to Month-to-Date	
Adjustment to Month-to-Date Current Month-to-Date		Current Month-to-Date	
Outrotte Mottul-to-Date		- Canoni mondi to bate	

1 1 4		Balance Adjustments I		
mployee Nam	18	EmployeeJ	Empl ID Empl Rcd	00333777700
salance Inform	nation			Santa Report of the Control of the C
Company Balance II		888 - YYY CY - Calendar Year	Example 9 - Repaid sign-on bonus	
Year		2022	THE RELL OF	
Period		9 - September		
Tax Adjustn	nent 1			
ax Information		te VA - Virginia	Le	ocality
		Withholding	·	
	Reason for Adjustment	Employee was paid a sign-on bonus on to 12/7/22	he 9/16/22 check. EE terminated 11/	5/22. Employee repaid the net of Sign on bonus of
	reason for Adjustment	10112		
axes	Adjustment to Month-to-Date	-172.50	Taxable Gross Adjustment to Month-to-Date	-3,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
ips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
. 4 45 4				
<i>ax Adjustn</i> ax Information				
	Sta	te \$U - Federal	Le	ocality
	Tax	(Withholding Employee was paid a sign-on bonus on ti	he 9/16/22 check FF terminated 11/	5/22. Employee repaid the net of Sign on bonus o
	Reason for Adjustment	12/7/22	5. TO EL STIBOR EL COMMINGIO ITA	Spaid the field of old bolids of
axes			Taxable Gross	
	Adjustment to Month-to-Date	-660.00	Adjustment to Month-to-Date	-3,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
ips Earnings			No Limit Gross	
ips Earnings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn			·	
ax Information	Sta	te \$U - Federal (OASDI/Disability - EE Employee was paid a sign-on horus on the		ocality /5/22. Employee repaid the net of Sign on bonus o
	Reason for Adjustment	12/7/22		
axes			Taxable Gross	
	Adjustment to Month-to-Date	-186.00	Adjustment to Month-to-Date	-3,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
ips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-3,000.00
	Current Month-to-Date		Current Month-to-Date	0.00
ax Adjustn	nent 4			
ax Information		te \$U - Federal		ocality
		FICA Med Hospital Ins / EE		
	Reason for Adjustment	Employee was paid a sign-on bonus on t	he 9/16/22 check. EE terminated 11/	5/22. Employee repaid the net of Sign on bonus of
	Reason for Adjustment	141144		
axes		40.75	Taxable Gross	0.000.00
	Adjustment to Month-to-Date Current Month-to-Date	-43.50 0.00	Adjustment to Month-to-Date Current Month-to-Date	-3,000.00
	our ent wonth-to-Date	0.00	Canent Month-10-Date	0.00
ips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-3,000.00
	Current Month-to-Date		Current Month-to-Date	0.00
ax Adjustn				
ax Information		te \$U - Federal	ta	ocality
		OASDI/Disability - ER		N
	Peacen for Adjustment		he 9/16/22 check. EE terminated 11/	5/22. Employee repaid the net of Sign on bonus of
	Reason for Adjustment	12/7/22		
axes		***	Taxable Gross	2 222 22
	Adjustment to Month-to-Date	-186.00	Adjustment to Month-to-Date Current Month-to-Date	-3,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
ips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-3,000.00
	Current Month-to-Date		Current Month-to-Date	0.00

alalicos					
Employee Nam		Balance Adjustments I EmployeeJ	Request Form Empl ID	00333777700	
Employee Man	le .	Employees	Empl Rcd	1	
Balance Inform	ation				
Company		888 - YYY	Example 9 - Repaid sign-on bonus		
Balance II Year		CY - Calendar Year 2022			
Period		9 - September			
Tax Adjustr					
Tax Information		ate \$U - Federal	16	ocality	
		x (FICA Med Hospital Ins / ER		ocanty	
			he 9/16/22 check. EE terminated 11/	5/22. Employee repaid the net of Sign on b	onus on
	Reason for Adjustment	12/7/22			
Taxes			Taxable Gross		
Taxes	Adjustment to Month-to-Date	-43.50	Adjustment to Month-to-Date	-3,000.00	
	Current Month-to-Date	0.00	Current Month-to-Date	0.00	
			•		
Tips Earnings			No Limit Gross	3 000 00	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	-3,000.00	
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustn	nent 2				
Tax Information					
		ate VA - Virginia		ocality	
	Ia	x (Unemployment ER	he 9/16/22 check EE terminated 11/	5/22. Employee repaid the net of Sign on b	onus on
	Reason for Adjustment	12/7/22	THE OFFICE CHECK. LL TOTALIDATE	ores an project repaid the net of eight on b	01100 011
_			T		
Taxes	Adjustment to Month to Date		Taxable Gross Adjustment to Month-to-Date		
	Adjustment to Month-to-Date Current Month-to-Date		Current Month-to-Date		
	Current Monun-to-Date		Constitution to Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-3,000.00	
	Current Month-to-Date		Current Month-to-Date	0.00	
Tax Adjustr					
Tax Information					
		ate N/A - Not Applicable		ocality	
	Ta	x (N/A - Not Applicable			
	Donner for Adjustment	Employee was paid a sign-on bonus on t 12/7/22	he 9/16/22 check. EE terminated 11/	5/22. Employee repaid the net of Sign on b	onus on
	Reason for Adjustment	12/1122			
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tips Earnings			No Limit Gross		
rips carrings	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
			•		
Tax Adjustr					
Tax Information		ate N/A - Not Applicable	1-	ocality	
		x (N/A - Not Applicable	•		
			he 9/16/22 check. EE terminated 11/	5/22. Employee repaid the net of Sign on b	onus on
	Reason for Adjustment	12/7/22			
Taxes			Taxable Gross		
Taxos	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date	1	Adjustment to Month-to-Date	-	
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustr	nent 5				
Tax Information	9				
		ate N/A - Not Applicable	٠ '	ocality	
	Ia	x (N/A - Not Applicable Employee was paid a sign-on honus on t	he 9/16/22 check FE terminated 11/	/5/22. Employee repaid the net of Sign on b	onus on
	Reason for Adjustment	12/7/22	TIE 37 TO 22 CHECK. LE CERTIFICACION 117	10/22, Employee repaid the net of digit on b	Orios Ori
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date		
	Current Month-to-Date		- Content Month-ro-Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		

EXAMPLE 10 – Repaid Gross instead of Net in same year

Scenario: Employee K received a sign-on bonus on the 9/16/22 check and terminated 10/5/22. Employee repaid Gross instead of Net of the sign-on bonus with a check on 12/1/22. The agency refunded the taxes to the employee outside of payroll.

******Note: The HCM Agency Repayment-Reversal Request form can be used in lieu of a balance adjustment (see example 9). You would still need to reimburse the employee for taxes outside of the payroll system or through a spot transaction for the total tax amount to be returned using the earnings code of NTX (Non-Taxable) so that it does not reduce the taxes a second time and does not add to the FLSA OT calculation or taxable wages. The balance adjustment form is not needed if the Agency Reversal form is submitted prior to the final confirmation for that pay group in December.

Earnings Balances Before Adjustment

Company YYY Year 2022		Empl Record 0
Tea: 2022		Balance ID Calendar Yea
Balance Details		
	Quarter Quarter 3 (Jul - Sep	
	Period September	
E	arnings Type BON Non-discreti	ionary Bonus (FLSA)
Hours		Earnings
	te \$0.00	Year-to-Date \$2,000.00
Year-to-Da		Quarter-to-Date \$0.00
Year-to-Da Quarter-to-Da	te \$0.00	Quarter-to-bate 50.00

Tax Balances Before Adjustment

US Federal Locality	Quarte	r Quarter 3 (Jul - Sep)
Tax Class FICA Med Hospital Ins/EE	Period	September
axes	Taxable Gross	
Year-to-Date \$169.17	Year-to-Date	\$11,666.73
Quarter-to-Date \$0.00	Quarter-to-Date	\$0.00
Month-to-Date \$0.00	Month-to-Date	\$0.00
ips Earnings	No Limit Gross	
Month-to-Date \$0.00	Year-to-Date	\$11,666.73
	Quarter-to-Date	\$0.00
	Month-to-Date	\$0.00

	US Federal		
Local	ity	Quart	er Quarter 3 (Jul - Sep)
Tax C	lass FICA Med Hospital Ins/ER	Perio	d September
axes		Taxable Gross	
Year-to-Date	\$169.17	Year-to-Date	\$11,666.73
Quarter-to-Date	\$0.00	Quarter-to-Date	\$0.00
Month-to-Date	\$0.00	Month-to-Date	\$0.00
ps Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$11,666.73
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

	US Federal		
Locality	y	Quarte	er Quarter 3 (Jul - Sep)
Tax Cla	ss OASDI/Disability - EE	Period	September
axes		Taxable Gross	
Year-to-Date	\$723.34	Year-to-Date	\$11,666.73
Quarter-to-Date	\$0.00	Quarter-to-Date	\$0.00
Month-to-Date	\$0.00	Month-to-Date	\$0.00
ips Earnings		No Limit Gross	
24	\$0.00	Year-to-Date	\$11,666.73
Month-to-Date	V V V V V V V V V V		
Montn-to-Date	V	Quarter-to-Date	\$0.00

	US Federal		
ι	ocality	Quarte	r Quarter 3 (Jul - Sep)
1	ax Class OASDI/Disability - ER	Period	September
axes		Taxable Gross	
Year-to-Date	\$723.34	Year-to-Date	\$11,666.73
Quarter-to-Date	\$0.00	Quarter-to-Date	\$0.00
Month-to-Date	\$0.00	Month-to-Date	\$0.00
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$11,666.73
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

US Federal Locality Tax Class Withholding	Quarter Period	Quarter 3 (Jul - Sep) September
Taxes	Taxable Gross	
Year-to-Date \$1,140.31	Year-to-Date	\$11,266.73
Quarter-to-Date \$0.00	Quarter-to-Date	\$0.00
Month-to-Date \$0.00	Month-to-Date	\$0.00
Tips Earnings	No Limit Gross	
Month-to-Date \$0.00	Year-to-Date	\$11,266.73
	Quarter-to-Date	\$0.00
	Month-to-Date	\$0.00

State Localit Tax Cla	VA Virginia y ss Unemployment ER	Quarte Period	, , , , , ,
Taxes		Taxable Gross	
Year-to-Date	\$0.00	Year-to-Date	\$8,000.00
Quarter-to-Date	\$0.00	Quarter-to-Date	\$0.00
Month-to-Date	\$0.00	Month-to-Date	\$0.00
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$11,659.83
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

	State Locality Tax Class	VA Withho	Virginia olding		_	uarter eriod	Quarter 3 (Jul - Sep) September	
axes				Taxab	le Gross			
Year-to-Date		\$510	.54		Year-to-Date		\$11,266.73	
Quarter-to-Date		\$0	.00	Qua	rter-to-Date		\$0.00	
Month-to-Date		\$0.	.00	Mo	onth-to-Date		\$0.00	
ps Earnings				No Liı	nit Gross			
Month-to-Date		\$0.	.00		Year-to-Date		\$11,266.73	
				Qua	rter-to-Date		\$0.00	
					onth-to-Date		\$0.00	

Balance Adjustments Request Form

Employee Information		
	00333888800	
Empl Rcd	0	•
First Name	Employee	•
Last Name	K	•:
Middle Name		•
Wilddle Hairie		Example 10 - Repaid Gross instead of Net
Balance Information		Example to - Repaid Gross instead of Net
Company # & Abbreviation	888 - YYY	(Example: 100 - SOV)
	CY - Calendar Year	(Example, 100 - 30 V)
Balance ID		•)
Year	2022	
Period	9 - September	
Reason for Adjustment		onus on the 9/16/22 check and terminated 10/5/22. Employee Net with a check on 12/1/22. The agency has refunded the f payroll
Agency Use Only:		
Prepared By:	: abcdefa	Date 12/5/2022
Approved By		Date 12/5/2022
Approved by	- rajisarii le	
Number of Earnings Adj	1	
Number of Deduction Adj	·	•
Number of Tax Adj	7	•
		•
Number of Garnishment Ad		•:
	SPO Use	e Only:
		•
Entered By:		Date
Approved By		Date
Voucher #		Date Keyed
Journal #		Date Keyed
		•
	A 19 PP	
Balance		
Palaile		
	9	

Current Month-to-Date

No. of the State of State of	Balance Adjustment		
Employee Name	EmployeeK	Empl ID	00333888800
		Empl Rcd	0
Balance Information Company	888 - YYY	Example 10 - Repaid Gross instead	d of blot
Balance ID	CY - Calendar Year	Example 10 - Repaid Gloss instead	1 O) Mer
Year	2022		
Period	9 - September		
Earnings Adjustment 1 Earnings Information Earnings Code	BON - Non-discretionary Bonus (FLSA)	_	
Reason for adjustme	Employee received a sign-on bonus on the 9/16 1/12/1/22. The agency has refunded the taxes to		ployee repaid the Gross instead of the Net with a check on
Hours		Crees Faminas	
		Gross Earnings	2 000 00
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	0.00
Earnings Adjustment 2 Earnings Information Earnings Code Reason for adjustment	N/A - Not Applicable Employee received a sign-on bonus on the 9/16 112/1/22. The agency has refunded the taxes to		ployee repaid the Gross instead of the Net with a check on
		and ampropose detailed or payron	
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	
Earnings Adjustment 3 Earnings Information Earnings Code Reason for adjustme	N/A - Not Applicable Employee received a sign-on bonus on the 9/16; 12/1/22. The agency has refunded the taxes to		ployee repaid the Gross instead of the Net with a check on
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	
		· · · · · · · · · · · · · · · · · · ·	
Earnings Adjustment 4 Earnings Information			
Earnings Code	N/A - Not Applicable	_	
Reason for adjustme	Employee received a sign-on bonus on the 9/16 12/1/22. The agency has refunded the taxes to		ployee repaid the Gross instead of the Net with a check on
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	
Carrent Monun-to-Date		Content World -10-Date	
Earnings Adjustment 5 Earnings Information			
Earnings Code	N/A - Not Applicable		
Reason for adjustme			oloyee repaid the Gross instead of the Net with a check on
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	

Current Month-to-Date

alances		Balance Adjustments	Paguast Form	
Employee Nan	ne e	EmployeeK	Empl ID	00333888800
Balance Inform	nation		Empl Rcd	0
Company		888 - YYY	Example 10 - Repaid Gross Instea	d of Net
Balance II Year	D	CY - Calendar Year 2022		
Period		9 - September		
T A-11				
<i>Tax Adjusti</i> Tax Informatio	n	te \$U - Federal	1	ocality
		(Withholding		ocality
	Reason for Adjustment	Employee received a sign-on bonus on the check on 12/1/22. The agency has refur		5/22. Employee repaid the Gross instead of the Net wit de of payroll
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-161.58	Adjustment to Month-to-Date	
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
Tips Earnings			No Limit Gross	
ripo zamingo	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
<i>Tax Adjusti</i> Tax Informatio				
. an internatio		te \$U - Federal	L	ocality
	Tax	(FICA Med Hospital Ins / EE		
	Posson for Adinates	Employee received a sign-on bonus on the check on 12/1/22. The agency has refur		5/22. Employee repaid the Gross instead of the Net wit
	Reason for Adjustment	Check of 12/1/22. The agency has rein	ued the taxes to the employee outsic	ie oi payruii
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-29.00	Adjustment to Month-to-Date	-2,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
T			No Limit Conso	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	-2,000.00
	Current Month-to-Date		Current Month-to-Date	0.00
	Current Month-to-Date		Current Month-to-Date	0.00
<i>Tax Adjustr</i> Tax Informatio				
	Sta	te \$U - Federal	. L	ocality
	Tax	(FICA Med Hospital Ins / ER		
	Reason for Adjustment	Employee received a sign-on bonus on the check on 12/1/22. The agency has refur		5/22. Employee repaid the Gross instead of the Net wit te of payroll
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1	
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-29.00	Adjustment to Month-to-Date	-2,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-2,000.00
	Current Month-to-Date		Current Month-to-Date	0.00
<i>Tax Adjustr</i> Tax Information				
i ax informatio		te \$U - Federal	L	ocality
	Tax	(OASDI/Disability - EE		
				5/22. Employee repaid the Gross instead of the Net with
	Reason for Adjustment	check on 12/1/22. The agency has refur	ided the taxes to the employee outsic	de of payroll
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-124.00	Adjustment to Month-to-Date	-2,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
Tips Earnings			No Limit Gross	2 202 22
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-2,000.00
	Current Month-to-Date		Current Month-to-Date	0.00
Tax Adjustr	nent 5			
Tax Information	п			
		te \$U - Federal	, L	ocality
	Tax	(OASDI/Disability - ER	0/40/00 share and beautiful 40/	FIRE Commission and the Commission of the blade state
	Reason for Adjustment	Employee received a sign-on bonus on the check on 12/1/22. The agency has refur		5/22. Employee repaid the Gross instead of the Net with the of payroll
	. Isaasii isi rajaadiitiit	Ino agency nas felul	and tames to the amployee outside	
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	124.00	Adjustment to Month-to-Date	-2,000.00
	Current Month-to-Date	0.00	Current Month-to-Date	0.00
Tine Ford			No Limit Gross	
Tips Earnings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-2,000.00
	•		Current Month-to-Date	0.00
	Current Month-to-Date		Culletti Monta-to-i isia	UURI

Current Month-to-Date

alances				
Employee Nam	ne	EmployeeK Balance Adjustments	Request Form Empl ID Empl Rcd	00333888800
Balance Inform Company Balance II Year Period		888 - YYY CY - Calendar Year 2022 9 - September	Example 10 - Repaid Gross Instea	THE PERSON NAMED IN
Tax Adjustr				
Tax monnauo	Stat	e VA - Virginia (Withholding		ocality 5/22. Employee repaid the Gross instead of the Net with a
	Reason for Adjustment	check on 12/1/22. The agency has refu		
Taxes	Adjustment to Month-to-Date Current Month-to-Date	-82.88 0.00		-2,000.00 0.00
Tips Earnings	Adjustment to Month-to-Date Current Month-to-Date		No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	
Tax Adjustr				
		e VA - Virginia (Unemployment ER Employee received a sign-on bonus on to check on 12/1/22. The agency has refur	he 9/16/22 check and terminated 10/9	ocality 5/22. Employee repaid the Gross instead of the Net with a de of payroll
Taxes	Adjustment to Month-to-Date Current Month-to-Date		Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	
Tips Earnings	Adjustment to Month-to-Date Current Month-to-Date		No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	-2,000.00 0.00
Tax Adjustr				
Tax mornado	Stat	e N/A - Not Applicable (N/A - Not Applicable Employee received a sign-on bonus on toheck on 12/1/22. The agency has refu	he 9/16/22 check and terminated 10/	ocality 5/22. Employee repaid the Gross instead of the Net with a de of payroll
Taxes	Adjustment to Month-to-Date Current Month-to-Date		Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	
Tips Earnings	Adjustment to Month-to-Date Current Month-to-Date		No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	
Tax Adjustr				
Tax Information	Stat	e N/A - Not Applicable (N/A - Not Applicable Employee received a sign-on bonus on the check on 12/1/22. The agency has refurence to the check on 12/1/22.	he 9/16/22 check and terminated 10/	ocality 5/22. Employee repaid the Gross instead of the Net with a
Taxes	Adjustment to Month-to-Date Current Month-to-Date	and the agency nation	Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	
Tips Earnings	Adjustment to Month-to-Date Current Month-to-Date		No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	
Tax Adjustra Tax Information	n Stat	€ N/A - Not Applicable (N/A - Not Applicable Employee received a sign-on bonus on to		ocality 5/22. Employee repaid the Gross instead of the Net with a
Taxes	Reason for Adjustment	check on 12/1/22. The agency has refu	nded the taxes to the employee outside Taxable Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	

Current Month-to-Date

Scenario: Employee L is an hourly employee and received a petty cash check dated 12/30/22 (Note: if the check is dated in January it must be included in 2023 wages through payroll). Earnings of \$687.40 RGH (Regular Time-Hourly) and \$22.20 DFH (Differential Hourly) need to be included in 2022 W2 so taxable wages and taxes are updated.

Earnings Balances Before Adjustment

Company YYY Year 2022		Empl Re Balan	ccord 0 cce ID Calendar Ye
Balance Details			
Qu	arter Quarter 4 (Oct - Dec)		
P	eriod December		
Earnings	Type DFH Differential Hour	ly	
Hours		Earnings	
Year-to-Date	\$0.00	Year-to-Date	\$333.00
Quarter-to-Date	\$0.00	Quarter-to-Date	\$333.00
Month-to-Date	\$0.00	Month-to-Date	\$145.50
P	arter Quarter 4 (Oct - Dec) eriod December Type RGH Regular Time - Ho	urly	
Hours		Earnings	
Year-to-Date	\$1,032.70	Year-to-Date	\$21,761.39
Quarter-to-Date	\$300.20	Quarter-to-Date	\$7,216.19

Tax Balances Before Adjustment

	US Federal	Overt	or Overhand (Ort. Deel	
Locali Tax C	lass FICA Med Hospital Ins/EE	Quart Period	•	
Taxes		Taxable Gross		
Year-to-Date	\$443.10	Year-to-Date	\$30,558.29	
Quarter-to-Date	\$112.37	Quarter-to-Date	\$7,749.44	
Month-to-Date	\$53.05	Month-to-Date	\$3,658.47	
Tips Earnings		No Limit Gross		
Month-to-Date	\$0.00	Year-to-Date	\$30,558.29	
		Quarter-to-Date	\$7,749.44	
		Month-to-Date	\$3,658.47	

Loca Tax	US Federal lility Class FICA Med Hospital Ins/ER	Quart Period	•
axes		Taxable Gross	
Year-to-Date	\$443.10	Year-to-Date	\$30,558.29
Quarter-to-Date	\$112.37	Quarter-to-Date	\$7,749.44
Month-to-Date	\$53.05	Month-to-Date	\$3,658.47
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$30,558.29
		Quarter-to-Date	\$7,749.44
		Month-to-Date	\$3,658.47

	US Federal		
Locali	ity	Quarte	er Quarter 4 (Oct - Dec)
Tax C	lass OASDI/Disability - EE	Period	December
Гахеѕ		Taxable Gross	
Year-to-Date	\$1,894.61	Year-to-Date	\$30,558.29
Quarter-to-Date	\$480.46	Quarter-to-Date	\$7,749.44
Month-to-Date	\$226.82	Month-to-Date	\$3,658.47
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$30,558.29
		Quarter-to-Date	\$7,749.44

	US Federal		0
Local Tax C	ity lass OASDI/Disability - ER	Quart Period	, ,
167.0	iass chooli olsasiity cit		
axes		Taxable Gross	
Year-to-Date	\$1,894.61	Year-to-Date	\$30,558.29
Quarter-to-Date	\$480.46	Quarter-to-Date	\$7,749.44
Month-to-Date	\$225.82	Month-to-Date	\$3,658.47
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$30,558.29
			Å7.740.44
		Quarter-to-Date	\$7,749.44

Localit	US Federal ty	Quart	er Quarter 4 (Oct - Dec)
Tax Cl	ass Withholding	Period	December
Гахеѕ		Taxable Gross	
Year-to-Date	\$485.97	Year-to-Date	\$30,558.29
Quarter-to-Date	\$272.72	Quarter-to-Date	\$7,749.44
Month-to-Date	\$153.94	Month-to-Date	\$3,658.47
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$22,808.85
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

	Locality	VA Virginia Withholding	Quarte Period	r Quarter 4 (Oct - Dec) December
Гахеѕ			Taxable Gross	
Year-to-Date		\$0.00	Year-to-Date	\$30,558.29
Quarter-to-Date		\$0.00	Quarter-to-Date	\$7,749.44
Month-to-Date		\$0.00	Month-to-Date	\$3,658.47
Tips Earnings			No Limit Gross	
Month-to-Date		\$0.00	Year-to-Date	\$22,808.85
			Quarter-to-Date	\$0.00
			Month-to-Date	\$0.00

State Localit Tax Cla	VA Virginia TY ass Unemployment ER	Quarte Period	
axes		Taxable Gross	
Year-to-Date	\$0.00	Year-to-Date	\$8,000.00
Quarter-to-Date	\$0.00	Quarter-to-Date	\$0.00
Month-to-Date	\$0.00	Month-to-Date	\$0.00
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$30,558.29
		Quarter-to-Date	\$7,749.44

Employee ID 00444499900

Employee Information

Balance Adjustments Request Form

	Empl Rcd	0	_	
l	First Name	Employee		
	Last Name	L		
l	Middle Name	e		
			Example 11	- Petty Cash Check
Balance Informatio				
Company # & A		888 - YYY	(Example: 100) - SOV)
	Balance ID	CY - Calendar Year	_	
	Year	2022	_	
	Period	12 - December	_	
Reason fo	or Adjustment	Employee received petty cash of and taxes in 2022 W2	check for the 12	2/30/22 check date. Need to included earnings
Agency Use Only:				
Agency ose only.	Prepared By	: abcdefo	Date	1/2/2023
	Approved By		D ate	1/2/2023
	FF			*
Number of Ea	rnings Adj	2		
Number of De	duction Adj		-	
Number of Ta	x Adj	7	_8	
Number of Ga	rnishment Ad	ı'	-0	
		SPO Us	e Only:	
	Entered Du		Data	
	Entered By: Approved By	p	Date Date	
	Approved by	/	Date	F
	Voucher#	:	Date Keyed	
	Journal #		Date Keyed	-
				-
Bala	nce	e Adj#		

	D.I A.B	B		
Employee Name	Balance Adjustments EmployeeL	Empl ID	00444499900	
Linployee Maine	Limployees	Empl Rcd	0	
Balance Information		and the second s	·	
Company	888 - YYY	Example 11 - Petty Cash Check		
Balance ID	CY - Calendar Year			
Year	2022			
Period	12 - December			
The state of the s				
Earnings Adjustment 1				
Earnings Information Earnings Code	RGH - Regular Time - Hourly			
	Non-Regular Fille-Floury	•		
Reason for adjustme	Employee received petty cash check for the 12/30	0/22 check date. Need to included e	amings and taxes in 2022 W2	
Hours	00.0	Gross Earnings	007.40	
Adjustment to Month-to-Date		Adjustment to Month-to-Date		
Current Month-to-Date	141.2	Current Month-to-Date	3,466.47	
Formings Adjustment 2				
Earnings Adjustment 2 Earnings Information				
Earnings Code	DFH - Differential Hourly			
241111195 5565	Di II - Dillerenda Hodily	•		
Reason for adjustme	Employee received petty cash check for the 12/30	0/22 check date. Need to included e	arnings and taxes in 2022 W2	
Hours		Gross Earnings		
Adjustment to Month-to-Date		Adjustment to Month-to-Date		
Current Month-to-Date		Current Month-to-Date	145.50	
Earnings Adjustment 3 Earnings Information Earnings Code	N/A - Not Applicable			
Reason for adjustme	Employee received petty cash check for the 12/30	0/22 check date. Need to included e	amings and taxes in 2022 W2	
Hours		Gross Earnings		
Adjustment to Month-to-Date		Adjustment to Month-to-Date	e	
Current Month-to-Date		Current Month-to-Date		
Earnings Adjustment 4				
Earnings Information				
Eamings Code	N/A - Not Applicable			
	= 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Reason for adjustmen	Employee received petty cash check for the 12/30	0/22 check date. Need to included e	amings and taxes in 2022 W2	
Hours		Gross Earnings		
Adjustment to Month-to-Date		Adjustment to Month-to-Date	e	
Current Month-to-Date		Current Month-to-Date		
Earnings Adjustment 5				
Earnings Information				
Earnings Code	N/A - Not Applicable			
Reason for adjustmen	Employee received petty cash check for the 12/30	0/22 check date. Need to included e	amings and taxes in 2022 W2	
Hours		Gross Earnings		
Adjustment to Month-to-Date		Adjustment to Month-to-Date	e	
Current Month-to-Date		Current Month-to-Date		
Junioni Monunio-Dale		Control Month-to-Date		

Employee Nam	ne .	Balance Adjustments I EmployeeL	Empl ID	00444499900
		SHI MANURUS	Empl Rcd	0
Balance Inform Company		888 - YYY	Example 11 - Petty Cash Check	
Balance II		CY - Calendar Year	Language Transcription	
Year		2022		
Period		12 - December		
Tax Adjustr	nent 1			
ax Information				
		te \$U - Federal		Locality
	Tax	(FICA Med Hospital Ins / EE	×. •	
	Reason for Adjustment	Employee received petty cash check for t	the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2
	, , , , , , , , , , , , , , , , , , ,			
axes		40.00	Taxable Gross	700.40
	Adjustment to Month-to-Date	10.29	Adjustment to Month-to-Date	709.60
	Current Month-to-Date	53.05	Current Month-to-Date	3,658.47
ips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	709.60
	Current Month-to-Date		Current Month-to-Date	3,658.47
Fax Adjustr ax Information				
ua mitorritatioi		te \$U - Federal	.,	Locality
		(FICA Med Hospital Ins / ER		
	Description Astron.	Fundamental (III)	1	
	Reason for Adjustment	Employee received petty cash check for the	une 12/30/22 check date. Need to in	icioued earnings and taxes in 2022 W2
axes			Taxable Gross	
	Adjustment to Month-to-Date	10.29	Adjustment to Month-to-Date	709.60
	Current Month-to-Date	53.05	Current Month-to-Date	3,658.47
las E/			No Limit Grees	
ps Eamings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	709.60
	Current Month-to-Date		Current Month-to-Date	3,658,47
	Current Month-to-Date	3	Current World Ho-Date	3,030.47
	Tax Reason for Adjustment	COASDI/Disability - EE Employee received petty cash check for the control of the	the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2
axes		44.00	Taxable Gross	700.00
	Adjustment to Month-to-Date	<u>44.00</u> 226.82	Adjustment to Month-to-Date	709.60 3,658.47
	Current Month-to-Date	220.02	Current Month-to-Date	3,030.47
ips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	709.60
	Current Month-to-Date		Current Month-to-Date	3,658.47
ax Adjustn	nent 4			
ax Aujustii ax Informatio				
		te \$U - Federal		Locality
	Tax	OASDI/Disability - ER		
	Reason for Adjustment	Employee received petty cash check for t	the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2
axes	Adjustment to Month to Date	44.00	Taxable Gross Adjustment to Month-to-Date	709.60
	Adjustment to Month-to-Date Current Month-to-Date	<u>44.00</u> 226.82		3,658.47
	Carrent Worth-to-Date	220.02	Current World -to-Date	3,038.47
ps Eamings			No Limit Gross	
	Adjustment to Month-to-Date	1	Adjustment to Month-to-Date	709.60
	Current Month-to-Date		Current Month-to-Date	3,658.47
A 45	mont F		·	
x Adjustn				
~viau01		te \$U - Federal	9	Locality
		Withholding	<u>.</u>	
	Pageon for Adinator	Employee received well-reach sheet for	10 10/20/20 chack data - Nord to to	calluded complete and touce in case the
	Reason for Adjustment	Employee received petty cash check for the	une 12/30/22 check date. Need to in	iciuded earnings and taxes in 2022 W2
axes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	709.60
	Current Month-to-Date		Current Month-to-Date	3,658.47
ve Earrings	Current Month-to-Date		•	3,658.47
ps Earnings			No Limit Gross	3,658.47
ps Earnings	Current Month-to-Date Adjustment to Month-to-Date Current Month-to-Date		•	3,658.47

alances					
		Balance Adjustment			
Employee Nam	0	EmployeeL	Empl ID	00444499900	
Balance Inform	allan		Empi Rcd	0	
Company	ation	888 - YYY	Example 11 - Petty Cash Check		
Balance ID		CY - Calendar Year			
Year		2022			
Period		12 - December			
	ET DIRIV DON	NO INCIDENTAL PROPERTY.			
Tax Adjustn					
Tax Information		oto VA. Virminia	ı	ocality	
		ate VA - Virginia x (Withholding	_	Cocanty	
	10	x vitaniolang	_		
	Reason for Adjustment	Employee received petty cash check	for the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2	
	•				
Taxes			Taxable Gross	700.00	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	709.60 3,658.47	
	Current Month-to-Date	-	Current Month-to-Date	3,000.47	
Tips Earnings			No Limit Gross		
Tipe Laminge	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
	Odiferit Month-to-Date				
Tax Adjustn	nent 2				
Tax Information					
		ate VA - Virginia		ocality	
	Ta	x (Unemployment ER	_		
	Decree for Adjustment	Employee received pathy cash shack	for the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2	
	Reason for Adjustment	Employee received petry cash check	TOT THE 12/30/22 CHECK Gate. 14660 to III	olded carrings and toxos in Louiz 112	
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
			_		
Tips Earnings			No Limit Gross	700.00	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	709.60	
	Current Month-to-Date		Current Month-to-Date	3,658.47	
* 4 !!					
Tax Adjustn Tax Information					
rax illiorillauoi		ate N/A - Not Applicable	1	Locality	
		x (N/A - Not Applicable			
	Reason for Adjustment	Employee received petty cash check	for the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2	
_			Taxable Gross		
Taxes	Authorities and the Manath de Date		Adjustment to Month-to-Date		
	Adjustment to Month-to-Date		Current Month-to-Date		
	Current Month-to-Date		Content Month-to-Date		
Tips Earnings			No Limit Gross		
po =ugo	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustn	nent 4				
Tax Information					
		ate N/A - Not Applicable		Locality	
	Ta	x (N/A - Not Applicable	_		
	Reason for Adjustment	Employee received petty cash check	for the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2	
	recoon for requestion				
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date	3	Current Month-to-Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date	1	Current Month-to-Date		
Tax Adjustr	nont E				
Tax Information					
100 11101111000		ate N/A - Not Applicable		Locality	
	Ta	x (N/A - Not Applicable			
	Reason for Adjustment	Employee received petty cash check	for the 12/30/22 check date. Need to in	cluded earnings and taxes in 2022 W2	
Tayor			Taxable Gross		
Taxes	Adjustment to Month-to-Date	9	Adjustment to Month-to-Date		
	Current Month-to-Date	(Current Month-to-Date		
	COLLOUR MOUNT-IN-DUICE	-	Service Monthly & Botto		
Tips Earnings			No Limit Gross		
-	Adjustment to Month-to-Date	·	Adjustment to Month-to-Date		
	Current Month-to-Date	(C	Current Month-to-Date		

EXAMPLE 12 – Worker's Comp after end of calendar year

Scenario: Employee M received late worker's comp approval <u>after</u> the end of the calendar year. The attached balance adjustment form was submitted at year end <u>before</u> W2's were processed for the year.

NOTE: If the worker's comp adjustment is for a previous year and a W2 has already been issued for that year, the agency must submit a W2C Request form instead of a balance adjustment.

Earnings Balances before adjustment

Company YYY Year 2022		Empl Re Balan	ecord 0 ice ID Calendar Ye
Balance Details		Mark Comment	
Quar	ter Quarter 4 (Oct - Dec)		
Per	iod December		
Earnings To	ype RGS Regular Time - Salar	ied	
Hours		Earnings	
Year-to-Date	\$0.00	Year-to-Date	\$63,332.21
Quarter-to-Date	\$0.00	Quarter-to-Date	\$10,586.87
Month-to-Date	\$0.00	Month-to-Date	\$1,183.48
Per	ter Quarter 4 (Oct - Dec) iod December ype STD VSDP Benefits		,
Hours		Earnings	
Year-to-Date	\$0.00	Year-to-Date	\$4,959.07
			64.050.03
Quarter-to-Date	\$0.00	Quarter-to-Date	\$4,959.07

Tax Balances before adjustment

	US Federal		
Loca	lity	Quarte	er Quarter 4 (Oct - Dec)
Tax (Class FICA Med Hospital Ins/EE	Period	December
axes		Taxable Gross	
Year-to-Date	\$1,198.45	Year-to-Date	\$82,651.43
Quarter-to-Date	\$360.45	Quarter-to-Date	\$24,858.22
Month-to-Date	\$216.78	Month-to-Date	\$14,950.15
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$82,651.43
Month-to-Date	\$0.00	Year-to-Date Quarter-to-Date	\$82,651.43 \$24,858.22

US Federal		
Locality	Quarte	r Quarter 4 (Oct - Dec)
Tax Class FICA Med Hospital Ins/ER	Period	December
Taxes	Taxable Gross	
Year-to-Date \$1,198.45	Year-to-Date	\$82,651.43
Quarter-to-Date \$360.45	Quarter-to-Date	\$24,858.22
Month-to-Date \$216.78	Month-to-Date	\$14,950.15
Tips Earnings	No Limit Gross	
Month-to-Date \$0.00	Year-to-Date	\$82,651.43
	Quarter-to-Date	\$24,858.22
	Month-to-Date	\$14,950.15

Locali Tax Ci	US Federal ity lass OASDI/Disability - EE	Quarto Perioc	
axes		Taxable Gross	
Year-to-Date	\$5,124.39	Year-to-Date	\$82,651.43
Quarter-to-Date	\$1,541.21	Quarter-to-Date	\$24,858.22
Month-to-Date	\$926.91	Month-to-Date	\$14,950.15
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$82,651.43
		Quarter-to-Date	\$24,858.22
		Month-to-Date	\$14,950.15

	US Federal		
L	ocality	Quarte	r Quarter 4 (Oct - Dec)
T	ax Class OASDI/Disability - ER	Period	December
axes		Taxable Gross	
Year-to-Date	\$5,124.39	Year-to-Date	\$82,651.43
Quarter-to-Date	\$1,541.21	Quarter-to-Date	\$24,858.22
Month-to-Date	\$926.91	Month-to-Date	\$14,950.15
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$82,651.43
		Quarter-to-Date	\$24,858.22
		Month-to-Date	\$14,950.15

	US Federal		
Locali	ty	Quarte	•
Tax Cl	ass Withholding	Period	December
Taxes		Taxable Gross	
Year-to-Date	\$8,135.10	Year-to-Date	\$77,785.33
Quarter-to-Date	\$2,821.82	Quarter-to-Date	\$23,572.36
Month-to-Date	\$1,962.35	Month-to-Date	\$14,307.22
Fips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$16,535.10
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

	State Locality Tax Class	VA Withh	Virginia olding	Quarte Period	r Quarter 4 (Oct - Dec) December	
Taxes				Taxable Gross		
Year-to-Date		\$3,94	10.90	Year-to-Date	\$77,785.33	
Quarter-to-Date		\$1,2	22.07	Quarter-to-Date	\$23,572.36	
Month-to-Date		\$75	56.71	Month-to-Date	\$14,307.22	
Tips Earnings				No Limit Gross		
Month-to-Date		;	\$0.00	Year-to-Date	\$16,535.10	
				Quarter-to-Date	\$0.00	
				Month-to-Date	\$0.00	

Balance Adjustments Request Form

■ Employee IL	004445555500		
Empl Rcd	0		
First Name	Employee	-	
Last Name	M		
Middle Name			
		Example 12 - Wo	rkers comp after year end
Balance Information			
Company # & Abbreviation	888 - YYY	(Example: 100 - SO\	/)
Balance ID	CY - Calendar Year		
Year	2022		
Period	12 - December		
Reason for Adjustment	Employee received late worke check for period 9/11/22 - 12/		proval after the end of the calendar year. WC
Agency Use Only:			
Prepared By	: abcdefo	Date	1/3/2023
Approved By		— Date —	1/3/2023
Trees		_	
Number of Earnings Adj	4		
Number of Deduction Adj			
Number of Tax Adj	6		
Number of Garnishment Ac	i		
Number of Gamishinent Ac			
Number of Gamistiment Ac			
Number of Garnisiment Ac	4	se Only:	
	4	•	
Entered By:	SPO U	Date	
	SPO U	•	
Entered By:	SPO U	Date	
Entered By: Approved By	SPO U	Date Date	
Entered By: Approved By Voucher #	SPO U	Date Date	
Entered By: Approved By	SPO U	Date Date	
Entered By: Approved By Voucher #	SPO U	Date Date	

	Balance Adjustments	Request Form	
Employee Name	EmployeeM	Empl ID	004445555500
Balance Information		Empl Rcd	0
Company	888 - YYY	Example 12 - Workers comp after	vear end
Balance ID	CY - Calendar Year		
Year	2022		
Period	12 - December		
Earnings Adjustment 1 Earnings Information Earnings Code	RGS - Regular Time - Salaried		
Reason for adjustme	Employee received late workers compensation a	pproval after the end of the calendar	/ear. WC check for period 9/11/22 - 12/26/22
Hours		Gross Earnings	
Adjustment to Month-to-Date	4	Adjustment to Month-to-Date	-2,443.68
Current Month-to-Date		Current Month-to-Date	1,183.48
Canent Month-to-Date	9	- Current World - Co-Date	1,165.46
Earnings Adjustment 2 Earnings Information			
Eamings Code	STD - VSDP Benefits	-	
Reason for adjustme	Employee received late workers compensation a	pproval after the end of the calendar y	year. WC check for period 9/11/22 - 12/26/22
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	-4,959.07
Current Month-to-Date		Current Month-to-Date	4,959.07
Earnings Adjustment 3 Earnings Information Earnings Code Reason for adjustme	WCP - Workers Comp	Domyal after the end of the calendar v	rear WC check for period 9/11/22 - 12/28/22
readon for dayouno	Employee reserved atte werkere compensuser a	pprovare and the dried of the determinant	1001. We discover period of 1722 - 1220122
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	0.00
Earnings Adjustment 4 Earnings Information			
Eamings Code	WCL - VSDP Work Comp Pay	•:	
Reason for adjustme	Employee received late workers compensation ap	pproval after the end of the calendar	ear. WC check for period 9/11/22 - 12/26/22
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Date	1,599.06
Current Month-to-Date		Current Month-to-Date	0.00
Earnings Adjustment 5 Earnings Information			
Earnings information Earnings Code	N/A - Not Applicable		
Laminya Code	IVA - NOCAPPIICADIE	•	
Reason for adjustmen	Employee received late workers compensation ap	pproval after the end of the calendar y	ear. WC check for period 9/11/22 - 12/26/22
Unum.		Casas Esminus	
Hours Adjustment to Month-to-Date		Gross Earnings	
•		Adjustment to Month-to-Date	
Current Month-to-Date		Current Month-to-Date	

alariocs					
Employee Nan	ne	Balance Adjustments I EmployeeM	Request Form Empl ID	004445555500	
			Empl Rcd	0	
Balance Inform		000 100/	F 40 1W		
Company Balance I		888 - YYY CY - Calendar Year	Example 12 - Workers comp after	year end	
Year		2022			
Period		12 - December			
Toy Adjust	mont 1				
Tax Adjustr Tax Informatio					
		ate \$U - Federal	₂ L	ocality	
	Ta	x (FICA Med Hospital Ins / EE	: •		
	Reason for Adjustment	Employee received late workers compen-	sation approval after the end of the c	alendar year. WC check for period 9/11/22	- 12/26/22
	riododi for riojadanoni	Employee roservou late we make company	odilon approvar altor and one of the o	dionical year. We encour or period of 1722	IDIOILE
Taxes			Taxable Gross	=	
	Adjustment to Month-to-Date			-7,402.20	
	Current Month-to-Date	216.78	Current Month-to-Date	14,950.15	
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-7,402.20	
	Current Month-to-Date		Current Month-to-Date	14,950.15	
Tour Adinate	mant 2				
Tax Adjustr					
		ate \$U - Federal	L	ocality	
	Ta	x (FICA Med Hospital Ins / ER			
	Page on for Adjustment	Employee received late workers remove	sation approval after the end of the e	alandar was WC shook for period 9/11/22	12/26/22
	Reason for Adjustment	Employee received late workers compens	sation approval after the end of the c	alendar year. WC check for period 9/11/22	- 12/20/22
Taxes			Taxable Gross		
	Adjustment to Month-to-Date			-7,402.20	
	Current Month-to-Date	216.78	Current Month-to-Date	14,950.15	
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-7,402.20	
	Current Month-to-Date		Current Month-to-Date	14,950.15	
Tax Adjustr					
	Ta	ate \$U - Federal x (OASDI/Disability - EE		cocality	40/06/00
	Reason for Adjustment	Employee received late workers compens	sation approval after the end of the c	alendar year. WC check for period 9/11/22	- 12/26/22
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		•	-7,402.20	
	Current Month-to-Date	926.91	Current Month-to-Date	14,950.15	
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date	14,950.15	
		7.	<u>.</u> ,		
Tax Adjustra Tax Information					
Tax Illiorillauoi		nte \$U - Federal	L	ocality	
		OASDI/Disability - ER	6		
	Danner for Adiostocat	Face the viscous and to be supplied to the same and the s	and an array of after the and after the	alandar Mac NAC abada faranciad 0/44/00	40/00/00
	Reason for Adjustment	Employee received late workers compens	sation approval after the end of the c	alendar year. WC check for period 9/11/22 -	12/20/22
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-7,402.20	
	Current Month-to-Date	926.91	Current Month-to-Date	14,950.15	
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-7,402.20	
	Current Month-to-Date		Current Month-to-Date	14,950.15	
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Tax Adjustr					
Tax Information		ate \$U - Federal		ocality	
		(Withholding	*0		
			.C		
	Reason for Adjustment	Employee received late workers compens	sation approval after the end of the c	alendar year. WC check for period 9/11/22 -	- 12/26/22
Taxes			Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-7,402.20	
	Current Month-to-Date		Current Month-to-Date	14,307.22	
Tips Earnings			No Limit Gross		
- ipo cumings	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		

alances		Balance Adjustments	Dagwart Same		
Employee Nam	10	EmployeeM	Empl ID	004446556500	
Balance Inform Company Balance it		888 - YYY CY - Calendar Year 2022	Example 12 - Workers comp after	year and	
Period		12 - December			
Tax Adjustra	n	MA Mandala			
		te VA - Virginia		ocality	
	Reason for Adjustment	Employee received late workers compete	nsation approval after the end of the c	alendar year. WC check for period 9/11/22 -	12/26/22
Taxes			Taxable Gross		
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	-7,402.20 14,307.22	
Tips Earnings			No Limit Gross		
Tipo Eurinigo	Adjustment to Month-to-Date		Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date	:	
Tax Adjustra					
Tax information	Sta	te VA - Virginia (Unemployment ER	- -	ocality	
	Reason for Adjustment	Employee received late workers comper	nsation approval after the end of the c	alendar year. WC check for period 9/11/22 -	12/26/22
Taxes	Adjustment to Month-to-Date	(Taxable Gross Adjustment to Month-to-Date	s	
	Current Month-to-Date		Current Month-to-Date		
Tips Earnings	Adjustment to Month-to-Date Current Month-to-Date		No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	-7,402.20	
To Addingto					
Tax Adjustra Tax Information	n				
		te N/A - Not Applicable	_	ocality	
	Reason for Adjustment	Employee received late workers compet	 nsation approval after the end of the c 	alendar year. WC check for period 9/11/22 -	12/26/22
Taxes	·		Taxable Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	,—————————————————————————————————————	
	Current Month-to-Date		Current Month-to-Date	P	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date		
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustr					
Tax Information		te N/A - Not Applicable	_{es}	ocality	
	Tax	N/A - Not Applicable	-	X 	
	Reason for Adjustment	Employee received late workers comper	nsation approval after the end of the c	alendar year. WC check for period 9/11/22 -	12/26/22
Taxes			Taxable Gross		
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	1	
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustra Tax Information					
	Sta	te N/A - Not Applicable	- -	ocality	
	Reason for Adjustment	Employee received late workers compe	nsation approval after the end of the c	calendar year. WC check for period 9/11/22 -	12/26/22
Taxes			Taxable Gross		
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date		
Time Forming			No Limit Gross	-	
Tips Earnings	Adjustment to Month-to-Date	2	Adjustment to Month-to-Date	· ·	
	Current Month-to-Date		Current Month-to-Date		

W-2C Request Form

Employee Name:	Employee M					
Employee ID#:	00444555500					
mployee Social Security #:	123-45-6789	Example 12: Worker's Com	p adjustment			
tion is for Calendar Year:	2022					
				mpact on Taxab	ole Wages:	
Amount		Reason	Fed	OASDI	HI	State
	Defined of one too notice ment of		Box 1	Box 3	Box 5	Box 16
	Refund of pre-tax retirement co Repayment of wages from prio		n/a	- II/a	n/a -	n/a
	Adjustment for workers compe		11/4		<u> </u>	-
7,402.20	Imputed Life calculated in error				 	
	Adjust for undocumented Flexi		+	+	+	+
	Include taxable Fringe Benefit*	DIE REITIDUI SEITIETE CIAITIS	+	+	+	+
-	Other taxable compensation no	st provinces included*	+	+	+	+
			n/a		 	n/a
-		status - decrease taxable wages*			-	+
-		status - increase taxable wages*	n/a	+	+	n/a
<u>-</u> _	Compensation reported in erro	<u></u>				
	W2 issued in error*			_		
	OASDI Maximum Reached*		n/a		n/a	n/a
	Correct State wages only*		n/a	n/a	n/a	+/-
	Other*					L
SUCIAL SECURITY N	LIMBER CORRECTION		NAME CORR	ECTION		
	UMBER CORRECTION	David David	NAME CORR	ECTION		
Previously Reported	UMBER CORRECTION	Previously Reported	NAME CORR	ECTION		
	UMBER CORRECTION	Previously Reported Correct Name	NAME CORR	ECTION		
Previously Reported Correct SSN	UMBER CORRECTION		NAME CORR	ECTION		
Previously Reported Correct SSN	UMBER CORRECTION		NAME CORR	ECTION		
Previously Reported Correct SSN planation (REQUIRED):		Correct Name				
Previously Reported Correct SSN planation (REQUIRED):					rker's comp	
Previously Reported Correct SSN planation (REQUIRED):		Correct Name			rker's comp	
Previously Reported Correct SSN planation (REQUIRED):		Correct Name			rker's comp	
Previously Reported Correct SSN planation (REQUIRED):		Correct Name			rker's comp	
Previously Reported Correct SSN planation (REQUIRED): lloyee received late worke	er's comp approval for 9/11/22 -	Correct Name 12/26/22. Wages were originally paid a	s regular and ST	D instead of wo		
Previously Reported Correct SSN planation (REQUIRED): ployee received late worked ting this W2C results in	er's comp approval for 9/11/22 - a refund or abatement of ove	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION	s regular and ST	D instead of wo		
Previously Reported Correct SSN planation (REQUIRED): ployee received late worker tting this W2C results in	er's comp approval for 9/11/22 -	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION	s regular and ST	D instead of wo		
Previously Reported Correct SSN splanation (REQUIRED): ployee received late worke tting this W2C results in ust put an X in at leas	er's comp approval for 9/11/22 - a refund or abatement of over	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION er-reported employment taxes, check	s regular and ST	D instead of wo		
Previously Reported Correct SSN planation (REQUIRED): ployee received late worked titing this W2C results in last put an X in at lease Employee has been rep	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION er-reported employment taxes, checkers.	s regular and ST	D instead of wo	quired.	
Previously Reported Correct SSN planation (REQUIRED): ployee received late worked etting this W2C results in last put an X in at least the properties of	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION er-reported employment taxes, check	s regular and ST	D instead of wo	quired.	
Previously Reported Correct SSN planation (REQUIRED): cloyee received late works cting this W2C results in list put an X in at leas Employee has been reported I have a written staten	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION er-reported employment taxes, checkers.	s regular and ST	D instead of wo	quired.	
Previously Reported Correct SSN planation (REQUIRED): ployee received late works tting this W2C results in ust put an X in at leas Employee has been rep	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION er-reported employment taxes, checkers.	s regular and ST	D instead of wo	quired.	
Previously Reported Correct SSN planation (REQUIRED): ployee received late worked tting this W2C results in last put an X in at lease Employee has been reputated in the second in t	a refund or abatement of overst one box for refunds: aid or reimbursed for the overnent from the employee stating	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION er-reported employment taxes, checkers of the content of	s regular and ST	D instead of wo	quired.	
Previously Reported Correct SSN planation (REQUIRED): ployee received late worked late late late late late late late late	a refund or abatement of overst one box for refunds: aid or reimbursed for the overnent from the employee stating	CERTIFICATION er-reported employment taxes, checkercollected OASDI tax and HI tax. that he/she has not/will not claim (or the received from the IRS.	s regular and ST k the appropria	D instead of wo	equired.	rhe
Previously Reported Correct SSN planation (REQUIRED): ployee received late worked late late late late late late late late	a refund or abatement of overst one box for refunds: aid or reimbursed for the overnent from the employee stating	Correct Name 12/26/22. Wages were originally paid a CERTIFICATION er-reported employment taxes, checkers of the content of	s regular and ST k the appropria	D instead of wo	equired.	rhe
Previously Reported Correct SSN planation (REQUIRED): ployee received late worked late late late late late late late late	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove ment from the employee stating bursed once refund has been ment from the employee stating	CERTIFICATION CERTIFICATION CErreported employment taxes, checker. Cercollected OASDI tax and HI tax. Control tax and	s regular and ST k the appropria e claim was rejected to the claim w	D instead of wo	equired.	rhe
Previously Reported Correct SSN planation (REQUIRED): cloopee received late worked etting this W2C results in last put an X in at least Employee has been reported in the statement of the statement of the statement in the st	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove ment from the employee stating bursed once refund has been ment from the employee stating	CERTIFICATION er-reported employment taxes, checkercollected OASDI tax and HI tax. that he/she has not/will not claim (or the received from the IRS.	s regular and ST k the appropria e claim was rejected to the claim w	D instead of wo	equired.	rhe
Previously Reported Correct SSN planation (REQUIRED): citing this W2C results in lest put an X in at lease the statement of	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove ment from the employee stating bursed once refund has been ment from the employee stating	CERTIFICATION CERTIFICATION CErreported employment taxes, checker. Cercollected OASDI tax and HI tax. Control tax and	s regular and ST k the appropria e claim was rejected to the claim w	D instead of wo	equired.	rhe
Correct SSN planation (REQUIRED): ployee received late worked late late late late late late late late	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove ment from the employee stating bursed once refund has been ment from the employee stating	CERTIFICATION CERTIFICATION CErreported employment taxes, checker. Cercollected OASDI tax and HI tax. Control tax and	s regular and ST k the appropria e claim was rejected to the claim w	D instead of wo	equired.	rhe
Correct SSN planation (REQUIRED): ployee received late worked the worked late late late late late late late late	er's comp approval for 9/11/22 - a refund or abatement of ove st one box for refunds: aid or reimbursed for the ove ment from the employee stating bursed once refund has been ment from the employee stating	CERTIFICATION CERTIFICATION CErroported employment taxes, checker. Cercollected OASDI tax and HI tax. Certain (or the thing of the tax) Cercollected from the IRS.	s regular and ST k the appropria e claim was rejected to the claim w	D instead of wo	equired.	rhe
Previously Reported Correct SSN planation (REQUIRED): cloyee received late worked at this W2C results in less than X in at least Employee has been reported in the statement of the statement o	a refund or abatement of overset one box for refunds: aid or reimbursed for the overnent from the employee stating that the employee stating from the employee stating from the employee stating that	CERTIFICATION CERTIFICATION CErroported employment taxes, checker. Cercollected OASDI tax and HI tax. Certain (or the thing of the tax) Cercollected from the IRS.	s regular and ST k the appropria e claim was rejected to the claim w	D instead of wo	equired.	the

Company Number & Name: 888 - YYY

Previously Reported 1 Wages, tips, other	Correct Information		Previously Reported 2 Federal income tax	Correct Information 2 Federal income tax		
compensation	1 Wages, tips, other compensation		withheld	withheld		
77,785.33	70,383.13	-7402.20	Withheld	Withheld	0.00	
77,703.33	70,383.13	-7402.20			0.00	
			4 Social security tax	4 Social security tax		
3 Social security wages	3 Social security wages		withheld	withheld		
82,651.43	75,249.23	-7402.20	5,124.39	4,665.45	-458.94	4665.
E. Madieoro wagos and time	5 Medicare wages and tips		6 Medicare tax withheld	6 Medicare tax withheld		
5 Medicare wages and tips	 	7402.20			107.24	1001
82,651.43	75,249.23	-7402.20	1,198.45	1,091.11	-107.34	1091.
7 Social security tips	7 Social security tips		8 Allocated tips	8 Allocated tips		
		0.00		·	0.00	
				10 Dependent care		
			10 Dependent care benefits	, ,		
					0.00	
			To The control of the			
11 Nonqualified plans	11 Nonqualified plans		12a Code:	12a Code:		
		0.00	0.00	0.00	0.00	
			12b Code:	12b Code:		
			0.00	0.00	0.00	
			12c Code:	12c Code:		
			0.00	0.00	0.00	
			12d Code:	12d Code:		
			0.00	0.00	0.00	
Previously Reported	Correct Information		Previously Reported	Correct Information		
15 State	15 State		15 State	15 State		
Virginia - VA	Virginia - VA					
16 State wages, tips etc.	16 State wages, tips etc.		16 State wages, tips etc.	16 State wages, tips etc.		
77,785.33	70,383.13	-7402.20			0.00	
17 State income tax	17 State income tax		17 State income tax	17 State income tax		
		0.00			0.00	
	Ţ-		ľ			
18 Local wages, tips, etc.	18 Local wages, tips, etc.	0.00	18 Local wages, tips, etc.	18 Local wages, tips, etc.	0.00	
40 1(1	40 1	0.00	40	10. Landin	0.00	
19 Local income tax	19 Local income tax	0.00	19 Local income tax	19 Local income tax	0.00	
20 Locality name	20 Locality name		20 Locality name	20 Locality name		
and the same of th			,	,		

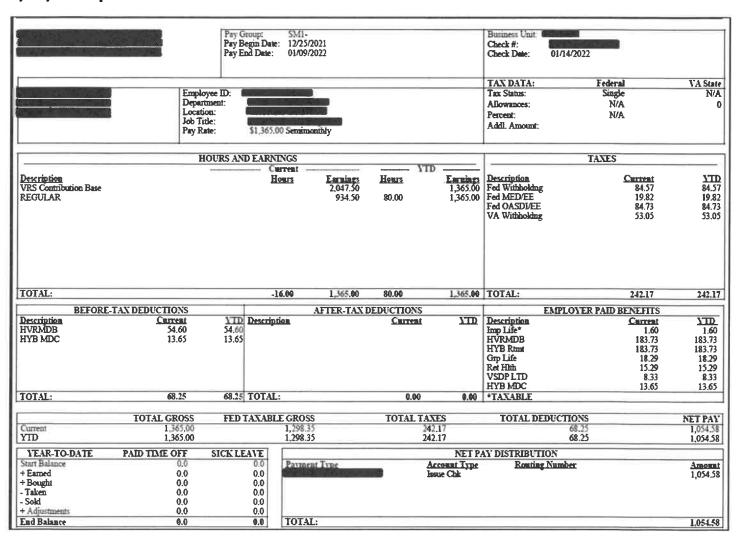
Authorized Signature	(must be signed by someone with certification authority)	Date	
Printed Name			Revised 10/24/23

EXAMPLE 13 – Voided Check (paper check)

Scenario: Employee N should not have received 1/14/22 paper check. A Stop Payment Request form and paper check was sent to SPO in same calendar year.

****Note: If the paper check and stop payment are sent to SPO in the same year and prior to final confirmation for that pay group in December, then it will be processed as a reversal through payroll and no balance adjustment is needed.

1/14/22 Paycheck



Earnings Balances Before Adjustment

Quarter Quarter 1 (J	an - Mar)		
Period January			
Earnings Type HOL Holid	lay Time		
Hours		Earnings	
Year-to-Date	16.00	Year-to-Date	\$252.00
Quarter-to-Date	16.00	Quarter-to-Date	\$252.00
Qual tel-to-Date			

	Quarter Quarter 1 (Jan - Mar)		
	Period January			
Eamir	ngs Type RGS Reg	jular Time - Salaried		
Hours		E	Earnings	
	Year-to-Date	56.00	Year-to-Date	\$1,113.00
	_	50.00		*****
C	Quarter-to-Date	56.00	Quarter-to-Date	\$1,113.00

Quarter Quarter 1 (Ja	n - Mar)		
Period January			
Eamings Type VRS VRS (Contribution Base		
Hours		Earnings	
Year-to-Date	0.00	Year-to-Date	\$1,365.00
Quarter-to-Date	0.00	Quarter-to-Date	\$1,365.00
Quality to Date			

Deduction Balances Before Adjustment

	HMC100 HYBMDC	Hybrid MDC Hybrid Mand DC 1% w/ER Match Hybrid Mandatory DC Nontaxable Benefit	Quarter Period	Quarter 1 (Jan - Mar) January
Deductions				
Year-to-D	ate	\$13.65		
Quarter-to-D	ate	\$13.65		
Month-to-D	ate	\$13.65		

Deduction Balances Before Adjustment (cont.)

Plan Type	7Z	Hybrid MDC	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	HMC100	Hybrid Mand DC 1% w/ER Match	Period	January
Deduction Code	HYBMDC	Hybrid Mandatory DC		
Deduction Class	В	Before-Tax		
Deductions				
Year-to-E	ate	\$13.65		
Quarter-to-E	ate	\$13.65		
Month-to-D	ate	\$13.65		

Plan Type	7Y	VSDP LTD	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	VSDPR	LTD/VSDP-Regular	Period	January
Deduction Code	SDLTDR	VSDP LTD		
Deduction Class	N	Nontaxable Benefit		
ductions Year-to-l	Date	\$8.33		
Quarter-to-l	Date	\$8.33		
	Date	\$8.33		

Plan Type	7X	Ret Hith	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	RTCRDR	Retiree Health Credit-Regular	Period	January
Deduction Code	RETHCR	Retiree Health Credit		
Deduction Class	N	Nontaxable Benefit		
Deductions				
Year-to-D	ate	\$15.29		
Quarter-to-D	ate	\$15.29		
Month-to-D	ate	\$15.29		

Plan Type	7W	Group Life	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	GTLR	Group Term Life-Regular	Period	January
Deduction Code	GRPLFR	Group Term Life		
Deduction Class	N	Nontaxable Benefit		
eductions				
Year-to-	Date	\$18.29		
Quarter-to-	Date	\$18.29		
Month-to-	Date	\$18.29		

Deduction Balances Before Adjustment (cont.)

Plan Type	7 V	Hybrid Ret	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	HBDBER	Hybrid VRS DB Employer Match	Period	January
Deduction Code	HBDBER	Hybrid Retirement		
Deduction Class	N	Nontaxable Benefit		
Deductions				
Year-to-E	Date	\$183.73		
Quarter-to-E	ate	\$183.73		
Month-to-E	ate	\$183.73		

Plan Type	70	Retirmt DB	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	HVRMDB	VRS Hyb Mand. Defined Benefit	Period	January
Deduction Code	HVRMDB	VRS Hybrid Defined Benefit		
Deduction Class	N.	Nontaxable Benefit		
Deductions				
Year-to-i	Date	\$183.73		
Quarter-to-l	Date	\$183.73		
Month-to-f	Date	\$183.73		
monur-to-t	Jate	\$183.73		

Plan Type	70	Retirmt DB	Quarter	Quarter 1 (Jan - Mar)
Benefit Plan	HVRMDB	VRS Hyb Mand. Defined Benefit	Period	January
Deduction Code	HVRMDB	VRS Hybrid Defined Benefit		
Deduction Class	В	Before-Tax		
Deductions				
Year-to-L	Date	\$54.60		
Quarter-to-I	Date	\$54.60		
Month-to-E	Date	\$54.60		
1				

Plan Type Benefit Plan	23 IMPLIF	Imp Life Imputed Life Insurance Income	Quarter Period	Quarter 1 (Jan - Mar) January
Deduction Code	IMPLIF	Imputed Life		
Deduction Class	Т	Taxable Benefit		
Deductions				
Year-to-I	Date	\$1.60		
Quarter-to-l	Date	\$1.60		
Month-to-I	Date	\$1.60		

Tax Balances Before Adjustment

	State Locality	VA	Virginia	Quarte	r Quarter 1 (Jan - Mar)
т	ax Class	Withholding		Period	,
Taxes				Taxable Gross	
Year-to-Date		\$53.05		Year-to-Date	\$1,29 8.35
Quarter-to-Date		\$53.05		Quarter-to-Date	\$1,298.35
Month-to-Date		\$53.05		Month-to-Date	\$1,298.35
Tips Earnings				No Limit Gross	
Month-to-Date		\$0.00		Year-to-Date	\$0.00
				Quarter-to-Date	\$0.00
				Month-to-Date	\$0.00

	State	VA	Virginia	· ·	
	Locality			Quar	ter Quarter 1 (Jan - Mar)
	Tax Class	Unemployn	nent ER	Peri	od January
Taxes				Taxable Gross	
Year-to-Date		\$0.00		Year-to-Date	\$1,365.00
Quarter-to-Date		\$0.00		Quarter-to-Date	\$1,365.00
Month-to-Date		\$0.00		Month-to-Date	\$1,365.00
Tips Earnings				No Limit Gross	
Month-to-Date		\$0.00		Year-to-Date	\$1,365.00
				Quarter-to-Date	\$1,365.00
				Month-to-Date	\$1,365.00

	US Federal			
Locality		Quarter Quarter 1 (Jan - Mar)		
Tax Cla	Tax Class Withholding		od January	
Taxes		Taxable Gross		
Year-to-Date	\$84.57	Year-to-Date	\$1,298.35	
Quarter-to-Date	\$84.57	Quarter-to-Date	\$1,298.35	
Month-to-Date	\$84.57	Month-to-Date	\$1,298.35	
Tips Earnings		No Limit Gross		
Month-to-Date	\$0.00	Year-to-Date	\$0.00	
		Quarter-to-Date	\$0.00	
		Month-to-Date	\$0.00	

	Locality (JS Federal	Quarter	Quarter 1 (Jan - Mar)
T	ax Class	OASDI/Disability - ER	Period	January
Taxes			Taxable Gross	
Year-to-Date		\$84.73	Year-to-Date	\$1,366.60
Quarter-to-Date		\$84.73	Quarter-to-Date	\$1,366.60
Month-to-Date		\$84.73	Month-to-Date	\$1,366.60
Tips Earnings			No Limit Gross	
Month-to-Date		\$0.00	Year-to-Date	\$1,366.60
			Quarter-to-Date	\$1,366.60
			Month-to-Date	\$1,366.60

1.000	US Federal	Overton	0
Loca	iity	Quarter	Quarter 1 (Jan - Mar)
Tax Cla	ss OASDI/Disability - EE	Period	January
Taxes		Taxable Gross	
Year-to-Date	\$84.73	Year-to-Date	\$1,366.60
Quarter-to-Date	\$84.73	Quarter-to-Date	\$1,366.60
Month-to-Date	\$84.73	Month-to-Date	\$1,366.60
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$1,366.60
		Quarter-to-Date	\$1,366.60
		Month-to-Date	\$1,366.60

(US Federal			
Locality		Quarter	Quarter 1 (Jan - Mar)	
x Class	FICA Med Hospital Ins / ER	Period	January	
		Taxable Gross		
	\$19.82	Year-to-Date	\$1,366.60	
	\$19.82	Quarter-to-Date	\$1,366.60	
	\$19.82	Month-to-Date	\$1,366.60	
		No Limit Gross		
	\$0.00	Year-to-Date	\$1,366.60	
		Quarter-to-Date	\$1,366.60	
		Month-to-Date	\$1,366.60	
	Locality	\$19.82 \$19.82 \$19.82	Cocality Quarter x Class FICA Med Hospital Ins / ER Period Taxable Gross \$19.82 Year-to-Date Quarter-to-Date Month-to-Date No Limit Gross \$0.00 Year-to-Date Quarter-to-Date	Quarter Quar

ty	Quart	per Quarter 1 (Jan - Mar)
ss FICA Med Hospital Ins / EE	Perio	- · ·
	Taxable Gross	
\$19.82	Year-to-Date	\$1,366.60
\$19.82	Quarter-to-Date	\$1,366.60
\$19.82	Month-to-Date	\$1,366.60
	No Limit Gross	
\$0.00	Year-to-Date	\$1,366.60
	Quarter-to-Date	\$1,366.60
	Month-to-Date	\$1,366.60
	\$19.82 \$19.82 \$19.82	Taxable Gross \$19.82 \$19.82 \$19.82 \$19.82 \$19.82 Tourit Gross Year-to-Date Month-to-Date No Limit Gross Year-to-Date Quarter-to-Date Quarter-to-Date

Employee Information

Balance Adjustments Request Form

	00555222200	
Empl Rcd	0	
First Name	Employee	
Last Name	N	
Middle Name	=	
		Example 13 - Voided check
Balance Information		
Company # & Abbreviation	888 - YYY	(Example: 100 - SOV)
Balance ID	CY - Calendar Year	
Year	2022	
Period	1 - January	
		-
Reason for Adjustment		ny pay for ppe 1/09/22. Stop Payment Request form and paper Need to correct earnings, deductions and taxes
Aganay Hea Only		
Agency Use Only: Prepared By	: abcdef	Date 2/7/2022
Approved By		Date 2/7/2022
Approved by	. HIJKIM	Date 2/1/2022
Number of Earnings Adj	3	
Number of Deduction Adj	9	-
Number of Tax Adj	7	
Number of Garnishment Ad		
Number of Garnishment Ad		
	SPO Us	se Only:
	SPO Us	-
Entered By:		Date
Entered By: Approved By		-
•		Date
Approved By	/:	Date
Approved By Voucher#		Date Date Date Date
Approved By		Date
Approved By Voucher#		Date Date Date Date

	Balance Adjustments		
Employee Name	EmployeeN	Empl ID	00555222200
		Empl Rcd	0
Balance Information	888 - YYY	Example 13 - Voided Check	
Company Balance ID	CY - Calendar Year	- Lxample 13 - Volueu Oneck	
Year	2022		
Period	1 - January		
1 0100	Canadiy		
Earnings Adjustment 1			
Earnings Information			
Earnings Code	VRS - VRS Contribution Base	-	
		9/22. Stop Payment Request form a	and paper check sent to SPO on 1/26/22. Need to correct
Reason for adjustmen	eamings, deductions and taxes		
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Dat	te -1,365.00
·		Current Month-to-Date	1,365.00
Current Month-to-Date		- Carrent Month-to-Date	1,365.00
Earnings Adjustment 2			
Earnings Information			
Earnings Code	RGS - Regular Time - Salaried		
-		9/22. Stop Payment Request form a	and paper check sent to SPO on 1/26/22. Need to correct
Reason for adjustmen	earnings, deductions and taxes		
Hours		Gross Earnings	
Adjustment to Month-to-Date		-	
Current Month-to-Date	56	Current Month-to-Date	1,113.00
Earnings Adjustment 3			
Earnings Information	HOL III PALESTINA		
Earnings Code	HOL - Holiday Time	10/22 Stop Baymont Request form a	and paper check sent to SPO on 1/26/22. Need to correct
Reason for adjustmen	earnings, deductions and taxes	19/22. Stop Payment Request form a	ind paper check sent to 3F O dir 1/20/22. Need to conect
ricuson lot dajassiioi	Carringo, abdababilo ana abtoo		
Hours		Gross Earnings	
Adjustment to Month-to-Date	-16	Adjustment to Month-to-Date	te -252.00
Current Month-to-Date	16	-	252.00
		-	
Earnings Adjustment 4			
Earnings Information			
Earnings Code	N/A - Not Applicable	_	
	Employee was not entitled to any pay for ppe 1/0	9/22. Stop Payment Request form a	and paper check sent to SPO on 1/26/22. Need to correct
Reason for adjustmen	earnings, deductions and taxes		
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Dat	te
Current Month-to-Date	***************************************	Current Month-to-Date	#15
Earnings Adjustment 5			
Earnings Information Earnings Code	N/A - Not Applicable		
Earnings Code	Employee was not entitled to any nay for one 1/r	9/22 Stop Payment Request form s	and paper check sent to SPO on 1/26/22. Need to correct
Reason for adjustmen	earnings, deductions and taxes	oup aymonthoquestionii e	
	3 -7		
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Da	te
Current Month-to-Date		Current Month-to-Date	

Employee Nar	me	Balance Adjustments Reques EmployeeN	st Form Empl ID	00555222200
			Empl Rcd	0
Balance Infor		888 - YYY	Example 13 - Voided	Chack
Company Balance I		CY - Calendar Year	Example 13 - Volucu	
Year		2022		
Period		1 - January	5, - display 1, 25	
Deduction Deduction Info	Adjustment 1			
		7Z - Hybrid Mandatory DC		HYBMDC - Hybrid Mandatory DC
	Benefit F	F 7Z - HMC100-Hybrid Mand DC 1% w/ER Match		N - Nontaxable Benefit orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	Reason for Adjustmen	r deductions and taxes	nop r ayment request it	of the state of th
Deductions		40.05		
	Adjustment to Month-to-Date	-13.65 13.65		
	Current Month-to-Date	13.00	-	
Deduction Deduction Info				
		7Z - Hybrid Mandatory DC		HYBMDC - Hybrid Mandatory DC B - Before-Tax
	Deficill F	F7Z - HMC100-Hybrid Mand DC 1% w/ER Match Employee was not entitled to any pay for ppe 1/09/22. S		orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	Reason for Adjustmer	r deductions and taxes		
Deductions				
Deddettons	Adjustment to Month-to-Date	-13.65	;	
	Current Month-to-Date	13.65	<u> </u>	
<i>Deduction</i> . Deduction Info	Adjustment 3			
		7Y - VSDP LTD	Deduction Code	SDLTDR - VSDP LTD
	Benefit F	7Y - VSDPR-LTD/VSDP-Regular		N - Nontaxable Benefit
	Reason for Adjustmen	Employee was not entitled to any pay for ppe 1/09/22. Sr deductions and taxes	Stop Payment Request to	orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
Deductions	A.P Consultation Administration Design	9.25	,	
	Adjustment to Month-to-Date Current Month-to-Date	-8.33 8.33	•	
	Current Worth-to-Date	0.00	-	
Deduction Deduction Info	Adjustment 4 ormation			
		P 7X - Retiree Health Credit		RETHCR - Retiree Health Credit
	Benefit F	F7X - RTCRDR-Retiree Health Credit-Regular Employee was not entitled to any pay for ppe 1/09/22.	top Payment Request for	N - Nontaxable Benefit orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	Reason for Adjustmer	r deductions and taxes	nop r aymom no queen	g-,
Deductions				
Deductions	Adjustment to Month-to-Date	-15.29)	
	Current Month-to-Date	15.29		
Deduction Deduction Info	Adjustment 5			
Deduction init		p 7W - Group Term Life	Deduction Code	GRPLFR - Group Term Life
		F 7W - GTLR-Group Term Life-Regular	Deduction Class	N - Nontaxable Benefit
	Peacon for Adjustmen	Employee was not entitled to any pay for ppe 1/09/22. \$ r deductions and taxes	Stop Payment Request for	orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	Reason for Aujustmen	deductions and taxes		
Deductions				
	Adjustment to Month-to-Date	-18.29		
	Current Month-to-Date	18.29	2	

Adjust Deductions Balances

		D.L	A.F	
Employee Nar	me	Balance Adjustments Reques EmployeeN	Empl ID	00555222200
Dalamaa lufam	wetlen.		Empl Rcd	0
Balance Infort Company		888 - YYY	Example 13 - Voided	Check
Balance ID		CY - Calendar Year		
Year		2022		
Period		1 - January		
Deduction	Adjustment 1			
Deduction Info				
		P 7V - Hybrid Retirement		HBDBER - Hybrid Retirement
	Benefit	F 7V - HBDBER-Hybrid VRS DB Employer Match		N - Nontaxable Benefit orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	Reason for Adjustme	er deductions and taxes	top r ayment request it	orni and paper check sent to or 0 on 1720/22, Need to correct earnings,
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	7.		
Deductions		400.70		
	Adjustment to Month-to-Date	-183.73		
	Current Month-to-Date	183.73	•	
Deduction	Adjustment 2			
Deduction Info				
		70 - Employee Retirement DB		HVRMDB - VRS Hybrid Defined Benefit
	Benefit	F 70 - HVRMDB-VRS Hyb Mand. Defined Benefit		N - Nontaxable Benefit
	Reason for Adjustme	Employee was not entitled to any pay for ppe 1/09/22. Ser deductions and taxes	top Payment Request to	orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	7.0000117017101001110			
Deductions				
	Adjustment to Month-to-Date	-183.73		
	Current Month-to-Date	183.73	•00	
Deduction	Adjustment 3			
Deduction Info	-			
		70 - Employee Retirement DB		HVRMDB - VRS Hybrid Defined Benefit
	Benefit	F 70 - HVRMDB-VRS Hyb Mand. Defined Benefit		B - Before-Tax
	Reason for Adjustme	Employee was not entitled to any pay for ppe 1/09/22. Ser deductions and taxes	top Payment Request to	orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	reason for regustric	deductions and taxoo		
Deductions				
	Adjustment to Month-to-Date	-54.60		
	Current Month-to-Date	54.60	#V:	
Doduction	Adjustment 4			
Deduction Info				
	Plan Ty	P 23 - Imputed Life	Deduction Code	IMPLIF - Imputed Life
	Benefit	F 23 - IMPLIF-Imputed Life Insurance Income		T - Taxable Benefit
	Reason for Adjustme	Employee was not entitled to any pay for ppe 1/09/22. Ser deductions and taxes	top Payment Request f	orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	Reason for Adjustine	deductions and taxes		
Deductions				
	Adjustment to Month-to-Date	-1.60		
	Current Month-to-Date	1.60		
Dadwatian	Adicates ant E			
<i>Deauction</i> Deduction Info	Adjustment 5 ormation			
	Plan Ty	p N/A - Not Applicable	Deduction Code	N/A - Not Applicable
		F N/A - Not Applicable	Deduction Class	N/A - Not Applicable
	Daggan for Adicotor		top Payment Request f	orm and paper check sent to SPO on 1/26/22. Need to correct earnings,
	Reason for Adjustme	er deductions and taxes		
Deductions				
	Adjustment to Month-to-Date			
	Current Month-to-Date		70 ■0	

Balances				
Employee Nam	10	Balance Adjustments I	Empl ID	00555222200
Balance Inform	offen		Empl Rcd	0
Company	laudi	888 - YYY	Example 13 - Volded Check	
Balance II		CY - Calendar Year		
Year		2022		
Period		1 - January		
Tax Adjustra				
		e VA - Virginia	L	Locality
	Tax	Withholding		
	Reason for Adjustment	Employee was not entitled to any pay for correct earnings, deductions and taxes	ppe 1/09/22. Stop Payment Reques	st form and paper check sent to SPO on 1/26/22. Need to
Taxes			Taxable Gross	4.000.00
	Adjustment to Month-to-Date	-53.05	Adjustment to Month-to-Date	-1,298.35
	Current Month-to-Date	53.05	Current Month-to-Date	1,298.35
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ripo Lamingo	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
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		e VA - Virginia	L	Locality
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Taxes			Taxable Gross	4.005.00
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-1,365.00
	Current Month-to-Date		Current Month-to-Date	1,365.00
Tips Earnings			No Limit Gross	
rips Earnings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-1,365.00
	Current Month-to-Date		Current Month-to-Date	1,365.00
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		Withholding		Locality
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	Reason for Adjustment	correct earnings, deductions and taxes	, , , , , , , , , , , , , , , , , , ,	
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	Noason for Adjustment	9 -7		
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alances				
Employee Nam	18	Balance Adjustments I EmployeeN	Request Form Empl ID	00555222200
		THE RESERVE OF THE PARTY OF THE	Empl Rcd	0
Balance Inform Company	ation	888 - YYY	Example 13 - Voided Check	
Balance II		CY - Calendar Year	Dampie 10 - Voluda ellevit	
Year		2022		
Period		1 - January		
Tax Adjustri				
		te \$U - Federal	L	ocality
	lax	Find Med Hospital Ins / ER Employee was not entitled to any pay for	one 1/09/22. Stop Payment Reques	t form and paper check sent to SPO on 1/26/22. Need to
	Reason for Adjustment	correct earnings, deductions and taxes	ppo 1700/22. Otop / dymont rtoquo	
Tavas			Taxable Gross	
Taxes	Adjustment to Month-to-Date	-19.82		-1,366.60
	Current Month-to-Date	19.82		1,366.60
Tips Earnings	Advisor and to Results to Date		No Limit Gross	-1,366.60
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	1,366.60
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Tax Information		te \$U - Federal	1.	ocality
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		Employee was not entitled to any pay for	ppe 1/09/22. Stop Payment Reques	t form and paper check sent to SPO on 1/26/22. Need to
	Reason for Adjustment	correct earnings, deductions and taxes		
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	-19.82	Adjustment to Month-to-Date	
	Current Month-to-Date	19.82	Current Month-to-Date	1,366.60
The Femilians			No Limit Gross	
Tips Earnings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-1,366.60
	Current Month-to-Date		Current Month-to-Date	1,366.60
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Tax Adjustn				
Tax Information		te N/A - Not Applicable	L	ocality
		(N/A - Not Applicable	•	
	Decree for Albertanes		ppe 1/09/22. Stop Payment Reques	t form and paper check sent to SPO on 1/26/22. Need to
	Reason for Adjustment	correct earnings, deductions and taxes		
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	*
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date	·	Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nant 1			
Tax Information				
	Sta	te N/A - Not Applicable	. L	ocality
	Tax	N/A - Not Applicable	4/00/00 D. D	A few and assessment and the CDO on A (CC) On Nove the
	Reason for Adjustment	correct earnings, deductions and taxes	ppe 1/09/22. Stop Payment Reques	t form and paper check sent to SPO on 1/26/22. Need to
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	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Current Month-to-Date		Outlett Worth-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 5			
Tax Information				
		te N/A - Not Applicable	L	ocality
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	Reason for Adjustment	correct earnings, deductions and taxes	ppo mostaza. Otop rayment neques	Training paper ender control of Control 1/20/22. Need to
_	-		To all One	
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	

Current Month-to-Date

Current Month-to-Date

EXAMPLE 14 – Uncollected FICA from one agency collected at another agency

Scenario: Employee P transferred from Agency ZZZ to Agency YYY. While employed at agency ZZZ employee P had uncollected FICA due to imputed life. The uncollected FICA was collected from employee P's 6/1/23 check at Agency YYY.

NOTE: For purposes of employment taxes, the Commonwealth is considered a Common Paymaster. This means that the taxable wages for employees who work for more than one agency are combined when the system applies the OASDI max and the Additional Tax over \$200K thresholds (entirely employee-paid so no need to try to make adjustments). It also means that if an employee moves from one agency where they have uncollected FICA, the uncollected tax will be collected from payments made by the new agency. This results in some discrepancies in 941 reporting.

In order to resolve the 941 discrepancies, agencies with employees in this situation must do the following in collaboration with each other as timing is critical:

Agency with uncollected FICA – submit a balance adjustment to increase the amount of employeepaid FICA taxes; payment will be made by DOA for tax due when the 941 is processed if necessary

Agency with overpaid FICA – submit a balance adjustment to decrease the amount of employee-paid FICA taxes; agency will receive a refund from the IRS when the 941 is processed if appropriate

DOA will also process a journal entry to transfer the overpayment from one agency to the other. This will offset the payment made by the agency with the uncollected FICA and the refund received by the agency where the FICA was collected.

DO NOT try to refund the taxes to the employee – the employee records will be correct even if the tax was originally paid through a different agency per the employees' earnings notice. Remember, uncollected FICA is only permitted if it is the result of imputed income for group life insurance.

V_PY_FICA_TAX_VARIANCE Query

Payroll FICA	150										
Employee ID	Employee Name		Balance Year		Tax Class Description	YTD To			Balance Period	Calculated Tax	YTD Tax Difference
00222222200	EMPLOYEE P	YYY	2023	D	OASDI/EE	6	3991.55	3969.44		1 3967.48	1.96
00222222200	EMPLOYEE P	YYY	2023	F	MED/EE	6	3991.55	928.34		1 927.88	0.46
00222222200	EMPLOYEE P	222	2023	D	OASDI/EE	1	10476.46	649.54		2 651.50	-1.96
00222222200	EMPLOYEE P	277	2023	F	MED/EE	1	10476.46	151.91		2 152.37	-0.46

Review Paycheck (Taxes) at Agency YYY

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gros	Tax Amount
US Federal					MED/EE	2,535.16	37.22
US Federal					Med/ER	2,535.16	36.76
US Federal					OASDI/EE	2,535.16	159.14
US Federal					OASDI/ER	2,535.16	157.18
US Federal					Withholding	2,535.16	204.08
State	VA				Unempl ER	2,535.16	
State	VA	Υ			Withholding	2,535.16	119.54

Review Paycheck (Taxes & Deductions) at Agency ZZZ

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	31.62	
US Federal					Med/ER	31.62	0.46
US Federal					OASDI/EE	31.62	
US Federal					OASDI/ER	31.62	1.96
US Federal					Withholding	31.62	
State	VA				Unempl ER		
State	VA	V			Withholding	31.62	

Deduction Code	Description	Class	Amount
IMPLIFE	Imputed Life	Taxable Benefit	31.62

Tax Balances Before Adjustment – Agency YYY

	US Federal		
L	ocality	Quarte	r Quarter 2 (Apr -Jun)
T	ax Class OASDI/Disability - EE	Period	June
Taxes		Taxable Gross	
Year-to-Date	\$3,969.44	Year-to-Date	\$63,991.55
Quarter-to-Date	\$1,061.67	Quarter-to-Date	\$17,123.64
Month-to-Date	\$401.93	Month-to-Date	\$6,482.71
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$63,991.55
		Quarter-to-Date	\$17,123.64
		Quarter-to-vate	ATT STEEL SELECTION

Localii Tax Cl	Y ass FICA Med Hospital Ins / ER	Quar Perio	
axes		Taxable Gross	
Year-to-Date	\$928.34	Year-to-Date	\$63,991.55
Quarter-to-Date	\$248.29	Quarter-to-Date	\$17,123.64
Month-to-Date	\$94.00	Month-to-Date	\$6,482.71
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$63,991.55
		Quarter-to-Date	\$17,123.64
		Month-to-Date	\$6,482.71

Tax Balances Before Adjustment – Agency ZZZ

		US Federal		
	Locality		Qua	ter Quarter 2 (Apr - Jun)
	Tax Class	OASDI/Disability - EE	Peri	od June
axes			Taxable Gross	
Year-to-Date		\$649.54	Year-to-Date	\$10,476.46
Quarter-to-Date		\$0.00	Quarter-to-Date	\$0.00
Month-to-Date		\$0.00	Month-to-Date	\$0.00
ips Earnings			No Limit Gross	
Month-to-Date		\$0.00	Year-to-Date	\$10,476.46
			Quarter-to-Date	\$0.00
			Month-to-Date	\$0.00

		US Federal		
	Locality		Quarte	er Quarter 2 (Apr - Jun)
	Tax Class	FICA Med Hospital Ins / ER	Period	
axes			Taxable Gross	
Year-to-Date		\$151.91	Year-to-Date	\$10,476.46
Quarter-to-Date	•	\$0.00	Quarter-to-Date	\$0.00
Month-to-Date		\$0.00	Month-to-Date	\$0.00
ips Earnings			No Limit Gross	
Month-to-Date	,	\$0.00	Year-to-Date	\$10,476.46
			Quarter-to-Date	\$0.00
			Month-to-Date	\$0.00

Balance Adjustment & Journal for Uncollected FICA at one agency collected at another

Employee Name	
e Employee P	

Collected at Agency 888	Uncollected FICA at Agency 444
YYY	222

Agency	444 ZZZ	Balance Adjustment
Tax Adjustment 1	State	\$U - Federal
	Tax Class	OASDI/Disability - EE
	Тах	\$1.96
	The second second	The state of the s
Tax Adjustment 2	State	\$U - Federal
	Tax Class	FICA Med Hospital Ins - EE
	Тах	\$0.46

Agency	888 YYY	Balance Adjustment
Fax Adjustment 1	State	\$U - Federal
	Tax Class	OASDI/Disability - EE
	Tax	-\$1.96
		The state of the s
Tax Adjustment 2	State	\$U - Federal
	Tax Class	FICA Med Hospital Ins - EE
	Тах	-\$0.46

The above journal was keyed to send the refund from one agency to the other

Journal #

********NOTE: Adjustments for both agencies must be processed at the same time to prevent the system from collecting the funds again

Balance Adjustments Request Form

Employee Information			
Employee ID	0022222200		
Empl Rcd	0		
First Name	Employee		
Last Name	P		
Middle Name			
		Example 14:	Uncollected FICA at one ageny collected at
Balance Information		•	another
Company # & Abbreviation	888 - YYY	(Example: 100	- SOV)
Balance ID	CY - Calendar Year		
Year	2023		
Period	6 - June		
ı			
Reason for Adjustment	Uncollected FICA at agency 2	ZZZ for ppe 5/24/2	23 was collected from agency YYY
Agency Use Only:			
Prepared By:	abcdefg	Date	7/3/2023
Approved By	hijkimn	Date	7/3/2023
Number of Earnings Adj			
Number of Deduction Adj			
Number of Tax Adj		_	
Number of Garnishment Adj			

SPO Us	e Only:
Entered By: Approved By:	Date Date
Voucher #: Journal #:	Date Keyed Date Keyed
Corrections Needed Emailed Agency Date:	_
Balance Adj #	
NOTES:	

alances		W		
Employee Nam	10	Balance Adjustments EmployeeP	Empl ID	00222222200
Balance Inform Company Balance II Year Period		888 - YYY CY - Calendar Year 2023 6 - June	Empl Rcd	
Tax Adjustr				
Tax IIIIoIIIIaao	Stat	se \$U - Federal OASDI/Disability - EE		ocality
		i	E/04/02 was calledted from gapper.	200
_	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe		111
Taxes	Adjustment to Month-to-Date	-1.96	Taxable Gross Adjustment to Month-to-Date	7
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings	Adires and A March to Date		No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
Tax Adjustr	nent 2			
Tax Information	n	e \$U - Federal	1	ocality
		FICA Med Hospital Ins / EE	· ·	ocality
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	5/24/23 was collected from agency \	M.
Taxes			Taxable Gross	
	Adjustment to Month-to-Date Current Month-to-Date	-0.46	Adjustment to Month-to-Date Current Month-to-Date	(I
Tine Comings	Current Monar to Bate		No Limit Gross	(
Tips Earnings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	R
	Current Month-to-Date		Current Month-to-Date	9
Tax Adjustra Tax Information				
TRX IIIOTIIIRGO	Stat	e N/A - Not Applicable		ocality
		(N/A - Not Applicable	e	
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe		YYY
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date	-	Current Month-to-Date	7
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	X
Tax Adjustr	nent 4			
Tax Information	n	- NIA - Nat Anniisahia	,	0.0-14.
		N/A - Not Applicable N/A - Not Applicable		ocality
	Reason for Adjustment	Uncollected FiCA at agency ZZZ for ppe	5/24/23 was collected from agency `	M
Taxes			Taxable Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Current Month-to-Date		•	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr				
Tax Information	Stat	e N/A - Not Applicable		_ocality
	Tax	(N/A - Not Applicable	•	
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	5/24/23 was collected from agency	YYY
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	-
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	

Balance Adjustments Request Form

Employee Information	0000000000	
	00222222200	
Empl Rcd	0	
First Name	Employee	J.
Last Name	P	0
Middle Name		
Dalaman Information		Example 14: Uncollected FICA at one agency collected at
Balance Information Company # & Abbreviation	444 - ZZZ	another (Example: 100 - SOV)
	CY - Calendar Year	(Example: 100 - 30V)
Year	2023	
Period		 1
Period	6 - June	
Reason for Adjustment	Uncollected FICA at agency	ZZZ for ppe 5/24/23 was collected from agency YYY
Agency Use Only:		
Prepared By:		Date 7/3/2023
Approved By	hijklmn	Date 7/3/2023
Number of Earnings Adj Number of Deduction Adj		
Number of Tax Adj		
Number of Garnishment Adj		
•		
_	SPO II	se Only:

SPO Us	se Only:
Entered By: Approved By:	Date Date
Voucher #: Journal #:	Date Keyed Date Keyed
Corrections Needed Emailed Agency Date:	_
Balance Adj #	
NOTES:	

alances				
Employee Nam		Balance Adjustments EmployeeP	Empl ID	00222222200
Balance Inform	ation		Empl Rcd	9
Company		444 - 722		
Balance IS Year		CY - Calendar Year 2023		
Period		6 - June		
Tax Adjustn	ment 1			
Tax Information		ate \$U - Federal	,	Locality
		OASDI/Disability - EE		coomiy
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	5/24/23 was collected from agency	YYY
Taxes			Taxable Gross	
IUXUS	Adjustment to Month-to-Date	1.96		
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn				
Tax Information		ate \$U - Federal	1	Locality
		FICA Med Hospital Ins / EE		- County
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	5/24/23 was collected from agency.	YYY
		and the state of t		
Taxes	Adjustment to Month-to-Date	0.46	Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
ripo Editinigo	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn	nent 3			
Tax Information		to N/A Not Appliaghla	ı	and the
		te N/A - Not Applicable	ii	Locality
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	5/24/23 was callected from again.	ww
	Reason to Adjustment	Official Control at agency 222 for ppe		***
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tine Francisco			No. 1 to 14 Acres	(
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn	nent 4			
Tax Information	1	. 114 11 4 11		
		te N/A - Not Applicable	•	Locality
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	5/24/23 was collected from agency	YYY
Taxes	Adicalment to Month to Date		Taxable Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
		•	•	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
T A -li			*	
Tax Adjustra Tax Information				
		te N/A - Not Applicable	*i)	Locality
		N/A - Not Applicable	e.	
	Reason for Adjustment	Uncollected FICA at agency ZZZ for ppe	5/24/23 was collected from agency	YYY
Taxes			Taxable Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date	
	Omiter it Mount-(0-Date		Current Month-to-Date	
Tips Earnings	Adjustment to Martin to D. (No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date	***************************************	Adjustment to Month-to-Date Current Month-to-Date	

EXAMPLE 15 – Reverse imputed life transaction that should not have processed

Scenario: Imputed Life for Employee Q processed in error for ppe 7/09/22.

****Note: Imputed Life does not impact gross pay so the correction should be handled through payroll if possible (even if the employee has terminated) if done prior to the final confirmation for that pay group in December. Only submit a balance adjustment if it cannot be corrected through payroll.

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	170.18	
US Federal					Med/ER	170.18	2.46
US Federal					OASDI/EE	170.18	
US Federal					OASDI/ER	170.18	10.55
US Federal					Withholding	170.18	
State	MD	Υ			Withholding	170.18	

Deduction Code	Description	Class	Amount
IMPLIF	Imputed Life	Taxable Benefit	170.18

Deduction Balances Before Adjustment

Company YYY	Balance ID Calendar Year Year 2022
Balance Details	
Plan Type 23 Imp Life Benefit Plan IMPLIF Imputed Life Insurance Income Deduction Code IMPLIF Imputed Life Deduction Class T Taxable Benefit	Quarter Quarter 3 (Jul-Sep) Period July
Deductions	
Deductions Year-to-Date \$1,021.08	

Tax Balances Before Adjustment

	US Federal Locality	Quart	er Quarter 3 (Jul - Sep)
	Tax Class FICA Med Hospital Ins/ EE	Perio	
Taxes		Taxable Gross	
Year-to-Date	\$703.00	Year-to-Date	\$48,652.61
Quarter-to-Date	\$0.00	Quarter-to-Date	\$170.18
Month-to-Date	\$0.00	Month-to-Date	\$170.18
Tips Earnings		No Limit Gross	
Tips Earnings Month-to-Date	\$0.00	No Limit Gross Year-to-Date	\$48,652.61
	\$0.00		\$48,652.61 \$170.18

Local	- -	Quart	
1ax C	lass FICA Med Hospital Ins/ ER	Perio	d July
Taxes		Taxable Gross	
Year-to-Date	\$705.46	Year-to-Date	\$48,652.61
Quarter-to-Date	\$2.46	Quarter-to-Date	\$170.18
Month-to-Date	\$2.46	Month-to-Date	\$170.18
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$48,652.61
		Quarter-to-Date	\$170.18
		Quarter-to-bate	Q170110

	Locality Tax Class	US Federal OASDI/Disability - EE			Quarter Period	Quarter 3 (Jul - Sep) July	
Taxes			_	Taxable Gross			
Year-to-Date		\$3,005.91		Year-to-Date		\$48,652.61	
Quarter-to-Date		\$0.00		Quarter-to-Date	!	\$170.18	
Month-to-Date		\$0.00		Month-to-Date	!	\$170.18	
Tips Earnings			_	No Limit Gross			
Month-to-Date		\$0.00		Year-to-Date		\$48,652.61	
				Quarter-to-Date		\$170.18	
				Month-to-Date		\$170.18	

	US Federal		
Locali	ty	Quarte	er Quarter 3 (Jul - Sep)
Tax Cl	ass OASDI/Disability - ER	Period	l July
Гахеѕ		Taxable Gross	
Year-to-Date	\$3,016.46	Year-to-Date	\$48,652.61
Quarter-to-Date	\$10.55	Quarter-to-Date	\$170.18
Month-to-Date	\$10.55	Month-to-Date	\$170.18
Γips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$48,652.61
		Quarter-to-Date	\$170.18
		Month-to-Date	\$170.18

Local Tax C	US Federal ity lass Withholding	Quarte Period	, ,,
Taxes		Taxable Gross	
Year-to-Date	\$3,781.84	Year-to-Date	\$37,369.51
Quarter-to-Date	\$0.00	Quarter-to-Date	\$170.18
Month-to-Date	\$0.00	Month-to-Date	\$170.18
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

	State Locality Tax Class	MD Withhold	Maryland ing		Quarter Period	Quarter 3 (Jul - Sep) July
axes				Taxable Gre	oss	
Year-to-Date	•	\$2,740.7	5	Year-to	-Date	\$37,369.51
Quarter-to-Date		\$0.0	0	Quarter-to	-Date	\$170.18
Month-to-Date		\$0.0	0	Month-to	-Date	\$170.18
ips Earnings				No Limit G	oss	
Month-to-Date		\$0.0	0	Year-to	-Date	\$0.00
				Quarter-to	-Date	\$0.00
				Month-to		\$0.00

Employee Information
Employee ID 00767667700

Empl Rcd	0		
First Name	Employee		
Last Name	Q		
Middle Name			
	·	Example 15:	Reverse imputed life transaction that
Balance Information			processed in error
Company # & Abbreviation	888 - YYY	(Example: 100 -	SOV)
Balance ID	CY - Calendar Year		
Year	2022		
Period	7 - July		
Reason for Adjustment	Imputed life for ppe 7/09/22 proc	essed in error.	Reverse imputed life transaction
Agency Use Only:			
Prepared By:	abcefg	Date	8/1/2023
Approved By:	hijklmn	Date	8/1/2023
Number of Earnings Adj			
Number of Deduction Adj			
Number of Tax Adj			
Number of Garnishment Adj			
	SPO Use	Only	
	SPO Use	Ulliy.	
Entered By:		Date	
Approved By		Date	
, approved by		01	N
Voucher#:		Date Keyed	
Journal #:	-	Date Keyed	
oodillal #.		Date Neyed	
	ï		
l'			
Balance			
Uaiaiiuc	iauj w		
	i i		

Current Month-to-Date

	ART PARENTS AND A	OTT -	Balance Adjustments Reque	st Form		Name of the last o
Employee Na	me		EmployeeQ	Empl ID	00767687790	
Balance Infor Company Balance	/		888 - YYY CY - Calendar Year	Empl Rcd	0	-n -
Year			2022			7.35
Period			7 - July			
Deduction Deduction Inf	Adjustment 1					
		Plan Typ	23 - Imputed Life	Deduction Code	IMPLIF - Imputed Life	
		Benefit F	23 - IMPLIF-Imputed Life Insurance Income	Deduction Class	T - Taxable Benefit	
	Reason for A	djustmei	Imputed life for ppe 7/09/22 processed in error. Reverse	e imputed life transaction		
Deductions						
	Adjustment to Month-to	-Date		3		
	Current Month-to-Date			-)j		
	Adjustment 2					
Deduction Inf	ormation	Plan Tvr	N/A - Not Applicable	Deduction Code	N/A - Not Applicable	
			N/A - Not Applicable	_	N/A - Not Applicable	
	Reason for A		Imputed life for ppe 7/09/22 processed in error. Reverse	- 0	***************************************	
Deductions		- ,				
Deductions	Adjustment to Month-to	-Date				
	Current Month-to-Date			-		
				=}		
Deduction Deduction Inf	Adjustment 3					
		Plan Typ	N/A - Not Applicable	Deduction Code	N/A - Not Applicable	
		Benefit F	N/A - Not Applicable	Deduction Class	N/A - Not Applicable	
	Reason for A	djustmer	Imputed life for ppe 7/09/22 processed in error. Reverse	e imputed life transaction		
Deductions						
	Adjustment to Month-to	-Date		_		
	Current Month-to-Date					
	Adjustment 4					
Deduction Inf	ormation	Plan Typ	N/A - Not Applicable	Deduction Code	N/A - Not Applicable	
			N/A - Not Applicable	Deduction Class	N/A - Not Applicable	_
	Reason for A	.djustmer	Imputed life for ppe 7/09/22 processed in error. Reverse	= e imputed life transaction		
Deductions						
	Adjustment to Month-to	-Date				
	Current Month-to-Date			-		
Deduction Deduction Inf	Adjustment 5 formation					
			N/A - Not Applicable	-	N/A - Not Applicable	
		Benefit F	N/A - Not Applicable	Deduction Class	N/A - Not Applicable	
	Reason for A	djustmer	Imputed life for ppe 7/09/22 processed in error. Reverse	e imputed life transaction		
Deductions						
	Adjustment to Month-to	-Date				

alances					
Employee Nar	ne	Balance Adjustments EmployeeQ	Empl ID	00767667700	
Batance Inform	nation		Empl Rod	0	
Company		888 - YYY			
Balance	D	CY - Celendar Yeer			
Year Period		7 - July			
Letina		7 + July			
Tax Adjusti					
		te \$U - Federal	-	Locality	
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed in	n error. Reverse imputed life transac	ction	
Taxes	Adjustment to Month to Date		Taxable Gross	470.40	
	Adjustment to Month-to-Date Current Month-to-Date	10	Adjustment to Month-to-Date Current Month-to-Date	170.18	
	Carroni Month to Bate	(- Carrent Month-to-Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date	X	Adjustment to Month-to-Date	170.18	
	Current Month-to-Date	£=====================================	Current Month-to-Date		
Tax Adjusti					
Tax Informatio		te \$U - Federai	,	Longitu	
		FICA Med Hospital Ins / ER		Locality	
			•		
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed in	error. Reverse imputed life transac	ction	
Taxes			Taxable Gross		
	Adjustment to Month-to-Date	2.46	Adjustment to Month-to-Date	-170.18	
	Current Month-to-Date		Current Month-to-Date		
Tips Earnings			No Limit Gross		
ripo Lariningo	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-170.18	
	Current Month-to-Date		Current Month-to-Date		
Tou Adimete			·		
Tax Adjustr					
	Stat	te \$U - Federal	_ I	Locality	
	Tax	OASDI/Disability - EE			
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed in	n error. Reverse imputed life transac	etion	
_	•		*		
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	170.10	
	Current Month-to-Date	·	Current Month-to-Date	-170.18	
			•		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date Current Month-to-Date	7	Adjustment to Month-to-Date	170.18	
	Current Month-to-Date		Current Month-to-Date		
Tax Adjustr					
Tax Information		e \$U - Federal	,		
		OASDI/Disability - ER	'	Locality	
			•		
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed in	error. Reverse imputed life transac	tion	
Taxes			Taxable Gross		
	Adjustment to Month-to-Date	-10.55	Adjustment to Month-to-Date	-170.18	
	Current Month-to-Date		Current Month-to-Date		
Tips Earnings			No Limit Gross		
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	-170.18	
	Current Month-to-Date	H	Current Month-to-Date		
Tax Adimete					
Tax Adjustn					
		e \$U - Federal	₂ .	ocality	
	Tax	Withholding			
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed in	error. Reverse imputed life transac	tion	
-	•		· · · · · · · · · · · · · · · · · · ·		
Taxes	Adjustment to Month-to-Date		Taxable Gross	470.40	
	Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	-170.18	
			I Date of the second second		
Tips Earnings	Adi		No Limit Gross		
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date		
			Contone Month-10-Date		

alances				
Employee Nam		Balance Adjustments EmployeeQ	Request Form Empl ID	00767667700
minployee Milli			Empl Red	0
Balance Inform	ation	DOD: VVV		
Company Balance it		B88 - YYY CY - Calendar Year		
Year		2022		A 34 (1/40) (1/4) (1/4) (1/4)
Penod		7 - July		
Tax Adjustr				
Tax Information		te MD - Maryland	Tr.	ocality
		Withholding	=1 =0	
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed in	n error. Reverse imputed life transacti	ion
			·	
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	-170.18
	Current Month-to-Date		Current Month-to-Date	170.10
Tine Femiles			No Limit Gross	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 2			
Tax Information	1			
		te N/A - Not Applicable	i.	ocality
	Tax	N/A - Not Applicable	•0	
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed in	n error. Reverse imputed life transacti	ion
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Current Monur-to-Date		Content Worth-to-Date	
Tax Adjustr				
Tax Information		te N/A - Not Applicable	L	ocality
		(N/A - Not Applicable	-	
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed i	n еггог. Reverse imputed life transact	ion
Towar	•		Taxable Gross	
Taxes	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
pe carmings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 4			
Tax Information	n	1. N/A N A A U L I -		anality.
		te N/A - Not Applicable	-	ocality
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed i	in error. Reverse imputed life transact	ЗОП
Taxes	Administration Administration in the		Taxable Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Carront month rto-Date		-	
Tips Earnings	Adjustment to Month to Date		No Limit Gross Adjustment to Month-to-Date	
	Adjustment to Month-to-Date Current Month-to-Date		Current Month-to-Date	*
Tax Adjustr Tax Informatio				
an anotherio	Sta	te N/A - Not Applicable	_	ocality
	Tax	N/A - Not Applicable	-	
	Reason for Adjustment	Imputed life for ppe 7/09/22 processed	in error. Reverse imputed life transact	tion
Taxes		German and the second s	Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	

EXAMPLE 16 – Negative Balance due to Healthcare Refund

Scenario: Agency processed a deduction refund in the amount of \$75.00 for <u>prior</u> year healthcare. The employee did not have any YTD balances.

Note: If a refund is due for healthcare from a previous year, you <u>MUST</u> key it in the current year as TXB (taxable earnings) and not as a deduction refund. Correction should be made through payroll if done before the final confirmation for that pay group in December. Key an earnings spot for TXB and a deduction spot to reverse the healthcare refund. The employee will and should receive a W2 for the year of the refund – no W2Cs required. Payroll correction will impact the healthcare reconciliation (original refund creates a credit the agency and reversal will cause the agency to be charged. Agency will need to ask for the credit in the recon with the charge with justification that it was a prior year refund.

If the correction is made through payroll, the balance adjustment is not needed.

Deduction Details 1	Deduction Details 2 Deduction	n Detail <u>s</u> 3	
Deduction Code	Description	Class	Amount
CVACRE	CoVA Care	Before-Tax	-75.00
CVACRE	CoVA Care	Nontaxable Benefit	-369.00

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	75.00	1.09
US Federal					Med/ER	75.00	1.09
US Federal					OASDI/EE	75.00	4.65
US Federal					OASDI/ER	75.00	4.65
US Federal					Withholding	75.00	
State	VA				Unempl ER	75.00	
State	VA	Υ			Withholding	75.00	

Deduction Balances Before Adjustment

Deduction Balances

Company YYY

Balance ID Calendar Year Year 2023

Balance Details

Plan Type

Medical

Quarter Quarter 1 (Jan-Mar)

Benefit Plan ACC4

COVA Cr+Exp Den+Vision&Hrng

Period January

Deduction Code CVACRE CoVA Care
Deduction Class B Before Tax

Deductions

Year-to-Date

-75.00

Quarter-to-Date

-75.00

Month-to-Date

-75.00

Plan Type Medical Quarter 1 (Jan-Mar)
Benefit Plan ACC4 COVA Cr+Exp Den+Vision&Hrng Period January

Deduction Code CVACRE

CoVA Care

Deduction Class N

Nontaxable Benefit

Deductions

Year-to-Date

-369.00

Quarter-to-Date

-369.00

Month-to-Date

-369.00

Employee Information			
	00787889900	_	
Empl Rcd	0		
First Name	Employee		
Last Name	R		
Middle Name			
		Example 16:	Negative balance caused by healthcare
Balance Information			refund
Company # & Abbreviation	888 - YYY	(Example: 100	- SOV)
Balance ID	CY - Calendar Year	-	
Year	2023		
Period	1 - January	-	
		-	
Reason for Adjustment	Processed deduction refund on error	the 1/15/23 ch	eck for December 2022 healthcare deducted in
Aganay Usa Only:			
Agency Use Only: Prepared By:	abcdefo	Date	2/1/2023
Approved By		Date	2/1/2023
Approved by	. HIJKIIIIIIO	Date	2/1/2023
Number of Earnings Adj			
Number of Deduction Adj		-	
		-	
Number of Tax Adj		-	
Number of Gamishment Ad		-	
	SPO Us	e Only:	
Entered By:		Date	
Approved By		Date	
Verrale an #		Data Kayad	
Voucher #:		Date Keyed	
Journal #:		Date Keyed	
Balance	Adj#		

Adjust Earnings Balances

Employee Name	Balance Adjustm Employee R	ents Request Form Empl ID Empl Rcd	00787889900
Balance Information Company Balance ID Year Period	888 - YYY CY - Calendar Year 2023 1 - January		
Earnings Adjustment 1 Earnings Information Earnings Code	TXB - Misc Agency Specific Pay		
Reason for adjustme Hours Adjustment to Month-to-Date Current Month-to-Date	er Processed deduction refund on the 1/15/23	Gross Earnings	
Earnings Adjustment 2 Earnings Information Earnings Code	N/A - Not Applicable	about for December 2022 healthcare dec	ducted in error
Reason for adjustme Hours Adjustment to Month-to-Date Current Month-to-Date	er Processed deduction refund on the 1/15/23	Gross Earnings Adjustment to Month-to-Date	
Earnings Adjustment 3 Earnings Information Earnings Code	N/A - Not Applicable Processed deduction refund on the 1/15/23	about for December 2022 healthcare doe	ducted in error
Hours Adjustment to Month-to-Date Current Month-to-Date		Gross Earnings	te
Earnings Adjustment 4 Eamings Information Eamings Code	N/A - Not Applicable	_	
Reason for adjustme Hours Adjustment to Month-to-Date Current Month-to-Date	Processed deduction refund on the 1/15/23	check for December 2022 healthcare dec Gross Earnings Adjustment to Month-to-Dat Current Month-to-Date	
Earnings Adjustment 5 Earnings Information Earnings Code	N/A - Not Applicable	check for Decomber 2022 healthcare dec	ducted in error
Hours Adjustment to Month-to-Date Current Month-to-Date	r Processed deduction refund on the 1/15/23	Gross Earnings Adjustment to Month-to-Date Current Month-to-Date	

Adjust Deductions Balances

		Balance Adjustments Reques		
Employee Na	me	Employee R	Empl ID Empl Rcd	00787889900
Balance Infor	mation			
Company		888 - YYY		
Balance ID		CY - Calendar Year 2023		
Year Period		1 - January		
Deduction Deduction Inf	Adjustment 1			
Jeauction ini		p 10 - Medical	Deduction Code	CVACRE - CoVA Care
		F 10 - ACC4-COVA Cr+Exp Den+Vision&Hrng		B - Before-Tax
	D 6 A 45	Description of the 4/45/02 about for Da		a daduated in array
	Reason for Adjustme	Processed deduction refund on the 1/15/23 check for Dec	cember 2022 nearmoan	e deducted in error
Deductions				
	Adjustment to Month-to-Date	75.00		
	Current Month-to-Date	-75.00		
Deduction	Adjustment 2			
Deduction Inf	formation		= .	
		p 10 - Medical	•	CVACRE - CoVA Care
	Benefit	F 10 - ACC4-COVA Cr+Exp Den+Vision&Hrng	Deduction Class	N - Nontaxable Benefit
	Reason for Adjustme	er Processed deduction refund on the 1/15/23 check for Dec	cember 2022 healthcar	e deducted in error
Deductions	Adjustment to Month-to-Date	369.00		
	Current Month-to-Date	-369.00		
		000.00		
	Adjustment 3			
Deduction Inf		p N/A - Not Applicable	Deduction Code	N/A - Not Applicable
		F N/A - Not Applicable		N/A - Not Applicable
		n.		
	Reason for Adjustme	er Processed deduction refund on the 1/15/23 check for Dec	cember 2022 healthcan	e deducted in error
Deductions				
	Adjustment to Month-to-Date		20	
	Current Month-to-Date			
D / //	A 41 / /			
<i>Deduction</i> Deduction Inf	Adjustment 4			
		p N/A - Not Applicable	Deduction Code	N/A - Not Applicable
		F N/A - Not Applicable		N/A - Not Applicable
	Reason for Adjustme	er Processed deduction refund on the 1/15/23 check for De	cember 2022 healthcan	e deducted in error
	reason for Aujustine	Tracesso deduction related on the Traces of Box for Det	SSIMBOL EVEL HOURINGING	a managed in one.
Deductions				
	Adjustment to Month-to-Date	*	-	
	Current Month-to-Date	н	-	
Deduction	Adjustment 5			
Deduction Inf	formation			
		N/A - Not Applicable		N/A - Not Applicable
	Benefit	F N/A - Not Applicable	Deduction Class	N/A - Not Applicable
	Reason for Adjustme	er Processed deduction refund on the 1/15/23 check for Dec	cember 2022 healthcar	e deducted in error
D = al a 4'		Transition of the state of the		
Deductions	Adjustment to Month-to-Date			
	Current Month-to-Date		3 0	

EXAMPLE 17 – Negative Balance for Imputed Life

Scenario: Imputed Life transaction processed for prior year causing a negative balance for the current year.

*****Note: Imputed life does not impact Gross pay so correction should be made through payroll if done prior to the final confirmation for that pay group in December. Key a deduction spot to reverse imputed income and submit a W2C to correct the prior year. Only submit the balance adjustment if correction cannot be made through payroll.

Deduction Balances Before Adjustment

Company YYY		Balance ID Calendar Year Year 2023
Balance Details		
Plan Type 23 Benefit Plan IMPLIF Deduction Code IMPLIF Deduction Class T	Imp Life Imputed Life Insurance Income Imputed Life Taxable Benefit	Quarter Quarter 1 (Jan-Mar) Period January
Deductions		
Year-to-Date	-137.16	
Quarter-to-Date	-137.16	
Month-to-Date	-137.16	

Tax Balances Before Adjustment

	Locality Tax Class FICA Med Hospital Ins / EE	Quarte Period	,
Taxes		Taxable Gross	
Year-to-Date	\$19.58	Year-to-Date	\$1,350.34
Quarter-to-Date	\$19.58	Quarter-to-Date	\$1,350.34
Month-to-Date	\$19.58	Month-to-Date	\$1,350.34
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$1,350.34
		Quarter-to-Date	\$1,350.34
		Month-to-Date	\$1,350.34

Localit Tax Cl	y ass FICA Med Hospital Ins / ER	Quart Period	, ,
axes		Taxable Gross	
Year-to-Date	\$19.58	Year-to-Date	\$1,350.34
Quarter-to-Date	\$19.58	Quarter-to-Date	\$1,350.34
Month-to-Date	\$19.58	Month-to-Date	\$1,350.34
ps Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$1,350.34
		Quarter-to-Date	\$1,350.34
		Month-to-Date	\$1,350.34

Tax Balances Before Adjustment (cont.)

Local Tax C	ity lass OASDI/Disability - EE	Quarte Period	
Taxes		Taxable Gross	
Year-to-Date	\$83.72	Year-to-Date	\$1,350.34
Quarter-to-Date	\$83.72	Quarter-to-Date	\$1,350.34
Month-to-Date	\$83.72	Month-to-Date	\$1,350.34
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$1,350.34
		Quarter-to-Date	\$1,350.34
		Month-to-Date	\$1,350.34

	US Federal		
Lo	cality	Quarte	er Quarter 1 (Jan - Mar)
Та	x Class OASDI/Disability - ER	Period	January
Taxes		Taxable Gross	
Year-to-Date	\$83.72	Year-to-Date	\$1,350.34
Quarter-to-Date	\$83.72	Quarter-to-Date	\$1,350.34
Month-to-Date	\$83.72	Month-to-Date	\$1,350.34
ips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$1,350.34
		Quarter-to-Date	\$1,350.34
		Month-to-Date	\$1,350.34

Tax Balances Before Adjustment (cont.)

	e VA Virginia ality Class Withholding	Quart Period	,
Taxes		Taxable Gross	
Year-to-Date	\$55.64	Year-to-Date	\$1,350.34
Quarter-to-Date	\$55.64	Quarter-to-Date	\$1,350.34
Month-to-Date	\$55.64	Month-to-Date	\$1,350.34
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

	Employee ID	00791555500		
	Empl Rcd	0		_
	First Name	Employee	-	
	Last Name	S		
	Middle Name		•	
			Example 17:	Negative balance for imputed life
Balance Information	า			
Company # & At		888 - YYY	(Example: 100	- SOV)
	Balance ID	CY - Calendar Year	•	·
	Year	2023	•	
	Period	1 - January	•	
	renou	1 - January	-	
Reason fo	r Adjustment	Imputed Life transaction keyed causing a negative balance	on the 1/5/23 o	heck to correct imputed life for December 2022
Ameney Hee Only				
Agency Use Only:	Prepared By:	ahcdefo	Date	2/1/2023
	Approved By		Date	2/1/2023
	Approved by	. Hijkiriirio	Date	2) 112023
Number of Ear	minas Adi			
Number of Dec			-	
Number of Tax				
Number of Gai	mishment Adj		-	
le .				
		SPO Us	e Only:	
	Entered By:	SPO Us	e Only:	
	Entered By: Approved By		-	
			Date	
	Approved By		Date Date	
	Approved By Voucher #:		Date Date	
	Approved By		Date Date	
	Approved By Voucher #:		Date Date	

Adjust Deductions Balances

			Balance Adjustments Reques	t Form	
Employee Na	me		EmployeeS	Empl ID	00791555500
Balance Information Company Balance ID Year Period			888 - YYY CY - Calendar Year 2023 1 - January	Empl Rcd	
Deduction	Adjustment 1			3 . U . I .	
Deduction Inf		Plan Tvo	23 - Imputed Life	Deduction Code	IMPLIF - Imputed Life
			23 - IMPLIF-Imputed Life Insurance Income	•	T - Taxable Benefit
	Reason for A	djustmer	Imputed Life transaction keyed on the 1/5/23 check to co	rrect imputed life for De	cember 2022 causing a negative balance
Deductions					
Deductions	Adjustment to Month-to-	Date	137.16		
	Current Month-to-Date		-137.16	•	
Deduction	Adjustment 2				
Deduction Inf		Plan Tvn	N/A - Not Applicable	Deduction Code	N/A - Not Applicable
			N/A - Not Applicable		N/A - Not Applicable
	Reason for A	diustmer	Imputed Life transaction keyed on the 1/5/23 check to con	rrect imputed life for De	ecember 2022 causing a negative balance
Daduatiana					
Deductions	Adjustment to Month-to-	-Date			
	Current Month-to-Date		Ar .		
Deduction	Adjustment 3				
Deduction Inf		Plan Tvn	N/A - Not Applicable	Deduction Code	N/A - Not Applicable
			N/A - Not Applicable	•	N/A - Not Applicable
	Reason for A	djustmer	Imputed Life transaction keyed on the 1/5/23 check to co	ਾ rrect imputed life for De	ecember 2022 causing a negative balance
Deductions					
Deductions	Adjustment to Month-to-	-Date			
	Current Month-to-Date				
Deduction	Adjustment 4				
Deduction Inf		Plan Tyn	N/A - Not Applicable	Deduction Code	N/A - Not Applicable
			N/A - Not Applicable		N/A - Not Applicable
			Imputed Life transaction keyed on the 1/5/23 check to co	rrect imputed life for De	ecember 2022 causing a negative balance
Deductions					
Deductions	Adjustment to Month-to-	-Date		_	
	Current Month-to-Date				
	Adjustment 5				
Deduction Inf		Plan Tvo	N/A - Not Applicable	Deduction Code	N/A - Not Applicable
			N/A - Not Applicable		N/A - Not Applicable
	Reason for A	djustmer	Imputed Life transaction keyed on the 1/5/23 check to co	rrect imputed life for De	ecember 2022 causing a negative balance
Deductions					
	Adjustment to Month-to-	-Date		-	
	Current Month-to-Date				

Employee Nam	e	Balance Adjustments F EmployeeS	Empl ID	00791555500
proyon rialli			Empl Rcd	0
Balance Inform	ation			
Company Balance II		688 - YYY		
Year		CY - Calendar Year 2023		
Period		1 - January		
Tax Adjustri Tax Information				
ax illiorillauoi		ite \$U - Federal		Locality
	Ta	(FICA Med Hospital Ins / EE	#2 	
		1 200 1 100 1	5/00 about to account to account of 1% for	. D
	Reason for Adjustment	Imputed Life transaction keyed on the 1/5	5/23 check to correct imputed life for	December 2022 causing a negative baland
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	1.98	Adjustment to Month-to-Date	137.16
	Current Month-to-Date	19.58	Current Month-to-Date	1,350.34
		-		
Tips Earnings	Adiostrophia Month to Date		No Limit Gross	127.16
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	137.16 1,350.34
	Current Month-to-Date		Current Worth-to-Date	1,300.34
Tax Adjustn	nent 2			
Tax Information	1			
		te \$U - Federal		Locality
	Та	(FICA Med Hospital Ins / ER	€0	
	Reason for Adjustment	Imputed Life transaction keyed on the 1/5	5/23 check to correct imputed life for	December 2022 causing a negative balance
Taxes	***********	ششاف	Taxable Gross	40= 44
	Adjustment to Month-to-Date	1.98		137.16
	Current Month-to-Date	19.58	Current Month-to-Date	1,350.34
rips Earnings			No Limit Gross	
The Landings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	S.
		*	•	
Tax Adjustn				
Tax Information		ite \$U - Federal	1	Locality
		(OASDI/Disability - EE		Locality
	ıa	CAODEDISABILITY - LL	M	
	Reason for Adjustment	Imputed Life transaction keyed on the 1/5	5/23 check to correct imputed life for	December 2022 causing a negative balance
_				
Taxes	Adiostrophic March to Date	9.50	Taxable Gross	127.16
	Adjustment to Month-to-Date Current Month-to-Date	8.50 83.72		137.16
	Current Montin-to-Date	63.72	Current Month-to-Date	1,350.34
TIPS Earnings			No Limit Gross	
Tips Earnings	Adjustment to Month-to-Date			137.16
ups Earnings	Adjustment to Month-to-Date Current Month-to-Date		No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	
	Current Month-to-Date		Adjustment to Month-to-Date	
Tax Adjustn	Current Month-to-Date		Adjustment to Month-to-Date	
Tips Earnings Tax Adjustn Tax Information	Current Month-to-Date	te \$U - Federal	Adjustment to Month-to-Date Current Month-to-Date	137.16 1,350.34
Tax Adjustn	Current Month-to-Date	nte \$U - Federal	Adjustment to Month-to-Date Current Month-to-Date	
Tax Adjustn	Current Month-to-Date	OASDI/Disability - ER	Adjustment to Month-to-Date Current Month-to-Date	1,350.34 Locality
Tax Adjustn	Current Month-to-Date	OASDI/Disability - ER	Adjustment to Month-to-Date Current Month-to-Date	1,350.34 Locality
<i>Tax Adjustn</i> Tax Information	Current Month-to-Date	OASDI/Disability - ER	Adjustment to Month-to-Date Current Month-to-Date t 5/23 check to correct imputed life for	1,350.34 Locality
Tax Adjustn Tax Information	Current Month-to-Date nent 4 Sta Ta Reason for Adjustment	(OASDI/Disability - ER Imputed Life transaction keyed on the 1/5	Adjustment to Month-to-Date Current Month-to-Date I 5/23 check to correct imputed life for	1,350.34 Locality December 2022 causing a negative balance
Tax Adjustn Tax Information	Current Month-to-Date nent 4 Sta Ta Reason for Adjustment Adjustment to Month-to-Date	Imputed Life transaction keyed on the 1/5	Adjustment to Month-to-Date Current Month-to-Date [1] 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date	1,350.34 Locality December 2022 causing a negative balance
Tax Adjustn Tax Information	Current Month-to-Date nent 4 Sta Ta Reason for Adjustment	(OASDI/Disability - ER Imputed Life transaction keyed on the 1/5	Adjustment to Month-to-Date Current Month-to-Date [1] 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date	1,350.34 Locality December 2022 causing a negative balance
Tax Adjustn Tax Information	Current Month-to-Date nent 4 Sta Ta Reason for Adjustment Adjustment to Month-to-Date	Imputed Life transaction keyed on the 1/5	Adjustment to Month-to-Date Current Month-to-Date [1] 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date	1,350.34 Locality December 2022 causing a negative balance
Tax Adjustn Tax Information	Current Month-to-Date nent 4 Sta Ta Reason for Adjustment Adjustment to Month-to-Date	Imputed Life transaction keyed on the 1/5	Adjustment to Month-to-Date Current Month-to-Date [1] 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date	1,350.34 Locality December 2022 causing a negative balance 137.16 1,350.34
Tax Adjustn Tax Information	Current Month-to-Date Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date	Imputed Life transaction keyed on the 1/8 8.50 83.72	Adjustment to Month-to-Date Current Month-to-Date [5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross	1,350.34 Locality December 2022 causing a negative balance 137.16 1,350.34
Fax Adjustn ax Information axes ips Earnings	Current Month-to-Date nent 4 Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Current Month-to-Date	Imputed Life transaction keyed on the 1/8 8.50 83.72	Adjustment to Month-to-Date Current Month-to-Date 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date	1,350.3 ² Locality December 2022 causing a negative balance
Fax Adjustn ax Information axes ips Earnings	Current Month-to-Date nent 4 Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Current Month-to-Date	Imputed Life transaction keyed on the 1/8 8.50 83.72	Adjustment to Month-to-Date Current Month-to-Date 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date	1,350.3 ² Locality December 2022 causing a negative balance
Tax Adjustn fax Information faxes fips Earnings	Current Month-to-Date Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Adjustment to Month-to-Date Current Month-to-Date	Imputed Life transaction keyed on the 1/8 8.50 83.72	Adjustment to Month-to-Date Current Month-to-Date 1 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date Current Month-to-Date Current Month-to-Date	1,350.34 Locality December 2022 causing a negative balan 137.16 1,350.34
Tax Adjustn Tax Information Taxes Tips Earnings	Current Month-to-Date Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Adjustment to Month-to-Date Adjustment to Month-to-Date Sta	Imputed Life transaction keyed on the 1/5 8.50 83.72	Adjustment to Month-to-Date Current Month-to-Date 1 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date Current Month-to-Date Current Month-to-Date	1,350.34 Locality December 2022 causing a negative balan 137.16 1,350.34 137.16 1,350.34
Tax Adjustn Tax Information Taxes Tips Earnings	Current Month-to-Date Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Adjustment to Month-to-Date Adjustment to Month-to-Date Sta	Imputed Life transaction keyed on the 1/5 8.50 83.72 tte \$U - Federal	Adjustment to Month-to-Date Current Month-to-Date [5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	1,350.34 Locality December 2022 causing a negative balan 137.16 1,350.34 137.16 1,350.34 Locality
Tax Adjustn Tax Information Taxes Tips Earnings	Current Month-to-Date Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Adjustment to Month-to-Date Adjustment to Month-to-Date Sta	Imputed Life transaction keyed on the 1/5 8.50 83.72 tte \$U - Federal	Adjustment to Month-to-Date Current Month-to-Date [5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	1,350.34 Locality December 2022 causing a negative balan 137.16 1,350.34 137.16 1,350.34 Locality
Tax Adjustn Tax Information Taxes Tips Earnings Tax Adjustn Tax Information	Current Month-to-Date Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Current Month-to-Date Current Month-to-Date Ta	Imputed Life transaction keyed on the 1/5 8.50 83.72 tte \$U - Federal	Adjustment to Month-to-Date Current Month-to-Date 6/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	1,350.34 Locality December 2022 causing a negative balance 137.16 1,350.34 137.16 1,350.34 Locality
Tax Adjustn Tax Information Taxes Tips Earnings Tax Adjustn Tax Information	Current Month-to-Date Sta Ta Reason for Adjustment Adjustment to Month-to-Date Current Month-to-Date Adjustment to Month-to-Date Adjustment to Month-to-Date Tent 5 Sta Ta Reason for Adjustment	Imputed Life transaction keyed on the 1/5 8.50 83.72 tte \$U - Federal	Adjustment to Month-to-Date Current Month-to-Date 5/23 check to correct imputed life for Taxable Gross Adjustment to Month-to-Date Current Month-to-Date No Limit Gross Adjustment to Month-to-Date Current Month-to-Date	1,350.34 Locality December 2022 causing a negative balance 1,350.34 137.16 1,350.34 Locality December 2022 causing a negative balance 1,350.34
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Employee Name Personal Company Sealance Adjustments Request Form Employ Company Company
Balance Information Company Balance ID Very Period 3 1-January Tax Adjustment 1 Tax Information Reason for Adjustment 1 Tax Information Tax Adjustment to Month-to-Date Current Month-to-Date Curre
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Year Period Tax Adjustment 1 Tax Information State VA - Virginia Locality Tax Withholding Withhold
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Faxes Taxable Gross
Adjustment to Month-to-Date Adjustment to Month-to-Date
Adjustment to Month-to-Date Adjustment to Month-to-Date Current Month-to-Date Current Month-to-Date
Current Month-to-Date Current Month-to-Date

W-2C Request Form

Employee Name:	Employee S					
Employee ID#:	00791555500		-:			
Employee Social Security #:	123-45-6789					
rrection is for Calendar Year:	2022					
			T I	mpact on Taxab	ole Wages:	
Amount	Reason	n	Fed	OASDI	HI	State
			Box 1	Box 3	Box 5	Box 16
\$ -	Refund of pre-tax retirement contributio		+	n/a	n/a	+
\$ -	Repayment of wages from prior year not		n/a	-	-	n/a
\$ -	Adjustment for workers compensation re	eceived for prior year	-	-	-	-
	Imputed Life calculated in error		-	-	-	-
\$ -	Adjust for undocumented Flexible Reimb	ursement claims	+	+	+	+
\$ -	Include taxable Fringe Benefit*		+	+	+	+
-	Other taxable compensation not previou		+	+	+	+
\$ -	Correct employee OASDI/HI tax status - o		n/a	-		n/a
\$ -	Correct employee OASDI/HI tax status - i	ncrease taxable wages*	n/a	+	+	n/a
-	Compensation reported in error*		-	-		_
-	W2 issued in error*		- 1	-	·	-
-	OASDI Maximum Reached*		n/a		n/a	n/a
-	Correct State wages only*		n/a	n/a	n/a	+/-
-	Other*					
SOCIAL SECURITY N	UMBER CORRECTION		NAME CORRI	ECTION		
Previously Reported		Previously Reported				
Correct SSN		Correct Name				
Explanation (REQUIRED):		1000				
mputed life processed in erro	r for ppe 12/09/22					
	CERT	TIFICATION				
nitting this W2C results in	a refund or abatement of over-report	ed employment taxes, check t	he appropria	ite boxes as re	auired.	
nust put an X in at leas					1	
iust put an A in at ieas	tolle box for refulids.					
a. Employee has been repa	id or reimbursed for the overcollecte	d OASDI tax and HI tax.				
	aid or reimbursed for the overcollecte		l-im was raiged	india refund or	and die far th	=
that I have a written statem	aid or reimbursed for the overcollecte ent from the employee stating that he/sh		laim was reject	ted) a refund or	credit for th	е
that I have a written statem			laim was reject	ted) a refund or	credit for th	e
that I have a written statem			laim was rejecī	ted) a refund or	credit for th	e
v that I have a written statem Ilection.	ent from the employee stating that he/sh	e has not/will not claim (or the cl	laim was rejecī	ted) a refund or	credit for th	ıe
y that I have a written statem llection. b. Employee will be reimb	ent from the employee stating that he/sh pursed once refund has been received	e has not/will not claim (or the cl			·	
y that I have a written statem llection. Bb. Employee will be reimb y that I have a written statem	ent from the employee stating that he/sh	e has not/will not claim (or the cl			·	
that I have a written statem lection. b. Employee will be reimb that I have a written statem lection.	ent from the employee stating that he/sh bursed once refund has been received ent from the employee stating that he/sh	e has not/will not claim (or the claim) from the IRS. the has not/will not claim (or the claim)	laim was reject	ted) a refund or	·	
y that I have a written statem llection. b. Employee will be reimb y that I have a written statem llection.	ent from the employee stating that he/sh pursed once refund has been received	e has not/will not claim (or the claim) from the IRS. the has not/will not claim (or the claim)	laim was reject	ted) a refund or	·	
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Company Number & Name: 888 - YYY

Previously Reported	Correct Information		Previously Reported	Correct Information		
1 Wages, tips, other	1 Wages, tips, other		2 Federal income tax	2 Federal income tax		
compensation	compensation	407.46	withheld	withheld		
7,400.00	7,262.84	-137.16			0.00	
3 Social security wages	3 Social security wages		4 Social security tax withheld	4 Social security tax withheld		
7,600.00	7,462.84	-137.16	471.20	462.70	-8.50	462.7
	1					
5 Medicare wages and tips	5 Medicare wages and tips		6 Medicare tax withheld	6 Medicare tax withheld		
7,600.00	7,462.84	-137.16	110.20	108.21	-1.99	108.2
7 Social security tips	7 Social security tips		8 Allocated tips	8 Allocated tips		
		0.00			0.00	
			10 Dependent care benefits	10 Dependent care benefits		
					0.00	
11 Nonqualified plans	11 Nonqualified plans		12a Code:	12a Code:		
		0.00	0.00	0.00	0.00	
			12b Code:	12b Code:		
			0.00	0.00	0.00	
			12c Code:	12c Code:		
			0.00	0.00	0.00	
			r	12d Code:	0.00	
			0.00	0.00	0.00	
Previously Reported	Correct Information		Previously Reported	Correct Information		
15 State						
Virginia - VA	15 State Virginia - VA		15 State	15 State		
			40.00			
16 State wages, tips etc. 7,400.00	16 State wages, tips etc. 7,262.84	-137.16	16 State wages, tips etc.	16 State wages, tips etc.	0.00	
·		-137.16			0.00	
17 State income tax	17 State income tax	0.00	17 State income tax	17 State income tax		
		0.00			0.00	
18 Local wages, tips, etc.	18 Local wages, tips, etc.		18 Local wages, tips, etc.	18 Local wages, tips, etc.		
	3-57 mpsy 255	0.00		. 300, 000, 000	0.00	
19 Local income tax	19 Local income tax		19 Local income tax	19 Local income tax		
		0.00			0.00	
20 Locality name	20 Locality name		20 Locality name	20 Locality name		

Authorized Signature	(must be signed by someone with certification authority)	Date	
Printed Name _			Revised 10/24/23

EXAMPLE 18 – Refunded pretax retirement deductions from prior year for terminated employee

Scenario: Employee T terminated in 2021 and pretax retirement was refunded in error in January 2022. The employee has no balances for earnings, deductions, or taxes in the current year 2022. The refund caused negative balances for deductions. Since the employee has no taxable wages in the current year, **you must complete a balance adjustment to reverse the negative balances** in the current year 2022 and complete a W2C Request Form to correct 2021.

NOTE: Refunds for pretax deductions from a previous year should <u>NEVER</u> be processed in the current year. The only exception to this is a healthcare refund. Retirement refunds should not be processed through payroll if it was withheld in a prior year. This results in non-compliance with IRS regulations related to retirement deductions. Process the refund outside of the payroll system and submit a W2C Request Form

If a refund is due for healthcare from a previous year, you must key it in the current year as TXB (taxable earnings) and not as a deduction refund.

Deduction Balances Before Adjustment

Company YYY	Balance ID Calendar Year Year 2022
Balance Details	
Plan Type 4W Hb Vol DC Benefit Plan HVC100 Hybrid 1.00% VDC w/ER Match eduction Code HYBVDC VRS HB Vol Defined Contr eduction Class B Before-Tax Deductions	Quarter Quarter 1 (Jan-Mar) Period January
Year-to-Date -24.99	
Quarter-to-Date -24.99	

Deduction Balances Before Adjustment (cont.)

Plan Type 4W

Hb Vol DC

Quarter Quarter 1 (Jan-Mar)

Period January

Deduction Class P

Benefit Plan HVC100 Hybrid 1.00% VDC w/ER Match Deduction Code HYBVDC VRS HB Vol Defined Contr Nontaxable Btax Benefit

Deductions

Year-to-Date	-24.99		
Quarter-to-Date	-24.99		
Month-to-Date	-24.99		

Employee Information		
	00777656500	
Empl Rcd	0	•
First Name	Employee	•
Last Name	T	•
Middle Name		Francis 40 Defend makes astingues of from majors and
L		Example 18 - Refund pretax retirement from prior year
Balance Information	1004 000	/E / 400 COL/I
Company # & Abbreviation	YYY - 888	(Example: 100 - SOV)
Balance ID	CY - Calendar Year	
Year	2022	
Period	1 - January	
Reason for Adjustment		Retirement was deducted in error on ppe 12/09/21. EE did not efund processed in error on the January 14th check causing est submitted
Agency Use Only:		
Prepared By:	ahcdefo	Date 2/17/2022
Approved By		Date 2/17/2022
Approved by	. Hijkiimio	Date Zinzozz
Number of Earnings Adj Number of Deduction Adj Number of Tax Adj Number of Garnishment Adj		
	SPO Use	e Only:
Entered By:		Date
Approved By		Date
дриота ву		
Voucher #:		Date Keyed
Journal #:		Date Keyed
Balance	e Adj#	

		Balance Adjustments Reques	t Form	
Employee Na	ame	EmployeeT	Empl ID	00777656500
Balance Info	rmation		Empl Rcd	0
Compan		YYY - 888		
Balance	ID	CY - Calendar Year		
Year		2022	31 11 11 11	
Period		1 - January		
Deduction In	Adjustment 1			
		yp 4W - VRS Hb Vol Defined Contr	Deduction Code	HYBVDC - VRS HB Vol Defined Contr
	Benefit	F 4W - HVC100-Hybrid 1.00% VDC w/ER Match		B - Before-Tax
	Reason for Adjustme	Employee terminated 11/26/21. Retirement was deducted on the January 14th check causing negative balances. V		/21. EE did not have taxable wages for 2022. Refund processed in error
Deductions				
	Adjustment to Month-to-Date	24.99		
	Current Month-to-Date	-24.99	•	
Deduction Deduction In	n Adjustment 2			
	Plan Ty	/P_4W - VRS Hb Vol Defined Contr	Deduction Code	HYBVDC - VRS HB Vol Defined Contr
	Benefit	F 4W - HVC100-Hybrid 1.00% VDC w/ER Match	Deduction Class	N - Nontaxable Benefit
	Reason for Adjustme	Employee terminated 11/26/21. Retirement was deducted on the January 14th check causing negative balances. We		/21. EE did not have taxable wages for 2022. Refund processed in error
Deductions				
	Adjustment to Month-to-Date	24.99		
	Current Month-to-Date	-24.99	•	
Deduction In	Adjustment 3			
Deduction in		/p N/A - Not Applicable	Deduction Code	N/A - Not Applicable
		F N/A - Not Applicable		N/A - Not Applicable
				/21. EE did not have taxable wages for 2022. Refund processed in error
	Reason for Adjustme	er on the January 14th check causing negative balances. W	/2C Request submitted	
Deductions				
	Adjustment to Month-to-Date		2	
	Current Month-to-Date			
Deduction	Adjustment 4			
Deduction Inf				
		p N/A - Not Applicable		N/A - Not Applicable
	Benefit	F N/A - Not Applicable		N/A - Not Applicable 21. EE did not have taxable wages for 2022. Refund processed in error
	Reason for Adjustme	er on the January 14th check causing negative balances. W		
Doductions				
Deductions	Adjustment to Month-to-Date			
	Current Month-to-Date		ri .	
Deduction Deduction Inf				
		P N/A - Not Applicable		N/A - Not Applicable
	Benefit	F N/A - Not Applicable Employee terminated 11/26/21 Retirement was deducted		N/A - Not Applicable 21. EE did not have taxable wages for 2022. Refund processed in error
	Reason for Adjustme	er on the January 14th check causing negative balances. W		21. LE did not have taxable wages for 2022. Refund processed in effor
Daduation				
Deductions	Adjustment to Month-to-Date			
	•		0	
	Current Month-to-Date			

W-2C Request Form

Company Number & Name:	888 - YYY	
Employee Name:	Employee T	
Employee ID#:	00777656500	
Employee Social Security #:	123-45-6789	
Correction is for Calendar Year:	2021	•

			mpact on Taxab	le Wages:	
Amount	Reason	Fed	OASDI	HI	State
		Box 1	Box 3	Box 5	Box 16
\$ 24.99	Refund of pre-tax retirement contribution	+	n/a	n/a	+
\$ -	Repayment of wages from prior year not due to employee	n/a	-	-	n/a
\$ -	Adjustment for workers compensation received for prior year	-	-	-	
\$ -	Imputed Life calculated in error	-	-	-	-
\$ -	Adjust for undocumented Flexible Reimbursement claims	+	+	+	+
\$ -	Include taxable Fringe Benefit*	+	+	+	+
\$ -	Other taxable compensation not previously included*	+	+	+	+
\$ -	Correct employee OASDI/HI tax status - decrease taxable wages*	n/a	-	-	n/a
\$ -	Correct employee OASDI/HI tax status - increase taxable wages*	n/a	+	+	n/a
\$ -	Compensation reported in error*	-	-	-	-
\$ -	W2 issued in error*	-	-	-	-
\$ -	OASDI Maximum Reached*	n/a	-	n/a	n/a
\$ -	Correct State wages only*	n/a	n/a	n/a	+/-
\$ -	Other*				

SOCIAL SECURITY N	SOCIAL SECURITY NUMBER CORRECTION	
Previously Reported		
Correct SSN		

	NAME CORRECTION		
Previously Reported			
Correct Name			

*Explanation (REQUIRED):

Employee terminated 11/26/21. Retirement was deducted in error on ppe 12/09/21. Refund processed in error on the January 14, 2022 check causing negative balances. W2C Request to add refund to taxable wages for 2021.

CERTIFICATION				
f submitting this W2C results in a refund or abatement of over-reported employment taxes, check the appropriate boxes as required.				
You must put an X in at least one box for refunds:				
5a. Employee has been repaid or reimbursed for the overcollected OASDI tax and HI tax.				
I certify that I have a written statement from the employee stating that he (she has not /will not claim (or the claim was rejected) a refund or credit for the				

overcollection.

5b. Employee will be reimbursed once refund has been received from the IRS.

I certify that I have a written statement from the employee stating that he/she has not/will not claim (or the claim was rejected) a refund or credit for the overcollection.

I certify that I have written consent from the employee stating that I may file this claim for the employee's share of OASDI tax and HI tax.

OR

5c. The claim for OASDI tax and HI tax is for the employer's share only.

OR

5d. The claim is for federal income tax, OASDI tax, HI tax or Additional HI tax that were not withheld from employee wages.

Company Number & Name: 888 - YYY

		Information		viously Reported	120	Correct Information	Previously Reported
		al income tax		Federal income tax		1 Wages, tips, other	1 Wages, tips, other
		ithheld	wi	withheld	-	compensation	compensation
	0.00				24.99	34,668.75	34,643.76
		l security tax	4 Socia	Social security tax	Ī		
		ithheld		withheld		3 Social security wages	3 Social security wages
0.0	0.00				0.00		
0.0	0.00	re tax withheld	6 Medicar	edicare tax withheld	0.00	5 Medicare wages and tips	5 Medicare wages and tips
0	0.00	ocated tips	8 Alio	8 Allocated tips	0.00	7 Social security tips	7 Social security tips
	0.00				0.00		
		pendent care	10 Dep		Ī		
		enefits		pendent care benefits	[
	0.00				Į		
		Code:	12a	Code:	Ī	11 Nonqualified plans	11 Nonqualified plans
	0.00	0.00		0.00	0.00		22 Hongaamer plans
		Code:	12b	Code:			
	0.00	0.00		0.00			
		Code:	12c	Code:	1		
	0.00	0.00		0.00			
		Code:	12d	Code:			
	0.00	0.00		0.00			
		Information	Correct	viously Reported		Correct Information	Previously Reported
					ĺ		
		5 State	13	15 State		15 State Virginia - VA	15 State Virginia - VA
		wages, tips etc.	16 States	State wages, tips etc.			
	0.00	wages, tips etc.	10 State	state wages, tips etc.	24.99	16 State wages, tips etc. 34,668.75	16 State wages, tips etc. 34,643.76
		te income tax	17 Stat	State income toy	2		
	0.00	te income tax	1/ Stat	State income tax	0.00	17 State income tax	17 State income tax
					0.00		
		wages, tips, etc.	18 Local v	ocal wages, tips, etc.		18 Local wages, tips, etc.	18 Local wages, tips, etc.
	0.00				0.00		U 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	0.00	al income tax	19 Loca	Local income tax	0.00	19 Local income tax	19 Local income tax
		cality name	20 Loc	20 Locality name		20 Locality name	20 Locality name

Authorized Signature		Date	
	(must be signed by someone with certification authority)		
Printed Name			
			- 1 140/04/04

EXAMPLE 19 – Taxable Tuition Reimbursement (Education Assistance)

Scenario: Employee U was reimbursed for taxable tuition outside of the payroll system or the payment for the employee's taxable tuition was made directly to the school <u>prior</u> to the end of the calendar year. Payroll was not notified in time to process it through payroll prior to the final confirmation for the pay group in December.

Tax Balances Before Adjustment

Locali Tax Cl	US Federal ity lass Withholding	Quarte Period	•
Taxes		Taxable Gross	
Year-to-Date	\$974.21	Year-to-Date	\$8,846.81
Quarter-to-Date	\$974.21	Quarter-to-Date	\$8,846.81
Month-to-Date	\$974.21	Month-to-Date	\$8,846.81
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
Month-to-Date	\$0.00	Year-to-Date Quarter-to-Date	\$0.00 \$0.00

	te VA Virginia ality Class Withholding	Quarter Period	Quarter 4 Oct - Dec) December
Taxes		Taxable Gross	
Year-to-Date	\$411.09	Year-to-Date	\$8,846.81
Quarter-to-Date	\$411.09	Quarter-to-Date	\$8,846.81
Month-to-Date	\$411.09	Month-to-Date	\$8,846.81
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

Tax Balances Before Adjustment (cont.)

US Federal Locality Tax Class OASDI/Disability - EE	Quarter Quarter 4 (Oct - Dec) Period December
Taxes	Taxable Gross
Year-to-Date \$566.84	Year-to-Date \$9,142.57
Quarter-to-Date \$566.84	Quarter-to-Date \$9,142.57
Month-to-Date \$566.84	Month-to-Date \$9,142.57
Tips Earnings	No Limit Gross
Month-to-Date \$0.00	Year-to-Date \$9,142.57
	Quarter-to-Date \$9,142.57
	Month-to-Date \$9,142.57

US Federal Locality Tax Class OASDI/Disability - ER	Quarter Quarter 4 (Oct - Dec) Period December
Taxes	Taxable Gross
Year-to-Date \$566.84	Year-to-Date \$9,142.57
Quarter-to-Date \$566.84	Quarter-to-Date \$9,142.57
Month-to-Date \$566.84	Month-to-Date \$9,142.57
Tips Earnings	No Limit Gross
Month-to-Date \$0.00	Year-to-Date \$9,142.57
	Quarter-to-Date \$9,142.57
	Month-to-Date \$9,142.57

Tax Balances Before Adjustment (cont.)

Locality Tax Clas	US Federal s FICA Med Hospital Ins/EE	Quarter Period	Quarter 4 (Oct - Dec) December
Taxes		Taxable Gross	
Year-to-Date	\$132.57	Year-to-Date	\$9,142.57
Quarter-to-Date	\$132.57	Quarter-to-Date	\$9,142.57
Month-to-Date	\$132.57	Month-to-Date	\$9,142.57
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$9,142.57
		Quarter-to-Date	\$9,142.57
		Month-to-Date	\$9,142.57

Local Tax C	US Federal ity class FICA Med Hospital Ins/ER	Quart Period	•
Taxes		Taxable Gross	
Year-to-Date	\$132.57	Year-to-Date	\$9,142.57
Quarter-to-Date	\$132.57	Quarter-to-Date	\$9,142.57
Month-to-Date	\$132.57	Month-to-Date	\$9,142.57
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$9,142.57
		Quarter-to-Date	\$9,142.57

Employee Information		
	00888080800	_
Empl Rcd	0	_
First Name	Employee	_
Last Name	U	_
Middle Name		
Balance Information		Example 19 -Taxable Tuition Reimbursement
Company # & Abbreviation	YYY - 888	(Example: 100 - SOV)
Balance ID	CY - Calendar Year	
Year	2022	_
Period	12 - December	_
1 01.00	12 2000	_
Reason for Adjustment	Taxable tuition reimbursementhe year	t payment processed and reported to payroll after final payrun for
Agamay Han Only		
Agency Use Only: Prepared By	abcdefo	Date 1/2/2023
Approved By		Date 1/2/2023
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		_
Number of Earnings Adj		
Number of Deduction Adj	X	
Number of Tax Adj		
Number of Garnishment Ad		
	SPO U	se Only:
Entered By:		Date
Approved By		Date
Approved by		
Voucher #		Date Keyed
Journal #		Date Keyed
l		
Palance		
Balance	mal m	
l		
l		

	Balance Adjustments	e Reguest Form	
Employee Name	EmployeeU	Empl ID Empl Red	00888080800
Balance Information		Ellipi Kou	·
Company	YYY - 888		
Balance ID	CY - Calendar Year		
Year	2022		
Period	12 - December		
Earnings Adjustment 1 Earnings Information Earnings Code	TTR - Taxable Tuition	-	
Reason for adjustme	Taxable tuition reimbursement payment process	ed and reported to payroll after final p	payrun for the year
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Dat	te4,750.00
Current Month-to-Date		Current Month-to-Date	
Earnings Adjustment 2			
Earnings Information			
Eamings Code	N/A - Not Applicable	_	
Reason for adjustmen	Taxable tuition reimbursement payment process	ed and reported to payroll after final p	payrun for the year
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Dat	te
Current Month-to-Date		Current Month-to-Date	
Earnings Adjustment 3 Earnings Information		36	
Earnings Code	N/A - Not Applicable	_	
Reason for adjustmen	Taxable tuition reimbursement payment process	ed and reported to payroll after final p	payrun for the year
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Dat	te
Current Month-to-Date		Current Month-to-Date	2
Earnings Adjustment 4			
Earnings Information Earnings Code	N/A - Not Applicable		
- 1	Taxable tuition reimbursement payment process	ed and reported to payroll after final r	aguing for the year
reason for adjustmen	Taxable tolor relinbursement payment process		adyrum for the year
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Dat	te
Current Month-to-Date		Current Month-to-Date	
Earnings Adjustment 5			
Earnings Information	NIA Not Applicable		
Earnings Code	N/A - Not Applicable	-	
Reason for adjustmen	Taxable tuition reimbursement payment process	ed and reported to payroll after final p	payrun for the year
Hours		Gross Earnings	
Adjustment to Month-to-Date		Adjustment to Month-to-Dat	te
Current Month-to-Date		Сиптепt Month-to-Date	

alances		Delever Adlustments	D	
Employee Nam	10	Balance Adjustments EmployeeU	Empl ID	00888080800
Balance Inform Company Balance II Year Period		YYY - 888 CY - Calendar Year 2022 12 - December	Empl Rcd	0
Tax Adjustr	nent 1		A TALLET AND THE SECOND	
Tax Informatio	S	ate \$U - Federal		Locality
	Ta	ax (OASDI/Disability - EE		
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll aft	er final payrun for the year
Taxes		22.4.50	Taxable Gross	4750.00
	Adjustment to Month-to-Date Current Month-to-Date	294.50	Adjustment to Month-to-Date Current Month-to-Date	4,750.00
	Out of the bate		•	
Tips Earnings	Adjustment to Month-to-Date	9	No Limit Gross Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 2			
Tax Information	n	ata 811 - Fardar -1		Langett.
		ate \$U - Federal ax (OASDI/Disability - ER	<u></u>	Locality
			processed and repeded to solve!! at	er final name of for the secon
	Reason for Adjustment	Taxable tuition reimbursement payment		er iaiai payruii ioi the year
Taxes	Adjustment to Month-to-Date	294.50	Taxable Gross Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date	204.00	Current Month-to-Date	4,700.00
Tips Earnings			No Limit Gross	
rips Lamings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 3			
Tax Information		ate \$U - Federal	ı	Locality
		ax (FICA Med Hospital Ins / EE	•	Locality
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll aff	er final payrup for the year
_	riododii idi ridjadandii	Totala tatal Talina a amin'ny paymon		or man payment is also year
Taxes	Adjustment to Month-to-Date	68.88	Taxable Gross Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr				
Tax Information		ate \$U - Federal	ı	Locality
	Ta	x (FICA Med Hospital Ins / ER	•	
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll aft	er final payrun for the year
Taxes			Taxable Gross	
	Adjustment to Month-to-Date	68.88	Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustn				
Tax Information	St	ate \$U - Federal	_	ocality
	Ta	x (Withholding		
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll aft	er final payrun for the year
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Carrent Month-to-Date		COLLECT INICITIES CO-DUIC	

Current Month-to-Date

Employee Nan	ne	Balance Adjustments EmployeeU	Request Form Empl ID	00888080800
			Empl Rcd	0
Balance Inform Company Balance II Year		YYY - 888 CY - Calendar Year 2022		
Period		12 - December		
Tax Adjusti				
Tax Informatio		te VA - Virginia		Locality
	Tax	Withholding		
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll aft	er final payrun for the year
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	4,750.00
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr				
Tax Informatio		te N/A - Not Applicable	ı	Locality
		(N/A - Not Applicable		
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll after	er final payrun for the year
Toyor		, and the same of		
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date	(Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date	P	Adjustment to Month-to-Date	
	Current Month-to-Date	р <u>————————————————————————————————————</u>	Current Month-to-Date	
Tax Adjustr	nent 3			
Tax Information	n	n N/A Net Applicable	,	and like
		N/A - Not Applicable N/A - Not Applicable	- '	_ocality
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll and	er final payrun for the year
Taxes	Adicate and to Month to Date		Taxable Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
			-	
Tips Earnings	Adjustment to Month-to-Date		No Limit Gross Adjustment to Month-to-Date	
	Current Month-to-Date	7	Current Month-to-Date	
Tour Authorite				
Tax Adjustra Tax Information				
		e N/A - Not Applicable	_	ocality
	lax	(N/A - Not Applicable	-	
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll after	er final payrun for the year
Taxes			Taxable Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date Current Month-to-Date		Adjustment to Month-to-Date Current Month-to-Date	
	Current Month-to-Date		- Corrent Month-to-Date	
Tax Adjustn				
Tax Information		e N/A - Not Applicable	L	ocality
		(N/A - Not Applicable		
	Reason for Adjustment	Taxable tuition reimbursement payment	processed and reported to payroll after	er final payrun for the year
Taxes	•		Taxable Gross	
Idacə	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	

Current Month-to-Date

EXAMPLE 20 - State Taxable Balance Adjustment (No taxable gross, no tax taken)

Scenario: Employee V submitted a VA-4 tax form claiming exempt for ppe 2/25/22 – 3/09/22 and was set up on the Employee Tax Data screen as No taxable gross no tax taken for Virginia. The error was found when reviewing the V_PY_FIT_SIT_TAXABLE_VARIANCE query. Taxable gross for Virginia must be corrected using a Balance Adjustment Form.

YTD VA Withholding Before Adjustment = \$10,562.55

YTD Federal Withholding Before Adjustment = \$12,765.62

Tax Balances Before Adjustment

	State VA Virginia Locality Tax Class Withholding	Quarter Period	Quarter 1 (Jan - Mar) March
Гахеѕ		Taxable Gross	
Year-to-Date	\$356.76	Year-to-Date	\$10,562.55
Quarter-to-Date	\$356.76	Quarter-to-Date	\$10,562.55
Month-to-Date	\$267.63	Month-to-Date	\$6,336.71
Tips Earnings		No Limit Gross	
Month-to-Date	\$0.00	Year-to-Date	\$0.00
		Quarter-to-Date	\$0.00
		Month-to-Date	\$0.00

Employee Information			
	00232323200		
Empl Rcd	0		
First Name	Employee		
Last Name	V	-	
Middle Name		-	
		Example 20 -	- No taxable gross, no tax taken
Balance Information			g,
Company # & Abbreviation	888 - YYY	(Example: 100	- SOV)
Balance ID	CY - Calendar Year		
Year	2022	-	
Period	3 - March	-	
renou	3 - IMAICH	-	
Reason for Adjustment	Employee submitted VA-4 form gross, no tax taken in error.	claiming exem	pt for ppe 3/09/22. EE was set up as No taxable
Agency Use Only:			
Prepared By:	abcdefo	Date	3/31/2022
Approved By		Date	3/31/2022
Approved by	. mjkimi	- Date	3/3/1/2022
Number of Earnings Adj			
Number of Deduction Adj		-	
Number of Tax Adj	1	-	
		-	
Number of Gamishment Ad		-	
	SPO Us	e Only:	
l	0.00	• • · · · · · ·	
		D-4-	
Entered By:		Date	
Approved By	:	Date	
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Voucher#:		Date Keyed	
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Dalance			
Balance	Adi#		
Balance	Adj#		

alances				
Employee Nam	ne .	Balance Adjustments EmployeeV	Empl ID	00232323200
Balance Inform Company Balance II		888 - YYY CY - Calendar Year	Empl Rcd Example 7 - Move SIT Txbl from I	0 MD to VA
Year Period		2022 3 - March		
	nont d			
Tax Adjustr Tax Information	n			
		ate VA - Virginia x (Withholding	- -	Locality
			- 0/00/00 FF	and the transfer of the transfer of
	Reason for Adjustment	Employee submitted VA-4 form claiming	exempt for ppe 3/09/22. EE was set	t up as No taxable gross, no tax taken in error.
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	2,203.07
	Current Month-to-Date	N 	Current Month-to-Date	6,336.71
Tips Earnings			No Limit Gross	-
rips Lainings	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 2			
Tax Information	n	ate N/A - Not Applicable	1	_ocality
		x (N/A - Not Applicable	· '	
	Reason for Adjustment	Employee submitted VA-4 form claiming	=: exempt for ppe 3/09/22. FF was set	up as No taxable gross, no tax taken in error.
_	sooo or requestion			The tallette group, no tall tallon in office.
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	ment 3			
Tax Information		ete N/A - Not Applicable	1	ocality
		(N/A - Not Applicable	· ·	County
	Reason for Adjustment	Employee submitted VA-4 form claiming	exempt for one 3/09/22. EF was set	t up as No taxable gross, no tax taken in error.
_				
Taxes	Adjustment to Month-to-Date		Taxable Gross Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr	nent 4			
Tax Information		ite N/A - Not Applicable	I	_ocality
		N/A - Not Applicable	-	
	Reason for Adjustment	Employee submitted VA-4 form claiming	exempt for ppe 3/09/22. EE was set	up as No taxable gross, no tax taken in error.
Taxes			Taxable Gross	
Idaes	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
7/	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tax Adjustr				
Tax Information		ite N/A - Not Applicable	ı	_ocality
		(N/A - Not Applicable		
	Reason for Adjustment	Employee submitted VA-4 form claiming	exempt for ppe 3/09/22. EE was set	up as No taxable gross, no tax taken in error.
Taxos	•		Taxable Gross	
Taxes	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	
Tips Earnings			No Limit Gross	
	Adjustment to Month-to-Date		Adjustment to Month-to-Date	
	Current Month-to-Date		Current Month-to-Date	