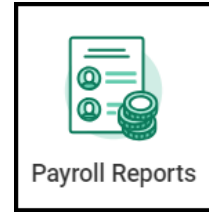


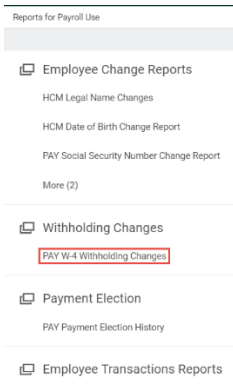
Pay W-4 Withholding Change Report

This report walks a Payroll Partner through the step of pulling a report for employees who have requested a change to their federal or state withholdings.

Step 1: On the *Home* page, click the **Payroll Reports** worklet.




Step 2: A list of Payroll Reports will display, click on **PAY W-4 Changes**.







Step 3: The **Business Processes** field will be auto-populated with both Federal and State Withholding Elections (1). Enter the **Completed Date On or After** (2) and the **Completed Date On or Before** (3). You do not have to enter a time. Click **OK**.

PAY W-4 Withholding Changes

Business Processes 1	<div style="border: 1px solid #ccc; padding: 2px;"> X Complete Federal Withholding Elections X Complete State and Local Withholding Elections </div>	
Transaction Status	<div style="border: 1px solid #ccc; padding: 2px;"> </div>	
Completed Date On or After 2	<div style="border: 1px solid #ccc; padding: 2px;"> 03 / 01 / 2019 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> 12 : 00 : 00 AM </div>
Completed Date On or Before 3	<div style="border: 1px solid #ccc; padding: 2px;"> 03 / 21 / 2019 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> 12 : 00 : 00 AM </div>
Event Effective Date On or After	<div style="border: 1px solid #ccc; padding: 2px;"> MM / DD / YYYY </div>	
Event Effective Date On or Before	<div style="border: 1px solid #ccc; padding: 2px;"> MM / DD / YYYY </div>	
Initiated Date On or After	<div style="border: 1px solid #ccc; padding: 2px;"> MM / DD / YYYY </div>	<div style="border: 1px solid #ccc; padding: 2px;"> -- : -- : -- AM </div>
Initiated Date On or Before	<div style="border: 1px solid #ccc; padding: 2px;"> MM / DD / YYYY </div>	<div style="border: 1px solid #ccc; padding: 2px;"> -- : -- : -- AM </div>



When the report returns, click on grid preference     icon to hide columns that are not needed.

Step 4: Requested Federal Withholding changes will be on the left-hand side of the report (1) and the State Withholding will be on the right-hand side (2). Use the scroll bar at the bottom of the report to navigate back and forth.

Employee ID	Business Process Type	Date and Time Completed	Federal Withholding: W-4 - Marital Status	Federal Withholding: W-4 - Number Of Allowances	Federal Withholding: W-4 - Additional Amount	Federal Withholding: W-4 - Exempt	State Withholding (Resident) - Marital Status	State Withholding (Resident) - # of Allowances	State Withholding (Resident) - Additional Amount
	Complete Federal Withholding Elections	03/01/2019 06:21:03.003 AM	Married	5	0.00		Married	5	0.00
	Complete State and Local Withholding Elections	03/01/2019 06:21:55.613 AM	Married	5	0.00		Married	5	0.00

The report can be filtered by clicking on any of the column headers, allowing you to sort the RDC or PDC in Ascending or Descending order or by a value contained in the column.

State Withholding (Resident) - Additional Amount	State Withholding (Resident) - Exempt Indicator	CF LRV Worker RDC	CF LRV Worker PDC
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ↑ Sort Ascending </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ↓ Sort Descending </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Filter Condition * <input style="width: 100%;" type="text" value="contains"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Value * <input style="width: 100%;" type="text"/> </div> <div style="text-align: center; margin-top: 10px;"> Filter </div>			253
			417
			380
			380
			312