Communication Liaison:

This message is for all your HRMS Users.

It has come to our attention that some HRMS users have selected the radio button -“Do Not Maintain Taxable Gross and Do Not Withhold Tax" on both the Federal and State Tax Tabs. This field should **NEVER** be selected. When an employee claims exempt on their W-4, the correct button to select is "Maintain taxable gross; FWT zero unless specified in "Additional Withholding."

W2's for 2007 have underreported federal and state taxable wages (corrected W-2s are being completed). Additionally, federal and state wages have been incorrectly reported to the IRS and OTC.

A Federal Tax screen shot with the correct Radio Button selected is shown below.

