



Tax Initiator Forms and Reports

JobRole	Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Tax Initiator	Employee U.S. Taxes	PR13.1	Form	Yes	No	No	Yes	No		Maintain employee tax information for tax deductions, as well as government reporting information.
Tax Initiator	Tax Locations	PR13.7	Form		No	No	Yes	No	Found on PR13.1, Tax Locations	View tax deductions created by BSI Tax Locator; disable any of the Tax Locator deductions that do not apply to the employee; enable Tax Locator deductions that were previously disabled; assign tax deductions to an employee that Tax Locator did not assign.
Tax Initiator	U.S. Tax Deduction Errors	PR13.8	Form		No	No	Yes-Update	No		Correct, view and update Tax Locator errors.
Tax Initiator	Employee Deduction	PR14.1	Form		No	Yes	Yes	No		Assign a deduction to an employee and to maintain all deductions that apply to a specific employee.
Tax Initiator	Deduction Speed Entry	PR15.1	Form		No	Yes	Yes	No		Add one deduction to multiple employee records, or to make changes to deduction parameters for one deduction for multiple employees.
Tax Initiator	Employee Deduction Speed Entry	PR15.2	Form		No	Yes	Yes	No		Add multiple deductions to one employee record, or to make changes to multiple deductions for one employee record.