

## A-4 Election Processing - Effective July 1, 2011

In order to enter new Arizona State Tax withholdings for either an existing employee or a new employee, please complete the following steps:

1. Access form **PR14.1**
2. In the Company field, enter **1**
3. Select or enter the EIN of the employee you wish to update.
4. In the Deduction Code field, enter **T201 (AZ State W/H Tax)**
5. Verify that the **BSI Formula** field is blank. If there are any values, please delete the information
6. Enter the **NEW Arizona Formula** based on the information provided below:

**\*\*\*NOTE:** Please keep in mind that the previous Arizona Tax Codes #2 – #7 are no available, you must choose a new formula below:

Percentage	Formula
0.8%	15
1.3%	9
1.8%	14
2.7%	13
3.6%	12
4.2%	11
5.1%	10
0% - Exempt	8

**\*\*\*NOTE:** If employee is claiming exempt, please review the PR13 and confirm that the Tax Exempt field is blank and no longer displays “Yes”.

7. Click **Change**

The screenshot shows the HRIS Employee Deduction (PR14.1) form. The form is titled "Employee Deduction (PR14.1)" and includes a navigation bar with buttons for Home, Add, Change, Delete, Previous, Inquire, Next, and Inquire. The form fields are as follows:

- Company:** STATE OF ARIZONA (Callout 2)
- Employee:** 126074 BOWLING, JENNIFER L. (Callout 3)
- Deduction:** T201 AZ STATE W/H TAX (Callout 4)
- Amount or Percent:** [Blank] USD
- Addl or Minimum Amt, Pct:** [Blank]
- Exclude Amount:** [Blank]
- Balance Type:** [Blank]
- Balance Amount:** [Blank]
- Priority:** 5
- Arrears:** Y (Net To Zero - Create Arrears)
- Deduction Cycles:** [Blank]
- Begin Date:** 01/01/1950
- End Date:** [Blank]
- Monthly Limit:** [Blank]
- Payment Limit:** [Blank]
- BSI Formula:** [Blank] (Callout 5)
- Arizona Formula:** 9 (Callout 6)
- Calculation Type:** T
- Payment Description:** ARIZONA
- Country Code:** US (United States of America)

Please continue to PR13 to review or update Additional Amount field.

\*\*\*NOTE: PR13 should always be reviewed to update or remove any Additional Amount or remove the Tax Exempt Flag that may remain from a previous A-4 election.

8. Enter PR13.1 in the search box
9. In the **Company** field, enter **1**
10. Select or enter the **EIN** of the employee you wish to update.
11. Click **Inquire** and the employees information should auto-fill
12. In the FC field corresponding to the T201 Ded, enter or select a “C” for change
13. Click on the **Add Tax Information** tab
14. If the employee requests to have additional tax amount deducted from paycheck, complete the following:
  - a. In the Tax code field, select **Tax Code 2**
  - b. In the **Amount** field, enter the Additional Amount
  - c. Click **Change**

The screenshot shows the HRIS State of Arizona interface for 'Employee United States Taxes (PR13.1)'. The page includes a navigation menu on the left, a header with 'Welcome Jenni pr13', and a main form area. Callouts 9, 10, 11, 12, 13, 14a, and 14b point to specific fields and buttons. Callout 14c points to the 'Change' button. A callout bubble on the right states: 'Tax Exempt field should always be blank, even if employee is claiming exempt.'

**Employee Information:**

- Company: 1 STATE OF ARIZONA
- Employee: 126074 BOWLING, JENNIFER L.
- Resident: -- Resident
- State: AZ Arizona
- County: [Field]
- City: [Field]
- Sch Dst: [Field]
- Workers Comp State: AZ Arizona
- EIC Status: [Field]
- BSI Group Code: [Field]

FC	Ded	Description	Mar Res	Stat	Exempt Number	Exempt Amount	Tax Exm	Code
[Field]	T101	FEDERAL WITHHOLDING	Y	02	1	[Field]	[Field]	[Field]
[Field]	T201	AZ STATE W/H TAX	Y	02	[Field]	[Field]	[Field]	[Field]
[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]
[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]

**Add Tax Information Tab:**

Tax Code	Rate	Amount	Formula
02 Addtl Amt; Tax not > txbl wage	[Field]	[Field]	[Field]

**New Employee Processing After June 15<sup>th</sup> 2010**  
**For A-4 State Tax Withholding**

After the HR department completes the “Hire an Applicant form – XP52.4” in HRIS and the “Update Required Deductions” is entered as “Yes”, the AZ State Withholding information should be updated using PR14 - AZ Formula field. If the employee designates an Additional Amount, this field should be entered on PR13 - Addtl Tax Information tab under the T201 deduction code. The review of PR13 is especially important for Re-Hire Personnel Actions.

An employee also has the option to login to Y.E.S. and select their Arizona Tax withholdings. The information will automatically update HRIS within 24 hours.

If you have any questions, please contact the HRIS Help desk at 602.542.4700 or via e-mail at [hrishelpdesk@azdoa.gov](mailto:hrishelpdesk@azdoa.gov)