



HRIS Job Role Training

Earned Income Credit

Forms: PR13.1, PR13.7, PR14.1

Table of Contents

Introduction.....	3
Add Earned Income Tax Credit	4
Add EIC - Employee US Taxes Form (PR13.1)	4
Add EIC - Employee Deductions Form (PR14.1)	7
Add EIC - US Tax Locations Form (PR13.7)	10
Add EIC - US Tax Locations Form (PR13.7) – User Tax Deductions Link.....	12
Stop Earned Income Tax Credit	14
Stop EIC - US Tax Locations Form (PR13.7)	14
Stop EIC - US Tax Locations Form (PR13.7) – User Tax Deductions Tab	16
Stop EIC - Employee Deduction Form (PR14.1).....	18
Stop EIC – Employee US Taxes Form (PR13.1)	21
Reactivate Earned Income Tax Credit.....	24
Reactivate EIC - Employee US Taxes Form (PR13.1).....	24
Reactivate EIC - Employee Deductions Form (PR14.1)	27
Reactivate EIC - US Tax Locations Form (PR13.7).....	30
Reactivate EIC - US Tax Locations Form (PR13.7) – User Tax Deductions Link	32
Remove Earned Income Credit	34
Remove EIC - Employee US Taxes Form (PR13.1)	34
Remove EIC - Employee Deductions Form (PR14.1)	37

Introduction

Employees who complete a W5 form and meet defined criteria by the Federal Government are eligible to have Earned Income Credit (EIC) deductions established on their records.

EIC deductions are established using the *Employee U.S. Taxes Form (PR13.1)* and *Employee Deductions Form (PR14.1)* and the US TAX Locations (PR13.7).

EIC can only be entered at the Agency Payroll Offices.

For EIC, a new W-5 Form must be completed and submitted every calendar year. When processed, the HRIS system will determine if the Employee meets the eligibility requirements for EIC, if the Employee is not eligible, this will not be established on his/her record.



Note

- Changes to an Employee's tax withholdings **cannot** be future dated.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR13.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee US Taxes form (PR13.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the Field after cursor is moved to the next Field.	You must enter the correct EIN.
4	Inquire Button	R	Click Inquire .	You should get message "Inquiry Complete " in the lower left corner	If the Employee is not requesting EIC, follow the steps outlined in the Maintain Tax Deduction lesson.
5	Resident Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.		State Field – will default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
6	Work Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.		State Field – should default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
7	Workers Comp State Field	R	Do NOT change this field		Workers Comp State will default to 'AZ'
8	EIC Status Field	R	Type or select from the drop down menu the appropriate EIC Status for the Employee.		Valid Values: <ul style="list-style-type: none"> • 01 – Single or Married without spouse filing certificate • 02 – Married with both spouses filing certificate
9	BSI Group Code Field	N / A	Do NOT change this field		BSI Group Code – information will appear if applicable to the Employee <ul style="list-style-type: none"> • Note: This information is populated by the retirement system when applicable. Agencies should never key anything into this field.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
10	FC Fields Ded Fields Res Fields Mar Sts Fields Exemp Number Fields Exempt Amount Fields Tax Ex Fields Cert Code Fields	N / A	Do NOT change any of these fields at this time.		
11	Add Exemptions Tab – All fields Add Tax Info Tab – All fields Effective Date Tab – All Fields	N / A	Do NOT change any of these fields at this time.		
12	Change Button	R	Click Change to save the EIC changes.	Message "Change Complete – Continue" will appear in the lower left corner of the window.	

Add EIC - Employee Deductions Form (PR14.1)

The screenshot shows the HRIS Employee Deduction (PR14.1) form. The interface includes a top navigation bar with the HRIS State of Arizona logo, the title "Employee Deduction (PR14.1)", and a user welcome message "Welcome Rita" with a "logout" link. Below the navigation bar is a menu with options: Home, Add, Change, Delete, Previous, Inquire, Next, and Inquire. A search bar contains "pr14.1" and a "Related Forms" dropdown is visible. The main form area contains several input fields and checkboxes, with numbered callouts (1-10) pointing to specific elements:

- 1: Search bar containing "pr14.1"
- 2: Company dropdown menu
- 3: Employee dropdown menu
- 4: Deduction dropdown menu
- 5: Inquire button in the top navigation bar
- 6: A group of fields including "Amount or Percent", "Addl or Minimum Amt, Pct", "Balance Type", "Balance Amount", "Priority", and "Arrears".
- 7: Begin Date date picker
- 8: End Date date picker
- 9: A group of fields including "Monthly Limit", "Payment Limit", "Calculation Type", "Payment Description", and "Country Code".
- 10: "Your Employee Services" dropdown menu in the left sidebar

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deductions form (PR14.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	Deduction Field	R	Type in deduction code ' T109 ' or select it from the drop down menu.	Earned Income Credit label will appear next to the field after cursor is moved to the next field.	The Earned Income Credit Deduction Code is 'T109'.
5	Inquire Button	R	Click Inquire .	<p>Message "Employee Deduction does not exist" should appear in the lower left corner of the window.</p> <p>If message "Employee Deduction Already exists" do not complete the steps below. You should refer to the section Reactivate EIC - Employee US Taxes Form (PR13.1) (Page 24) for the appropriate steps to complete.</p>	
6	Amount –or- Percent Field Addl or Minimum Amt, % Field Balance Type Field Balance Amount Field Priority Field Arrears Field Deduction Cycles Field	O O O O R O R	Do NOT change any of these fields.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change based on the deduction set-up
7	Begin Date Field	R	Type in the beginning date of the deduction.		Date Format: MM/DD/YYYY Begin Date should be the date that appears on the Employee Authorization Form (W-5).
8	End Date Field	R	Do not enter an end date		If end date is entered the PR13.7 cannot be entered.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
9	Monthly Limit Field Payment Limit Field Calculation Type Field Payment Description Field Country Code Field	R O O R R R	Do NOT change any of these fields.		<p>If necessary, HRIS will populate these fields with applicable data after clicking Add or Change based on the deduction set-up.</p> <p>The fields: Calculation Type, Payment Description and Country Code are for display purposes only.</p>
10	Add Button	R	Click 'Add' to save the changes.	You should get message "Add Complete – Continue" in the lower left corner.	<p>The new EIC deduction should be listed in the Deductions Folder when you Drill Around on the Employee's record.</p> <p>After clicking Add, the system will populate additional required fields for the deduction. Those fields include: Priority, Arrears, Deduction Cycles, Calculation Type, Payment Description and Country Code.</p>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR13.7 in the White Search Box. Press <i>Enter</i> on the keyboard	The US Tax Locations form (PR13.7) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	Next Button	R	Click the Next button to display the Employee's record.	PAYROLL will default into the Location field and all tax deductions should appear	Look for 'T109' – EIC on the System Assigned Tax Deduction screen. <ul style="list-style-type: none"> • If 'T109' – EIC appears but shows as 'Disabled' under Status follow the next step. • If 'T109' – EIC appears as 'Enabled' no action is required. The process is complete. • If 'T109' does not appear on this screen continue with Step 7 to add this deduction to the Employee's record.
5	FC Field for T109 – Earned Income Credit EIC	R	Locate the T109 Deduction. Type 'E' or select Enable from the drop down menu in the FC field.		
6	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	If you get any other message than 'Change Complete Continue' check the PR14.1 to ensure that no stop date exists on the T109 deduction
7	Related Pages – User Tax Deduction Link	R	Click on 'User Tax Deductions' link under Related Pages		

Add EIC - US Tax Locations Form (PR13.7) – User Tax Deductions Link

The screenshot displays the HRIS State of Arizona interface for the 'US Tax Locations (PR13.7)' form. The page includes a header with the HRIS logo, a navigation bar with buttons for 'Change', 'Previous', 'Inquire', 'Next', and 'Inquire', and a search bar containing 'pr13.7'. Below the navigation bar, there are three input fields labeled 'Company', 'Employee', and 'Location', each with a search icon. A callout '1' points to these fields. The main content area features two tabs: 'System Assigned Tax Deduc...' and 'User Tax Deductions'. A callout '2' points to the 'System Assigned Tax Deduc...' tab, and a callout '3' points to the 'User Tax Deductions' tab. The 'User Tax Deductions' tab is active, showing a table with columns 'FC', 'Ded', and 'Description'. The table contains multiple rows, each with a dropdown menu for 'FC' and a search icon for 'Ded'. A callout '1' points to the 'User Tax Deductions' tab. The bottom of the page shows a taskbar with 'Done', 'Internet', and '100%' zoom level.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company Field Employee Field Location Field	R R R	These fields will already be populated.		
2	FC Field	R	Type 'A' or select Add from the drop down menu in the FC field.		
3	Ded Field	R	Type 'T109' or select T109 from the drop down menu in the Ded field.		
4	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner and the description should populate as Earned Income Credit (EIC)	If you get a message other than 'Change Complete Continue' check the PR14.1 to ensure that no stop date exists on the T109 deduction.

The process to add EIC is complete.

Stop Earned Income Tax Credit

Note: EIC should only be stopped if the Employee is no longer eligible, or if the deduction was added in error and the deduction has been processed through a payroll cycle. If the deduction has not processed through payroll, and was added to the Employee's record in error, follow the steps outlined in the Remove Earned Income Credit (Page 34) to prevent the deduction from being taken.

Stop EIC - US Tax Locations Form (PR13.7)

The screenshot shows the HRIS interface for the 'US Tax Locations (PR13.7)' form. The top navigation bar includes 'Home', 'Change', 'Previous', 'Inquire', 'Next', and another 'Inquire' dropdown. The user is logged in as 'Frank' with a 'pr13.7' search term. The form contains three input fields: 'Company', 'Employee', and 'Location'. Below these are two tabs: 'System Assigned Tax Deduc...' and 'User Tax Deductions'. The 'User Tax Deductions' tab is active, showing a table with columns 'FC', 'Ded', and 'Description'. The table contains multiple rows, each with a dropdown menu for 'FC' and a 'Ded' field. A blue bracket labeled '5' spans across the 'Description' column of all rows in this table. Numbered callouts are as follows: 1 points to the search bar; 2 points to the 'Company' field; 3 points to the 'Employee' field; 4 points to the 'Next' button; 5 points to the 'Description' column of the 'User Tax Deductions' table; 6 points to the 'Home' button.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR13.7 in the White Search Box. Press <i>Enter</i> on the keyboard	The US Tax Locations form (PR13.7) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	Next Button	R	Click the Next button to display the Employee's record.	Locate the row for EIC.	<p>It is extremely important that only the EIC deduction is disabled. At no time should any other tax deduction be disabled using this form.</p> <p>If the T109 is on the 'System Assigned Tax Deductions' page then follow the instructions on step 5.</p> <p>If the T109 is not on the 'System Assigned Tax Deductions' page then follow the instructions on step 7.</p>
5	FC Field for EIC T109 – Earned Income Credit (EIC)	R	Type 'D' or select Disable from the drop down menu.		
6	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	
7	Related Pages – User Tax Deduction Link	R	Click on 'User Tax Deductions' link under Related Pages		

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company Field Employee Field Location Field	R R R	These fields will already be populated.		
2	FC Field	R	Type 'D' or select Delete from the drop down menu in the FC field.		
3	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner and the description should populate as Earned Income Credit (EIC)	If you get a message other than 'Change Complete Continue' check the PR14.1 to ensure that no stop date exists on the T109 deduction.

Stop EIC - Employee Deduction Form (PR14.1)

The screenshot shows the HRIS Employee Deduction (PR14.1) form. The interface includes a header with the HRIS logo and 'State of Arizona', a title 'Employee Deduction (PR14.1)', and a user greeting 'Welcome Rita [logout]'. A navigation bar contains buttons for 'Home', '+ Add', 'Change', '- Delete', '< Previous', '? Inquire', '> Next', and 'Inquire'. A search bar on the right contains 'pr14.1' and a 'Related Forms' dropdown. The main form area contains the following fields and controls:

- 10**: Points to the 'Your Employee Services' sidebar.
- 2**: Points to the 'Company' dropdown field.
- 3**: Points to the 'Employee' dropdown field.
- 4**: Points to the 'Deduction' dropdown field.
- 5**: Points to the '? Inquire' button in the navigation bar.
- 1**: Points to the search bar containing 'pr14.1'.
- 6**: Points to a group of fields including 'Amount or Percent', 'Addl or Minimum Amt, Pct', 'Balance Type', 'Balance Amount', 'Priority', and 'Arrears'.
- 7**: Points to the 'Deduction Cycles' row of dropdown menus.
- 8**: Points to the 'Begin Date' and 'End Date' date pickers.
- 9**: Points to a group of fields including 'Monthly Limit', 'Payment Limit', 'Calculation Type', 'Payment Description', and 'Country Code'.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deductions form (PR14.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	Deduction Field	R	Type in deduction code ' T109 ' or select it from the drop down menu.	Earned Income Credit label will appear next to the field after cursor is moved to the next field.	The Earned Income Credit Deduction Code is 'T109'.
5	Inquire Button	R	Click Inquire .	If message displayed is "Employee Deduction Already exists" complete the steps below. If message displayed is "Employee Deduction does not exist" refer to the section 'Add EIC - Employee Deductions Form (PR14.1)' (Page 7).	
6	Amount –or- Percent Field Addl or Minimum Amt, % Field Balance Type Field Balance Amount Field Priority Field Arrears Field Deduction Cycles Field	O O O O R O R	Do NOT change any of these fields.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change based on the deduction setup.
7	Begin Date Field	R	Do NOT change this field		
8	End Date Field	R	Enter End Date		Date Format: MM/DD/YYYY

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
9	Monthly Limit Field Payment Limit Field Calculation Type Field Payment Description Field Country Code Field	O O N / A	Do NOT change any of these fields.		<p>If necessary, HRIS will populate these fields with applicable data after clicking Add or Change based on the deduction set-up.</p> <p>The fields: Calculation Type, Payment Description and Country Code are for display purposes only.</p>
10	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	<p>The EIC deduction should be listed in the Deductions Folder when you Drill Around on the Employee's record.</p> <p>After clicking Add, the system will populate additional required fields for the deduction. Those fields include: Priority, Arrears, Deduction Cycles, Calculation Type, Payment Description and Country Code.</p>

Stop EIC – Employee US Taxes Form (PR13.1)

The screenshot shows the HRIS State of Arizona interface for the 'Employee US Taxes (PR13.1)' form. The page includes a navigation bar with 'Change', 'Previous', 'Inquire', and 'Next' buttons, and a search bar containing 'pr13.1'. The form is divided into several sections:

- Company and Employee Information:** Fields for 'Company' (2) and 'Employee' (3).
- Resident/Work Status:** Radio buttons for 'Resident' and 'Work'.
- Location Information:** Fields for 'State', 'County', 'City', and 'Sch Dst' (5) for residents, and corresponding fields for 'Work' (6).
- Workers Comp State:** A checkbox field (7).
- EIC Status:** A dropdown menu (8).
- BSI Group Code:** A text input field (9).
- Exemptions Table:** A table with columns: FC, Ded, Description, Res, Mar Sts, Exemp Number, Exempt Amount, Tax Ex, and Cert Code. It contains four rows of data (10).
- Additional Information:** A section with buttons for 'Add Exemptions', 'Add Tax Info', and 'Effective Dates'. Below these are input fields for 'Personal', 'Dependent', 'Additional', and 'Additional Amount' (11).

At the bottom of the page, there is a 'Done' button and a browser status bar showing 'Internet' and '100%' zoom.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR13.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee US Taxes form (PR13.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the Field after cursor is moved to the next Field.	You must enter the correct EIN.
4	Inquire Button	R	Click Inquire .	You should get message "Inquiry Complete " in the lower left corner <ul style="list-style-type: none"> The Employee's current setup for State and Federal Taxes will appear. In the section where the State and Federal Taxes appear, a row will also appear for Earned Income Credit (EIC). 	
5	Resident Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.	Fields will display as defined in Step/Action column.	State Field – should default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
6	Work Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.	Fields will display as defined in Step/Action column.	State Field – should default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
7	Workers Comp State Field	R	Do NOT change this field	Fields will display as defined in Step/Action column.	Workers Comp State will default to 'AZ'
8	EIC Status Field	R	Delete (remove) the value established for the Employee's EIC.		Valid Values are 01 or 02.
9	BSI Group Code Field	N / A	Do NOT change this field.		BSI Group Code – information will appear if applicable to the Employee. Note: This information is populated by the retirement system when applicable. Agencies should never key anything into this field.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
10	FC Fields Ded Fields Res Fields Mar Sts Fields Exemp Number Fields Exempt Amount Fields Tax Ex Fields Cert Code Fields	N / A	Do NOT change any of these fields at this time.		
11	Add Exemptions Tab – All fields Add Tax Info Tab – All fields Effective Date Tab – All Fields	N / A	Do NOT change any of these fields at this time.		
12	Change Button	R	Click Change to save the EIC changes.	Message "Change Complete – Continue" will appear in the lower left corner of the window.	

Reactivate Earned Income Tax Credit

Reactivate EIC - Employee US Taxes Form (PR13.1)

12 Employee US Taxes (PR13.1) 4

Welcome Connie [logout] 1 pr13.1

Home >> Change Previous ? Inquire Next Inquire Related Forms

Jobs and Reports
 Job Schedule
 Print Manager
 Job List
 Change Password
 Control-D Web Reports

Company 1 STATE OF ARIZONA Tax Locations
 Employee 3 State Rpt
 - Resident - Work 6

5 State
 County
 City
 Sch Dst 7

Workers Comp State 8
 EIC Status 8
 BSI Group Code 9

EIC Status Field →

FC	Ded	Description	Res	Mar Sts	Exemp Number	Exempt Amount	Tax Ex	Cert Code

10

11

Add Exemptions Add Tax Info Effective Dates
 Personal Dependent Additional Additional Amount

Done Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR13.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee US Taxes form (PR13.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the Field after cursor is moved to the next Field.	You must enter the correct EIN.
4	Inquire Button	R	Click Inquire .	You should get message "Inquiry Complete " in the lower left corner The Employee's current setup for State and Federal Taxes will appear. In the section where the State and Federal Taxes appear, a row will also appear for Earned Income Credit (EIC).	
5	Resident Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.	Fields will display as defined in Step/Action column.	State Field – should default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
6	Work Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.	Fields will display as defined in Step/Action column.	State Field – should default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
7	Workers Comp State Field	R	Do NOT change this field	Fields will display as defined in Step/Action column.	Workers Comp State will default to 'AZ'
8	EIC Status Field	R	Type or select from the drop down menu the appropriate EIC Status for the Employee.		Valid Values: <ul style="list-style-type: none"> • 01 – Single or Married without spouse filing certificate • 02 – Married with both spouses filing certificate
9	BSI Group Code Field	N / A	Do NOT change this field.		BSI Group Code – information will appear if applicable to the Employee. <ul style="list-style-type: none"> • Note: This information is populated by the retirement system when applicable. Agencies should never key anything into this field.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
10	FC Fields Ded Fields Res Fields Mar Sts Fields Exemp Number Fields Exempt Amount Fields Tax Ex Fields Cert Code Fields	N / A	Do NOT change any of these fields at this time.		
11	Add Exemptions Tab – All fields Add Tax Info Tab – All fields Effective Date Tab – All Fields	N / A	Do NOT change any of these fields at this time.		
12	Change Button	R	Click Change to save the EIC changes.	Message "Change Complete – Continue" will appear in the lower left corner of the window.	

Reactivate EIC - Employee Deductions Form (PR14.1)

The screenshot shows the HRIS State of Arizona interface for the Employee Deduction (PR14.1) form. The page includes a header with the HRIS logo, a navigation bar with buttons for Home, Add, Change, Delete, Previous, Inquire, Next, and Inquire, and a search bar containing 'pr14.1'. A left sidebar contains 'Your Employee Services'. The main form area contains the following fields and controls:

- 1**: Search bar containing 'pr14.1'
- 2**: Company dropdown menu
- 3**: Employee dropdown menu
- 4**: Deduction dropdown menu
- 5**: Title 'Employee Deduction (PR14.1)'
- 6**: Group of fields including:
 - Amount or Percent
 - Addl or Minimum Amt, Pct
 - Exclude Amount
 - Balance Type (dropdown)
 - Balance Amount
 - Priority (checkbox)
 - Arrears (dropdown)
 - Deduction Cycles (multiple dropdowns)
- 7**: Begin Date (calendar icon)
- 8**: End Date (calendar icon)
- 9**: Group of fields including:
 - Monthly Limit
 - Payment Limit
 - Calculation Type
 - Payment Description
 - Country Code
- 10**: Left sidebar menu 'Your Employee Services'

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deductions form (PR14.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	Deduction Field	R	Type in deduction code ' T109 ' or select it from the drop down menu.	Earned Income Credit label will appear next to the field after cursor is moved to the next field.	The Earned Income Credit Deduction Code is 'T109'.
5	Inquire Button	R	Click Inquire .	If message displayed is "Employee Deduction Already exists" complete the steps below. If message displayed is "Employee Deduction does not exist" refer to the section 'Add EIC - Employee Deductions Form (PR14.1)' (Page 7).	
6	Amount –or- Percent Field Addl or Minimum Amt, % Field Balance Type Field Balance Amount Field Priority Field Arrears Field Deduction Cycles Field	O O O O R O R	Do NOT change any of these fields.		If necessary, HRIS will populate these fields with applicable data after clicking Add or Change based on the deduction setup.
7	Begin Date Field	R	Type in the NEW beginning date of the deduction.		Date Format: MM/DD/YYYY Begin Date should be the date that appears on the Employee Authorization Form (W-5).
8	End Date Field	R	Delete the end date		If end date is entered the PR13.7 cannot be entered.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
9	Monthly Limit Field Payment Limit Field Calculation Type Field Payment Description Field Country Code Field	R / O O / N / A	Do NOT change any of these fields.		<p>If necessary, HRIS will populate these fields with applicable data after clicking Add or Change based on the deduction set-up.</p> <p>The fields: Calculation Type, Payment Description and Country Code are for display purposes only.</p>
10	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	<p>The EIC deduction should be listed in the Deductions Folder when you Drill Around on the Employee's record.</p> <p>After clicking Add, the system will populate additional required fields for the deduction. Those fields include: Priority, Arrears, Deduction Cycles, Calculation Type, Payment Description and Country Code.</p>

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR13.7 in the White Search Box. Press <i>Enter</i> on the keyboard	The US Tax Locations form (PR13.7) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	Next Button	R	Click the Next button to display the Employee's record.	Payroll will default into the Location field and all tax deductions should appear	Look for 'T109' – EIC on the System Assigned Tax Deduction screen. <ul style="list-style-type: none"> • If 'T109' – EIC appears but shows as 'Disabled' under Status follow the next step. • If 'T109' – EIC appears as 'Enabled' no action is required. The process is complete. • If 'T109' does not appear on this screen continue with Step 7 to add this deduction to the Employee's record.
5	FC Field for T109 – Earned Income Credit EIC	R	Locate the T109 Deduction Type 'E' or select Enable from the drop down menu in the FC field.		
6	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	If you get any other message than 'Change Complete Continue' check the PR14.1 to ensure that no stop date exists on the on the T109 deduction
7	Related Pages – User Tax Deduction Link	R	Click on 'User Tax Deductions' link under Related Pages		

Reactivate EIC - US Tax Locations Form (PR13.7) – User Tax Deductions Link

The screenshot shows the HRIS State of Arizona interface for the US Tax Locations (PR13.7) form. The top navigation bar includes the HRIS logo, the title "US Tax Locations (PR13.7)", and a user greeting "Welcome Connie" with a "[logout]" link. A search bar contains "pr13.7". Below the navigation bar are buttons for "Change", "Previous", "Inquire", "Next", and another "Inquire" dropdown. A "Related Forms" dropdown is also present.

On the left, a sidebar menu lists "Home", "Jobs and Reports", "Job Schedule", "Print Manager", "Job List", "Change Password", and "Control-D Web Reports".

Callout boxes with numbers 1 through 4 point to specific elements: 1 points to the "Employee" field, 2 points to the "User Tax Deductions" tab, 3 points to the "Change Password" menu item, and 4 points to the "Jobs and Reports" menu item.

The main content area features two tabs: "System Assigned Tax Deduc..." and "User Tax Deductions". The "User Tax Deductions" tab is active, displaying a table with the following structure:

FC	Ded	Description	FC	Ded	Description
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

At the bottom of the page, a status bar shows "Done", "Internet", and "100%" zoom level.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	Company Field Employee Field Location Field	R R R	These fields will already be populated.		
2	FC Field	R	Type 'A' or select Add from the drop down menu in the FC field.		
3	Ded Field	R	Type 'T109' or select T109 from the drop down menu in the Ded field.		
4	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner and the description should populate as Earned Income Credit (EIC)	If you get a message other than 'Change Complete Continue' check the PR14.1 to ensure that no stop date exists on the T109 deduction.

The process to reactivate EIC is complete.

Remove Earned Income Credit

Remove EIC - Employee US Taxes Form (PR13.1)

Note: EIC should only be removed if it was added to an Employee's record in error and the **deduction has not processed** through a payroll cycle. If the deduction has been processed through a payroll cycle, the appropriate adjustments will need to be made on the Employee's record, and then you should follow the steps outlined in the section Stop Earned Income Tax Credit (Page 14) to stop any future deductions from occurring.

The screenshot shows the HRIS State of Arizona interface for the 'Employee US Taxes (PR13.1)' form. The form includes fields for Company (STATE OF ARIZONA), Employee, State, County, City, Sch Dst, Workers Comp State, EIC Status, and BSI Group Code. Below these fields is a table with columns for FC, Ded, Description, Res, Mar Sts, Exemp Number, Exempt Amount, Tax Ex, and Cert Code. At the bottom, there are sections for 'Addl Exemptions' (Personal, Dependent, Additional) and 'Addl Tax Info' (Effective Dates, Additional Amount).

Numbered callouts (1-12) indicate specific areas of the form. Callout 1 points to the search bar containing 'pr13.1'. Callout 2 points to the Company field. Callout 3 points to the Employee field. Callout 4 points to the Inquire button. Callout 5 points to the State, County, City, and Sch Dst fields. Callout 6 points to the Work location fields. Callout 7 points to the Workers Comp State field. Callout 8 points to the EIC Status dropdown menu. Callout 9 points to the BSI Group Code field. Callout 10 points to the table. Callout 11 points to the table. Callout 12 points to the form title.

A red box labeled 'EIC Status Field' has an arrow pointing to the 'EIC Status' dropdown menu.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR13.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee US Taxes form (PR13.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the Field after cursor is moved to the next Field.	You must enter the correct EIN.
4	Inquire Button	R	Click Inquire .	You should get message "Inquiry Complete " in the lower left corner <ul style="list-style-type: none"> The Employee's current setup for State and Federal Taxes will appear. In the section where the State and Federal Taxes appear, a row will also appear for Earned Income Credit (EIC). 	
5	Resident Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.	Fields will display as defined in Step/Action column.	State Field – should default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
6	Work Section State Field County Field City Field Sch Dst Field	R	Do NOT change any of these fields.	Fields will display as defined in Step/Action column.	State Field – should default to AZ. County Field –will remain blank City Field –will remain blank Sch Dst Field –will remain blank.
7	Workers Comp State Field		Do NOT change this field	Fields will display as defined in Step/Action column.	
8	EIC Status Field	R	Delete (remove) the value established for the Employee's EIC.		Valid Values are 01 or 02.
9	BSI Group Code Field	N / A	Do NOT change this field.		BSI Group Code – information will appear if applicable to the Employee. Note: This information is populated by the retirement system when applicable. Agencies should never key anything into this field.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
10	FC Fields Ded Fields Res Fields Mar Sts Fields Exemp Number Fields Exempt Amount Fields Tax Ex Fields Cert Code Fields	N / A	Do NOT change any of these fields at this time.		
11	Add Exemptions Tab – All fields Add Tax Info Tab – All fields Effective Date Tab – All Fields	N / A	Do NOT change any of these fields at this time.		
12	Change Button 	R	Click Change to save the EIC changes.	Message "Change Complete – Continue" will appear in the lower left corner of the window.	

Remove EIC - Employee Deductions Form (PR14.

The screenshot shows the HRIS State of Arizona interface for the 'Employee Deduction (PR14.1)' form. The form is titled 'Employee Deduction (PR14.1)' and includes a navigation bar with buttons for '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Inquire'. A search bar contains 'pr14.1' and a 'Related Forms' dropdown is visible. The form fields are as follows:

- Company**: Text field with callout 2.
- Employee**: Text field with callout 3.
- Deduction**: Text field with callout 4.
- Amount or Percent**: Text field.
- Addl or Minimum Amt, Pct**: Text field.
- Exclude Amount**: Text field.
- Balance Type**: Dropdown menu.
- Balance Amount**: Text field.
- Priority**: Check box.
- Arrears**: Dropdown menu.
- Deduction Cycles**: A row of 10 dropdown menus.
- Begin Date**: Date field with callout 5.
- End Date**: Date field.
- Monthly Limit**: Text field.
- Payment Limit**: Text field.
- Calculation Type**: Text field.
- Payment Description**: Text field.
- Country Code**: Text field.

Callout 1 points to the search bar containing 'pr14.1'. Callout 6 points to the form title 'Employee Deduction (PR14.1)'. The HRIS logo and 'State of Arizona' are in the top left. A 'Home' button and 'Your Employee Services' menu are on the left. The top right shows 'Welcome Rita' and a '[logout]' link.

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deductions form (PR14.1) will open.	
2	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	Employee Field	R	Type the Employee's EIN.	EIN will appear. Employee's name is displayed next to the field after cursor is moved to the next field.	You must enter the correct EIN.
4	Deduction Field	R	Type in deduction code 'T109' or select it from the drop down menu.	Earned Income Credit label will appear next to the field after cursor is moved to the next field.	The Earned Income Credit Deduction Code is 'T109'.
5	Inquire Button	R	Click Inquire .	<p>Message "Employee Deduction Already exists" should appear in the lower left corner. If this message appears, complete the steps below.</p> <p>If message displayed is "Employee Deduction does not exist" then the T109 has not been added to the Employee's record and this step in the process is complete.</p>	
6	Delete Button	R	Click 'Delete' to remove the deduction from the Employee's record.	You should get message "Records Have Been Deleted" in the lower left corner.	The EIC deduction is removed from the Employee.

The process to remove EIC is complete.