



HRIS Job Role Training

Medicare Qualified Government Employee (MQGE)
Forms: PR13.7, PR14.1, PR15.2

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Introduction

Employees who are required to pay the Medicare-only portion of FICA are referred to as Medicare Qualified Government Employees (MQGE). These Employees will have MQGE withheld from his/her pay on a biweekly basis in place of FICA and Medicare Taxes. These employees are still required to pay Federal and State taxes. Eligible Employees at the State of Arizona include Board/Commission Members or Judges.

MQGE deductions are established in HRIS using the *US Tax Locations Form (PR13.7)* and the *Employee Deduction Entry Form (PR14..1)*

MQGE can only be entered at the Agency Payroll Office due to the HRIS forms required to complete the setup.

Note

- The MQGE withholding requires stopping the existing Medicare and FICA withholdings then establishing an Employee and Employer MQGE withholding.
- Changes to an Employee's tax withholdings **cannot** be future dated.
- It is also possible to update the employee deductions via the Employee Deduction Speed Entry Form (PR15.2) however; instructions are not included in this document.

	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	If field is not Company '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
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.	The Employee's tax programs will appear.	It is extremely important that only the FICA and Medicare deductions are disabled. At no time should any other tax deduction be disabled using this form.
5	FC Field for 'T102 – FICA ER'	R	Type 'D' or select Disable from the drop down menu.		
	FC Field for 'T103 – FICA EE'	R	Type 'D' or select Disable from the drop down menu.		
	FC Field for 'T104 – Medicare EE'	R	Type 'D' or select Disable from the drop down menu.		
	FC Field for 'T105 – Medicare ER'	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.	

Assign MQGE - Employee Deductions (PR14.1)- End T102, T103, T104, T105

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 search bar with 'pr14.1' entered. The navigation bar contains buttons for 'Add', 'Change', 'Delete', 'Previous', 'Inquire', and 'Next'. The form fields are as follows:

- 1**: Search bar containing 'pr14.1'
- 2**: Company dropdown menu
- 3**: Employee dropdown menu
- 4**: Deduction dropdown menu
- 5**: Inquire button
- 6**: Grouped fields including:
 - Amount -or- Percent
 - Addl or Minimum Amt,%
 - Balance Type
 - Balance Amount
 - Priority
 - Arrears
- 7**: Grouped date fields:
 - Begin Date
 - End Date
- 8**: Grouped fields including:
 - Deduction Cycles (multiple dropdowns)
 - Monthly Limit
 - Payment Limit
 - Calculation Type
 - Payment Description
 - Country Code
- 9**: Form title 'Employee Deduction (PR14.1)'
- 10**: Next button

Lawson portal - Employee Deduction (PR14.1) - Windows Internet Explorer

http://h5-lsf9.azdoa.gov/lawson/portal/

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HRIS State of Arizona

Employee Deduction (PR14.1)

Welcome Rita [logout]

pr14.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Inquire > Related Forms >

Your Employee Services

Company

Employee

Deduction

Amount or Percent

Addl or Minimum Amt, Pct

Exclude Amount

Balance Type

Balance Amount

Priority

Arrears

Deduction Cycles

Begin Date

End Date

Monthly Limit

Payment Limit

Calculation Type

Payment Description

Country Code

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	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	Employee Deduction (PR14.1) screen will open	
2	Company Field	R	If field is not Company '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
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 Code	R	Type in the Deduction Code The first deduction code is T102 – FICA ER.		
5	Inquire Button	R	Click Inquire button	Deduction information will appear	
6	Amount –or- Percent Field Addl or Minimum Amt, % Field Balance Type Field Balance Amount Field Priority Field Arrears Field Deduction Cycles Field Begin Date Field	O O O O R O R 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	End Date field	R	Type in the End Date for the deduction.		MMDDYYYY format It is preferred to use Pay Period End (PPE) Date from the Payroll before the employee is being enrolled in new plan
8	Monthly Limit Field Payment Limit Field Calculation Type Field Payment Description Field Country Code Field	O O R R 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. The fields: Calculation Type, Payment Description and Country Code are for display purposes only.
9	Change Button	R	Click Change	You should get message "Change	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
				Complete – Continue” in the lower left corner.	
10	Next Button	R	Click Next Button	The next deduction code should appear. The next code will be T103, then T104, then T105.	Clicking Next will automatically inquire on the screen.
Repeat Steps 6-10 for Deduction Codes T103, T104, and T105					

Assign MQGE - Employee Deductions (PR14.1)- Add T106, T107

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 search bar with 'pr14.1' entered. The form contains several fields and controls, with numbered callouts (1-9) pointing to specific elements:

- 1:** Search bar containing 'pr14.1'.
- 2:** Company selection field.
- 3:** Employee selection field.
- 4:** Deduction selection field.
- 5:** Inquire button.
- 6:** A group of fields including: Amount -or- Percent, Addl or Minimum Amt,%, Balance Type, Balance Amount, Priority, and Arrears.
- 7:** A group of date fields including: Deduction Cycles, Begin Date, and End Date.
- 8:** A group of fields including: Monthly Limit, Payment Limit, Calculation Type, Payment Description, and Country Code.
- 9:** The main title of the form, 'Employee Deduction (PR14.1)'.

The interface also includes a navigation bar with buttons for Add, Change, Delete, Previous, Inquire, and Next, along with a 'Related Forms' dropdown menu. The bottom of the screen shows a Windows taskbar with 'Done', 'Internet', and '100%' zoom level.

Lawson portal - Employee Deduction (PR14.1) - Windows Internet Explorer

http://h5-lsf9.azdoa.gov/lawson/portal/

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HRIS State of Arizona

Employee Deduction (PR14.1)

Welcome Rita [logout]

pr14.1

Home >> + Add Change - Delete < Previous ? Inquire > Next | Inquire > Related Forms >

Your Employee Services

Company

Employee

Deduction

Amount or Percent

Addl or Minimum Amt, Pct

Exclude Amount

Balance Type

Balance Amount

Priority

Arrears

Deduction Cycles

Begin Date

End Date

Monthly Limit

Payment Limit

Calculation Type

Payment Description

Country Code

Done Internet 100%

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	If PR14.1 does not appear, type PR14.1 in the White Search Box. Press <i>Enter</i> on the keyboard If PR14.1 already appears in the search box, Press <i>Enter</i> on the keyboard.	Employee Deduction (PR14.1) screen will refresh.	
2	Company Field	R	If field is not Company '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
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 Code	R	Type in the Deduction Code to add. The first deduction code is T106 – MQGE ER.		
5	Inquire Button	R	Click Inquire button	You should get message "Employee Deduction Does Not Exist" in the lower left corner.	
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 for the deduction.		MMDDYYYYY format It is preferred to Use the Pay Period Begin (PPB) Date from the current payroll being processed
8	End Date Field Monthly Limit Field Payment Limit Field	O O O	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.

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
	Calculation Type Field Payment Description Field Country Code Field	R R R			The fields: Calculation Type, Payment Description and Country Code are for display purposes only.
9	Add Button	R	Click Add	Information will default into fields as necessary and 'Add Complete' will be displayed at the bottom of the screen	
Repeat Steps 4-9 for Deduction Code T107					

	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	If field is not Company '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
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.	The Employee's tax programs will appear.	It is very risky to enable/disable a tax deduction. It is extremely important that only the MQGE deductions are enabled. At no time should any other Tax deduction be enabled using this form.
5	User Tax Deductions Tab	R	Click on the User Tax Deductions tab under Related Pages.		Locate a blank row to add the deductions.

Assign MQGE - US Tax Locations Form (PR13.7) - User Tax Deductions Tab

The screenshot displays the HRIS State of Arizona interface for the 'US Tax Locations (PR13.7)' form. The title bar shows 'Welcome Frank' and a search box containing 'pr13.7'. The main content area features a search section with three input fields: 'Company', 'Employee', and 'Location'. Below this, there are two tabs: 'System Assigned Tax Deduc...' and 'User Tax Deductions', with the latter being the active tab. The active tab displays a table with columns for 'FC', 'Ded', and 'Description'. The table contains several rows, each with a dropdown menu in the 'FC' column and a search icon in the 'Ded' column. The 'Description' column is currently empty. A blue sidebar is visible on the left side of the interface.

Callouts in the image:

- 1: Points to the search filters (Company, Employee, Location).
- 2: Points to the 'User Tax Deductions' tab.
- 3: Points to the table header.
- 4: Points to the form title 'US Tax Locations (PR13.7)'.

	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 for 'T106 – MQGE – ER'	R	Type 'A' or select Add from the drop down menu.		You will be selecting 'A' on two lines
	FC Field for 'T107 – MQGE – EE'	R			
3	Ded Field	R	Type 'T106' or select 'MQGE – ER' from the drop down menu.		
	Ded Field	R	Type 'T107' or select 'MQGE – EE' from the drop down menu.		
4	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	

Stop MQGE

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

The screenshot shows the HRIS State of Arizona interface for the 'US Tax Locations (PR13.7)' form. The page includes a navigation bar with 'Home', 'Change', 'Previous', 'Inquire', 'Next', and 'Inquire' buttons. A search bar at the top right contains 'pr13.7'. Below the navigation are input fields for 'Company', 'Employee', and 'Location'. 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 columns for 'FC', 'Ded', and 'Description'. The table contains multiple rows, each with a dropdown menu for 'FC' and a search icon for 'Ded'. The 'Description' column is currently empty. Callouts 1 through 5 point to specific elements: 1 points to the search bar, 2 to the Company field, 3 to the Employee field, 4 to the Next button, and 5 to the User Tax Deductions tab.

HRIS State of Arizona

US Tax Locations (PR13.7)

Welcome Frank [logout]

pr13.7

Home

Change Previous Inquire Next Inquire

Related Forms

Company

Employee

Location

System Assigned Tax Deduc... User Tax Deductions

FC	Ded	Description	FC	Ded	Description
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	
[dropdown]	[search]		[dropdown]	[search]	

Done Internet 100%

	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	If field is not Company '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
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.	The Employee's tax programs will appear.	Verify the Employee has deductions T106 and T107 listed as <u>User Tax Deductions</u> .
5	User Tax Deductions Tab	R	Click on the User Tax Deductions tab under Related Pages.		Locate a blank row to add the deductions.

Stop MQGE - US Tax Locations Form (PR13.7) – Disable T106 & T107

The screenshot shows 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'. A left sidebar is partially visible. The main content area features a search section with fields for 'Company', 'Employee', and 'Location', and a table with 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 several rows, each with a dropdown menu for 'FC' and a checkbox for 'Ded'. Callouts 1, 2, 3, and 4 point to the search fields, the table, the 'User Tax Deductions' tab, and the form title, respectively.

4 US Tax Locations (PR13.7)

1 Company
Employee
Location

2 System Assigned Tax Deduc... User Tax Deductions

FC	Ded	Description	FC	Ded	Description
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	
[dropdown]	[checkbox]		[dropdown]	[checkbox]	

Done Internet 100%

1	Company Field Employee Field Location Field	R R R	These fields will already be populated.		
2	FC Field for 'T106 – MQGE – ER'	R	Type 'D' or select Delete from the drop down menu.		You will be selecting 'A' on two lines
	FC Field for 'T107 – MQGE – EE'	R	Type 'D' or select Delete from the drop down menu.		
3	Ded Field	R	Leave 'T106' in the Ded field.		
	Ded Field	R	Leave 'T107' 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.	

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type PR15.2 in the White Search Box. Press <i>Enter</i> on the keyboard	The Employee Deduction Speed Entry Form (PR15.2) opens.	
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 or select from the drop down menu the EIN.	System will bring up needed information.	You must enter the correct EIN.
4	Inquire Button	R	Click Inquire	You should get message "Inquiry Complete" in the lower left corner.	All deductions for this employee will appear on this form. Locate deduction codes T106 and T107. You may have to use the PageDown button one or more times to find these deductions.
5	FC Field	R	Type 'C' or select Change from the drop down menu.	FC selected should appear in the FC field.	
6	Ded Field	R	Deduction code should be T106 or T107		
7	Amount/Percent Field TP Field Balance Amount Field Deduction Cycles Fields Begin Date Field	R	Since we are stopping this deduction, do not change these fields.		
8	End Date Field	R	Type in the End Date to stop the deduction.		Format is MMDDYYYY
9	Prior Field Arr Field	R	Since we are stopping this deduction, do not change these fields.		
Repeat Steps 5-9 for T107.					
10	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
<p>Locate a blank row on the PR15.2 (may have to use PageDown)</p> <p><i>**If the Employee does not have deductions T102, T103, T104 and T105, follow steps 11-13 below in the exact order to add the deductions to his/her record.</i></p> <p><u>**If the Employee does have the deductions on his/her record complete the following steps for each deduction:</u></p> <p>A. Tab to deduction 'T102'. B. Enter "C" (Change) in Function Code field. C. Tab to the Begin Date field, type in the new Begin Date. NOTE - it is important to enter a new Begin Date or HRIS will try to catch the Employee up on all the previous deductions. D. Tab to the End Date field, remove End Date. E. Repeat steps A-D for T103, T104, and T105. F. Skip to the step below to click Change. DO NOT perform steps 11-13.</p>					
11	FC Field	R	Type 'A' or select Add from the drop down menu.	FC selected should appear in the FC field.	
12	Ded Field	R	Type 'T103' or select 'T103 – FICA EE' from the drop down menu.		No other information is needed. Deduction information will default from the deduction setup.
13	Begin Date Field	R	Type in the Begin Date to start the deduction.		Format is MMDDYYYY Do not enter information for the fields below. Appropriate information will default from the deduction setup. <ul style="list-style-type: none"> • Amount/Percent Field • TP Field • Balance Amount Field • Deduction Cycles Fields • End Date Field • Prior Field • Arr Field
<p>Repeat steps 11-13 for the 'T102 – FICA – ER', 'T105 – Medicare – ER', and 'T104 – Medicare – EE'. You will have to tab to the next blank row.</p>					
10	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	

	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	If field is not Company '1', Type or Select '1'.	Field should default to Company '1'	Company should always be '1'
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.	The Employee's tax programs will appear.	It is very risky to enable/disable a tax deduction. It is extremely important that only the MQGE deductions are enabled. At no time should any other Tax deduction be enabled using this form.
5	FC Field	R	Tab to the FC field for 'T103 – FICA – EE' and type 'E' or select 'Enable' from the drop down menu.		
Repeat step 5 for the T102 – FICA - ER, T104 – Medicare - EE, and T105 – Medicare - ER.					
6	Change Button	R	Click 'Change' to save the changes.	You should get message "Change Complete – Continue" in the lower left corner.	