



Unicorn HRO

W-4 Forms and Work Addresses

OVERVIEW

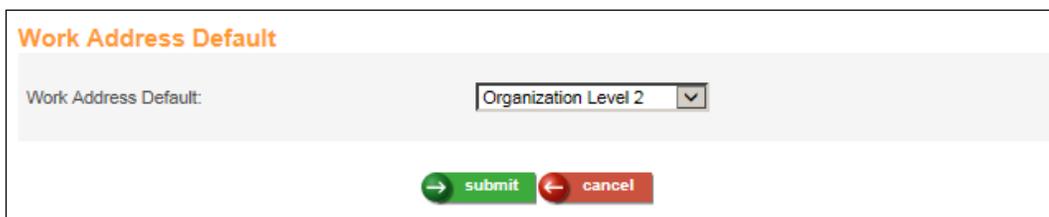
For Outsource and Hosted clients, the W-4 Forms function is available in the Payroll menu of Employee Self Service. If you wish to give your employees the ability to complete federal and state withholding forms, grant access to this function. Note that at this time, local tax changes are not supported in Employee Self Service. (If you wish to allow employees to complete the federal W-4 form, but not state withholding forms, grant access to the W-4 function rather than the W-4 Forms function.)

When an employee adds a new Federal W-4 form or state withholding form in the W-4 Forms function, a record will be added to Tax Elections. The PDF version of the withholding form will be added to the Employee Files function in Employee Self Service and Manager Services.

SET-UP STEPS

To give employees access to the W-4 Forms function, follow these set-up steps:

- 1) Define the Work Address Default. You may select any of the Organization levels (work addresses are stored in the Organization Setup function), Legal Entity (if all employees in the legal entity work at the address in Legal Entity Definition), or one of the Address types (if you store a work address for each employee in the Address function). When an employee goes to the W-4 Forms function in Employee Self Service, the system will get the employee's current active Mailing Address to determine the residence location, and will then determine the employee's work address. If the system cannot find a work address for the employee, he/she will not be able to complete state forms on-line; only the federal form will be available to that employee.



The screenshot shows a web interface for configuring the 'Work Address Default'. At the top, the title 'Work Address Default' is displayed in orange. Below the title, there is a label 'Work Address Default:' followed by a dropdown menu currently set to 'Organization Level 2'. At the bottom of the form, there are two buttons: a green 'submit' button with a right-pointing arrow and a red 'cancel' button with a left-pointing arrow.

- 2) If you need to define work addresses other than the Work Address Default for any of your employees, enter them in the Work Address function.

Work Address + add

To update, click on information in the left column.

Work Address Code	Description	Address	Action
KOHR-CAPEMAY	Kohr's Cape May NJ	103 Ocean Dr. Cape May, NJ 08228-1234	view delete
KOHR-LAVALLETTE	Kohr's Lavelette NJ	111 Main St. Lavalette, NJ 08244	view delete
KOHR-NORTHWILDWOOD	Kohr's North Wildwood NJ	444 Main St. N. Wildwood, NJ 08248	view delete
KOHR-OCEANCITY	Kohr's Ocean City NJ	204 Boardwalk Ocean City, NJ 08222	view delete
KOHR-ORTLEYBEACH	Kohr's Ortley Beach NJ	222 Main St. Ortley Beach, NJ 08245	view delete
KOHR-SEASIDEHEIGHTS	Kohr's Seaside Heights NJ	404 M St. Seaside Heights, NJ 08246	view delete
KOHR-SEASIDEPARK	Kohr's Seaside Park NJ	305 Ocean Ave. Seaside Park, NJ 08229-2575	view delete
KOHR-SHIPBOTTOM	Kohr's Ship Bottom NJ	406 Atlantic Dr. Ship Bottom, NJ 08230	view delete
KOHR-VENTNOR	Kohr's Ventnor NJ	333 Main St. Ventnor, NJ 08247	view delete

The Add page of the Work Addresses function is shown here. The Active field must be Yes in order for it to appear in the drop down list in the Work Profile function. If you have a work address that is no longer in effect, change the Active field to No.

Add Work Address

* = Required

Address

* Work Address Code: * Effective Date:

* Description: Active: Yes No

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State: ▼

* Postal Code:

* Country: ▼

County: ▼

Telephone

Phone#: Country Access Code:

Cell Phone#: Cell Carrier: ▼

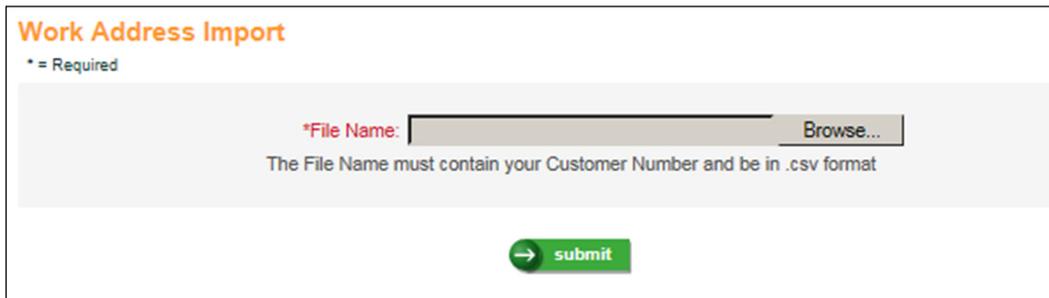
Fax#:

Instructions:

Alternate Phone 1: ▼

Alternate Phone 2: ▼

3) You may also add Work Addresses by using the Work Address Import function.



Work Address Import
* = Required

*File Name: Browse...

The File Name must contain your Customer Number and be in .csv format

→ submit

The file must contain one header row. Enter the field names in the header row, separated by a comma. You must enter at least all mandatory fields: Work Address, Work Address Desc, Effective Date, Address Line 1, City, State, Zip and Country. If the State is Pennsylvania, the Subdivision field is also mandatory.

If any data values start with a zero, such as the postal code, format the cells for these fields as Text (or another applicable format) in Excel so that any leading zeroes are stored.

The fields on the file do not need to be in any special order, but the field names in the header record must be exactly as shown below. For the Active field, use values Y or N. If no Active value is on the file, the system will populate it as Y. If no Effective Date is on the file, the system will populate it with today's date.

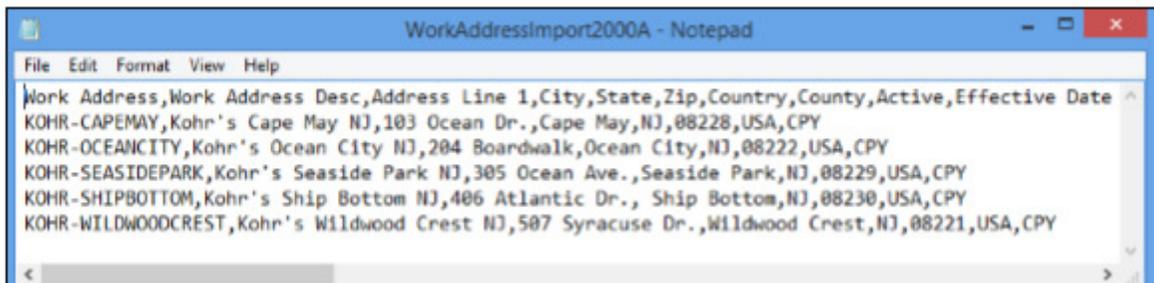
- Work Address
- Work Address Desc
- Effective Date
- Active
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip
- Phone#
- CellPhone#
- CellCarrier
- Fax#
- Alt Phone Type 1
- Alt Phone 1
- Alt Phone Type 2
- Alt Phone 2

- Alt Phone Type 3
- Alt Phone 3
- Alt Phone Type 4
- Alt Phone 4
- Alt Phone Type 5
- Alt Phone 5
- Country#
- County
- Country
- Verbal
- Subdivision

Click on the Browse button to select the file you wish to import. The file name must contain your Customer Number and it must be in the .csv format. Click on Submit to begin the process. The job will be sent to the job server. When the job completes, check the report in Report Master Listing. If no errors were found, the Work Address Import report will print No Errors Occurred, and the number of records imported. If any errors were found, the Work Address Errors report will tell you which records were affected and the reasons for the errors. No records will be imported if there are any errors. Correct the data and import the file.

If a record with the same Work Address already exists, an error will occur and be printed on the error log.

Here is an example of a file to be imported:



- 4) If you have specified any entries in the Work Address function, go to the Work Profile function and select the applicable address in the Work Address field. All Active entries from the Work Address function will be shown in the drop down list. If a Work Address has been selected in Work Profile, this will override the Work Address Default when this employee's work address is being determined.

Summary
 William C (Bill) Fulton Jr
 Manager - Intermediate Level
 ee615@value.com
 Cons. Group / Value Sol. / Florham Pk N

Employee Details
 Number: 615
 Status: Active
 Hire Date: 07/09/2013
 Reports To: Cheryl Howard
 Direct Reports: 1

Update Work Profile
 * = Required

Position Data:

*Original Hire Date:	01/02/1997	*Adjusted (Rehire) Date:	07/09/2013
Acquisition Date:		Last Paid Date:	10/15/2013
Seniority Date:		Projected Retirement Date:	10/21/2016

To modify the Organization and Job Title use the Transfer Employee function.

*Organization: Florham Pk N *Job Title: Manager - Intermediate Level

Work Address: Value-Florham Park, NJ (selected in dropdown)

Business Title:

Reports To: 601 Supervisor Name: Cheryl Howard

To modify the status use the Employment Status function.

*Status: Active *Status Date: 01/02/1997

*Status Reason: New Hire Security Class: * no value

- 5) When an employee completes a federal W-4 form, the PDF version of the form will be stored in the Employee Files function. When an employee completes a state withholding form, the PDF version of the form will also be stored in Employee Files. In order to see these PDFs in the Employee Files function in Manager Services, go to File Type Security and grant access to the applicable users for Federal W4 (ES) and State W4 (ES).

File Type Security
 * = Required

By File Type By User Name

*File Type: State W4 (ES)

Unauthorized Users:

- Ashanti McCallister
- Ayushi Sharma
- Betsy Blackley
- Bftadmin
- Cheryl Howard
- Cog NewQA
- Debra Mobley
- Development Development
- Donna Reynolds
- Geetika Mendiratta
- Geneva
- GenevaWeb
- HRAdmin 1
- HRAdmin 2
- Jim Boniger

Authorized Users:

- Carol Bradbury
- Kristy Catania
- Pat Krayowski
- Sbrock
- Sherry Flowers

Add >> << Remove

Select All Select None Select All Select None

submit cancel

- 6) To allow employees to see the PDFs in Employee Files in Employee Self Service, make sure that the Employee Accessible field is set to Yes for the FW4 and SW4 values in the File Types common object.

Update Common Object Dictionary for File Types

* Type of File: SW4

* Short Description: State W4 (ES)

Long Description: State W4 (ES)

Visible: Yes No

Employee Accessible: Yes No

- 7) In Messaging Setup, you may define a message that will be sent when the employee adds withholding forms. Use the Process called ES W-4 Forms and the Event called After Add. If you want to define a message that will be sent if an error occurs in the W-4 Forms function, use the Event called On Error.

Messaging Setup

*Process: ES W-4 Forms User: *All Users

*Event: After Add

To View, click on information in the left column.

Message ID	Subject	Action
ESW4FormAdd	Employee 'Emp#' added tax(es) in ESS W-4 Forms	<input type="button" value="notification list"/> <input type="button" value="delete"/>

We recommend that Messaging functionality be configured to notify those in your organization, particularly those responsible for Payroll Administration so that employee Federal/State Tax Election changes may be verified. This would include determining whether the employee's local taxes, if any, need to be changed, since iCON does not currently allow changes to local taxes in Employee Self Service.

If an error prevents the employee from submitting a withholding form, such as when the employee has no Work Address, the On Error message will be sent to the recipients who have been set up in Messaging Setup. An error message will also be written to the Pending Payment Log. See the chart at the end of this document for a list of the error conditions that could occur.

In the Message, include the data element called Description; this will write information about the changes the employee made. You may also want to include the address fields, which will include the employee's current home address in the email message. Below is a sample message.

Update Message

Process:	ES W-4 Forms	Event:	After Add
Message ID:	ESW4FormAdd	User:	*All Users

Subject:

Message:

Employee number `Emp#` (`EmpName`) added the following information on
`EventDate` at `EventTime`, effective `EffDate`:
`Descript`

The employee's current mailing address is:
`Addr1`
`Addr2`
`City`, `State` `Zip`
Organization: `Orglvl`

Add Data and/or Event Element:
Click on Element Description in order to add it to the bottom of the Message.

Event Elements:	Data Elements:
<input type="text" value="User Causing Event"/> <input type="text" value="Date of Event"/> <input type="text" value="Time of Event"/>	<input type="text" value="Address Line 1"/> <input type="text" value="Address Line 2"/> <input type="text" value="City"/> <input type="text" value="Description"/>

- 8) In Employee Security, grant access to the W-4 Forms function. Select the Add checkbox to give employees the ability to complete federal and state withholding forms. If employees currently have access to the W-4 function, you may wish to revoke this, since it only includes access to the federal W-4 form; the new W-4 Forms function gives access to both federal and state withholding forms. Grant access for each applicable Login Group.

In the Personal section, check to see if employees have access to Employee Files. This will allow them to see the PDFs of their withholding forms. If employees do not currently have access to Employee Files, first go to Common Object Dictionary and access File Types. Make sure that the Employee Accessible field is set to “Yes” for only those file types that you want employees to be able to view. Then grant access to the Employee Files function in Employee Security.

Employee Security

Login Group: Copy To Login Group:

Function Search:

Click on the plus sign to expand the Menu. Select All Unselect All Show All Hide All

Personal:

Payroll:

<input checked="" type="checkbox"/> 1095-C Form	
<input type="checkbox"/> W-4	<input type="checkbox"/> Add
<input checked="" type="checkbox"/> W-4 Forms	<input checked="" type="checkbox"/> Add
<input checked="" type="checkbox"/> Paid Time Off	
<input checked="" type="checkbox"/> Time Off Request	
<input checked="" type="checkbox"/> Paycheck Information	
<input checked="" type="checkbox"/> Paycheck Calculator	
<input checked="" type="checkbox"/> Direct Deposit Accounts	<input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
<input checked="" type="checkbox"/> Direct Deposit Print Preference	<input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
<input checked="" type="checkbox"/> Retirement Deductions	<input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
<input checked="" type="checkbox"/> W-2 History	
<input checked="" type="checkbox"/> Workforce Management	

Benefits:

W-4 FORMS FUNCTION

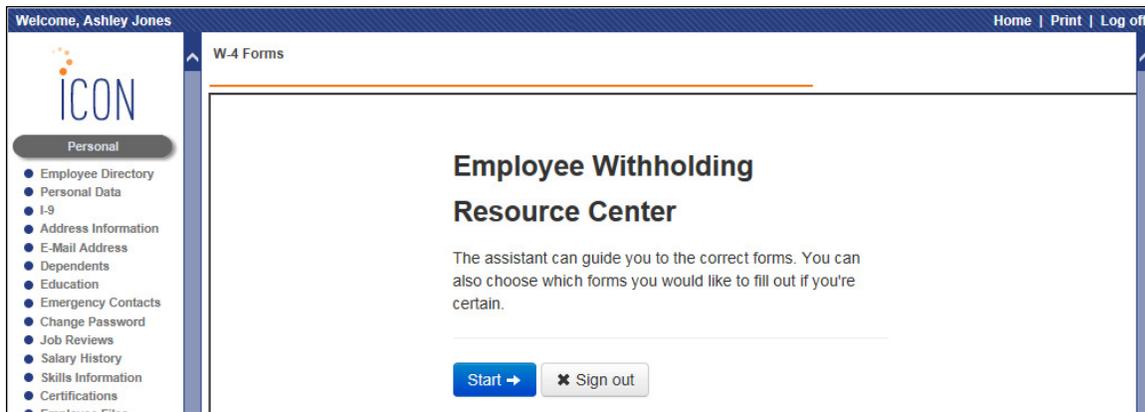
After all of the set-up steps have been completed, employees will see the W-4 Forms function in the Payroll menu in Employee Self Service. The system will display the employee's current federal, state and local tax elections (if any).

The screenshot shows the 'W-4 Forms For: Value Solutions' page for Ashley Jones. The page is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with 'Personal' and 'Payroll' sections. The 'Personal' section includes links for Employee Directory, Personal Data, I-9, Address Information, E-Mail Address, Dependents, Education, Emergency Contacts, Change Password, Job Reviews, Salary History, Skills Information, Certifications, Employee Files, Training Classes, Training Enrollment, and Notification Elections. The 'Payroll' section includes a link for W-4 Forms. The main content area displays the current tax withholding information for Ashley Jones. It includes a 'Federal' section with a '+ add' button, and a 'State' section for North Carolina Income Tax. The Federal section shows Filing Status: M (Married), Number of Exemptions: 4, and Additional Withholding per Pay Period: \$ 0.00. The State section shows Filing Status: M (Married), Number of Exemptions: 1, and Additional Withholding per Pay Period: \$ 3.00.

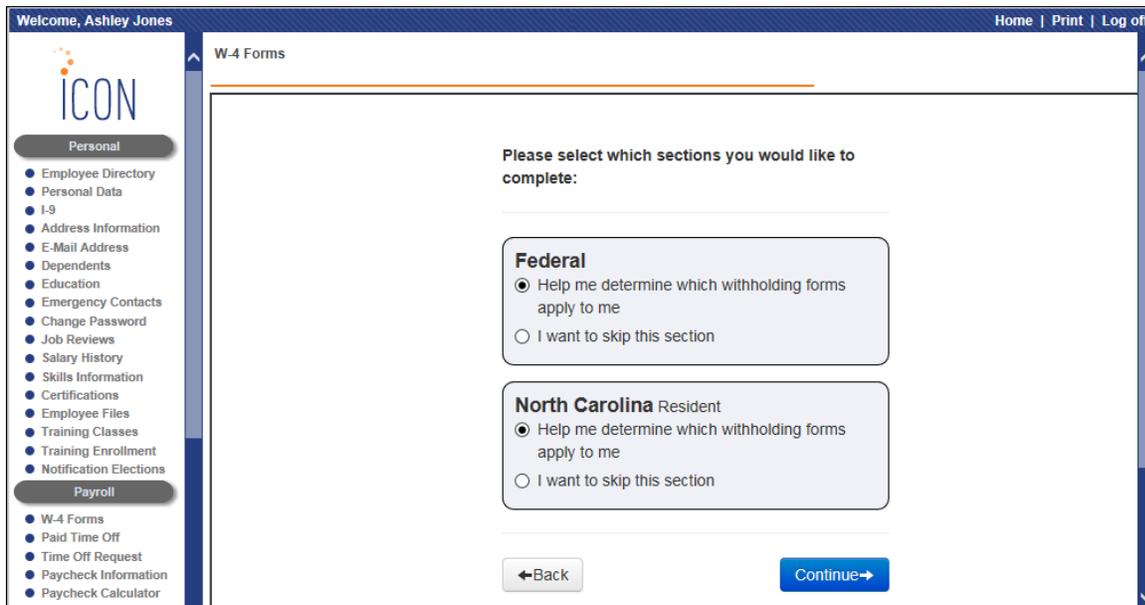
When the employee clicks on Add, the Effective Date will appear. It will default to today's date, but the employee may enter a future date if desired.

The screenshot shows the 'Add W-4 Forms' page for Ashley Jones. The page is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with 'Personal' and 'Payroll' sections. The 'Personal' section includes links for Employee Directory, Personal Data, and I-9. The 'Payroll' section includes a link for W-4 Forms. The main content area displays the 'Add W-4 Forms' form. It includes a '* = Required' label and a text input field for 'Effective Date of W-4:' with the value '09/26/2016' and a clear button 'x'. Below the input field are two buttons: a green 'submit' button and a red 'cancel' button.

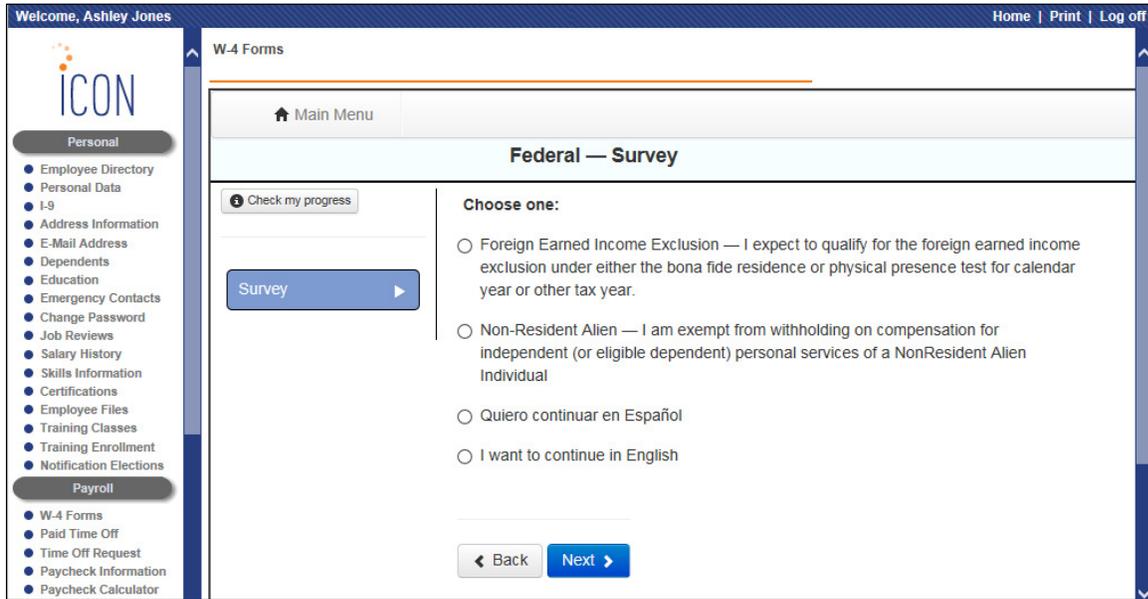
The Employee Withholding Resource Center will appear. The employee clicks Start to begin the process.



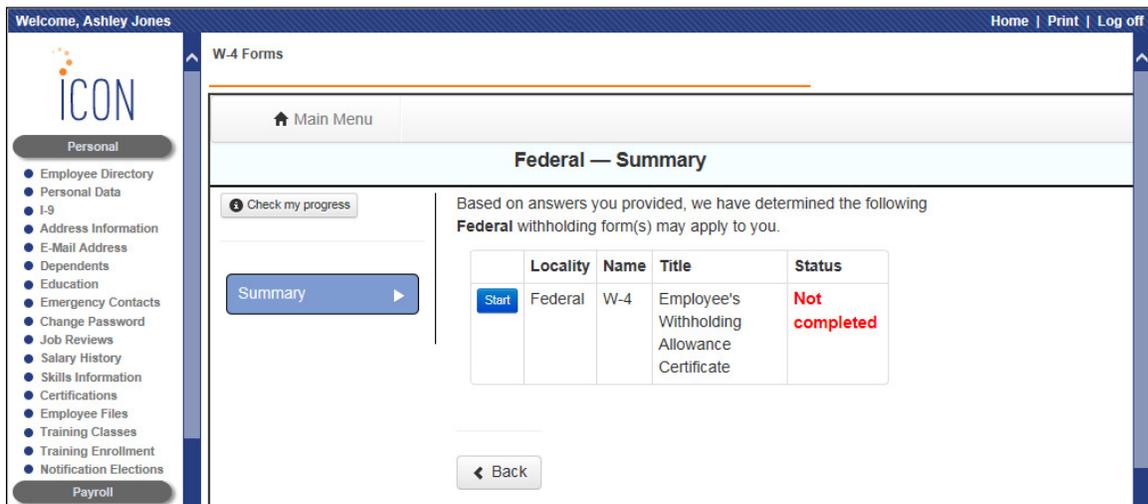
The system will determine the employee's residence address (from the current active Mailing address in the Address function) and the work address (using the Work Address from Work Profile, if any, otherwise the Work Address Default will be used). It will list the federal and states forms that the employee is subject to. Note that if the employee works in a different state than where they live, both state forms may be shown, according to those states' rules.



The employee may skip either section, or continue to both the federal and state sections. If the employee selects the federal form and clicks Continue, the first page of the federal section will appear.



After making a selection and clicking Next, the federal W-4 form will be listed. The employee clicks on Start to continue the process.



On each page, the employee will be presented with options and will click Next after entering their information. The employee will be given the option of completing the personal allowance worksheet if desired. At any time during this process, the employee may click on the tab called Form and Instructions for more information. The employee then clicks on the Wizard tab to return to the process of completing the form.

When all of the steps have been completed, the W-4 form will be shown with the employee's information filled in. The employee may go back and make changes if needed, or click on the attestation checkbox and click on Submit Form.

Welcome, Ashley Jones | Home | Print | Log off

ICON

Personal

- Employee Directory
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

- W-4 Forms
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts

Main Menu

Federal - Employee's Withholding Allowance Certificate - W-4

Wizard | Form and Instructions

Please review the document below

If you would like to make any changes, you may [return to the previous page](#).

If you would like to submit this form, please agree to the terms below.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit Form

Form W-4 (2016)

The exceptions do not apply to supplemental wages greater than \$1,000,000.
Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 9802, Supplemental Form W-4, Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 305 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$100,000 (single) or \$150,000 (married).

Future developments. Inform on about any future developments affecting Form W-4 (such as regulation changes) or see release 01 will be posted at www.irs.gov/w4.

When the employee submits the form, the system will save a PDF version of the form in Employee Files. This can be viewed by the employee if Employee Security has been granted for this function, and if the Employee Accessible radio button is Yes for the FW4 record in the File Types common object. A record in Tax Elections will also be created.

Welcome, Ashley Jones | Home | Print | Log off

ICON

Personal

- Employee Directory
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

- W-4 Forms
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit Accounts

Main Menu

Your form has been submitted!

Continue

Form W-4 (2016)

The exceptions do not apply to supplemental wages greater than \$1,000,000.
Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer for certain allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 9802, Supplemental Form W-4, Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 305 to see how the amount you are having withheld compares to your projected total tax for 2016. See Pub. 505, especially if your earnings exceed \$100,000 (single) or \$150,000 (married).

Future developments. Inform on about any future developments affecting Form W-4 (such as regulation changes) or see release 01 will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for yourself if no one else can claim you as a dependent A _____

B Enter "1" if: { • You are single and have only one job; or
• You are married, have only one job, and your spouse does not work; or
• Your wages from a second job or your spouse's wages (for the total of both) are \$1,500 or less. B _____

The employee will click Continue to start the state withholding form. The system will display the first section for the applicable state. After making a selection, the employee clicks on Next.

Welcome, Ashley Jones Home | Print | Log off

ICON

Personal

- Employee Directory
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

- W-4 Forms
- Paid Time Off
- Time Off Request
- Paycheck Information
- Paycheck Calculator
- Direct Deposit

Main Menu

North Carolina Resident — Survey

Check my progress

Survey

Choose one:

- I plan to claim the N.C. standard deduction
- I plan to claim no tax credits or only the credit for children
- I prefer to complete the extended Form NC-4
- I am a Nonresident Alien working in the state of North Carolina
- I am exempt from *North Carolina* withholding
- I am not a resident of *North Carolina* and meet the conditions set forth under the Military Spouses Residency Relief Act (P. L. 111-97) and will have no *North Carolina* income tax liability
- None of the above

Back Next

The employee will click on Start next to the state withholding form.

Welcome, Ashley Jones Home | Print | Log off

ICON

Personal

- Employee Directory
- Personal Data
- I-9
- Address Information
- E-Mail Address
- Dependents
- Education
- Emergency Contacts
- Change Password
- Job Reviews
- Salary History
- Skills Information
- Certifications
- Employee Files
- Training Classes
- Training Enrollment
- Notification Elections

Payroll

Main Menu

North Carolina Resident — Summary

Check my progress

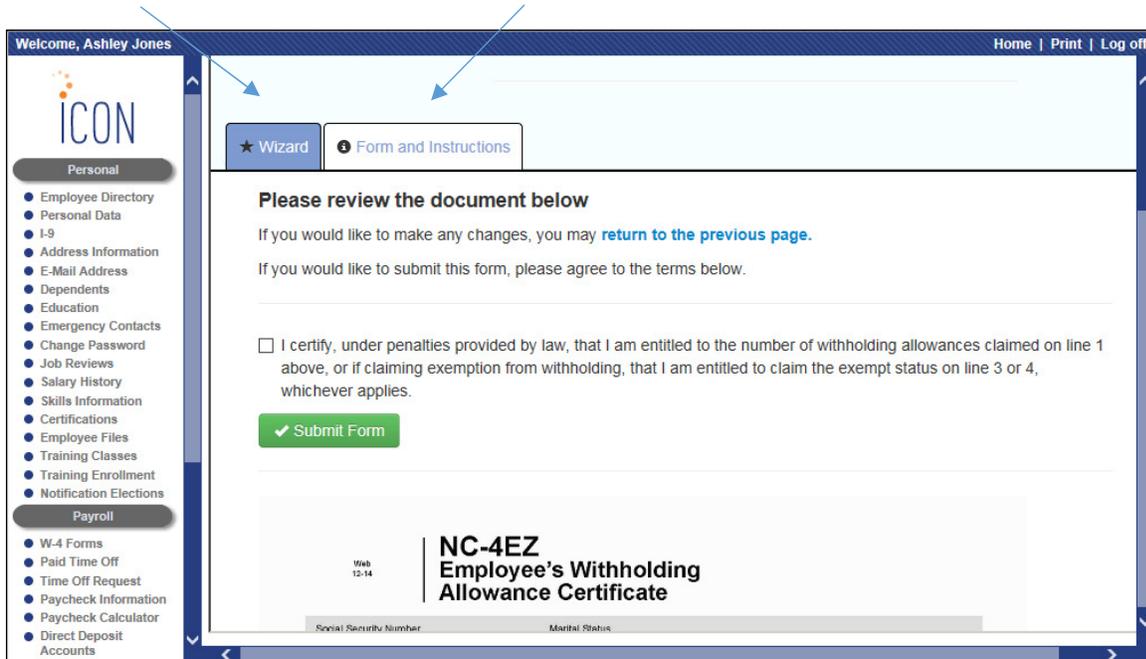
Summary

Based on answers you provided, we have determined the following withholding form(s) may apply to you as a resident of **North Carolina**.

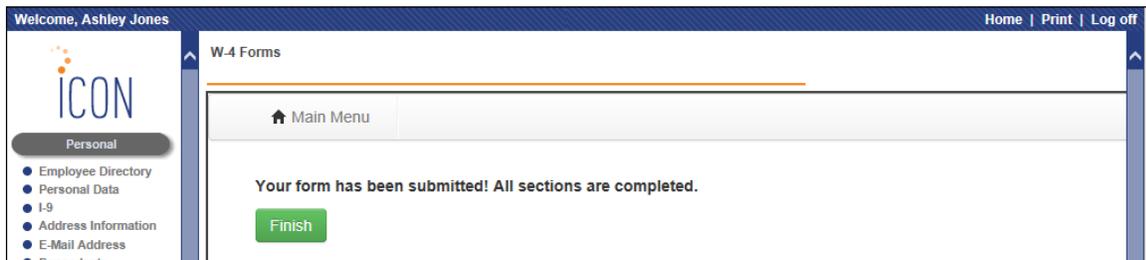
	Locality	Name	Title	Status
Start	North Carolina	NC-4 EZ	Employee's Withholding Allowance Certificate (Short Form)	Not completed

Back

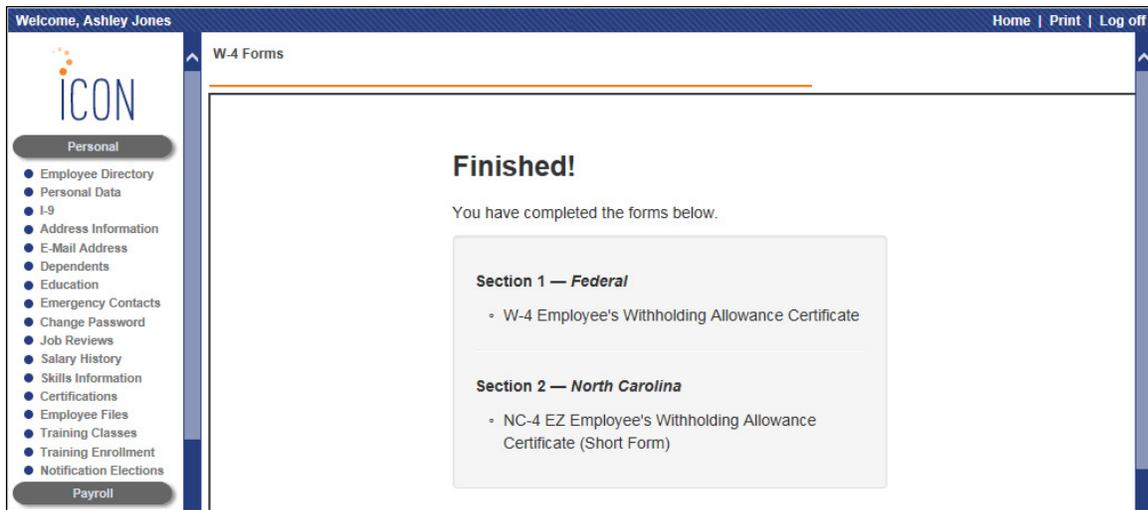
At any time during the process, the employee may click on the Form and Instructions tab for more information. The employee then clicks on the Wizard tab to return to the process of completing the form. After the employee has responded to all sections, a completed form will be shown. The employee may go back and make any necessary changes, or may click on the attestation checkbox and click on Submit Form.



When the employee submits the form, a confirmation message will appear. The system will save a PDF version of the form in Employee Files. This can be viewed by the employee if Employee Security has been granted for this function, and if the Employee Accessible radio button is Yes for the SW4 record in the File Types common object. A record in Tax Elections will also be created.



When the employee clicks Finish, a page similar to the following will appear, showing the employee the forms that have been completed.



If the applicable access has been granted, the employee may view PDF files of the withholding forms in the Employee Files function.



This chart list various scenarios that can occur in the W-4 Forms function, and the corresponding actions that will take place, as well as the messages that are generated.

Event	Result	ESS message	iCON Message	Pending Payment Log
Employee completes a federal W-4 form	The record is added to the W-4 Forms function and a PDF is created in Employee Files.	Your form has been submitted! All sections are completed.	Federal W4 was successfully added.	N/A
Employee completes a state withholding form	The record is added to the W-4 Forms function and a PDF is created in Employee Files.	Your form has been submitted! All sections are completed.	A state income tax record for (<i>state name</i>) was successfully added.	N/A
Employee completes a state withholding form for a new state (when moving to another state), and an existing state record is deactivated since he/she no longer lives or works in that state.	In addition to the record being added and a PDF being created for the new state, an inactive record for the prior state will be added. This state's record will no longer appear in the W-4 Forms function.	Your form has been submitted! All sections are completed.	State Tax Withholding (Tax Type (<i>tax type code</i>)) for (<i>state name</i>) has been deactivated.	N/A
Employee's home state does not have active SIT and SUI Account Numbers in SUI and W-2 Manager.	State withholding forms are not shown. Employee may complete a Federal W-4 form.	WARNING: Home Address State (<i>state name</i>) is not set up for Tax Remittance. Please contact your Payroll Department.	WARNING: Home Address State (<i>state name</i>) is not setup for Tax Remittance. The employee was not able to complete a state withholding form in Employee Self Service.	WARNING: Home Address State (<i>state name</i>) is not setup for Tax Remittance.
Employee's work state does not have active SIT and SUI Account Numbers	State withholding forms are not shown. Employee may complete a Federal W-4 form.	WARNING: Work Address State (<i>state name</i>) is not set up for Tax Remittance. Please contact your Payroll Department.	WARNING: Work Address State (<i>state name</i>) is not setup for Tax Remittance. The employee was not able to complete a state withholding	WARNING: Work Address State (<i>state name</i>) is not set up for Tax Remittance.

Event	Result	ESS message	iCON Message	Pending Payment Log
			form in Employee Self Service.	
Employee does not have an Active Mailing Address	Employee may not continue.	WARNING: Home Address record was not found. Unable to process your withholding elections at this time.	WARNING: Home Address Record was not found. The employee was not able to complete a state withholding form in Employee Self Service.	WARNING: Home Address record was not found.
Employee does not have a work address	State withholding forms are not shown. Employee may complete a Federal W-4 form.	WARNING: Work Address record was not found. You may submit a new Federal W-4, but any applicable state forms are not available at this time. Please contact your Payroll Department.	WARNING: Work Address Record was not found. The employee was not able to complete a state withholding form in Employee Self Service.	WARNING: Work Address Record was not found.
Employee has a zip code with other than 5 or 9 digits.	Employee may not continue.	Unable to process your withholding elections at this time.	Invalid Home Address Zip Code (<i>zip code</i>). The employee was not able to complete a state withholding form in Employee Self Service.	Invalid Home Address Zip Code (<i>zip code</i>).
Employee is in the Pending Process Queue for an active payroll	Changes cannot be made.	Payroll is currently being processed; no changes may be made at this time. Please try again later.	N/A	N/A