



JOHNS HOPKINS
UNIVERSITY

Employee Work Tax Area Report

How to Run the Analysis Report to Update SAP Data for
Correct Tax and Leave Reporting

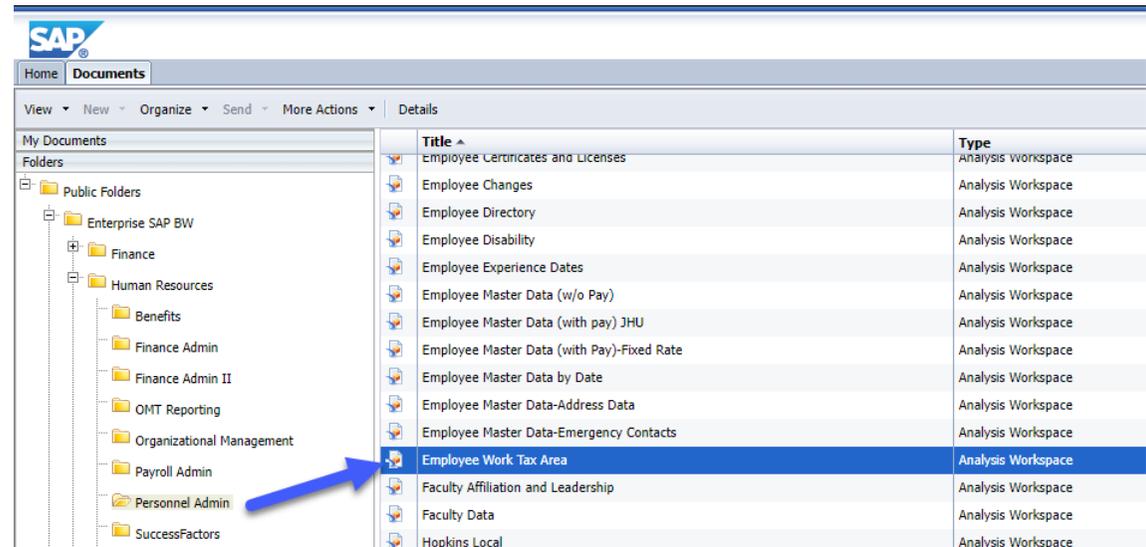
Last revised: February 22, 2024

Purpose

- To ensure that JHU HR Business Partners at the school and departmental level routinely monitor HR master data for employees under their purview.
- SAP infotype 0208 (Work Tax Area) drives the payment of state payroll tax in the US and indicates an employee's eligibility for paid and unpaid leave programs that are required for employees who reside in a particular state.
- SAP infotype 0006 (Addresses), subtype 4 (Work-Physical Location) should reflect where an employee physically reports to work. Updating this address alone is not always sufficient in updating the Work Tax Area.
 - Employees who work from home should have “Telecommuting” in address line 1 and their home address in line 2 with the city, state and zip code of their home address in the corresponding fields
 - Departments are responsible for updating the employee's physical work address.
 - Employees are only able to update permanent residence (home) address using ESS.
- HR Business Partners can use the Employee Work Tax Area report to confirm that Work-Physical Location is accurate and that Work Tax Area is in sync with the employee's Work-Physical Location.

Employee Work Tax Area Report

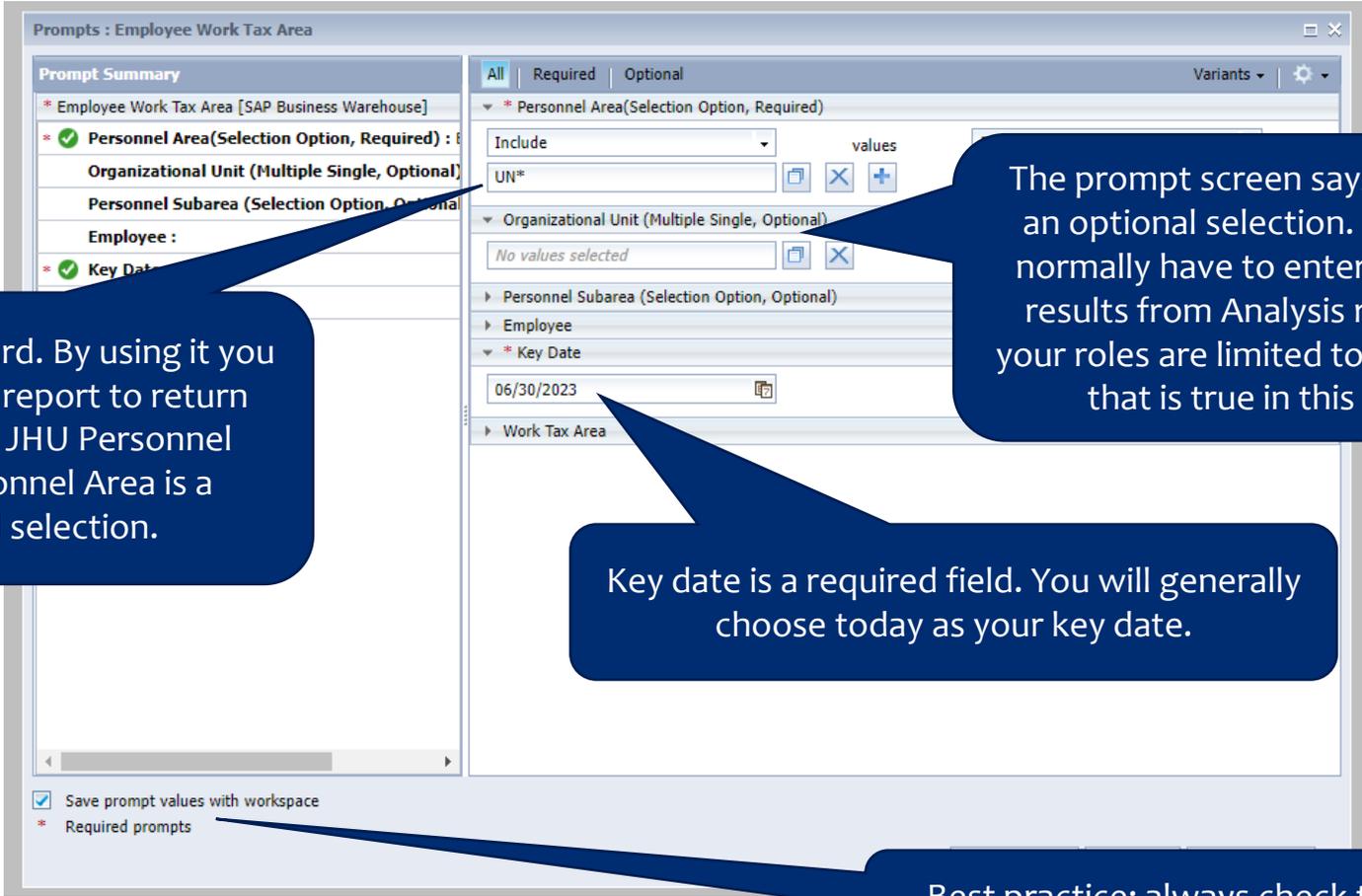
- This report provides the following data from SAP
 - Address: Work-Physical Location
 - Work Tax Area
- You can use these data points to identify mismatches between the work physical location and work tax area for individuals in your department/under your purview.



The screenshot shows the SAP SAP GUI interface. On the left, the 'My Documents' folder is expanded to show a tree structure of folders: Public Folders, Enterprise SAP BW, Finance, Human Resources, Benefits, Finance Admin, Finance Admin II, OMT Reporting, Organizational Management, Payroll Admin, Personnel Admin, and SuccessFactors. A blue arrow points to the 'Employee Work Tax Area' report in the 'Details' pane on the right. The 'Details' pane shows a list of reports with columns for 'Title' and 'Type'. The 'Employee Work Tax Area' report is highlighted in blue.

Title	Type
Employee Certificates and Licenses	Analysis Workspace
Employee Changes	Analysis Workspace
Employee Directory	Analysis Workspace
Employee Disability	Analysis Workspace
Employee Experience Dates	Analysis Workspace
Employee Master Data (w/o Pay)	Analysis Workspace
Employee Master Data (with pay) JHU	Analysis Workspace
Employee Master Data (with Pay)-Fixed Rate	Analysis Workspace
Employee Master Data by Date	Analysis Workspace
Employee Master Data-Address Data	Analysis Workspace
Employee Master Data-Emergency Contacts	Analysis Workspace
Employee Work Tax Area	Analysis Workspace
Faculty Affiliation and Leadership	Analysis Workspace
Faculty Data	Analysis Workspace
Hopkins Local	Analysis Workspace

Select your criteria. There are several options



The * is a wildcard. By using it you are telling the report to return results for all JHU Personnel Areas. Personnel Area is a required selection.

The prompt screen says that Org Unit is an optional selection. However, if you normally have to enter org units to get results from Analysis reports because your roles are limited to specific org units that is true in this report also.

Key date is a required field. You will generally choose today as your key date.

Best practice: always check the “save prompt values” box in Analysis reports.

Reading the results

- First, review the employee’s address. If it’s inaccurate you will need to update SAP using a personal data change ISR.
- Next, compare Work Tax Area to Work Physical State. If they don’t match you will need to update SAP (see [appendix](#)).

Employee Work Tax Area								Key Figures
Employee	Address Record Type	Country	Address Line 1	Address Line 2	Postal Code	Work Physical State	Work Tax Area	Work Tax Area Allocation
	Work-Physical Location	US				DC	MD	100,000

- Note: some states have local tax authorities that require customized codes. For example “NY01” is a New York code. If an employee’s Work Physical State is “NY” and Work Tax Area is “NY01” the data is in sync.
- Pro tip: if the employee is working outside of the US the Work Tax Area should be “FED.” Additionally, employees who are working overseas should have “Overseas Citizen” or “Overseas Alien” on infotype 0094 (Residence Status).

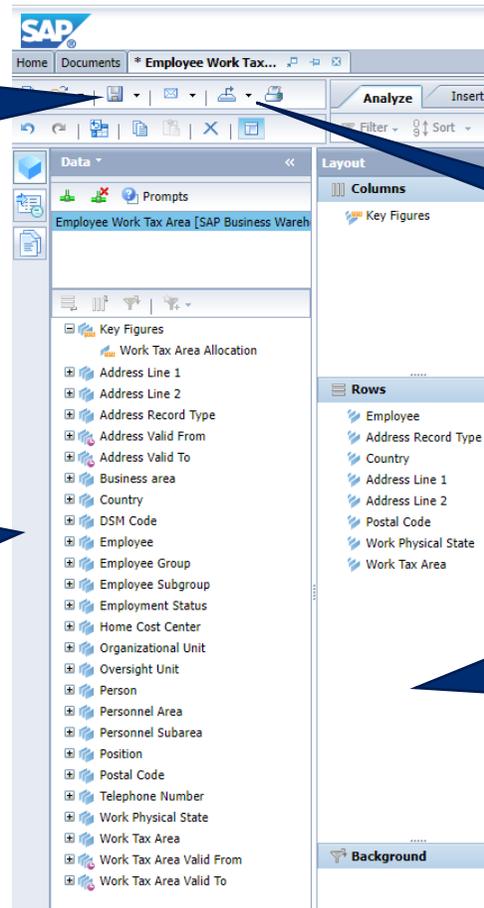
You can do some customization, like many other Analysis reports

Save as: keep a copy of your customized report in your favorites folders.

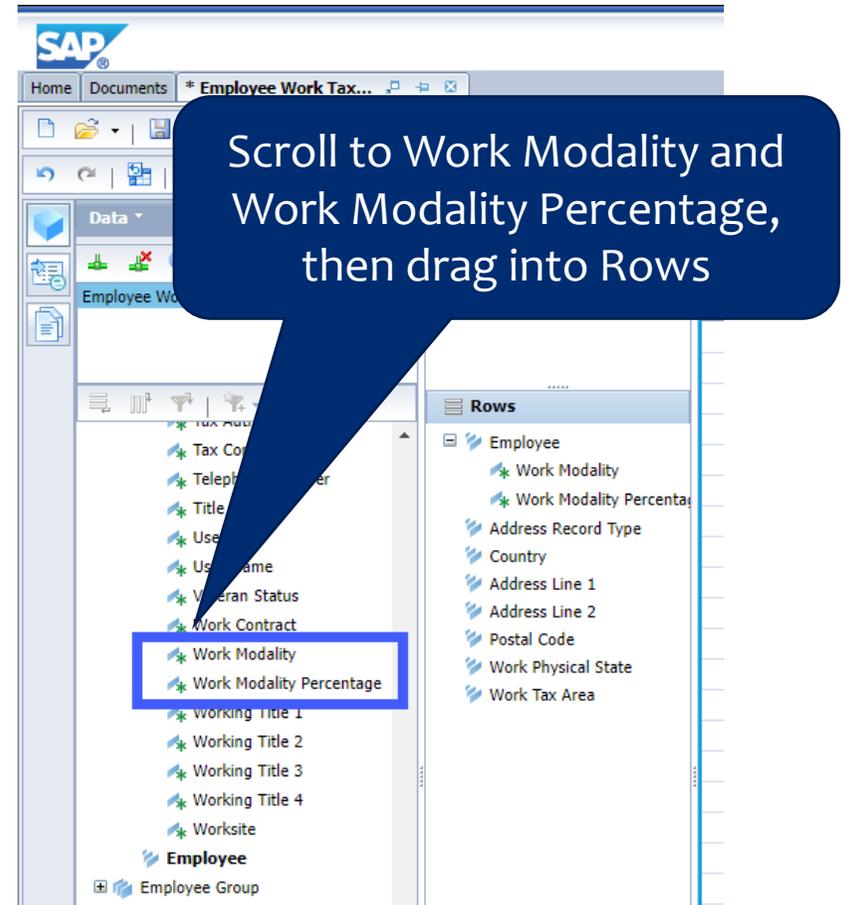
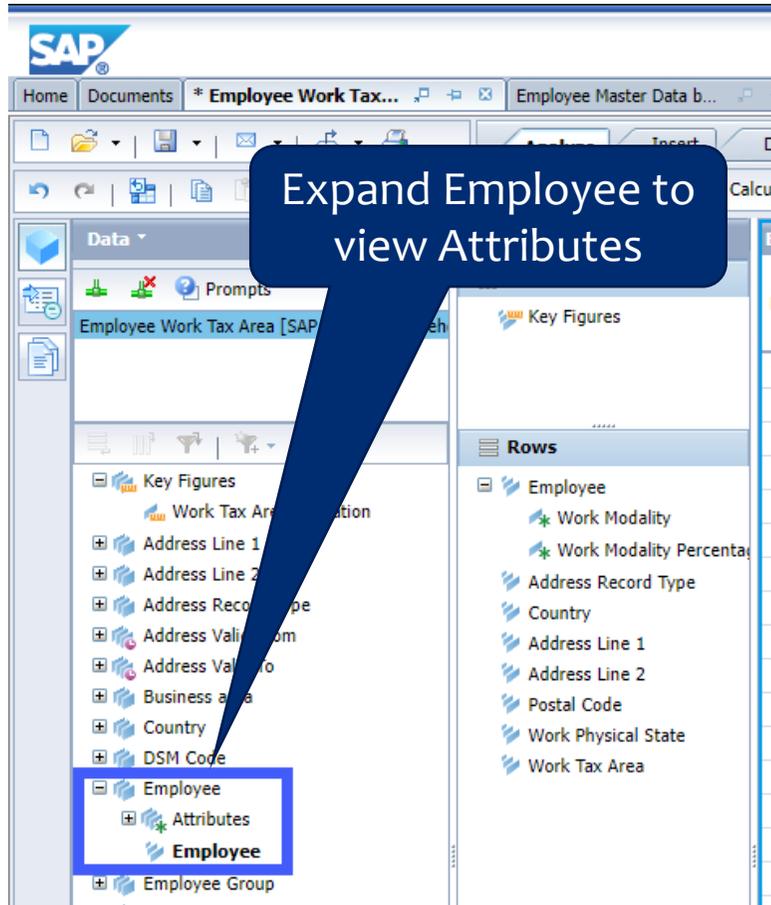
Add free characteristics into the report by dragging them to the rows area at the right.

Export to Excel

Remove characteristics you don't need from the default layout by dragging them off to the left.



If you need to consider work modality:



Who do I contact with questions?

Questions about how to update JHU Work-Physical Location and/or Work Tax Area:

- HRSharedServices@jh.edu

Questions related to user access and authorizations:

- https://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/analysis_auth.pdf

Technical problems with Analysis/BW Reports:

- JHU IT Help & Support
- <https://it.johnshopkins.edu/help/index.html>