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.
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).

• 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:

- Expand Employee to view Attributes
- Scroll to Work Modality and Work Modality Percentage, then drag into Rows
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