



**How would a user handle locality tax when an employee’s work location is different from his or her place of residence?**

### **Step 1: Enter employee’s residence information.**

- After entering the correct Federal, State, and Local tax NOAs on the PAR Pages, the user must navigate to: Home > Compensate Employees > Maintain Payroll Data (USF) > Use > Employee Tax Data
  - Insert a new row.
  - Enter the Effective Date on the **Federal Tax Data 1 page**.
  - Click on the **State Tax Data 1 page** and enter the following field:
    - **State:** Enter employee’s state of residence.
  - Click on the **Local Tax Data page**.
    - Click on the Lookup Locality icon next to Locality field box.
    - Click on the Lookup button.
    - Select a locality value from the search list. Keep in mind that some states do not list any locality values. Therefore, if no values are found for a particular state, the system will return with the following message “No matching values were found.”



**Continued.**

### **Step 2: Enter employee's work information.**

- The user must navigate to: Home > Compensate Employees > Maintain Payroll Data (USF) > Use > Employee Tax Data
  - Click on Correct History button.
  - Insert a new row.
  - On the **Federal Tax Data 1 page** enter the Effective Date 1 day later than the prior row.
  - Click on the **State Tax Data 1 page** and enter the following field:
    - **State:** Enter employee's work state.
  - Click on the **Local Tax Data page**.
    - Follow steps from the first page.