

Online Self-Service: State of Georgia Income Tax Withholding Form G-4

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Today's Presenters

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Employee Self-Service Roadmap

2004

Upgrade from 7.5 to 8.8

Employee Self-Service

Enterprise Portal (TechWorks)

On-line Benefits Open Enrollment

W2/1042S and Pay Stubs

Directory Updates via Self-Service

Charitable Campaign via Self-Service

Additional Personal Changes via Self-Service

2008

State of Georgia G-4



Drivers for the G-4

- Implementing Recruiting Solutions in 2009
 - Movement toward a “paperless” on-boarding process for new hires
- Electronic signature approved by Georgia state legislature
- Oracle had no plan to deliver G-4 functionality



Implementation Goals

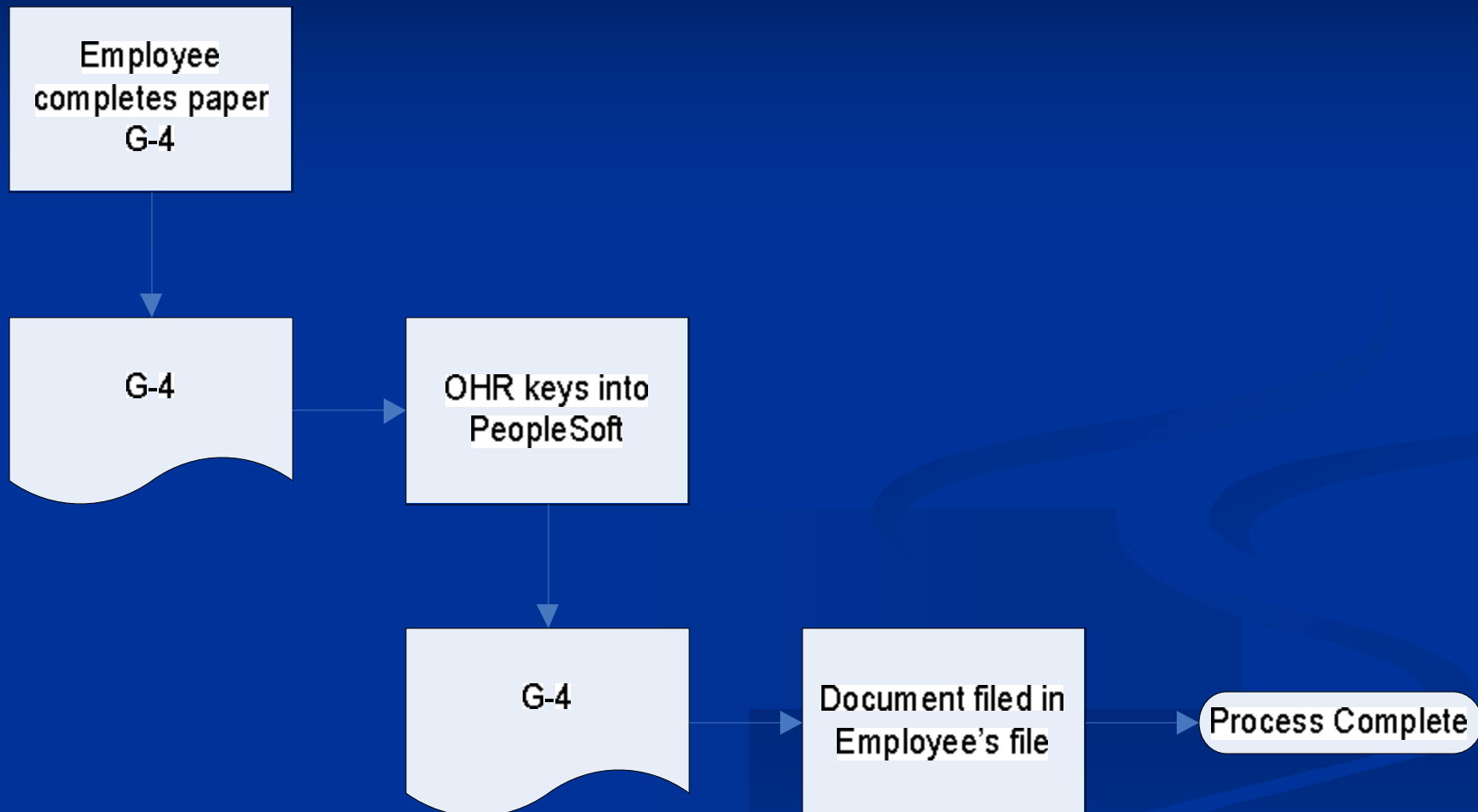
- Eliminate paper
 - On-boarding process for new employees
 - Updates by active employees
- Reduce keying of data by Payroll Office
 - 99% of active employees work in the state of GA
- Ease of use for the employee



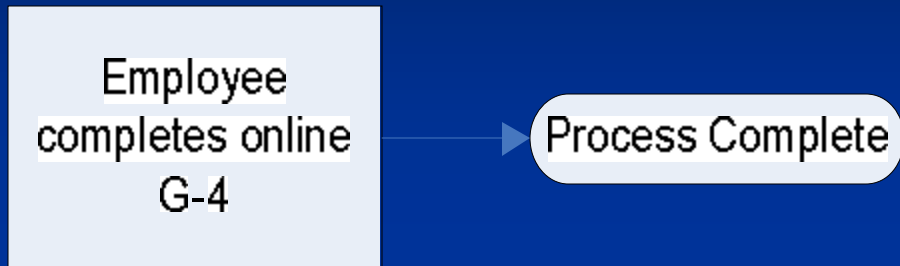
PROCESS OVERVIEW & DEMO



Before Self-Service G-4



After Self-Service G-4



G-4 Technical Solution

- Mimicked W-4 functionality
 - Retrieves current record
 - Captures before and after values in audit table
 - Changes "Last updated date"
 - Update of employee's tax record is real-time
- Included field validations
 - Exemption
 - Allowances
 - Additional amounts



Flash Movie



State Reporting Requirement

- State requires a reporting of employees who
 - Claim exemption from state tax withholding or
 - Claim more than 14 allowances
- Reporting to Department of Revenue on quarterly basis
 - In the past – individual copies of the G-4 sent
 - Now – report generated



Text

The screenshot displays the TechWorks web application interface. At the top, there is a yellow header with the "TechWorks" logo on the left and navigation links for "CAMPUS MAP", "DIRECTORIES", and "SITE SEARCH" on the right. Below the header, a navigation bar contains tabs for "My Page", "Welcome", "Campus Admin", and "News", along with links for "Home", "Add Links", "Sign out", and "My Links". A "Welcome" message for "George Jetson" is visible. On the right side, there are links for "New Window", "Help", and "Customize Page".

The main content area is titled "G-4 Report". It includes a "Run Control ID: lh" and a "Run" button. Below this, there are three sections for configuring the report:

- Report Request Parameters:** Includes input fields for "Tax Year:" and "Tax Quarter:".
- Report Type - Employees:** Features radio buttons for "All Employees" (selected) and "Single Employee", along with an "EmpID:" input field.
- Report Exception/Allowances:** Features radio buttons for "Claim Exempt", "Exempt/ >14 Allowances" (selected), "More Than 14 Allowances", and "All".

At the bottom of the form, there are three buttons: "Save", "Return to Search", and "Notify".



Text

```
Report ID: GTXXXXXX          Georgia Institute of Technology
                               G4 - STATE TAX REPORT FOR DR
                               Page No. 1
                               Run Date 09/10/2008
                               Run Time 09:43:01

Signed On 02/22/2008

Employee Name      :          Jetson,George
Social Security No :          123-45-6789
Address           :          123 Elm Street
                               Atlanta
                               CA, 30303
                               USA
Marital Status    :          S-Single
Total Number Of Allowances Claimed : 15.00
Additional Amount :          0.00
Exemption Status  :          None
Employer          :          Georgia Tech
Employer id      :          xxxxxxxxxx
Address          :          500 Tech Parkway
                               Atlanta
                               GA, 30332-0435
                               USA
```



G-4 Functionality

- Functionality to collect G-4 elections
- Verification of user identity
- Electronic signature of user
- Activity captured in audit tables
- Reporting efficiencies gained



QUESTIONS?



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Thank You!

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