



**Human Capital Management
Image 38
Supplemental Accessibility
Information**

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Introduction

This document is intended to supplement the Image/Upgrade Overview Document and provide ctcLink users with a more detailed summary of the accessibility changes that will be made in the system as a result of the upcoming HCM image 37-38. Oracle releases multiple updates every year that often include improvements to PeopleSoft's accessibility. Below is an overview of the accessibility enhancements that you can expect to see as part of HCM image 37-38.

Accessibility

PeopleSoft for North America supports the display of year-end tax forms in accessibility mode in Employee Self-Service. By providing accessibility setup configurations for tax forms, it allows self-service users to access tax form information using screen readers in non-PDF format when they log on to the PeopleSoft system with screen reader mode enabled.

Year End Accessibility Definitions for Tax Forms W-2, W-2AS, W2-GU, W2-VI and W-2c

Year End Accessibility definitions for the Year 2020 for Tax Forms W-2, W-2AS, W2-GU, W2-VI and W-2c were not provided prior to Image 38.

Navigation

Navigator > Payroll for North America > U.S. Annual Processing > Define Annual Tax Reporting > Year End Accessibility

Image: Year End Accessibility Definitions Search Results Prior to Image 38

Year End Accessibility definitions for Effective Dates 2012 to 2019 were available prior to the update.

Find an Existing Value
Add a New Value

Search Criteria

Tax Form Identification =

Effective Date =

Include History Correct History

Search Clear [Basic Search](#) [Save Search Criteria](#)

W-2

W-2AS

W2-GU

W2-VI

W-2c

Tax Form Identification	Effective Date
W-2	01/01/2019
W-2	01/01/2018
W-2	01/01/2017
W-2	01/01/2016
W-2	01/01/2015
W-2	01/01/2014
W-2	01/01/2013
W-2	01/01/2012

Tax Form Identification	Effective Date
W-2AS	01/01/2019
W-2AS	01/01/2018
W-2AS	01/01/2017
W-2AS	01/01/2016
W-2AS	01/01/2015
W-2AS	01/01/2014
W-2AS	01/01/2013
W-2AS	01/01/2012

Tax Form Identification	Effective Date
W-2GU	01/01/2019
W-2GU	01/01/2018
W-2GU	01/01/2017
W-2GU	01/01/2016
W-2GU	01/01/2015
W-2GU	01/01/2014
W-2GU	01/01/2013
W-2GU	01/01/2012

Tax Form Identification	Effective Date
W-2VI	01/01/2019
W-2VI	01/01/2018
W-2VI	01/01/2017
W-2VI	01/01/2016
W-2VI	01/01/2015
W-2VI	01/01/2014
W-2VI	01/01/2013
W-2VI	01/01/2012

Tax Form Identification	Effective Date
W-2c	01/01/2019
W-2c	01/01/2018
W-2c	01/01/2017
W-2c	01/01/2016
W-2c	01/01/2015
W-2c	01/01/2014
W-2c	01/01/2013
W-2c	01/01/2012

Screen Viewer Text: Accessibility Search Definition Results for Tax Form W-2 Prior To The Update

Year End Accessibility document

Main Content frame

Main Content document

Tax Form Identification combo box W-2 collapsed

Search type for Effective Date combo box = collapsed

Effective Date edit blank

Calendar Effective Date button

clickable Include History check box not checked

clickable Correct History check box not checked

Search button Search (Alt+1)

Search Results. Row 1-8 of 8 table with 9 rows and 2 columns row 2 Tax Form Identification column 1 W-2 link

Effective Date column 2 link 01/01/2019

row 3 Tax Form Identification column 1 link W-2

Effective Date column 2 link 01/01/2018

row 4 Tax Form Identification column 1 link W-2

Effective Date column 2 link 01/01/2017

row 5 Tax Form Identification column 1 link W-2

Effective Date column 2 link 01/01/2016

row 6 Tax Form Identification column 1 link W-2

Effective Date column 2 link 01/01/2015

row 7 Tax Form Identification column 1 link W-2

Effective Date column 2 link 01/01/2014

row 8 Tax Form Identification column 1 link W-2

Effective Date column 2 link 01/01/2013

row 9 Tax Form Identification column 1 link W-2

Effective Date column 2 link 01/01/2012

Year End Accessibility Definitions for Tax Forms W-2, W-2AS, W2-GU, W2-VI and W-2c after Image 38

Year End Accessibility definitions for the Year 2020 for Tax Forms W-2, W-2AS, W2-GU, W2-VI and W-2c are added after the Image 38 update.

Image: Year End Accessibility Definitions Search Results after the Image 38

Find an Existing Value
Add a New Value

▼ Search Criteria

Tax Form Identification = W-2

Effective Date = [Calendar Icon]

Include History Correct History

Search
Clear
Basic Search Save Search Criteria

Search Results

Tax Form Identification	Effective Date
W-2	01/01/2020
W-2	01/01/2019
W-2	01/01/2018
W-2	01/01/2017
W-2	01/01/2016
W-2	01/01/2015
W-2	01/01/2014
W-2	01/01/2013
W-2	01/01/2012

Search Results

Tax Form Identification	Effective Date
W-2AS	01/01/2020
W-2AS	01/01/2019
W-2AS	01/01/2018
W-2AS	01/01/2017
W-2AS	01/01/2016
W-2AS	01/01/2015
W-2AS	01/01/2014
W-2AS	01/01/2013
W-2AS	01/01/2012

Search Results

Tax Form Identification	Effective Date
W-2c	01/01/2020
W-2c	01/01/2019
W-2c	01/01/2018
W-2c	01/01/2017
W-2c	01/01/2016
W-2c	01/01/2015
W-2c	01/01/2014
W-2c	01/01/2013
W-2c	01/01/2012

Search Results

Tax Form Identification	Effective Date
W-2GU	01/01/2020
W-2GU	01/01/2019
W-2GU	01/01/2018
W-2GU	01/01/2017
W-2GU	01/01/2016
W-2GU	01/01/2015
W-2GU	01/01/2014
W-2GU	01/01/2013
W-2GU	01/01/2012

Search Results

Tax Form Identification	Effective Date
W-2VI	01/01/2020
W-2VI	01/01/2019
W-2VI	01/01/2018
W-2VI	01/01/2017
W-2VI	01/01/2016
W-2VI	01/01/2015
W-2VI	01/01/2014
W-2VI	01/01/2013
W-2VI	01/01/2012

Screen Viewer Text: Accessibility Search Definition Results for Tax Form W-2 After the Update

Year End Accessibility document

Button Search button Clear link Basic Search link Save Search Criteria

Search Results. Row 1-9 of 9 table with 10 rows and 2 columns row 2 Click to sort ascending Tax Form Identification column 1 W-2 link

Click to sort ascending Effective Date column 2 link 01/01/2020

row 3 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2019

row 4 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2018

row 5 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2017

row 6 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2016

row 7 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2015

row 8 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2014

row 9 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2013

row 10 Click to sort ascending Tax Form Identification column 1 link W-2

Click to sort ascending Effective Date column 2 link 01/01/2012

W-2/W-2c Forms

Year End Accessibility definitions for year 2020 were not provided prior to Image 38. As a result, the Tax Forms opened in PDF format for the Year 2020. Since PDF versions are not accessible, screen reader users could not access Tax Forms for the year 2020.

Navigation

Employee Self Service > Payroll Tile > W-2 W-2c Forms Tile

Image: View W-2/W-2c Forms Prior To Image 38

View W-2 Form button and the Filing Instructions link opened a PDF version of the page.



W-2/W-2c Forms after Image 38

Screen reader users will be able to access the Tax Forms for the year 2020 in Non-PDF format after the update.

Navigation

Employee Self Service > Payroll Tile > W-2 W-2c Forms Tile

Image: View W-2/W-2c Forms after Image 38

Payroll View W-2/W-2c Forms

Tax Year: 2020

Company Name: State Board for Comm. and Tech

Tax Form	Issue Date	Year End Form	Printer Version	Filing Instructions
W-2	01/15/2021	View W-2 Form	Printable W-2	Filing Instructions

View W-2 Form button and the Filing Instructions link opens a Non-PDF version of the page.

View W-2 Form 2020

Instructions

This page has two views: Default and View All. The Default view will display all W-2 boxes and codes that contain values. The View All option will also display W-2 boxes and codes even if the value is blank. In addition, if the employee has multiple PDF forms, the data is consolidated and displayed on the online page by State.

View All Boxes

Employer Details

Employer identification number (EIN) 91-0823768

Name STATE BOARD FOR COMM. AND TECH

Address 1 1300 QUINCE STREET SE

Address 2 OLYMPIA WA 98501-7329

Filing Instructions link opens a Non-PDF page

Filing Instructions

Notice to Employee

Do you have to file? Refer to the Instructions for Forms 1040 and 1040-SR to determine if you are required to file a tax return. Even if you don't have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit. Earned income credit (EIC). You may be able to take the EIC for 2020 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You can't take the EIC if your investment income is more than the specified amount for 2020 or if income is earned for services provided while you were an inmate at a penal institution. For 2020 income limits and more information, visit www.irs.gov/EIC. See also Pub. 596, Earned Income Credit. Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.

Clergy and religious workers. If you aren't subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but aren't the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 800-772-1213. You may also visit the SSA website at www.SSA.gov.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. The amount reported with code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2020 and more than \$8,537.40 in social security and/or Tier 1 railroad retirement (RRRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$5,012.70 in Tier 2 RRRTA tax was withheld, you may also be able to claim a credit. See the Instructions for Forms 1040 and 1040-SR and Pub. 505, Tax Withholding and Estimated Tax.

Instructions (continued from the back of Copy B.)

Note: If a year follows code D through H, S, Y, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A-Uncollected social security or RRRTA tax on tips. Include this tax on Form 1040 or 1040-SR. See the Instructions for Forms 1040 and 1040-SR.

B-Uncollected Medicare tax on tips. Include this tax on Form 1040 or 1040-SR. See the Instructions for Forms 1040 and 1040-SR.

C-Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (up to social security wage base), and 5).

D-Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E-Elective deferrals under a section 403(b) salary reduction agreement.

F-Elective deferrals under a section 408(k)(6) salary reduction SEP.

G-Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.

H-Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See the Instructions for Forms 1040 and 1040-SR for how to deduct.

1. Non-transferable and non-accumulation rules not included in box 3, 9, or 51.

Accessibility Filing Instructions Text for W-2, W-2c And W2 Territories for The Year 2019

Navigation

Employee Self Service > Payroll Tile > W-2 W-2c Forms Tile

Image: View W-2/W-2c Forms for Tax Year 2019

View W-2/W-2c Forms

Tax Year: 2019

Company Name: State Board for Comm. and Tech

Tax Form	Issue Date	Year End Form	Printer Version	Filing Instructions
W-2	01/16/2020	View W-2 Form	Printable W-2	Filing Instructions

Before Image 38

Non-PDF Filing Instructions text for Year End Tax Forms W-2, W-2c and W2 for the screen reader users was not defined for the Year 2019. As a result, when the Filing Instructions link was accessed, it displayed only one line of text “2019 W-2 Filing Instructions” for the screen reader users.

After Image 38

Non-PDF Filing Instructions text for the Year End Tax Forms W-2, W-2c and W2 for the screen reader users is added for the Year 2019. The Filing Instructions link displays the Filing Instructions Text in Non-PDF format for the screen reader users.

Filing Instructions

Notice to Employee

Do you have to file? Refer to the Form 1040 instructions to determine if you are required to file a tax return. Even if you don't have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2019 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You can't take the EIC if your investment income is more than the specified amount for 2019 or if income is earned for services provided while you were an inmate at a penal institution. For 2019 income limits and more information, visit www.irs.gov/EITC. Also see Pub. 596, Earned Income Credit. Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.

Clergy and religious workers. If you aren't subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but aren't the same as shown on your social security card, you should ask for a new card that displays your correct name at any SSA office or by calling 800-772-1213. You also may visit the SSA website at www.SSA.gov.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. The amount reported with code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2019 and more than \$8,239.80 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than \$4,836.30 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 instructions and Pub. 505, Tax Withholding and Estimated Tax.

Instructions for Employee

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 3. You may be required to report this amount on Form 8959, Additional Medicare Tax. See the Form 1040 instructions to determine if you are required to complete Form 8959.

Box 4. This amount includes the 1.45% Medicare Tax withheld on all Medicare wages and tips shown in box 5, as well as the 0.9% Additional Medicare Tax on any of those Medicare wages and tips above \$200,000.

Box 5. This amount is not included in box 1, 3, 5, or 7. For information on how to report tips on your tax return, see your Form 1040 instructions.

You must file Form 4137, Social Security and Medicare Tax on Unreported Tip Income, with your income tax return to report at least the allocated tip amount unless you can prove that you received a smaller amount. If you have records that show the actual amount of tips you received, report that amount even if it is more or less than the allocated tips. On Form 4137, you will calculate the social security and Medicare tax owed on the allocated tips shown on your Form(s) W-2 that you must report as income and on other tips you did not report to your employer. By filing Form 4137, your social security tips will be credited to your social security record (used to figure your benefits).

Box 10. This amount includes the total dependent care benefits that your employer paid to you or incurred on your behalf (including amounts from a section 125 (cafeteria) plan). Any amount over \$5,000 also is included in box 1. Complete Form 2441, Child and Dependent Care Expenses, to compute any taxable and nontaxable amounts.

Box 11. This amount is (a) reported in box 1 if it is a distribution made to you from a nonqualified deferred compensation or nongovernmental section 457(b) plan or (b) included in box 3 and/or 5 if it is a prior year deferral under a nonqualified or section 457(b) plan that became taxable for social security and Medicare taxes this year because there is no longer a substantial risk of forfeiture of your right to the deferred amount. This box shouldn't be used if you had a deferral and a distribution in the same calendar year. If you made a deferral and received a distribution in the same calendar year, and you are or will be age 62 by the end of the calendar year, your employer should file Form SSA-131, Employer Report of Special Wage Payments, with the Social Security Administration and give you a copy.

Box 12. The following list explains the codes shown in box 12. You may need this information to complete your tax return. Elective deferrals (codes D, E, F, and S) and designated Roth contributions (codes AA, BB, and EE) under all plans are generally limited to a total of \$19,000 (\$13,000 if you only have SIMPLE plans, \$22,000 for section 403(b) plans if you qualify for the 15-year rule explained in Pub. 571). Deferrals under code G are limited to \$19,000. Deferrals under code H are limited to \$7,000. However, if you were at least age 50 in 2019, your employer may have allowed an additional deferral of up to \$6,000 (\$3,000 for section 401(k)(1) and 408(p) SIMPLE plans). This additional deferral amount is not subject to the overall limit on elective deferrals. For code G, the limit on elective deferrals may be higher for the last 3 years before you reach retirement age. Contact your plan administrator for more information. Amounts in excess of the overall elective deferral limit must be included in income. See the instructions for Form 1040.

Instructions (continued from the back of Copy B)

Note: If a year follows code D through H, S, Y, AA, BB, or EE, you made a make-up pension contribution for a prior year(s) when you were in military service. To figure whether you made excess deferrals, consider these amounts for the year shown, not the current year. If no year is shown, the contributions are for the current year.

A Uncollected social security or RRTA tax on tips. Include this tax on Form 1040. See the Form 1040 instructions.

B Uncollected Medicare tax on tips. Include this tax on Form 1040. See the Form 1040 instructions.

C Taxable cost of group-term life insurance over \$50,000 (included in boxes 1, 3 (up to social security wage base), and 5).

D Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.

E Elective deferrals under a section 403(b) salary reduction agreement.

F Elective deferrals under a section 408(k)(6) salary reduction SEP.

G Elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred compensation plan.

H Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See the Form 1040 instructions for how to deduct.

J Nontaxable sick pay (information only, not included in box 1, 3, or 5).

Screen Viewer Text (After): Excerpt from Filing Instructions for the Tax Form W-2 for the Year 2019

Notice to Employee

Do you have to file? Refer to the Form 1040 instructions to determine if you are required to file a tax return. Even if you don't have to file a tax return, you may be eligible for a refund if box 2 shows an amount or if you are eligible for any credit.

Earned income credit (EIC). You may be able to take the EIC for 2019 if your adjusted gross income (AGI) is less than a certain amount. The amount of the credit is based on income and family size. Workers without children could qualify for a smaller credit. You and any qualifying children must have valid social security numbers (SSNs). You can't take the EIC if your investment income is more than the specified amount for 2019 or if income is earned for services provided while you were an inmate at a penal institution. For 2019 income limits and more information, visit www.irs.gov/EITC.

Also see Pub. 596, Earned Income Credit. Any EIC that is more than your tax liability is refunded to you, but only if you file a tax return.

Clergy and religious workers. If you aren't subject to social security and Medicare taxes, see Pub. 517, Social Security and Other Information for Members of the Clergy and Religious Workers.

Corrections. If your name, SSN, or address is incorrect, correct Copies B, C, and 2 and ask your employer to correct your employment record. Be sure to ask the employer to file Form W-2c, Corrected Wage and Tax Statement, with the Social Security Administration (SSA) to correct any name, SSN, or money amount error reported to the SSA on Form W-2. Be sure to get your copies of Form W-2c from your employer for all corrections made so you may file them with your tax return. If your name and SSN are correct but aren't the same as shown on your social security card, you should

ask for a new card that displays your correct name at any SSA office or by calling 800-772-1213.

You also may visit the SSA website at www.SSA.gov.

Cost of employer-sponsored health coverage (if such cost is provided by the employer). The reporting in box 12, using code DD, of the cost of employer-sponsored health coverage is for your information only. The amount reported with code DD is not taxable.

Credit for excess taxes. If you had more than one employer in 2019 and more than \$8,239.80 in social security and/or Tier 1 railroad retirement (RRTA) taxes were withheld, you may be able to claim a credit for the excess against your federal income tax. If you had more than one railroad employer and more than

\$4,836.30 in Tier 2 RRTA tax was withheld, you also may be able to claim a credit. See your Form 1040 instructions and Pub. 505, Tax Withholding and Estimated Tax.

blank

Instructions for Employee

Box 1. Enter this amount on the wages line of your tax return.

Box 2. Enter this amount on the federal income tax withheld line of your tax return.

Box 5. You may be required to report this amount on Form 8959, Additional Medicare Tax. See the Form 1040 instructions to determine if you are required to complete Form 8959.





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Washington State Board for Community and Technical Colleges