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MEMORANDUM HR01-2020 (AMENDED)

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: New Hire Process and W-4 Selections
DATE: January 10, 2020

Issue:

Effective January 1, 2020, People First changed its W-4 page in accordance with changes to the 2020 W-4 Form. However, People First did not have a mock-up of their new page for review nor was the recent change announced. The current W-4 page presents problems for JAC with regard to new hires.

Problem #1:

Previously, when a Judicial-related Office (JRO), or any state agency, submitted paperwork to Human Resources staff to enter a new hire, People First had a tab for HR staff to enter the employee's W-4 selection. Effective January 1, 2020, People First removed that tab in its entirety. People First determined that was appropriate in light of how late the Internal Revenue Service released the final W-4 form and the challenge of programming the system. Consequently, JAC HR staff does not have access to a new hire's W-4 page during the new hire process.

While JAC HR staff could complete the new hire process, close out the employee, and then reenter the employee's file, there is another problem that precludes JAC HR staff from doing so.

Problem #2:

The 2020 W-4 Form has only three options for filing status:

(c)	<input type="checkbox"/> Single or Married filing separately
	<input type="checkbox"/> Married filing jointly (or Qualifying widow(er))
	<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

However, People First has four options for filing status:

01 - Single

02 - Married

03 - Married filing at higher single rate

06 - Head of Household

Consequently, if the new hire checks the first box on the 2020 W-4 Form, JAC HR staff will not know whether to click 01 for “Single” or 03 for “Married filing at higher single rate” in People First.

Solution: JAC HR staff cannot risk entering incorrect tax-related options into People First on behalf of an employee. After consultation with People First and internal staff, JAC will no longer enter any new hire’s W-4 information in People First.

Due to the inability to discern the appropriate box to check as described in Problem #2, and as discussions with People First were ongoing, JAC HR staff determined it was prudent not to make W-4 selections for new hires. Therefore, any new employee whose paperwork was submitted to JAC from January 1, 2020, and thereafter, the employee will need to log onto People First themselves to make their W-4 selections.

Please note – according to People First, failure to make a selection will result in the system defaulting to “01 – Single”.

(This change in process for new hires has no impact on the steps to take for a name change. For name changes, please submit a new W-4 Form and the employee’s new Social Security card.)

PLEASE CONTINUE TO SUBMIT THE W-4 FORMS AS PART OF THE NEW HIRE PROCESS SO THAT JAC HAS EMPLOYEES’ ADDRESSES.