

# Negative Adjustment

Microsoft Excel - Man... .xls

File Edit View In... data RoboPDF Window Help

Type a question for help

Calendar year the adjustment is affected.

Enter today's date.

Choose Negative Adjustment for a Refund Request

Agency name

Employee's full name.

Accounting template from IT0105

Enter Wage Types

Local Tax and Retirement amounts populate automatically from the other two tabs.

Select an option.

5 digit Agency or Cabinet number.

First and last day of pay period. Board Orders could be different than first and last day of period

Employee ID from IT0105

Employee PerNr from PA20

IMPORTANT: For a Negative Adjustment (Refund Request), all the amounts must be a negative amount.

Email the completed form to this email.

Commonwealth of Kentucky  
Finance and Administration Cabinet

**Negative Adjustment**  
Request for Refund on Payroll

Make Checks Payable to:  
(check all that apply)  
 KY State Treasurer  
 Employee

Creation Date: 03/29/12  
Adj. Yr: 2012

Agency Name: CHFS-Dept for Public Health  
Agency Code: 53-728

Employee First Name M.I. Last Name: Minnie Mouse  
PERNR: 22222  
Employee ID: MMM0000  
Adjustment Period: From 03/01/11 To 03/15/11

Description	Wage Type	Employee Amt.	State Amt.	Taxable	Total
Gross	/1001	\$ (678.10)	\$ (678.10)		
Soc. Sec. @ EE 4.2%, ER 6.2%	/403	\$ (24.95)	\$ (36.83)	\$ (594.09)	\$ (61.78)
Medicare @ 1.45%	/405	\$ (8.61)	\$ (8.61)	\$ (594.09)	\$ (17.22)
Federal Tax	/401	\$ (35.24)		\$ (594.09)	\$ (35.24)
State Tax Authority	KY	\$ (20.54)		\$ (594.09)	\$ (20.54)
Local Tax Authority	KY0d	\$ (14.92)		\$ (678.10)	\$ (14.92)
Local Tax Authority				\$ (678.10)	\$ -
Local Tax Authority				\$ (678.10)	\$ -
Local Tax Authority				\$ (678.10)	\$ -
<b>Total Local Tax from "Local Tax" sheet</b>		\$ -		\$ (678.10)	\$ -
<b>Total from "Retirement" sheet</b>		\$ (40.69)	\$ (115.14)	\$ (678.10)	\$ (40.69)
Retirement Payments					\$ -
Health Insurance	402	\$ (43.32)	\$ (570.66)		\$ (613.98)
Admin. Fee (Shortfall)					\$ -
FSA Medical					\$ -
FSA Dependent					\$ -
State Paid Life Ins.	405R		\$ (1.28)		\$ (1.28)
Misc. Def comp	6300	\$ (50.00)			
Misc.					\$ (50.00)
<b>NET PAY</b>		\$ (439.83)	\$ (1,410.62)	<b>TOTAL DISBURSEMENT AMT</b>	

Template: dsg43  
Unit: sd10

Employee Preparing Adjustment Form: John Smith  
Phone Number: 564-7770

Authorized Agency Approver: Joe Hall

Authorized Finance Approver - PIN: [ ]  
Secretary, Personnel Cabinet - PIN: [ ]

Please email to: [PERS.AdjustmentForm@ky.gov](mailto:PERS.AdjustmentForm@ky.gov)

FORM / Xtra Local Tax / Retirement / Personnel

Ready NUM



# Retirement Tab

The retirement payments must be tracked by month. Enter each monthly amount on the Retirement tab. The grand total automatically populates on the Manual Adjustment Form.

**Microsoft Excel - Manual Adjustment-v11.xls**

File Edit View Insert Format Tools Data RoboPDF Window Help

BB19

1 Creation Soc.Sec Commonwealth of Kentucky Revised  
 2 Date Adj. Yr **Finance and Administration Cabinet** 3/12

4 **03/01/12** **07/05** **Positive Adjustment**  
 5 Payroll Voucher (SAS-27)

6 Agency **Energy & Environment Cabinet-Public** Agency **57-123**  
 7 Name **Service Commission** Code

9 Employee First Name M.I. Last Name PERNR Employee ID Adjustment Period  
 10 **Donald R. Duck** **22222** **DRD0000** From **03/01/11** To **03/15/11**

12 Memo/Reference

14	Template	Unit	Activity	Location
15	AP0407	PSC		

17	Description	Wage Type	Employee Amt	State Amt	Date
18	Retirement	KERS	\$ 20.00	\$ 20.00	03/12
19	Retirement				
20	Retirement				
21	Retirement				
22	Retirement				

**Enter month and year the retirement amount was PAID in KHRIS or EARNED in Legacy**  
**Example 05/11**

FORM Xtra Local Tax Retirement Personnel

Draw AutoShapes

Ready NUM

On the Retirement tab enter the month and year the retirement amount was paid in KHRIS or earned in legacy.

# Possible Errors

Microsoft Excel - P.Reese-170843.xls

File Edit View Insert Format Tools Data RoboPDF Window Help

**HEADER Information missing ERROR**

**FORM Description missing / wrong ERROR**

**HEADER Information missing ERROR**

Commonwealth of Kentucky  
**Finance and Administration Cabinet**

Creation Date Retire. Post Mo Soc.Sec Adj. Yr

Agency Name Agency Code

Make Checks Payable to:  
 (check all that apply)  
 KY State Treasurer  
 Employee

Employee First Name M.I. Last Name PERNR Employee ID Adjustment Period From To

Memo/Reference

Template	Unit	Activity	Location

Description	Wage Type	Employee Amt.	State Amt.	Taxable	Total
	/1001		\$ -		
4.2%, ER 6.2%		\$ -	\$ -	\$ -	\$ -
15%		\$ -	\$ -	\$ -	\$ -
21 Federal Tax		\$ -		\$ -	\$ -
22 State Tax Authority		\$ -		\$ -	\$ -
23 Local Tax Authority		\$ -		\$ -	\$ -
24 Local Tax Authority				\$ -	\$ -
25 Local Tax Authority				\$ -	\$ -
26 Local Tax Authority				\$ -	\$ -
27 Local Tax Authority				\$ -	\$ -
28 Retirement				\$ -	\$ -
29 Retirement Payments					\$ -
30 Health Insurance					\$ -
31 Admin. Fee (Shortfall)					\$ -
32 FSA Medical					\$ -
33 FSA Dependant					\$ -
34 State Paid Life Ins.					\$ -
35 Misc.					
36 Misc.					
37 Misc.					
38 Misc.					
<b>NET</b>					<b>TOTAL DISBURSEMENT AMT</b>

**FOOTER Information Missing ERROR**

**FORM Description missing / wrong ERROR**

Phone Number Authorized Agency Approver

Authorized Finance Approver - PIN Secretary, Personnel Cabinet - PIN

Please email to: [PERS.adjustment.form@ky.gov](mailto:PERS.adjustment.form@ky.gov)

FORM Xtra Local Tax Retirement Personnel

There are several required fields on this form. If a required field is missing information, the field turns yellow indicating there is missing information and the type of error displays in this box.

# SAS27 and ROP Examples

## 1. Campbell County- emp lives in Alexandria

Emp has IT0207 residence tax area 'KY' (Alexandria does not have a residence tax).

Residence Tax Area				
Start Date	End Date	Tax...	Description	Loc...
03/16/2011	12/31/9999	KY	Kentucky	

Emp has IT0208 work tax area 'KY48' and 'KY05' (employee pays both city and county tax)

Work Tax Area					
Start Date	End Date	Tax...	Description	Perce...	LI
03/16/2011	12/31/9999	KY48	Alexandria	100.00	

Work Tax Data	
Tax Area	KY48 Alexandria
Allocation	100.00 %

  

Tax Authorities in Area			
Tax Auth.	Tax Authority Name	Tax Level	Description
KY	Kentucky	B	State
KY05	Campbell County	C	County
KY48	Alexandria	D	City

Mental health tax, sr. citizen tax, and transportation tax will be paid based on employee taxable wage amounts. Click the **dropdown** on the KY Location Tab Listing to determine if employee is over limit for health tax, sr. citizen tax, and trans tax.

3	Local Tax Authority Name	Residence Tax Area IT0207	Desc	Work Tax Area IT0208	Desc
116					
117	Campbell County				
118		KY	Kentucky	KY48	Alexandria/Campbell (KY05)
119		KY	Kentucky	KY48	Alexandria/Campbell
120		KY	Kentucky	KY48	Alexandria/Campbell

3	Residence Tax Area IT0207	Desc	Work Tax Area IT0208	Desc	Max Tax	City Rate (51)	County Rate (51)	Mental Health (46)	Mental Health (44)	School Tax (53)	Sr. Citizen (45)	Trans (50)	Job Assessment (86)	Comments
118	KY	Kentucky	KY48	Alexandria/Campbell (KY05)	tiered	1.50		.1			.05	0.90		Alexandria
119	KY	Kentucky	KY48	Alexandria/Campbell	tiered	1.50								Alexandria
120	KY	Kentucky	KY48	Alexandria/Campbell	tiered	0								Alexandria

**Dropdown information**

**Line 118 above** Zero - \$38,667 in taxable wages pays city, county, mental health, sr. citizens, and trans tax.

**Line 119 above** \$38,667 in taxable wages up to FICA Limit pays city, county (does not pay mental health, sr. citizens, or trans tax).

**Line 120 above** Over FICA Limit pays zero.

NOTE: Let’s assume this employee had taxable wages as \$32,466. For this example, he would fall into line **118 above** and pays city, county mental health, sr. citizens, and trans tax.

In this case, the Wage Types needed for SAS27/ROP for this employee would be:

1. KY05 WT /446 for the Mental health tax
2. KY05 WT /445 for the Sr. citizen tax
3. KY05 WT/450 for the Trans tax tax

**2. Campbell Co- does not live in one of the designated cities in Campbell Co that have city tax.**

Emp has IT0207 residence tax are 'KY'

Residence Tax Area			
Start Date	End Date	Tax ...	Description
03/16/2011	12/31/9999	KY	Kentucky

Emp has IT0208 work tax are of 'KY05' (emp pays only county tax, no city tax)

Work Tax Data	
Tax Area	KY05 Campbell County
Allocation	100.00 %

  

Tax Authorities in Area			
Tax Auth.	Tax Authority Name	Tax Level	Description
KY	Kentucky	B	State
KY05	Campbell County	C	County

Mental Health, Sr Citizen, and Job Assessment taxes are paid on county tax max tax of \$406. see **line 152** below.

	Residence Tax Area		Work Tax Area		Max Tax	City Rate (51)	County Rate (51)	Mental Health (46)	Mental Health (44)	School Tax (53)	Sr. Citizen (45)	Trans (50)	Job Assessment (86)	Comments
3	IT0207	Desc	IT0208	Desc										
152	KY	Kentucky	KY05	Campbell Co	\$406			.1			.05	0.90		Campbell Co

Wage Types needed for SAS27 or ROP for this employee would be

1. KY05 WT/446 for the Mental Health tax(if not over the \$406 max tax)
2. KY05 WT/445 for the Sr. Citizen tax(if not over the \$406 max tax)
3. KY05 WT/450 for the Trans tax (if not over the \$406 max tax)

### 3. Kenton Co – Employee lives in Erlanger which has no city tax

Employee has IT0207 residence tax area of 'KY' since pays no residence Tax.

Residence Tax Area			
Start Date	End Date	Tax ...	Description
03/16/2011	12/31/9999	KY	Kentucky

Employee has IT0208 work tax area of Erlanger 100%, KHRIS system sets up Kenton co tax area KYOF for linking city and co taxes. Employee pays both city and co taxes.

Work Tax Data	
Tax Area	KY3M Erlanger
Allocation	100.00 %

  

Tax Authorities in Area			
Tax Auth.	Tax Authority Name	Tax Level	Description
KY	Kentucky	B	State
KY0F	Kenton County	C	County
KY3M	Erlanger	D	City

Kenton Co tax is based on taxable wage amounts. Look at the **dropdown** on 'KY0F' to determine what percentage the employee pays based on his gross wages.

3	Residence Tax Area	Desc	Work Tax Area	Desc	Max Tax	City Rate (51)	County Rate (51)	Mental Health (46)	Mental Health (44)	School Tax (53)	Sr. Citizen (45)	Trans (50)	Job Assessment (86)	Comments
449	KY	Kentucky	KY3M	Erlanger	tiered	1.00								Erlanger
450			KY0F	Kenton Co	tiered		.7097							Kenton Co
451			KY0F	Kenton Co	tiered		.1097							Kenton Co

- Gross wages < \$25000 pays .7097 %.
- Gross wages > \$25000 pays .1097 %.

Wage Types needed for SAS27 or ROP

1. KY3M for city taxes.
2. KY0F for Co Taxes.