# Oracle Fusion Cloud Human Resources

What is the Tax Jurisdictions card for the US?

**FA Latest** 

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G36306-02

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# Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

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Some application pages have help icons ② to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

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# 1 What Is the Tax Jurisdictions Card?

The Tax Jurisdictions Card captures all applicable jurisdictions related to an employee's resident and work tax addresses. The payroll process uses this info to accumulate and withhold taxes.

This card is available only if you have the **Payroll Interface** product extension. Employees automatically get this card during the onboarding process.

There are multiple actions you can perform on this card.

What you want to do	How you do it
View the card	As the employer, use the Calculation Entries task.
Create the card automatically	Automatic card creation is based on your Oracle Cloud HCM license. It is available to <b>Payroll</b> and <b>Payroll Interface</b> extensions only.  For most employees, the New Hire process automatically creates the Tax Jurisdictions card. In rare cases, if the card is not automatically created, you can do so manually using the Calculation Entries task or running the Tax Jurisdiction Evaluation Process.  For further info, see How Do I Automatically Create the Tax Jurisdictions Card in the Help Center.
Update the card automatically	Whenever an employee's resident or work location address changes, a sync process automatically updates their resident and work tax addresses on the Tax Jurisdictions card.  For further info, see How Do I Automatically Update the Tax Jurisdictions Card in the Help Center.
Create and update the card manually	There are a couple ways to do this.  Calculation Entries task  HCM Data Loader (HDL)  For further info, see How Do I Manually Create and Update a Tax Jurisdictions Card in the Help Center.





# 2 What Are Tax Jurisdictions?

## Tax Jurisdictions for the US

Tax jurisdictions help the payroll process determine a person's tax withholding by identifying which state and local bodies have tax authority over them. They are based on the person's resident and work tax addresses.

The Tax Jurisdictions card stores the derived tax jurisdictions and their resident and work tax addresses. You can use the Calculation Entries task to override these jurisdictions as needed.

To be able to accurately determine your employees' tax jurisdictions, you must:

- Be running the Payroll license
- Have full address validation enabled, and all employee and location addresses validated to rooftop accuracy
- Ensure all employees have a Tax Jurisdictions card

# How do I override the jurisdictions on an employee's Tax Jurisdictions card for the US?

The Tax Jurisdictions card derives the employee tax jurisdictions based on their resident and work tax addresses.

There're a couple ways you can override these jurisdictions.

- You can enter the override directly on the card.
- You can override the location's tax jurisdiction through the Locations task.

## How Tax Jurisdictions Are Determined

The tax jurisdictions for employees and locations are derived based on the geospatial coordinates of a verified address.

You can view an employee's resident and work tax jurisdictions their Tax Jurisdictions card.

- Unless overridden, their resident tax jurisdiction is determined by their home address.
  - You can override the resident tax jurisdiction with a Resident Tax Address on their person record.
- Unless overridden, their work tax jurisdiction is determined by their work location address.
  - You can override the work tax jurisdiction with a Location Override on location record.

You can view a location's tax jurisdictions in **Work Tax Jurisdictions** on the Manage Locations task.



**Note:** If a person or location has an address record that hasn't been assigned geospatial coordinates, the Tax Jurisdictions card bases its jurisdictions context on the address itself. It doesn't automatically detect local tax jurisdictions for these addresses.

## How the Payroll Process Uses Tax Jurisdictions

When you perform a payroll run, the process uses tax jurisdictions in several ways.

- 1. The process determines if there are any earnings with jurisdiction overrides entered as element entries on the elements (tagged earnings).
  - For example, you want to enter 8 hours of time worked in a different location than where the person normally works. When tagged as such, the payroll process taxes the calculated pay for those units of time at the designated jurisdiction. If the employee doesn't have withholding elections for the tagged jurisdiction, the process automatically calculates the tax at the highest withholding status or allowance elections.
- 2. It determines if there's any allocation configured on Employee Earnings Distribution Override card.
- 3. It determines the tax jurisdictions as set on the employee's Tax Jurisdictions card.
- 4. It determines the related withholding status and any additional info from the Tax Withholding card.
- **5.** Based on this, it extracts the relevant regional tax data from the value definitions and values by criteria available in the application.
- **6.** It determines state reciprocity rules.
- 7. It calculates the taxes.



# **3** How Do I Use the Tax Jurisdictions Card?

## View the Tax Jurisdictions Card

The Tax Jurisdictions card captures all applicable jurisdictions related to an employee's resident and work tax addresses.

Region	Includes this info
Resident Tax Jurisdictions	All local jurisdictions, based on the employee's resident tax address. You can change this content only by changing the person's resident tax address. However, you can define overrides.
Tax Withholding Overrides	Any local jurisdiction overrides you have defined on employee's Tax Withholding card, such as:
	Ohio school districts on the <b>Ohio</b> regional component
	<ul> <li>Kentucky school districts on the Kentucky county regional component</li> </ul>
	<ul> <li>Pennsylvania political subdivision (PSD) codes and school districts on the Pennsylvania PSD regional component</li> </ul>
	Clicking the override navigates you to the person's Tax Withholding card and opens the appropriate regional component for editing.
Regional Tax Info	Consists of these attributes.
	Tax reporting unit (TRU) association info
	Primary work address
	State of unemployment insurance (SUI)
	State of disability insurance (SDI)
	State of long-term care (LTC)
	State of family medical leave insurance (FMLI)
	These attributes are defined on the employee's Tax Withholding card. Clicking the tax info in the Tax Jurisdictions card navigates you to the person's Tax Withholding card and opens the <b>US Taxation</b> component for editing.
Work Tax Jurisdictions	Tax jurisdictions associated with the employee's assigned work location. You can change this content by:
	<ul> <li>Selecting a different work location on the person's assignment.</li> </ul>
	<ul> <li>Changing the Work Tax Jurisdiction info for the location through the Locations task.</li> </ul>
	This changes the info for all employees associated with the location.
	<b>Note:</b> For locations in Pennsylvania, the sync process captures the work PSD codes on the employee's Tax Withholding card based on their location. However, if you override the code on the location, you must run the Sync Calculation Cards for the US process to update the tax card.



# Create and Update the Tax Jurisdictions Card

You have multiple options related to creating and updating Tax Jurisdictions card.

What you want to do	How you do it
Create the card automatically	<ul> <li>For most employees, the New Hire process automatically creates the Tax Jurisdictions card. In rare cases, if the card is not automatically created, you can do so manually using the Calculation Entries task.</li> <li>For workers with unverified addresses, when you run the Address Validation Process in Final mode, it creates any missing Tax Jurisdictions cards as well as verifies their addresses.</li> </ul>
Update the card automatically	<ol> <li>Whenever an employee's resident or work location address changes:</li> <li>A sync process automatically updates the derived local tax jurisdictions on the Tax Jurisdictions card.</li> <li>You can't disable this sync.</li> <li>Their Tax Withholding card is updated to keep it in sync with the address changes.</li> <li>You can disable this sync.</li> </ol>
Create and update the card manually	In cases where you need to manually create or update the Tax Jurisdictions card, use either the Calculation Entries task or HCM Data Loader (HDL).

# Automatically Create the Tax Jurisdictions Card

You use the Manage Features by Country or Territory task to activate localization-specific functionality for your enterprise. When you select Payroll or Payroll Interface for the United States, your workers automatically receive a Tax Jurisdictions card whenever you:

- · Define them through the New Hire task
- Assign them a new payroll relationship
- Convert their employee data through batch loaders
- · Run the Address Validation Process flow

Here's how to set up automatic Tax Jurisdictions card creation:

- 1. Use the Manage Features by Country or Territory task to set **Selected Extension** to:
  - Payroll
  - Payroll Interface
- **2.** Configure the address validation method to:
  - Full address verification service
  - Address verification without search



# Automatically Update the Tax Jurisdictions Card

Whenever an employee's resident or work location address changes, a sync process automatically updates the addresses on their Tax Jurisdictions card. You can't disable this sync.

Whenever an employee's tax address changes, a process updates the appropriate tax jurisdictions on the Tax Jurisdictions card. This includes local jurisdictions, such as the school district or Pennsylvania political subdivision (PSD) code.

The calculation card sync process updates the Tax Withholding card with these changes. They are displayed on the Tax Jurisdictions card as overrides. Clicking the override navigates you to the person's Tax Withholding card and opens the appropriate regional component for editing.

- · Ohio school districts on the Ohio regional component
- · Kentucky school districts on the Kentucky county regional component
- Pennsylvania PSD codes and school districts on the Pennsylvania PSD regional component

You can disable this process.

The Tax Jurisdictions card automatically syncs with any changes you make to the tax reporting unit (TRU) associations on the tax card.

# Manually Create and Update a Tax Jurisdictions Card

The Hire and Address Validation processes automatically create employee Tax Jurisdictions cards. In cases where one or more employees don't have a Tax Jurisdictions card, you can define them manually.

What you want to do	How you do it
Define a card for a single employee	Use the Calculation Entries task.
Define cards for multiple employees	Create an HCM Data Loader (HDL) file using the <b>CalculationCard</b> business object.
Override resident tax jurisdictions for multiple employees	Create an HCM Data Loader (HDL) file using the <b>CalculationCard</b> business object.



# Manually Define a Tax Jurisdictions Card for a Single Employee

To manually define the card, use the Calculation Entries task.

- 1. In the task, serach for the employee record, and click **Add**.
- 2. Enter the effective as-of date.

Select the effective date same as the payroll relationship start date of the employee.

- 3. Select Tax Jurisdictions.
- 4. Click Submit.

# Manually Define Tax Jurisdictions Cards for Multiple Employees Using HDL

To define Tax Jurisdictions cards for multiple employees, create an HCM Data Loader (HDL) file using the **CalculationCard** business object.

To create default Tax Jurisdictions cards, you won't need to pass any card component or card component details. You just need to include this METADATA block for each employee.

For this attribute	This is what you enter
LegislativeDataGroupName	Legislative data group (LDG) of the card you're creating  This field appears on all records within your CalculationCard.dat file for Tax Jurisdictions card.
DirCardDefinitionName	Tax Jurisdictions
AssignmentNumber PayrollRelationshipNumber	Identifiers of the employee owning the card
EffectiveStartDate	Start date of the card  This is usually the employee's hire date.
CardSequence	<ul> <li>Unique numerical identifier for the card</li> <li>For employees with multiple cards, this is a sequential identifier, based on the order the card was created, starting with 1.</li> <li>For employees with only one card, this is always 1.</li> </ul>



Here's an example of a file that generates default Tax Jurisdictions cards for three employees.

METADATA|CalculationCard|LegislationDiscriminator|LegislativeDataGroupName|DirCardDefinitionName|
DirCardDefinitionId|AssignmentNumber|EffectiveStartDate|EffectiveEndDate|LegislativeDataGroupId|
SourceSystemOwner|SourceSystemId|CardSequence|DirCardId|TaxRepUnitName|PayrollStatutoryUnitName
MERGE|CalculationCard||ZHRX\_USVS\_ST LDG One|Tax Jurisdictions||E955940008195913|2014/01/01|4712/12/31||||
1|||
MERGE|CalculationCard||ZHRX\_USVS\_ST LDG One|Tax Jurisdictions||E955940008195914|2022/10/01|4712/12/31||||
1|||
MERGE|CalculationCard||ZHRX\_USVS\_ST LDG One|Tax Jurisdictions||E955940008195915|2025/03/17|4712/12/31||||
1|||
MERGE|CalculationCard||ZHRX\_USVS\_ST LDG One|Tax Jurisdictions||E955940008195915|2025/03/17|4712/12/31||||
1|||

# Override Resident Tax Jurisdiction for Multiple Employees Using HDL

To apply resident tax jurisdiction overrides to multiple employees, use an HCM Data Loader (HDL) file with the **CalculationCard** business object.

To override the system-derived resident tax jurisdictions, you must include an override component:

Include the CalculationCard METADATA block for each employee card you're updating.

For this attribute	This is what you enter
LegislativeDataGroupName	LDG of the card you're updating
DirCardDefinitionName	Tax Jurisdictions
AssignmentNumber	Identifiers of the employee owning the card
PayrollRelationshipNumber	
EffectiveStartDate	Start date of the card
	This is usually the employee's hire date.
CardSequence	Unique numerical identifier for the card
	<ul> <li>For employees with multiple cards, this is a sequential identifier, based on the order the card was created, starting with 1.</li> </ul>
	o For employees with only one card, this is always 1.

### For example:

METADATA | CalculationCard | LegislationDiscriminator | LegislativeDataGroupName | DirCardDefinitionName | DirCardDefinitionId | AssignmentNumber | EffectiveStartDate | EffectiveEndDate | LegislativeDataGroupId | SourceSystemOwner | SourceSystemId | CardSequence | DirCardId | TaxRepUnitName | PayrollStatutoryUnitName



MERGE|CalculationCard||ZHRX\_USVS\_ST LDG One|Tax Jurisdictions||E955940008195913|2024/01/01|4712/12/31||||1|||

2. For each card you are modifying, add a **CardComponent** METADATA block to create the Override component.

For this attribute	This is what you enter
DirCardCompld	
AssignmentNumber	Identifiers of the employee owning the card
PayrollRelationshipNumber	
EffectiveStartDate	Start date of the card component
EffectiveEndDate	End date of the card component
ComponentSequence	
CardSequence	Unique numerical identifier for the card
	<ul> <li>For employees with multiple cards, this is a sequential identifier, based on the order the card was created, starting with 1.</li> </ul>
	o For employees with only one card, this is always 1.
DirCardCompDefld	
DirCardCompDefName	
LegislativeDataGroupName	LDG of the card you're updating
DirCardDefinitionName	
Context1	State's 2-digit Geocode identifier
Context2	Not used for jurisdiction overrides
Context3	Not used for jurisdiction overrides
Context4	Not used for jurisdiction overrides
Context5	Not used for jurisdiction overrides



For this attribute	This is what you enter
Context6	Not used for jurisdiction overrides
ParentDirCardCompld	
DirCardId	
SourceSystemOwner	
TaxRepUnitName	
PayrollStatutoryUnitName	
ParentDirCardCompDefName	
ParentComponentSequence	

**3.** For each override you're making, add a **CalculationValueDefinition** METADATA block.

For this attribute	This is what you enter
EffectiveStartDate	Start date of the override
EffectiveEndDate	End date of the override
LegislativeDataGroupName	LDG of the card you're updating
ValueDefinitionName	
AssignmentNumber	Identifiers of the employee owning the card
PayrollRelationshipNumber	
DirCardDefinitionName	
DirCardCompDefName	



For this attribute	This is what you enter
Sourceld	
SourceSystemOwner	
ComponentSequence	
CardSequence	Unique numerical identifier for the card  o For employees with multiple cards, this is a sequential identifier, based on the order the card was created, starting with 1.  o For employees with only one card, this is always 1.
Context1	State's 2-digit Geocode identifier
Context2	
Context3	
TaxRepUnitName	
PayrollStatutoryUnitName	

**4.** For each override you're making, add a **EnterableCalculationValue** METADATA block. This block identifies the calculation value definition associated with the field.

For this attribute	This is what you enter
EffectiveStartDate	Start date of the override
EffectiveEndDate	Date when you discontinue the override
LegislativeDataGroupName	LDG of the card you're updating
ValueDefinitionName	
AssignmentNumber	Identifiers of the employee owning the card

For this attribute	This is what you enter
PayrollRelationshipNumber	
DirCardDefinitionName	
DirCardCompDefName	
Value1	
ValueDefnId	
SourceSystemOwner	
SourceSystemId	
ComponentSequence	
CardSequence	Unique numerical identifier for the card
	<ul> <li>For employees with multiple cards, this is a sequential identifier, based on the order the card was created, starting with 1.</li> <li>For employees with only one card, this is always 1.</li> </ul>
TaxRepUnitName	
PayrollStatutoryUnitName	

Here's an example that defines County, City, and Within City Limits overrides.

METADATA|CardComponent|DirCardCompId|AssignmentNumber|EffectiveStartDate|EffectiveEndDate|
ComponentSequence|CardSequence|DirCardCompDefId|DirCardCompDefName|LegislativeDataGroupName|
DirCardDefinitionName|Context1|Context2|Context3|Context4|Context5|Context6|ParentDirCardCompId|
DirCardId(SourceSystemId)|SourceSystemOwner|SourceSystemId|TaxRepUnitName|PayrollStatutoryUnitName|
ParentDirCardCompDefName|ParentComponentSequence

METADATA|CalculationValueDefinition|EffectiveStartDate|EffectiveEndDate|LegislativeDataGroupName|
ValueDefinitionName|AssignmentNumber|DirCardDefinitionName|DirCardCompDefName|SourceId(SourceSystemId)|
SourceSystemOwner|SourceSystemId|ComponentSequence|CardSequence|Context1|Context2|Context3|
TaxRepUnitName|PayrollStatutoryUnitName

METADATA|EnterableCalculationValue|EffectiveStartDate|EffectiveEndDate|LegislativeDataGroupName|ValueDefinitionName|AssignmentNumber|DirCardDefinitionName|DirCardCompDefName|Value1|ValueDefnId(SourceSystemId)|SourceSystemOwner|SourceSystemId|ComponentSequence|CardSequence|TaxRepUnitName|PayrollStatutoryUnitName



MERGE|CalculationCard||ZHRX\_USVS\_ST LDG One|Tax Jurisdictions||E955940008195913|2024/01/01|4712/12/31||||1||

MERGE|CardComponent||E955940008195913|2024/04/01|4712/12/31|1|1||Resident Tax Jurisdictions Override|
ZHRX\_USVS\_ST LDG One|Tax Jurisdictions|36||||||||||Resident Tax Jurisdictions|1

MERGE|CalculationValueDefinition|2024/04/01|4712/12/31|ZHRX\_USVS\_ST LDG One|County|E955940008195913|Tax Jurisdictions|Resident Tax Jurisdictions Override|||1|1|||

MERGE|EnterableCalculationValue|2024/04/01|4712/12/31|ZHRX\_USVS\_ST LDG One|County|E955940008195913|Tax Jurisdictions|Resident Tax Jurisdictions Override|113|||1|1||

MERGE|CalculationValueDefinition|2024/04/01|4712/12/31|ZHRX\_USVS\_ST LDG One|City|E955940008195913|Tax Jurisdictions|Resident Tax Jurisdictions Override||||1|1||||

MERGE|EnterableCalculationValue|2024/04/01|4712/12/31|ZHRX\_USVS\_ST LDG One|City|E955940008195913|Tax Jurisdictions|Resident Tax Jurisdictions Override|3040|||1|1||

MERGE|CalculationValueDefinition|2024/04/01|4712/12/31|ZHRX\_USVS\_ST LDG One|Within City Limits|E955940008195913|Tax Jurisdictions|Resident Tax Jurisdictions Override|||1|1||||

MERGE|EnterableCalculationValue|2024/04/01|4712/12/31|ZHRX\_USVS\_ST\_LDG\_One|Within City Limits|E955940008195913|Tax\_Jurisdictions|Resident Tax\_Jurisdictions Override|E|||1|1||

## How do I set overrides on the Tax Jurisdictions card?

To manually override derived resident tax jurisdictions on an employee's Tax Jurisdictions card:

- 1. Open the Tax Jurisdictions card for editing.
- 2. Set the effective as-of date to when you want the override to begin.
- 3. Click Override.
- **4.** Select the state of the overriding jurisdiction, and click **OK**.
- **5.** Set the appropriate values for the override.
- 6. Click Revalidate and Sync.
- 7. Click Save.

# How do employee tax addresses determine tax jurisdictions?

An employee's work tax address helps determine their tax jurisdictions. Normally, this is the person's assigned location address, unless they are work-at-home or their circumstances require a work tax address override.

The Tax Jurisdictions card stores this info, and the payroll process uses it to help calculate the person's tax withholding. If the employee record isn't associated with a card, the payroll process uses the jurisdiction context of the address record.

These addresses must use the Supplemental Taxation and Reporting Address style.



# **4** Reports and Processes

# Sync Calculation Cards for the US

Your employees' payroll and HR data is interconnected and shared across tasks. Normally, when you make a change in one area, a sync process automatically makes the appropriate updates everywhere else.

These are the cases where you must manually sync the employee's Tax Withholding Card.

- You have updated a location's political subdivision (PSD) code on the location's Work Tax Jurisdictions section through the Locations task.
- You have disabled the automatic sync but want to update the employee's school district with the derived info
  from their Tax Jurisdictions card.

In these cases, run this process to update your employees' tax cards after making changes.

**Note:** When you run this process manually, it updates only your latest changes. It doesn't update historical data.

Run this process whenever you make changes to a person's address data and you have disabled the automatic sync process.

- 1. From My Client Groups, click Payroll.
- 2. Click Submit a Flow.
- 3. Enter your US legislative data group (LDG).
- 4. Search for and select Sync Calculation Cards.

## **Process parameters**

#### Mode

Select the action you want the process to take.

- Sync local jurisdictions
  - Copies the derived tax local jurisdiction info from the person's Tax Jurisdictions card to the appropriate regional components of their Tax Withholding card.
- Sync Pennsylvania work PSD codes

Updates the person's work Pennsylvania subdivision (PSD) code based on their location data. Use this mode whenever you make changes to the PSD code on location's work tax jurisdiction info.

### **Calculation Card**

Select Employee Withholding Certificate.

### **Payroll Statutory Unit**

To sync calculation cards for employees in a specific payroll statutory unit (PSU), select it here.

Leave blank to run for employees in all PSUs.



### **Tax Reporting Unit**

To sync calculation cards for employees in a specific tax reporting unit (TRU), select it here.

Leave blank to run for employees in all TRUs.

### **Payroll**

To sync calculation cards for employees attached to a specific payroll definition, select it here.

Leave blank to run against all definitions.

### Person

To sync calculation cards for a specific person, select them here. If the person has multiple payroll relationships, this process syncs the cards attached to all of them.

Leave blank to run against all employees.

### **Payroll Relationship**

To sync calculation cards for a specific payroll relationship, select it here.

Leave blank to run against all employees and all their payroll relationships.

### **Process Configuration Group**

Select the process configuration group if you have defined one. Use a process configuration group to provide sets of processing parameters, primarily related to logging and performance. If you don't select a process configuration group, the process uses the parameters in the default group.

## **US Tax Jurisdiction Evaluation Process**

Oracle updates its geography data as needed, and we deliver it to you as part of your regular patching cadence. Run the US Tax Jurisdiction Evaluation Process whenever new geography boundaries are updated.

This includes:

- Tax jurisdictions on employee Tax Jurisdictions cards
- Tax jurisdictions info on locations

To run this process:

- 1. In My Client Groups, click Payroll.
- 2. Click Submit a Flow.
- **3.** Select your US legislative data group (LDG).
- 4. Search for and select US Tax Jurisdiction Evaluation Process.

## Flow parameters

### **Effective Date**

Select an effective date for the changes the process will be making.

### **Address Type**



Select the type of address you want to validate.

### State

Select a state. Leave blank to process changed jurisdictions in all states.

### **Person**

Select a person to process any addresses associated with only them.

Use this only when processing addresses with the Person address type.

**Note:** The report ignores this field if you selected a payroll relationship group.

#### Location

Select a location to process any addresses associated with only it.

Use this only when processing addresses with the Location address type.

### **Payroll Relationship Group**

Use payroll relationship groups to process addresses associated for a group of person records. Leave black to process all person records.

Use this parameter only when processing addresses with the Person address type.

### **Reporting Mode**

Run this process in Draft mode to review the output report to see the impacted records. Run the flow in Final mode to commit the changes.

## Flow output

This flow produces a report suitable for viewing in a spreadsheet application, such as Microsoft Excel.

Section	Columns and descriptions
Address Data	Describes the person or location address data. It includes:  Address type Person or location Record details Person or location name Address Street address of a person or location Latitude Longitude
Tax Jurisdictions (Before)	Describes the original jurisdictions data. It includes:  • State



Section	Columns and descriptions
	<ul> <li>County</li> <li>City</li> <li>Within city limits</li> <li>Tax district</li> <li>School district</li> <li>Pennsylvania PSD code</li> </ul>
	<ul><li>Special tax district</li><li>Override exists</li></ul>
Tax Jurisdictions (After)	Describes the adjusted jurisdictions data. It includes:  State County Uity Within city limits Tax district School district Pennsylvania PSD code Special tax district

