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## Reminder Bulletin for ALL TSA EMPLOYEES – 10/22/2020

### Reminder: Confirm State Income Tax Withholding Information

Employees are reminded that you are responsible for reviewing your Earnings and Leave Statement within the Employee Personal Page (EPP) to confirm that your State Tax information is accurate and current.

The State Tax Withholding is displayed in the second section of the Earnings & Leave Statement “EARNINGS AND DEDUCTIONS”, under Code 78: State Tax.

Below is a sample of how the State Tax code will appear on your “EPP”.

Earnings and Deductions					
Code	Description	Hours P/P	Hours YTD	Amount P/P	Amount YTD
01	REGULAR TIME	79.25	130.00	1,571.53	2,577.90
61	ANNUAL LEAVE		3.50		69.41
62	SICK LEAVE		1.75		34.70
64	COMPENSATORY LEAVE	0.75	0.75	14.87	14.87
66	OTHER LEAVE		24.00		475.92
**	**** PAY PERIOD HOURS and GROSS PAY ****	80.00		1,586.40	3,172.80
75	RETIREMENT			12.69	25.38
75	TSP-FERS			126.91	253.82
76	SOCIAL SECURITY (OASDI)			64.95	130.02
77	FEDERAL TAX EXEMPTS S01			163.12	326.68
78	ST TAX LA EXEMPTS S01			40.39	80.89
81	FEHBA - ENROLL CODE 314			39.99	77.01
85	CHARITABLE CONTRIBUTNS				9.62
88	SAVINGS ACCT *****			200.00	400.00
88	SAVINGS ACCT *****			50.00	100.00
88	SAVINGS ACCT *****			450.00	900.00
97	MEDICARE TAX WITHHELD			22.42	44.89
**	***** TOTAL DEDUCTIONS *****			1,170.47	2,348.31
**	***** NET PAY *****			415.93	824.49
**	DD/EFT ROUTING NO. *****				

If you need to make a change to your State Taxes, the quickest method is to make the change through EPP. However, you can also access the most current version of all State Tax Withholding Forms [here](#). Once you have completed and signed the form, you can submit the form to the HCAccess Helpdesk by email at [helpdesk@mailserver-hcaccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hcaccess.tsa.dhs.gov) or at this [link](#), or by fax at **1-877-872-7993**.

If you cannot find the form that you need or if you need a state tax waiver, please contact the HCAccess Helpdesk.

## Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. Employees can contact the HCAccess Help Desk by e-mail at [HelpDesk@mailserver-hraccess.tsa.dhs.gov](mailto:HelpDesk@mailserver-hraccess.tsa.dhs.gov) or at this [link](#), by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).