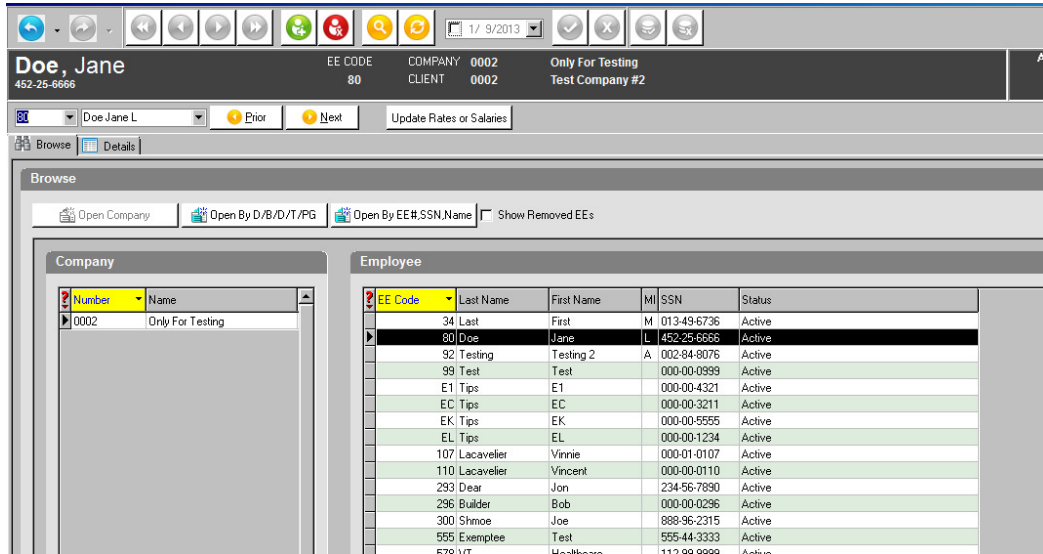


## Setting up a Reciprocal State for an Employee

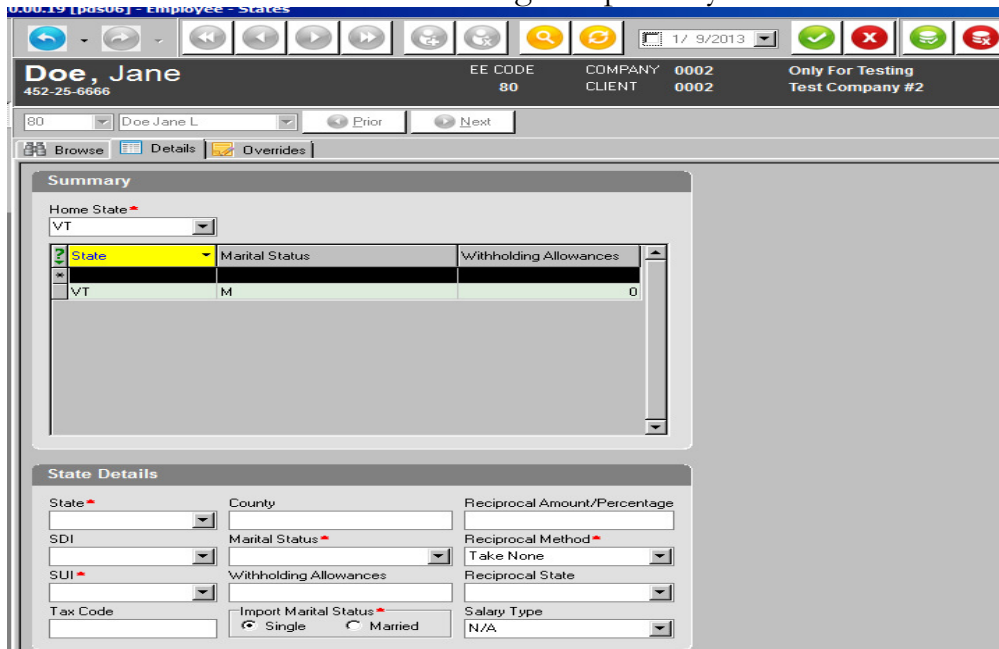
To set up a Reciprocal state for an employee you must start out under **Employee-States**.


1. While on the **Browse** tab, select the employee.



2. Either double click on their name or go to the **Details** tab at the top. Once you

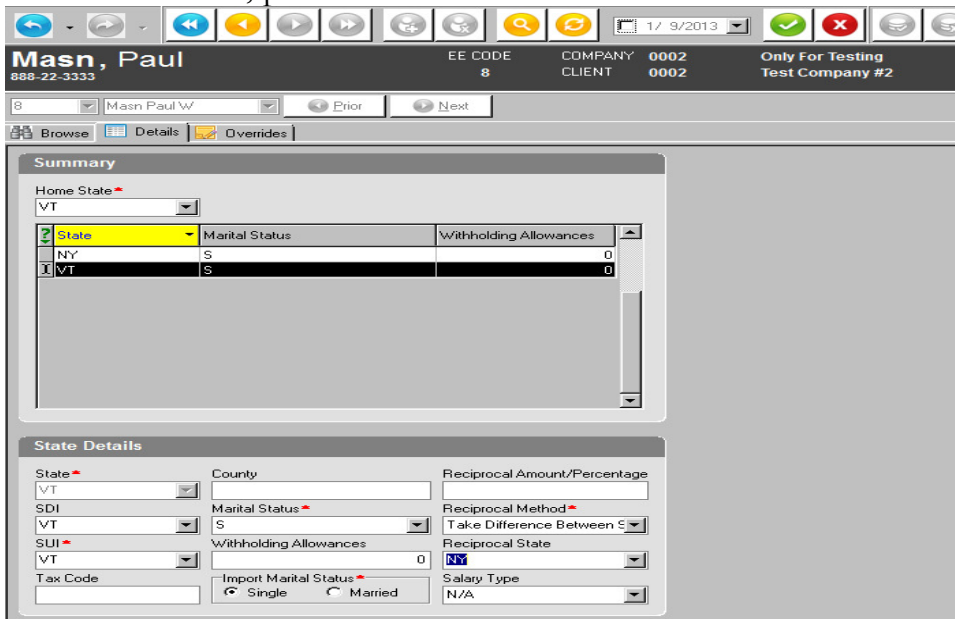
are on the **Details** tab click on the green plus key  to add another state.



3. Go to the bottom of the screen to the **State**, **SDI** and **SUI** fields. Pull in the new state on all three fields. If this state is not available to pick, than you do not currently have an ID # established. Please contact the PayData Tax Department for assistance.
4. Enter the number of **Withholding Allowances** and choose the correct **Marital Status** for the employee. Remember, marital status options differ by state. If you are not sure what to choose, confirm with the employee and/or state.
5. Click the Green Check mark  to save. This is located in the top right hand corner of your screen.
6. Go back to the red field that says **Home State**. Confirm that this is the state **where the employee's wages are earned NOT the employee's resident state**.

Now you are ready to assign the reciprocity flags to each of the states.

7. In the grid, click on the state which is the HOME, (state where wages are earned). In the Reciprocal Method pull in the desired option. In the Reciprocal State field, pull in the RESIDENT state.



**Masn, Paul**      EE CODE 8      COMPANY 0002      Only For Testing  
 888-22-3333      CLIENT 0002      Test Company #2

1/ 9/2013

Home State: VT

State	Marital Status	Withholding Allowances
NY	S	0
VT	S	0

**State Details**

State: VT      County:      Reciprocal Amount/Percentage:      Reciprocal Method: Take Difference Between S  
 SDI: VT      Marital Status: S      Reciprocal State: VT  
 SUI: VT      Withholding Allowances: 0      Salary Type: N/A  
 Tax Code:      Import Marital Status:  Single  Married

- In the grid, click on the state which is the RESIDENT state, (state where EE lives). The Reciprocal Method should always remain "Take None" and the Reciprocal State should always be blank.

The screenshot shows a payroll software interface for 'Masn, Paul'. The top navigation bar includes a date of 1/9/2013 and several action icons. The main header displays 'Masn, Paul' with contact information '888-22-3333', 'EE CODE 8', 'COMPANY 0002', and 'CLIENT 0002'. Below this, there are navigation buttons for 'Prior' and 'Next'. The interface is divided into two main sections: 'Summary' and 'State Details'.



**Summary Section:**

- Home State: VT
- Table with columns: State, Marital Status, Withholding Allowances

State	Marital Status	Withholding Allowances
NY	S	0
VT	S	0

**State Details Section:**

- State: NY
- County: [Blank]
- Reciprocal Amount/Percentage: [Blank]
- SDI: NY
- Marital Status: S
- Reciprocal Method: Take None
- SUI: NY
- Withholding Allowances: 0
- Reciprocal State: [Blank]
- Tax Code: [Blank]
- Import Marital Status:  Single  Married
- Salary Type: N/A

- Once you have entered all the necessary data, click the Green Check mark  to save and the Green stack of coins to commit.  These are located in the top right hand corner of your screen.