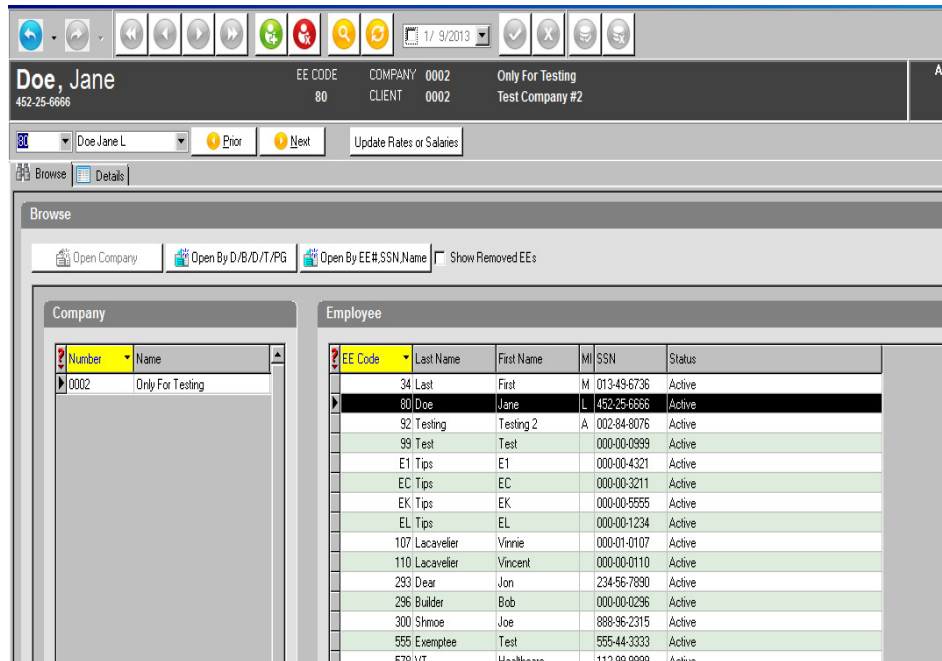



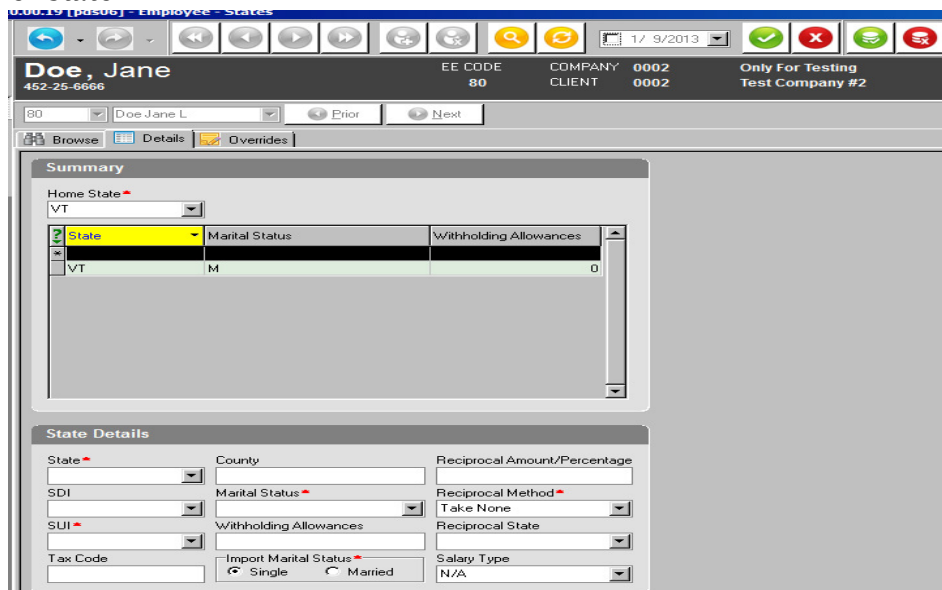
Adding a State to an Employee




To Add state to 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.
3. Once you are on the **Details** tab click on the green plus key  to add another state.



4. 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.
5. 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.
6. Click the Green Check mark  to save. This is located in the top right hand corner of your screen.
7. Go back to the red field that says **Home State**. Change this to be the new state. Confirm that this is the state **where the employee's wages are earned NOT the employee's resident state**.
8. 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.