

## Adding Additional Federal Tax to an Employee



### Additional Federal Taxes

To add additional Federal tax to an employee, go to **Employee-Employee**.

1. Select the employee you are working on.
2. Click on the Federal Tax tab.
3. **Override Fed Tax Type** – Select the option you would like.
  - **Regular Amount** – Will take only what is in the Override Fed Tax Value and not look at what the employee is claiming for Status and Dependents
  - **Regular Percent** – Will take only the percentage in the Override Fed Tax Value and not look at what the employee is claiming for Status and Dependents
  - **Additional Amount** – Will take the amount in the Override Fed Tax Value on top of what is already being calculated based on what the employee is claiming for Status and Dependents.
  - **Additional Percent** – Will take the percentage in the Override Fed Tax Value on top of what is already being calculated based on what the employee is claiming for Status and Dependents.
  - **None** – You want the system to only look at what the employee is claiming for Status and Dependents and not do any types of overrides.
4. **Override Fed Tax Value** – Enter in the amount or percent you want. Percentages should be put in as whole numbers, i.e. 10% should be entered as 10.
5. **EIC** – If your employee has provided you with a W5 form, select the appropriate option by clicking on the drop down arrow. Remember that a new W5 form must be filled out each year.

The screenshot shows a software interface for 'Tips, EL' with the following elements:

- Header:** 'Tips, EL' with ID '000-00-1234'. Fields for 'EE CODE' (EL), 'COMPANY' (0002), and 'CLIENT' (0002). A date field shows '1/ 9/2013'. A status indicator says 'Only For Testing Test Company #2'.
- Navigation:** Buttons for 'Prior' and 'Next'.
- Menu:** 'Browse', 'EE Entry', 'Details', 'Address', 'W2', 'Federal', 'Notes', 'HR', 'Documents', 'Self Serve'.
- Federal Taxation Panel:**
  - Override Fed Tax Type\* (Dropdown: None)
  - Override Fed Tax Value (Text input)
  - EIC (Dropdown: None)
  - FUI Rate Credit Override (Text input)
  - Override Federal Minimum Wage (Text input)
- Use Effective Dates to Change Tax Statuses Panel:**
  - EE Federal\* (Radio buttons: Exempt, Block, Include)
  - EE OASDI Exempt\* (Radio buttons: Yes, No)
  - EE Medicare Exempt\* (Radio buttons: Yes, No)
  - ER OASDI Exempt\* (Radio buttons: Yes, No)
  - ER Medicare Exempt\* (Radio buttons: Yes, No)
  - ER FUI Exempt\* (Radio buttons: Yes, No)

Once you have entered all the necessary data, click the Green Check mark  or F10 to save and the Green stack of coins to commit.  These are located in the top right hand corner of your screen.