



Adding Additional State Tax to an Employee

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

1. While on the **Browse** tab, select the employee in which you are adding additional state tax.
2. Click on the **Tax Override** Tab.
3. **Override State Tax Type** – Select the option you would like.
 - **Regular Amount** – Will take only what is in the Override State 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 State Tax Value and not look at what the employee is claiming for Status and Dependents
 - **Additional Amount** – Will take the amount in the Override State 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 State 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 State 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. Dollar amounts should be entered in dollar amounts, i.e. 10.00.

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.