

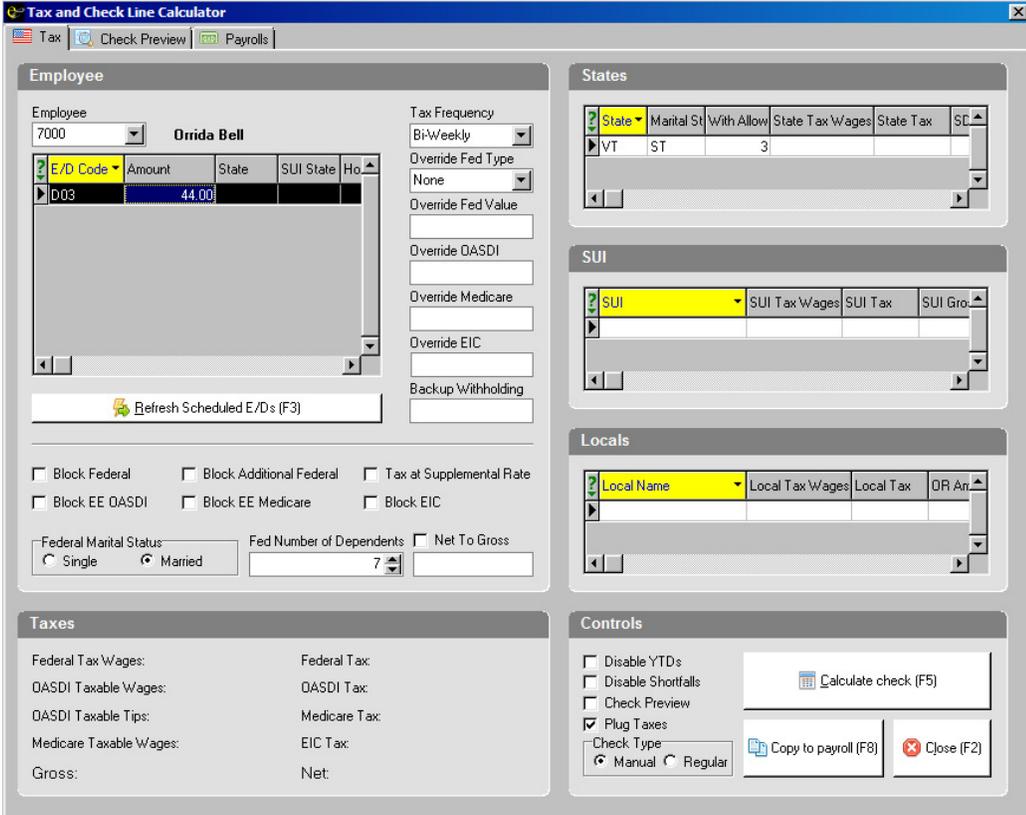
Tax Calculator

The tax calculator is used to calculate payroll and tax information for an employee. Examples of how this feature can be used are manual check calculations, net to gross check amounts, reviewing the effects of changing tax exemptions, and adding or changing deductions on an employee check.

There are two locations where you are able to access the tax calculator. **Employee – Employee** and **Payroll – Check Lines**.

Using the Tax Calculator

1. To open the tax calculator, click the  button in the top right hand side of the screen, or F9.
2. On the Tax tab use the drop down box in the top left hand corner to select the employee you want to do calculations on. Any scheduled earnings and/or deductions will be brought in at this time, as well as Federal and State withholding information.



Employee

Employee: 7000, Orrida Bell

E/D Code	Amount	State	SUI State	Ho
D03	44.00			

Refresh Scheduled E/D's (F3)

Taxes

Federal Tax Wages: Federal Tax:
 QASDI Taxable Wages: QASDI Tax:
 QASDI Taxable Tips: Medicare Tax:
 Medicare Taxable Wages: EIC Tax:
 Gross: Net:

States

State	Marital St	With Allow	State Tax Wages	State Tax	SUI
VT	ST	3			

SUI

SUI	SUI Tax Wages	SUI Tax	SUI Gro

Locals

Local Name	Local Tax Wages	Local Tax	DR An

Controls

Disable YTDs
 Disable Shortfalls
 Check Preview
 Plug Taxes
 Check Type: Manual Regular

3. To enter an amount for a particular earning and/or deduction, use the arrow down button on your keyboard to create a new line.
4. Select a code in the E/D Code box and enter to get to the other columns.
5. Enter in the data for this check by either putting in a dollar amount in the Amount Column or by entering hours in the Hours Column. The system will default the hours to be paid at the primary rate of pay unless you enter an override rate in the Rate Column.
6. To delete a scheduled earning and/or deduction, highlight the line that needs to be deleted, and click Ctrl-Delete.
7. If using the Tax calculator to calculate a net to gross check, check the box in the bottom of the middle column next to the Net To Gross option and enter the net amount in the field below.

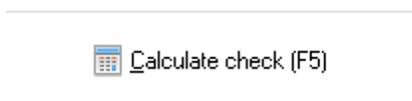


Net To Gross

8. If you are using the tax calculator to calculate override taxes, changes in pay frequencies, differences in Marital Status and/or dependents, etc., you will need to go through all of the available fields on the Tax Tab and make any necessary changes.

****Remember, any changes you put in the Tax Calculator will not carry over into the Employee screens.**

9. To calculate the amount of the check, use the Calculate button in the bottom right hand corner or click F5.

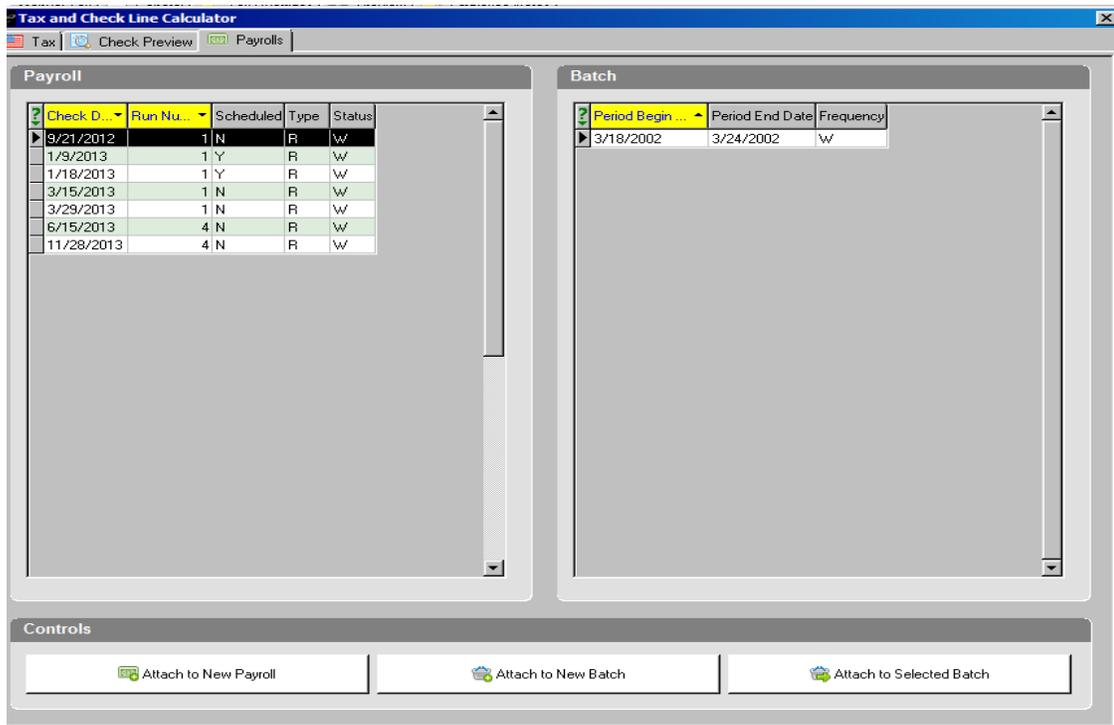


10. The breakdown of the check will appear in the bottom left hand corner or you can click on the Check Preview Tab at the top left portion of the screen.
11. To print this data, go to the Check Preview Tab and right click in the white area and select print or click F7

12. To copy this data into a payroll, select the Copy to Payroll button or F8. Any check that you add to payroll will automatically be entered as a manual check.



13. You will now be on the Payrolls Tab and any waiting payrolls will be in the grid on the left. By clicking on one of those dates, the period dates for that payroll will show up on the right.



****If you need to add this manual check to a payroll and batch that have already been created, use the option Attach to Selected Batch. If you have created the payroll, but not the batch or you have not yet started the Payroll, you do have the ability to create the Payroll and/or Batch at this point. If you choose to do this, there are then adjustments that will need to be made in payroll prior to submitting. Please contact your Client Service Representative for further assistance.**