

Update Tax Tables

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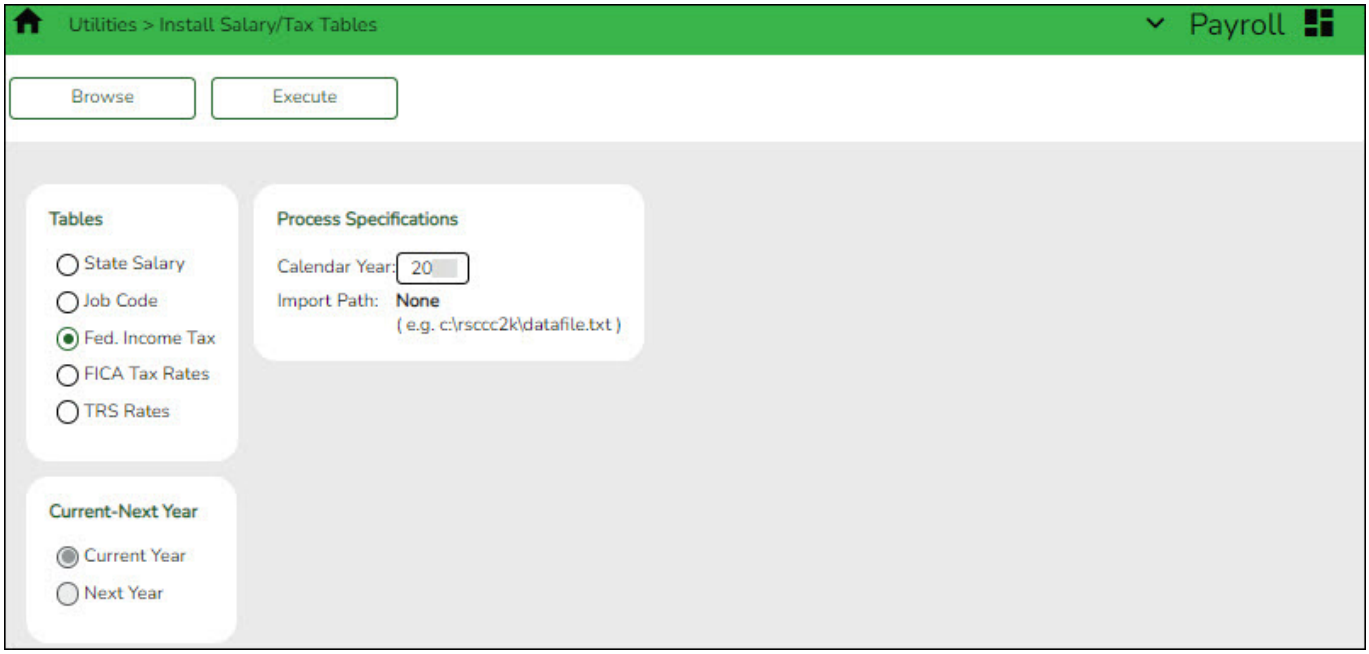
Update Tax Tables

The purpose of this document is to guide you through the necessary steps to update tax tables for the new tax year.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

IMPORTANT: The tax tables must be updated in Payroll **BEFORE** processing your January payroll.

After obtaining and downloading the Federal Income Tax and FICA Tax files, use the Payroll > Utilities > Install Salary/Tax Tables page to upload the files.

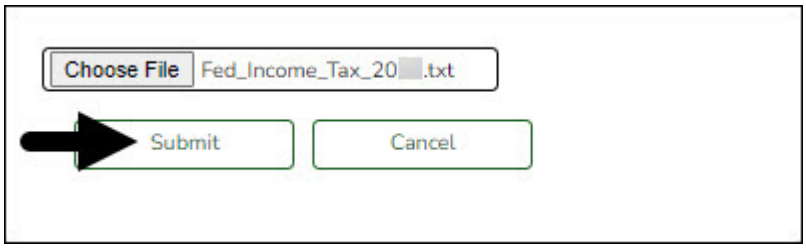


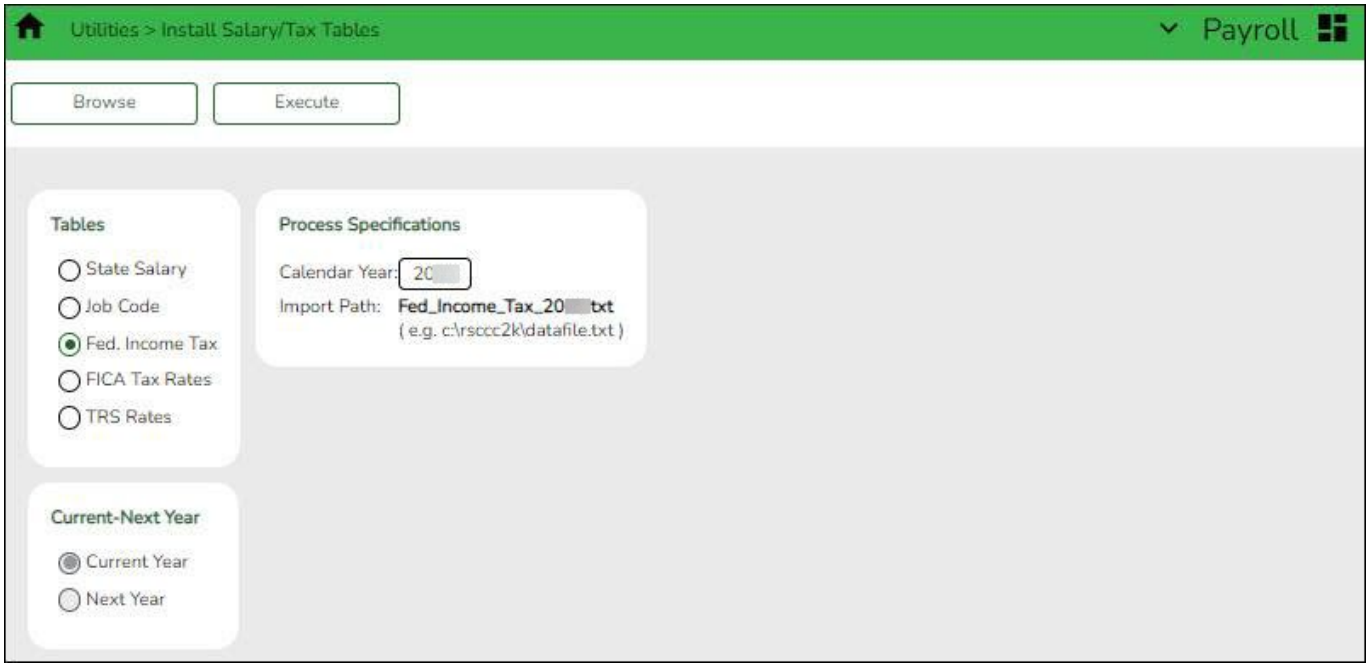
❑ Under **Tables**, select **Fed. Income Tax**.

❑ Under **Current-Next Year**, select **Current Year**.

❑ Under **Process Specifications**, in the **Calendar Year** field, type the new tax year (e.g., 2024). The **Import Path** will populate the file name once it is selected in the next step.

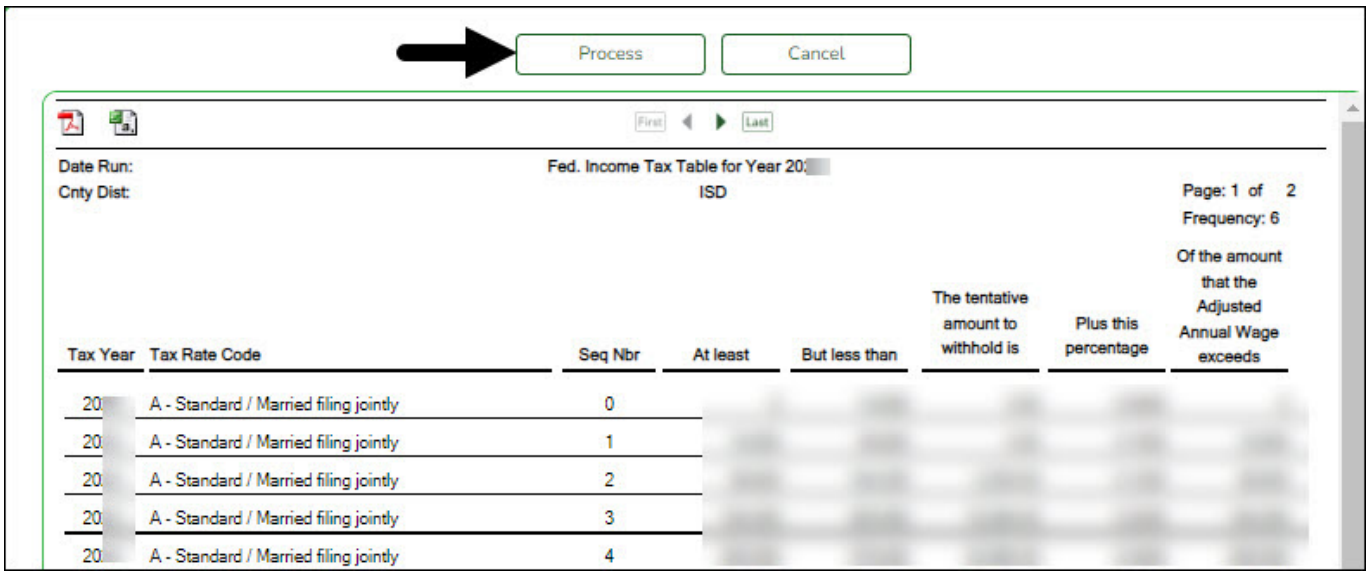
❑ Click **Browse**. Locate and select the Fed_Income_Tax_20XX.txt file from your computer or network, and then click **Submit** to accept the import file and return to the Import Salary/Tax Tables page.





❑ Click **Execute**. A preview report displays the name of the table being updated (e.g., Fed. Income Tax Table for year 20XX).

❑ Click **Process** to complete the import.



Repeat the same process to upload the FICA tax file, except under **Tables**, select **FICA Tax Rates**, and then click **Browse** to select and import the FICA_Tax_20XX.txt file.

Use the Payroll > Tables > Tax/Deductions > Income Tax or FICA Tax tabs to verify that the tables were updated successfully.