

Update Tax Tables

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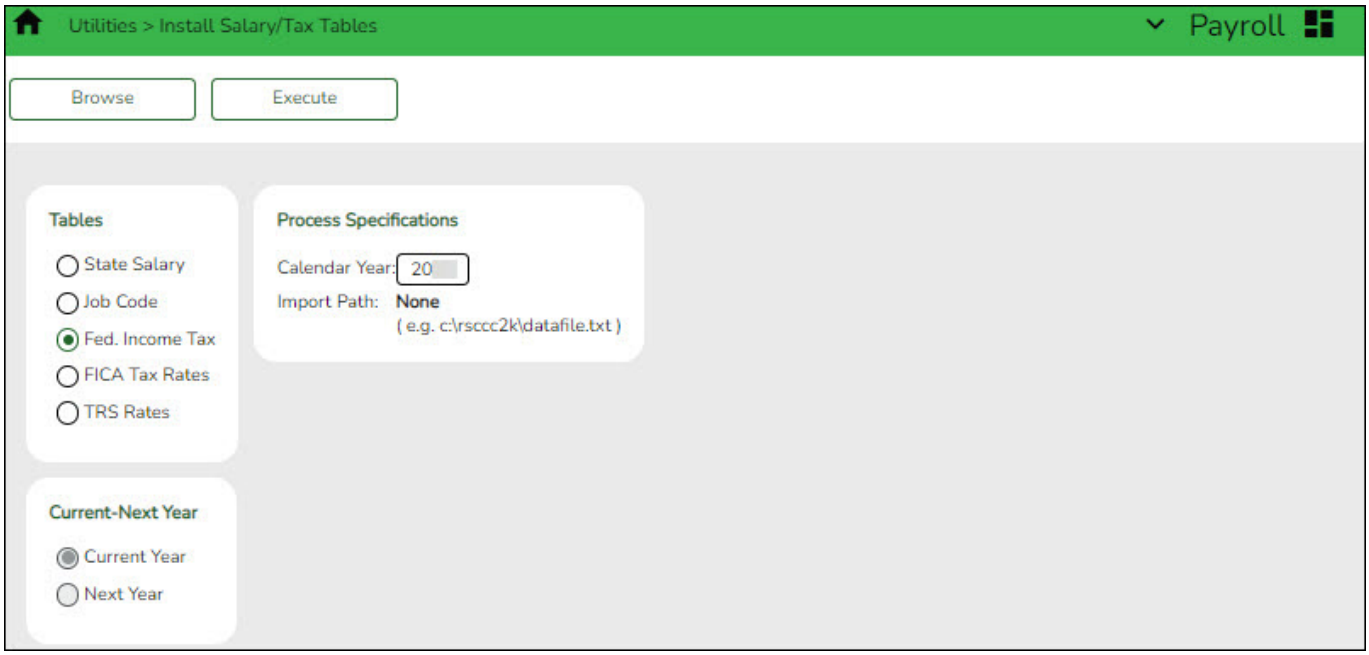
Update Tax Tables Checklist

This checklist provides information about updating tax tables for the new tax year.

This checklist 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 you download the two tax table files, use the Payroll > Utilities > Install Salary/Tax Tables page to upload the tax files.

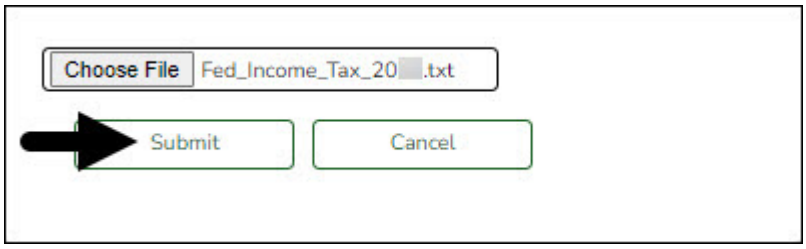


❑ Under **Tables**, select **Fed. Income Tax**.

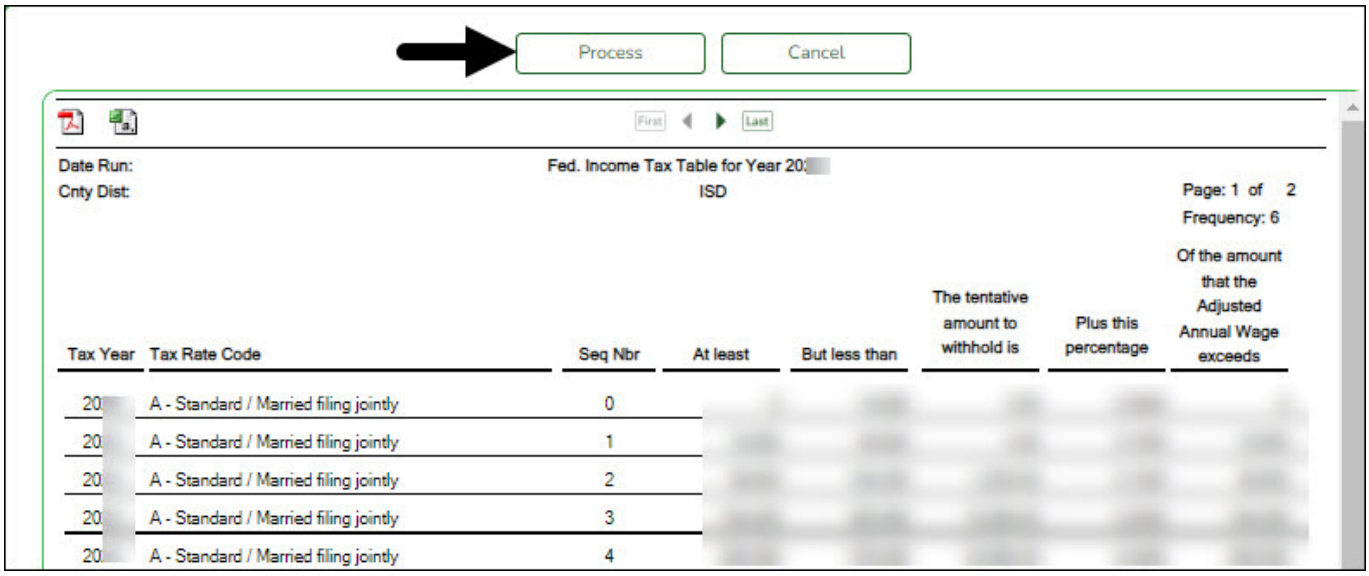
❑ Under **Current-Next Year**, select **Current Year**.

❑ Under **Process Specifications**, in the **Calendar Year** field, type the new tax year (e.g., 2022). The Import Path will be populated with the file name once it is selected.

❑ Click **Browse**. Locate and select the Fed_Income_Tax_2022.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 with 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_2022.txt file.