



Verify/update Unemployment rates

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Log on to the current year pay frequency.

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Verify that you are in the correct calendar year. If not, in the **Calendar Year** field, enter 2024 and click **Retrieve**.

The screenshot shows the 'Tables > Tax/Deductions' interface. At the top, there is a 'Save' button and a 'Year: C' dropdown. Below these is a 'Calendar Year' field containing '2026', which is highlighted with a black box. To its right are 'Retrieve' and 'Delete' buttons. A large black arrow points down to the 'Retrieve' button. Below the buttons is a horizontal menu with tabs: 'EXEMPTIONS', 'INCOME TAX', 'FICA TAX', 'UNEMPLOYMENT' (which is underlined and highlighted), 'TRS RATES', 'ANNUITY RATES', 'WORKERS' COMP', and 'DEDUCTION CD'. Below the tabs is a 'Print' button. At the bottom, there are three fields: 'Employer Type' with a dropdown menu showing 'R - Reimbursable', 'Unemployment Rate' with a text input field containing '0.0000%', and 'Maximum Gross Salary' with a text input field containing '999,999.00'.

Note: Unemployment rates are based on the calendar year and not the fiscal year.

- Verify the accuracy of the rates.
- Make the necessary updates and click **Save**.