



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 2025 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 this is a 'Calendar Year' field containing '2026', a 'Retrieve' button, and a 'Delete' button. A large black arrow points to the 'Retrieve' button. Below the buttons are tabs for 'EXEMPTIONS', 'INCOME TAX', 'FICA TAX', 'UNEMPLOYMENT', 'TRS RATES', 'ANNUITY RATES', 'WORKERS' COMP', and 'DEDUCTION CD'. The 'UNEMPLOYMENT' tab is selected. There is a 'Print' button and a 'Save' button at the top left. The 'Employer Type' is set to 'R - Reimbursable', 'Unemployment Rate' is 0.0000%, and 'Maximum Gross Salary' is 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**.