


# Income Tax - HRS2400

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***Payroll > Tables > Tax/Deductions > Income Tax***

For tax years less than or equal to 2019, the original data fields are displayed (except for the table column headers, which changed per IRS documentation) and data is saved per marital status and per pay frequency. Click here to view the previous Income Tax Help page.

This tab is used to establish reference tables the system uses to calculate the proper amount to withhold for federal income tax. Prior to the calendar year 2020, the tables provide tax rates for specific salary ranges according to payroll frequency. For calendar years that are greater than 2020, all tax rates are annualized. You must create these tables using the values from the IRS Publication 15, Circular E. Refer to this publication annually to ensure that the most current values are used for the tables (go to https://www.irs.gov/forms-instructions to obtain a copy of this publication).

**Note**: At the beginning of each calendar year, the TCC provides a flat text file containing the new calendar year tax tables. This file is accessible to the local ESC consultants via the FTP site. **It is recommended** that the LEA's use the provided file to import the tax data. Additionally, the import relieves the task of having to manually set up the tax table data.

## Set up income tax data:

| Field | Description |
|---|---|
| **Calendar Year** | The current calendar year is displayed in the YYYY format. Verify that you are in the correct calendar year. If not, type the four-digit calendar year and click **Retrieve** to retrieve the applicable records for that year. |
| **Allowance amount** | Type the allowance amount. |
| **Credit amount for qualifying children under age 17** | Type the credit amount for qualifying children under the age of 17. |
| **Credit amount for other dependents** | Type the credit amount for any other dependants in the household. |

The tax table is populated based on the Withholding selections. The table displays the rates that correspond to the selections and allows the LEA to make any necessary changes and/or additions.

**Notes**:

For tax years less than or equal to 2019, the original data fields are displayed (except for the table column headers, which changed per IRS documentation) and data is saved per marital status and per pay frequency.

For tax years greater than or equal to 2020, the new data fields are displayed and data is saved per the following guidelines:

The pay frequency for these rate tables will be empty as the rate tables are now stored as annual amounts. When payroll calculations are processed, the rates will be divided by 26, 24, and 12 for each of the respective pay frequencies (4, 5, and 6).

- A - Standard / Married filing jointly
- B - Standard / Single or Married filing separately
- C - Standard / Head of household
- D - Higher / Married filing jointly
- E - Higher / Single or Married filing separately
- F - Higher / Head of household

Codes G, H, and I are used for individual exemption or credit amounts:

- G - Allowance amount
- H - Credit amount for qualifying children under age 17
- I - Credit amount for other dependents

When **Multi-Job** is selected on the Payroll > Maintenance > Staff Job/Pay > Pay Info tab under **W-4 Withholding Certificate**, the Higher Rate tables are used to calculate the employee's withholding tax.

❑ Under **Withholding Rate Schedule**, select one of the following:

- **Standard**
- **Higher**

❑ Under **Filing Status**, select one of the following:

- **Married filing jointly**
- **Single or Married filing separately**
- **Head of household**

❑ Click **+Add** to add a row.

| Field | Description |
|---|---|
| **At least** | Type the base amount of the salary range. This is a whole dollar amount. |

❑ Press TAB. The **But less than** field is populated.

❑ Complete the following fields:

| **The tentative amount to withhold is** |
|---|
| **Plus this percentage** |

❑ Click **Refresh Details** to populate the **of the amount that the Adjusted Annual Wage exceeds** field.

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Delete** | Click to delete all tax tables for the calendar year except TRS rates. A warning message is displayed and prompts you to confirm that you want to delete all tax tables.<br><br>Click **Yes** to delete the tax tables for the calendar year.<br>Click **No** to not delete the tax tables and return to the current tab. |
| **Print** | Click to print tax table data. The following Tax Table options are displayed:<br>**Current Tab Page** - prints only the tab page currently open.<br>**Selected Code Tables** - displays the following Tax Table Selection options:<br>FIT Exemption<br>FIT Tables<br>FICA Tax<br>Unemployment<br>TRS Rates<br>Annuity Rates<br>Workers' Comp<br>Deduction Codes<br>**All Code Tables** - prints all the Tax/Deductions tab pages.<br>Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.<br><br>Review the report. |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |