

Install Salary/Tax Tables - HRS7000

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This utility is used to import tables from external sources to update current or next year tables.

You can choose between file types that are tab-delimited text (.txt) or database (.dbf).

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 as the pay frequency is no longer being used for calendar years greater than 2019. Additionally, the import relieves the task of having to manually set up the tax table data on the Human Resources > Tables > Taxes/Deductions pages.

Additional notes

The Fed Income Tax table accepts import files without a pay frequency and with Tax Rate Codes A-I.

- 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

Install a salary/tax table:

❑ Under **Tables**, select the table for which you want to import data:

- **State Salary**
- **Job Code**
- **Fed. Income Tax**
- **FICA Tax Rates**
- **TRS Rates**

❑ Under **Current-Next Year**, select either **Current Year** or **Next Year**. These options are only available when the **State Salary** or **Job Code** table is selected.

❑ Under **Process Specifications**:

School or Calendar Year	Type the year in the YYYY format. If **State Salary** or **Job Code** is selected under **Tables**, the school year cannot be edited. The year field type changes between **School Year** and **Calendar Year** depending on the table selected.

❑ If the **Import Path** is **None**, click **Browse**.

- Click **Choose File** and type the drive and folder name from where you want to install a salary/tax table.
- Click **Submit** to accept the import file name and return to the Import Salary/Tax Tables page. Otherwise, click **Cancel** to close the dialog box without processing.

❑ Click **Execute**. A data preview window displays the name of the table being updated (e.g., Data Preview - Fed. Income Tax Table).

- If records exist for a table, the system displays the following message: ”Do you wish to replace existing records?” Click **Yes** to delete the existing records for the school/tax year and import the data into the Human Resources current year or next year tables. Otherwise, click **No** to cancel the import process.
- If records exist for the salary table, the system deletes the existing records for the current year or next year (as specified) when the user chooses to replace existing records.
- If the job table already has data, it cannot be deleted or replaced. The job table can only be loaded from an empty job table.