

Income Tax - HRS2400

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This tab is used to establish reference tables the system uses to calculate the proper amount to withhold for federal income tax. The tables provide tax rates for specific salary ranges according to payroll frequency. 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 www.irs.gov/formspubs/lists/0,,id=97819,00.html to obtain a copy of this publication).

Set up income tax data:

Click **+Add** to add a row.

Under **Marital Status**, select the marital status to use. The page displays the rates that correspond to this status and allows the district to make any necessary changes and/or additions.

Under **Pay Frequency**, select the payroll frequency to use.

Field	Description
Over	Type the base amount of the salary range. This is a whole dollar amount.

Press TAB. The **Not Over** field in the previous row is populated.

Tax Amt	Type the tax amount (if any) withheld for the salary range.
Percent	Type the percentage of excess over the base dollar amount withheld.

Press TAB. The **Of Excess Over** field is populated.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Delete	Delete tax tables. 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. Click **Yes** to delete the tax tables for the calendar year. Click **No** to not delete the tax tables and return to the current tab.

Print	Print the tax table data. Click to print tax table data. The following Tax Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following Tax Table Selection options: FIT Exemption FIT Tables FICA Tax Unemployment TRS Rates Annuity Rates Workers' Comp Deduction Codes **All Code Tables** - prints all the Tax/Deductions tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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