

Exemptions - HRS2400

Table of Contents

Exemptions - HRS2400 1

Per IRS requirements, exemptions will no longer be used as of the 2020 calendar year. As a result, all fields were removed from this tab for calendar years greater than 2019.

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Payroll > Tables > Tax/Deductions > Exemptions

This tab is used to list the IRS exemption allowance, based on payroll frequency (biweekly, semimonthly, or monthly). This allowance figure is found in the IRS Circular E and is updated annually (go to www.irs.gov/pubs to obtain a copy of this publication). The allowance is multiplied by the number of exemptions claimed by an employee on the Maintenance > Staff Job/Pay > Pay tab to calculate the IRS withholding from an employee's paycheck.

Set up exemptions:

Field	Description
Calendar Year	Verify that the correct calendar year is displayed. If not, type the correct four-digit calendar year.

❑ Click **Retrieve**.

❑ Under **Pay Frequency**, select the pay frequency (4 Biweekly, 5 Semimonthly, 6 Monthly) to be used.

Amount of Allowance	Type the amount of the allowance (e.g., 250.00) for the selected pay frequency. This figure is found in the IRS Circular E, Percentage Method Amount for One Withholding Allowance table.

❑ 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. 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	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.


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Back Cover