



# Exemptions - HRS2400



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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.

# Exemptions - HRS2400

**Human Resources > 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](http://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
<b>Calendar Year</b>	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.

<b>Amount of Allowance</b>	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.
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Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>
<b>Delete</b>	<p><a href="#">Delete tax tables.</a></p> <p>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.</p> <p>Click <b>Yes</b> to delete the tax tables for the calendar year. Click <b>No</b> to not delete the tax tables and return to the current tab.</p>

**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.](#)



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