

Unemployment - HRS2400

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Payroll > Tables > Tax/Deductions > Unemployment

This tab is used to maintain updated information concerning unemployment calculations. The information in the table is obtained from the Texas Workforce Commission or the LEA's unemployment insurance carrier.

Set up unemployment 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.
Employer Type	Click ⌄ to select an employer type. R - Reimbursable A reimbursable employer: Pays into the state unemployment fund, in lieu of taxes, an amount equal to the amount of benefits paid to former employees for service while employed by the employer. Reports wages for employees and is billed quarterly for the amount of regular benefits and 50% of the extended benefits paid to former employees during the prior quarter. Makes no tax payments but is subject to the same penalties for failure to file reports and/or make payments on time. T - Taxable A taxable employer: Pays a tax assessed by the TWC based on taxable wages paid during a quarter, multiplied by the effective tax rate of the employer. Reports the total amount of gross wages and the total amount of taxable wages paid, and provides employee wage list with all employee names/social security numbers/total gross wage paid quarterly. Pays tax quarterly.
Unemployment Rate	Type the percent rate determined or assigned by the TWC (e.g., 0.4985% for 0.004985).
Maximum Gross Salary	Type the maximum amount of an employee salary on which unemployment is calculated. If no maximum is assigned, type 9,999,999.99. If the field is left blank, the system considers the maximum salary to be 0,000,000.00. Since this value is reached before the first paycheck is issued, the unemployment is not calculated.

❑ 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.
	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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