

HOW TO SET UP EMPLOYEE FEDERAL TAX WITHHOLDING

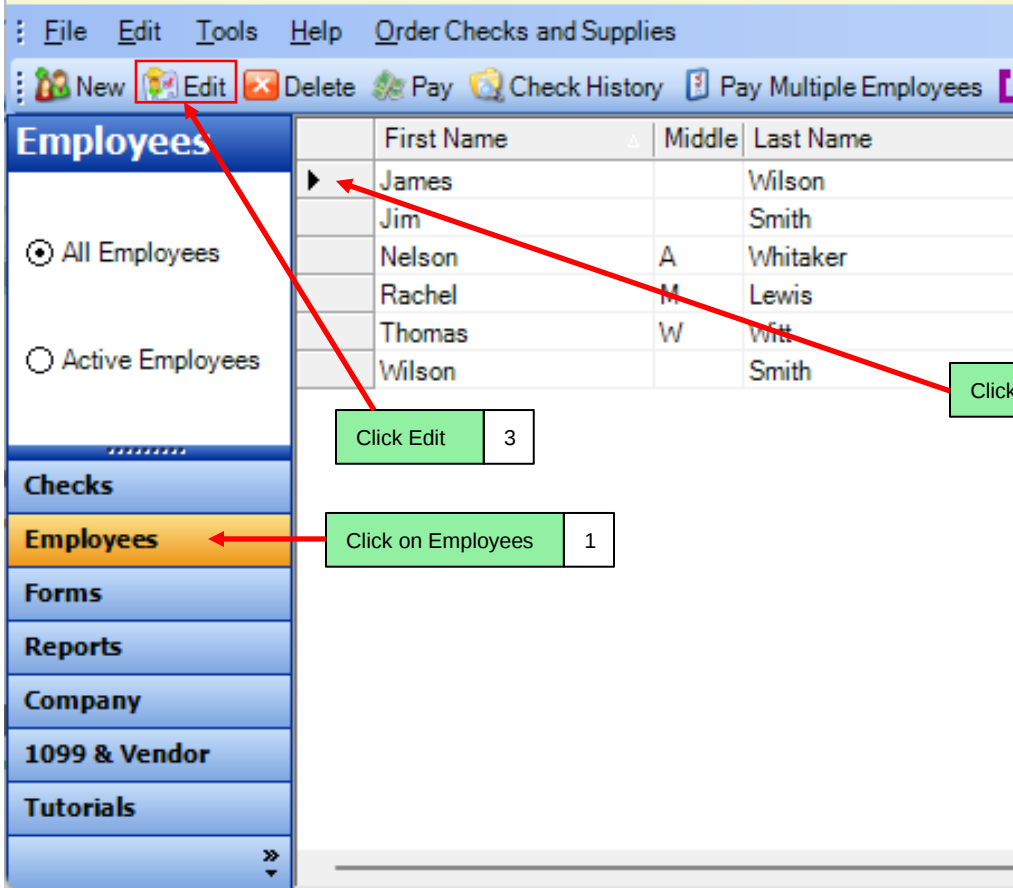
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click on **Employees** from the shortcut menu.
2. Click on the **Employee** you need to set up.
3. Click **Edit** from the second-row menu bar.

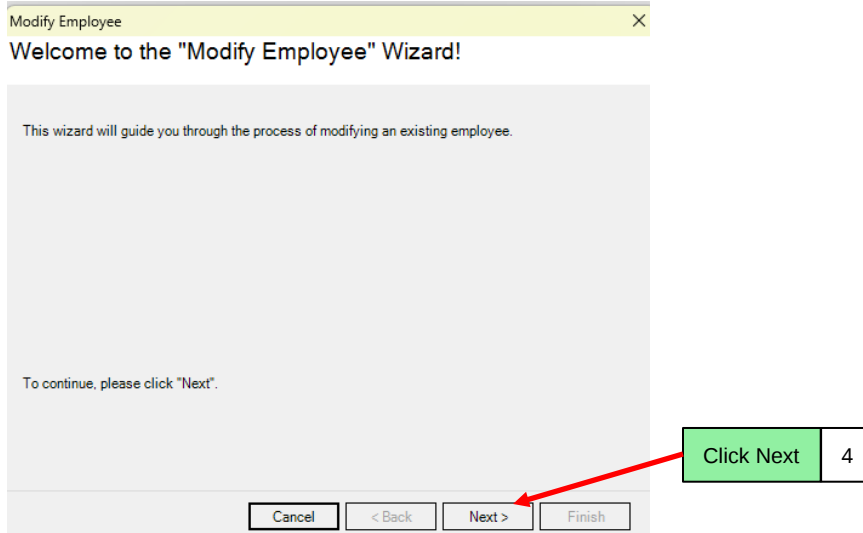


The screenshot shows the Payroll Mate software interface. The 'Employees' menu is highlighted in the left sidebar. The 'Edit' button is highlighted in the top menu bar. A list of employees is displayed in the main window. Red arrows and callouts indicate the steps to follow:

- Step 1: Click on **Employees** in the shortcut menu.
- Step 2: Click on the **Employee** you need to set up (James Wilson).
- Step 3: Click **Edit** from the second-row menu bar.

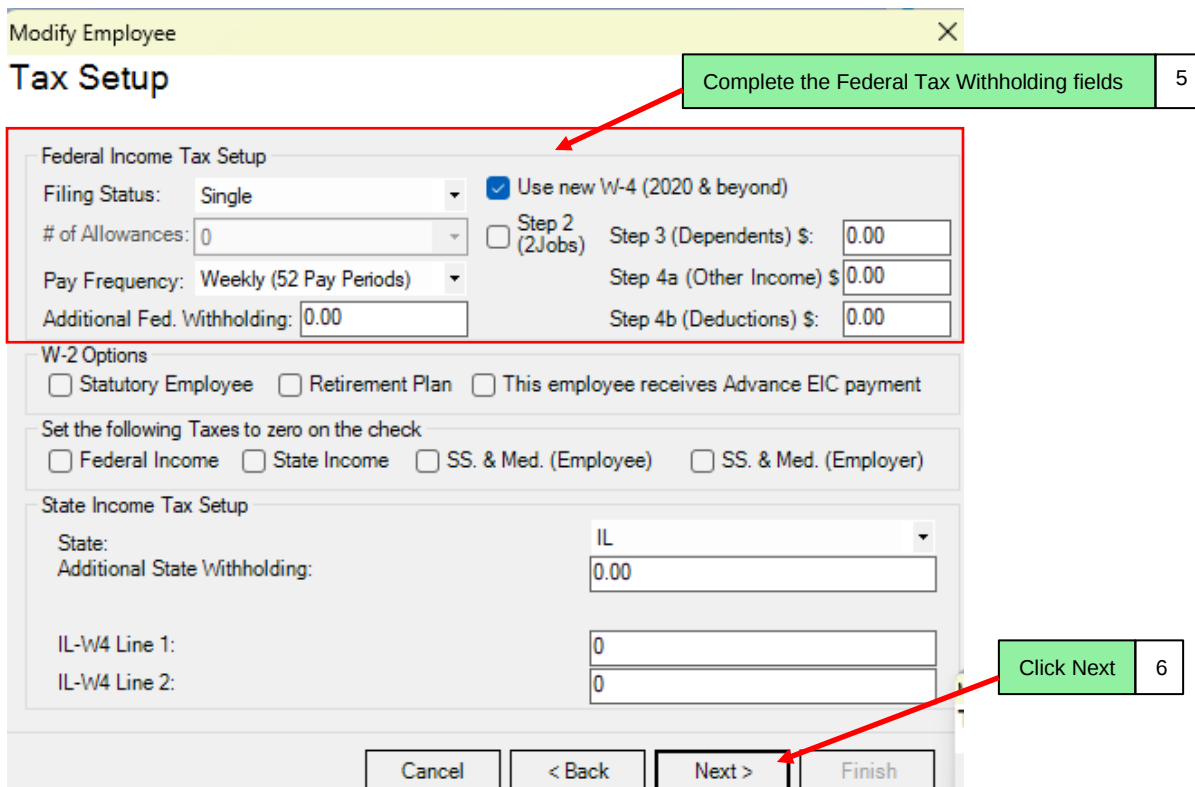
First Name	Middle	Last Name
James		Wilson
Jim		Smith
Nelson	A	Whitaker
Rachel	M	Lewis
Thomas	W	Witt
Wilson		Smith

4. Welcome to the “Modify Employee” Wizard will pop-up. Click **Next** until you get to the Tax Setup.



5. Complete the **Federal Tax Withholding** fields within the Tax Setup as needed.

6. Click **Next** until you reach the Finish screen.



7. Click **Finish** to update the employee information.

