

HOW TO SET UP EMPLOYEE MEDICARE TAX

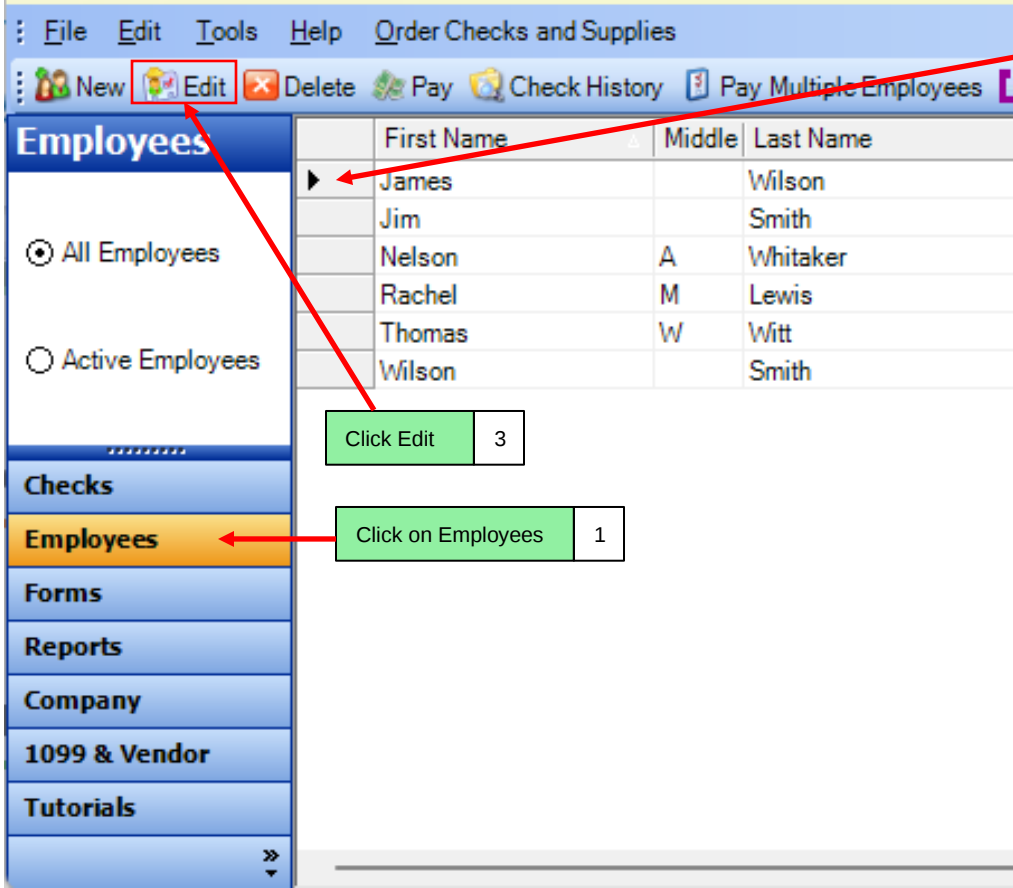
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

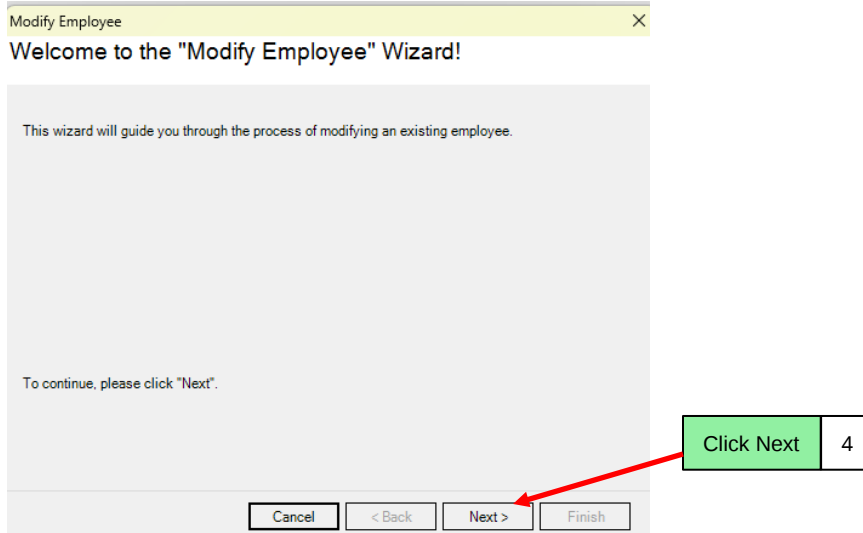
1. Click on **Employees** from the shortcut menu.
2. Click on the **Employee** you need to set up.
3. Click **Edit** from the second-row menu bar.



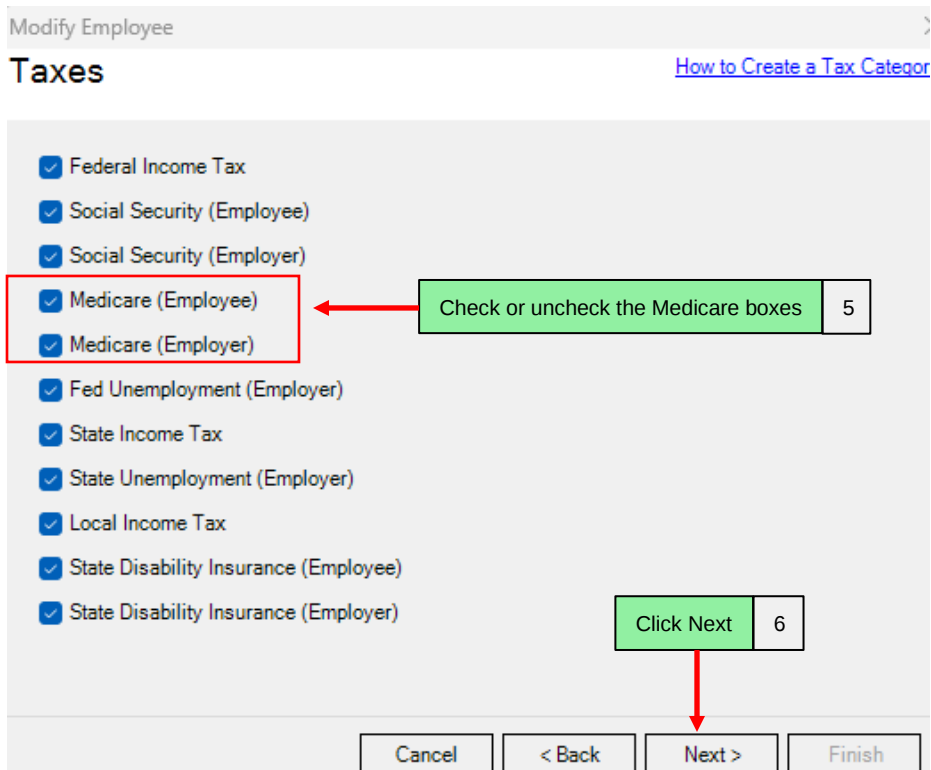
The screenshot shows the Payroll Mate software interface. The top menu bar includes File, Edit, Tools, Help, and Order Checks and Supplies. Below the menu bar is a toolbar with icons for New, Edit, Delete, Pay, Check History, and Pay Multiple Employees. The main window is titled 'Employees' and contains a list of employees with columns for First Name, Middle, and Last Name. The list includes James Wilson, Jim Smith, Nelson A Whitaker, Rachel M Lewis, Thomas W Witt, and Wilson Smith. On the left side of the window, there is a shortcut menu with options for All Employees (selected) and Active Employees. Below the shortcut menu is a sidebar with buttons for Checks, Employees (highlighted), Forms, Reports, Company, 1099 & Vendor, and Tutorials. Three red arrows point to specific elements: one from the 'Employees' button in the sidebar to a callout box labeled 'Click on Employees' with the number 1; one from the 'Edit' button in the toolbar to a callout box labeled 'Click Edit' with the number 3; and one from the first row of the employee list (James Wilson) to a callout box labeled 'Click on the Employee' with the number 2.

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 Taxes screen.



5. Check or uncheck the boxes for **Medicare** within the Taxes as needed.
6. Click **Next** until you reach the Finish screen.



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

