

HOW TO SET UP EMPLOYEE SOCIAL SECURITY TAX

Question

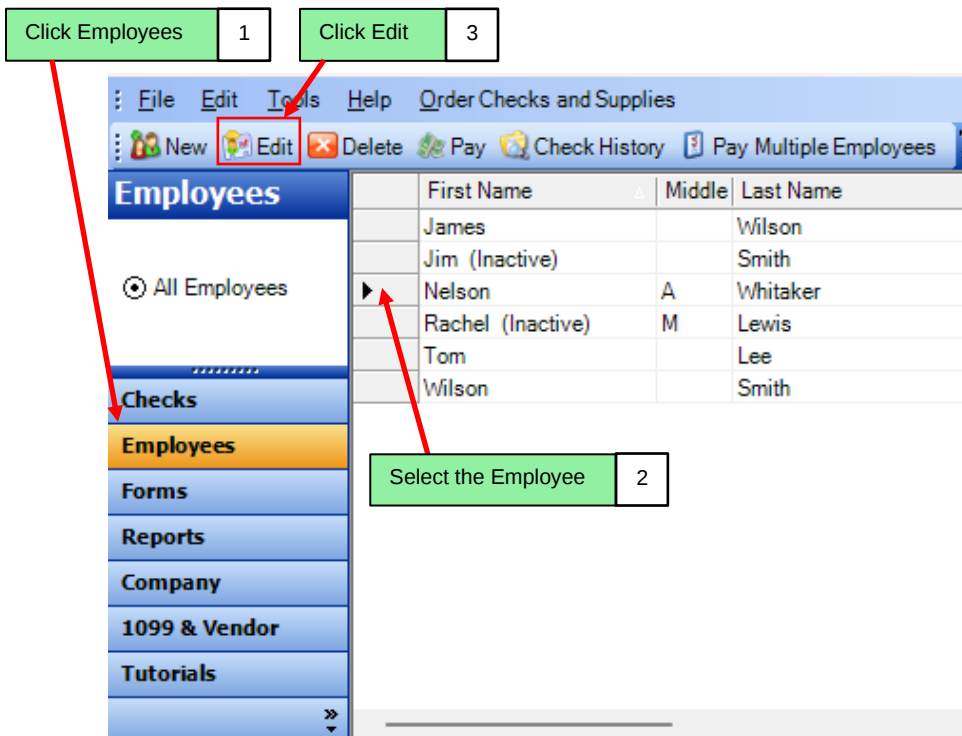
PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

- Social Security Tax is a table that is preconfigured in Payroll Mate
- Social Security Tax withheld is based upon how the employee is set up within the software
- When you fill out the tax information in the employee wizard you are setting up Social Security Tax withholding.
- Please ensure you have the correct boxes checked in the taxes screen

1. Click **Employees**
2. **Select the Employee**
3. Click **Edit**

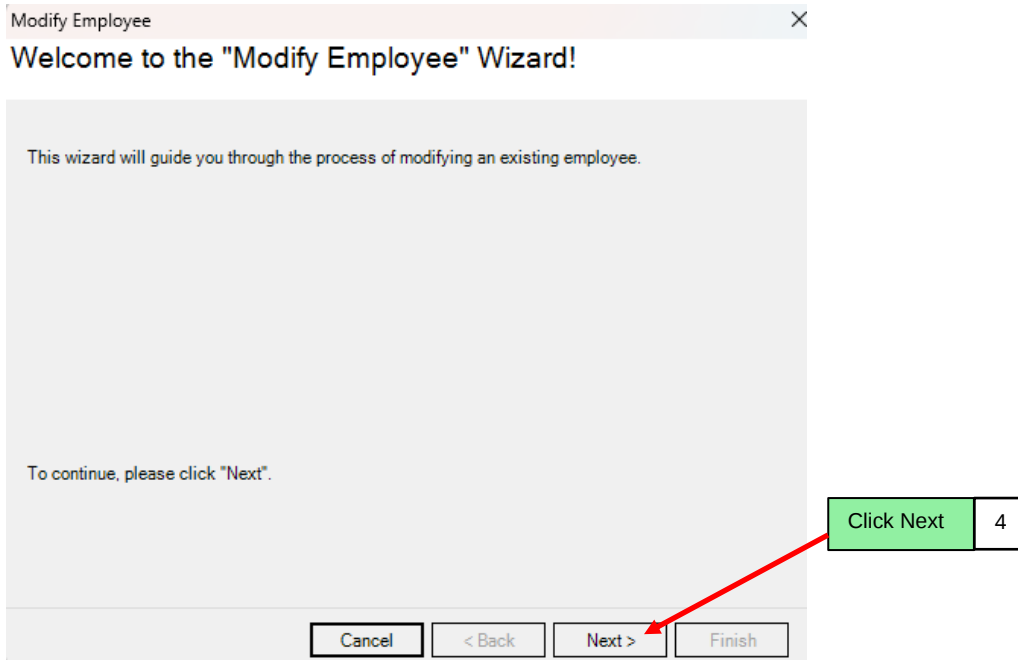


The screenshot shows the Payroll Mate software interface. On the left, there is a sidebar with a menu. The 'Employees' menu item is highlighted in orange. Above the sidebar, there are two green callout boxes: 'Click Employees' with a '1' and 'Click Edit' with a '3'. Red arrows point from these boxes to the 'Employees' menu item and the 'Edit' button in the top menu bar, respectively. The main window displays a table of employees with columns for First Name, Middle, and Last Name. The table contains the following data:

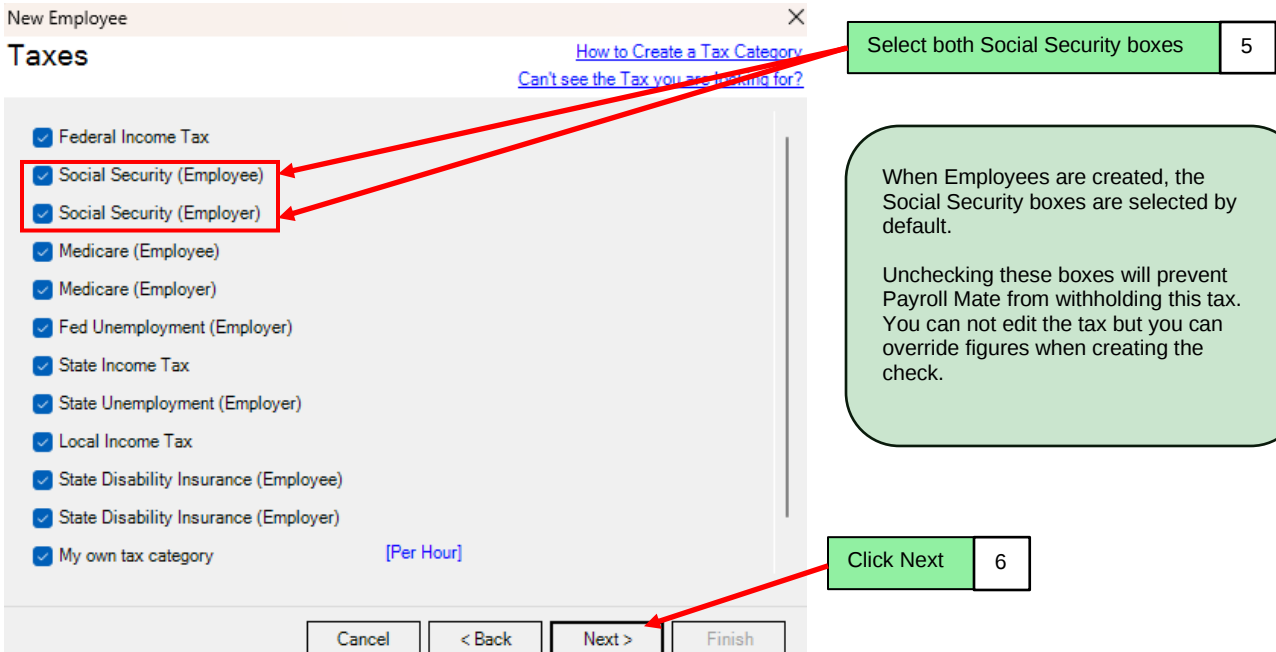
First Name	Middle	Last Name
James		Wilson
Jim (Inactive)		Smith
Nelson	A	Whitaker
Rachel (Inactive)	M	Lewis
Tom		Lee
Wilson		Smith

A red arrow points from a green callout box labeled 'Select the Employee' with a '2' to the row containing 'Nelson' in the table.

4. Welcome to the Modify Employee Wizard will appear, click **Next** until you reach the Taxes screen.



5. **Select both Social Security boxes** if they are not checked
6. Click **Next**, continue to click Next until you reach the Finish screen



7. Click **Finish**

Modify Employee

×

Finish

Wizard completed, please click "Finish" to update this employee information.

Cancel

< Back

Next >

Finish

Click Finish

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