

HOW TO SET UP EMPLOYEE STATE TAX WITHHOLDING

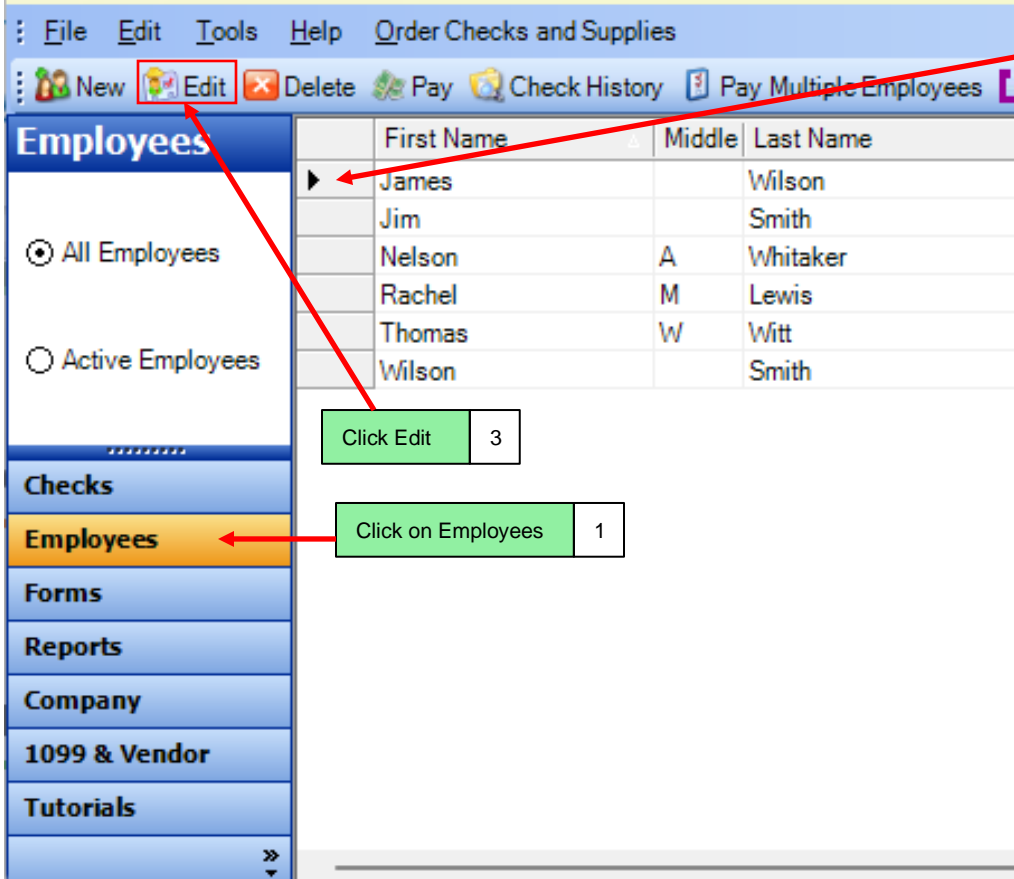
Question

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.



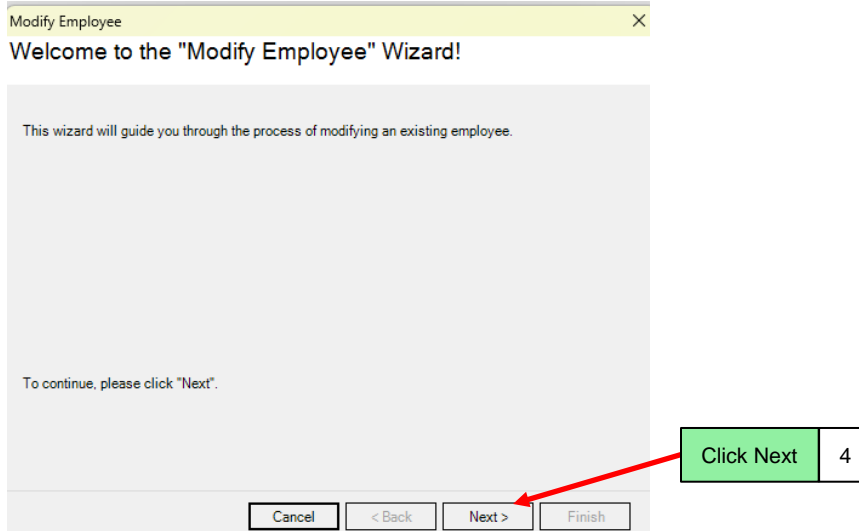
The screenshot shows the Payroll Mate software interface. The 'Employees' menu is open, and the 'Edit' button is highlighted. A list of employees is displayed with columns for First Name, Middle, and Last Name. The following table represents the data shown in the screenshot:

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

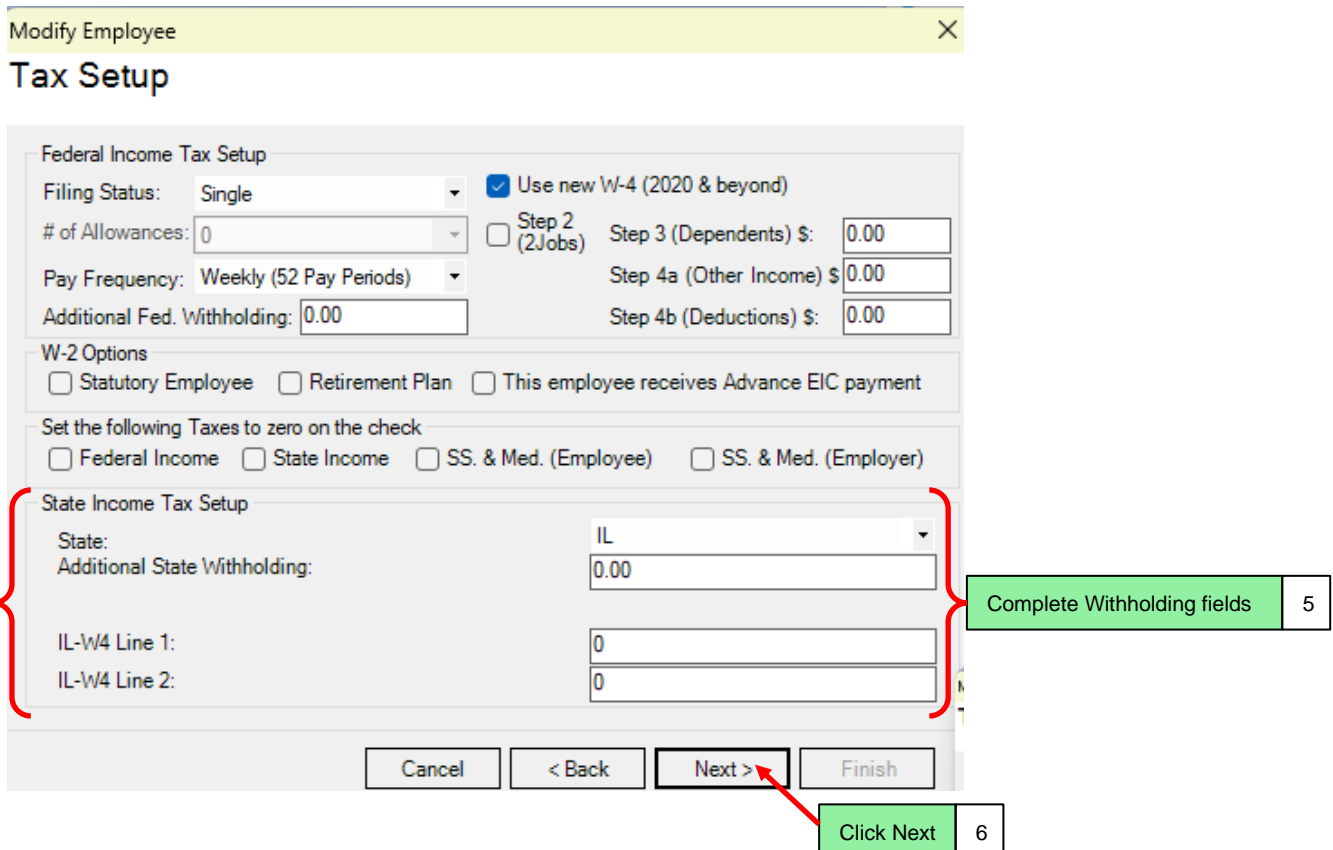
Three callout boxes with arrows indicate the steps:

- Box 1: Click on Employees (points to the 'Employees' menu item).
- Box 2: Click on the Employee (points to the first row of the employee list, James Wilson).
- Box 3: Click Edit (points to the 'Edit' button in the menu bar).

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



5. Complete the **State Income 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.

Modify Employee

×

Finish

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

Cancel

< Back

Next >

Finish

Click Finish

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