



## **Setup Guide**

**Adding Payroll Tax Tables**  
December 2004

## Adding Payroll Tax Tables

ARKONA Setup Guide

Use this Setup Guide for help adding payroll tax tables for the first time

- A tax table should be set up for each federal, state, and local taxing entity the dealership has employees living in.
- There needs to be a tax table of each type for each marital status and pay period frequency required by the dealership.
- Use a federal Circular E and the equivalent state publication to set up the tax tables.

### 1. Verify that the appropriate taxing unit codes have been defined.

- a. Take option **50=Application Environment** from the Payroll & Personnel Management menu and take option **1=Select** by Taxing Unit Name and Address.
- b. Hit F4 on the Withholding Unit ID\* field to see the list.
  - The list should appear similar to the one below.

```
PY015DA 12/23/04
QENSIGN  Withholding Unit Constants
=====
Withholding Uni
Withholding Uni
```

Taxing Unit Selection		
ID	Type	Description
FED	F	FEDERAL WITHHOLDING
FED	U	FEDERAL UNEMPLOYMENT
MA	I	MA WORKMANS COMP
MA	S	MA STATE WITHHOLDING
MA	U	MA UNEMPLOYMENT
NH	I	NH WORKMANS COMP
NH	S	NH STATE WITHHOLDING
NH	U	NH UNEMPLOYMENT

F12=Cancel Bottom

F3=Exit F12=Return

- If a taxing unit is missing, it will need to be added.

**2. Verify that the state and local System Preferences have been defined.**

- a. Take option **50=Application Environment** from the Payroll & Personnel Management menu and take option **1=Select** by Payroll System Preferences.
- b. Take option **2=Update** by State Tax Setup for the state you want to add a tax table for to display the State Payroll Setup screen.
  - The screen should appear similar to the one below.

PY001DE					12/23/04				
QENSIGN					State Payroll Setup				
=====									
MA STATE WITHHOLDING	Percent	Limit	G/L Account*	Employer #					
State Tax			323M						
State Unemployment	2.540	14,000	323M						
SDI Employee	.000								
SDI Employer	.000				Tax Computation				
SDI Annualize Limit	- Y/N				Like Federal				
Workers' Compensation			331M		Tax Table				
					Percent of Fed.				
					Percent of State				
					Percent of Cnty				
					Annualized Table				
					Withholding Ded.				
					Itemized Deduct.				
					Tax Credit Allow				
					Standard Deduct.				
					Standard Exempt.				
					Deduct Federal				
					Exemption Table				
					Tax Credit Table				
					Option 3				

F3=Exit F12=Cancel

**State Payroll Setup Screen**

- This screen must be completed correctly with the appropriate responses in the Tax Computation column before you can add a state tax table.

**3. Add a tax table.**

- a. Take option **50=Application Environment** from the Payroll & Personnel Management menu and take option **1=Select** by tax tables to display the Tax Table Selection screen.
- b. Use function **F6=Add** to display the Add a New Tax Table window.

```

PY020DA                                     12/23/04
QENSIGN                                     Tax Table Selection
=====
Op                                          Add A New Tax Table
Op
1=Select
Taxing Unit                               Marital Status                       Frequency
1 Federal Withholding                     1 Single                               1 Daily
  Earned Income Credit                   - Married                             - Bi-weekly
  UTAH STATE WITHHOLDING                 - Head of Household                   - Semi-monthly
                                          - Married Both Employed               - Monthly
                                                                              - Quarterly
                                                                              - Semi-annual
                                                                              - Annual
Put a 1 by each category
you want to create.
F12=Return                                Bottom
F3
  
```

**Add a New Tax Table Window**

- c. Take option **1=Select** by each category of the table you want to create and press [ENTER] to display the tax table.
  - The federal tables are copied from ARKONA defaults.
- d. Key in the tax table according to the government publication and press [ENTER] to save.
  - The tax table may look similar to the one below.

```

PY020DE                                     12/23/04
JIM                                          UTAH STATE WITHHOLDING TABLE
=====
                                          Single - Monthly

Deduction Allowance  135.00   Round tax to whole dollars  N

Rate Table
Over      Under      Base Tax + Percent of Excess Over
-----
192.00    264.00    2.300     192.00
264.00    336.00    2.00      3.100     264.00
336.00    407.00    4.00      4.000     336.00
407.00    479.00    7.00      4.900     407.00
479.00    551.00    10.00     5.700     479.00
551.00    9,999,999.99  14.00    6.500     551.00
9,999,999.99
More...
F3=Exit   F12=Return
  
```