



## **Setup Guide**

**Changing Payroll Tax Tables**  
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## Changing Payroll Tax Tables

ARKONA Setup Guide

*Use this Setup Guide for help updating tax tables when they change.*

- As a matter of policy, ARKONA does not take responsibility for maintaining federal, state, or local tax tables for our customers. Not having to retain a team of national tax experts on staff is one of the ways we keep our costs down.

### 1. Display the tax table you want to update.

- a. Take option **50=Application Environment** from the Payroll & Personnel Management menu and take option **1=Select by Tax Tables**.
- b. Take option **2=Update** by the tax table you want to update.

### 2. Update the table.

- a. Use your [TAB] key to move into the field you want to change.
- b. Key in the withholding allowance, threshold, tax amount, or rate (with decimals) and press [FIELD EXIT].
- c. Once all of the changes have been made, press [ENTER] to save.