Open Systems

Payroll

Percentage by Earning Code

To set up Earning Codes so that a tax percentage can be deducted instead of a calculated dollar amount do the following:

Go to Payroll

Go to Codes Maintenance

Go to Withholdings

Tax Authority – the options show at the bottom of the screen, enter your select of Federal/State/Local.

If you entered Federal:

 Withholding Code: Enter one of the employee or employer tax codes shown at the bottom of the screen. FWH/OAS/MED/EOA/EME/FUT

IF you entered State or Local, enter the state and/or local code.

 Withholding Code: Enter one of the employee or employer tax codes shown at the bottom of the screen.

Fixed Percent – enter the percentage that you would like withheld for this withholding code.

Page down or OK

Go to Payroll

Go to Codes Maintenance

Go to Earning Codes

Enter the earning code which you would like to have a percent withheld for taxes set up in tax authority.

Fixed Withholding – YES to use the percent set up in withholdings.

Page down or OK