# Payroll

## Updating Employee Tax Data

Procedure

For this simulation, you are going to follow step by step instructions on updating an employee's payroll tax data.  You will first update the employee's federal tax data and then the employee's state tax data.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Employee Pay Data USA**link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Tax Information** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click in the **Update Employee Tax Data** field. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Employee ID** box. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Enter the desired information into the **Company** field. Enter "**SOK**" for the State of Kansas. |
| 1.
 | Click the **Search** button. |
| 1.
 | Click the **Add a new row at row 1 (Alt+7)** button. |
| 1.
 | Enter the new **Effective Date**.  Enter "**08/22/2011**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the drop-down arrow for the **Special Withholding Tax Status**. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Select the correct **Special Withholding Tax Status** from the list.  Usually the selection is the default of **None**. |
| 1.
 | Select the correct **Tax Marital Status** list. Here you are going to select **Single**. |
| 1.
 | Select the check box **Check here and select Single status if married but withholding at single rate**.  |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the correct number of  **Withholding Allowances.**  Enter "**2**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Select the tab **State Tax Data.** |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Withholding Allowances** field. Enter "**2**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations!  You have successfully completed Updating Employee's Tax Data.**End of Procedure.** |