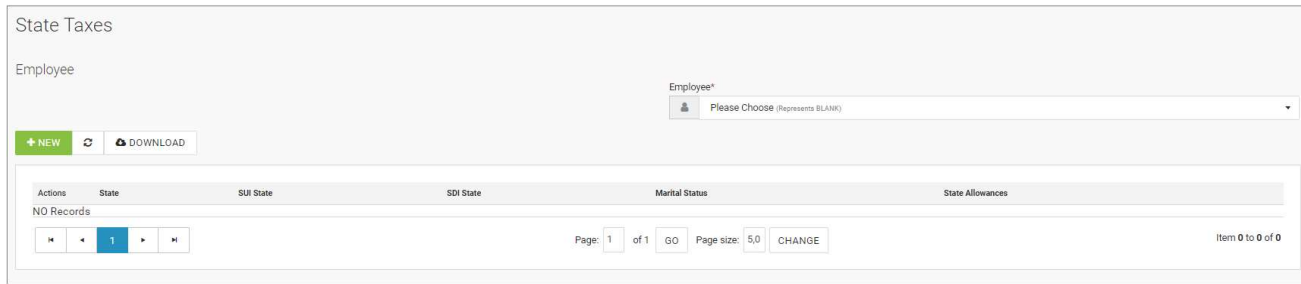


Tax (State) Screen in Advanced HR 2.0

To display/edit an employee's State Tax information:

1. Go to **HR Admin - Employee Maintenance - Tax (State)**.
2. The system displays the **State Taxes** screen.



State Taxes

Employee

Employee*

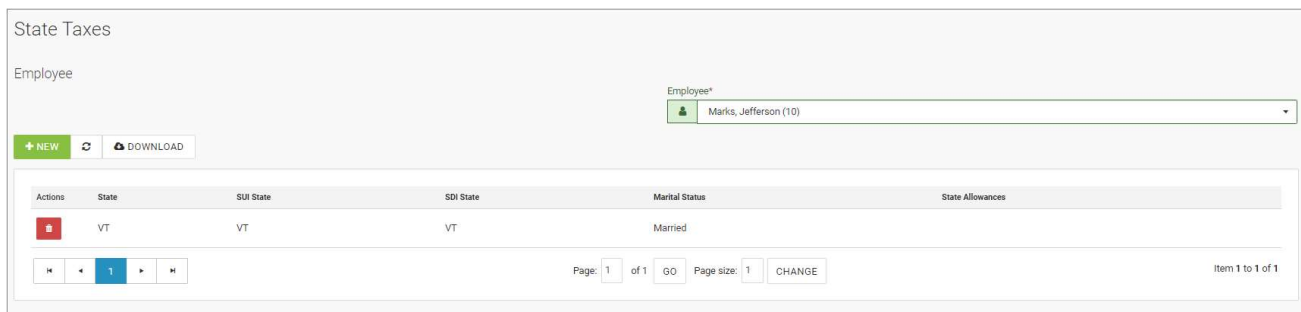
Please Choose (Represents BLANK)

+ NEW ↻ DOWNLOAD

Actions	State	SUI State	SDI State	Marital Status	State Allowances
NO Records					

Page: 1 of 1 GO Page size: 5,0 CHANGE Item 0 to 0 of 0

3. Select the **Employee** from the dropdown at the top right.
4. The system displays the State Tax summary screen for the selected employee.




State Taxes

Employee

Employee*

Marks, Jefferson (10)

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Actions	State	SUI State	SDI State	Marital Status	State Allowances
	VT	VT	VT	Married	

Page: 1 of 1 GO Page size: 1 CHANGE Item 1 to 1 of 1

5. Click on the row to display the employee's **State Taxes** details screen.

Tax Info: Jefferson Marks - 10

Details

Earnings State: VT - VERMONT
 County: County
 SUI State: VT - VERMONT
 SDI State: VT - VERMONT
 State Marital Status*: Married
 Allowances: Allowances
 State Tax Code: Tax Code

Reciprocation

Reciprocal Method: None
 Reciprocal State: Please Choose (Represents BLANK)

Settings

Salary Type: Hourly Rate
 Calculate SUI Taxable 1099 Wages: NO

Overrides and Exemptions

State Tax Type: None

Employee Tax Statuses

State Tax: Include - Withhold Tax
 SDI Exempt: Include - Withhold Tax
 SUI Exempt: Include - Withhold Tax

Employer Tax Statuses

SDI Exempt: Include - Withhold Tax
 SUI Exempt: Include - Withhold Tax

6. Make any edits to the state tax information and click **Save Changes**.

To add new state tax information for the employee, click on the **+ New** button on the State Tax summary screen. The system displays the **New State Tax** screen.

Tax Info: New StateTax: Jefferson Marks - 10

Details

Earnings State: Please Choose (Represents BLANK)
 County: County
 SUI State: Please Choose (Represents BLANK)
 SDI State: Please Choose (Represents BLANK)
 State Marital Status*: Please Choose (Represents BLANK)
 Allowances: Allowances
 State Tax Code: Tax Code

Reciprocation

Reciprocal Method: None
 Reciprocal State: Please Choose (Represents BLANK)

Settings

Salary Type: Salary For Varying Hours
 Calculate SUI Taxable 1099 Wages: NO

Overrides and Exemptions

State Tax Type: None

Employee Tax Statuses

State Tax: Include - Withhold Tax
 SDI Exempt: Include - Withhold Tax
 SUI Exempt: Include - Withhold Tax

Employer Tax Statuses

SDI Exempt: Include - Withhold Tax
 SUI Exempt: Include - Withhold Tax