

Question: My employee wants to not have federal or state taxes withheld for just one pay period. How do I do that?

Click on the "no" or "yes" in the override column next to the employee's name when you are in the pay grid. In this example it is a "no."

The screenshot shows the PayChoice payroll interface. At the top, there are navigation tabs: PAYROLL, EMPLOYEE SERVICES, FRONT ROW REPORTS, PAY VIEW, and SETTINGS. Below these is a breadcrumb trail: HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS. A status bar indicates 'Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009'. The main area is a table with columns: Override, Emp #, Name, SALARY, REGULAR HOURS, OVERTIME HOURS, Base Rates, VACATION HOURS, SICK HOURS, OTHER \$\$\$, MILEAGE, COMMISSION, EXPENSE REIMBURSEMENT, and DEPARTMENT. The table lists several employees, with a red arrow pointing to the 'no' in the 'Override' column for employee JOHN GOSPEL (Emp # 4).

Override	Emp #	Name	SALARY	REGULAR HOURS	OVERTIME HOURS	Base Rates	VACATION HOURS	SICK HOURS	OTHER \$\$\$	MILEAGE	COMMISSION	EXPENSE REIMBURSEMENT	DEPARTMENT
no	1 9	CONTACT, IMA	10,000.00										ADMINIS
no	1 4	GOSPEL, JOHN											SALES
no	1 3	GOSPEL, LUKE											ADMINIS
no	1 2	GOSPEL, MARK	1,000.00										SALES
no	1 1	GOSPEL, MATTHEW	1,500.00										SALES
no	1 6	HARRISON, GEORGE	1,000.00										SALES
no	1 8	LENNON, JOHN	1,500.00										SALES
no	1 5	MCCARTNEY, PAUL											ADMINIS
no	1 10	Nardo, Leo											SALES
no	1 12	Ngelo, Michael A	7,500.00										SALES

Click on the blank line under Tax Name in the "Taxes" Tab and a drop down arrow will appear. Click on the arrow to display the available taxes and select the applicable tax.

The screenshot shows the 'Check Overrides' window in the PayChoice payroll system. The window title is '4 : GOSPEL, JOHN : 1'. It displays employee information: Employee Number: 4, Employee Name: JOHN GOSPEL, Check Number: 1. There are fields for 'Turn Direct Deposit' (set to 'On for this Check'), 'Tax Frequency' (set to 'BiWeekly (26 cycles)'), and 'Tax Rate' (set to 'Standard Rates'). Below this is a 'Taxes' tab with a table for 'Tax Name', 'Option', and 'Amount'. A red arrow points to the 'Tax Name' dropdown menu, which is open, showing a list of tax options: Tax Name, FED WITH, DE State, MDKENT, and MD State. There are 'SAVE' and 'CANCEL' buttons at the bottom right of the window.

Click on the blank line under Option, next to the tax. A drop down arrow will appear and click on it to display the available options. Select the applicable option – this is where you can make the temporary change, such as adding a few dollars to the tax or stopping the tax for just this employee, for just this pay. If you are choosing to add an amount to the tax, input the amount in the Amount field. If you wish to stop the tax for just this pay, you do not need to do anything other than selecting “Do Not Take.” Hit Save.

MY PROFILE |

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

DATA ENTRY HAS BEEN SAVED.

REPORTS | ADD NOTE

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Paygrid Check Date: 6/19/2009 4 : GOSPEL, JOHN : 1

HELP

Check Overrides

Employee Number: 4 Employee Name: JOHN GOSPEL

Check Number: 1

Turn Direct Deposit: On for this Check Tax Frequency: BiWeekly (26 cycles) Tax Rate: Standard Rates

Taxes	Deductions	Option	Amount	Click to Clear
FED WTH				<input type="checkbox"/>

SAVE CANCEL