

SUTA / Unemployment Rate Update

How to USE THE EMPLOYER TAX UPDATE

- From 'Full Payroll Menu'

1. Select 'Periodic Processing' in 'Periodic Activities Column'
2. Select Employer Tax Rate/ Limit Update

Payroll Menu

Access HR System			Full Payroll Menu
Payroll Processing	Reports	History	Periodic Activities
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing
Payroll Processing	US Tax Reports...	Payroll Ledger Entries	Employer Tax Rate / Limit Update
Batch Payroll Processing	Payroll Financial Reports...	Payroll Statistics	

- The 'Employer Tax Update' screen will open:

Employer Tax Update


Options
Show more

Action Add
Type State Unemployment
Specify FUTA State
State Abbreviation
Employer Tax Code
Employer Tax Description
Year 2024
Tax Percent 0.00
Tax Limit 0.00

Schedule... OK Cancel

- In the 'Action' field select if you wish to ADD, MODIFY or DELETE.

NOTE: For all newly created tax codes, you will ADD

For Tax codes that have already been added you will MODIFY

For Tax codes that were loaded with an inaccurate rate, you would DELETE the tax code.

EMPLOYER TAX UPDATE

Options Show more

Action Add

Type Employer Tax 1

Specify FUTA State Federal Unemployment
State Unemployment

State Abbreviation Employer Tax 1

Employer Tax Code Employer Tax 2
Employer Tax 3
Employer Tax 4
Employer Tax 5
Employer Tax 6
Employer Tax 7
Employer Tax 8
Employer Tax 9
Employer Tax 10

Employer Tax Description

Year

Tax Percent

Tax Limit 0.00

Schedule... OK Cancel

- Once selected, the 'Employer Tax Code' and 'Employer Tax Description' fields will automatically populate.
- Enter State Abbreviation in 'State Abbreviation' field

EMPLOYER TAX UPDATE

Options Show more

Action Add

Type Employer Tax 1

Specify FUTA State ☐

State Abbreviation CA

Employer Tax Code SDI

Employer Tax Description State Disability Insurance

Year 2019

Tax Percent 0.00

Tax Limit 0.00

Schedule... OK Cancel

- Enter tax year in 'YEAR' field.
- Enter tax rate in 'TAX PERCENT' field
- Enter the taxable limit in 'TAX LIMIT' field.

EMPLOYER TAX UPDATE 

Options [Show more](#)

Action Add ▼

Type Employer Tax 1 ▼

Specify FUTA State ☐

State Abbreviation CA

Employer Tax Code SDI ▼ ...

Employer Tax Description State Disability Insurance

Year 2019

Tax Percent 0.90

Tax Limit 7,000.00

- Select OK button at bottom right corner of screen
- Repeat this process for all applicable payroll codes