

Ensure Federal and State Unemployment tax setup is correct.

(1) When entering in a new employee (Employees > New Employee Template)

In the Primary State Taxes section, by default Indiana SUI will populate. Select this option if it does not.

SSN / EIN | []

Primary State Taxes

- Primary State: IN - Indiana SITW
- Filing Status: -- Select --
- Exemption 1: 0.00
- Exemption 2: 0.00
- Amount Type: Default Amount
- Amount: 0.00
- Percentage: 0.00
- Supplemental Check: -- Select --
- Notes: []
- SUI State: Indiana SUI**
- Custom Text Field 1: []
- Custom Text Field 2: []
- Custom Text Field 3: []
- Custom Text Field 4: []
- Custom Drop Down Field 1: -- Select --
- Custom Drop Down Field 2: -- Select --
- Custom Number Field 1: []
- Custom Number Field 2: []
- Custom Checkbox Field 1:
- Custom Checkbox Field 2:

(2) After saving the employee template record, the system will prompt you to turn off state and federal unemployment taxes. You'll do this by checking the boxes FUTA EXEMPT & SUI EXEMPT and then select the reason 501(c)(3) Organization. Then click the save button.

Personal Info | Work Info | Payroll Setup | Pay History | Time Off | Schedules | Web Time | Custom | Integration

Rates | Taxes | Earnings | Deductions | Direct Deposit | Labor Allocation | Reminders

Taxes

Tax Code	Filing Status	Exemptions 1	Exemption
<input type="checkbox"/> FITW - Federal Income Tax	Married	1	N/A
<input type="checkbox"/> IN - Indiana SITW	Married	0	0
<input type="checkbox"/> IN-MARI - Marion, IN (Res)	N/A	0	0

Add | Delete | Change State

Additional Tax Information

SUI State: IN

Tax Form: W2

1099R Distribution Code: -- Select --

Retirement Plan Statutory

Tax Code	Reason Code
<input type="checkbox"/> FITW Exempt	-- Select --
<input type="checkbox"/> SITW Exempt	-- Select --
<input type="checkbox"/> SS Exempt	-- Select --
<input type="checkbox"/> Med Exempt	-- Select --
<input checked="" type="checkbox"/> FUTA Exempt	501(c)(3) Organization
<input checked="" type="checkbox"/> SUI Exempt	501(c)(3) Organization

Save