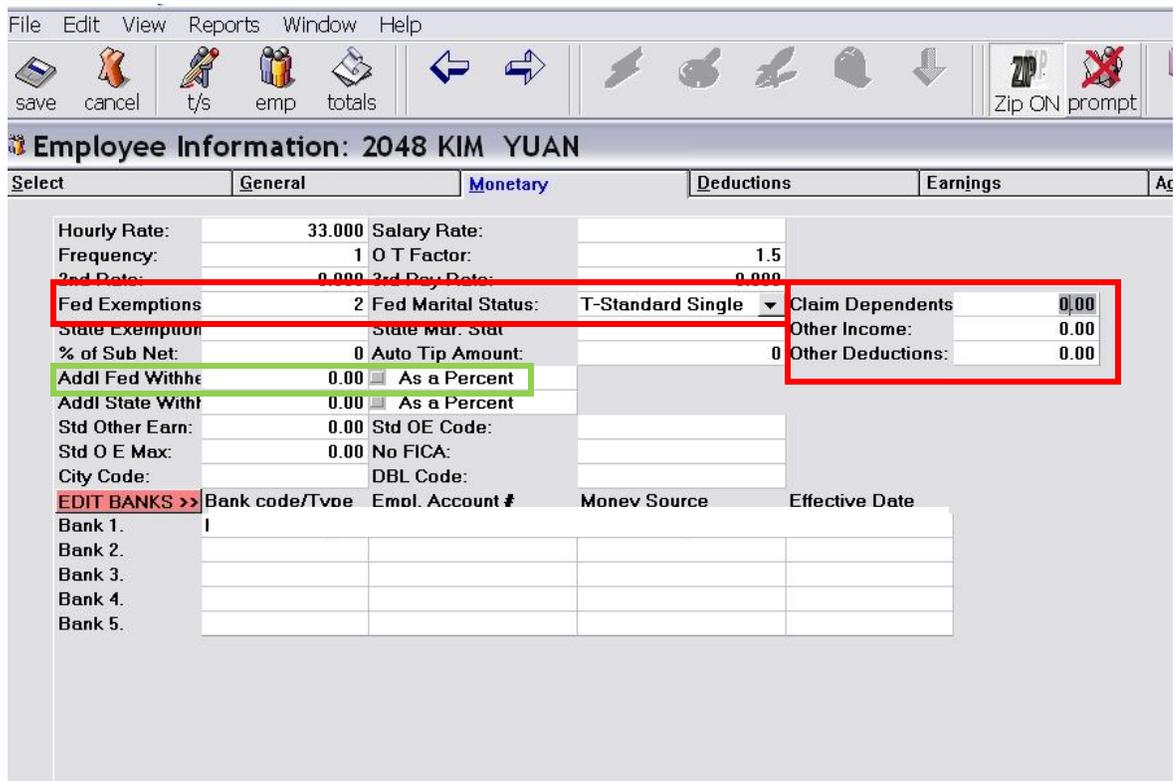


2020 W-4 (ENTERING FEDERAL WITHHOLDING INTO MICROPAY)

Once the employee has completed the new 2020 W4 and determined their recommended withholding, you can update that by indicating the desired withholding in MicroPay by taking the following steps:

1. In MicroPay Navigate to the employees “Monetary” screen
2. The “Monetary” screen will look like the screen below. We will detail how the fields will work in the table below relative to the 2020 W-4 data supplied by the employee.



The screenshot shows the 'Employee Information: 2048 KIM YUAN' window with the 'Monetary' tab selected. The interface includes a menu bar (File, Edit, View, Reports, Window, Help) and a toolbar with icons for save, cancel, t/s, emp, totals, and navigation. The 'Monetary' tab contains the following fields:

Hourly Rate:	33.000	Salary Rate:	
Frequency:	1	O T Factor:	1.5
2nd Date:	0.000	3rd Pay Date:	0.000
Fed Exemptions	2	Fed Marital Status:	T-Standard Single
State Exemption		State Mar. Stat	
% of Sub Net:	0	Auto Tip Amount:	0
Addl Fed Withhe	0.00	As a Percent	<input type="checkbox"/>
Add State Withh	0.00	As a Percent	<input type="checkbox"/>
Std Other Earn:	0.00	Std OE Code:	
Std O E Max:	0.00	No FICA:	
City Code:		DBL Code:	

Below these fields is the 'EDIT BANKS >>' section, which is a table with columns for Bank code/Tvnoe, Empl. Account #, Monev Source, and Effective Date. It lists Bank 1 through Bank 5.

- *Note: If the employee started with your company prior to 2020, they are not required to change anything in regard to the new 2020 W4 format. This is only required for new employees starting in 2020 or employees who started prior to 2020 who want to change their W4 withholdings on or after 1/1/2020.*

- The table below will describe how the updated W4 fields (highlighted in the above screenshot) will correspond to the 2020 W4 fields.

Field Name	2020 W4 Updated Function
Fed Exemptions	<i>Will display the # of Federal Exemptions for employees hired prior to 1/1/2020 and will continue to function for them from the 2020 withholding tables. This value will only impact the withholding if the “Fed Marital Status” status selected is “S – Single” or “M – Married”.</i>
Fed Marital Status	<ul style="list-style-type: none"> ➤ S – Single or M – Married - only used if single or married using the traditional withholding method for those hired prior to 2020. This references the “Fed Exemptions” field for the # of exemptions. ➤ T – Standard Single or A – Standard Married – either of these options are selected based on your Step 1(c) response. Use one of these options if Step 2 on the W4 does not apply to the employee. ➤ H – Higher Single or R – Higher Married – either of these options are selected if Step 2 on the W-4 applies to the employee
Claim Dependents	<i>Enter the amount from Step 3 of the W-4 here if applicable.</i>
Other Income	<i>Enter the amount from Step 4(a) (Other income –not from jobs) here if applicable.</i>
Other Deductions	<i>Enter the amount from Step 4(b)(Deductions) here if applicable.</i>
	<i>If Step 4(c) – (Extra Withholding) on the W-4 is indicated then that additional per period Federal withholding amount can be indicated in the “Addl Fed Withho” field.</i>

3. Click on “save” to update the changes and complete.

