



## EMPLOYEE ADMINISTRATION - [MOUSE, MICKEY M.](#)



personal  
information



dependent  
information



benefits plan  
information

Profile

Employment

Medical

Payroll ←

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Division

Status

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Password

Compensation History

History File

Journal



## EMPLOYEE ADMINISTRATION

### Payroll Information - Mouse, Mickey M.

Click the "save" button at the bottom of the page after you've entered the payroll information. Fields in bold are required.


#### Payroll Information

|                     |  |
|---------------------|--|
| Payroll File Number | <input type="text"/>   |
| Date of Employment  | <input type="text" value="6/1/2018"/> date in format, mm/dd/yyyy |
| Employee Category   | <input type="text" value="Full Time"/>                           |
| Employee Type       | <input type="text" value="Full-time"/>                           |

#### Pay Information

|                              |  |
|------------------------------|--|
| Rate Type                    | <input type="text" value="Salary [Annual]"/>   |
| Current Rate                 | <input type="text" value="40000"/> in USD, numeric dollar value                                |
| Estimated Annual Hours       | <input type="text" value="2080"/>  |
| Gross Annual Salary          | <input type="text" value="40000"/> <input type="text" value="x"/> in USD, numeric dollar value |
| Gross Annual Commission      | <input type="text" value="0"/> in USD, numeric dollar value                                    |
| Bonus Per Interval           | <input type="text" value="0"/> in USD, numeric dollar value                                    |
| Bonus Interval               | <input type="text" value="Yearly"/>  |
| Annual/One-time Bonus        | <input type="text" value="0"/> in USD, numeric dollar value                                    |
| Reported Tips                | <input type="text" value="0"/> in USD, numeric dollar value                                    |
| Pay Frequency                | <input type="text" value="Bi-weekly"/> ←   |
| Payroll Schedule             | <input type="text" value="Bi-weekly"/> ←   |
| No. of Hours Worked per Week | <input type="text" value="40"/>  |

## Pay Information

|   |   |                              |
|---|---|------------------------------|
| Rate Type   | <input type="text" value="Salary [Annual]"/>          |                              |
| Current Rate  | <input type="text" value="40000"/>                    | in USD, numeric dollar value |
| Estimated Annual Hours  | <input type="text" value="2080"/>                     |                              |
| Gross Annual Salary   | <input type="text" value="40000"/>                    | in USD, numeric dollar value |
| Gross Annual Commission   | <input type="text" value="0"/>                        | in USD, numeric dollar value |
| Bonus Per Interval  | <input type="text" value="0"/>                        | in USD, numeric dollar value |
| Bonus Interval  | <input type="text" value="Yearly"/>                   |                              |
| Annual/One-time Bonus   | <input type="text" value="0"/>                        | dollar value                 |
| Reported Tips   | <input type="text" value="0"/>                        | dollar value                 |
|  Pay Frequency | <input type="text" value="Bi-weekly (27 pay dates)"/> |                              |
| Payroll Schedule  | <input type="text" value="Monthly"/>                  |                              |
| No. of Hours Worked per Week  | <input type="text" value="40"/>                       |                              |
| O/T Rate Multiplier   | <input type="text" value="1.5"/>                      |                              |
| Paid Time Off Remaining   | <input type="text" value="0"/>                        |                              |

## Federal Tax Information

|                                 |  |                           |
|---------------------------------|--|---------------------------|
| Federal Filing Status           | <input type="text" value="Weekly (48 pay dates)"/> |                           |
| No. of Exemptions               | <input type="text" value="Daily"/>                 |                           |
| Do Not Calculate                | <input type="text" value="Yearly"/>                | dollar value              |
| Federal Income Tax Withholding  | <input type="text" value="Semi-annual"/>           | dollar value              |
| Federal FUTA Tax Withholding    | <input type="text" value="Quarterly"/>             | dollar value              |
| Medicare Tax Withholding        | <input type="text" value="15 pay dates"/>          | dollar value              |
| Social Security Tax Withholding | <input type="text" value="16 pay dates"/>          | dollar value              |
| Extra Tax Type                  | <input type="text" value="17 pay dates"/>          | ent, as % of gross salary |
| Extra Tax Amount                | <input type="text" value="18 pay dates"/>          | dollar value              |

## State Tax Information

## Pay Information

Rate Type

Salary [Annual] ▼

Current Rate

40000 in USD, numeric dollar value

Estimated Annual Hours

2080

Gross Annual Salary

40000 in USD, numeric dollar value

Gross Annual Commission

0 in USD, numeric dollar value

Bonus Per Interval

0 in USD, numeric dollar value

Bonus Interval

Yearly ▼

Annual/One-time Bonus

0 in USD, numeric dollar value

Reported Tips

0 in USD, numeric dollar value

Pay Frequency

Use employee's division's default payroll schedule

10 Month Pay

Bi-weekly

Monthly

Semi-monthly

Weekly

→ Payroll Schedule

No. of Hours Worked per Week

O/T Rate Multiplier

Paid Time Off Remaining

in hours

|                              |                      |                                       |
|------------------------------|----------------------|---------------------------------------|
| State Worked In              | Select State         | ▼                                     |
| State Lived In               | Select State         | ▼                                     |
| Filing Status                | Select Status        | ▼                                     |
| No. of Exemptions            | <input type="text"/> |                                       |
| State Income Tax Withholding | <input type="text"/> | in USD, numeric dollar value          |
| State FUTA Tax Withholding   | <input type="text"/> | in USD, numeric dollar value          |
| Do Not Calculate             | <input type="text"/> | in USD, numeric dollar value          |
| SUI/SDI Tax Withholding      | <input type="text"/> | in USD, numeric dollar value per year |
| SUI/SDI Maximum              | <input type="text"/> | in USD, numeric dollar value per year |
| Extra Tax Type               | None                 | ▼ if percent, as % of gross salary    |
| Extra Tax Amount             | <input type="text"/> | in USD, numeric dollar value          |
| State Allowances             | <input type="text"/> | in USD, numeric dollar value          |
| State Withholding            | <input type="text"/> | in USD, numeric dollar value          |

## Local Tax Information

Local Tax Withholding  in USD, numeric dollar value

Check box to view a sample paycheck  Sample paycheck with earnings and payroll deductions

→ Effective Date of Change  date in format, mm/dd/yyyy



SAVE

CANCEL