Clarity - Setting up 401K

Setting up 401K(ER) – Benefit in Paymate Clarity

To set up Employer 401K contribution to match employee contributions a Benefit payroll category can be added. To create a benefit payroll category go to SETUP>PAYROLL SETTINGS > PAYROLL CATEGORIES. Click on add (+) button and select Benefit from the list of options.   Complete the Basic Information under the General Tab. Also, under the SUBJECT TO window Federal and state income taxes flags should be checked.

Under the Type select FORMULA. And in Formula definition add the payroll category 401K(EE) (this is employee 401K) and enter the percentage depending upon how much the employer will contribute for example 100% (if employer matches employee contribution 100%)

On the Advanced tab check APPLY flag under MAXIMUM PER YEAR and specify the maximum amount the employer will contribute for each employee in the DEFAULT MAXIMUM field. In the BASED ON drop down box select EMPLOYEE YTD AMOUNT.

On Employee master paycard under the Benefit Tab Employer can adjust the amount he wants to contribute for 401K for this particular employee by adjusting the factor. By default the factor is 100 (i.e. 100% of the formula definition) and if the Employer wants to contribute a different amount for this employee then the factor can be changed to represent the correct percentage.