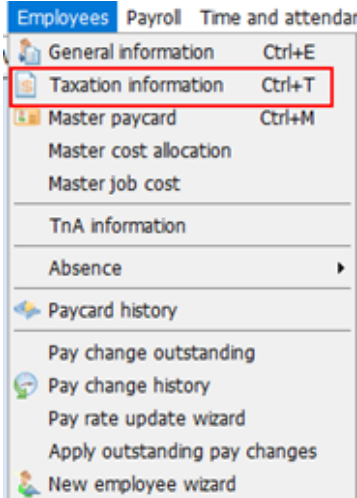


Clarity US - How to update Employee Taxation Information - USA Symmetry



(Figure 1)

From the top menu go to **Employees > Taxation information > select an employee** (Figure 1)

A screenshot of the 'Employee taxation information' window in the Clarity US software. The window displays fields for 'Number' (001) and 'Name' (White, Martin). It has tabs for 'List', 'Detail', and 'Attachments'. The 'Detail' tab is active. The window is divided into sections for 'State of hire' (California), 'Federal', and 'California'. The 'Federal' section is highlighted with a red rectangular box. It contains options for 'Exempt', 'Regular withholdings calculation' (Annualized (default), Cumulative, Daily), 'Supplemental withholdings calculation' (Aggregation (default), Flat), and 'Filing status' (Single, Married, Married but with at higher single rate, Nonresident alien, (Obsolete) Head of household, (Obsolete) Head of household, (Obsolete) Supplemental). The 'Filing status' dropdown is open, showing these options. The 'California' section contains options for 'Exempt', 'Regular withholdings calculation' (Annualized (default), Cumulative, Daily), 'Supplemental withholdings calculation' (Aggregation (default), Flat), 'Filing status', 'Regular allowances', 'Additional allowances', and 'Supplemental rate to use'.

(Figure 2)

Verify the "Federal" section selections (Figure 2). Review the "Filing status" for Federal section. If any (Obsolete) selection shows in the Filing status field the tax as "Single" will be considered by default. Make the appropriate selection from the drop down list. Review the other fields' selection in the "Federal" section

Employee taxation information

Number: 001 Name: White, Martin

List Detail Attachments

State of hire: California

☐ FICA employee exempt
☐ FICA employer exempt
☐ Medicare employee exempt

Federal

Exempt ☐

Regular withholdings calculation:
☒ Annualized (default)
☐ Cumulative
☐ Daily

Supplemental withholdings calculation:
☒ Aggregation (default)
☐ Flat

Filing status:
 (Obsolete) Head of household

Federal allowances: 0

Regular allowances: 0
 Additional allowances: 0
 Supplemental rate to use: Use rate for bonuses

Add state Delete state

Close ? Help

(Figure 3)

Verify the state section selections (Figure 3). Review the “Filing status” selection. If no selection (field is blank), the “Single” filling status will be considered by default. Make the appropriate selection from the drop down list. Review the other fields’ selection in the state tax section.

Employee taxation information

Number: AD-0372 Name: Adams, Bobby J

List Detail Attachments

State of hire: California

☐ FICA employee exempt
☐ FICA employer exempt
☐ Medicare employee exempt

Federal

Exempt ☐

Regular withholdings calculation:
☒ Annualized (default)
☐ Cumulative
☐ Daily

Supplemental withholdings calculation:
☒ Aggregation (default)
☐ Flat

Filing status:
 Single

Federal allowances: 0

Add state Delete state

Close ? Help

Add Dependent

Number	Name
<input type="checkbox"/>	AK Alaska
<input type="checkbox"/>	AL Alabama
<input type="checkbox"/>	AR Arkansas
<input type="checkbox"/>	AS American Samoa
<input type="checkbox"/>	AZ Arizona
<input checked="" type="checkbox"/>	CA California
<input type="checkbox"/>	CO Colorado
<input type="checkbox"/>	CT Connecticut
<input type="checkbox"/>	DC District of Columbia
<input type="checkbox"/>	DE Delaware
<input type="checkbox"/>	FL Florida
<input type="checkbox"/>	GA Georgia
<input type="checkbox"/>	GU Guam
<input type="checkbox"/>	HI Hawaii
<input type="checkbox"/>	IA Iowa
<input type="checkbox"/>	IL Illinois

✓ Add Cancel ? Help

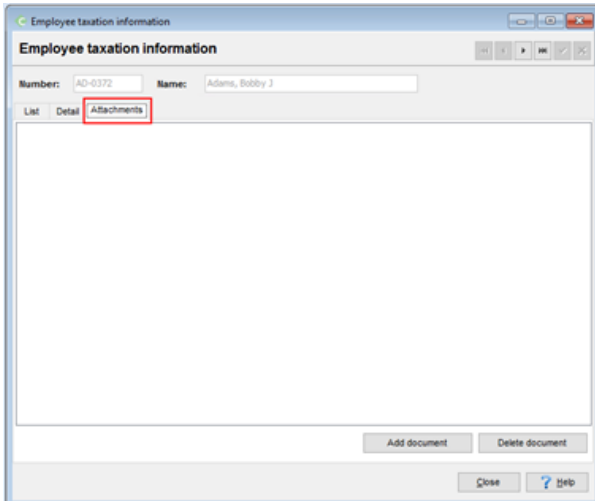
(Figure 4)

You can select buttons “Add state” to make visible all states where employee taxes are withheld (Figure 4)

To add a state select “Add state” button to add a new state > place a checkmark beside the state(s) you want to add and select “Add” button. The new state will now be added. Select the check mark button to save changes.

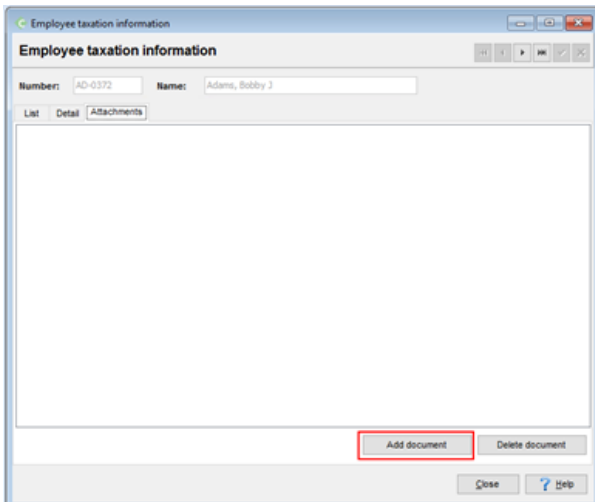
To Delete a state select on the state. Position your mouse pointer anywhere on the State and **select the “Delete state” button** > select the check mark button to save changes

Employee Taxation Information - Attaching a Document



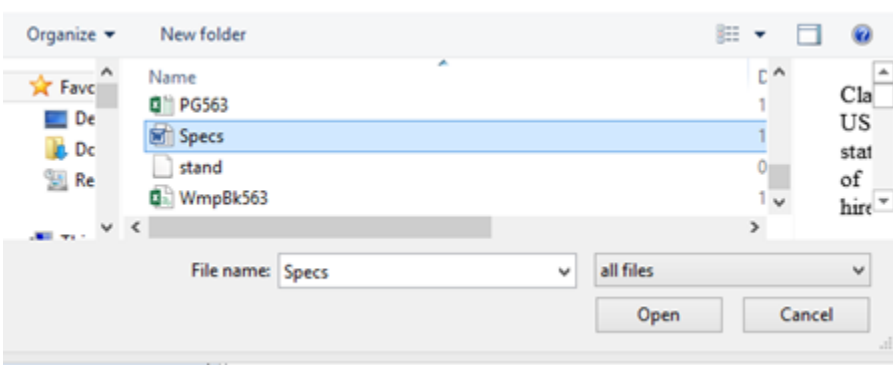
(Figure 1)

To add document to the employee profile: **From the top menu > go to Employees > Taxation information>select employee > go to “Attachments” tab (Figure 1)**



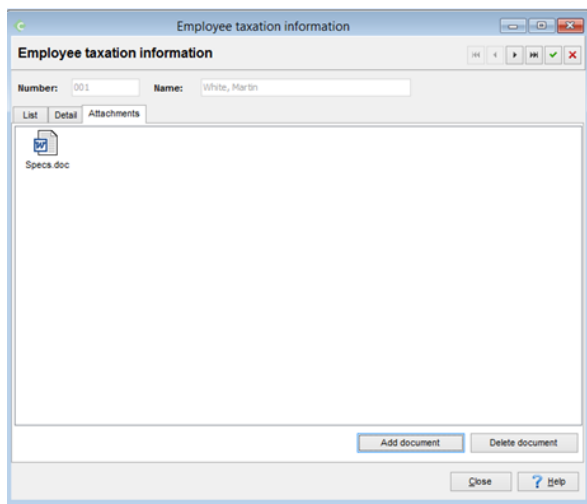
(Figure 2)

Select “Add document” (Figure 2)



(Figure 3)

Browse for the document to be attached > select the document and select “Open” button (Figure 3)



(Figure 4)

The document is now attached to the user profile > **Select the check mark button to save changes** (Figure 4)