Onboarding Final Steps:

There are just a couple final screens that need to be updated after the employees are launched into Web Pay.

- Pay>Tax Setup>Manage Tax Setup
  - o Retirement Plan (full time employees only)
  - o Add KC Earnings Tax if necessary

Federal Income Tax (FITW)

Tax	Filing Status	Dependents	Other Income	Deductions	Type	Amount	Percentage	Pre-Filled W-4
FITW - Federal Income Tax	Married	$2,000.00	$0.00	$0.00	Default	Default	Default	View

State and Local Taxes

☑	Tax Code	Filing Status	Exemptions 1	Exemptions 2	Type	Amount	Percentage
☐	MO - Missouri SITW	Single	0	0	Default	Default	Default
☐	MODSC - Missouri SITW Discount	N/A	N/A	N/A	Default	Default	Default
☐	MO-KAN1 - Kansas City, MO	N/A	N/A	N/A	Default	Default	Default

Delete   Verify Tax Setup

Additional Tax Information

SUI State	MO	SSN / FEIN	...··.··.···· Show
Tax Form	W2 ⌄	☐ Retirement Plan ☐ Statutory	
1099R Distribution Code	-- Select -- ⌄	943 Agricultural Employee ☐	

- Time Off>Setup>Manage Time Off Setup
  - o Add Time Off Types
    - ▪ Bereavement
    - ▪ VACXX (PRSXX)
    - ▪ SICXX (TCHXX)

< Manage Time Off Setup

CC Christen Cota [Active]
Pastoral Associate II [558]
Employed since 7/27/2020

Setup & Balance

● Hours Per Work Day   8.0000   ☐ Override?

Save

Time Off Types

☑	Type /	Start Date	Used Hours / Days	Available Hours / Days	Used $	Available $	Length Of Service
☐	SIC40 - Sick 40hr/wk Employee	07/27/2020	0.00 Hours	0.00 Hours	$0.00	$0.00	07/27/2020
☐	VAC40 - Vacation-40hr/wk Employee	07/27/2020	0.00 Hours	0.00 Hours	$0.00	$0.00	07/27/2020

Add   Delete   Cancel

- Personal>Additional Fields>Edit Additional Fields
  - Shared Employee: No
  - Benefit Deduction Months: 12
  - Benefit_Custom1:   No
  - Benefit_Custom3:   12
  - # Months Worked: 12

- Web Time Settings: Personal>Access>Edit Time & Labor Access