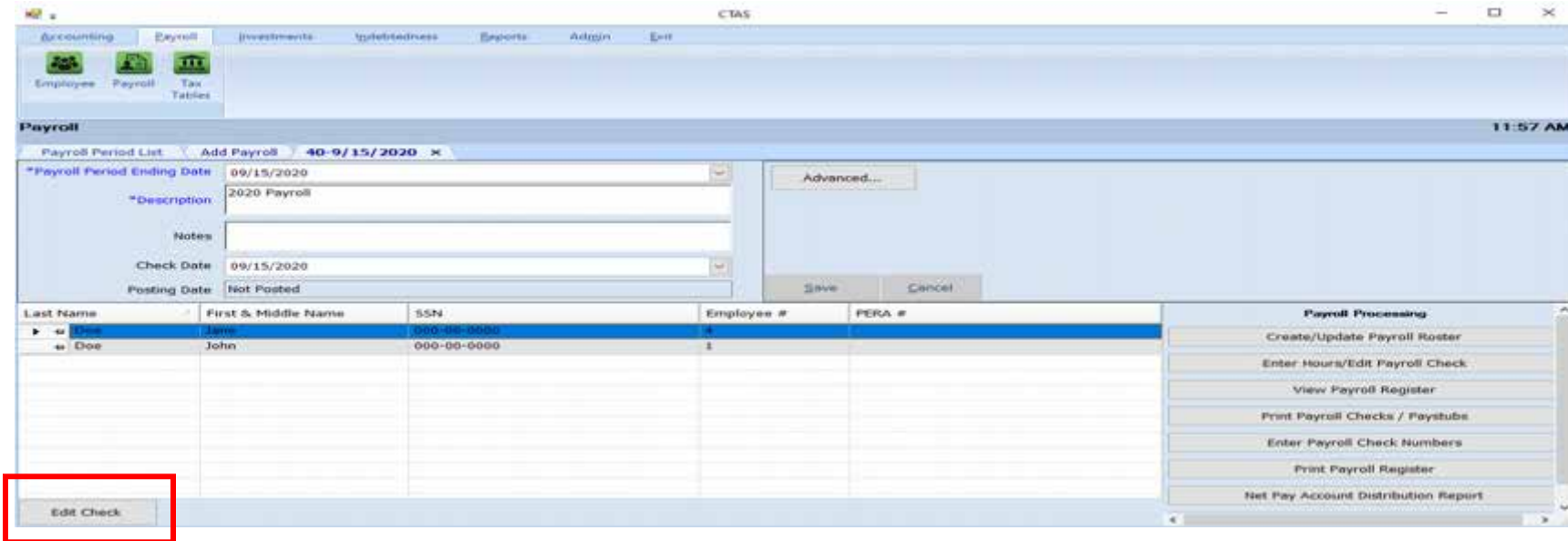




With the amounts that would have been withheld in 2020 documented, close the Payroll Register Report. Open/Edit the individual employee information, double left click on the employee name or highlight the employee name and left click on Edit Check in the lower left hand corner (boxed).



This opens the Payroll Check Information box (oval), select the Taxes (F4) tab (boxed). Uncheck the Withhold FICA box (arrow), then select Save in the lower right hand corner (triangle). (Screen shot below is from CTAS 2020, earlier versions of CTAS will look different, but will contain the same Withhold FICA check box in the Taxes (F4) tab).

Payroll Check Information

Employee #: 4      Name: Jane Doe

Gross Pay (F3)
Taxes (F4)
Employee Deduction (F5)
Employer's Share (F6)
Acct. Dist (F7)

**Tax and Pretax Benefit Deductions**

Calculate Tax

Tax Status Married Filing Jointly

Withhold FICA  \$40.30     
 State Withholding \*Tax State MN  
     Adjustment \$ 0.00     
 State Deductions 1  
 Withhold Medicare  \$9.43     
 State Withholding \$0.00  
     Adjustment \$ 0.00     
 Additional State Tax \$ 0.00

**Federal Withholding**

W-4 2019 or earlier     
  W-4 2020 or later

Federal Allowances (W-4 line 5) <span style="border: 1px solid gray; padding: 2px;">1</span>	Two Jobs (W-4 step 2c) <input type="checkbox"/>
Federal Withholding \$0.00	Claim Dependents (W-4 step 3) <span style="border: 1px solid gray; padding: 2px;">\$ 0.00</span>
Extra Federal Withholding (W-4 line 6) <span style="border: 1px solid gray; padding: 2px;">\$ 0.00</span>	Other Income (W-4 step 4a) <span style="border: 1px solid gray; padding: 2px;">\$ 0.00</span>
	Deductions (W-4 step 4b) <span style="border: 1px solid gray; padding: 2px;">\$ 0.00</span>
	Federal Withholding \$0.00
	Extra Federal Withholding (W-4 step 4c) <span style="border: 1px solid gray; padding: 2px;">\$ 0.00</span>

Pretax Deductions	Check box(es) if exempt from tax			
Deduction Name	Employee Share	Income Tax	FICA	Medicare
▶ Deferred Income	\$50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☐ Cafeteria	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* <span style="border: 1px solid gray; padding: 2px;"> </span>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Delete

Save
Close

Once unchecked and saved the withheld Social Security/FICA amount should now reflect a \$0 balance (boxed).

Payroll Check Information

Employee #: 4 Name: Jane Doe

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) Acct. Dist (F7)

Tax and Pretax Benefit Deductions

Calculate Tax

Tax Status Married Filing Jointly

Withhold FICA  \$0.00  
 Adjustment \$ 0.00

Withhold Medicare  \$9.43  
 Adjustment \$ 0.00

State Withholding  
 \*Tax State MN  
 State Deductions 1  
 State Withholding \$0.00  
 Additional State Tax \$ 0.00

Federal Withholding  
 W-4 2019 or earlier  W-4 2020 or later

Federal Allowances (W-4 line 5)	1	Two Jobs (W-4 step 2c)	<input type="checkbox"/>
Federal Withholding	\$0.00	Claim Dependents (W-4 step 3)	\$ 0.00
Extra Federal Withholding (W-4 line 6)	\$ 0.00	Other Income (W-4 step 4a)	\$ 0.00
		Deductions (W-4 step 4b)	\$ 0.00
		Federal Withholding	\$0.00
		Extra Federal Withholding (W-4 step 4c)	\$ 0.00

Deduction Name	Employee Share	Check box(es) if exempt from tax		
		Income Tax	FICA	Medicare
▶ Deferred Income	\$50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☐ Cafeteria	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Delete

Save Close

Complete the step above for all employees who are having their Social Security/FICA taxes deferred until 2021.

Print or view the Payroll Register Report, confirm all deductions are correct and finish the remaining steps in the payroll process.

CTAS Report Viewer

Main Report

New Township Payroll Register - Landscape 9/15/2020

**Payroll Period Ending** 09/15/2020

Employee		Hours		Earnings			Pretax Deductions					Taxable	Federal	FICA	Medicare
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Def. Income	Cafeteria	Other	Wages	WH Tax		
4	Doe, Jane	31.00	0.00	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$50.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$9.43
1	Doe, John	80.00	0.00	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$104.00	\$15.00	\$0.00	\$0.00	\$1,481.00	\$107.76	\$0.00	\$23.20
<b>TOTALS</b>		<b>111.00</b>	<b>0.00</b>	<b>\$2,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,250.00</b>	<b>\$104.00</b>	<b>\$65.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,081.00</b>	<b>\$107.76</b>	<b>\$0.00</b>	<b>\$32.63</b>

Employee		State	Insurance							Net Pay	EIC	Net Pay & EIC	Check #
ID	Name	WH Tax	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3				
4	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590.57	\$0.00	\$590.57	
1	Doe, John	\$45.90	\$5.00	\$100.00	\$10.00	\$0.00	\$125.00	\$0.00	\$0.00	\$1,064.14	\$0.00	\$1,064.14	
<b>TOTALS</b>		<b>\$45.90</b>	<b>\$5.00</b>	<b>\$100.00</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,654.71</b>	<b>\$0.00</b>	<b>\$1,654.71</b>	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%