

GEMINI ACCOUNTING PAYROLL SETUP PROCEDURE

MAINE STATE TAX TABLES AND WITHHOLDING TAX DEDUCTION SETUP

The information which follows provides the minimum information required for setting up Maine state tax withholding. It has been tested and appears to be substantially correct. **The user is responsible for obtaining updated state tax changes, updating state tax tables and rates information, and verifying that deduction calculation results are correct as necessary.**

You may also need to create the ME state unemployment tax deduction (ME SUTA). The SUTA deduction document is titled Multi-State SUTA Deduction and is available for download on the Prosoft website.

The Maine State Income Tax Withholding Deduction was created from the following documents. You may need them in order to test and verify this deduction is working properly and to update/enter correct withholding information for your employees:

<u>DOCUMENT</u>	<u>SOURCE</u>
Pub, <i>Withholding Tables for Individual Income Tax</i>	Maine Revenue Services
Form W-4ME, <i>Employee's Withholding Allowance Certificate</i>	Same as above, <u>completed by employee</u>

Please review your existing Deduction Tables and/or Master Deductions to see if the table(s) and/or the deduction which follows already exists in your system. If they do, you may need to simply update existing information. If they do not, you will need create new tables and/or a new deduction. Please proceed to Step 1, below, to begin.

STEP 1 – PAYROLL TAX TABLE(S): Add/Change Maine State Income Tax Tables (**PR | Payroll Setup | Tax Tables**: If the tables shown, below, do not presently exist, select **Insert**. If a table does exist, select it and then select **Change**. Enter/update/verify the state tax table data as necessary. Select **OK | Close** to return to the main Gemini window.

MAINE WITHHOLDING TAX TABLES

Table Name: **MESITTM**
Description: **ME St Inc Tax Table - Married**

Table Name: **MESITTS**
Description: **ME St Inc Tax Table - Single**

<u>Lower Limit</u>	<u>Fixed Amount</u>	<u>Variable Rate</u>
6,650.00	0.00	2.0000
16,800.00	203.00	4.5000
26,800.00	653.00	7.0000
47,000.00	2,067.00	8.5000

<u>Lower Limit</u>	<u>Fixed Amount</u>	<u>Variable Rate</u>
2,850.00	0.00	2.0000
7,900.00	101.00	4.5000
12,900.00	326.00	7.0000
23,000.00	1,033.00	8.5000

STEP 2 – UPDATE RELATED PAYROLL MASTER DEDUCTION:

If you have approved pre-tax state income tax deductions, such as a Cafeteria, health savings, and/or retirement saving plans, please review the **PRETAX** line in the formula shown in Step 3d. Each of the indicated deductions relies on calculations in deductions specifically for them and which may already exist in your system. If so, you may need to verify/change the pre-tax deduction Variable Names shown in the PRETAX line to match variable names presently in use for those deductions. If you are uncertain about what needs to be done, please contact Prosoft Support.

STEP 3 – CREATE PAYROLL MASTER DEDUCTION: Select **PR | Payroll Setup | Master Deductions**. If the deduction does not presently exist, select **Insert**. If it does exist, select **Change**. Enter/update/verify the state withholding tax

deduction shown, below, and then select **OK | Close** to return to the main Gemini window. You may change the Deduction Code and Description if desired:

a. **General tab:**

Deduction Code: **MESITW**

Linked: Ver 18 and higher checkbox. Leave blank (unchecked) at this time

Description: **ME St Tax W/H**

Deduction Group: Select a deduction group if desired (and if defined). See **NOTE 1**, below.

Withholding GL Acct: Enter a liability account number (you must enter a withholding account number even if you check the Allow Withholding Override option, below). This is the liability account to which SIT will accrue and from which it will be paid out through Accounts Payable. Select the search button to the right of the field if you need to search for/Insert/Change the appropriate account number.

Allow Withholding Override: Ver 19 and higher checkbox. We recommend it be left blank (unchecked) for this deduction. See **NOTE 2**, below.

Variable Name: Not applicable.

Union ID: Not applicable.

Deduction Type: **SIT**

Deduction Type ID: Not applicable.

Employee/Employer: Select **Employee Deduction**

Expense Acct: Inactive field (not applicable for employee deduction)

In State ID: **ME**

Load Sequence: **400**

Default Deduction: We recommend this box be checked if all your employees work in-state. If some employees work out-of-state, select and check if desired. When this box is checked, Gemini automatically adds this deduction to all new employees and, if it is a new deduction, allows you to automatically add the deduction to all existing employee's list of deductions when you click on **OK** to accept it.

Reset at End-of-Year: Select and check.

NOTES: 1. The maximum number of deductions that can be shown on a check stub/voucher is nine. When the number of deductions exceeds the maximum, **Deduction Groups** allows multiple similar deductions to be consolidated and totaled under a single group heading (for example, **Union Dedns**). Select the "search button" to the right of the Deduction Groups field to select a deduction group from an existing list of groups. The list can be updated "on-the-fly" if/as necessary and can also be updated by selecting **PR | Payroll Setup | Deduction Groups**.

2. When checked, the "Allow Withholding Override" option allows a single deduction to be used for multiple employees. It is primarily designed for master deductions such as employee advances, garnishments, and so on, where a general ledger account number has been specifically created for the employee so that deduction amounts can be accrued and tracked individually. The "employee's account number" is subsequently defined in the employee data file when the deduction is added to his/her list of deductions and will override the **Withholding GL Acct** when the employee's pay is posted to the General Ledger.

b. **Labels tab:**

Labels for User Amounts: Enter the following definitions in the appropriate fields provided to the right of Amt1 through Amt3 labels (**WARNING:** At this point you are simply **defining** the variable user amount fields, **DO NOT ENTER EMPLOYEE DATA INTO THEM**):

Amt1: **Allowances**

Amt2: **Mar Status**

Amt3: **Ee Status**

Amt4: **Addtnl Tax**

Labels for Tables: Not applicable/leave blank

Help Text: Either type or copy and paste the following information into the Help Text Box. Help information to be typed/copied is shown in 12 pitch **Times New Roman Bold** blue font.

MAINE STATE INCOME TAX WITHHOLDING DEDUCTION

The user is responsible for updating and verifying user-defined variables, if any, and the calculations made by the formula for this deduction are correct and for updating internal and external variable references which the formula may access in the employee's data file, other formulas, tables, and so on.

Enter appropriate information from Form W-4ME, MAINE Employee's Withholding Allowance Certificate, in the Optional User Amount fields noted, below:

Amt 1 (Allowances): Enter the total number of allowances claimed in box 4.

Amt 2 (Mar Status): Enter the employee's marital status from box 3 as follows:

0.00 - Single or Married but withholding at the higher Single rate

1.00 - Married

Amt 3 (Ee Status): Enter the employee's tax status as follows:

0.00 - Employee is subject to Maine state income tax withholding.

1.00 - Employee is a non-resident alien. Withhold Maine state tax at the flat rate amount specified in the deduction formula variable MEFR.

2.00 - Employee claims exemption from Maine state income tax withholding per box 6A, 6B, 6C, or 6D. NOTE: If this option is entered, DO NOT check the "Deduction is Inactive" checkbox. Gemini still needs to track earnings for reporting and Form W2 purposes.

Amt 4 (Addtl Tax): Enter additional state tax amount to withhold per box 5.

c. **Vendor Link tab:** If desired, enter the vendor to whom this accrued payroll deduction element will be paid. If you use a vendor link at this level, a single Accounts Payable batch entry will be created to be posted into AP. The batch invoice amount will be equal to the total deducted from all employees with this deduction.

d. **Formula tab:** Either type or copy and paste the following information into the Deduction Formula text box over any existing formula text. Formula information to be typed/copied is shown in 12 pitch **Times New Roman Bold** blue font.

"MAINE STATE INCOME TAX WITHHOLDING FORMULA"

"VARIABLES"

MELIC = 40.00; "Annualized Low-Income Credit Tax Amt"

MEAWAA = 2850.00; "Annual Withholding Allwnc Amt"

MEFR = 5.00; "% Flat Rate Withholding Amt for Non-resident Alien Employees"

PRETAX = PRECAF + PREK4 + PRECAFAHI + PRECAFOHI + R401K + PRESIMP + PRESIRA;

"FORMULA"

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BASIS = TAXABLEPAYS - PRETAX;
GROSS = BASIS;
MEATP = BASIS * PAYFREQ;
MEAWA = AMT1 * MEAWAA;
MEATI = MEATP - MEAWA;
IF AMT2 = 0.00;
MEAT = TABLE(MESITTS,MEATI);
ENDIF;
IF AMT2 = 1.00;
MEAT = TABLE(MESITTM,MEATI);
ENDIF;
IF AMT3 = 0.00;
MEAT = MEAT;
ENDIF;
IF AMT3 = 1.00;
MEAT = ((MEATI * MEFR) / 100);
ENDIF;
IF AMT3 = 2.00;
MEAT = 0.00;
ENDIF
IF MEAT + 0.01 > MELIC;
MEAT = MEAT;
ELSEIF;
MEAT = 0.00;
ENDIF;
MEWT = MEAT / PAYFREQ;
" If rounding is desired, remove the quotation marks (" ") enclosing the next line "
"MEWT = (MEWT / 10000) * 10000;"
RESULT = MEWT + Amt4;

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e. Testing the formula:

(1) Verify the formula, above, is typed/copied in correctly by clicking on the **Test Formula** button. If you get a formula definition error of any type as soon as you click on the **Test Formula** button, you must find and correct the formula entry error before proceeding further (the error message window will display the offending text area to help you locate and correct the error). If you do not receive a formula error, a window titled **Formula Test:...** will appear with empty data fields for testing.

(2) Although we have thoroughly tested the deduction formula for correct operation, you may wish to verify it yourself. You can manually create a scenario whereby you test the formula by filling in the various formula data fields. Alternatively, you may wish to use the example deduction scenario outlined in your state tax publication(s) and/or forms noted at the beginning of this document. After test data has been entered in the various formula data fields, click on the **'Calculate'** button to obtain the **Result**, **Basis**, and **Gross** amounts. The **Result** you obtain should be very close to your manual calculations, example deduction scenario amount, or the standard table amount if your state uses periodic tax tables (weekly, monthly, etc). Please note that periodic tax table amounts are for an income "range" and may be off by a few dollars whereas, unless your state requires rounding, Gemini calculates to the penny.

(3) Click on **Done** to return to the *Formula* tab and, if you are finished with the formula, click on **OK** to save your deduction; the system will return you to the **Master Payroll Deductions** window. Click on **Close**.

STEP 4 – UPDATE EMPLOYEE DATA FILES:

a. Select **PR | Employee Maintenance**:

b. Select an employee and click on **Change**; the *Update Records* window should appear for the selected employee. At the bottom of the window, select **Deductions** to display the “**Deductions for...**” window.

c. If you did *not* check the **Default Deduction** box in Step 3a, above, either click on the **Insert** button or press the **Insert** key on your keyboard to display the **Deduction will be Added** window. Either type in **MESITW** in the **Deduction** field or click on the search button to the right of it to display and select the **MESITW** deduction from the **Master Payroll Deductions** window.

d. You should now be on the window titled either **Deduction will be Changed** or **Deduction will be Added** – it makes no difference which.

(1) Enter an AP vendor number in the **Vendor Link** field if desired. If there is a vendor number in this field, it takes precedence over a vendor number entered in the PR Master Deduction (Vendor Link tab). Please note that any Vendor Link activated at this level produces a single AP batch invoice entry for each employee with this deduction.

(2) Verify the **Show on Check Stub** box is checked.

(3) Update the **Optional User Amts** fields on the right-hand side of the window as necessary. If you don't know what information to enter, either refer to the **Help Text** in Step 3b, above, or simply click on the **Deduction Help** button.

e. When finished, click on **OK** at the bottom of the screen to save the information and return to the “**Deductions for...**” window. If this is a new deduction, it should appear at the bottom of the employee's list of deductions and should be highlighted. It may be left where it is or, if desired, click on the “Up Arrow” box below the deductions list to move the deduction up in the employee's list of deductions.

f. Click on **Close** to get back to the “**Update records...**” screen and then select **OK** to update employee data; the system should return you to the window titled **Employee List**. Select and update the next employee's deductions list as necessary.

This concludes the setup of the Maine State Withholding Tax deduction.