

# How to Use Paycheck Calculator

1. Click **Paycheck Calculator** under **Payroll** module.
2. Enter information on the following fields:
  - a. Gross Pay
  - b. Pay Period
  - c. Federal Filing Status
  - d. State
  - e. County
  - f. State Filing Status



Other fields can be entered with data as necessary. The State Information fields vary per selected State.

3. Click **Calculate** toolbar button.
4. Check the computed amounts.

The screenshot shows the 'Paycheck Calculator' application window. It has a 'Calculate' button and a 'Close' button. The window is divided into three main sections: 'Paycheck Information', 'State / Local Information', and 'Paycheck Results'. The 'Paycheck Information' section includes fields for Pay Date (6/29/2016), Gross Pay (3,200.00), Gross Pay YTD (0.00), Pay Period (Bi-Weekly), Federal Filing Status (Single), Federal Allowances (0), Additional Withholding (0.00), Round Federal (unchecked), Exempt Federal Tax (unchecked), Exempt FICA (unchecked), Exempt Medicare (unchecked), and FICA Limit (118,500.00). The 'State / Local Information' section includes fields for State (Indiana), County (Allen), State Filing Status (Single), State Allowances (0), Resident (No), Additional Withholding (0.00), Calculate SDI (unchecked), and Dependents (0). The 'Paycheck Results' section shows a table with 'Employee Totals' and 'Company Totals' columns. The 'Employee Totals' column is highlighted with a green box. The data in the table is as follows:

	Employee Totals	Company Totals
Gross Pay:	3,200.00	
Federal Withholding:	615.65	
FICA - Social Security:	198.40	198.40
Medicare:	46.40	46.40
State:	105.60	
Local:	20.40	
SDI:	0.00	
Net Pay / Total:	2,213.55	244.80

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3. Click **Calculate** toolbar button.
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This screenshot is identical to the one above, showing the 'Paycheck Calculator' application window with the same input fields and results table. The 'Employee Totals' column in the results table is highlighted with a green box.

