

Add New Unemployment Insurance Wage Base

These instructions concern **Unemployment Wage Base** changes issued to the general public after the release of our Update in the **Payroll Tax Tables**.

1. Go to Menu **APYMNU05** and take option “**20**” for **Work with Tax Table Master**.
2. Once in **Payroll Tax Table Maint.**
 - a. Press **F16** for “**SUTA Rates**”
 - b. Type in the State Id on the State Id. Line and press enter.
 - c. Type “**3**” on the line next to the state rate at the top of the list and press enter.
 - d. Change the **Effective Date** (do not use “/”) and press field exit.
 - e. Change Limit (remember to use decimal point) then press field exit.
 - f. Press **Enter twice**
 - g. If you want to see the newly created table press the “Page Up” key.
3. You have completed changes for **SUTA Unemployment Insurance Wage Base**, Press **F3** key twice to Exit the **Payroll Tax Table Maint.** program.
4. If you have more than one data set you will need to change the additional data sets also!!!