Updating Tax Tables Checklist

The tax tables need to be updated in Human Resources BEFORE your January 2021 payroll. Download the two tax tables from our email or website, then complete the following:

\_\_\_\_\_ In TxEIS, go to **Human Resources > Utilities > Install Salary/Tax Tables.** Select Fed. Income Exempt, type 2021 in the Calendar Year.



Browse to the ***2021\_Fed\_Income\_Tax.txt*** file on your computer. Click Submit, then click Execute.



At the preview, select Process.





\_\_\_\_\_ **Repeat the same process for the FICA tax file.**

Select the radio button for FICA Tax Rates.

*Browse:* Select the radio button FICA Tax Rates and the file named 2021\_*FICA\_Tax\_Rates.txt.*

Select Execute



Select Process at the Preview.





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