

Troubleshooting Federal Tax Withholding

Last Modified on 02/19/2023 11:14 pm CST

This article outlines ways to troubleshooting potential issues with Federal Tax Withholding.

Note For additional assistance, please contact TempWorks Support.

Pay Setup

- Check the Employee Change Log report to see if there have been recent changes to the employee tax setup.
- Check if allowances are set to "99". This will result in taxable wages being tracked but no tax being withheld.
- Check if the employee has been marked as exempt. This will result in no taxable wages and no tax being withheld.
- Check if the employee has an "Additional Withholding" or "Percentage" entered within their Pay Setup.
- Verify the information on the Pay Setup screen reflects what the employee has entered on the W-4.

Note For more information on entering employee tax information, please see the following article titled [Enterprise - How to Manage Employee Taxes](#).

Orders

- Check the "Pay Periods" on the order.
- Check the Order Change Log report to see if the Pay Periods have been changed recently.

Note For more information on the Pay Periods of an Order, please see the following article titled [Enterprise - Order Types and Pay Periods](#).

Timecards

- Check the employees timecard for values in "Fed Withholding", "State Withholding", and "Pay Periods" on the "Overrides" tab.
- Check the Paycode of the transaction:
 - The Paycode may be set up to withhold at the supplemental tax rate.

Note This information can be found within Enterprise > Pay/Bill > Time Entry > Timecard > Detailed Timecard > "Overrides" Tab:

Check Register

- Check to see if the employee check in question had multiple transactions from different weekend dates:
 - If the pay periods on the Order(s) is 52 but there are multiple weekend dates on the check, the system will adjust the pay periods when annualizing the wages for tax calculation purposes.

Note This information can be found within Enterprise > Pay/Bill (or Employee) > Check Register > Check Summary > Extended Check Details > Transactions

| ID | Emp Name | Customer | Pay Code | Hours | Bill Adj | Salary | Net Adj | WE |
|---------|---------------|------------------|----------|-------|----------|--------|---------|-----|
| 1382476 | Chris, Ashley | Bucky's Shipping | Reg | 24 | \$0.00 | \$0.00 | \$0.00 | 2/2 |

- Check to see if there were any pre-tax deductions on the check.

Note This information can be found within Enterprise > Pay/Bill (or Employee) > Check Register > Check Summary > Extended Check Details > Adjustments

The screenshot displays a software interface for an employee named Chris, Ashley. On the left is a navigation menu with options like 'payroll and invoicing', 'time entry', 'check register', 'check summary', 'staged check summary', 'incomplete transactions', 'invoice register', and 'other'. The 'check summary' option is selected. The main area shows employee information: Ashley Chris, 12345 Neil Armstrong, Eagan, MN 55121. To the right, tax and marital status information is shown: Single, Tax Exemptions: 0, Federal-Single, and a value of \$0.00. Check details include: Check Number 113061, Check ID 4295060902, TCF Bank AR Bank Account, and account number 333322221111. A table titled 'Extended Check Details' is open, showing a list of adjustments:

| Adjustment | Description | Amount |
|------------|---------------------------|---------|
| ChildSup2 | Child Support garnishment | \$50.00 |
| Equipment | Steel toed boots | \$20.00 |

Additional Resources

- Refer to the following publication for additional information:
 - [Publication 15-T](#) - Specifically pages 8-10

Related Articles