

PAYCHECK CALCULATOR INSTRUCTIONS

General Entry Instructions: This spreadsheet can be used to calculate net pay and withholding amounts for employees paid on a monthly basis. The calculations are set up for monthly amounts only and will not work for semi-monthly or bi-weekly pay periods. By changing the marital status or number of exemptions, you can project your net and withholding amounts based on these changes.

Specific Entry Instructions:

Gross Pay: Enter your gross monthly pay. This amount is shown on your Statement of Earnings and Deductions as Salary Paid.

Retirement Category: PERSI members enter PERSI. Non PERSI Members enter NONE.

Social Security/Medicare: If your Statement of Earnings and Deductions shows both SOC SEC and MEDICARE deductions as FICA SS and FICA MI - enter YES, if it shows FICA MI only enter MED or if it shows neither enter NO.

Federal Marital Status: Enter any status (M=married, S=single, H=head of household) you want to check rates on.

Number of Exemptions Federal: Enter the number of exemptions you want to compute for federal tax.

State Marital Status: Enter any status you want to check rates on. (NOTE: This calculates only Idaho state tax.)

Number of Exemptions State: Enter the number of exceptions you want to compute for state tax. (Idaho only)

Total CAFÉ PLAN Deductions: Enter the sum of all Café Plan deductions that you have deducted. These are shown on your Earnings Statement as CAFÉ PLAN.

Other Pre-Tax Deductions: Enter the sum of all account receivable deductions that you wish to use in this calculation. These currently show no description on your earnings statement of earnings and deductions. (NOTE: Many account receivable deductions are one time and not ongoing. In this case you may wish to exclude these from the calculations.)

Total Voluntary Deductions: Enter the sum of all other deductions you have that are not covered in the categories above. These may include things such as life insurance premiums, association dues, charitable giving etc. These deductions are taken on a post-tax basis and are listed under MISC DEDUCTIONS on your Earnings Statement.

Deferred Comp/TSA: Use this field to enter any Deferred Compensation/TSA amount that you want to see calculations on. These deductions are shown as NON-TAXED DEDUCTIONS on your Statement of Earnings. (NOTE: Also use this field to enter PERSI Retirement buy back shown as *RETIREMENT BUY BACK on your Statement of Earnings and Deductions

Click the **CALCULATE** button to see the NET PAY