## Starting Tax Info when Work and Residence Differ

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|---|---|
| 1. | Click the **Compensate Employees** link.<br>Compensate Employees |
| 2. | Click the **Maintain Payroll Data (USF)** link.<br>Maintain Payroll Data (USF) |
| 3. | Click the **Use** link.<br>Use |
| 4. | Click the **Employee Tax Data** link.<br>Employee Tax Data |
| 5. | Click in the field in which you want to search. |
| 6. | Enter the desired information into the **Name** field. Enter a valid value, e.g. "**Winter**". |
| 7. | Click the **Search** button.<br>Search |
| 8. | Select the desired entry.<br>0011  HE     WINTER,ADAM |
| 9. | Click the **Add a new row at row 1** button in the **Effective Data** box to insert a new row.<br>+ |
| 10. | Click the **Choose a date** button. |
| 11. | Select the **Effective Date**.<br>Click **16**.<br>16 |
| 12. | Click the **State Tax Data 1** tab.<br>State Tax Data 1 |
| 13. | Enter the desired information into the **\*State** field. Enter a valid value, e.g. "**PA**". |
| 14. | Click the **Local Tax Data** tab.<br>Local Tax Data |
| 15. | Enter the desired information into the **\*Locality** field. Enter a valid value, e.g. "**423740**". |
| 16. | **End of Procedure.** |