

NEOGOV

Payroll Maintenance Guide

Last revised: 5/5/2023

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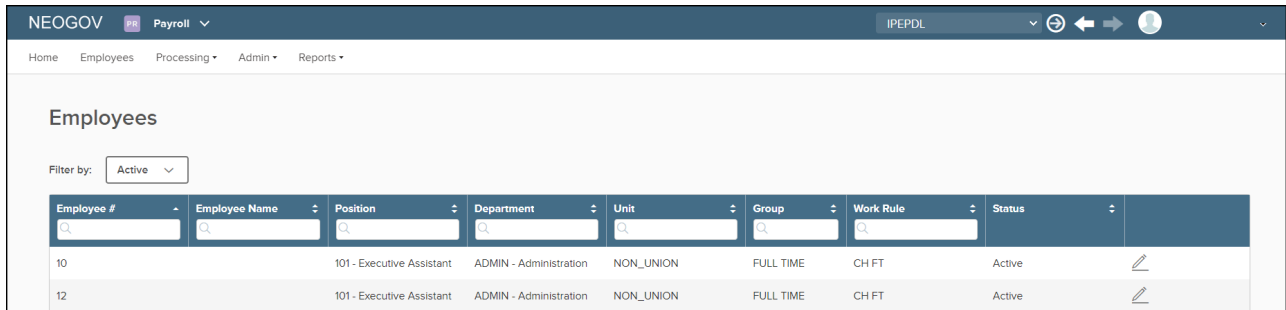
Preface

By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

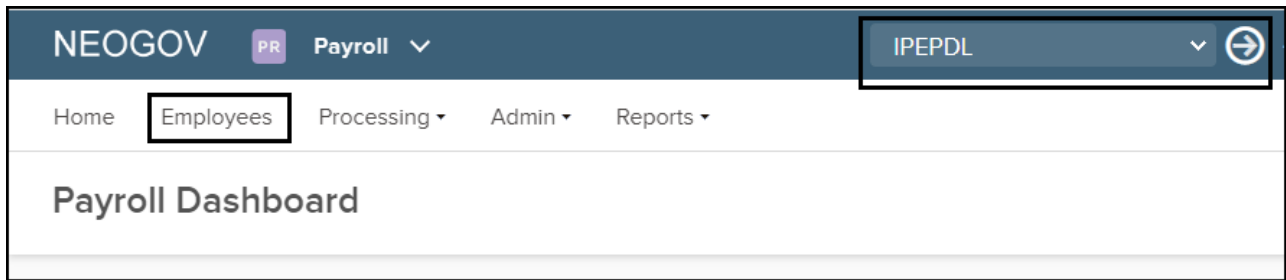
Overview

This guide is for Payroll administrators who need to maintain tax and payroll items for employees. Topics in this guide include tax withholdings, direct deposits, and sundries.

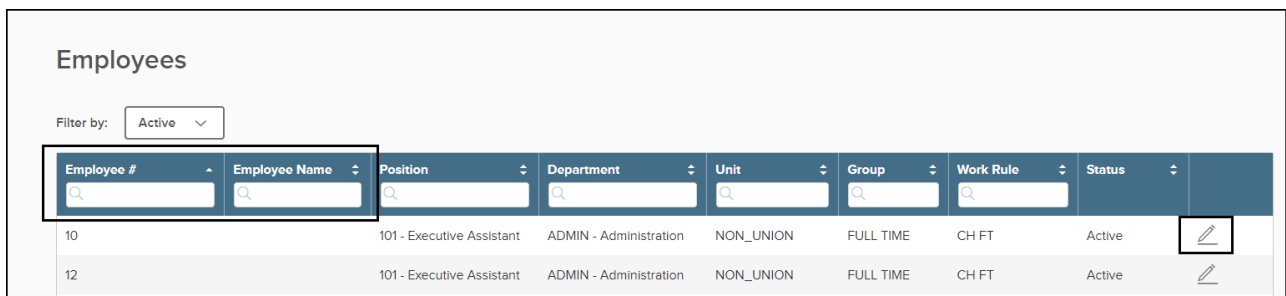
Each section of this document uses the **Employees** screen.



To access this screen, click **Employees** from the **Payroll Dashboard**, or search for **IPEPDL** in the **Page Code** field.



Use the filters to search for a specific employee, then click the pencil icon (**Edit record**) to access the employee's details.



Manage Employee Tax Withholdings

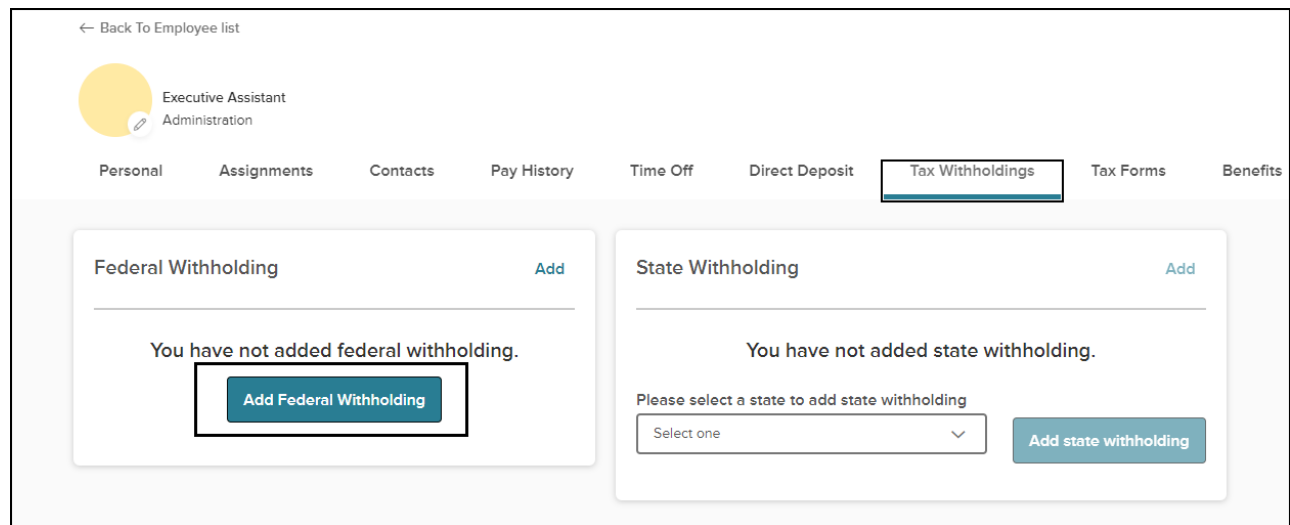
This section describes how to add or update employee tax information. You can use this section to troubleshoot problems with an employee’s tax withholdings. The table below describes a scenario and a link to the document section.

Scenario	Document Section
Employee does not have federal tax withholdings set up.	Add Federal Tax Withholdings
Employee has federal tax withholdings set up.	Edit Federal Tax Withholdings
Employee does not have state tax withholdings set up.	Add State Tax Withholdings
Employee has state tax withholdings set up.	Edit State Tax Withholdings

Add Federal Tax Withholdings


If an employee does not have any federal tax withholdings set up, do the following.

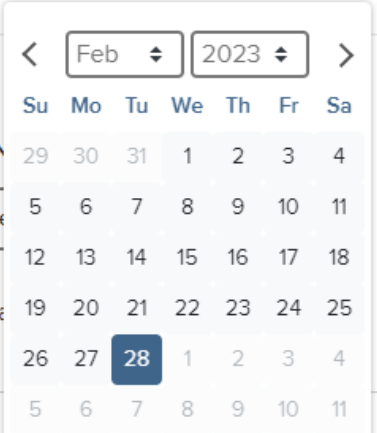
1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. From the **Tax Withholdings** tab, click **Add Federal Withholding**. The **Federal Withholding** modal appears.



- 3. Select the desired **Effective as of** date. This is the date the employees withholding take effect in NEOGOV.

Federal Withholding

Effective as of 02/28/2023 



FILIN


Select

I am exempt

MULTIPLE JOBS OR WORKING SPOUSE

- 4. Select the employee’s **FILING STATUS** and whether they are **exempt**.

FILING STATUS

'S'-single or married filing separately 

I am exempt

- 5. Select whether the employee has multiple jobs or a working spouse.

MULTIPLE JOBS OR WORKING SPOUSE

Multiple jobs or are married filing jointly and your spouse also works FALSE 

6. If the employee has dependents, enter the **Dependent Amount** the employee claims on their taxes.

DEPENDENTS

Dependent Amount

7. Under **OTHER ADJUSTMENTS**, enter or select the following then click **Save**.

Field	Description
Other Income	If needed, enter an amount the employee receives from other sources.
Deductions	Enter the dollar amount of deductions for the employee.
Extra Withholdings	If needed, enter any extra withholdings the employee has.
FICA Method	If the employee is exempt from FICA, select this toggle. When selected, NEOGOV will not calculate this value in payroll.
Medicare Method	If the employee is exempt from Medicare, select this toggle. When selected, NEOGOV will not calculate this value in payroll.
FUTA Method	If the employee is exempt from the Federal Unemployment Tax Act (FUTA), select this toggle. When selected, NEOGOV will not calculate this value in payroll.

OTHER ADJUSTMENTS

Other Income

Deductions

Extra Withholdings

FICA Method Exempt

Medicare Method Exempt

FUTA Method Exempt

After saving, NEOGOV will display a confirmation message, and the **Federal Withholding** card appears.

Federal Withholding Edit

FILING STATUS

'S'-single or married filing separately

I am exempt

MULTIPLE JOBS OR WORKING SPOUSE

Multiple jobs or are married filing jointly and your spouse also works	FALSE
--	-------

DEPENDENTS

Dependent Amount	\$ 0
------------------	------

OTHER ADJUSTMENTS

Other Income	\$ 0
Deductions	\$ 0
Extra Withholdings	\$ 0
FICA Method	<input type="checkbox"/> Exempt

Edit Federal Tax Withholdings

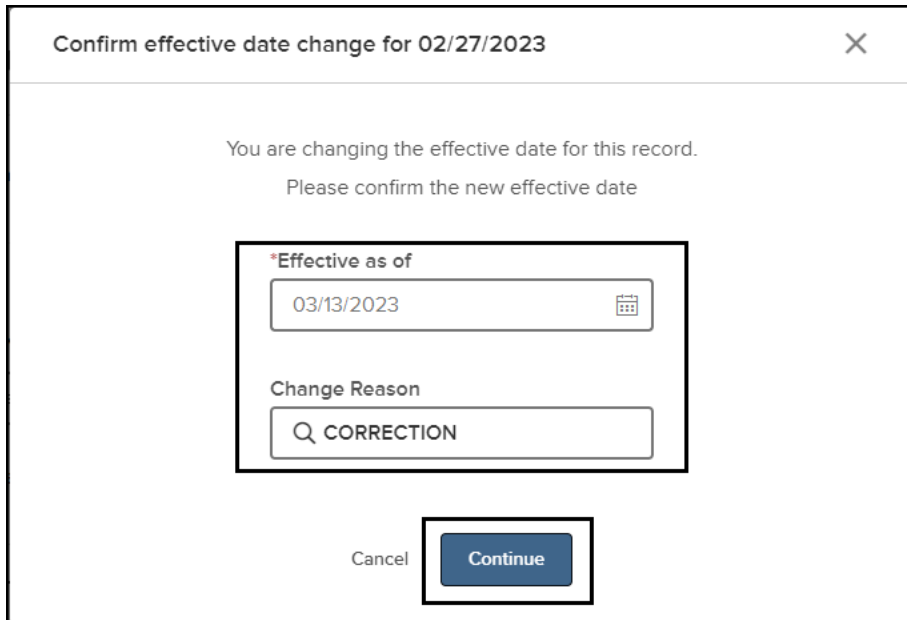
If the employee has federal tax withholdings set up, do the following.

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Under the **Tax Withholdings** tab, click **Edit** on the **Federal Withholding** card.

If the date of the **effective record** is 12/31/2019 or prior, the record will correspond to the pre-2020 W4. If the date is 01/01/2020 or later, the record will correspond to the post 2020 W4.

3. Adjust any fields on the modal to match the employee’s requirements.
4. If needed, select **Update this effective date**. The confirmation dialog appears.

5. Select a new **Effective as of** date and a **Change Reason**, then click **Continue**.



Confirm effective date change for 02/27/2023

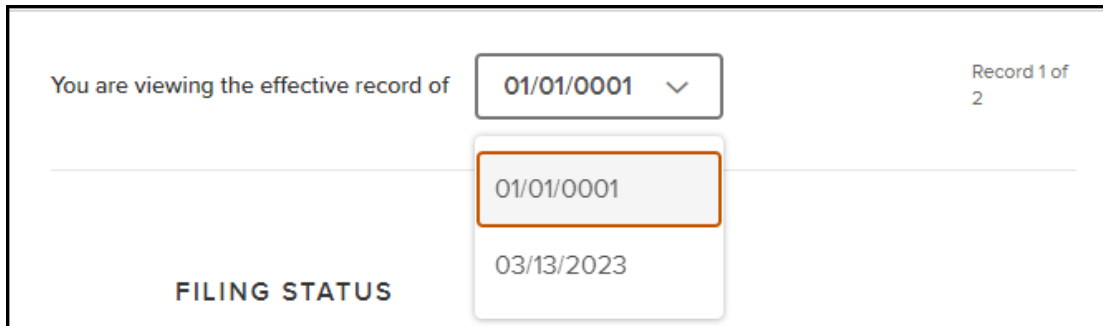
You are changing the effective date for this record.
Please confirm the new effective date

*Effective as of
03/13/2023

Change Reason
CORRECTION

Cancel Continue

NEOGOV displays the new **effective date** from the list.



You are viewing the effective record of 01/01/0001

Record 1 of 2

FILING STATUS

01/01/0001

03/13/2023

6. Click **Save**. A confirmation screen appears.

- 7. Select your answer to the question, select an **Effective as of** date and a **Change Reason**, then click **Continue**.

Confirm edits of Federal withholding ✕


You are editing Federal withholding for John Smith.

What would you like to do?

Create a new effective record

Confirm edits to the selected effective record of 03/13/2023

***Effective as of**



Change Reason

Cancel

NEOGOV processes the changes and updates the **Federal Withholding** card.

Add State Tax Withholdings

If an employee does not have any state tax withholdings set up, do the following.

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. From the **Tax Withholdings** tab, select the employee's state and click **Add state withholding**. The **Withholding** modal for the state appears.

Direct Deposit Tax Withholdings Tax Forms Benefits Property

State Withholding [Add](#)

You have not added state withholding.

Please select a state to add state withholding

Select one

3. Select or enter the appropriate information then click **Save**. NEOGOV displays information on the state withholding card

Time Off	Direct Deposit	Tax Withholdings	Tax Forms	Benefits	Property	IPEDS
--------------------------	--------------------------------	----------------------------------	---------------------------	--------------------------	--------------------------	-----------------------

California Withholding Edit

ELECTIONS

Filing Status 'S'-single or married spouse works or married separate

Additional amount, if any, you want withheld from each paycheck \$ 0

I am exempt

ADDITIONAL PARAMETERS

State Reciprocity Agreement

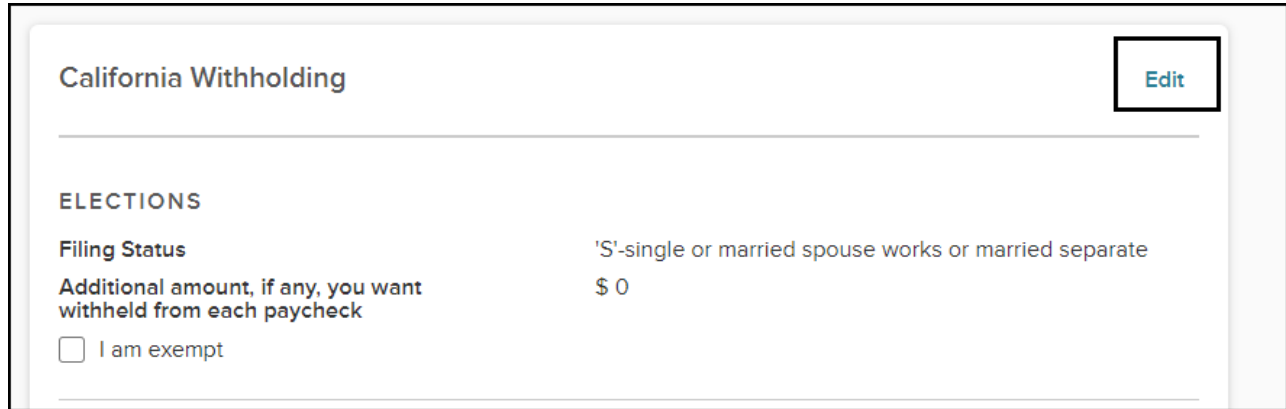
Additional Tax for Residents

Additional Tax for Work

Regular Allowances	0
Additional Allowances	0
Supplemental Type	
Total Allowances	5

Edit State Withholdings

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Under the **Tax Withholdings** tab, click **Edit** on the state **Withholding** card.



The screenshot shows a modal window titled "California Withholding". In the top right corner, there is a blue "Edit" button. Below the title, there is a section labeled "ELECTIONS". Under "ELECTIONS", there are three fields: "Filing Status" with the value "'S'-single or married spouse works or married separate", "Additional amount, if any, you want withheld from each paycheck" with the value "\$ 0", and a checkbox labeled "I am exempt" which is currently unchecked.

If the date of the **effective record** is 12/31/2019 or prior, the record will correspond to the pre-2020 W4. If the date is 01/01/2020 or later, the record will correspond to the post 2020 W4.

3. Adjust any fields on the modal to match the employee's requirements, then click **Save**. The confirmation dialog appears.

4. Select whether to create a new effective date or edit the existing date.
5. If creating a new effective date, select the new date.
6. (Optional) Select a **Change Reason**.
7. Click **Continue**.

Confirm edits of California withholding ✕

You are editing California withholding for Persona Gratta.

What would you like to do? 4

Create a new effective record

Confirm edits to the selected effective record of 03/19/2023

*Effective as of 5

03/19/2023 📅

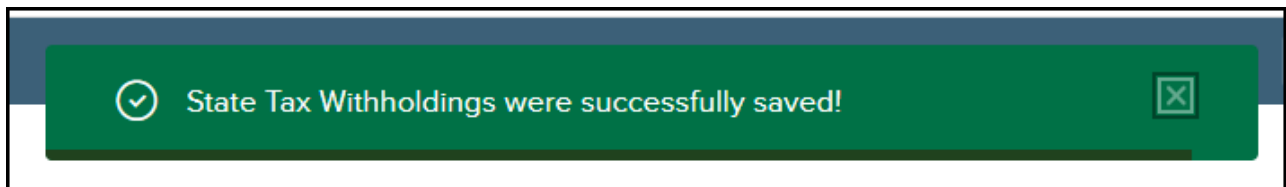
Change Reason 6

🔍 Select one

Cancel

Continue 7

NEOGOV displays a confirmation and updates the state Withholding card.



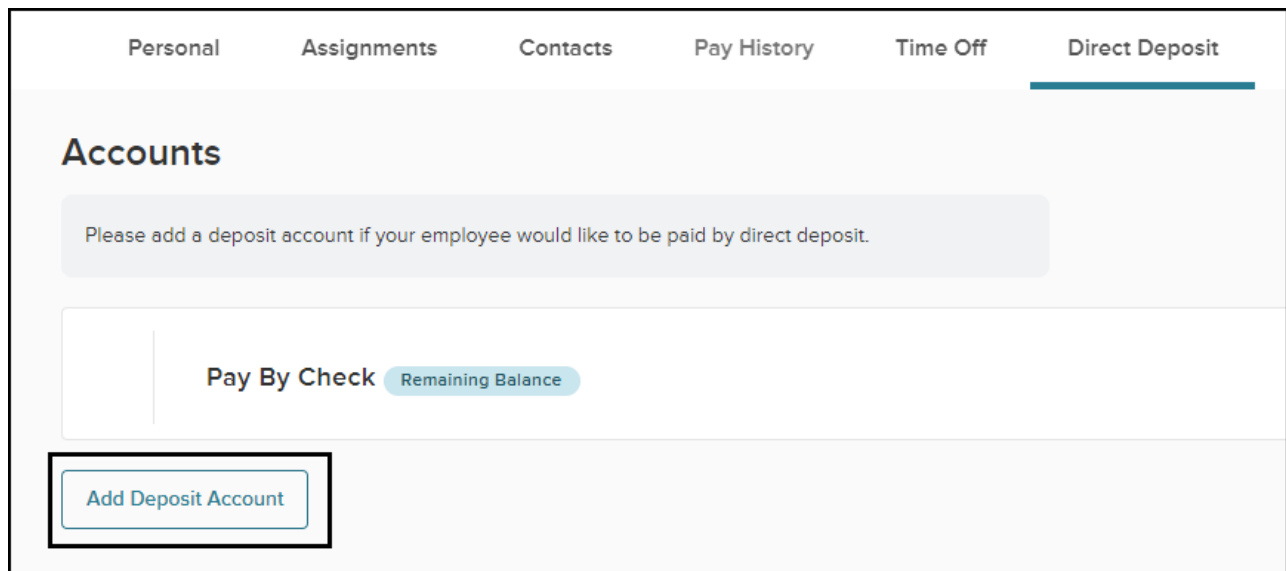
Manage Employee Direct Deposit Information

This section describes how to set up direct deposit and how to pay an employee by check.

Add a Direct Deposit Account

When adding direct deposit accounts, NEOGOV automatically sets the first account you create as the primary account. You can change the primary account after setting up another account (see [Determine Primary Account](#)). NEOGOV will pay the accounts in the order you create them.

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Under the **Direct Deposit** tab, click **Add Deposit Account**. The **Add Direct Deposit** modal appears.



3. Complete bank account details.
4. (Optional) If the account is a health saving account, select **HSA Account**.

Bank Nickname Enable as Primary Account

* Routing Number Bank Name

* Account Number * Account Type

HSA Account

5. (Optional) If the bank required prenotification before processing the deposit, select **Prenote Required**. NEOGOV automatically completes the **Prenote Date** and **Deposit Starts** fields.

Prenote Required

Prenote Date

Deposit Starts

6. Click **Save**. NEOGOV adds the account.

Add Direct Deposit Cancel

Changes may take up to 24 hours to be processed and may not be applied to your next paycheck.

Personal Assignments Contacts Pay History Time Off Direct Deposit

Accounts

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

BofA	Remaining Balance	
Checking	XXXXXXX8911	XXXXX0138
ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER

Add More Accounts

1. Under the **Direct Deposit** tab, click **Add Deposit Account**. The **Add Direct Deposit** modal appears.
2. Complete the bank information.
3. Enter a **Disbursement** amount and select dollar (\$) or percentage (%).

*** Disbursement** ⓘ

350

\$

%

HSA Account

If you toggle **Enable as Primary Account**, NEOGOV removes the **Disbursement** fields.

4. Click **Save**. NEOGOV adds the bank account.

Accounts

View Timeline Save

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

⋮	BofA 2 Checking <small>ACCOUNT TYPE</small>	XXXX5671 <small>ACCOUNT NUMBER</small>	XXXXX0206 <small>ROUTING NUMBER</small>	<input type="button" value="Edit"/>	Amount <input type="text" value="350"/> <input type="text" value="\$"/> <input type="text" value="%"/>
	BofA Remaining Balance Checking <small>ACCOUNT TYPE</small>	XXXXXXX8911 <small>ACCOUNT NUMBER</small>	XXXXX0138 <small>ROUTING NUMBER</small>	<input type="button" value="Edit"/>	Amount <input type="text"/> <input type="text" value="\$"/> <input type="text" value="%"/>

Edit a Direct Deposit Account

You can change the information for any account you've created.

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Locate the desired account and click **Edit**. The **Edit Direct Deposit** modal appears.

Accounts

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

	BofA Remaining Balance Checking <small>ACCOUNT TYPE</small>	XXXXXXX8911 <small>ACCOUNT NUMBER</small>	XXXXX0138 <small>ROUTING NUMBER</small>	<input style="border: 2px solid black;" type="button" value="Edit"/>	
--	--	--	--	--	--

3. Change the desired information, then click **Continue**.

Edit Direct Deposit

Cancel
Continue

Changes may take up to 24 hours to be processed and may not be applied to your next paycheck.

NEOGOV processes the changes to the account.

Delete a Direct Deposit Account

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Locate the desired account and click **Edit**. The **Edit Direct Deposit** modal appears.

Personal
Assignments
Contacts
Pay History
Time Off
Direct Deposit
Tax Withholdings
Tax Forms
Benefits
Property
IPEOS
Deductions
Earnings

Accounts View Timeline Save

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

BofA 2									
Checking	XXXX5671	XXXXX0206		Edit	Amount	350	\$	%	
ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER							

BofA									
Checking	XXXXXXXX8911	XXXXX0138		Edit	Amount		\$	%	
ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER							

Add Deposit Account

3. Click **Remove Account** at the bottom of the modal. NEOGOV displays a confirmation.

Prenote Required

Prenote Date

Deposit Starts

Remove Account

4. Click Yes, Remove.

Delete Direct Deposit Account

Are you sure you want to remove BofA 2 Account [011000206 - BANK OF AMERICA N.A.]?

NEOGOV removes the account from the **Direct Deposit** tab.

Personal Assignments Contacts Pay History Time Off **Direct Deposit** Tax Withholdings

Accounts

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

BofA Remaining Balance		
Checking	XXXXXXXX8911	XXXXX0138
ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER

Managing Accounts

For employees with multiple accounts, you can set the amount to pay each account, determine the order that NEOGOV will pay the account, and change which account is the primary account.

Manage Disbursement Amounts

1. Locate the desired account under the **Direct Deposit** tab.
2. Change the amount in dollars (\$) or percent (%) and click **Save**.

The screenshot shows a web interface for managing disbursement amounts. At the top right, there are two buttons: 'View Timeline' and 'Save'. The 'Save' button is highlighted with a black border. Below this, there is a section with an 'Edit' button on the left. To the right of the 'Edit' button is a form containing the label 'Amount', an input field with the number '15', and two radio buttons labeled '\$' and '%'. This entire form area is also highlighted with a black border.

NEOGOV displays a confirmation and updates the account.

Determine Pay Order

You can determine the order to pay the accounts. NEOGOV will pay the accounts in order from top to bottom. The primary account will always remain at the bottom of the order.

1. From the **Direct Deposit** tab, click and drag an account up or down. The display order changes.

BofA Savings				Amount	10	\$	%
⋮	Savings	XXXXX9567	XXXXX0390	Edit			
	ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER				
BofA 2				Amount	15	\$	%
⋮	Checking	XXXXX5567	XXXXX0206	Edit			
	ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER				

Click & Drag to reorder

2. Click **Save**. NEOGOV displays a confirmation and will pay the accounts in the new order.

Accounts [View Timeline](#) [Save](#)

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

BofA 2				Amount	15	\$	%
⋮	Checking	XXXXX5567	XXXXX0206	Edit			
	ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER				
BofA Savings				Amount	10	\$	%
⋮	Savings	XXXXX9567	XXXXX0390	Edit			
	ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER				

Determine Primary Account

NEOGOV sets the first account you create as the primary account and displays the **Remaining Balance** tag. You can change this assignment if needed.

1. From the **Direct Deposit** tab, click **Edit** on the desired account. The **Edit Direct Deposit** modal appears.

2. Select **Enable as Primary Account**.

3. Click **Continue** at the top of the modal.

NEOGOV places this account at the bottom of the screen with the Remaining Balance tag.

Accounts

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

⋮	BofA Savings		
	Savings	XXXXX9567	XXXXX0390
	ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER
⋮	BofA		
	Checking	XXXXX6789	XXXXX0138
	ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER
	BofA 2 Remaining Balance		
	Checking	XXXXX5567	XXXXX0206
	ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER

View Effective Records

1. Click **View Timeline** to display a list of all account types for an employee.

Accounts View Timeline Save

Accounts will be paid in this order. If this is incorrect, drag and drop them into the correct order.

⋮	BofA Savings			Edit		Amount	10	\$	%
	Savings	XXXXX9567	XXXXX0390						
	<small>ACCOUNT TYPE</small>	<small>ACCOUNT NUMBER</small>	<small>ROUTING NUMBER</small>						

2. On the modal, select a date range to display the accounts created in that period.

View Timeline ✕

EFFECTIVE DATE RECORD(S)	Bank Nickname	-
03/21/2023 - 12/31/3999	Bank Account	-
	Primary account	Yes
	Bank Account Type	Checking
	Routing Number	-
02/27/2023 - 03/20/2023	HSA account	No
	Disbursement	100 %
	Prenote Required	No
	Prenote Date	-
01/01/0001 - 02/26/2023	Deposit Starts	-

3. Click **X** to close the modal.

Pay By Check

By default, NEOGOV will pay an employee by check if they do not have a direct deposit account.

Personal Assignments Contacts Pay History Time Off **Direct Deposit**

Accounts

Please add a deposit account if your employee would like to be paid by direct deposit.

Pay By Check Remaining Balance

Add Deposit Account

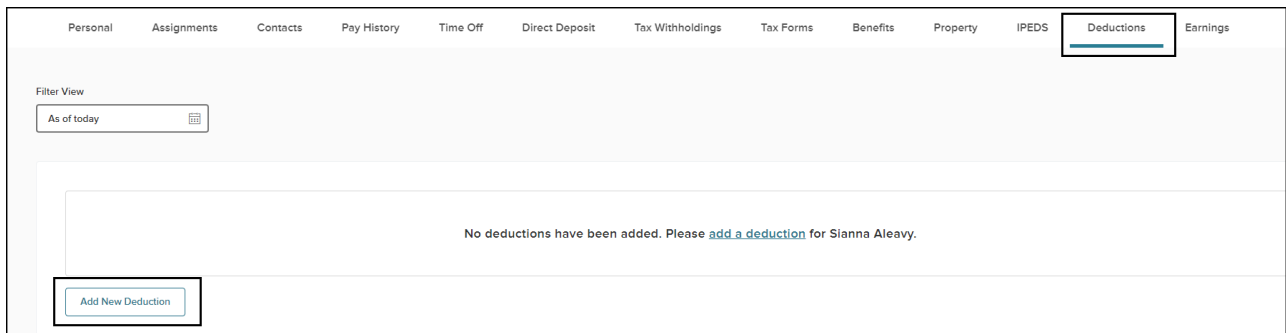
If the employee has a direct deposit account, remove the account and NEOGOV will restore the default pay method. See [Delete a Direct Deposit Account](#) for more information.

Manage Employee Sundries

This section describes how to set up recurring earnings and deductions (sundries). Use this process for the **Deductions** and **Earnings** tab.

Add Recurring Deduction

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Under the **Deductions** tab, click **Add New Deduction**.



3. Complete the **Primary Information**, then click **Save**.

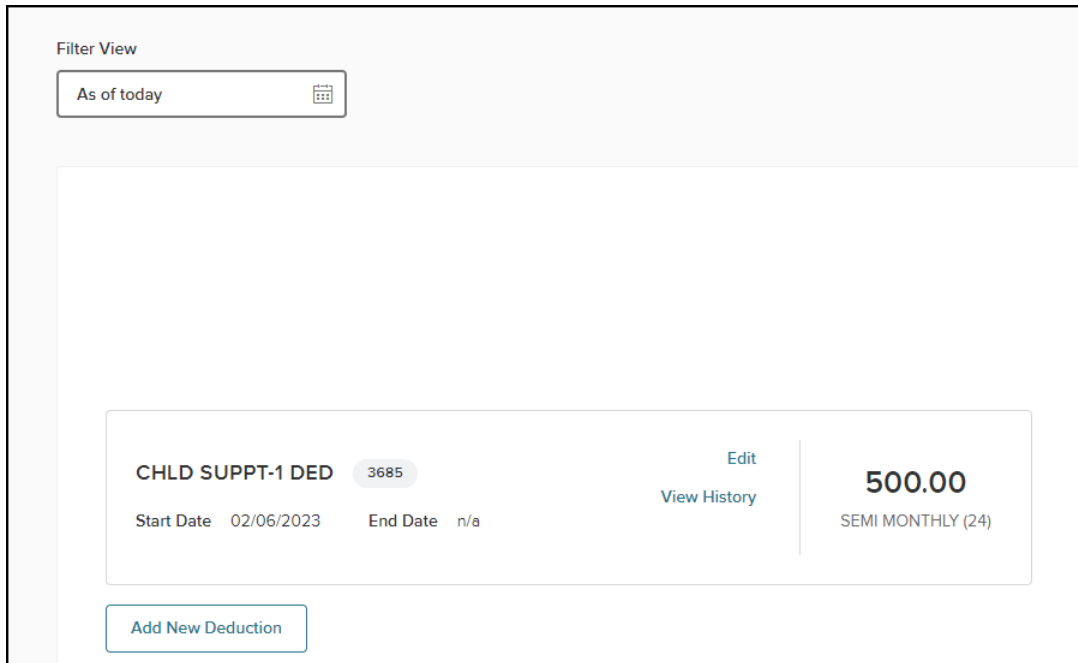
The 'Add Deduction' form is shown with a 'Cancel' button and a 'Save' button. The 'Primary Information' section contains the following fields:

- *PC Code / Abbreviation:** 3685 - CHLD SUPPT-1 DED
- *Per Pay Amount:** 500.00
- *Frequency:** SEMI MONTHLY (dropdown menu)
- *Start Date:** 02/26/2023 (calendar icon)
- *End Date:** 12/31/3999 (calendar icon)



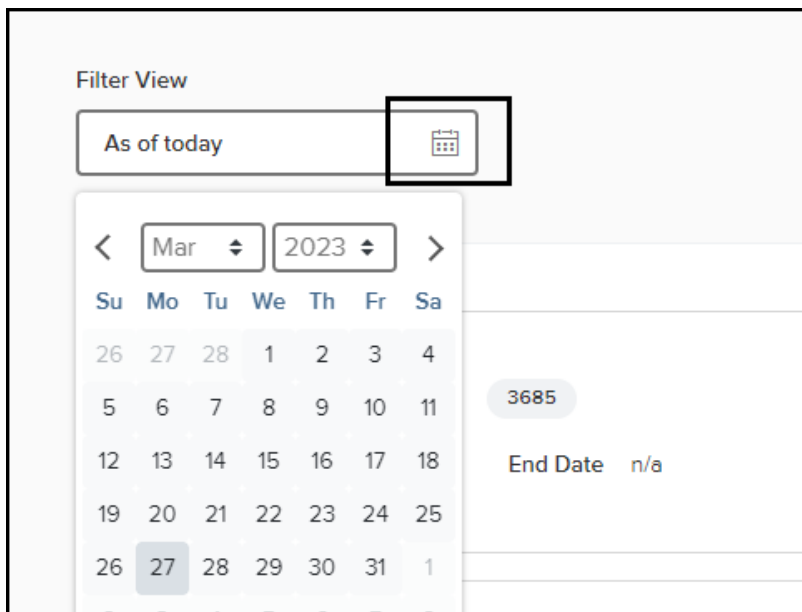
Additional Info is active based on your selections for **Primary Information**. Make sure the **Start Date** is within the pay period for the desired first check date.

NEOGOV displays the deduction under **Filter View**.



Edit Recurring Deductions

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Under the **Deductions** tab, located the desired deduction. Use the calendar to narrow your selection.



3. Click **Edit**. The **Edit Deduction** modal appears.

CHLD SUPPT-1 DED 3685

Start Date 02/06/2023 End Date n/a

View History

500.00
SEMI MONTHLY (24)

Edit

4. Edit the desired information, then click **Save**. In this example, the **Per Pay Amount** changed to 400.

Edit Deduction Cancel Save

Primary Information

*PC Code / Abbreviation Q 3685 - CHLD SUPPT-1 DED

*Per Pay Amount 400.00

*Frequency SEMI MONTHLY (v)

*Start Date 02/06/2023

*End Date 12/31/3999

NEOGOV updates the amount.

CHLD SUPPT-1 DED 3685

Start Date 02/06/2023 End Date n/a

View History

400.00
SEMI MONTHLY (24)

Edit

View Deduction History

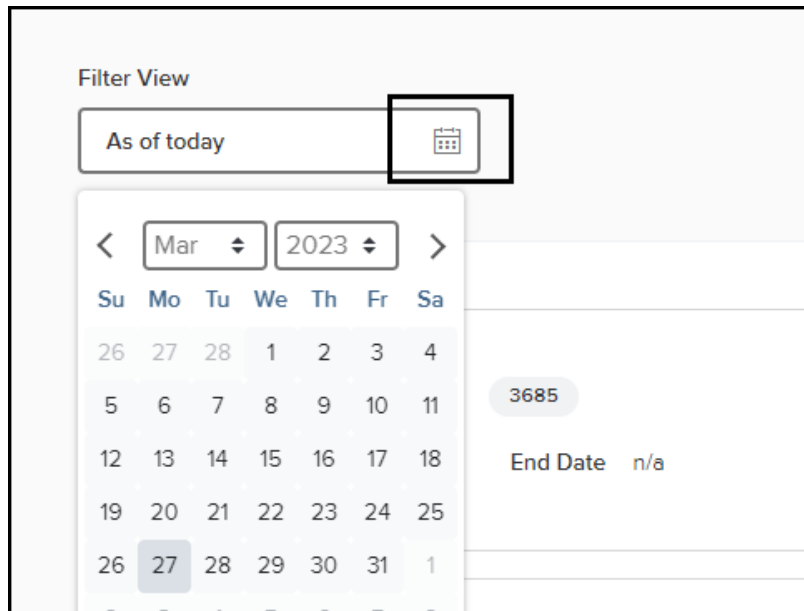
Use the **Deduction History** modal to determine when NEOGOV processed a deduction.

Deduction History - CHLD SUPPT-1 DED			Close
\$500.00	02/06/2023	n/a	
TOTAL AMOUNT	START DATE	END DATE	

Pay No.	Check Date	Amount
17	03/24/2023	\$0.00
16	03/27/2023	\$500.00
15	02/24/2023	\$0.00

<< < 1 > >> 10 items per page Showing 1 - 3 of 3 items

1. From the **Employees** screen, locate the desired employee and click the pencil icon (**Edit record**).
2. Under the **Deductions** tab, located the desired deduction. Use the calendar to narrow your selection.



3. Click **View History**. The **Deduction History** modal appears.

The screenshot shows a modal window for a deduction. On the left, it displays 'CHLD SUPPT-1 DED' with a grey pill containing the number '3685'. Below this, it shows 'Start Date 02/06/2023' and 'End Date n/a'. In the center, there is a button labeled 'View History' which is highlighted with a black rectangular border. Above this button is a smaller, faint 'Edit' link. On the right side of the modal, the amount '400.00' is displayed in a large font, with 'SEMI MONTHLY (24)' written below it.

4. When finished, click **Close**.

Appendix

Version	Description	Date
1	Initial release.	5/5/23