



EasyPayNetSM Exempt versus Non-Exempt Employees

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On the Withholdings page, you can select an employee's taxability status for all applicable taxes.

To select an employee's taxability status:

1. On the EasyPayNet Home page, place the cursor on the **Employees** tab. A list of options appears.
2. Select the **Withholdings** option. The Withholdings page appears.

4. If an employee's wages are *taxable* by federal/state/local definition, but the employee has indicated on Form W-4 that the employee is "exempt" from withholding taxes, select **Do Not Withhold (W4 Exempt)** from the Override Options list.

– OR –

If an employee's wages are exempt by federal/state/local definition and do not require a Form W-2, select the **Taxable Wage Exempt** option. This option is rarely used. When the option is selected, the following message appears in red.

Taxable Wage Exempt
Note:
Wages will not print in the federal wages box of the W2. Used for expatriates and other rare situations.