

Employee Master

The screenshot shows an 'Employee Master' form with the following fields and values:

- Employee ID:** 8088
- First Name:** Mike
- Last Name:** Moore
- Middle Name:** (empty)
- SSN:** 12-45678
- Date of Birth:** 8/15/1981
- Contractor:** Yes No
- Job Title:** (empty)
- County:** (empty)
- Address 1:** 123 County Road
- Address 2:** (empty)
- City:** Orlando
- State/Province:** FL ZIP: 32805
- Phone 1:** (empty)
- Phone 2:** (empty)
- Phone 3:** (empty)
- Fax:** (empty)
- Email:** (empty)

Payment Settings:

- Employment:** Full Time Part Time
- Date Hired:** 10/15/2016
- Date Last Hired:** 10/15/2016
- Employee Type:** Default
- Current Type Date:** 10/15/2016
- Date Terminated:** (empty)
- EBI Date:** (empty)
- Pay Type:** (empty)
- F1099:** Yes No
- F1099 Account:** (empty)
- 2nd TIN:** Yes No
- Current Use:** Yes No
- Work Address:** (empty)
- Allow Access to Employee Portal:** Yes No

Buttons: **Save**, **Cancel**, **Change Data**, **Save settings for MyWorking Info**

Set Contractor field to Yes

Set F1099 field to Yes

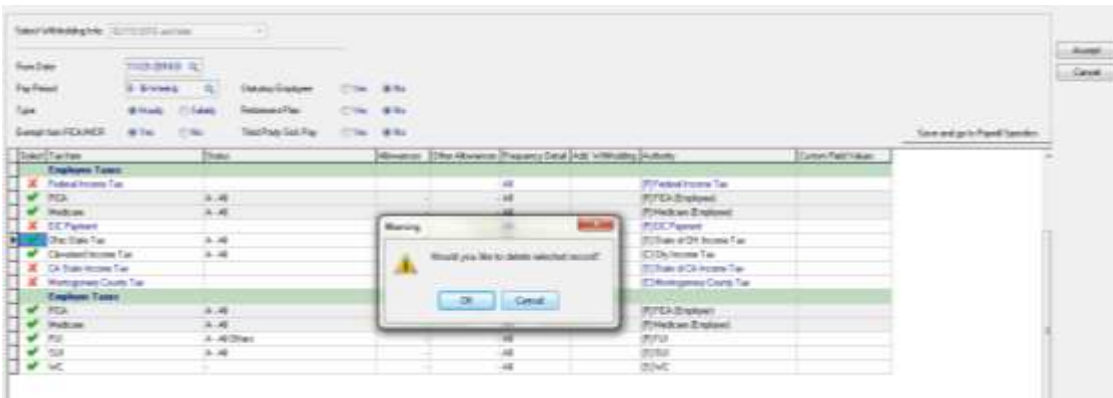
F1099 Account field, not required (if you have information you can enter it)

2nd TIN not – default No

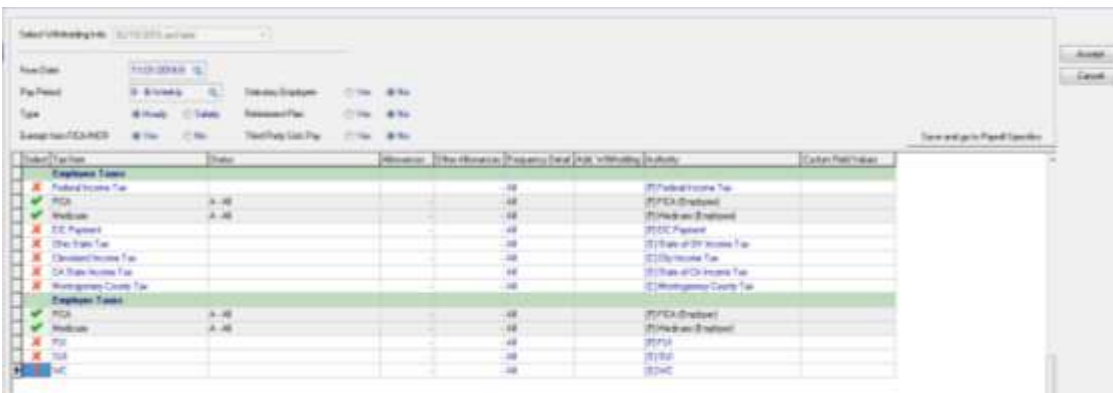
Employee Withholding



Set Exempt from FICA/MCR to YES



Click on all the taxes that have a green check mark beside, the above message will appear on screen, click OK. Repeat this step for ALL taxes except for FICA and MCR both EME & EMR. The system will automatically change those taxes.



All taxes are now turned off for 1099 employees. Click Accept button.

