

RFMS



AskRFMS Series
HUMAN RESOURCES
YEAR END 2021

PRESENTED BY
Joey Denson
jdenson@rfms.com

OVERVIEW

- **How to get Notified of New Updates**
- **How to get the new Payroll Update**
- **What is included in the Update**
- **How to Update the Tax Tables to 2022**
- **How to process Payroll before you get the update**

...anticipated release date?

**EARLY TO MID
JANUARY**

2022

HOW TO GET NOTIFIED OF NEW UPDATES

GET NOTIFIED

Sign up at www.rfms.com



CORE SOFTWARE

MEASURE

MOBILE

EDUCATION

VIRTUAL SERVICES

COMPANY

Support

ROS Account

My Account



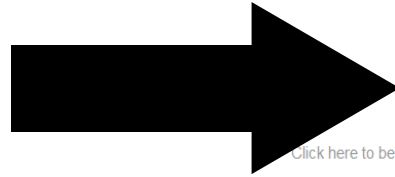
Management Solutions for Your Flooring Business

LEARN MORE

CONTACT US



Sign up at www.rfms.com to receive email notification that the update has been released.



Notify Me!

Click here to be notified when a new update is available for download.

RFMS Customer Portal

Request Access Code

Current Version

Reset Password

Upload File

Log Out

Sign up at www.rfms.com to receive email notification that the update has been released.

FILL IN THE
REQUIRED
INFORMATION

* Email Address	
* First Name	
* Last Name	
* Phone Number	
* Address	Select a country Street City Zip Code
* Job Title	
* Company	

Sign up at www.rfms.com to receive email notification that the update has been released.

Check Your Email



Sign up at www.rfms.com to receive email notification that the update has been released.

Debbie Kennedy, Director of Support <help@rfms.com> [Unsubscribe](#)
to me ▼



RFMS User:

This is an automatic notification regarding a new update on RFMS.com. Please download and install at your earliest convenience.

Go to www.rfms.com and click on the **MY ACCOUNT** link at the top of the page. You will need to log in to your online RFMS.com account. If you do not have an online RFMS.com account, please contact the business office at 800.701.7367 and they will be able to create the account for you. The username is normally your RFMS customer number.



HOW TO GET THE PAYROLL UPDATE

Or, go to www.rfms.com
and check for the release number



CORE SOFTWARE

MEASURE

MOBILE

EDUCATION

VIRTUAL SERVICES

COMPANY

Support

ROS Account

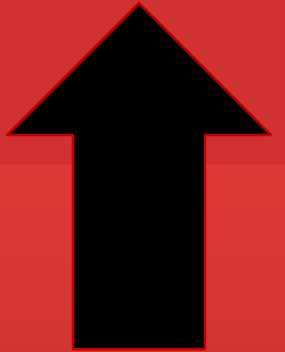
My Account



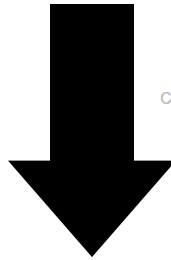
Management
Solutions for Your
Flooring Business

LEARN MORE

CONTACT US



Or, go to www.rfms.com
and check for the release number



Notify Me!

Click here to be notified when a new update is available for download.

RFMS Customer Portal

Request Access Code

Current Version

Reset Password

Upload File

Log Out

Or, go to www.rfms.com
and check for the release number



Notify Me!

Click here to be notified when a new update is available for download.

RFMS Customer Portal

Request Access Code

Current Version

Upload File



RFMS Version

Best Practices for RFMS Program Updates

<https://rfmsinc.zendesk.com/hc/en-us/articles/201559487-RFMS-Program-Update-Instruction-Document>



**WHAT IS
INCLUDED IN
THE UPDATE?**

UPDATED FEDERAL AND
STATE WITHHOLDING
TABLES

**WHAT
IS
INCLUDED
IN
THE
UPDATE?**

UPDATED FEDERAL AND
STATE WITHHOLDING
TABLES

FORMAT TO PRINT W-2
AND 1099 FORMS

**WHAT
IS
INCLUDED
IN
THE
UPDATE?**

UPDATED FEDERAL AND
STATE WITHHOLDING
TABLES

FORMAT TO PRINT W-2
AND 1099 FORMS

CANADIAN TAX UPDATES
FOR WITHHOLDING,
CPP/OPP & EI

**WHAT
IS
INCLUDED
IN
THE
UPDATE?**

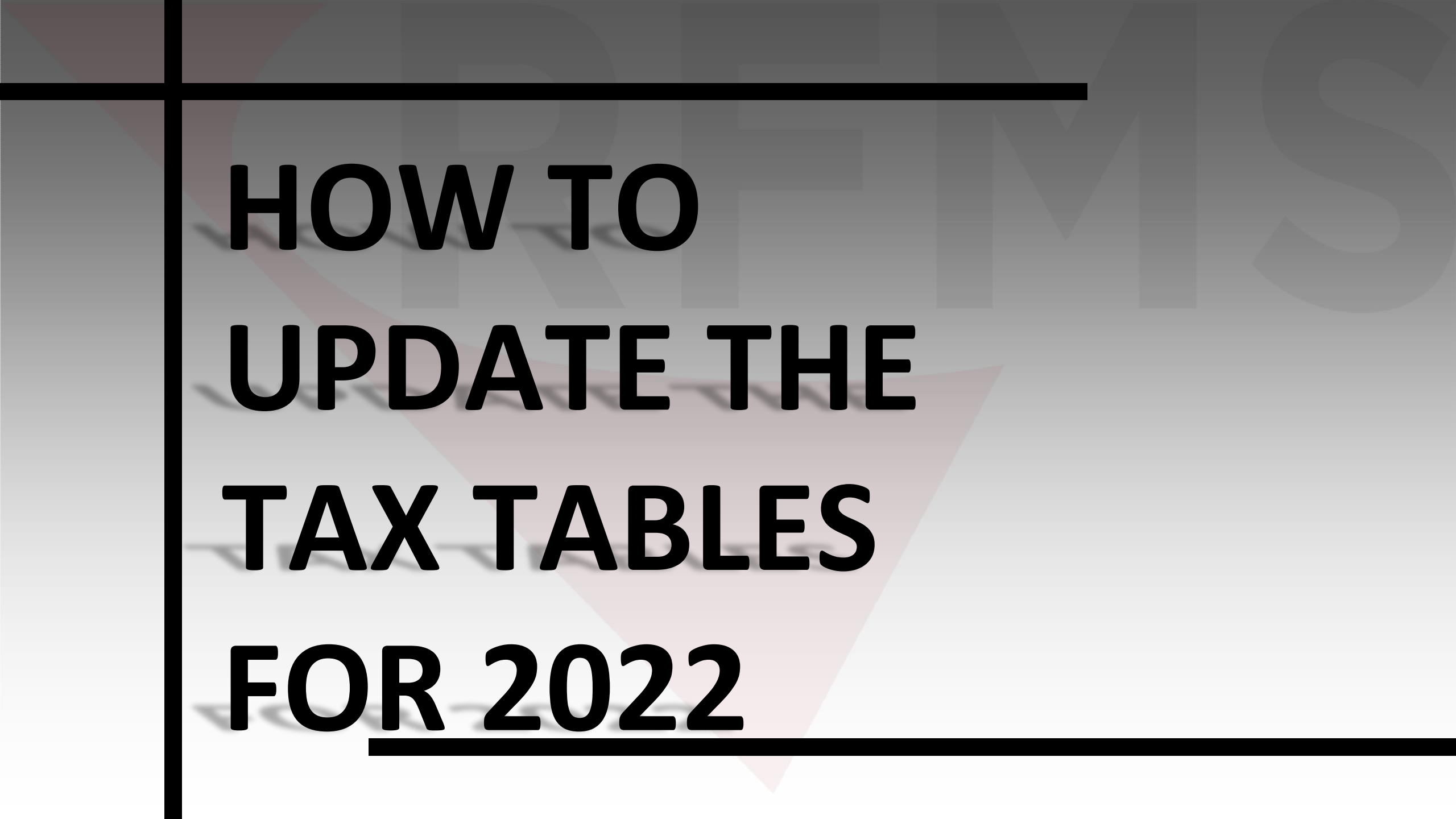
UPDATED FEDERAL AND
STATE WITHHOLDING
TABLES

FORMAT TO PRINT W-2
AND 1099 FORMS

CANADIAN TAX UPDATES
FOR WITHHOLDING,
CPP/OPP & EI

UPDATE PRINT FORMAT
FOR CANADIAN T4 &
T5018 FORMS

**WHAT
IS
INCLUDED
IN
THE
UPDATE?**



HOW TO UPDATE THE TAX TABLES FOR 2022

Prepare Pay ▶
Worker Information
End of Year ▶
Percentage Tax Rates
Annualized Tax Tables
Chart of Accounts
Cities
Compensation Codes
Ethnicity
Job Category
Print Setup...
Exit

All Workers	F3 Key
Employees only	F4 Key
Subcontractors only	F5 Key
Export Provider Earnings - Paychex	
Import Journal - Paychex	
Release Department(s) to another User	

Prepare Pay Parameters

Employee Type: All Workers

For Period Ending: 12/30/19 F8

Pay Cycle:

- ☐ Weekly
- ☒ Biweekly
- ☐ Semimonthly
- ☐ Monthly
- ☐ Quarterly

Period Beginning:

- Weekly: 12/23/19 F8
- Biweekly: 12/16/19 F8
- Semimonthly: 12/15/19 F8
- Monthly: 12/01/19 F8
- Quarterly: 10/01/19 F8

Starting Worker: CHURCH, JESSE (W-2)
[Eligible Workers: 29](#)

☒ Post HR from Paid Providers

Begin Paid Date: F8

End Paid Date: F8

Special Period: Exclude

Provider Post Order:

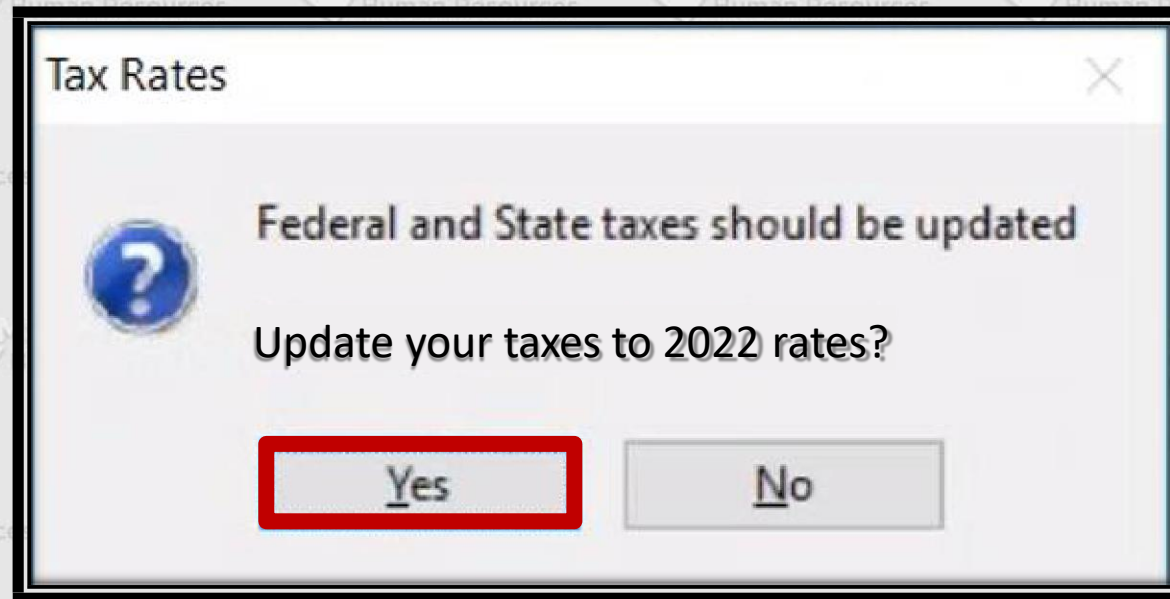
- ☒ Available Slots
- ☐ Top Slots ([Overwrite operation, see Help](#))
- ☐ Bottom Slots ([Overwrite operation, see Help](#))

Departments to Process: Locked Departments

Department	Level	Last Period End
GENERAL DEPARTMENT	0	12/06/18
INSTALLER-HOURLY	0	08/10/18
SUBCONTRACTORS	0	08/10/18

OK Cancel

...when this message appears:



...answer “yes”



...and now “exit”

Prepare Pay ▶

Percentage Tax Rates

← ? ✓ ↻ ⌂

Tax Year 2022

GENERAL	Account	Sub			Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit
FICA Tax	2220	FBI 00 FBI	per Year	FICA Taxable	6.2000%	137,700	6.2000%	137,700
Medicare*	2225	FBI 00 FBI	per Year	FICA Taxable	1.4500%	3,000,000	1.4500%	3,000,000
FUTA Tax	2230	FBI 00 FBI	per Year	Federal Taxable			0.0000%	7,000

5/5/2022

Type	Date	Description	Account	Sub	Cycle	Gross to Use	Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit	No.

OK Cancel Print

*Note: Employee wages in excess of \$200,000.00 will have an Additional Medicare Tax of 0.90% (effective rate: 2.35%)

Exit

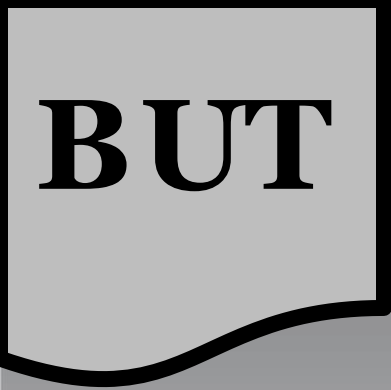
ACCOUNTING / FILE / HUMAN RESOURCES / FILE / PERCENTAGE TAX RATES

**The system is now ready for
the first payroll of the new
year**

&

**Ready to produce data
for last year**

HOW TO PROCESS PAYROLL BEFORE THE UPDATE



**MY PAYROLL
IS DUE
BEFORE
THE
RELEASE**

ACCOUNTING / FILE / HUMAN RESOURCES / FILE / PERCENTAGE TAX RATES

BUT

MY PAYROLL IS DUE **BEFORE** THE RELEASE

Percentage Tax Rates

← ? ? ? ? ?

FEDERAL

	Account	Sub									
FICA Tax	210	F8	32	F8	per Year	Federal Taxable	6.2000%	137,700	6.2000%	137,700	
Medicare*	211	F8	32	F8	per Year	Federal Gross	1.4500%	9,999,999	1.4500%	9,999,999	
FUTA Tax	215	F8	32	F8	per Year	Federal Gross			0.6000%	7,000	

STATE

Type	State	Description	Account	Sub	Cycle	Gross to Use	Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit	No.
Withholding	AL	Withholding	223	00							0171
Withholding	CA	Withholding	225	03							0172
Withholding	CO	Withholding	216	00							0173
Withholding	GA	Withholding	221	00							0174
Withholding	KY	Withholding	229	00							0175
Withholding	LA	Withholding	222	00							0176
Withholding	NY	Withholding	224	00							0177
Withholding	OK	Withholding	156	00							0178
Withholding	OR	Withholding	221	00							0179

*Note: Employee wages in excess of \$200,000.00 will have an Additional Medicare Tax of 0.90% (effective rate: 2.35%).

ACCOUNTING / FILE / HUMAN RESOURCES / FILE / PERCENTAGE TAX RATES

BUT

MY PAYROLL IS DUE **BEFORE** THE RELEASE

Percentage Tax Rates

← ? ? ? ? ?

FEDERAL

	Account	Sub		
FICA Tax	210	F8	32	F8
Medicare*	211	F8	32	F8
FUTA Tax	215	F8	32	F8

Tax Year 2022

	per Year		
FICA Tax	per Year	Federal Taxable	
Medicare*	per Year	Federal Gross	
FUTA Tax	per Year	Federal Gross	

Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit
6.2000%	137,700	6.2000%	137,700
1.4500%	9,999,999	1.4500%	9,999,999
		0.6000%	7,000

STATE

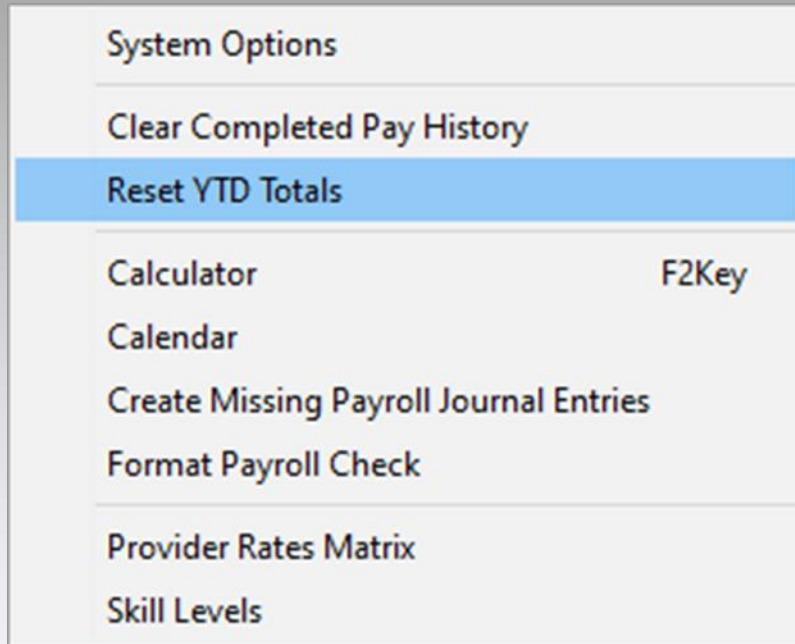
Type	State	Description	Account	Sub	Cycle	Gross to Use	Employee Rate	Employee Earn Limit	Employer Rate	Employer Earn Limit	No.
Withholding	AL	Withholding	223	00							0171
Withholding	CA	Withholding	225	03							0172
Withholding	CO	Withholding	216	00							0173
Withholding	GA	Withholding	221	00							0174
Withholding	KY	Withholding	229	00							0175
Withholding	LA	Withholding	222	00							0176
Withholding	NY	Withholding	224	00							0177
Withholding	OK	Withholding	156	00							0178
Withholding	OR	Withholding	221	00							0179

*Note: Employee wages in excess of \$200,000.00 will have an Additional Medicare Tax of 0.90% (effective rate: 2.35%).

ACCOUNTING / FILE / HUMAN RESOURCES / FILE / PERCENTAGE TAX RATES

BUT

**MY PAYROLL IS DUE
BEFORE
THE RELEASE**

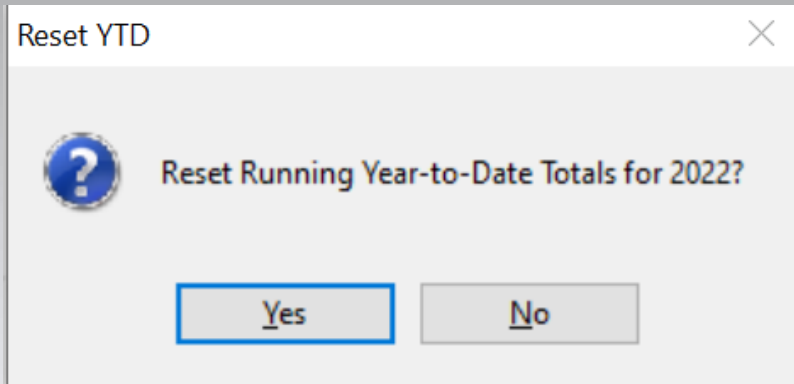


This should **only be
done if you **MUST** do
Payroll **BEFORE** the
Update is released**

ACCOUNTING / FILE / HUMAN RESOURCES / UTILITES / RESET YTD

BUT

**MY PAYROLL IS DUE
BEFORE
THE RELEASE**



This should **only be
done if you **MUST** do
Payroll **BEFORE** the
Update is released**

ACCOUNTING / FILE / HUMAN RESOURCES / UTILITIES / RESET YTD

Browse Workers

Worker # Last Name SS Number

Search Last Name

Worker ID	SS Number	Name
28	168-10-6922	COX, GRETCHEN
22	163-40-9452	FIELDS, UNITY
43	888888888	FREESE, BRIAN
23	165-31-6550	GALLAGHER, JENNIFER
16	165-20-1998	GARZA, PERRY
34	167-71-4752	HOPKINS, JOCELYN
40	165-10-7021	HUNTER, DEVIN
25	165-30-3198	JENNINGS, ZELENIA
30	160-60-4909	KIRK, WESLEY
21	167-50-2680	KNOWLES, WANDA
32	163-70-5380	KNOX, TODD
35	164-38-8883	LANCASTER, ODYSSEUS
27	161-70-4811	LYONS, ROARY
31	162-20-1434	MCDONALD, ALAN
15	161-91-2394	PERRY, CLARK

Year-to-Date Totals

Hourly

HOPKINS, JOCELYN

☒ Active

YTD Totals Perpetual

Description	YTD Amounts	State	YTD Gross Detail
-------------	-------------	-------	------------------

State	YTD W/H Detail
-------	----------------

ACCOUNTING / FILE / HUMAN RESOURCES / FILE /WORKER INFORMATION

The background features a light gray gradient with a large, faint, light pink triangle pointing downwards. A thick black horizontal line is positioned near the top, and a thick black vertical line is on the left side, intersecting the horizontal line. The text "Thank you for watching." is centered in a bold, black, sans-serif font.

**Thank you for
watching.**