

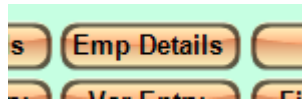


How to put an employee on Period 1 USC basis in WizPay

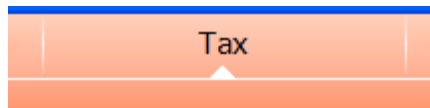
Highlight the employee on the grid

0017	MULLIGAN	COSGROVE	970.27	32.17
002	Karen	O'Shea	1441.98	152.80
0020	Hales	Deven	108.88	0.00

Click the "Emp Details" button at the bottom of the screen



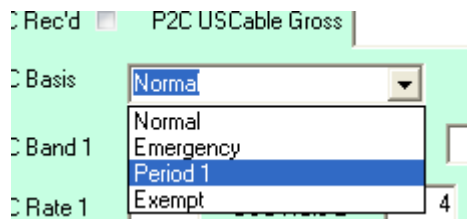
On the Employee Edit screen that is displayed click on the "Tax" tab



This shows all the tax, PRSI and USC related information for the employee...click the "Edit" button



Select "Period 1" from the drop down list for USC located to the bottom right of the screen.



Click the "Save" button and return to the main employee details screen. A recalculation will automatically trigger and the changed basis will be applied to the employee