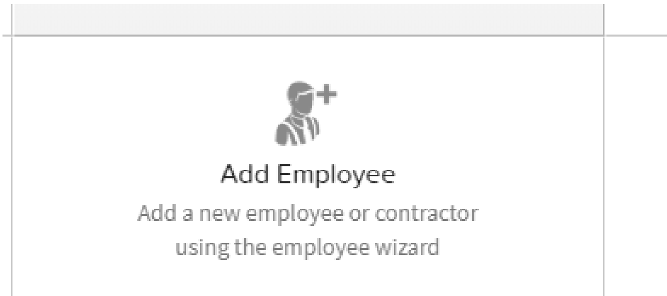
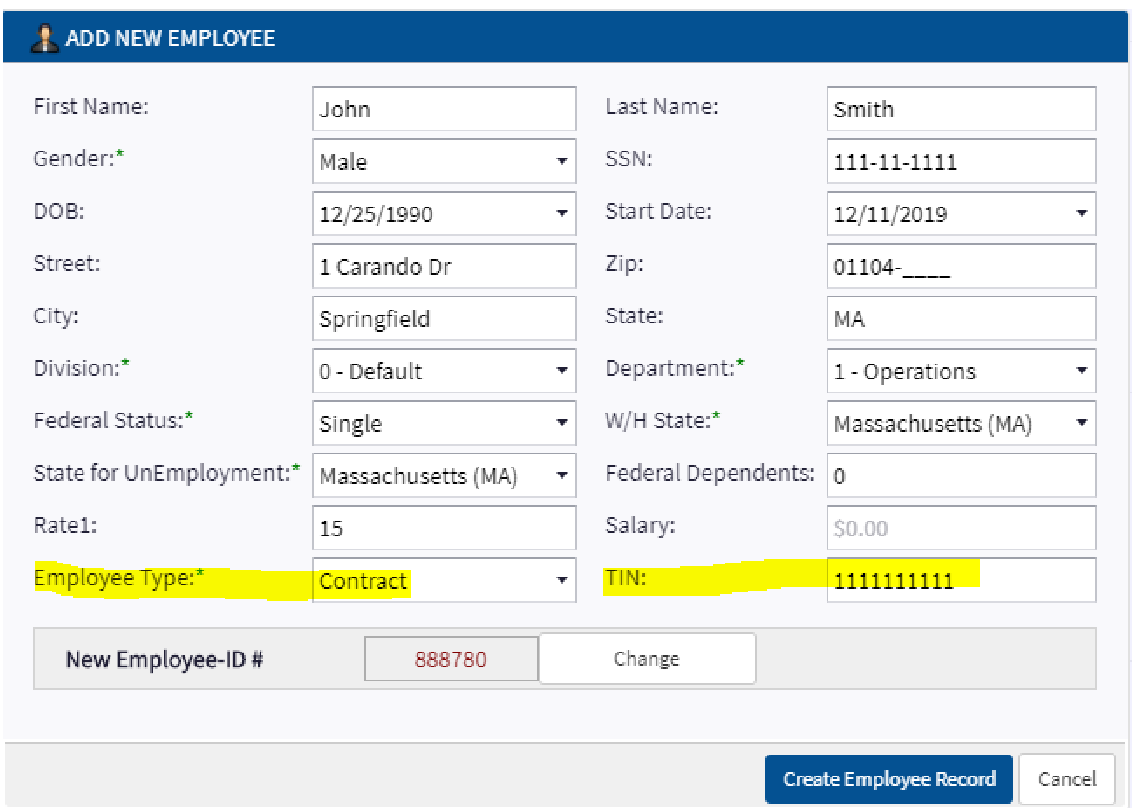
Adding a 1099 Employee - PPX

To add a 1099 employee to your payroll, you would start by clicking Add Employees in PPX.

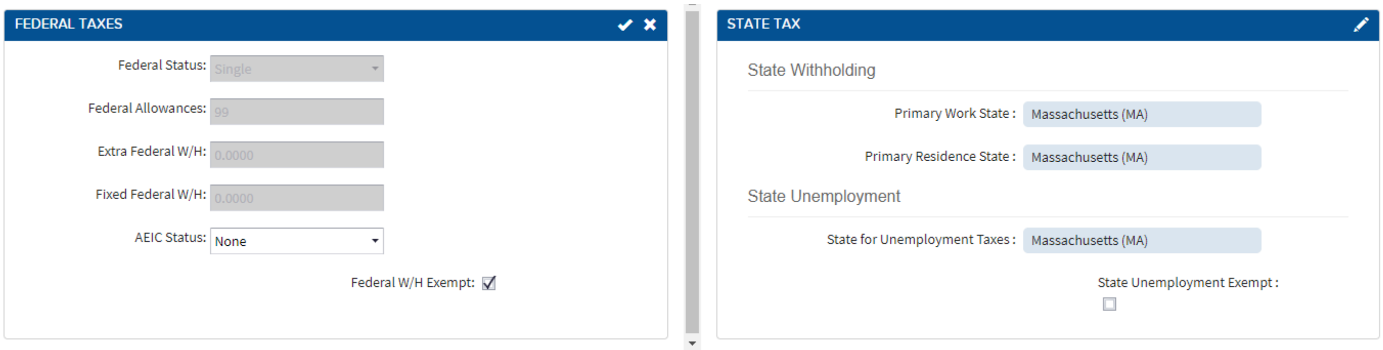


Once that opens, you would fill in the fields with the employee's credentials. The SSN needs to be entered in, so if they have a TIN instead you would enter that there. You would then select Contract as the Employee Type, which will allow you to enter the TIN.

The Federal Status should be Single 0 since you will be changing the employee to tax exempt in the next step.



Once you have created the employee record, you can go to the Tax Info tab on the employee and set them to exempt from federal and state taxes. To do so, click the pencil icon in each box and then check off Federal W/H Exempt and then click the check mark to save the changes. You can do the same for state taxes in the other box as well.



Now that they are set up correctly as a 1099, you can continue to add any deductions, memos, direct deposit information, etc, the same as you would with a W2 employee. The last step would be to let your client relations specialist know that they have been added so that they can switch them over to Independent Contractor.

When paying the employee in payroll, please make sure to pay them in the 1099 column so that their wages are recorded correctly.