

Setting up the Employer State Unemployment Formula (SUI ER)

Available in all versions of Sage 50 Accounting US

Sage Advisor

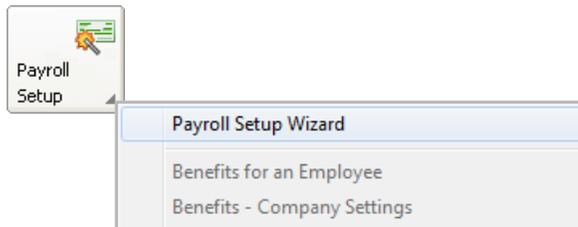
Quick Reference Guide

What is the Employer State Unemployment Insurance (SUI ER)?

- The SUI ER is a tax paid by employers that goes toward paying benefits to eligible unemployed workers. The wage limit and percentage for the SUI ER can vary depending on your company's location or type of business. The SUI ER formulas are not included in the payroll tax subscription. Therefore, you must update the SUI ER formulas manually each year.

How do I set up the SUI ER formula?

- If you are setting up your payroll for the first time, use the **Payroll Setup Wizard** to quickly add your SUI ER formula. To access the Payroll Setup Wizard, go to the Employees & Payroll Navigation Center, select Payroll Setup, and then Payroll Setup Wizard.



In the Payroll Setup Wizard, enter your State Unemployment Rate in the Company Information section

A screenshot of the 'Company Information' section in the Payroll Setup Wizard. It shows a dropdown menu for 'State' set to 'GA', a text field for 'State Unemployment ID' with the value '60141-79', and a text field for 'State Unemployment Rate' with the value '3.00000 %'. The 'State Unemployment Rate' field is highlighted with a red box.

Note: If you subscribe to one of the payroll tax solutions, we provide the wage limits for your SUI ER formula. You will need to contact your state unemployment agency to get the current percentage for your SUI ER.

How do I manually update the SUI formula each year?

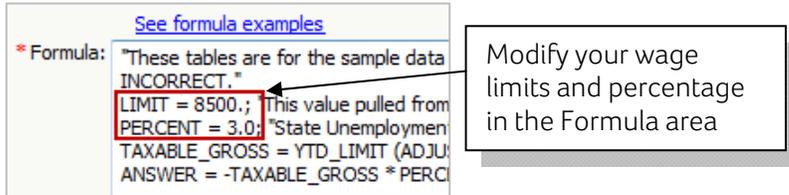
- When you run payroll for the first time in a new year, you will be prompted to update your user-maintained payroll formulas.

If you are a Payroll Tax Service subscriber, you can find the latest limits and percentages in the tax determination file that is provided with the service. Otherwise, we recommend that you consult your tax determinations before updating limits or percentages.

Formula ID	Formula Name	Limit	Percent	Update	Formula
GASUI2	GASUI ER 11	8,500.00	3.00	<input checked="" type="checkbox"/>	▶
VAC_ADD2	VAC_ADD 11			<input checked="" type="checkbox"/>	▶
VAC_REM2	VAC_REM 11			<input checked="" type="checkbox"/>	▶

You can make any necessary changes for your SUI ER.

- Another way to manually update your SUI ER is to go to the Employees & Payroll Navigation Center, select Payroll Setup and click 'Set Up Formulas Manually'. In the User-Maintained window, select the most recent SUI ER and make your changes.



Did you know?

- Some "employee-paid" state unemployment formulas are included in the payroll tax solutions. The procedures above are only intended for "employer-paid" state unemployment formulas.
- If you are modifying the PERCENT in the Formula area on the User-Maintained window, we recommend using at least two decimal places. For example, if your percentage rate is 3%, then enter PERCENT=3.00.