



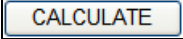
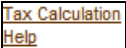





Using the Tax Calculator

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| 1. | <p>Click on the STEP system's <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > TAX CALCULATION</p> |
| 2. | <p>Enter the desired information into the Username field.</p> <p>Enter "SAM01".</p> |
| 3. | <p>Enter the desired information into the Password field.</p> <p>Enter "welcome1".</p> |
| 4. | <p>Click the Login button.</p>  |
| 5. | <p>Click the Employee Direct Access link.</p>  |
| 6. | <p>Click the Tax Calculation link.</p>  |
| 7. | <p>Click the TaxMarital Status drop down arrow.</p>  |
| 8. | <p>Click the M list item.</p>  |
| 9. | <p>Click in the Federal Exempts field.</p>  |
| 10. | <p>Enter the desired information into the Federal Exempts field.</p> <p>Enter "1".</p> |
| 11. | <p>Click the FedAddAmt W/H Field.</p>  |
| 12. | <p>Enter the desired information into the FedAddAmt W/H field.</p> <p>Enter "100.00".</p> |
| 13. | <p>Click the StateTx Exempts field.</p>  |
| 14. | <p>Enter the desired information into the StateTx Exempts field.</p> <p>Enter "1".</p> |
| 15. | <p>Enter the desired information into the St Add Amt W/H field.</p> <p>Enter "100.00".</p> |

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| 16. | <p>Click in the Dental Care field.</p>  |
| 17. | <p>Press [Delete] to remove the Dental Care deduction.</p> |
| 18. | <p>Click the CALCULATE button.</p>  |
| 19. | <p>Help is also available on how to use the calculator .</p> <p>Click the Tax Calculation Help link.</p>  |
| 20. | <p>Click the Close button to exit the TAX CALCULATION HELP Window.</p>  |
| 21. | <p>Click the Home link.</p>  |
| 22. | <p>Click the LOGOUT link.</p>  |
| 23. | <p>Congratulations! You have successfully completed the STEPS to use the Tax Calculator and the Tax Calculator Help Links in Employee Direct Access.</p> |