

ConsumerMath.org

Financial Grading Software

Software Training:

Additional Setup

Default Withholdings





Welcome to ConsumerMath.org

- This presentation is one of eight which will show you how to use the Additional Setup options to form your class into the unique program you want to run.



Additional Setup



Additional Setup Options Available to You:

- Edit Homework Types
- Default Bills
- Job Titles
- **Default Withholdings**
- Loan
- Insurance
- Maladies
- Set Grading

Edit Default Withholdings

Select **Default Withholdings** from
the Dropdown Menu.



Consumer Math | **Dashboard** | **Additional Setup** | **Data Management** | Search Students | Logout

Dashboard

Course & Grades

[+ Add Course](#)

No Courses found.

Weekly Payroll

No Courses found.

Paying Bills

Courses	Monday-Thursday	Friday	Friday	Monday - Thursday
No Courses found.				

Edit Default Withholdings

You can **edit** the default Job titles, or make **new** ones.

The screenshot shows the 'Default Withholdings' page in the Consumer Math application. The page has a navigation bar with 'Consumer Math', 'Dashboard', 'Additional Setup', and 'Data Management' menus. A search bar for 'Search Students' and buttons for 'Logout' and 'Help On' are also present. The main content area is titled 'Default Withholdings' and features a table with the following data:

Name	Percent	One time fee	Actions
Federal Tax	15.00%	\$0.00	
FICA Med	2.00%	\$0.00	
FICA SS	5.00%	\$0.00	
State Tax	4.00%	\$0.00	
Union Dues	0.00%	\$25.00	

A blue '+ Add New' button is located to the right of the table. A red arrow points from the word 'edit' in the text above to the edit icon in the 'Actions' column of the table. A green arrow points from the word 'new' in the text above to the '+ Add New' button.



Edit Job Title



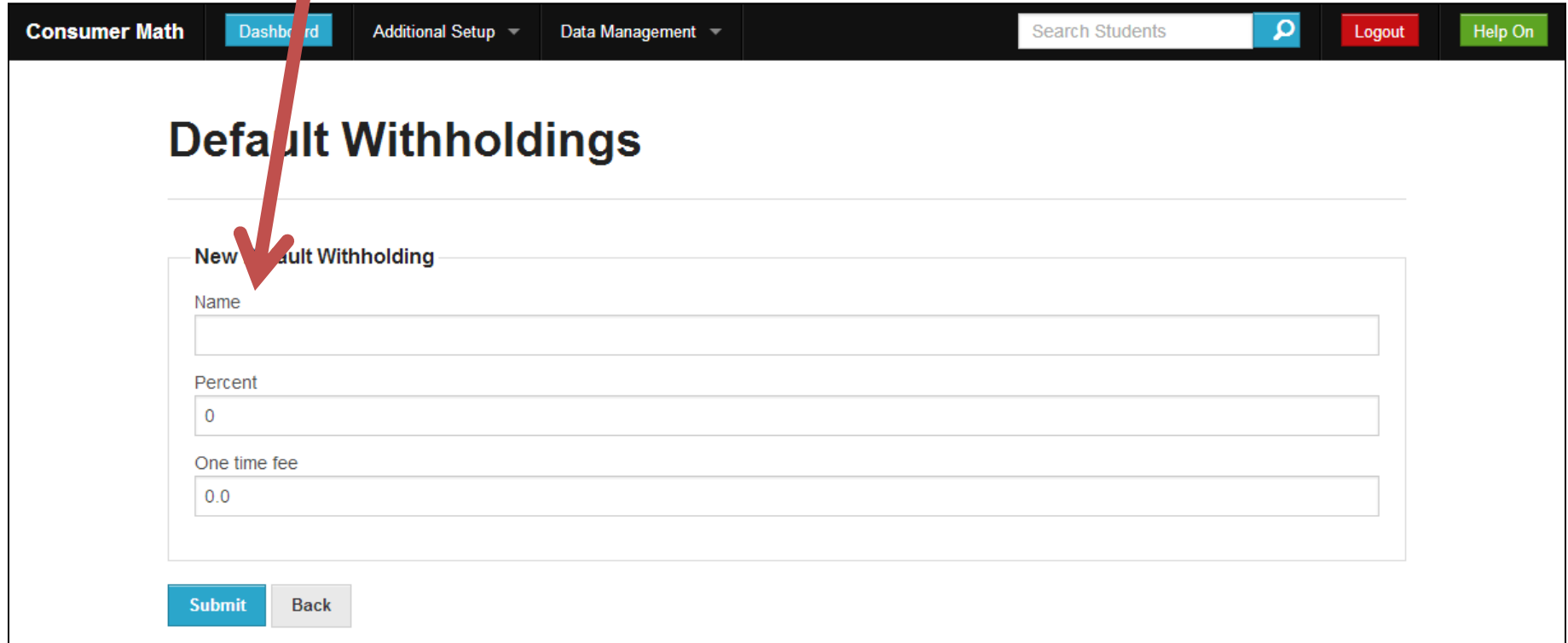
Warning:

If you change the withholding amounts in the middle of the school year, it will impact amounts received on past paychecks.

It is best to make changes to withholdings only at the beginning of grading cycles before paychecks have been created.

Edit Default Withholdings

The **Name** will print on paychecks. Keep it short.



The screenshot shows the 'Default Withholdings' page in the Consumer Math application. The navigation bar includes 'Consumer Math', 'Dashboard', 'Additional Setup', and 'Data Management'. There is a search bar for 'Search Students', a 'Logout' button, and a 'Help On' button. The main content area is titled 'Default Withholdings' and contains a form for editing a 'New Default Withholding'. The form has three input fields: 'Name' (with a red arrow pointing to it), 'Percent' (containing '0'), and 'One time fee' (containing '0.0'). At the bottom of the form are 'Submit' and 'Back' buttons.

Edit Default Withholdings

Withholding amounts can be set in one of two ways:
Percent **OR** One Time Fee.

Consumer Math [Dashboard](#) [Additional Setup](#) [Data Management](#) [Logout](#) [Help On](#)

Default Withholdings

New Default Withholding

Name

Percent

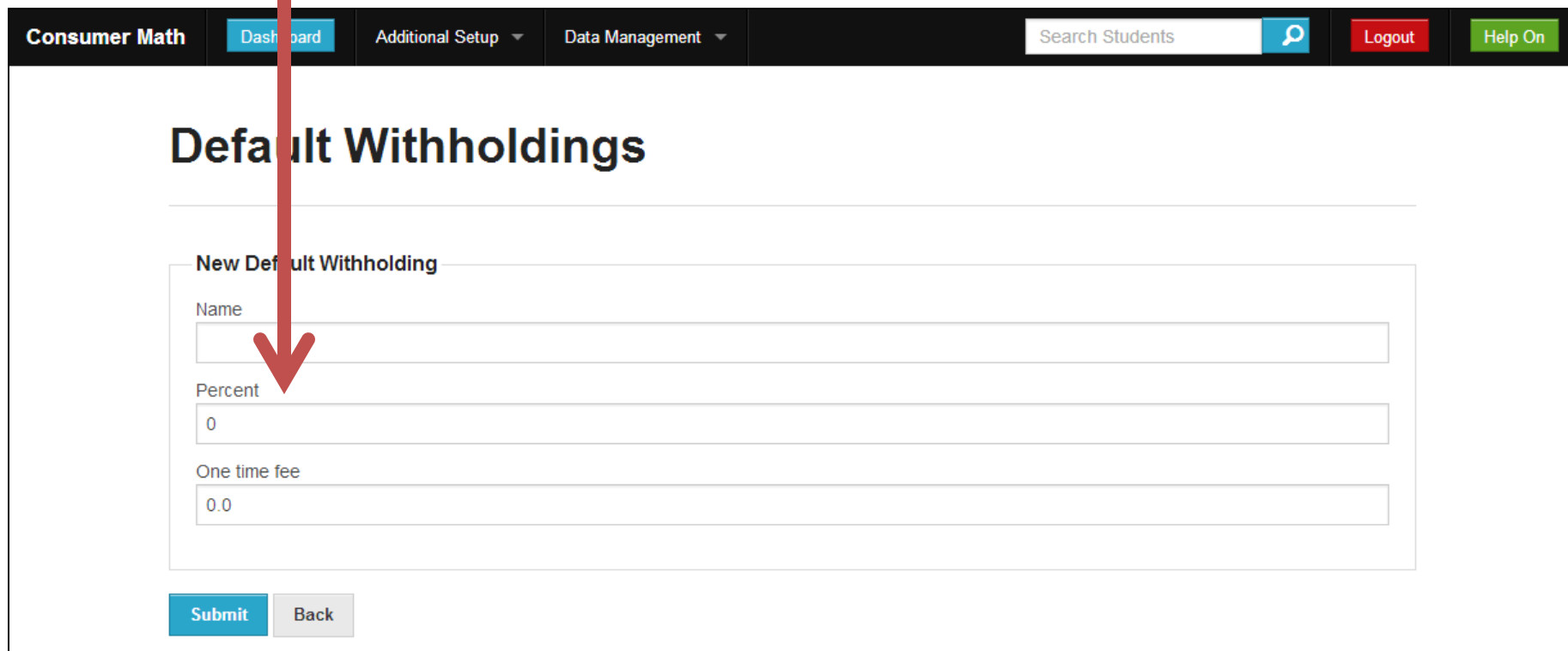
One time fee

[Submit](#) [Back](#)

Edit Default Withholdings

Percents are calculated based on the student's earned income.

Do not use the % symbol, just enter the number.



The screenshot shows the 'Default Withholdings' page in the Consumer Math application. The page has a dark navigation bar at the top with 'Consumer Math', 'Dashboard', 'Additional Setup', and 'Data Management' menus. There is a search bar for 'Search Students', a 'Logout' button, and a 'Help On' button. The main content area is titled 'Default Withholdings' and contains a form for 'New Default Withholding'. The form has three input fields: 'Name' (empty), 'Percent' (containing '0'), and 'One time fee' (containing '0.0'). Below the form are 'Submit' and 'Back' buttons. A red arrow points to the 'Name' input field.

Edit Default Withholdings

One Time Fees are deducted from each student regardless of their earned income. If they are absent for a week, and turn in no homework, their paycheck will be a negative number for this amount.

Default Withholdings

New Default Withholding

Name

Percent

One time fee

0.0

Do not enter \$ symbol,
just enter the amount.

Submit

Back

Edit Default Withholdings

Always **Submit** your entries to save them.

The screenshot shows the 'Default Withholdings' page in the Consumer Math application. The navigation bar at the top includes 'Consumer Math', 'Dashboard', 'Additional Setup', and 'Data Management'. There is a search bar for 'Search Students', a 'Logout' button, and a 'Help On' button. The main content area is titled 'Default Withholdings' and contains a form for creating a 'New Default Withholding'. The form has three input fields: 'Name' (empty), 'Percent' (0), and 'One time fee' (0.0). Below the form are two buttons: 'Submit' and 'Back'. A large red arrow points from the text above to the 'Submit' button.



Check This Out!



Check out these other tutorials
for more in depth training:

Quick Start Guide

The First 4 Weeks

Running Payroll

Grading with Money

Hints for First Time Teachers