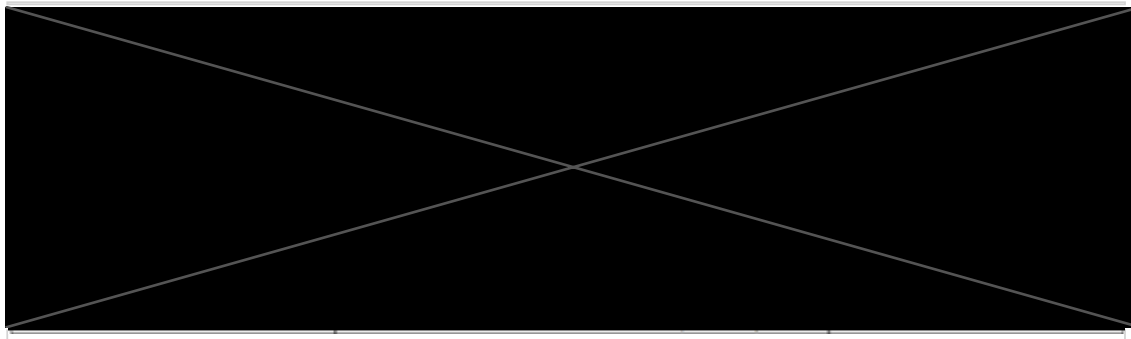| Column	Description
	• Percent: Applied as a percentage of the taxable wage. This is the default option. • Flat: Applied as a fixed dollar amount regardless of the taxable wage. You can use the Flat option, for example, if the pay is always the same.
Effective From Effective To	The time period in which the tax override for earnings is applied. By default, the current date is displayed in the Effective From field, but you can select a different date as needed. Setting a date in the Effective To field is optional. Note: You can set the Effective From field to a date in the past to apply the flat tax override to uncommitted payroll data from that period. For example, if there is already payroll data created for the current pay period that started last week, you could set the Effective From field to a week in the past.
Federal Amount Provincial Amount State Amount	The override amount that is applied in ▉▉▉▉ based on the calculation method selected in Amount Type. A single override can have a value defined in one or both fields. When one of the fields is left blank that tax continues to be calculated using the standard formula and all other factors. Provincial Amount is only available in Canadian employee records. State Amount is only available in US employee records.

Example of Flat Tax Configuration

Note: While this example includes a US employee, the functionality described is also applicable for Canadian employees.

You create a quick entry on an off-cycle pay run using a custom check template called Secondary Check. ▉▉▉▉ withholds $193.80 (approximately 13%) in federal taxes for the entry, as shown in the following example:

To configure ▉▉▉▉ to withhold 25% in federal income tax on these earnings for the employee, you first need to ensure that the check template used for the payroll entry has flat tax enabled. Go to Payroll Setup > Check Templates, select the custom template Secondary Check, and select the Allow Flat Tax checkbox for the country of the employee, in this case the US. The Allow Flat Tax checkbox is shown in the following screenshot: