**Instructions**

**Before starting the program**

**Downloads:**

* Java Platform Standard Edition Development Kit
* Windows Excel

To open the program, you will first need to go to:

<https://www.oracle.com/java/technologies/downloads/>

This will allow you to run Jar files. Make sure you download the latest version for your operation system for a more stable use.

*Troubleshoot*: *if jar file won’t open try giving Java development Kit admin rights to java.exe and javacpl.exe located in* ***“(where you put the file)/Java/jre x.x.x\_xx/bin”****.*

**How to fill out the fields**

** :** This field can take up to 30 characters including spaces, any digit or special character will cause an error to pop up.

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** :** This field takes up to 10 digits before the decimal point and 2 after, commas and dollar signs are not used.

**:** This field takes up to 5 digits with no commas.

**:** This field takes up to 10 digits before the decimal point and 2 after, commas are not used.

**:** This field takes up to 5 digits with no commas.

**:** This field takes up to10 digits before the decimal point and 2 after, commas and dollar signs are not used.

**:** This field you choose between single or joint filing by clicking on the drop box or use the arrow keys when selected.

**:** This field takes up to 3 digits before the decimal point and 4 after, commas and percent sign are not used.

**:** This field accepts values between 0.00 and 5.4

**:** This field you choose between 7.65% or 15.3% by clicking on the drop box or use the arrow keys when selected.

**:** This field takes up to 3 digits before the decimal point and 2 after, commas and percent sign are not used.

**:** This field takes up to10 digits before the decimal point and 2 after, commas and dollar signs are not used.

**:** This field takes up to10 digits before the decimal point and 2 after, commas and dollar signs are not used.

**:** This field you choose between bi-weekly or monthly by clicking on the drop box or use the arrow keys when selected.

**Notes**

* All fields will need to be filled out to submit data, to submit forum without entering data please use the following as a place holder:
  + Last Name – NA
  + First Name – NA
  + Salary – 0.00
  + Hours – 0
  + Hour Rate – 0.00
  + Overtime Hours – 0
  + Overtime Rate – 0.00
  + W-4 Allowance – leave blank
  + SUTA Percent – 0.0
  + FUTA Tax Credit – 0.0
  + Federal Income Tax – leave blank
  + State Income Tax – 0.0
  + Union Dues – 0.00
  + Prior Earnings – 0.00
  + Salary Pay Frequency- one must be selected
* To do Hourly wages you need to put the zero-place holder under salary and then the program will do calculations base off hour rate, overtime rate, hours, and overtime hours.
* If you try to save to hard dive with OS, then Java Development Kit will need to be given admin rights to save files. Other options would be making a partition for saving worksheet in or separate hard drive.

**Submit and Save**

**:** Once the fields are fill in this will calculate the data and if any data is entered incorrectly an error window will pop up alerting you of the issue.

***Warning: this will not save any data if you exit the program before pressing the save button***

**:** After you submit the data press this button to choose a hard drive to save too and name the file. The program will close itself after it has made the file.

Graphical user interface, application

Description automatically generated

**:** This window you will be choosing a hard drive to save too. If hard drive is not present it will not save file.

**Graphical user interface, application

Description automatically generated:** This window will allow you to name the file you’re saving.

After the program closes check to see if the file saves correctly and if everything checks out then you are good to go. If problems persist using the program, then please reach out to me by phone or email.

**Phone:** (123) 456-7890 **Email:** PlaceHolder@hold.com