

## Family Child Care Taxes - Net Pay Worksheet

Employee Name: \_\_\_\_\_ Friday Pay Date: \_\_\_\_\_

Follow these steps to calculate your employee's paycheck:

- (A) Calculate the employee's **Gross Pay**: Multiply hours worked by the employee's hourly wage.\*

Enter employee's **Gross Pay (also called Gross Wages)** here: \_\_\_\_\_

- (B) Determine the employee's **Federal Income Tax Withholding**: Use either the Single or Married Bi-Weekly Federal Tax Table, based on the employee's Form W-4 marital status. Locate the correct wage range on the left side of the tax table based on Gross Pay (A) and find the correct amount to withhold according the employee's Form W-4 withholding allowances across the top of the page.

Enter employee's **Federal Income Tax Withholding** here: \_\_\_\_\_

- (C) Determine the employee's **State Income Tax Withholding**: Use either the Single or Married Bi-Weekly California Tax Table, based on the employee's Form W-4 marital status. Locate the correct wage range on the left side of the tax table based on Gross Pay (A) and find the correct amount to withhold according the employee's Form W-4 withholding allowances across the top of the page.

Enter employee's **State Income Tax Withholding** here: \_\_\_\_\_

- (D) Calculate the employee's **Social Security Withholding**: Multiply **Gross Pay (A)** by 6.2% (.062).

Enter employee's **Social Security Withholding** here: \_\_\_\_\_

- (E) Calculate the employee's **Medicare Withholding**: Multiply **Gross Pay (A)** by 1.45% (.0145).

Enter employee's **Medicare Withholding** here: \_\_\_\_\_

- (F) Calculate the employee's **CA SDI Withholding**: Multiply **Gross Pay (A)** by 1.1% (.011).

Enter employee's **CA State Disability Insurance (SDI) Withholding** here: \_\_\_\_\_

- (G) Add up all of the employee's **Payroll Withholding (B) through (F)**.

Enter employee's **Total Payroll Withholding** here: \_\_\_\_\_

- (H) Calculate the employee's **Net Pay** by subtracting total **Payroll Withholding (G)** from **Gross Pay (A)**.

Enter employee's **Net Pay** here: \_\_\_\_\_

**Write your employee's paycheck for the Net Pay shown above and save this worksheet .**

Log into your payroll account at [https://www.familychildcaretaxes.com/pr\\_login.php](https://www.familychildcaretaxes.com/pr_login.php) and enter paycheck data through our secure web page. You can do this on every pay day or at the end of the month. **The cut-off date for entering your paycheck information is the 5<sup>th</sup> of the following month.**

\*Beware of Overtime Rules: If an employee works more than 8 hours in one day or more than 40 hours in one week, time-and-a-half overtime will apply. Double overtime applies after 12 hours in one day or 6 consecutive days.