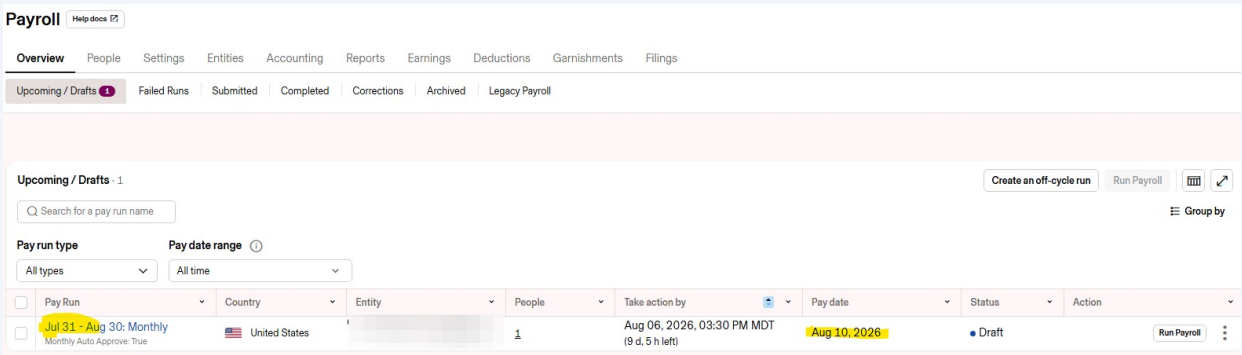
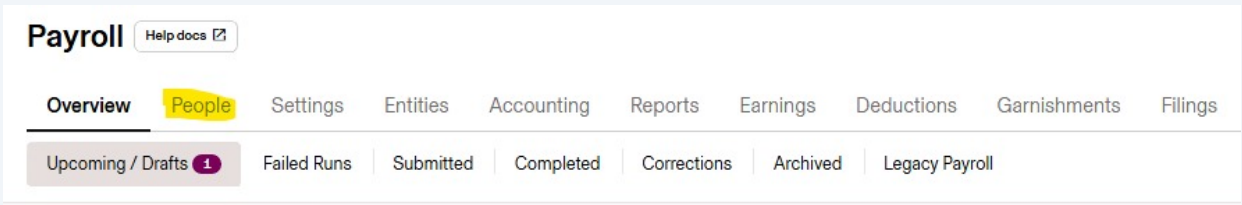
Update Salary, Taxes, and Deductions in Rippling

This document provides step-by-step instructions for updating salary, taxes, and deductions in the Rippling payroll system.

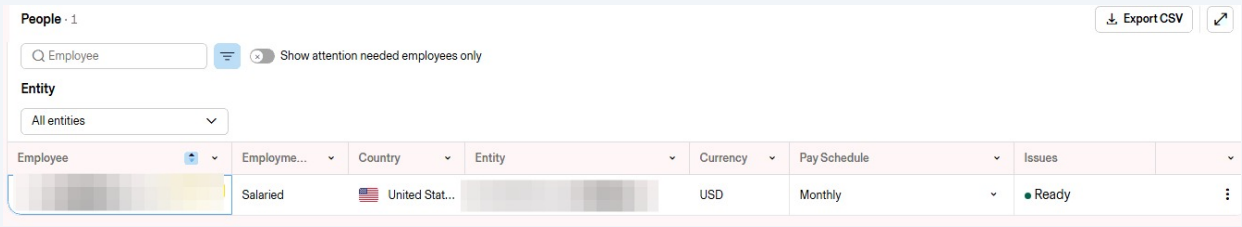
1 Log into Rippling and go to Payroll. Make note of the first day of your next payroll, for this example it is July 31st for the August 10th check date.



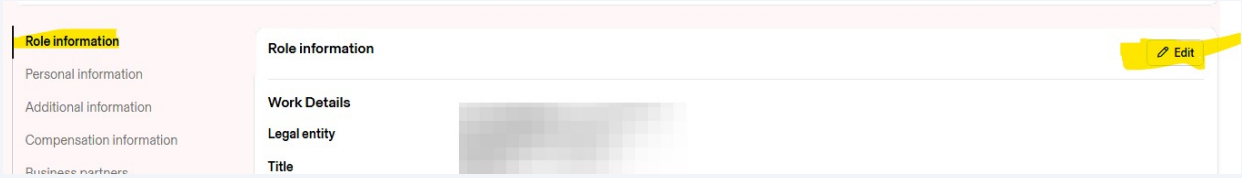
2 Click on People at the top.



3 Hover mouse next to your name & click on the square that pops up to the right of your name.

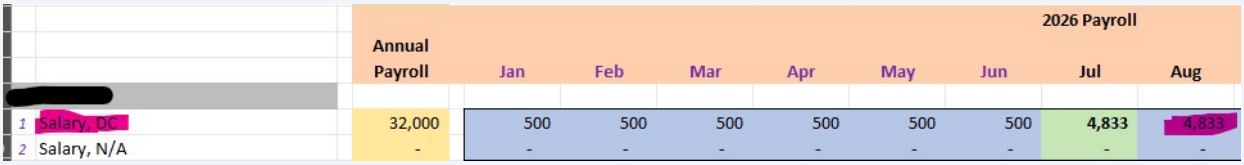


4 Under Role Information click Edit on the far right.

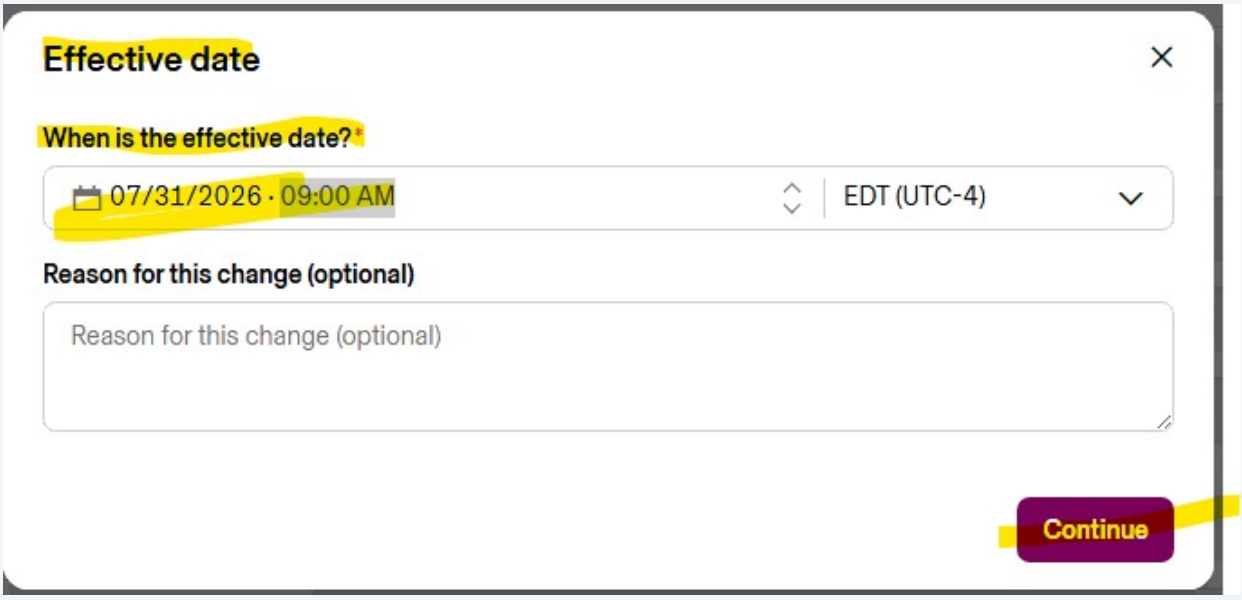


5 Scroll down to Base Compensation & update to the Salary amount on your payroll plan. Hit Next.

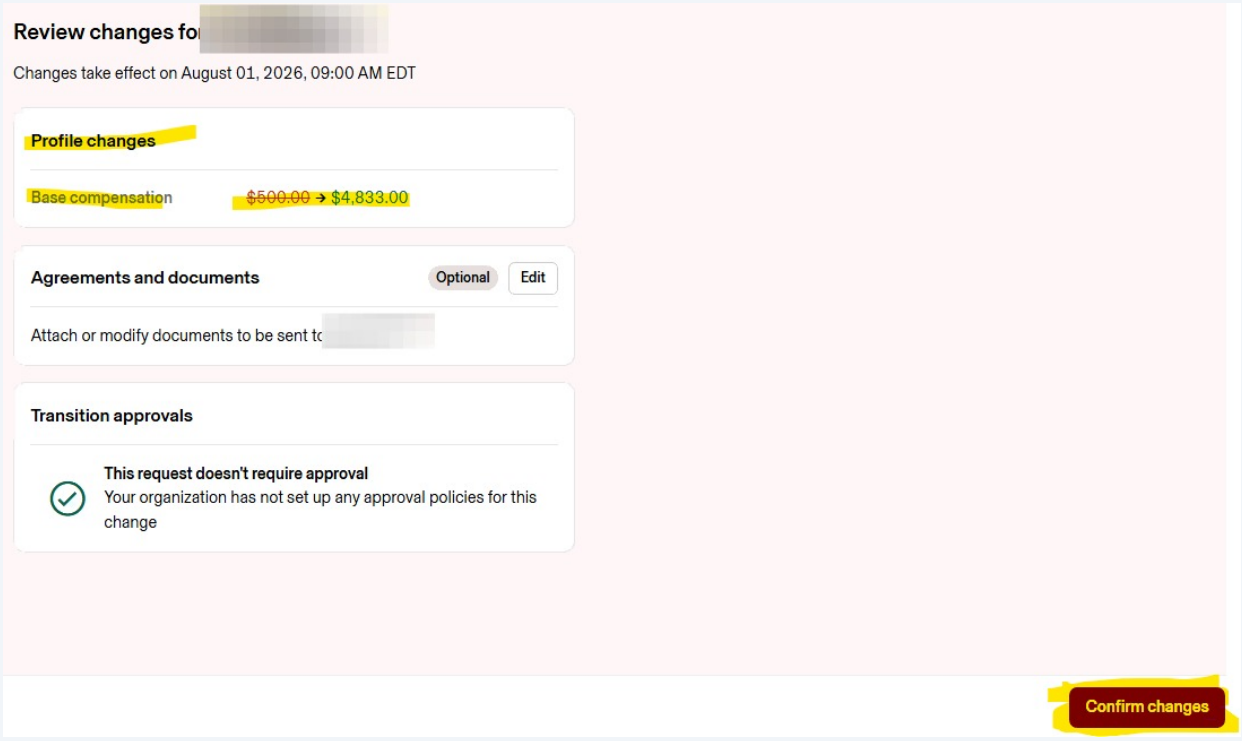




6 Screen pops up to enter effective date, enter first day of the pay period for the check date the change is to be effective. In the example it would be July 31st since the update is for August. No need to enter a reason. Click Continue.



7 Review changes on the next screen, if correct click Confirm Changes.



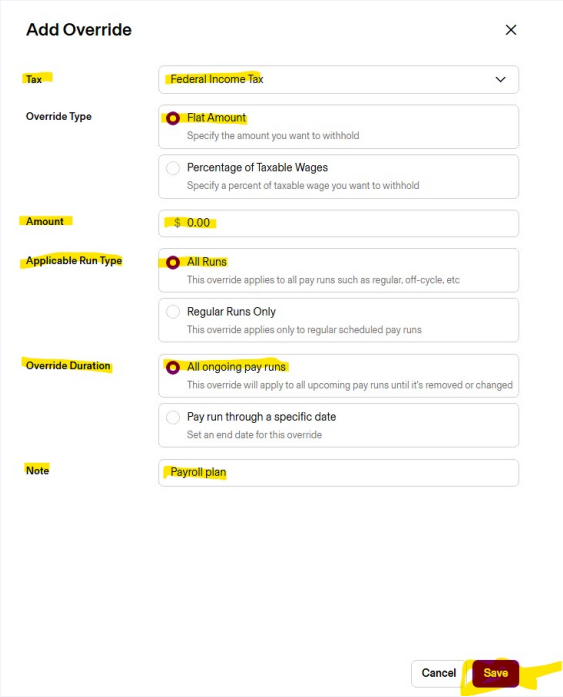
8 Update federal and state tax amounts next. You will find tax amounts on your payroll plan, if there is a "–" instead of a dollar amount, then you will enter $0.00 for the override amount.

		Annual Payroll	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
	[redacted]									
1	Salary, DC	32,000	500	500	500	500	500	500	4,833	4,833
2	Salary, N/A	-	-	-	-	-	-	-	-	-
3	Total Salary	32,000	500	500	500	500	500	500	4,833	4,833
4	Social Security	1,984	31	31	31	31	31	31	300	300
5	Medicare (calcs surtax)	464	7	7	7	7	7	7	70	70
6	Other Tax (SDI @ 1.3% for CA)	-	-	-	-	-	-	-	-	-
	401k Owner (employee) Deferral									
7	Outside W-2 401k/403(b) Total	-								
8	401k Pre-Tax *(max 24,500)*	24,500	-	-	-	-	-	-	4,083	4,083
	Plus Catchup *(max 8,000)*	-	-	-	-	-	-	-	-	-
	Plus Catchup 60-63 *(max 3,250)*	-	-	-	-	-	-	-	-	-
9	401k Roth *(max 24,500)*	-	-	-	-	-	-	-	-	-
	Plus Catchup *(max 8,000)*	-	-	-	-	-	-	-	-	-
	Plus Catchup 60-63 *(max 3,250)*	-	-	-	-	-	-	-	-	-
10	Net Check Before Income Tax		462	462	462	462	462	462	380	380
	State, Local Income Tax Needed									
11	DC	-	-	-	-	-	-	-	-	-
12	N/A	-	-	-	-	-	-	-	-	-
	Net Check Before FIT		462	462	462	462	462	462	380	380
13	Federal Income Tax Needed	-	-	-	-	-	-	-	-	-

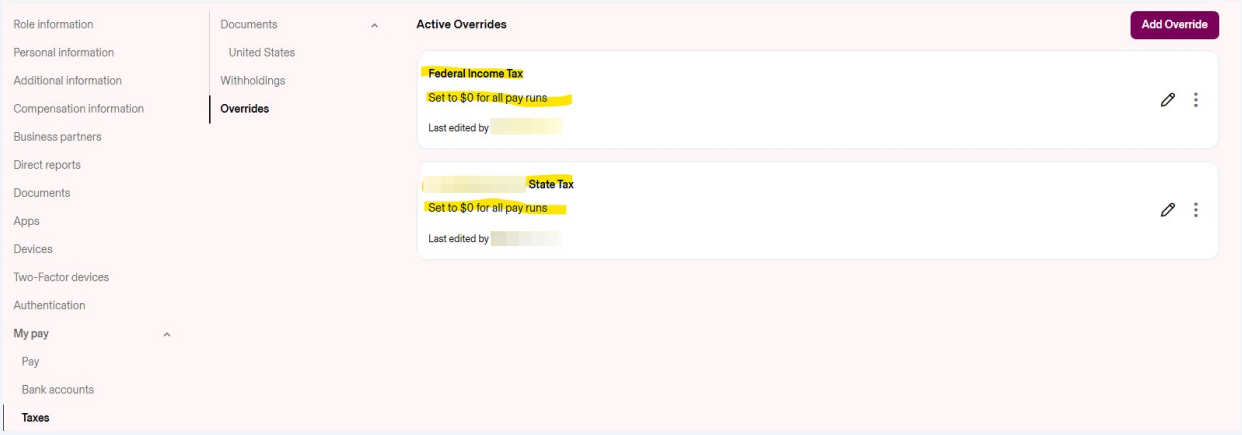
9 To update taxes, under My Pay click Taxes then click Overrides, click Add Override (if there are already overrides listed skip to instructions for updating overrides).



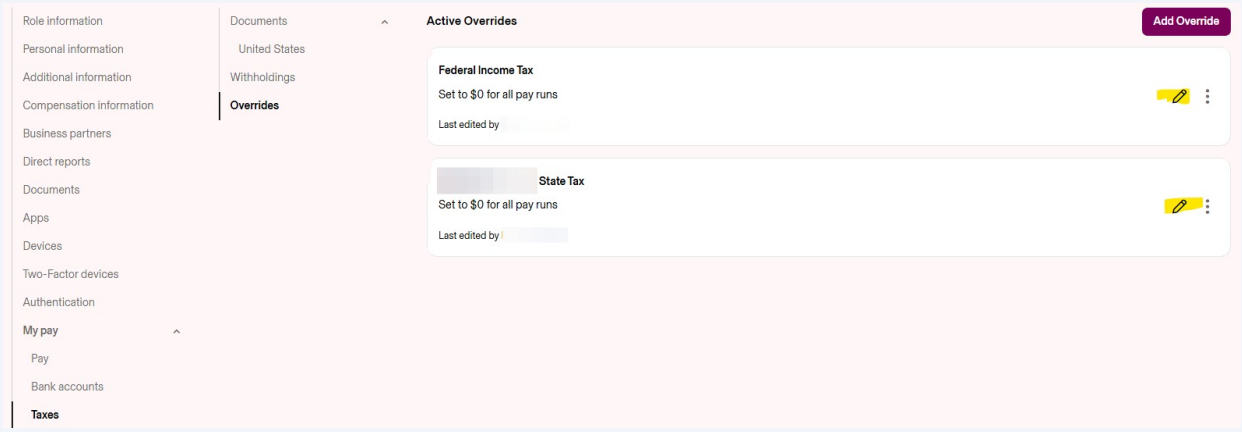
10 Select tax type (federal or state), choose flat amount, enter amount, choose All Runs, choose All ongoing pay runs enter reason for override “Payroll plan”, click Save.



11 Enter override for State tax the same way as federal above, once finished your screen should look like this:



12 If you already have overrides then you will update them rather than adding new ones: Click on pencil next to the tax that needs updating.

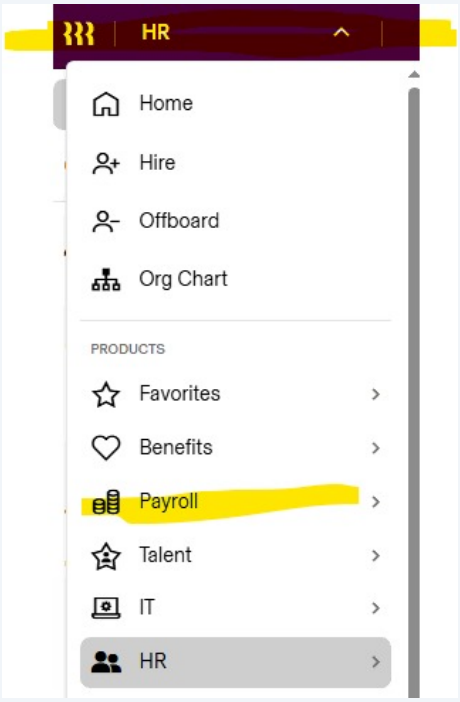


13 Enter new amount from your payroll plan, click Update. You should see changes on the screen.

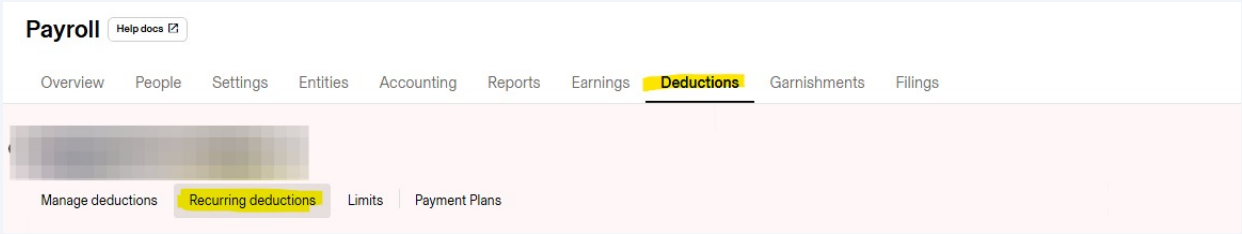
14 To update or add 401k and or Roth (found on your payroll plan under 401k Pre-Tax and/or 401k Roth section).

		Annual Payroll	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Off Cycle Bonus	Total	2027 Monthly	Delta Error
Aziz El Sous																		
1	Salary, DC	32,000	500	500	500	500	500	500	4,833	4,833	4,833	4,833	4,833	4,833	-	32,000	2,667	-
2	Salary, N/A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Total Salary	32,000	500	500	500	500	500	500	4,833	4,833	4,833	4,833	4,833	4,833	-	32,000	2,667	-
4	Social Security	1,984	31	31	31	31	31	31	300	300	300	300	300	300	-	1,984	165	-
5	Medicare (calcs surtax)	464	7	7	7	7	7	7	70	70	70	70	70	70	-	464	39	-
6	Other Tax (SDI @ 1.3% for CA)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	401k Owner (employee) Deferral																	
7	Outside W-2 401k/403(b) Total	-														-		
8	401k Pre-Tax (max 24,500)	24,500	-	-	-	-	-	-	4,083	4,083	4,083	4,083	4,083	4,083	-	24,500		
	Plus Catchup (max 8,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,042	-
	Plus Catchup 60-63 (max 3,250)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	401k Roth (max 24,500)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Plus Catchup (max 8,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Plus Catchup 60-63 (max 3,250)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

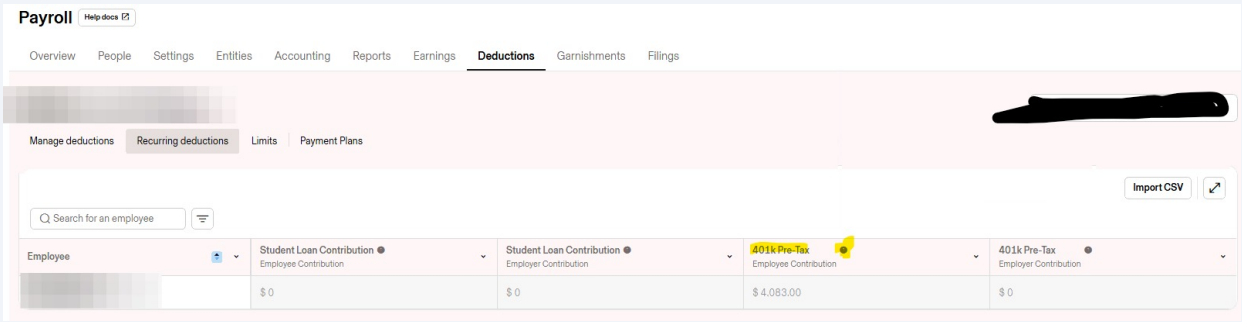
15 In Rippling at top left click the drop down arrow choose Payroll.



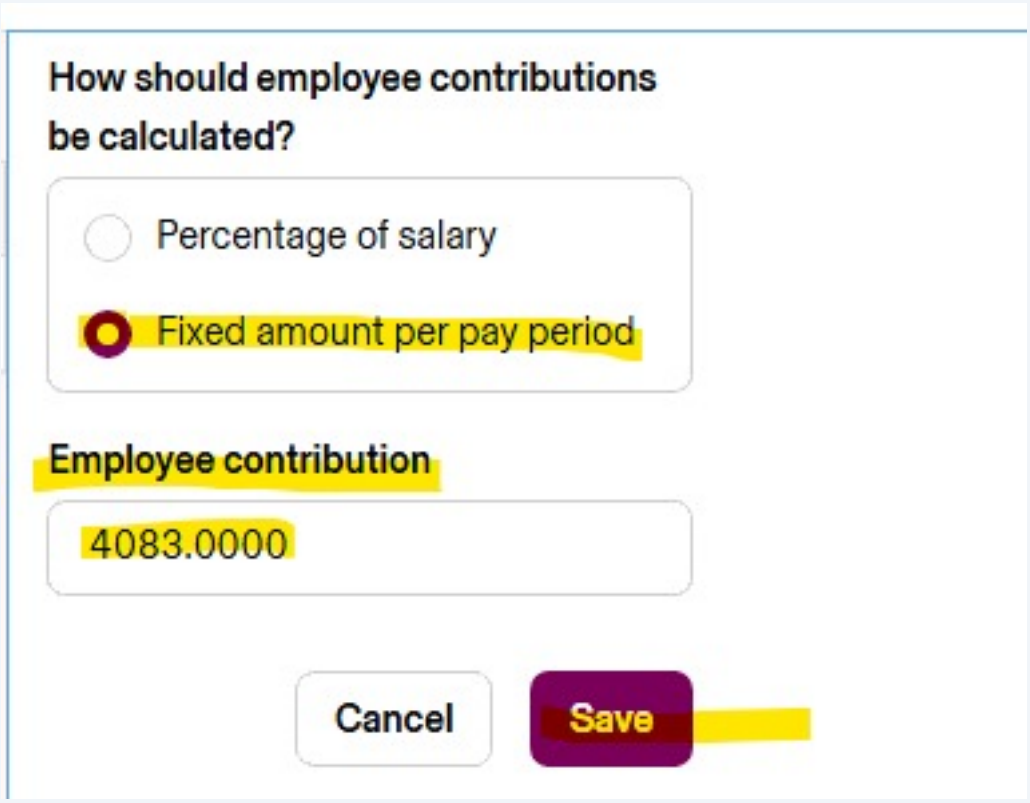
16 Choose Deductions at the top, then choose Recurring Deductions.



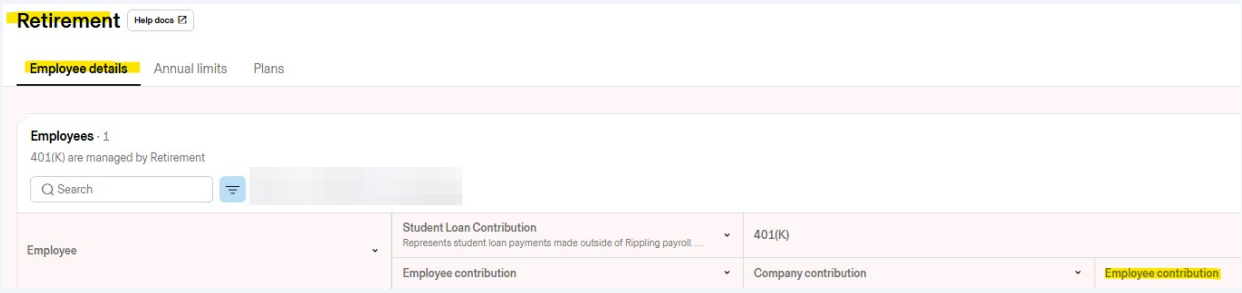
17 Next to your name, hover over the dot next to 401k Pre-Tax (or Roth depending on which one is set up) an item pops, click on Go to Retirement App.



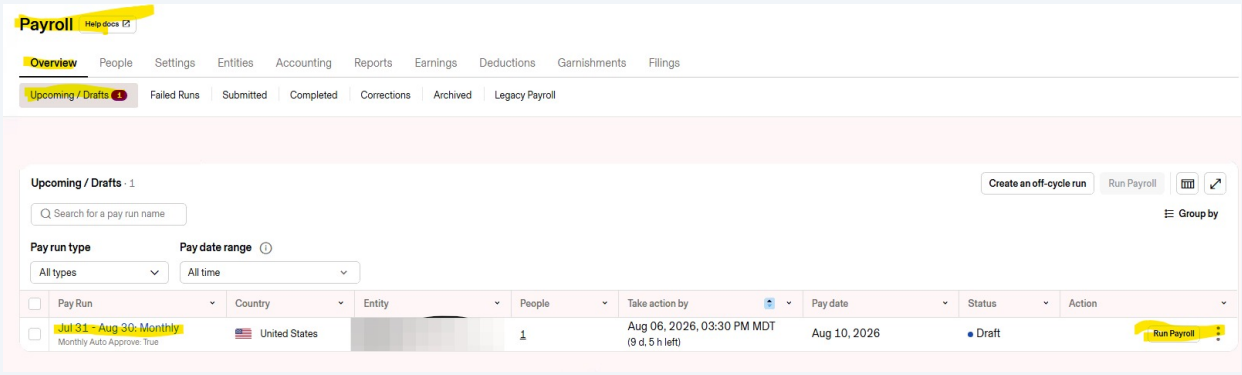
18



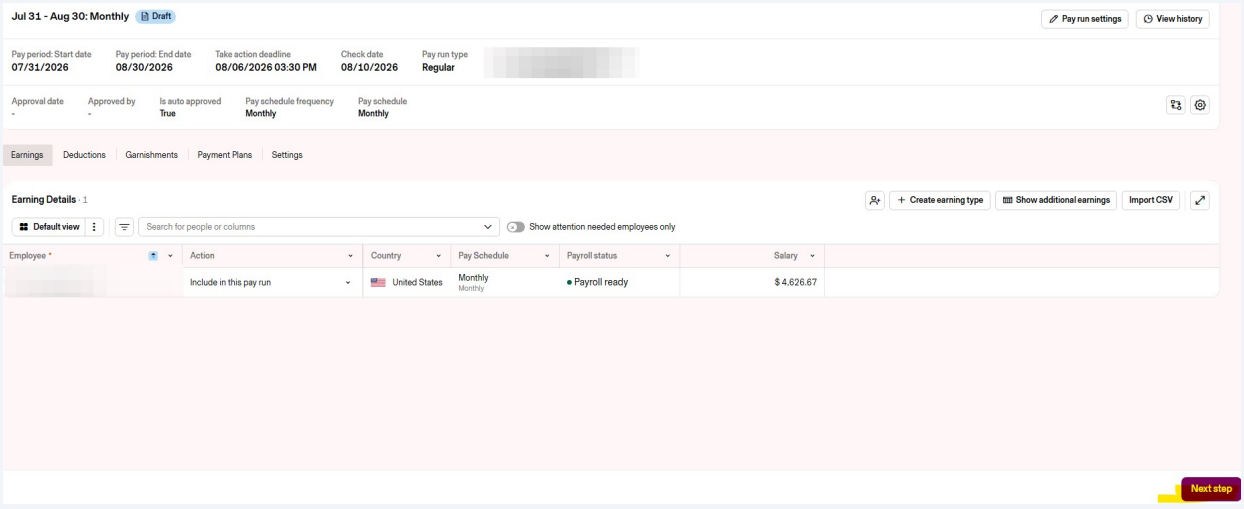
19 Click in the Employee contribution box, choose fixed amount and enter the amount on your payroll plan, click save.



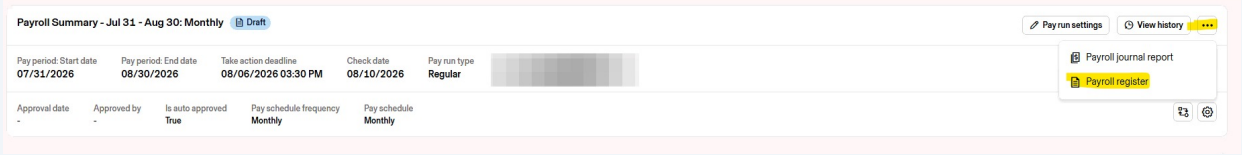
20 Once updates are done, you can preview your upcoming payroll to verify changes. In the Payroll section, click on Upcoming/Drafts & choose Run Payroll for your next payroll.



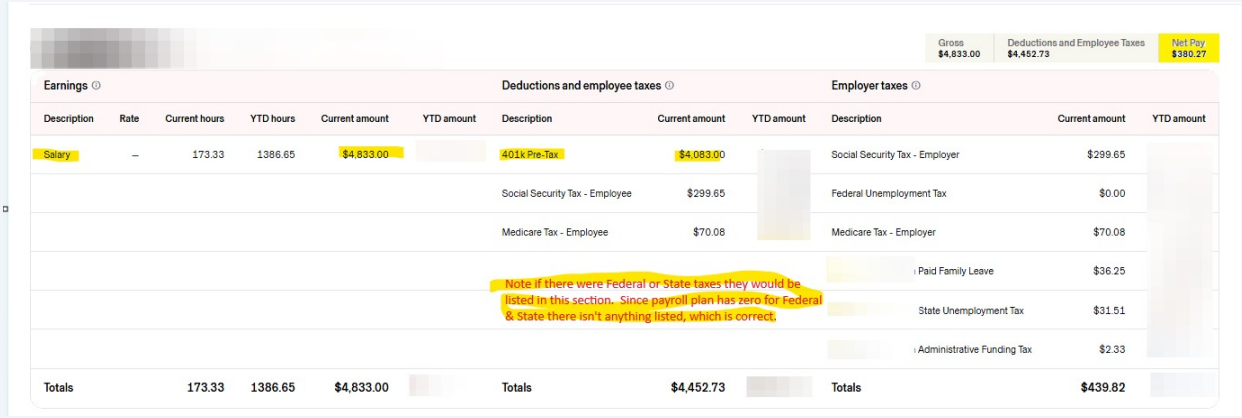
21 Select Next Step.



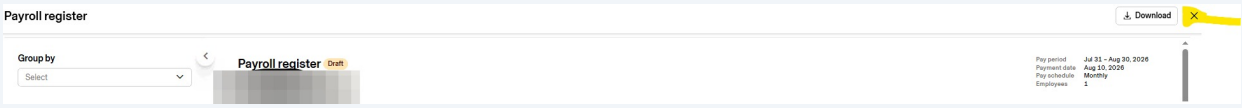
22 Click three dots at the top right and choose Payroll Register.



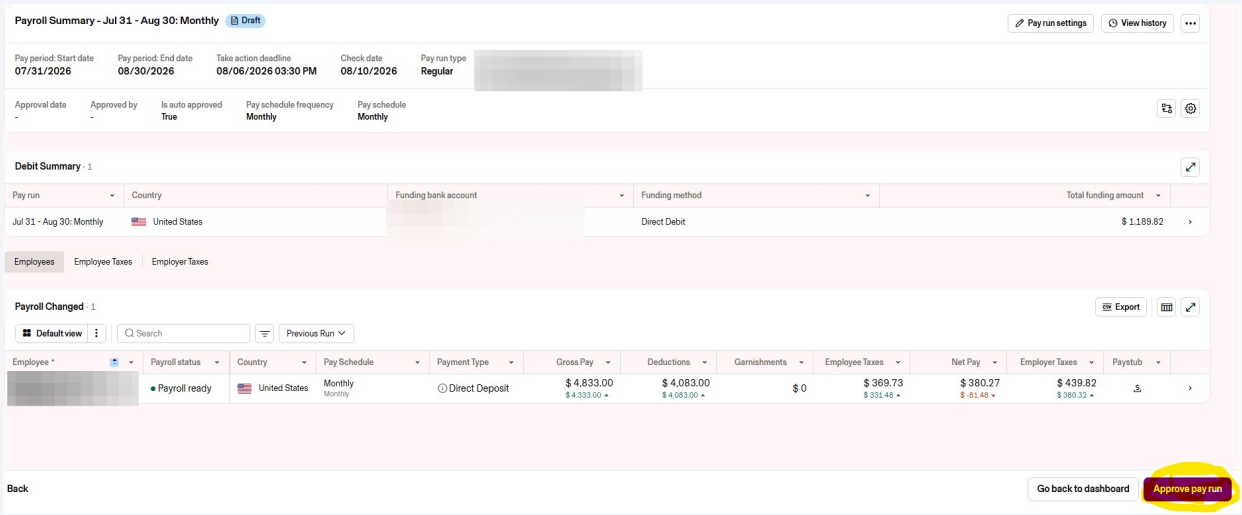
23 Review the report to confirm total match payroll plan. Note that next pay amount may vary based on taxes due to rounding on the payroll plan. As long as the net pay is close, then you should be good.



24 If everything looks good, X out of the report (top right).



25 Click Go Back to the dashboard.



26 As long as your payroll is set to auto approve, it will process by the due date. No other action is needed from you.

