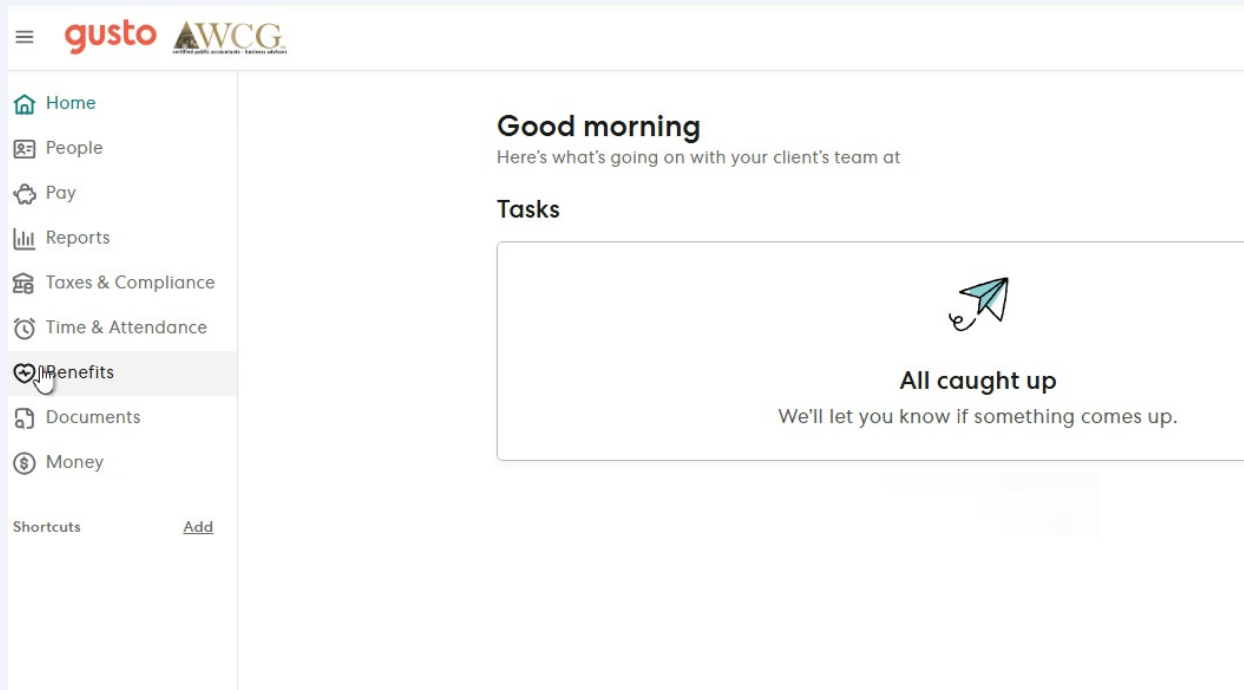


How to Manage Shareholder Health Benefits in Gusto

How to record 2% Shareholder Health and other benefits on your W2.

1

Click the Benefits option in the left sidebar. This opens the benefits management page.



2

Click the Manage button next to the Shareholder Health active benefit. This allows you to update the details for this specific benefit.

Automated, error-free, payroll deductions

Online onboarding for your employees

...the heavy lifting to ensure your transition goes smoothly

for your company

for a limited time

...e pre-tax money for their



Commuter

Help your employees spend less money when they commute to work.



Life insurance

Give employees peace of mind knowing their loved ones will be taken care of.

Actions

...nge, here's where you can update those manually. Need to change one of these benefits company-wide? Talk to your external provider. ...g with one of these benefits on an employee's paycheck, [request a benefit correction](#).

Manage >

3

Click the Carrier input field to enter the insurance provider.

Integrate your benefits

Enjoy automated, error-free payroll deductions

Learn More

✓ Awesome - even better

This is a company benefit

Employee name

Edit benefit

Add missing details for 2% SEHI

⚠ Verify your carrier

We've updated our list of medical insurance carriers. Please re-enter your carrier name below to ensure your benefit details are up to date.

Benefit type

Medical Insurance

Benefit name

This is how this benefit will appear on paystubs and reports.

2% SEHI

Carrier

Search for an insurance carrier or type in your own.

Start typing...

Renewal month

Select an option...

Cancel

Save

Benefit details

Benefit name

2% SEHI

Benefit type

Medical Insurance

Carrier

Other

Renewal month

Add renewal month

Edit details

Adjust amount

2% Shareholder Health

In an S-Corp, 2% shareholder health benefit is a company contribution that is pre-tax and not taxed as wages. Please have identified all shareholders continuing.

4

Type Manual in the Carrier field if you can't find yours. This field allows you to specify your insurance carrier or enter a custom one.

Add missing details for 2% SEHI

Verify your carrier
We've updated our list of medical insurance carriers. Please re-enter your carrier name below to ensure your benefit details are up to date.

Benefit type
Medical Insurance

Benefit name
This is how this benefit will appear on paystubs and reports.
2% SEHI

Carrier
Search for an insurance carrier or type in your own.
Manual

Renewal month
Select an option...

Benefit details
Benefit name
2% SEHI
Benefit type
Medical Insurance
Carrier
Other
Renewal month
[Add renewal month](#)
[Edit details](#)
[Adjust amounts for previous payrolls](#)

2% Shareholders
In an S-Corp, 2% shareholders cannot receive this benefit pre-tax. Deductions and company contributions will therefore be taxed as wages. Please make sure you have identified all 2% shareholders before continuing.

[Cancel](#) [Save](#)

5

Select December from the Renewal month dropdown. Choose the month that corresponds to your insurance policy renewal.

Add missing details for 2% SEHI

Verify your carrier
We've updated our list of medical insurance carriers. Please re-enter your carrier name below to ensure your benefit details are up to date.

Select an option...
January
February
March
April
May
June
July
August
September
October
November
December
Select an option...

Benefit details
Benefit name
2% SEHI
Benefit type
Medical Insurance
Carrier
Other
Renewal month
[Add renewal month](#)
[Edit details](#)
[Adjust amounts for previous payrolls](#)

2% Shareholders
In an S-Corp, 2% shareholders cannot receive this benefit pre-tax. Deductions and company contributions will therefore be taxed as wages. Please make sure you have identified all 2% shareholders before continuing.

[Cancel](#) [Save](#)

6

Click the Edit benefit link under the employee's name. This opens the modal to edit the medical insurance details for that person.

2% SEHI

Integrate your benefits with Gusto. It's completely free!
Enjoy automated, error-free payroll deductions and easily onboard your employees online.
[Learn More](#)

Awesome - everybody's in!
This is a company-wide benefit. Currently, all employees are enrolled.

Employee name	Employee deduction	Company contribution	Pay period
[Employee Name] inactive	\$0.00	\$0.00	Monthly

[Edit benefit](#)

Benefit details
Benefit name: 2% SEHI
Benefit type: Medical Insurance
Carrier: Manual
Renewal month: December
[Edit details](#)
[Adjust amounts for previous payrolls](#)

2% Shareholders
In an S-Corp, 2% shareholders cannot receive this benefit pre-tax. Deductions and company contributions will therefore be taxed as wages. Please make sure you have identified all 2% shareholders before continuing.

7

Click the Company contribution per pay period input field.

2% SEHI

Integrate your benefits with Gusto. It's completely free!
Enjoy automated, error-free payroll deductions and easily onboard your employees online.
[Learn More](#)

Awesome - everybody's in!
This is a company-wide benefit. Currently, all employees are enrolled.

Employee name	Employee deduction	Company contribution	Pay period
[Employee Name] inactive	\$0.00	\$0.00	Monthly

[Edit benefit](#)

Benefit details
Benefit name: 2% SEHI
Benefit type: Medical Insurance
Carrier: Manual
Renewal month: December
[Edit details](#)
[Adjust amounts for previous payrolls](#)

2% Shareholders
In an S-Corp, 2% shareholders cannot receive this benefit pre-tax. Deductions and company contributions will therefore be taxed as wages. Please make sure you have identified all 2% shareholders before continuing.

How do pre-tax health benefits work?

Edit [Employee Name]'s Medical Insurance details

Employee deduction: Amount to be deducted from the employee pay and kept in the company bank account in order to pay the benefit provider.

Company contribution: Company contribution amount to appear on paystubs. Note that for taxable benefits, the employee will be deducted taxes for the benefit.

Benefit Type
Medical Insurance

Description
2% SEHI

Employee deduction per pay period
This amount is deducted from the employee each pay period to pay for this benefit. This can be changed for each employee later.
\$ 0.00

Company contribution per pay period
This amount is paid by the company each pay period beyond what was deducted from the employee's pay.
\$ 0.00

Currently Active?
You can always switch between active and inactive. The information above is saved.

☐ Yes, continue to make deductions and contributions

☒ No, stop making deductions and contributions for now

[Remove this Benefit from \[Employee Name\]](#) [Cancel](#) [Save](#)

8

Type annual amount in the Company contribution per pay period field. This represents the annual contribution amount being applied.

Edit [redacted]'s Medical Insurance details

Employee deduction: Amount to be deducted from the employee pay and kept in the company bank account in order to pay the benefit provider.

Company contribution: Company contribution amount to appear on paystubs. Note that for taxable benefits, the employee will be deducted taxes for the benefit.

Benefit Type
Medical Insurance

Description
2% SEHI

Employee deduction per pay period
This amount is deducted from the employee each pay period to pay for this benefit. This can be changed for each employee later.
\$ 0.00

Company contribution per pay period
This amount is paid by the company each pay period beyond what was deducted from the employee's pay.
\$ 26,098.00

Currently Active?
You can always switch between active and inactive. The information above is saved.

☐ Yes, continue to make deductions and contributions

☒ No, stop making deductions and contributions for now

[Remove this Benefit from \[redacted\]](#) [Cancel](#) [Save](#)

Benefit details

Benefit name
2% SEHI

Benefit type
Medical Insurance

Carrier
Manual

Renewal month
December

[Edit details](#)
[Adjust amounts for previous payrolls](#)

2% Shareholders

In an S-Corp, 2% shareholders cannot receive this benefit pre-tax. Deductions and company contributions will therefore be taxed as wages. Please make sure you have identified all 2% shareholders before continuing.

How do pre-tax health benefits work?

9

Select the 'Yes, continue to make deductions and contributions' option under Currently Active?. This reactivates the medical insurance benefit for the employee.

Edit [redacted]'s Medical Insurance details

Employee deduction: Amount to be deducted from the employee pay and kept in the company bank account in order to pay the benefit provider.

Company contribution: Company contribution amount to appear on paystubs. Note that for taxable benefits, the employee will be deducted taxes for the benefit.

Benefit Type
Medical Insurance

Description
2% SEHI

Employee deduction per pay period
This amount is deducted from the employee each pay period to pay for this benefit. This can be changed for each employee later.
\$ 0.00

Company contribution per pay period
This amount is paid by the company each pay period beyond what was deducted from the employee's pay.
\$ 26,098.00

Currently Active?
You can always switch between active and inactive. The information above is saved.

☒ Yes, continue to make deductions and contributions

☐ No, stop making deductions and contributions for now

[Remove this Benefit from \[redacted\]](#) [Cancel](#) [Save](#)

Benefit details

Benefit name
2% SEHI

Benefit type
Medical Insurance

Carrier
Manual

Renewal month
December

[Edit details](#)
[Adjust amounts for previous payrolls](#)

2% Shareholders

In an S-Corp, 2% shareholders cannot receive this benefit pre-tax. Deductions and company contributions will therefore be taxed as wages. Please make sure you have identified all 2% shareholders before continuing.

How do pre-tax health benefits work?

10

Click Benefits in the left sidebar menu. This returns you to the benefits overview page to add another benefit if needed such as HSA, Long term care/Disability.

2% SEHI

Integrate your benefits with Gusto. It's completely free!
Enjoy automated, error-free payroll deductions and easily onboard your employees online.
[Learn More](#)

✓ **Awesome - everybody's in!**
This is a company-wide benefit. Currently, all employees are enrolled.

Employee name	Employee deduction	Company contribution	Pay period
Edit benefit	\$0.00	\$26,098.00	Monthly

Benefit details

Benefit name
2% SEHI

Benefit type
Medical Insurance

Carrier
Manual

Renewal month
December

[Edit details](#)
[Adjust amounts for pre](#)

2% Shareholders

In an S-Corp, 2% sharehold this benefit pre-tax. Deduct company contributions will be taxed as wages. Please make sure you have identified all 2% share continuing.

How do pre-tax hea

11

If you need to record Shareholder Disability Insurance, click the Set up button next to Medical, Dental & Vision. This starts the process of adding a new disability benefit under the medical category.

If something was wrong with one of these benefits on an employee's paycheck, [request a benefit correction](#).

2% SEHI
1 employee enrolled [Manage >](#)

All benefits

Health (4)

Medical, Dental & Vision
Get medical, vision, and dental benefits administration at no extra cost. [Set up >](#)

Health Savings Account
Help employees with high-deductible health plans set aside money for health expenses. [Set up >](#)

Flexible Spending Account - Medical
Give employees a tax-advantaged way to set aside money for health expenses. [Set up >](#)

Flexible Spending Account - Dependent Care
Help employees set aside money for dependent care, like preschool and daycare. [Set up >](#)

Financial Health (9)

Wallet
A benefit that helps employees to manage their paychecks and save money at no cost for employers. [New](#) [Set up >](#)

12

Click the Manually enter deductions button. This allows you to manually configure payroll deductions and company contributions.

Use now to manage existing benefits

Employers are required to withhold qualified medical, dental, and vision pre-tax funds from employees' payroll



Recommended

Manage your benefits with Gusto for free

Keep your current price and coverage

Dedicated support from Gusto's benefits experts

Save time [managing benefits and payroll all-in-one](#)

[Manage benefits with Gusto](#)



Manually deduct benefits from payroll

- Manually enter pre-tax payroll deductions and company contributions
- Maintain [IRS section 125](#) required documents
- Manage enrollment and renewal outside of Gusto

[Manually enter deductions](#)

For more guidance? [Schedule a call with a benefits advisor](#)

13

Select the post-tax S-corp owner-only plan radio button. This ensures the benefit is correctly classified for tax purposes.

What type of insurance is this?

☒ Medical

☐ Dental

☐ Vision

Is this an individual or group plan?

☐ Post-tax individual plan

☒ Pre-tax group plan or post-tax S-corp owner-only plan



For group plans where employees cover some of their premium costs, you may need a [Premium-section 125](#). Gusto provides this for free when you integrate your benefits.

[Schedule a call to learn more >](#)

[Back](#)

[Save and continue](#)

14

Click the How do you want this benefit displayed on employee paystubs? text field. This field defines the label that you will see on your paystub.

Add a new benefit

Detailed information

How do you want this benefit displayed on employee paystubs?

E.g., Aetna medical plan

Who is the carrier for this benefit?

Search for an insurance carrier or type in your own.

Start typing...

Which month will this benefit renew?

Select an option...

Back Save and continue

15

Type 2% Shareholder Disability (or LTC).

Add a new benefit

Detailed information

How do you want this benefit displayed on employee paystubs?

2% Shareholder Disability

Who is the carrier for this benefit?

Search for an insurance carrier or type in your own.

2% SEHI

2% Shareholder Disability

Start typing...

Which month will this benefit renew?

Select an option...

Back Save and continue

16 Type Manual into the carrier field if you do not find yours.

Add a new benefit

Detailed information

Step 2 of 3

How do you want this benefit displayed on employee paystubs?

2% Shareholder Disability

Who is the carrier for this benefit?

Search for an insurance carrier or type in your own.

Manual

Which month will this benefit renew?

Select an option...

Back

Save and continue

17 Click the Coverage status toggle for the shareholder in order to record this amount.

Add benefit participants

Participant details

Step 3 of 3

Add coverage status, company contribution, and employee deduction for each employee. [What do these mean?](#)

Q Search people

Employee name	Coverage status	Company contribution	Employee deduction
	☒ Not covered	\$	\$

Back

Save and continue

18

Type the annual amount in the Company contribution field. This sets the annual company contribution amount for the Shareholder. Click Save and Continue.

Add benefit participants

Participant details Step 3 of 3

Add coverage status, company contribution, and employee deduction for each employee. [What do these mean?](#)

Q Search people

Employee name	Coverage status	Company contribution	Employee deduction
	☒ Covered	\$ 1005.00	\$

[Back](#)
[Save and continue](#)

19

Click the Pay tab in the left sidebar. This navigates to the payroll dashboard where you can manage different types of payroll runs.

Add a new benefit

Summary

All set! Here's what to expect next:

- ☒ **Add medical plan**
 Completed on Wed, Oct 1
 You've added **2% Shareholder Disability** for **1 participant** with:
 - \$1,005 per employee per month avg. company contribution
 - \$0 per employee per month avg. employee deduction
- ☐ **Run next payroll**
2% Shareholder Disability will appear as a line item on participating employees' paystubs.
- ☐ **Obtain a Premium-only Plan Document**
 On or before Jan 2026
 Gusto recommends keeping a record of your [Premium-only Plan](#)

20

Click Run an off-cycle payroll. This starts the process of running an unscheduled payroll.

every payroll looks right

set up custom permissions and approvals. So if someone needs to give the thumbs up, they can.

approvals

[Learn how it works](#)

Payday
Fri Oct 10



Pay a US contractor



Pay a Non-US contractor



Run an off-cycle payroll



Run a bonus payroll



See more options



Payroll Bridge



Secure future payrolls

21

Select the shareholder(s) from the team members list. This adds them to the off-cycle payroll.

Off-cycle payroll

Who do you want to pay?

Team members

You can only choose from people at your company.

Add a team member



Select all

1 team member



Salary/Eligible for overtime

Cancel

Continue

22

Click the Payment date input field. This opens the calendar to select the date this is effective for. Also update the work period if needed (must be a period before the check date).

Off-cycle payroll

1. Hours and earnings

2. Time off

3. Review and submit

Total earnings

\$0.00

Total hours worked

0.00 hrs

Pay methods

0 checks, 1 direct deposit

[All totals](#)

Basics

Work period

Enter a work period to show on your employees' pay stubs.

09/28/2025

-

10/04/2025

Payment date

Enter the date you'd like your employees to receive payment.

10/03/2025

23

Click the 'Make all the regular deductions and contributions' radio button. Keeping regular deductions active prevents blocking important benefits like health insurance.

Basics

Work period

Enter a work period to show on your employees' pay stubs.

09/21/2025

-

09/27/2025

Payment date

Enter the date you'd like your employees to receive payment.

10/03/2025

Deductions and contributions

Employers often block deductions and contributions from certain checks (i.e. bonus checks), since they are calculated on a per-pay-period basis. **Deductions and contributions include loan repayments, garnishments, benefits, etc. Taxes will be included regardless of what is chosen.**

☐ Block all deductions and contributions, except 401(k). Taxes will still be included.

☒ Make all the regular deductions and contributions

[Sa](#)

24

Scroll down to the Hours and additional earnings section. Click the More Actions three-dot menu next to the shareholder's name. This menu provides options to view benefits or override tax withholding.

Supplemental wages, bonus wages, commission Regular wages, paid monthly ⓘ

Reimbursements Not taxed ⓘ

See something that doesn't look quite right? [Edit rates](#)

Hours and additional earnings

Update your employees' hours, reimbursements, and additional earnings below.

[Import payroll data](#)

Q Search for name [Filter](#) [Edit employees](#)

Employees	Regular Hours (RH) Overtime (OT/DOT)	Additional Earnings	Gross Pay (GP) Reimbursement (R) Payment Method	Actions
\$.00/yr Add Personal Note		Net Earnings Gross Earnings Other Earnings	\$0.00 Reimbursement Pay by: Direct Deposit ▼	⋮

[Save changes for later](#) [Cancel](#) [Save & continue](#)

25

Click the Continue button on the Set up tax withholding overrides. This proceeds to the next step where you can specify the override method.

Set up tax withholding overrides ✕

Federal taxes [Step 1 of 2](#) ▼

Federal income tax override for

Options for this payroll

☒ No override
The withholding amount will be based on this person's W-4 information.

☐ Apply previously scheduled override
An override of \$.00 was set up to recur indefinitely.

☐ Apply one-time override to this payroll only
This will not affect the scheduled override you've set up for .

[Cancel](#) [Continue](#)

26

Type 0.00 in the 'Enter a dollar amount' input field. Setting this to zero overrides the federal income tax withholding for this payroll. Click Continue.

Set up tax withholding overrides ×

Federal taxes Step 1 of 2

Federal income tax override for [Employee Name]

Options for this payroll

- ☐ No override
The withholding amount will be based on this person's W-4 information.
- ☐ Apply previously scheduled override
An override of \$ [Amount] .00 was set up to recur indefinitely.
- ☒ Apply one-time override to this payroll only
This will not affect the scheduled override you've set up for

How do you want to withhold from this payroll?

- ☒ A fixed dollar amount
- ☐ A percentage of gross pay

How much do you want to withhold from this payroll?
Enter the amount of money to withhold from this individual's gross pay.

\$ 0.00

Cancel Continue

27

Click the Done button. This saves the tax override settings and applies them to the current payroll run.

Set up tax withholding overrides ×

Review and confirm Step 2 of 2

Review and confirm overrides for [Employee Name]

Federal income tax \$0.00 will be withheld from this payroll
This is a one-time override

☒ I assume responsibility for this override and any tax adjustments that may result.
By checking this box you understand that you are performing an override of the suggested tax calculation based on the information that was provided by this person in their W-4.

Cancel Back Done

- 28 Click the Cancel button on the 'Enter a Net Amount' box.

The screenshot shows a modal box titled "Enter a Net Amount". Inside, there is a text prompt: "Please enter the net amount you want to receive. We'll then automatically calculate the gross amount you need to pay, including taxes and deductions." Below this is a note: "Calculated gross amount from net will not include tax overrides." A text input field labeled "Net Amount" contains "\$ 0.00". At the bottom of the modal, there are two buttons: "Cancel" and "Calculate Gross from Net". A mouse cursor is pointing at the "Cancel" button.

- 29 Click the Cancel button on the 'Other Earnings' screen. This closes it and returns you to the main payroll screen.

The screenshot shows the "Other Earnings" screen. It has four sections, each with a text input field set to "\$ 0.00":

- Bonus**: The amount of bonus pay the employee received for this pay period.
- Cash Tips**: Cash tips (imputed tips) that were already given to the employee this pay period. This amount will be reported as an income and will be taxed.
- Commission**: The amount of commission pay the employee received for this pay period.
- Paycheck Tips**: Paycheck tips (service charges) to be paid to the employee this pay period. This amount will be added to the employee's gross pay.

At the bottom of the screen, there are two buttons: "Cancel" and "Save". The "Cancel" button is circled in orange, and a mouse cursor is pointing at it. On the right side of the screen, there is a summary section with labels "Gross Pay (GP)", "Reimbursement (R)", and "Payment Method", followed by a value of "\$0.00". At the very bottom right, there is a link that says "Save changes for later".

30

Click the Save & continue button. This saves the hours and additional earnings and moves to the next step. Click Save & continue again to proceed past the time off section.

Additional earnings below.

[Import payroll data](#)

[Filter](#) [Edit employees](#)

Hours (RH) T/DOT)	Additional Earnings	Gross Pay (GP) Reimbursement (R) Payment Method	Actions
	Net Earnings	\$0.00	
	GE \$ 0.0	Reimbursement	
	Other Earnings	Pay by: Direct Deposit	

[Save changes for later](#) [Cancel](#) [Save & continue](#)

31

Review the withdrawal and submit payroll page. Note that the cash requirements are zero dollars and we recommend downloading a full summary to verify the details.

Off-cycle payroll

Pay period: 09/21/2025 - 09/27/2025

1. Hours and earnings 2. Time off 3. Review and submit 4. Confirmation

Review \$0.00 withdrawal and submit payroll

Here's a quick summary to review—we'll debit funds after you submit payroll. Or, [download a full summary](#) now. To pay your team on the pay date below, submit payroll by **Wed Oct 1st at 6pm CDT**.

Total payroll	Bank account	Withdrawal date	Employee payday
\$27,103.00		Wed Oct 1st, 2025	Fri Oct 3rd, 2025

You have \$0 check amounts included on this payroll.

If this was intentional, there's nothing you need to do! Otherwise, you should skip the following employees on this payroll:

[What the team takes home](#)

[Company costs](#)

32

Click the download a full summary link to view a full payroll journal report of the payroll run.

Review the Payroll Journal Report to verify the earnings, deductions, and employer costs. The report breaks out the S-Corp Owner's Medical Insurance and Disability separately to ensure accurate tracking.

Off-cycle payroll

Pay period: 09/21/2025 - 09/27/2025

1. Hours and earnings

2. Time off

3. Review and submit

4. Confirmation

Review \$0.00 withdrawal and submit payroll

Here's a quick summary to review—we'll debit funds after you submit payroll. Or, [download a full summary](#) now. To pay your team on the pay date below, submit payroll by **Wed Oct 1st at 6pm CDT**.

Total payroll
\$27,103.00

Bank account
[Redacted]

Withdrawal date
Wed Oct 1st, 2025

Employee payday
Fri Oct 3rd, 2025

You have \$0 check amounts included on this payroll.

If this was intentional, there's nothing you need to do! Otherwise, you should skip the following employees on this payroll:

What the team takes home

Company costs

33

Click the Submit payroll button. This finalizes and submits the off-cycle payroll.

1. Hours and earnings

2. Time off

3. Review and submit

4. Confirmation

Review \$0.00 withdrawal and submit payroll

Here's a quick summary to review—we'll debit funds after you submit payroll. Or, [download a full summary](#) now. To pay your team on the pay date below, submit payroll by **Wed Oct 1st at 6pm CDT**.

Total payroll
\$27,103.00

Bank account
[Redacted]

Withdrawal date
Wed Oct 1st, 2025

Employee payday
Fri Oct 3rd, 2025

You have \$0 check amounts included on this payroll.

If this was intentional, there's nothing you need to do! Otherwise, you should skip the following employees on this payroll:

What the team takes home

Company costs

Go back

Submit payroll

34

After submitting the payroll, you need to disable the active benefits for the shareholder. Click Benefits in the left navigation menu.

gusto WCG

Home
People
Pay
Reports
Taxes & Compliance
Time & Attendance
Benefits
Documents
Money

Off-cycle payroll

Pay period: 09/21/2025 - 09/27/2025

1. Hours and earnings 2. Time off 3. Rev

You made payday magic! Invite others to do the same.

Helping out a fellow business owner has never been so rewarding. Invite them to Gusto: they get \$100, you get up to payroll.

35

Click the Manage button next to the 2% SEHI benefit. This allows you to edit or stop the benefit so it doesn't accidentally recur again on the next payroll.

they commute to work. loved ones will be taken care of.

update those manually. Need to change one of these benefits company-wide? Talk to your external provider. s on an employee's paycheck, [request a benefit correction.](#)

Manage >

Manage >

36

Select the 'No, stop making deductions and contributions for now' option. This deactivates the benefit for the employee.

Company contribution: Company contribution amount to appear on paystubs. Note that for taxable benefits, the employee will be deducted taxes for the benefit.

Benefit Type
Medical Insurance

Description
2% SEHI

Employee deduction per pay period
This amount is deducted from the employee each pay period to pay for this benefit. This can be changed for each employee later.
\$ 0.00

Company contribution per pay period
This amount is paid by the company each pay period beyond what was deducted from the employee's pay.
\$ 26,098.00

Currently Active?
You can always switch between active and inactive. The information above is saved.

☒ Yes, continue to make deductions and contributions

☐ No, stop making deductions and contributions for now

[Remove this Benefit from](#) [Cancel](#) [Save](#)

37

Click the Edit benefit link again to remove the benefit at the employee-level.

Time & Attendance

Benefits

Documents

Money

Shortcuts [Add](#)

[App directory](#)

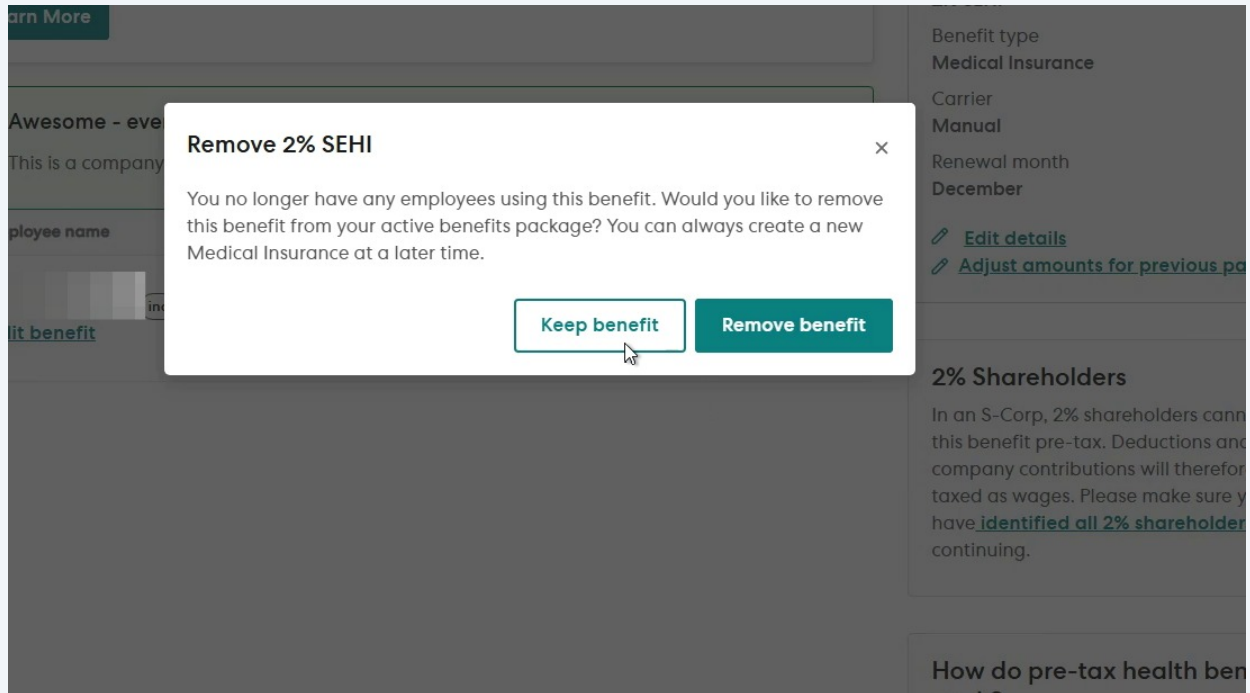
[Learn More](#)

✓ **Awesome - everybody's in!**
This is a company-wide benefit. Currently, all employees are enrolled.

Employee name	Employee deduction	Company contribution
Edit benefit inactive	\$0.00	\$26,098.00

38

Click the Keep benefit button on the confirmation dialog. This removes the employee from the benefit while keeping the benefit in Gusto for future use for the following year.



39

Repeat the same steps for deactivating HSA or LTC/Disability items if you created those.

40

Review the Active benefits section on the Benefits page. Confirming that there are 0 employees enrolled in the 2% Shareholder Insurance items ensures they will not be processed in the upcoming auto payroll run.

Recommended for your company

Starts at \$0 for a limited time

401(k)
Help employees save pre-tax money for their financial future.



Commuter
Help your employees spend less money when they commute to work.



Life insurance
Give employees peace of mind knowing their loved ones will be taken care of.

Active benefits

Manual payroll deductions

If these deductions change, here's where you can update those manually. Need to change one of these benefits company-wide? Talk to your external provider. If something was wrong with one of these benefits on an employee's paycheck, [request a benefit correction](#).

2% SEHI
0 employees enrolled

Manage >

2% Shareholder Disability
0 employees enrolled

Manage >

All benefits



Health 4

Medical, Dental & Vision

Set up >

41

You CANNOT report these types of insurances using items that are reported in Box 12 of the W2 like normal employee payroll benefits. If you have questions or run into issues, you can email Gusto directly at support@gusto.com