WCG Inc.
certified public accountants • business advisors

tel 719.387.9800
txt 719.345.2100
fax 855.345.9700

Payroll System Updating Guide

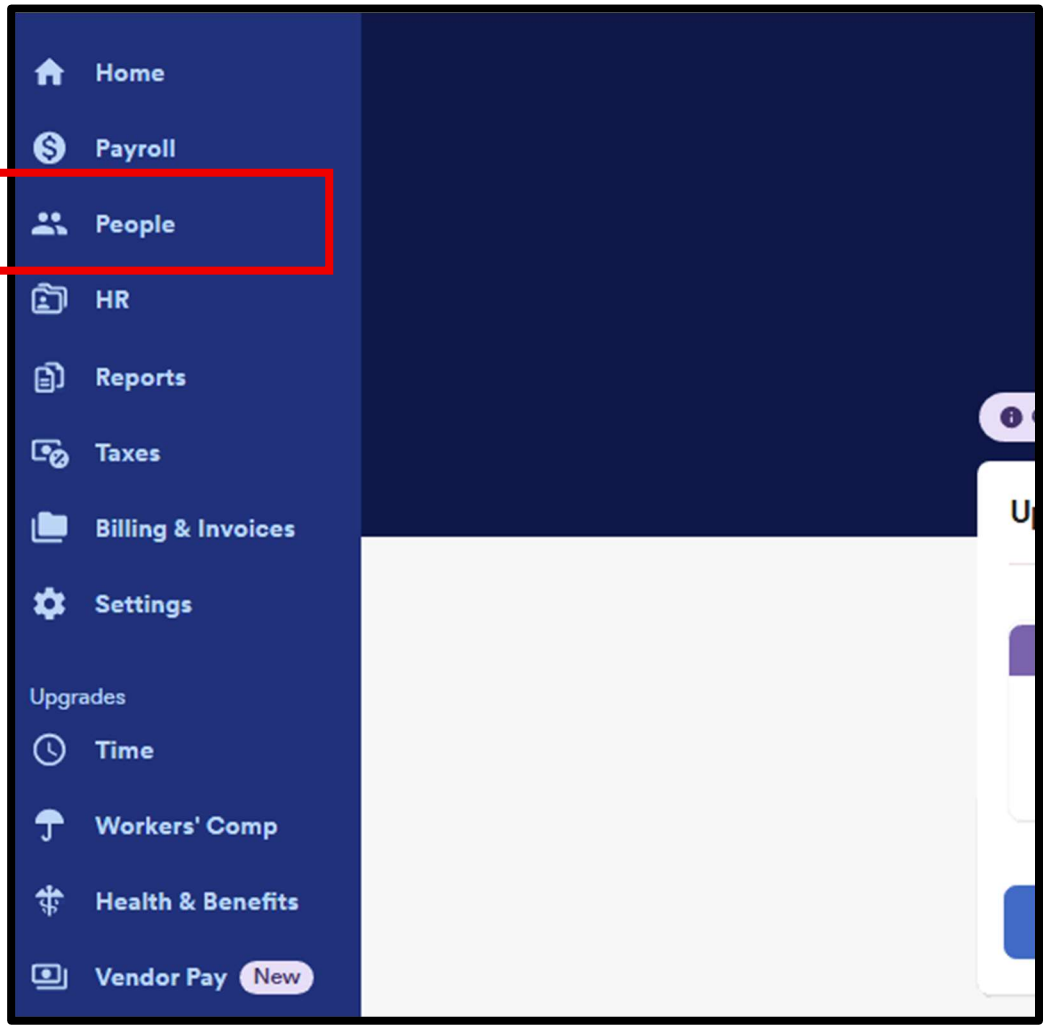
These materials are designed to help you update ADP using the figures provided in your Payroll Plan. Please let us know if you have any questions about the plan, as we are happy to review the numbers together.

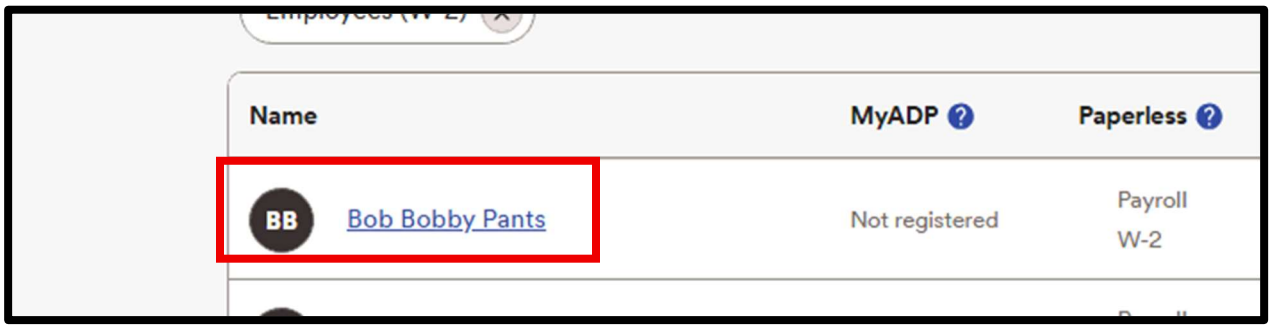
If you need assistance navigating ADP or would like formal training, we can gladly put you in touch with their technical support team. Outside of formal training, you can utilize their live chat option or contact them at 877-815-6427 (24/7 General Support).

Screenshots outlined in black are from the ADP platform, while those outlined in green are from a sample Payroll Plan.

2393 Flying Horse Club Drive ▪ Colorado Springs, Colorado ▪ 80921
support@wcginc.com

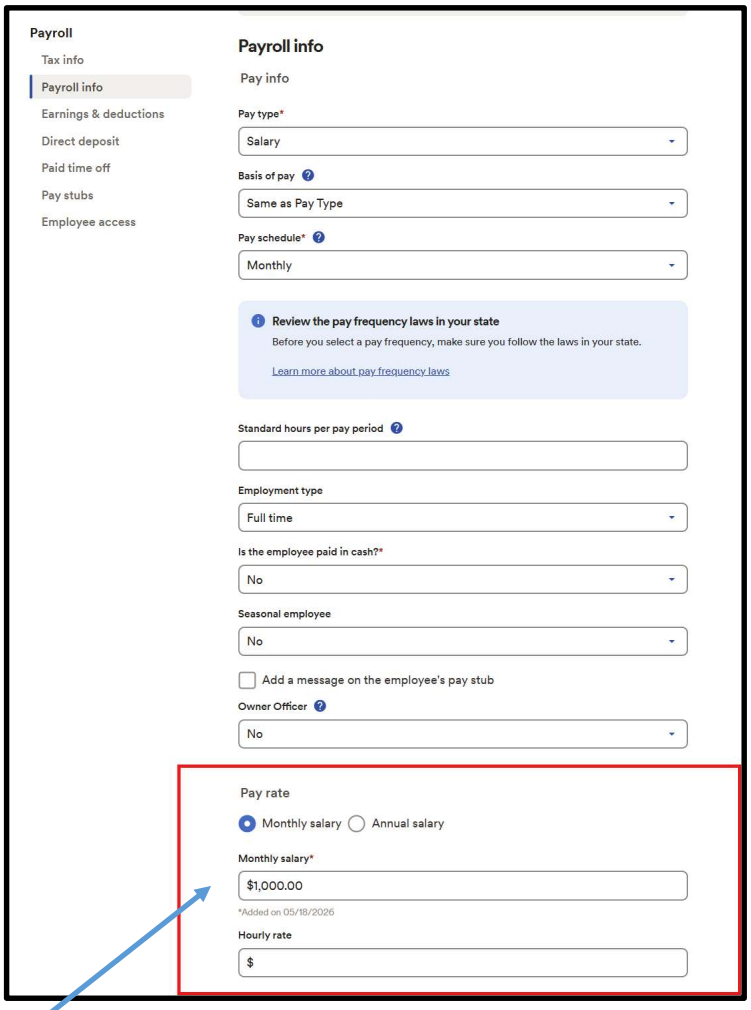
Navigating to Employee





Copyright© 2026 WCG Inc.

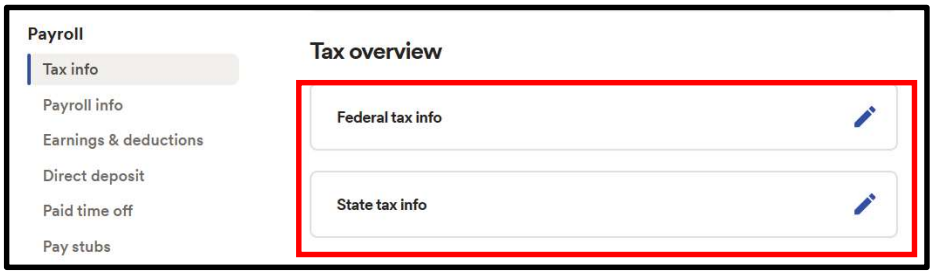
Gross Wages

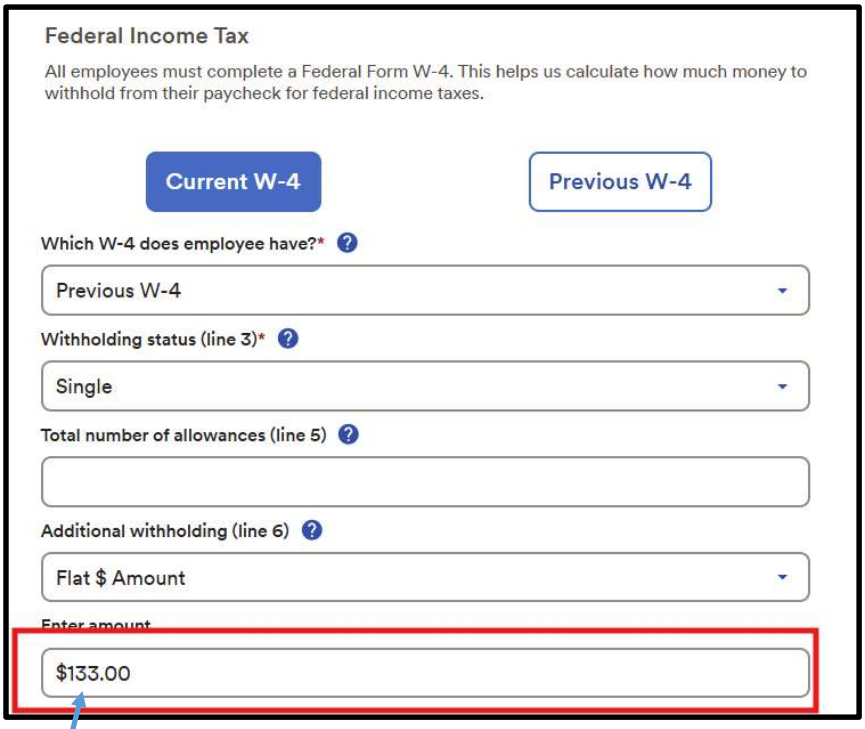


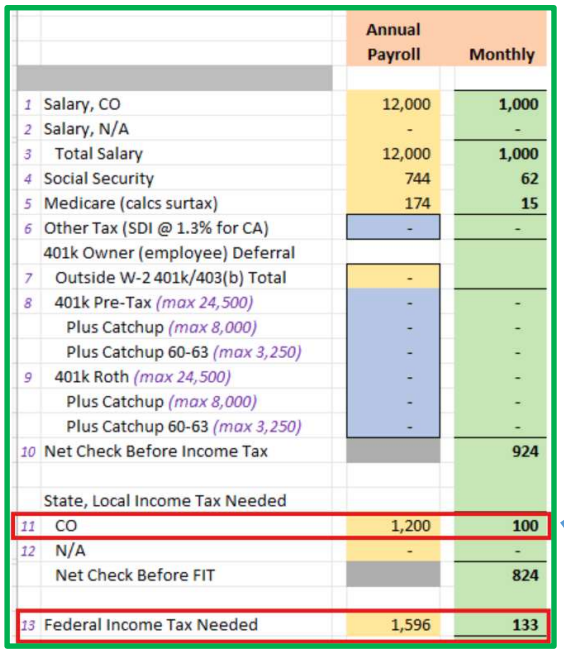
		Annual Payroll	Monthly
1	Salary, CO	12,000	1,000
2	Salary, N/A	-	-
3	Total Salary	12,000	1,000
4	Social Security	744	62
5	Medicare (calcs surtax)	174	15
6	Other Tax (SDI @ 1.3% for CA)	-	-
	401k Owner (employee) Deferral		
7	Outside W-2 401k/403(b) Total	-	
8	401k Pre-Tax *(max 24,500)*	-	-
	Plus Catchup *(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		924
	State, Local Income Tax Needed		
11	CO	1,200	100
12	N/A	-	-
	Net Check Before FIT		824
13	Federal Income Tax Needed	1,596	133

Copyright© 2026 WCG Inc.

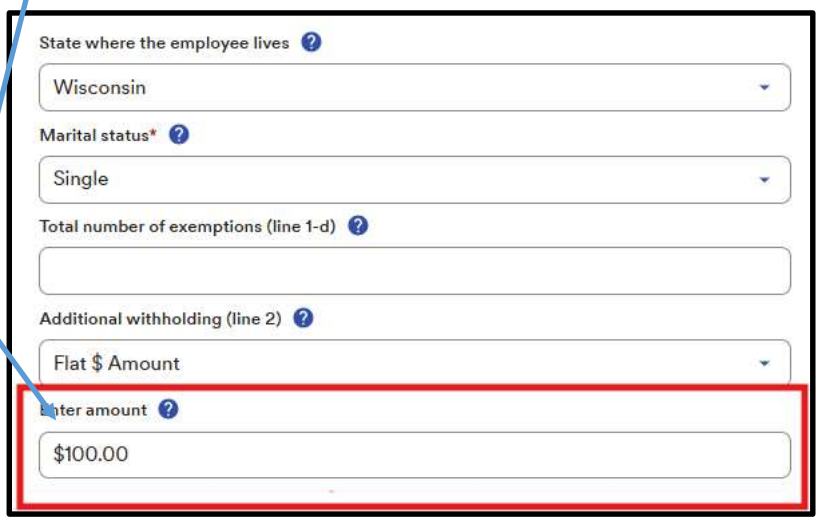
Withholdings





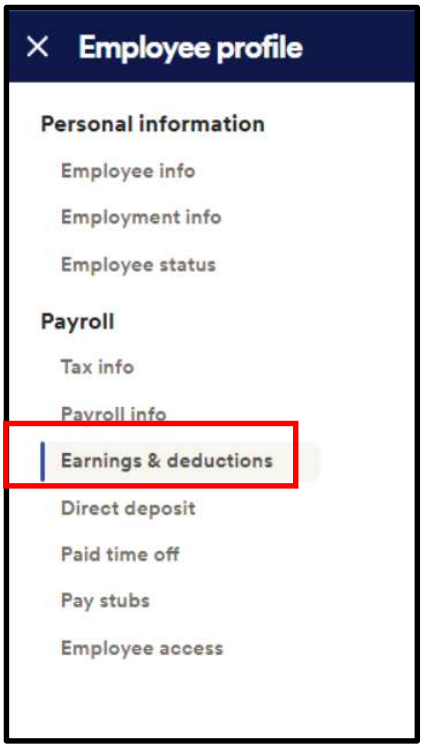


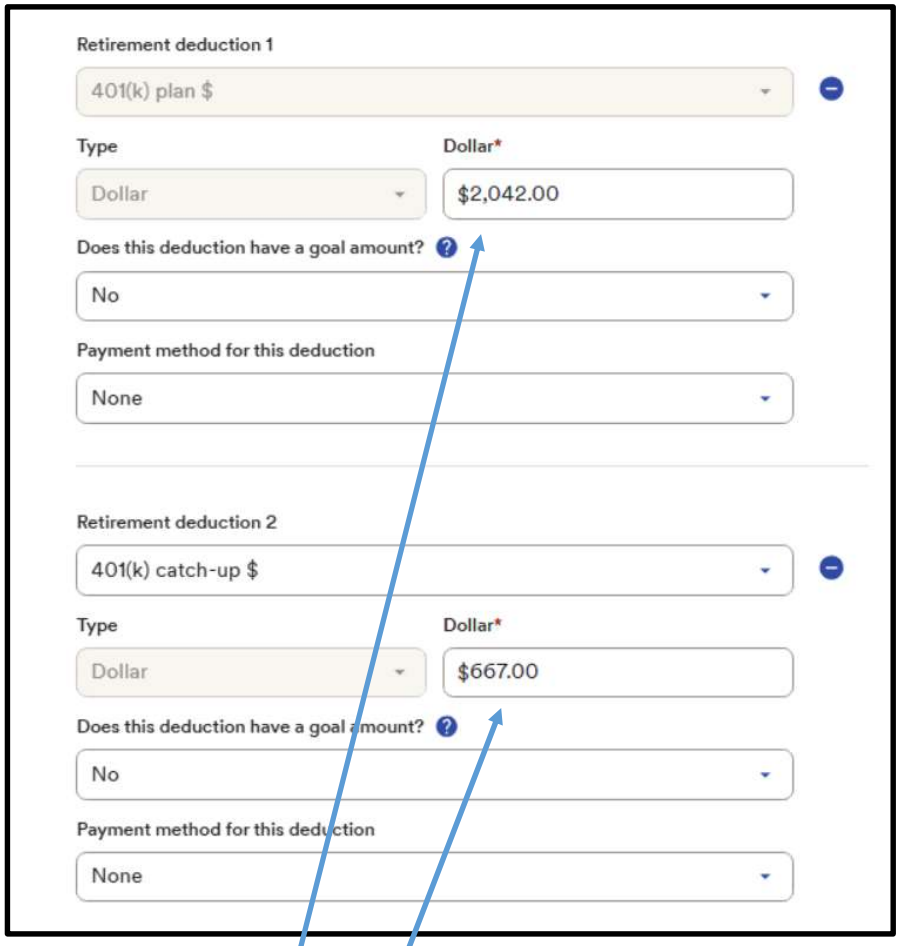
		Annual Payroll	Monthly
1	Salary, CO	12,000	1,000
2	Salary, N/A	-	-
3	Total Salary	12,000	1,000
4	Social Security	744	62
5	Medicare (calcs surtax)	174	15
6	Other Tax (SDI @ 1.3% for CA)	-	-
	401k Owner (employee) Deferral		
7	Outside W-2 401k/403(b) Total	-	
8	401k Pre-Tax *(max 24,500)*	-	-
	Plus Catchup *(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		924
	State, Local Income Tax Needed		
11	CO	1,200	100
12	N/A	-	-
	Net Check Before FIT		824
13	Federal Income Tax Needed	1,596	133



Copyright© 2026 WCG Inc.

401K Contributions





		Annual Payroll	Aug
1	Salary, CO	73,000	**8,184**
2	Salary, N/A	-	-
3	Total Salary	73,000	**8,184**
4	Social Security	4,526	**507**
5	Medicare (calcs surtax)	1,059	**119**
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	**2,042**
	Plus Catchup *(max 8,000)*	8,000	**667**
	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		**4,850**

Copyright© 2026 WCG Inc.