# Setup up Default for (new) Employee Records in QuickBooks

This procedure establishes standard payroll information for Missouri employees. When a new employee record is created, the following default setting will be applied.

1. If you are setup in Multi-User mode, you must switch to Single-user mode.
    a. Select File from menu bar.
    b. Select Switch to Single-User Mode.
2. From the **Employee** menu, select **Employee Center**.
3. From the **Manage Employee Information** drop-down at top of screen, select **Change New Employee Default Settings.**
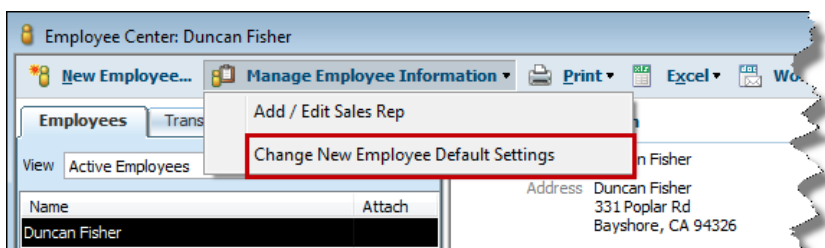
4. On the employee defaults window, select **Taxes** button.
5. Select the **Federal** tab, **uncheck the Federal Unemployment Tax**
6. Select the **State** tab,
    a. select **Mo** for State Worked and State Subject for Withholding.
    b. Place checkmark preceding **SUI** (state unemployment insurance)
7. Select the **Other** tab.
    a. Click the drop-down arrow in the first blank row under **Item Name**,
    b. select **Medicare Employee Addl Tax**. (review procedure for adding this new tax)
    c. Select **city withholding tax** if employee pays local tax.
8. Click **OK** to save changes.

When a new employee record is established, all of the above defaults will be applied. With this setting, the bookkeeper will not need to remember to uncheck the Federal Unemployment tax, select Mo and SUI, or select Other taxes (city withholding tax and Medicare Employee Addl Tax).