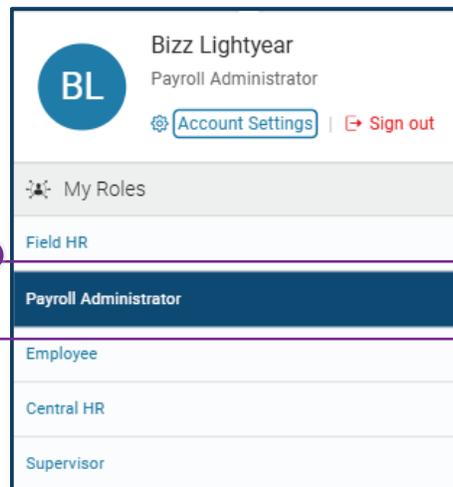


FICA Information (FINQ)

Instructions

FINQ

This query enables the user to view the annual and quarterly employment tax information. You can search tax information by employee and employer.

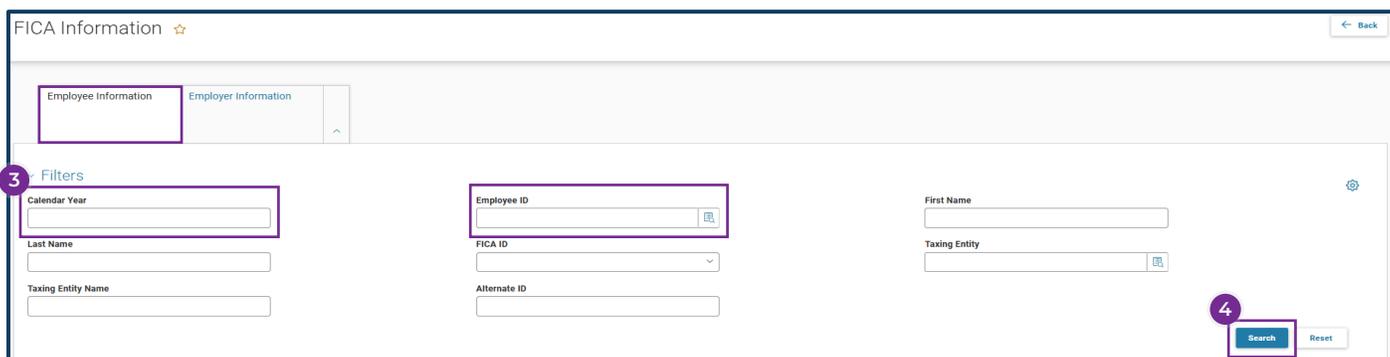


1. From **My Profile**, select the **Payroll Administrator** role.

2. From the **Global Navigation** search bar, type FINQ for FICA Information.

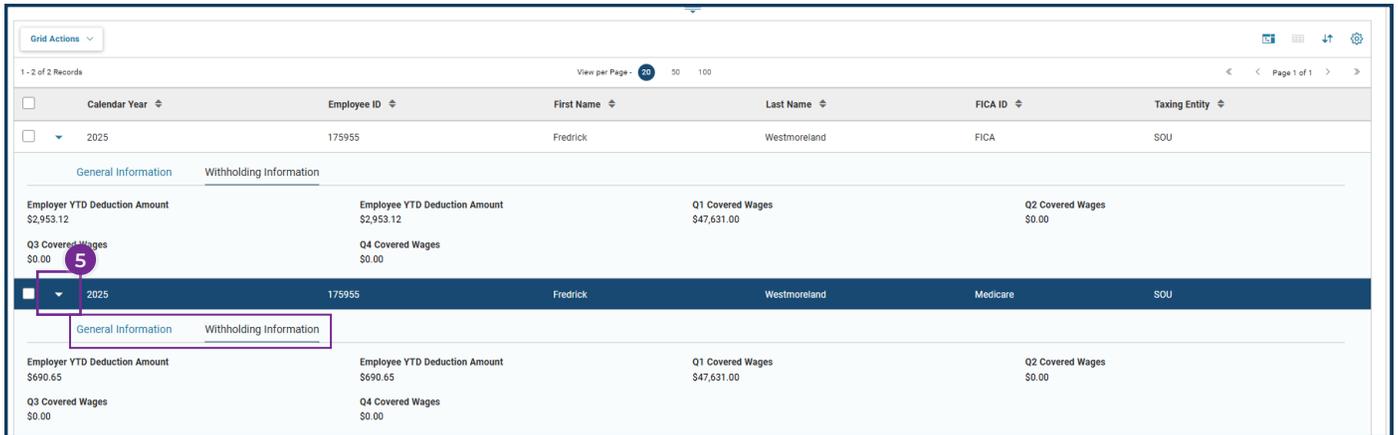


3. On the **Employee Information** tab, under the Filters section, add the **Calendar Year** and **Employee ID to search** for an employee.
4. Click the **Search** button.



5. Under **Grid Actions**, click the **Expand** button  on the record you want to view.

Click the **General Information** or **Withholding Information** subsections to view results.



Calendar Year	Employee ID	First Name	Last Name	FICA ID	Taxing Entity
2025	175955	Fredrick	Westmoreland	FICA	SOU
General Information Withholding Information					
Employer YTD Deduction Amount \$2,953.12	Employee YTD Deduction Amount \$2,953.12	Q1 Covered Wages \$47,631.00		Q2 Covered Wages \$0.00	
Q3 Covered Wages \$0.00	Q4 Covered Wages \$0.00				
2025	175955	Fredrick	Westmoreland	Medicare	SOU
General Information Withholding Information					
Employer YTD Deduction Amount \$690.65	Employee YTD Deduction Amount \$690.65	Q1 Covered Wages \$47,631.00		Q2 Covered Wages \$0.00	
Q3 Covered Wages \$0.00	Q4 Covered Wages \$0.00				