Payroll Mate New User Tour

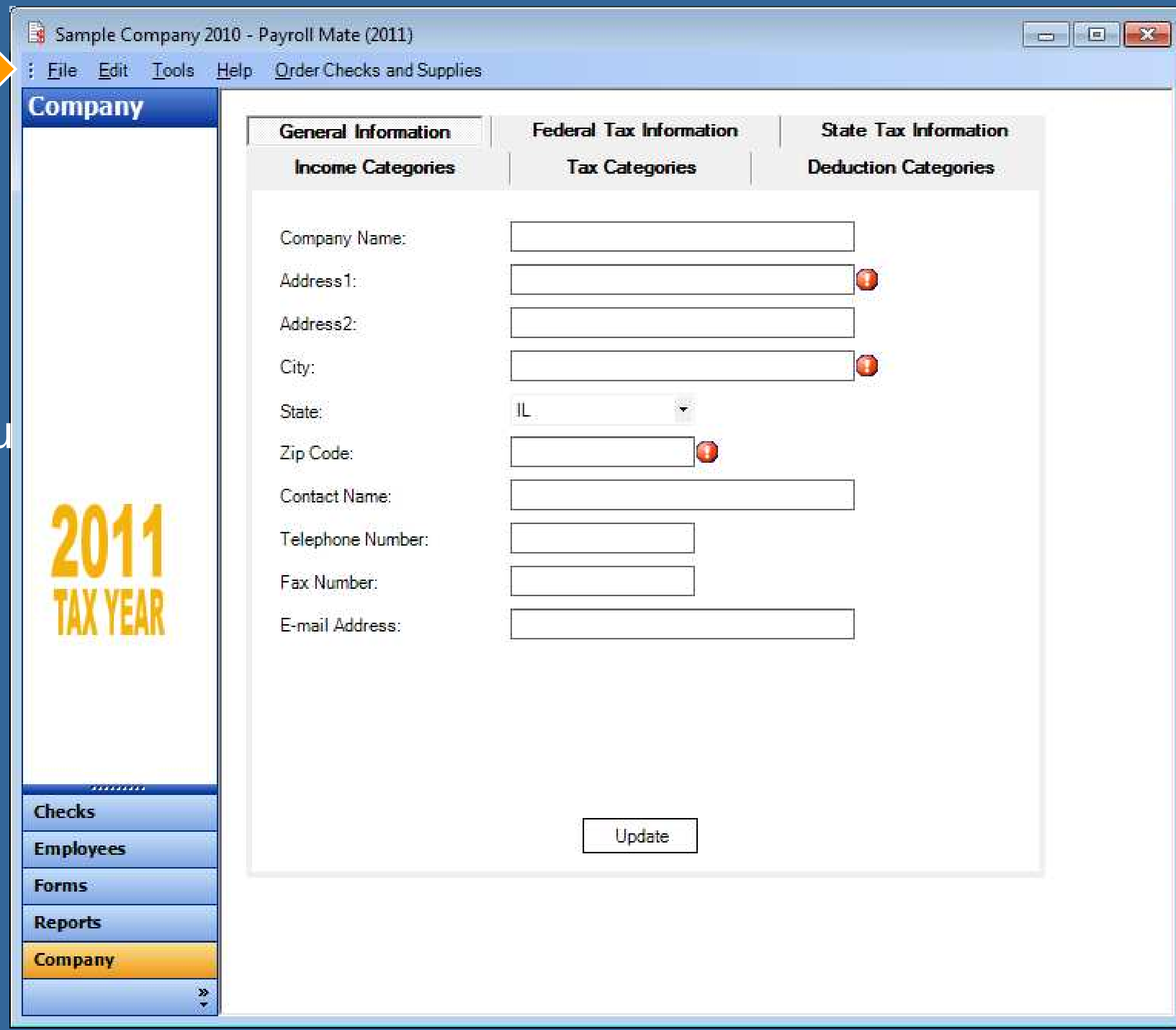
Thank you for joining the Payroll Mate family we strongly recommend you take this new user tour

Please continue

In this tour you will learn

- How to create a new company
- How to add a new employee
- How to setup state unemployment tax
- How to setup state disability insurance
- How to custom add a new tax category
- How to custom add a new income category
- How to custom add a new deduction category
- How to create your first payroll check
- How to print your newly created payroll check

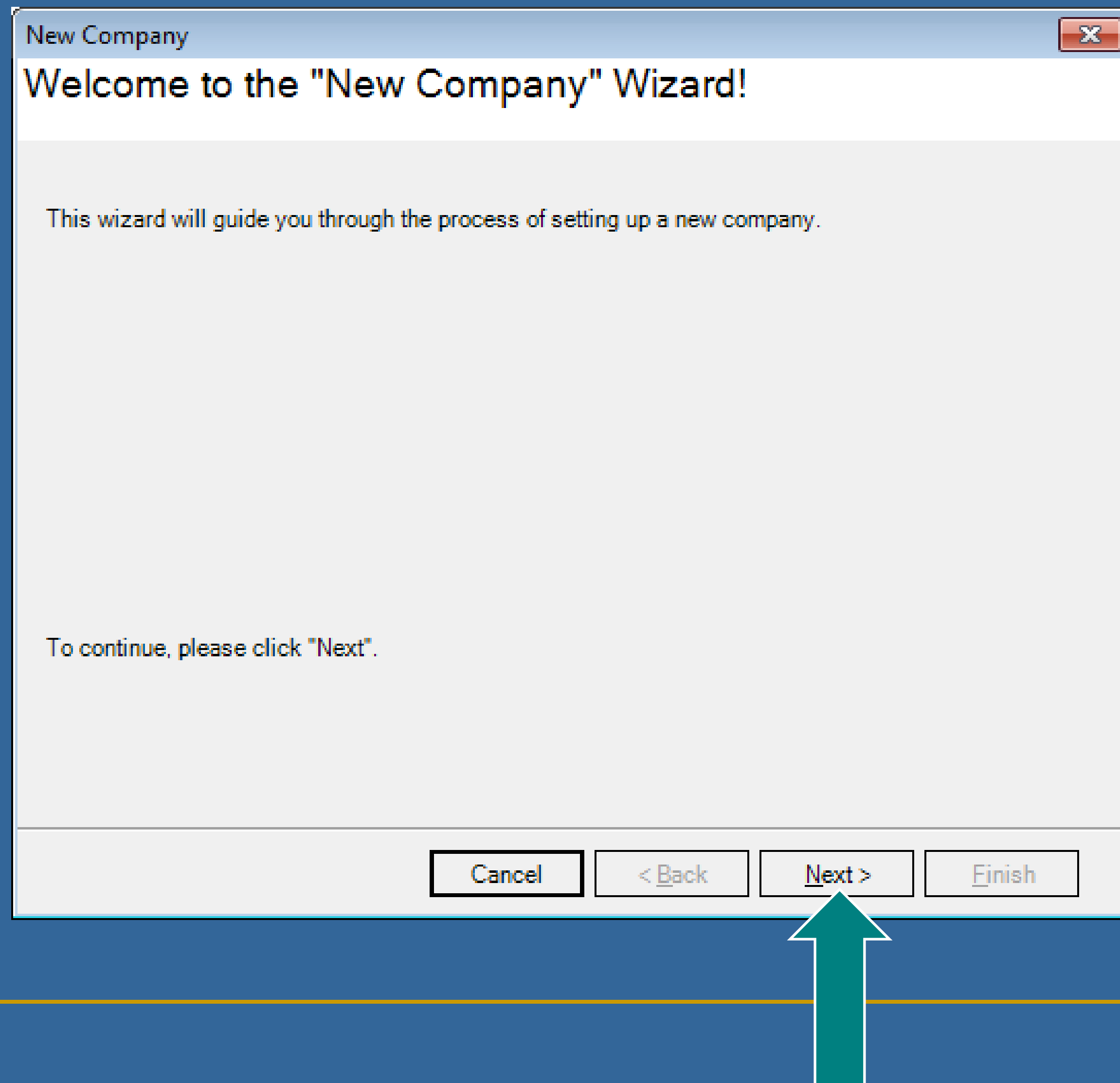
Creating a new company



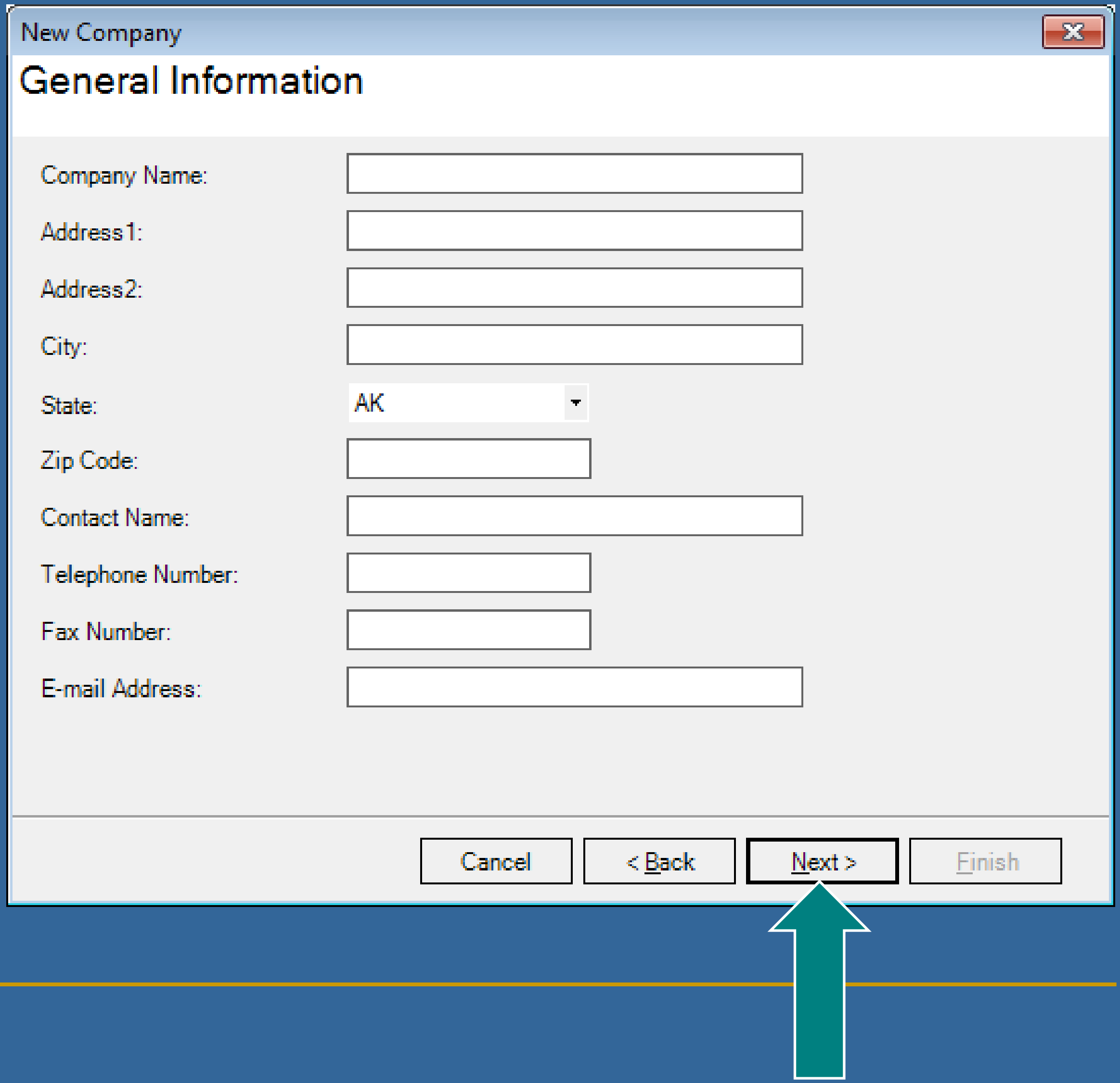
It is crucial that you create your own company before using Payroll Mate, *do not use the sample company.*

Click on file new company. As you can see, once you do that, a new company wizard will come up as seen in the following screen.

This is the new company wizard. Click next to proceed to the second screen.



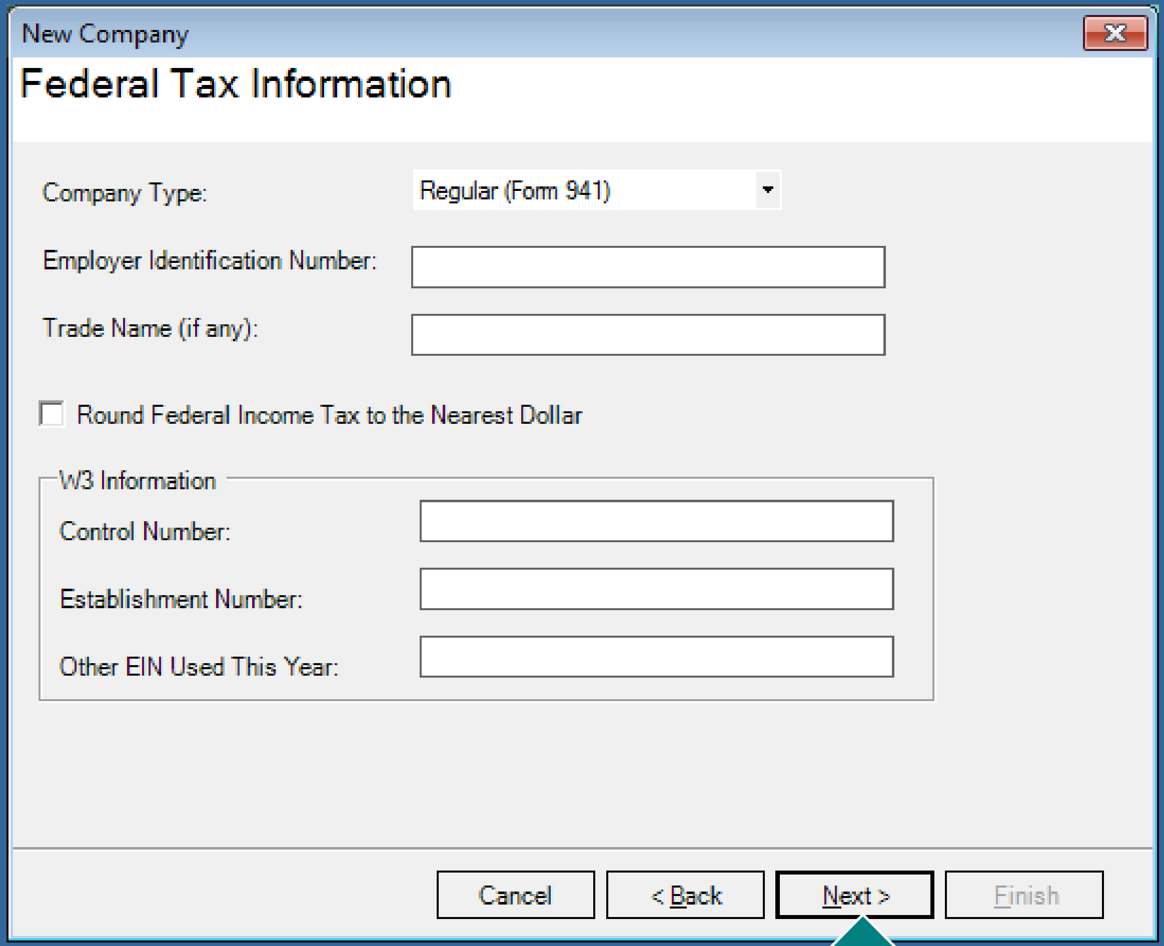
Fill in all the boxes. This information will decide the company file name and this company name will reflect on all the forms and materials you print from Payroll Mate, then click next.



Chose company type. Most companies are 941 filers, you can contact the IRS at 800-829-4933 to determine if you are a 941 or 944 filer.

Enter employer Identification number you received from the IRS.

Control number and establishment number are numbers you create for your own purposes then click next.



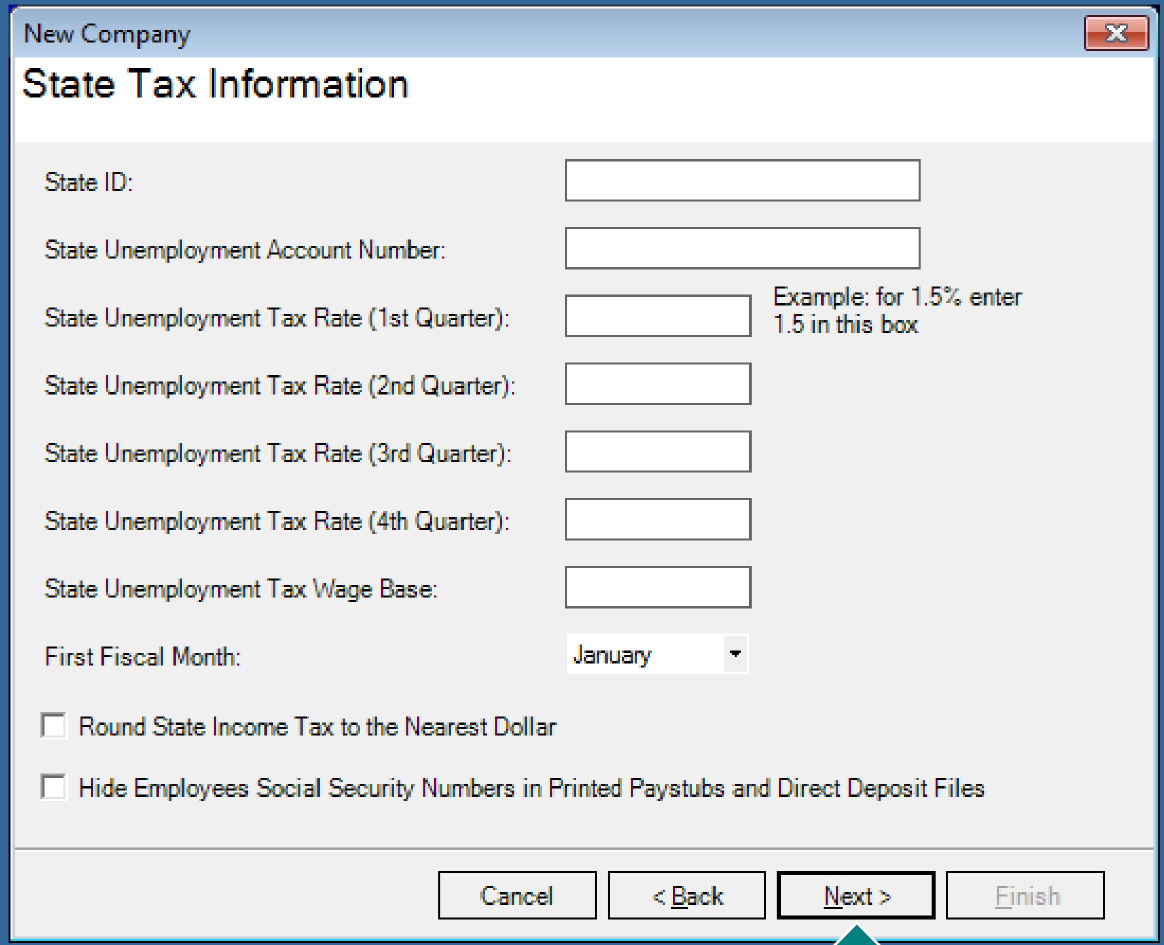
Enter State tax I.D and unemployment account number that you received from your state tax authorities.

Enter state unemployment rate as was provided to you by your state un-employment agency. *(this rate varies from one employer to another and from one state to another)*

Example 1% rate just enter 1

Enter the wage base as determined by your state (cap amount of wages earned per employee subject to unemployment tax as determined by your state authorities) Don’t enter Zero

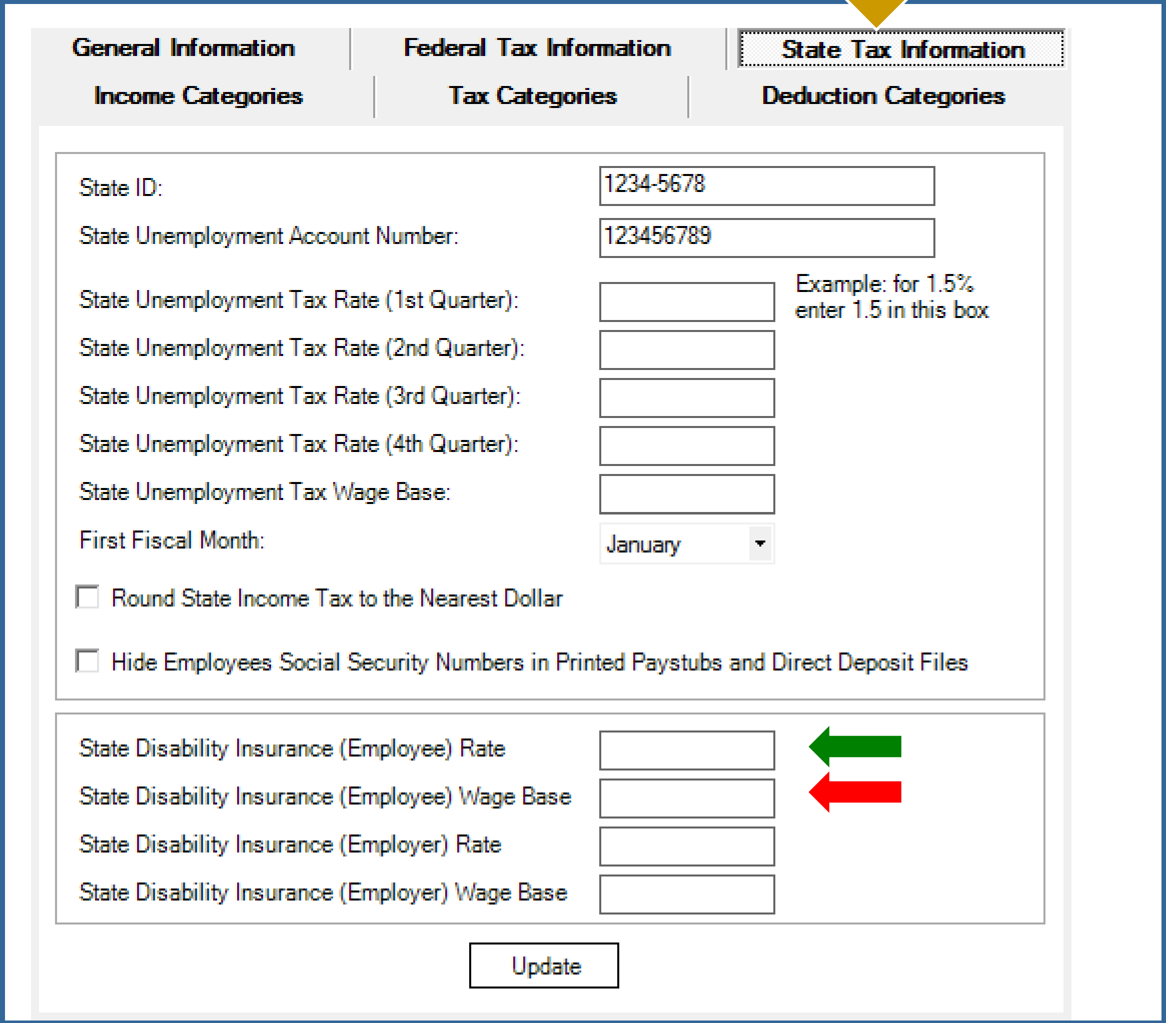
Make sure you get the proper information from your state tax authorities



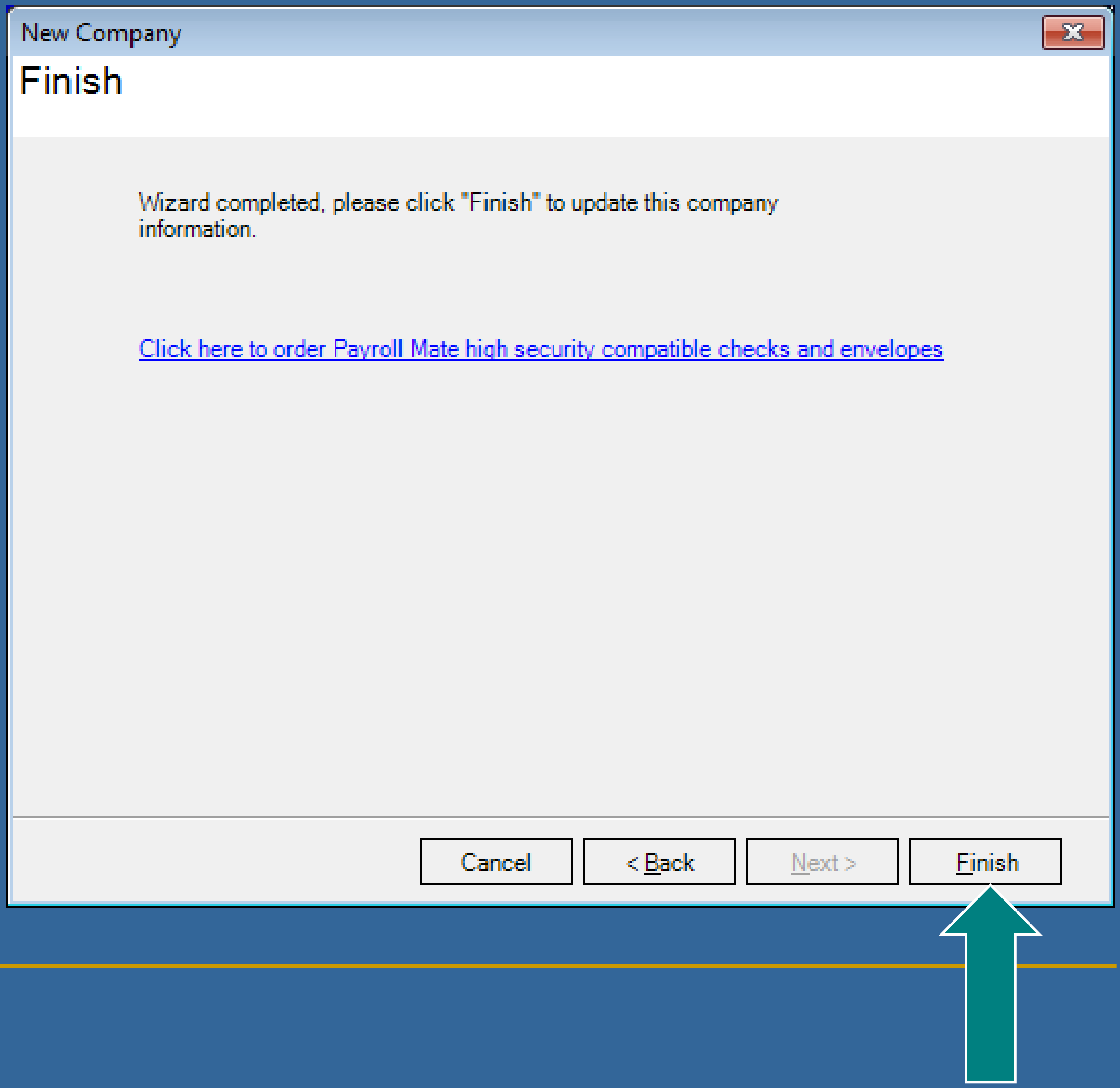
Click on State Tax information to setup State disability insurance

Depending on your state their might be a state disability insurance paid by the employer or the employee or both you need to get your disability insurance from your state taxing authorities. If employee rate is 1% enter 1 in the box by the green arrow you also need to enter the wage base (amount earned subject to state disability insurance tax) by the red arrow

Use the lower two boxes if the insurance is paid by the employer



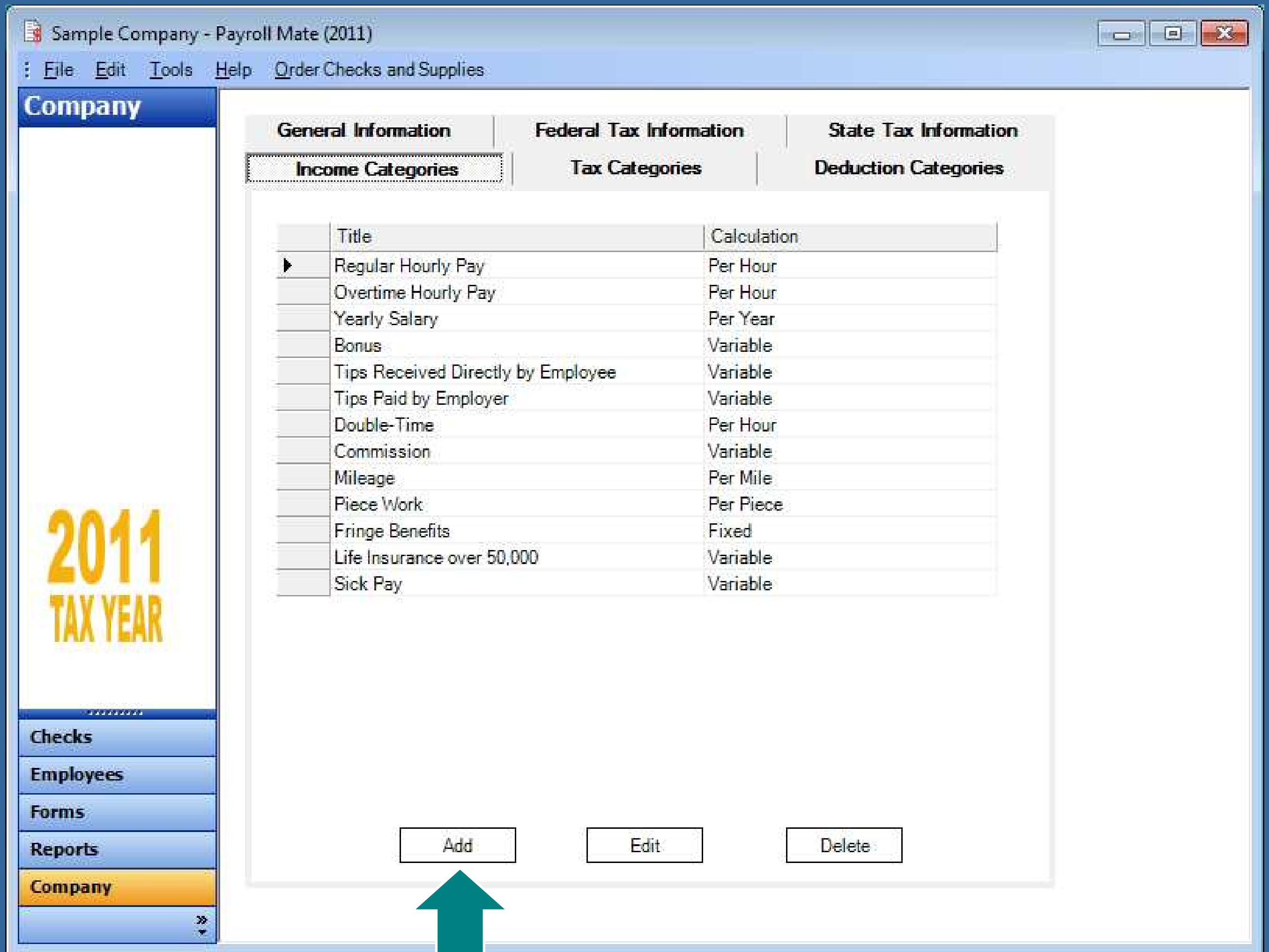
Congratulations you have finished the basic company setup for your new company. Click finish.



Payroll Mate comes loaded with most commonly used income categories.

You can custom add income categories that fit your needs.

To add a new income category click on company then click on add and follow the wizard as in the second screen.



To custom add your income category give it a name and abbreviation and select the type from the pull down menu.

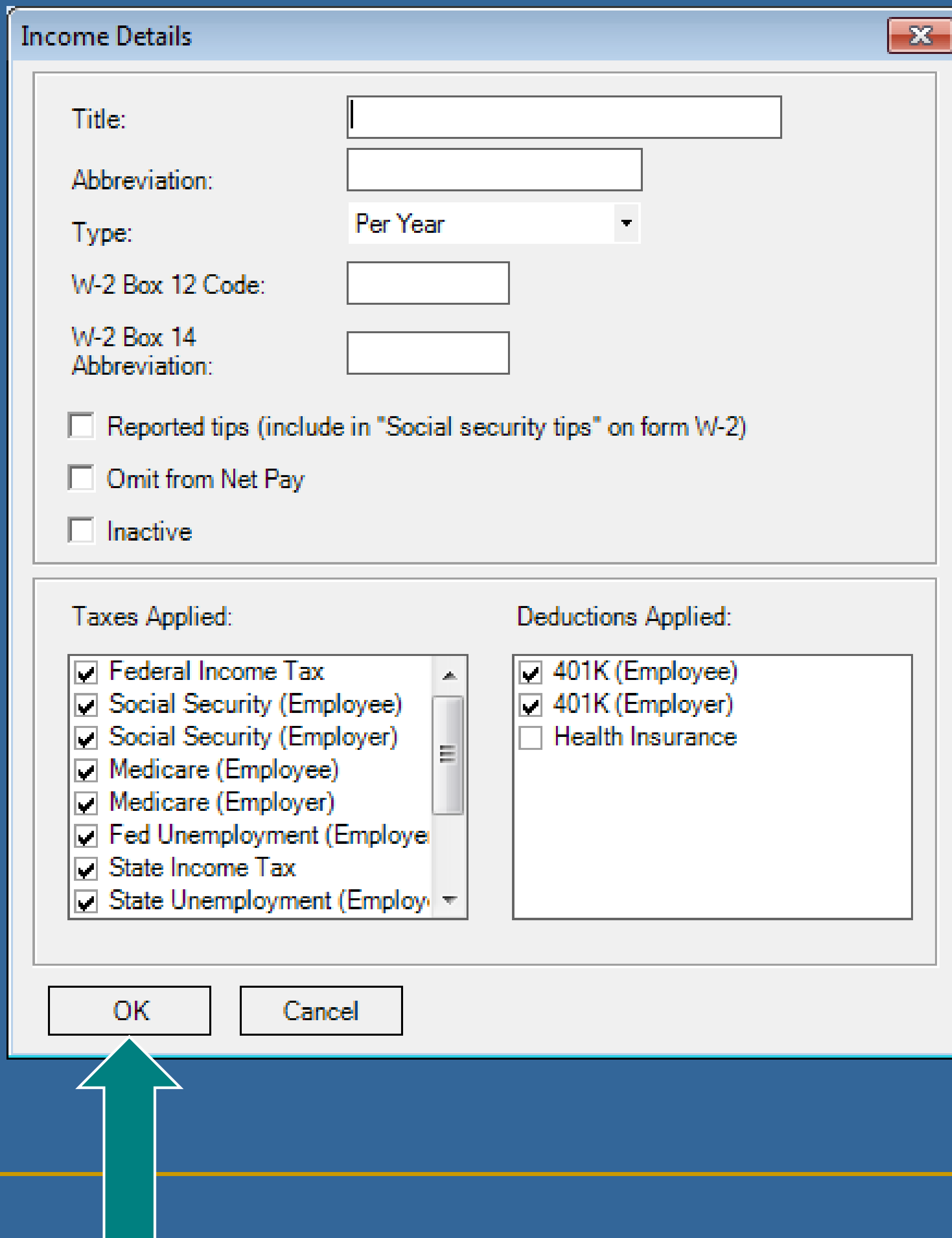
Enter the proper W-2 box code and abbreviation. If applicable, this applies only to income categories that show up on box 12 and 14 of the W2 forms. *You can find box 12 codes inside W2 forms instructions as provided by the IRS.*

Most income categories do not require codes.

Then check or uncheck the taxes and deductions that apply or do not apply to this newly created income category.

If you uncheck taxes that will have an effect on your 941 and other forms.

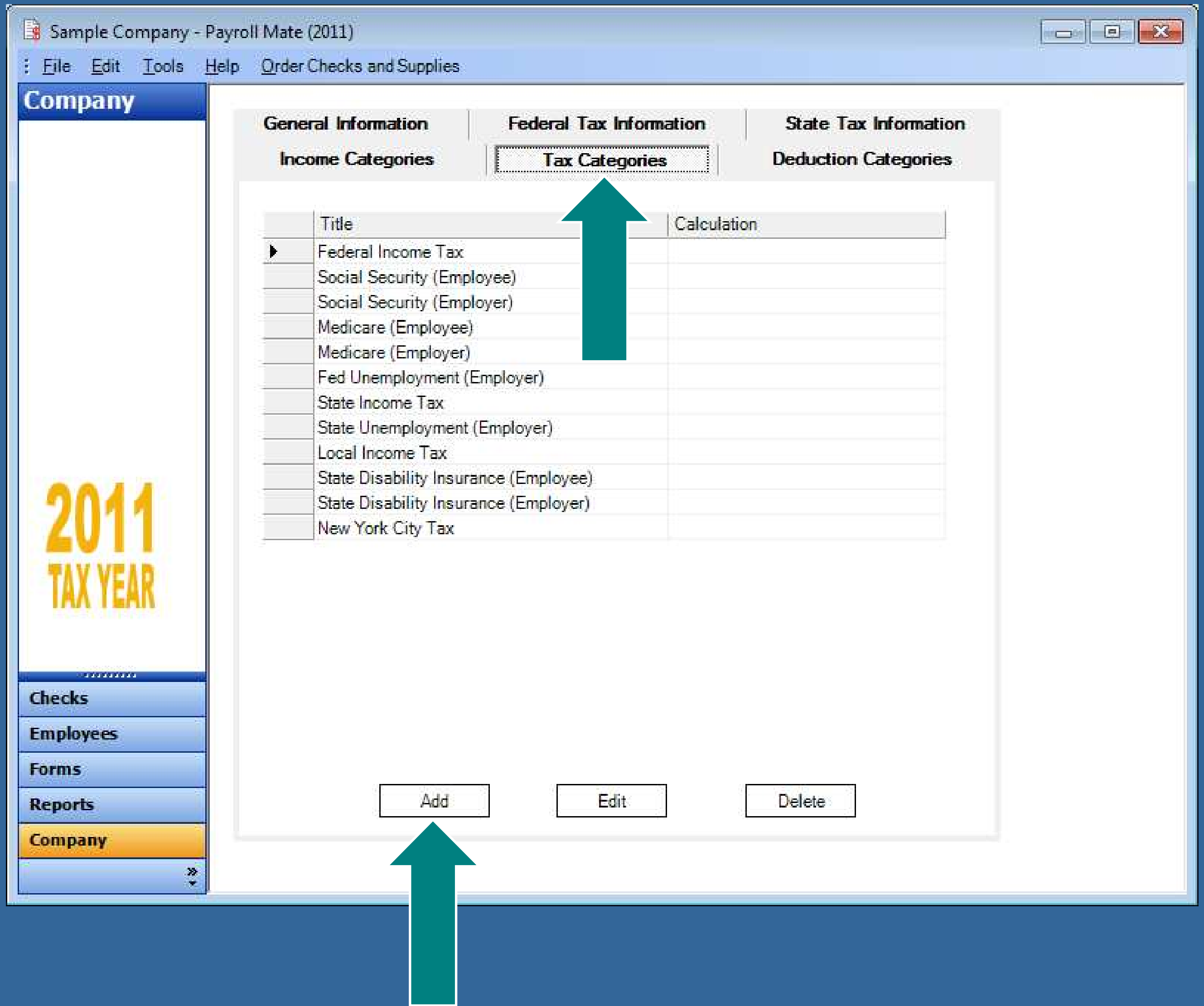
Fill in other fields as needed.



Payroll Mate comes loaded with most commonly used Tax categories.

Only custom add tax categories that are not built in such as local and special assessment taxes.

To custom add a tax category click on Tax categories then click on Add. Follow the wizard on the next screen.



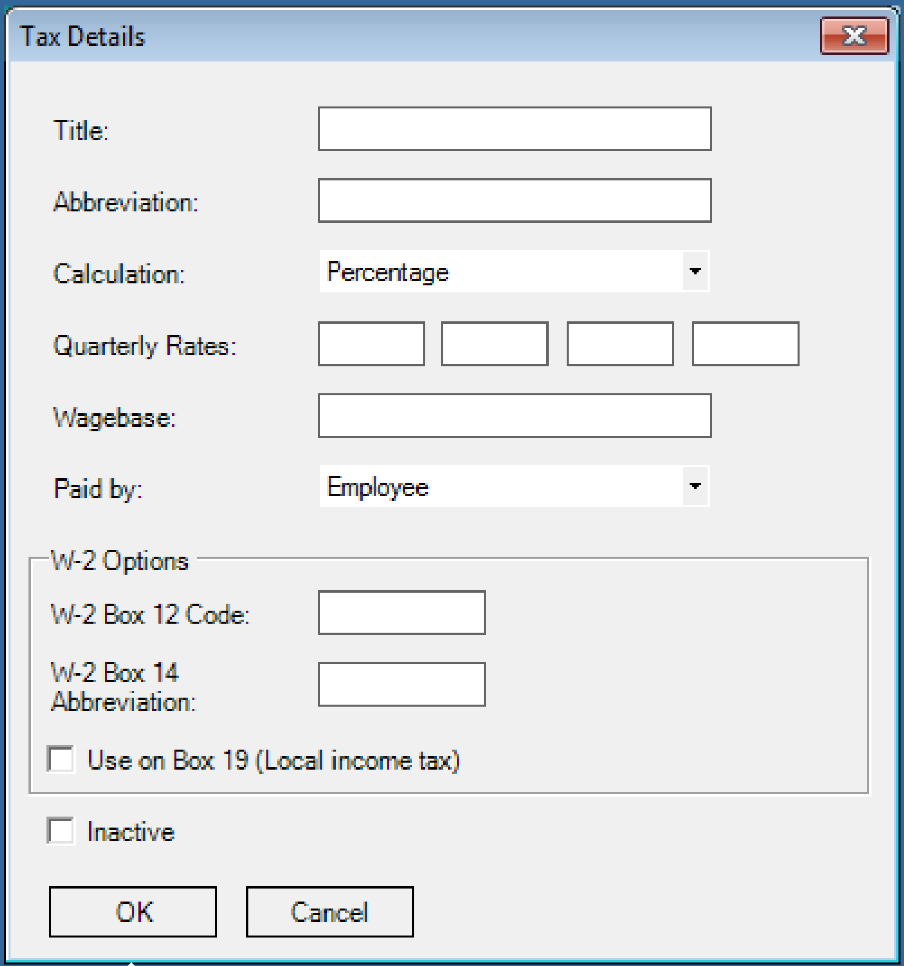
Name your custom added tax category and define the calculation method. Setup the quarterly rates if applicable. If this tax applies to income earned up to a certain amount fill in the wage base other wise leave wage base blank *(don't enter zero in the wage base).*

Chose whether this tax is paid by the employer or employee.

Fill in the rest of the boxes if applicable (check with the tax authorities for W2 options).

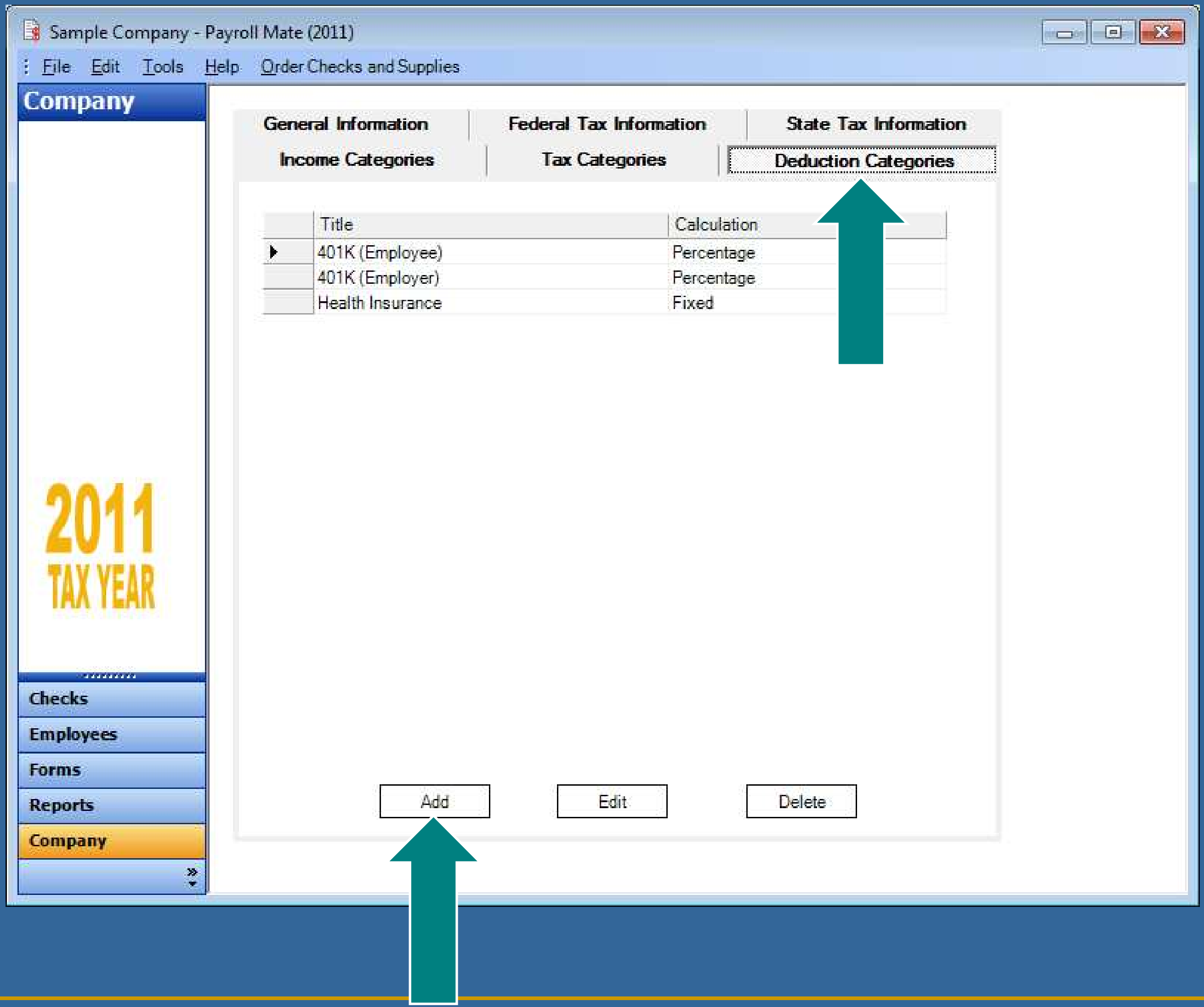
Then click ok.

If you added income categories make sure you go back and check if this tax applies to that income category.



Payroll Mate comes loaded with some commonly used deduction categories. You can custom add the deduction categories that fit your needs, *(for example uniform, union dues).*

To custom add your own deduction category click on deduction categories then click on add and follow the wizard to the next screen.

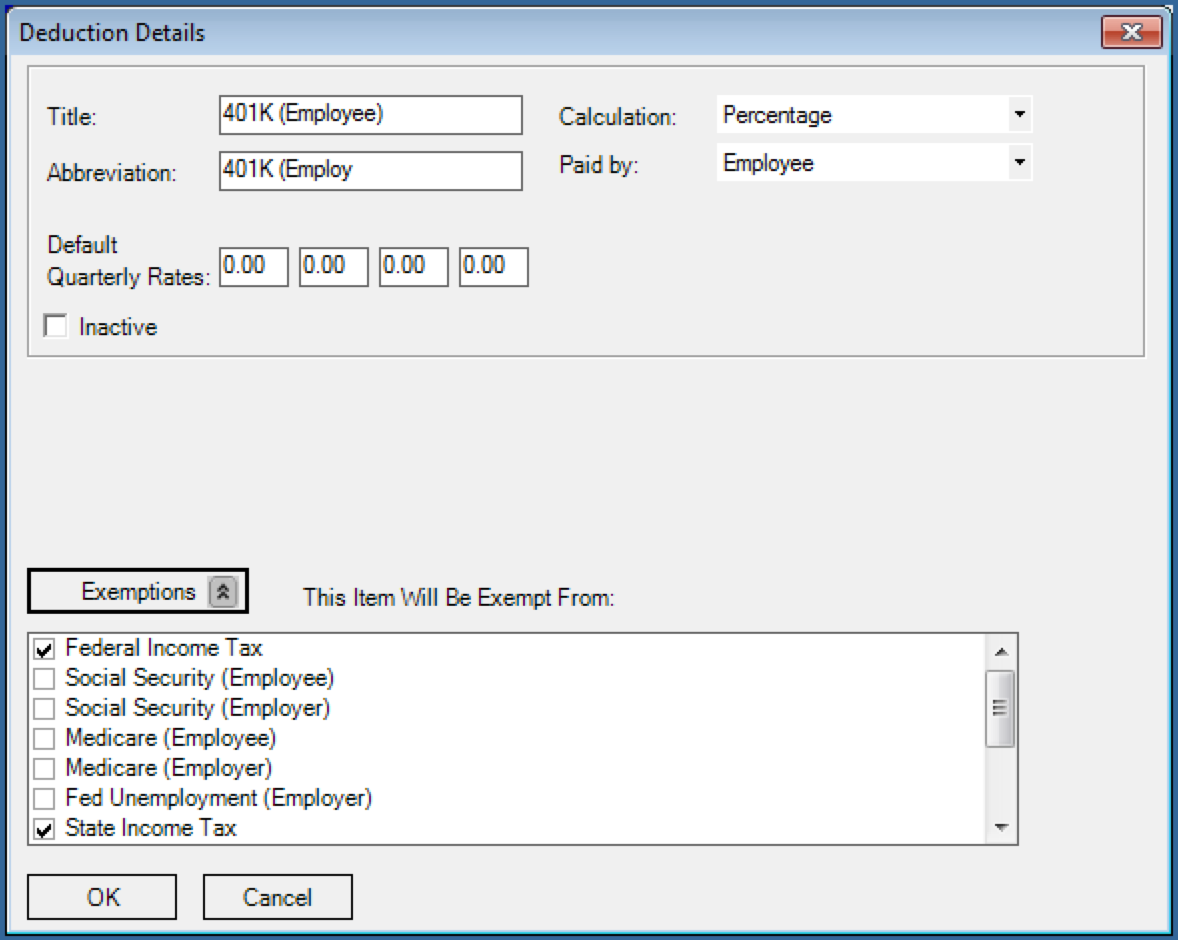


Define your newly created deduction and select calculation method. Then determine whether the deduction is paid by the employer or employee *<u>(most deductions are paid by the employee).</u>*

Define quarterly rates if applicable then check or uncheck taxes this deduction is exempt from.

For example child support deducted from the employee's check is most probably not exempt from any taxes if that is the case, then you should not exempt this deduction from any taxes.

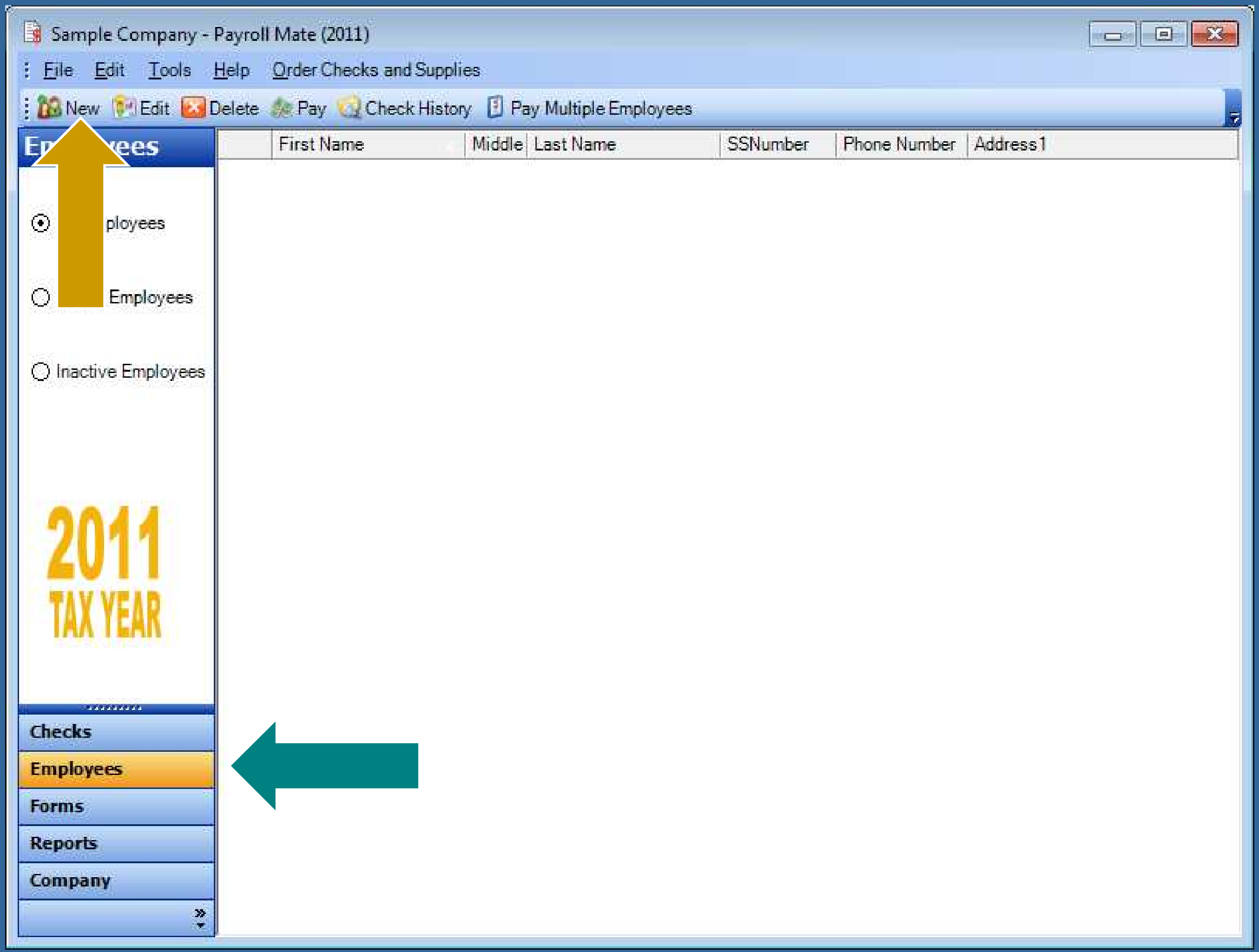
Check with tax authorities to determine what is subject to tax and what is exempt from tax.



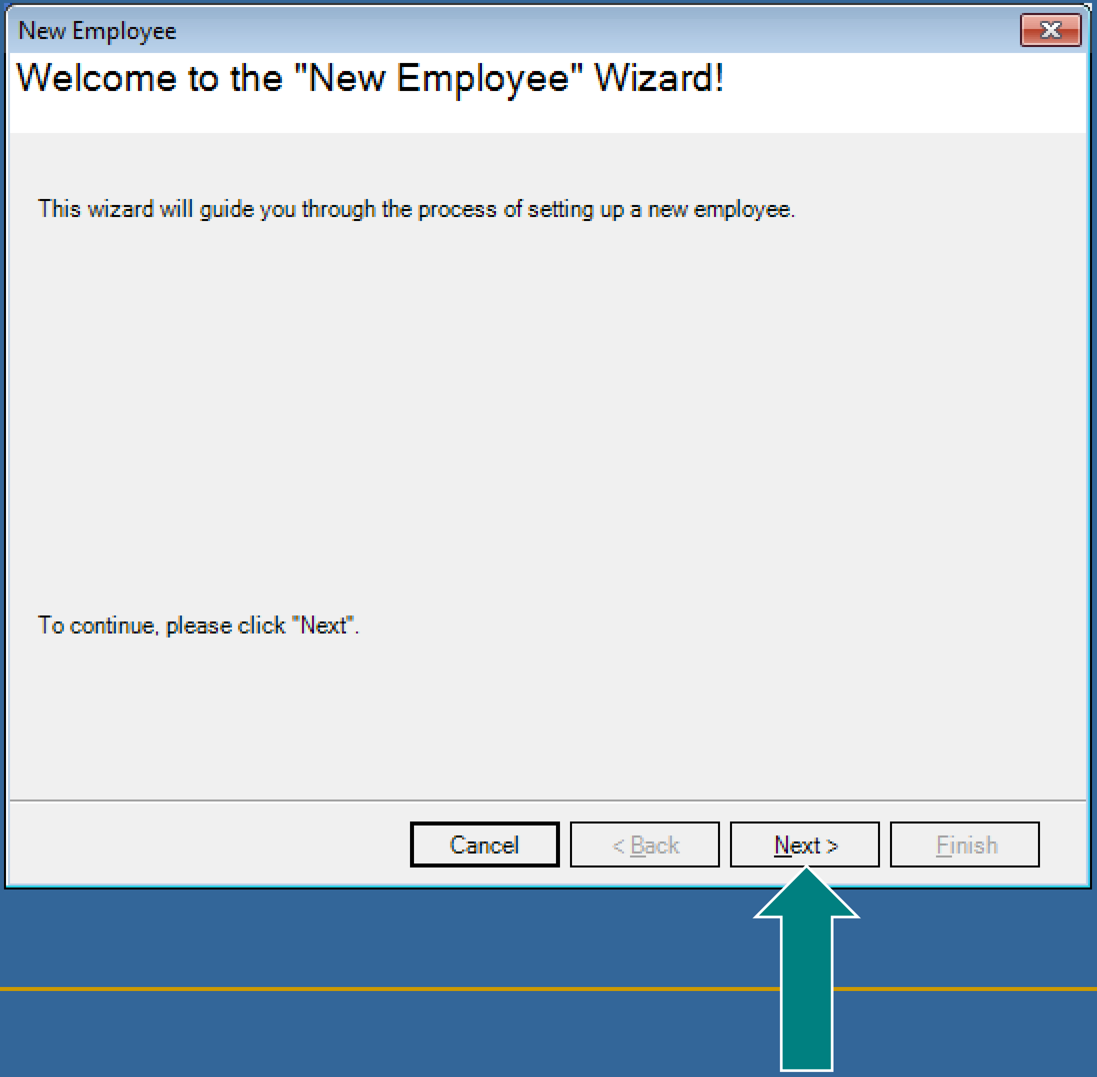
To add your employees to payroll mate or to add a new employee later, click on the employee short cut at the main screen, then click on new as seen by the orange arrow.

Follow the new employee wizard in the following screen.

To edit an existing employee make sure the employee from the list is highlighted click on edit instead of new and follow the modify wizard.

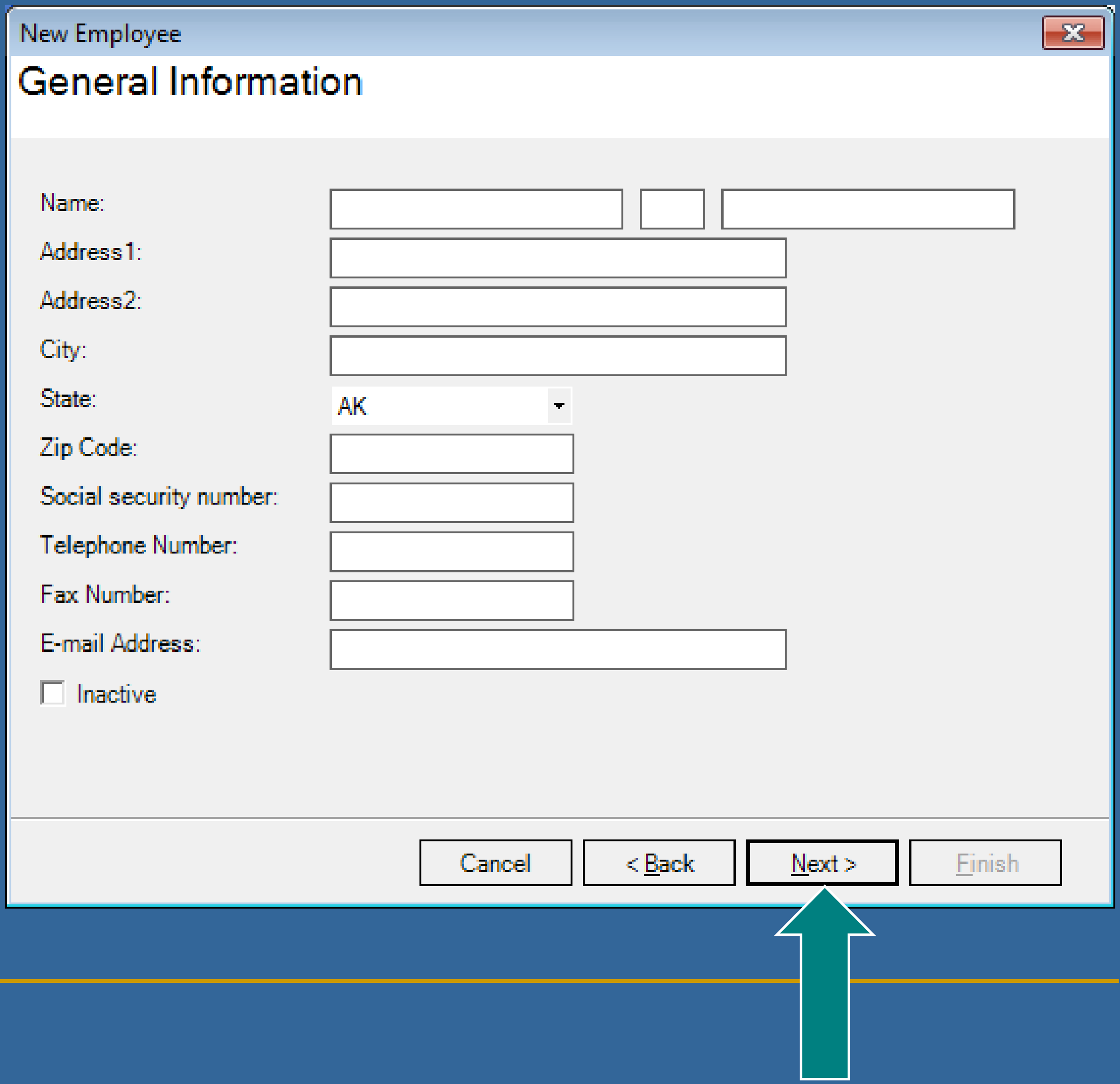


Once this wizard appears click next.



Enter employee general information as seen. This information will reflect on all material related to this employee including paychecks and W2 forms.

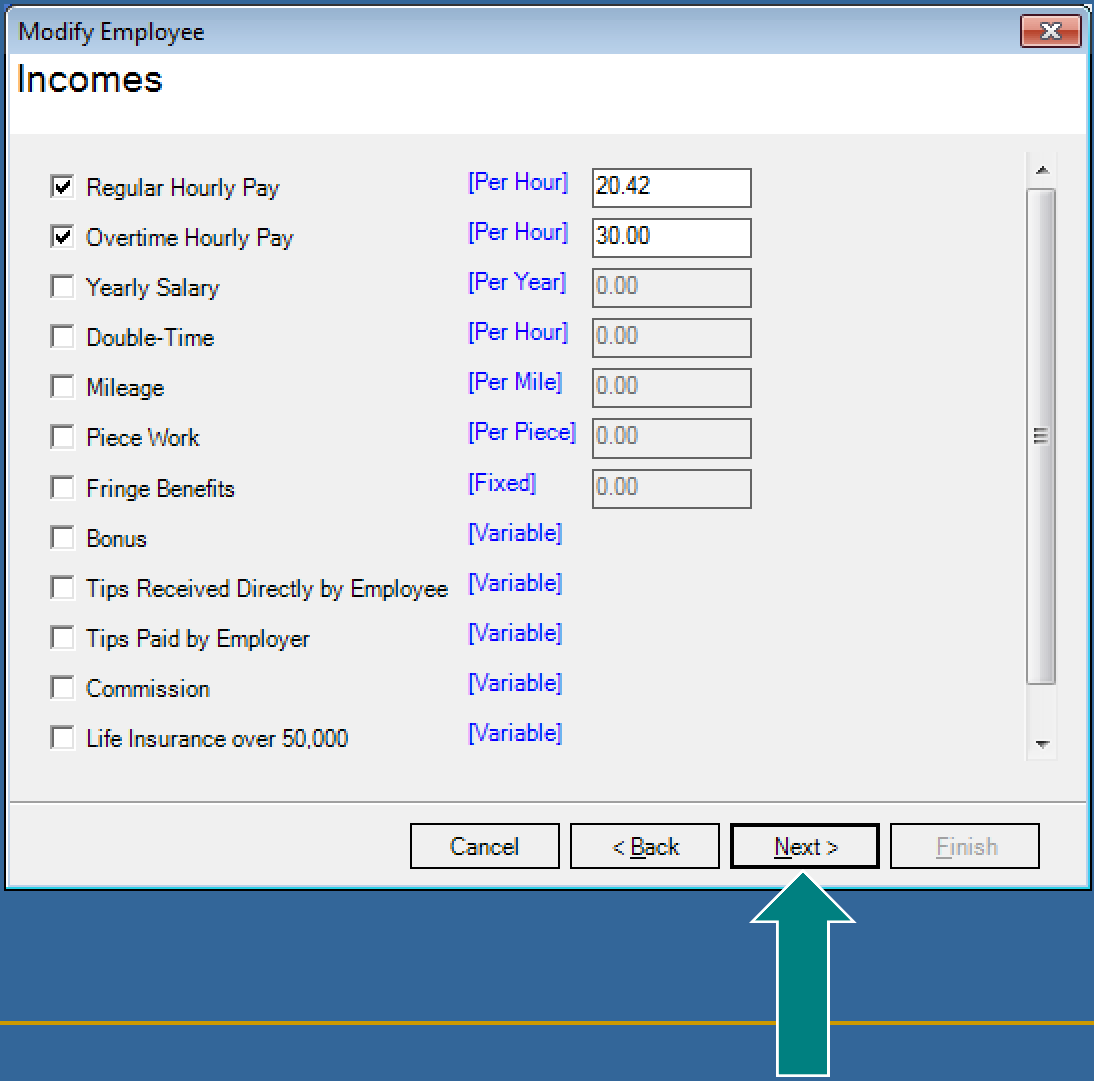
Then click next.



Select type or types of income that apply to this employee then click next.

To add a new income category that doesn't exist follow the instructions in add a new income category.

You cannot add new income categories through this wizard.

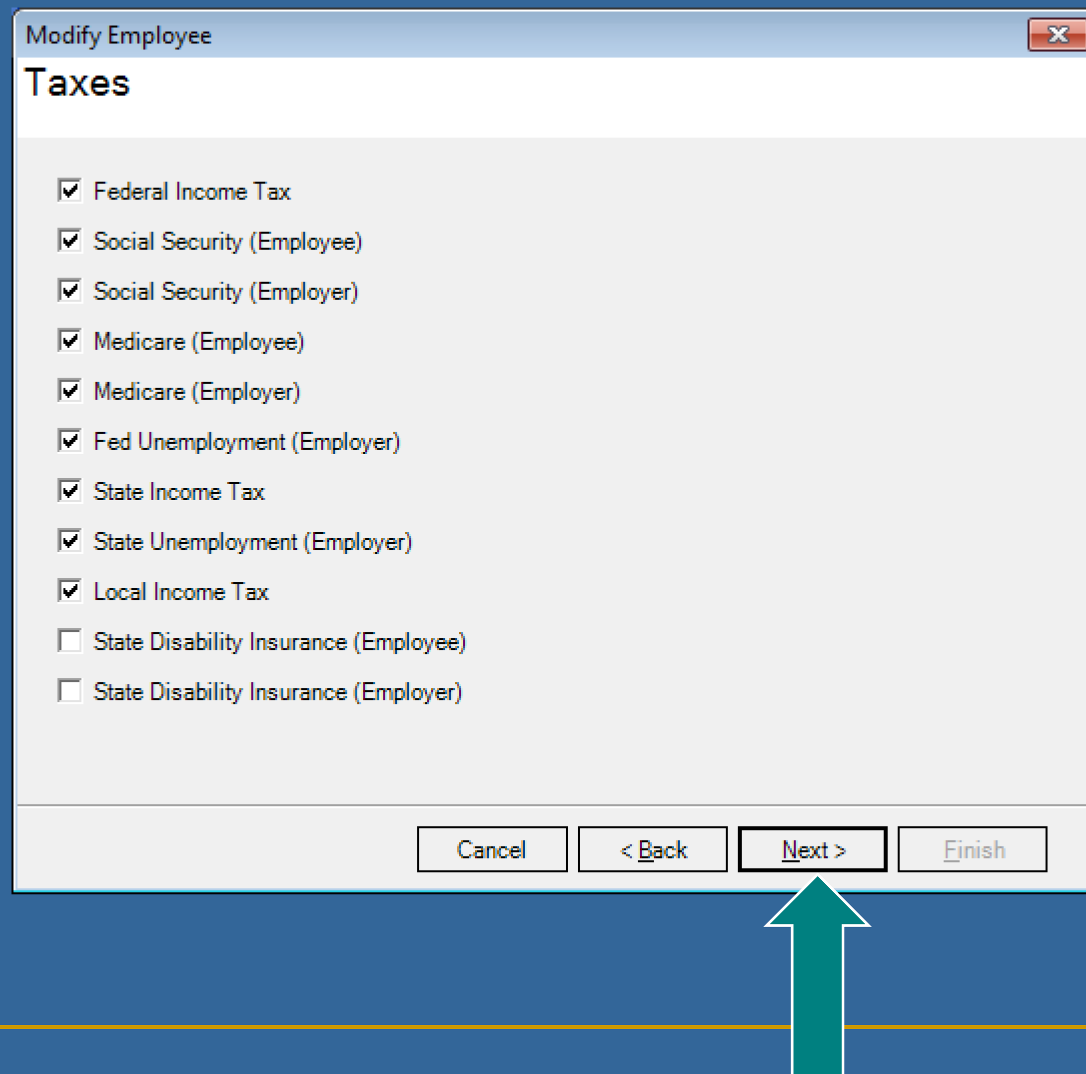


Select the taxes that apply to this employee and uncheck the ones that don't apply.

If you added a new tax category using add a tax category wizard it you should be able to see it in this list.

You cannot add a tax category through this wizard.

Then click next.

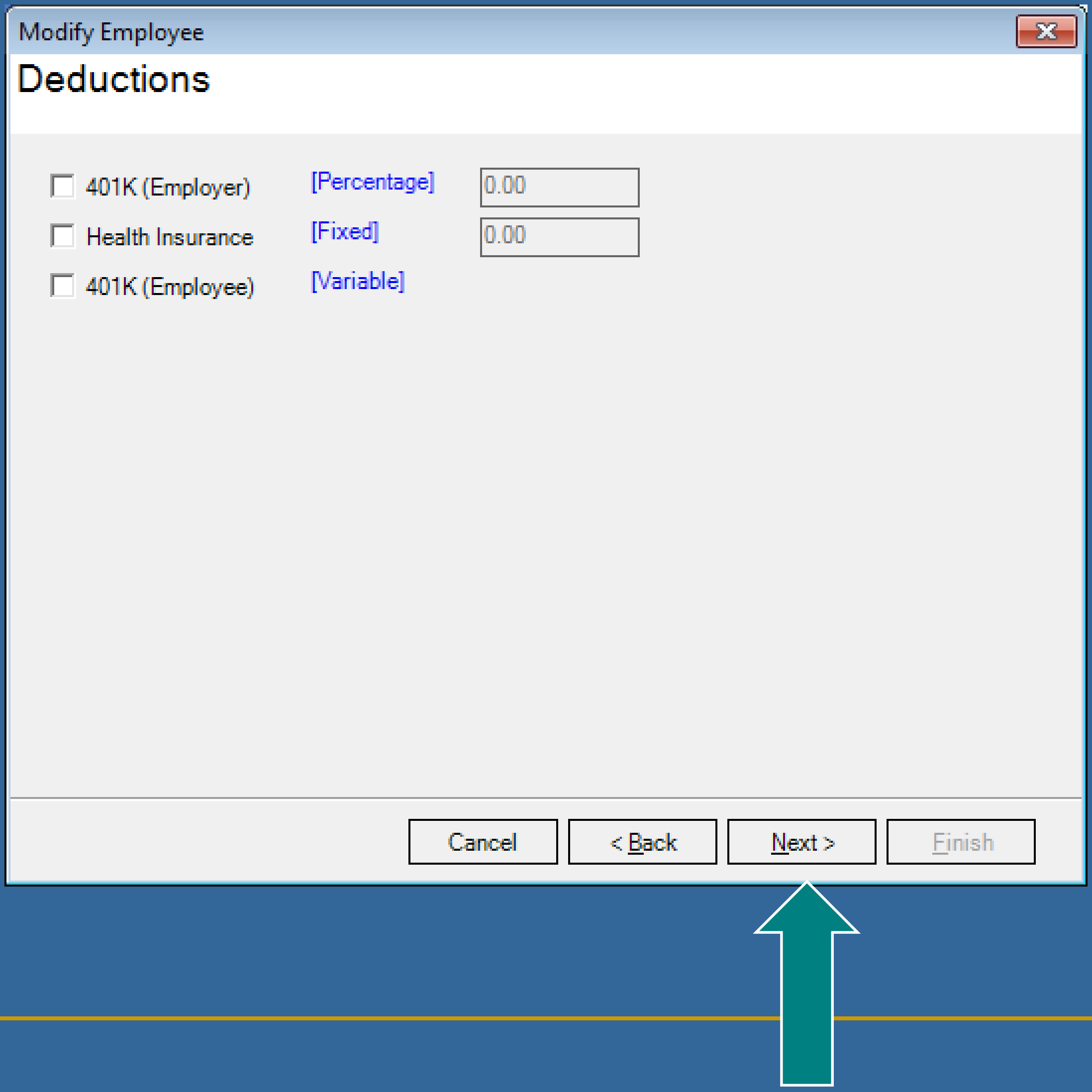


Carefully read any warnings when un-checking tax categories.

Check the deductions that apply to this employee.

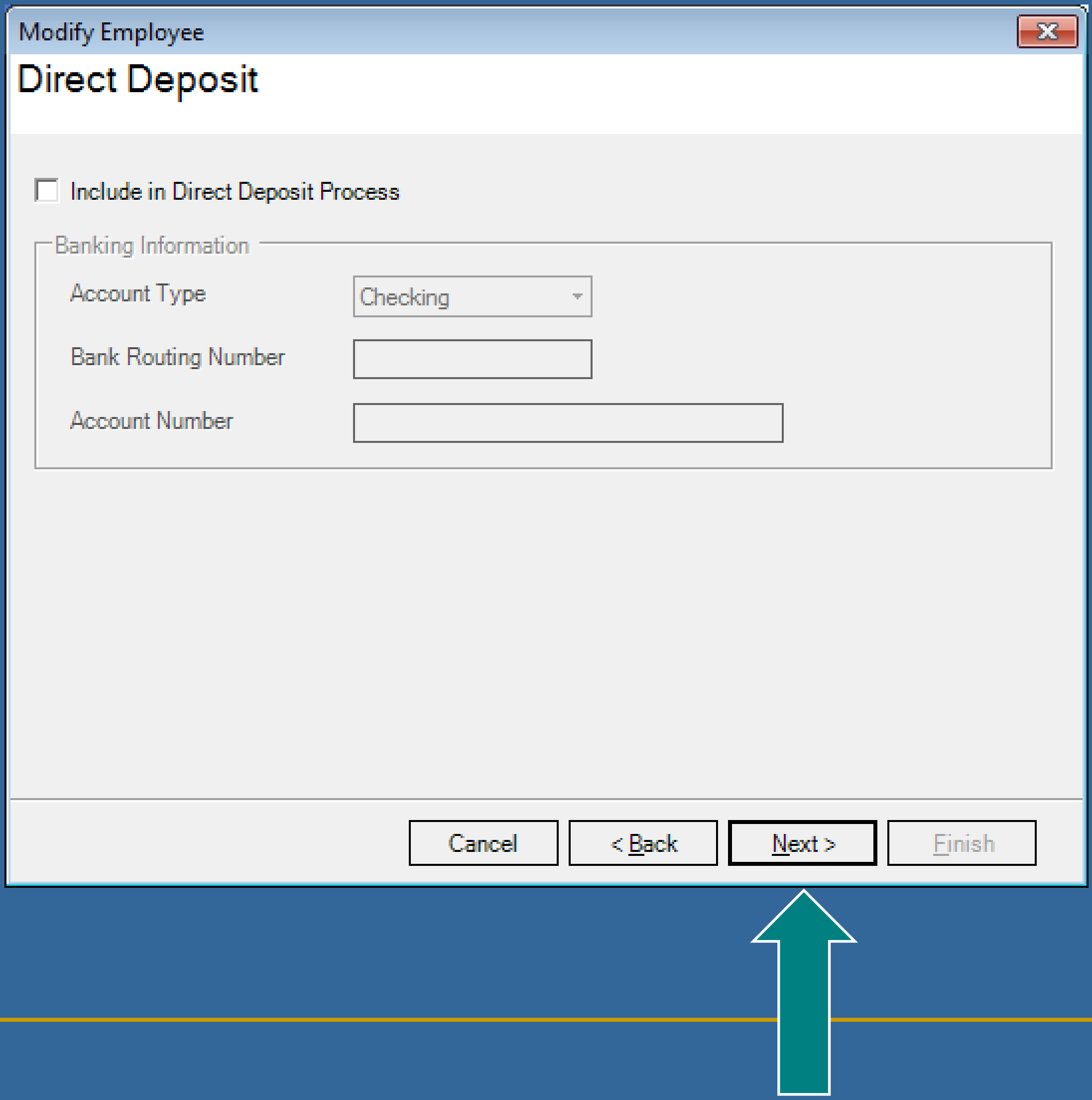
If you need to add a deduction category you should use the add a deduction wizard.

Then click next.

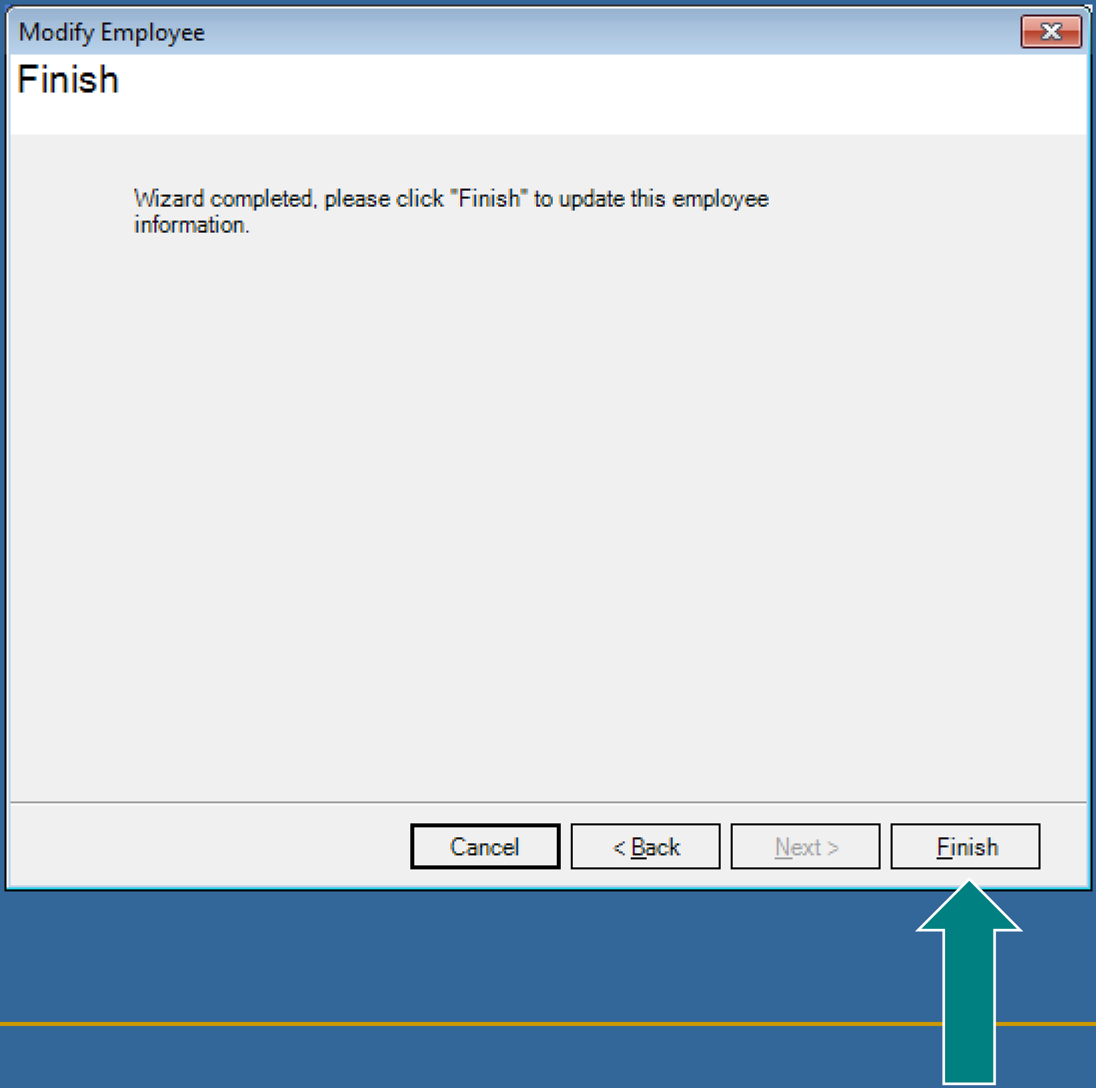


Check this box if this employee is paid by direct deposit, and then fill in the rest of the information.

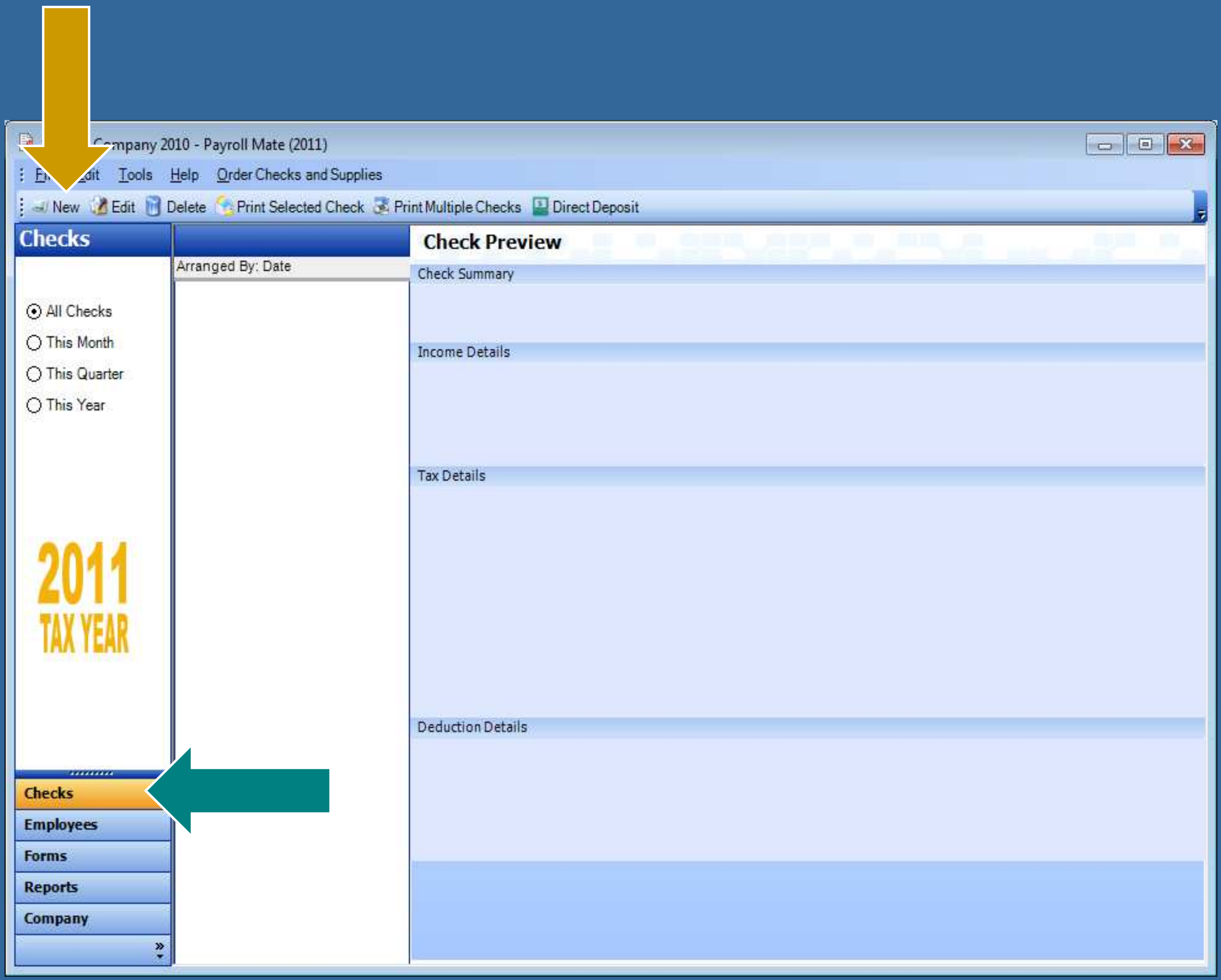
If this employee is not paid by direct deposit just click next.



Click finish.



To pay an employee and create a new check click on checks short cut then click on new. The check detail screen will come up as in the following screen.



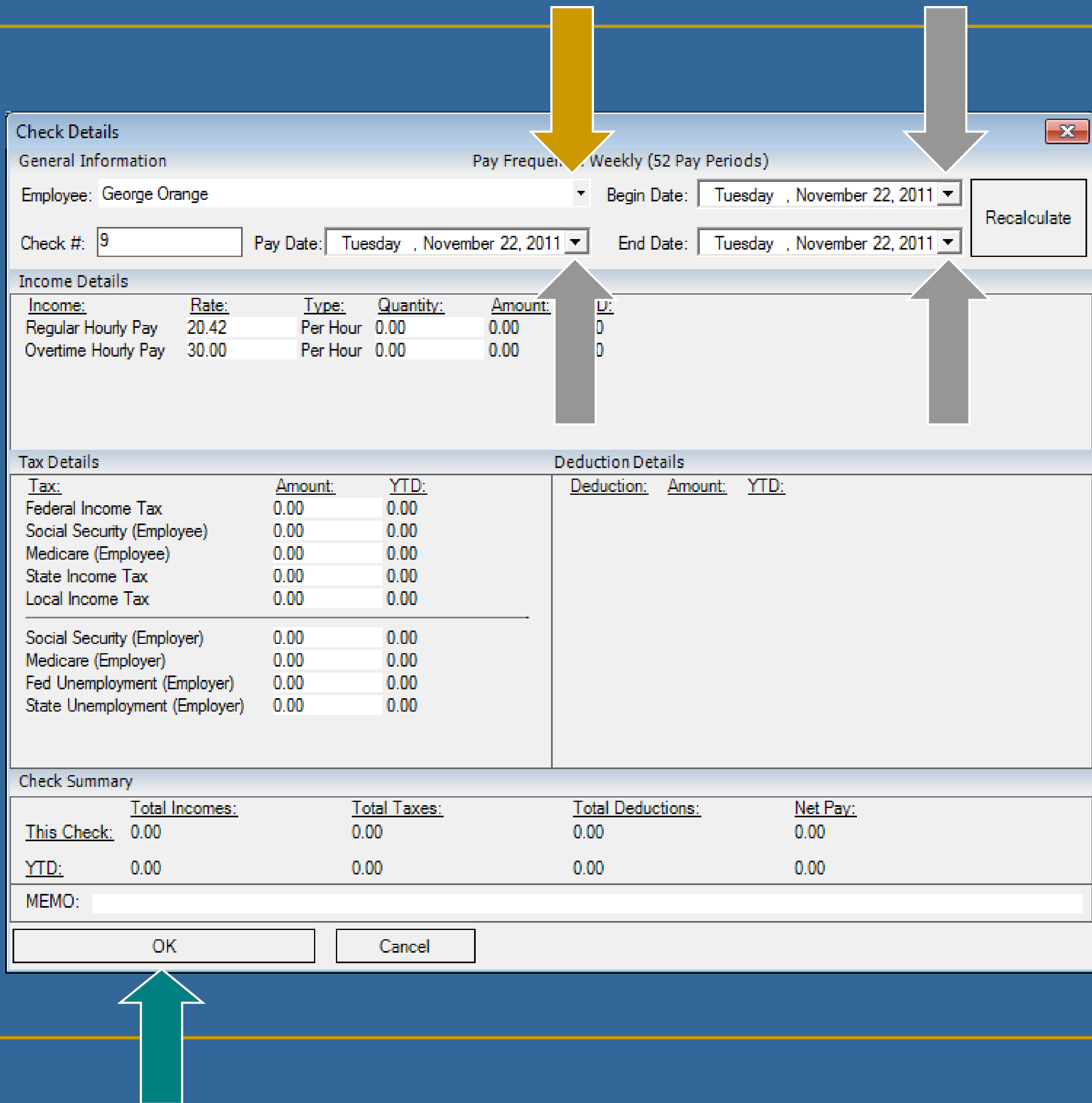
Select the employee you want to pay from the pull down menu.

Choose the pay date, beginning date and ending date.

Enter the number of hours under quantity if the employee is paid hourly.

If this is a salaried employee the paycheck will be populated as soon as you select the employee then click ok.

If you do not see any income categories you need to go back to modify employee wizard and select income categories for this employee (see page 19).



To print a check you have created earlier select checks. Highlight the desired employee and select the check to be printed. Then click print selected check.

You can order high quality Payroll Mate preprinted compatible checks as follows:
250 check for $65.00
500 Check for $90.00
1000 check for $130.00