

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
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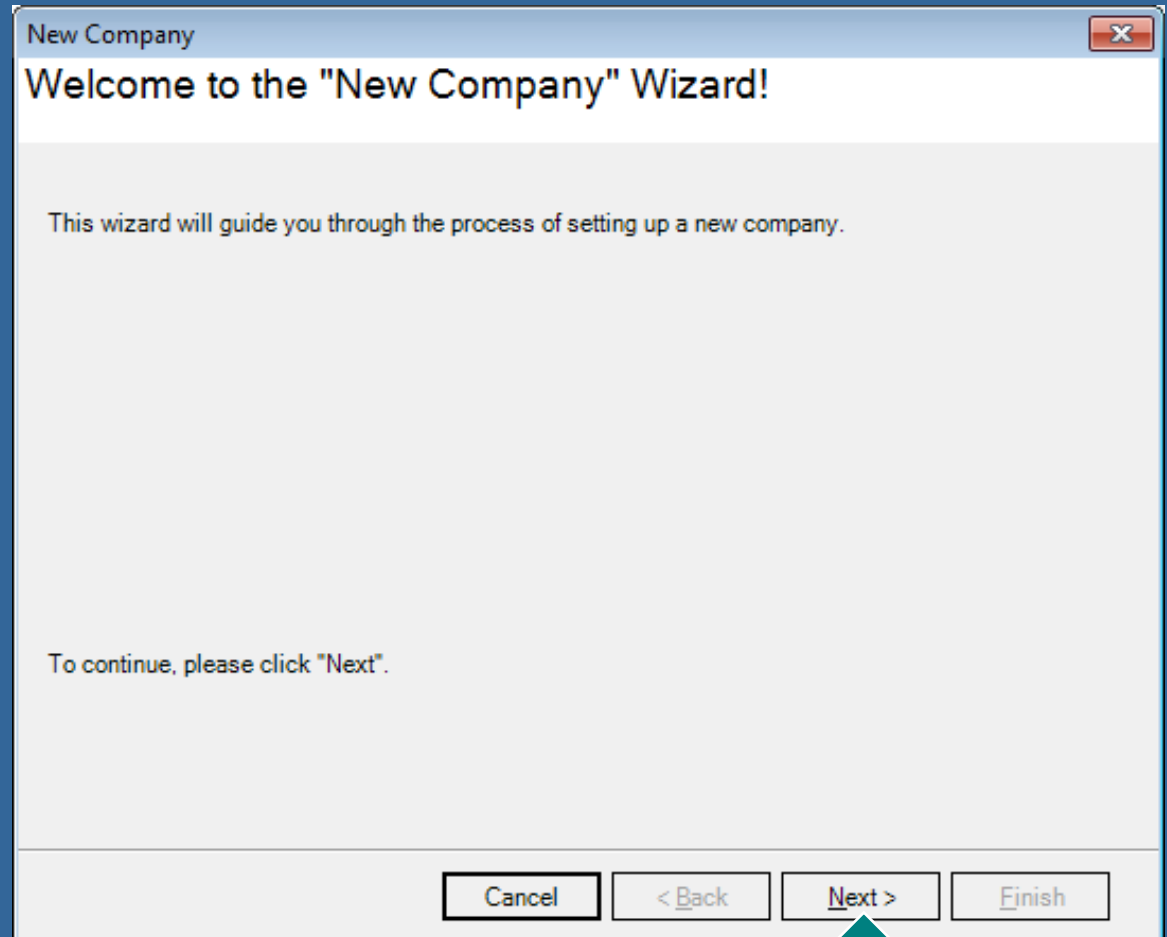
Creating a new company

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.

The screenshot shows a software window titled 'Sample Company 2010 - Payroll Mate (2011)'. The window has a menu bar with 'File', 'Edit', 'Tools', 'Help', and 'Order Checks and Supplies'. On the left is a vertical sidebar with a blue header 'Company' and a list of menu items: 'Checks', 'Employees', 'Forms', 'Reports', and 'Company' (which is highlighted in orange). Below the menu items is a small '2011 TAX YEAR' graphic. The main area of the window is divided into three tabs: 'General Information', 'Federal Tax Information', and 'State Tax Information'. The 'General Information' tab is active and contains several input fields: 'Company Name:', 'Address1:', 'Address2:', 'City:', 'State:' (with a dropdown menu showing 'IL'), 'Zip Code:', 'Contact Name:', 'Telephone Number:', 'Fax Number:', and 'E-mail Address:'. Each field has a small red error icon to its right. At the bottom right of the main area is an 'Update' button.

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.

New Company

General Information

Company Name:

Address1:

Address2:

City:

State:

Zip Code:

Contact Name:

Telephone Number:

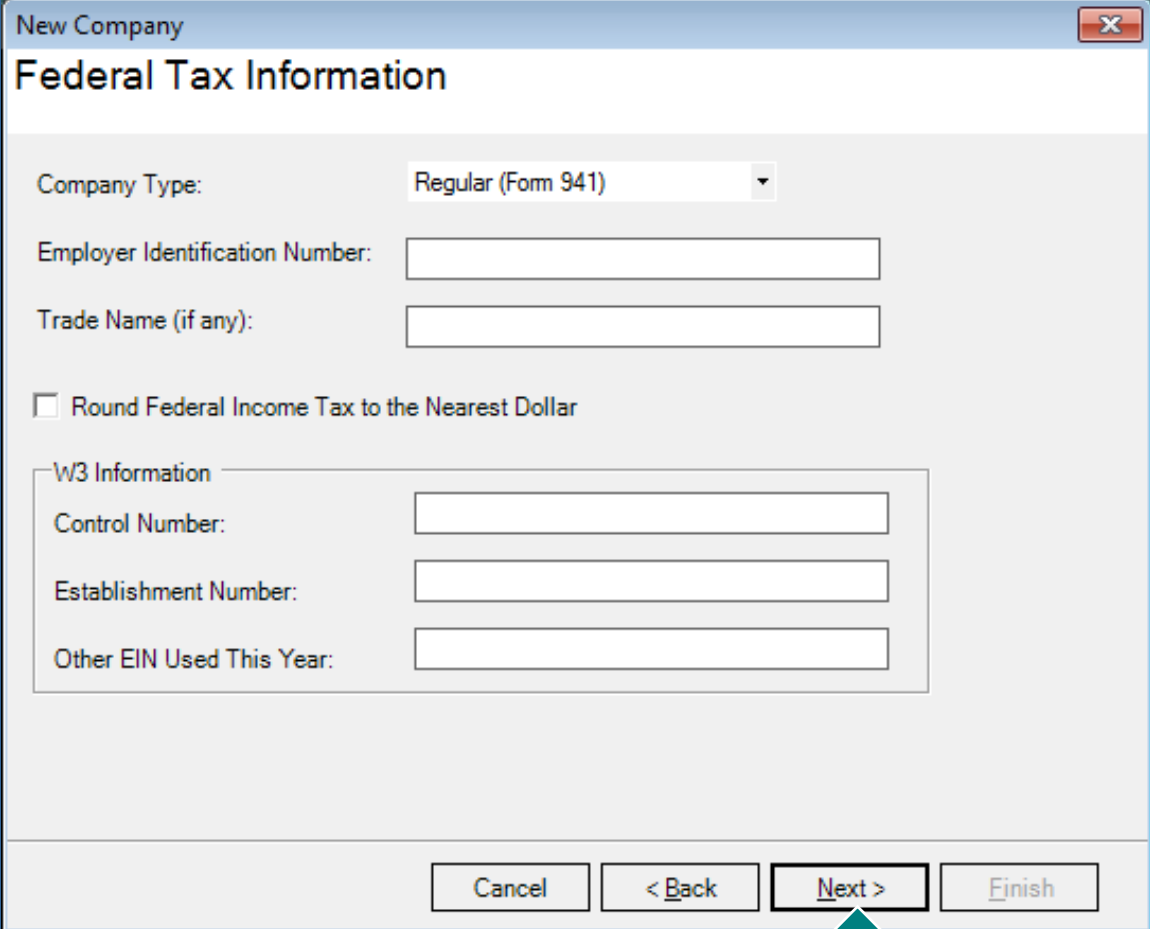
Fax Number:

E-mail Address:

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.



The screenshot shows a software window titled "New Company" with a close button in the top right corner. The main heading is "Federal Tax Information". Below this, there are several input fields and a checkbox:

- Company Type:** A dropdown menu currently showing "Regular (Form 941)".
- Employer Identification Number:** A text input field.
- Trade Name (if any):** A text input field.
- ☐ **Round Federal Income Tax to the Nearest Dollar**
- W3 Information:** A section containing three text input fields:
 - Control Number:**
 - Establishment Number:**
 - Other EIN Used This Year:**

At the bottom of the window, there are four buttons: "Cancel", "< Back", "Next >", and "Finish". A large green arrow points upwards to the "Next >" button.

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 unemployment 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

New Company

State Tax Information

State ID:

State Unemployment Account Number:

State Unemployment Tax Rate (1st Quarter): Example: for 1.5% enter 1.5 in this box

State Unemployment Tax Rate (2nd Quarter):

State Unemployment Tax Rate (3rd Quarter):

State Unemployment Tax Rate (4th Quarter):

State Unemployment Tax Wage Base:

First Fiscal Month:

☐ Round State Income Tax to the Nearest Dollar


☐ Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files

Cancel < Back **Next >** Finish

Click on State Tax information to setup State disability insurance

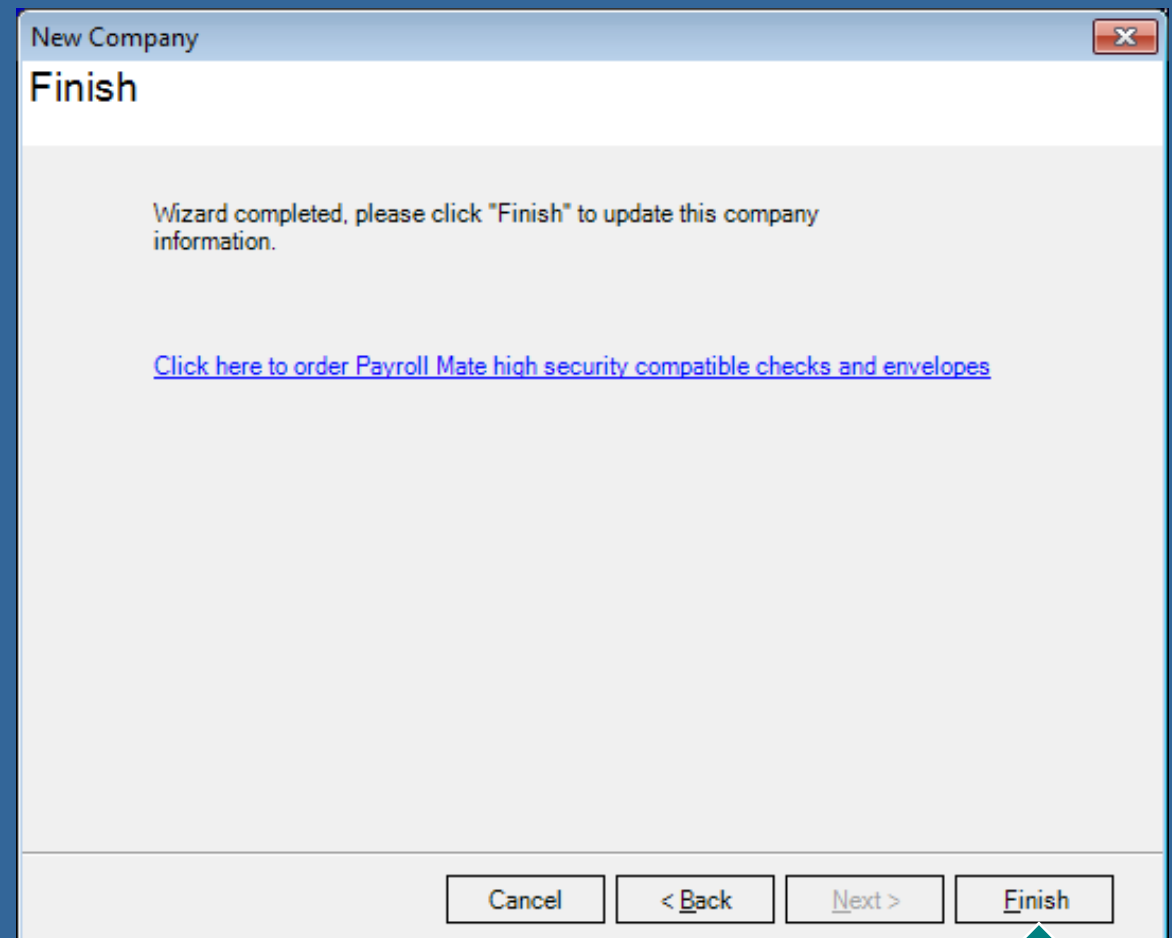
Depending on your state their might be a state disability insurance paid by the employer or the employee or both you need to get your disability insurance from your state taxing authorities. If employee rate is 1% enter 1 in the box by the green arrow you also need to enter the wage base (amount earned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

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



General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
<div>State ID: <input type="text" value="1234-5678"/></div> <div>State Unemployment Account Number: <input type="text" value="123456789"/></div> <div>State Unemployment Tax Rate (1st Quarter): <input type="text"/> Example: for 1.5% enter 1.5 in this box</div> <div>State Unemployment Tax Rate (2nd Quarter): <input type="text"/></div> <div>State Unemployment Tax Rate (3rd Quarter): <input type="text"/></div> <div>State Unemployment Tax Rate (4th Quarter): <input type="text"/></div> <div>State Unemployment Tax Wage Base: <input type="text"/></div> <div>First Fiscal Month: <input type="text" value="January"/></div> <div><input type="checkbox"/> Round State Income Tax to the Nearest Dollar</div> <div><input type="checkbox"/> Hide Employees Social Security Numbers in Printed Paystubs and Direct Deposit Files</div> <div>State Disability Insurance (Employee) Rate <input type="text"/></div> <div>State Disability Insurance (Employee) Wage Base <input type="text"/></div> <div>State Disability Insurance (Employer) Rate <input type="text"/></div> <div>State Disability Insurance (Employer) Wage Base <input type="text"/></div> <div><input type="button" value="Update"/></div>		

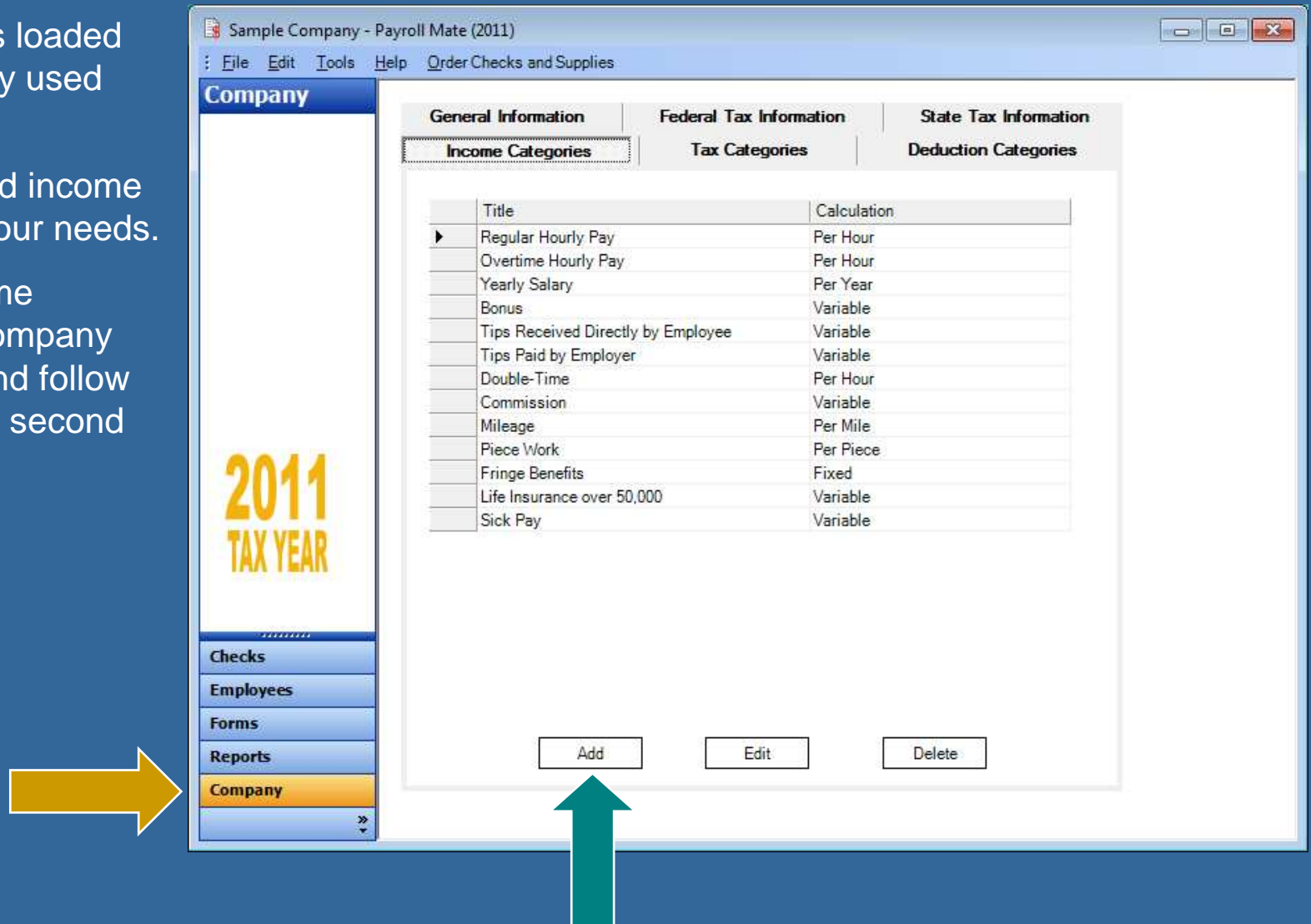
Congratulations you have finished the basic company setup for your new company. Click finish.



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.

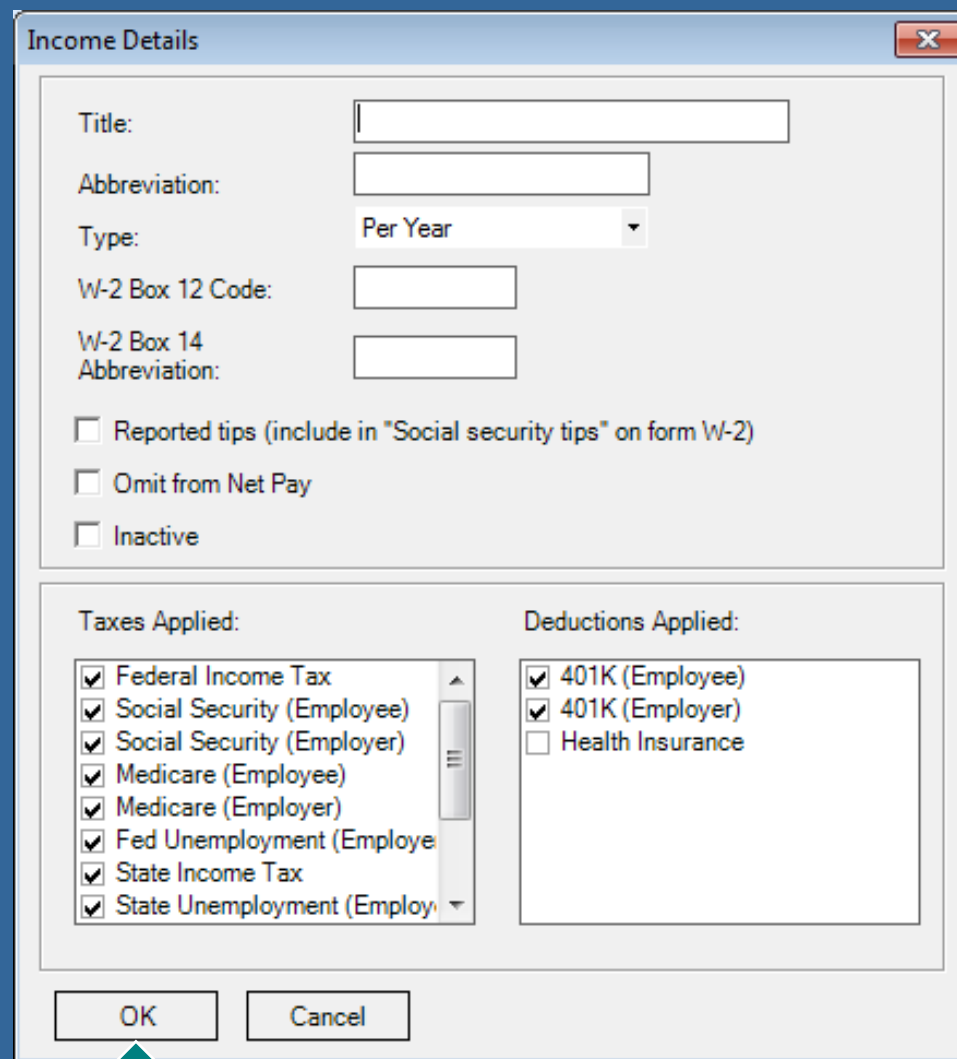
Enter the proper W-2 box code and abbreviation. If applicable, this applies only to income categories that show up on box 12 and 14 of the W2 forms. You can find box 12 codes inside W2 forms instructions as provided by the IRS.

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.

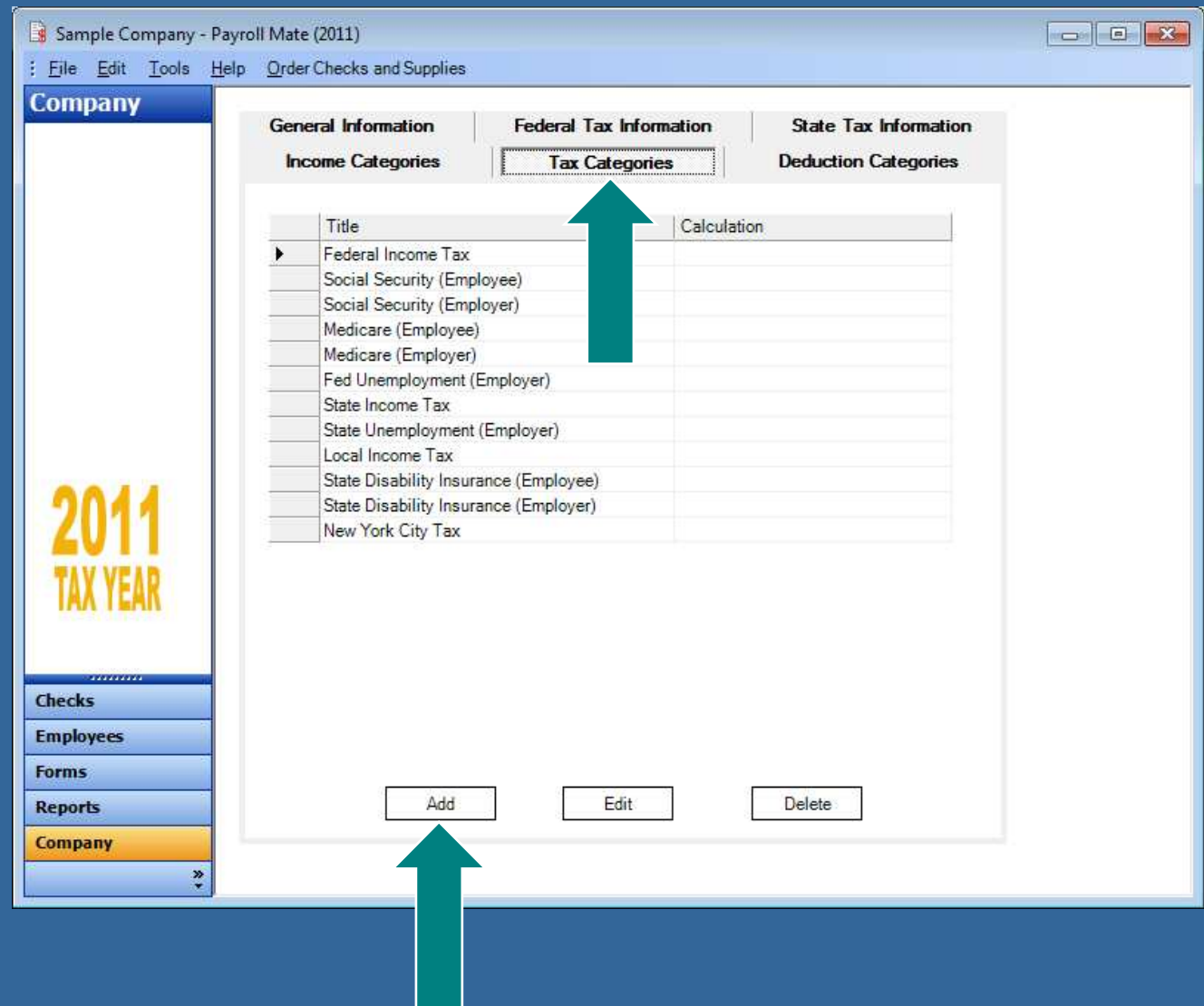


The screenshot shows a software window titled "Income Details" with a close button (X) in the top right corner. The window contains several input fields and checkboxes. The fields are: "Title:" (text box), "Abbreviation:" (text box), "Type:" (dropdown menu showing "Per Year"), "W-2 Box 12 Code:" (text box), and "W-2 Box 14 Abbreviation:" (text box). Below these are three checkboxes: "Reported tips (include in 'Social security tips' on form W-2)", "Omit from Net Pay", and "Inactive". The bottom section is divided into two columns: "Taxes Applied:" and "Deductions Applied:". The "Taxes Applied:" column has a list of items with checkboxes: Federal Income Tax, Social Security (Employee), Social Security (Employer), Medicare (Employee), Medicare (Employer), Fed Unemployment (Employee), State Income Tax, and State Unemployment (Employee). The "Deductions Applied:" column has a list of items with checkboxes: 401K (Employee), 401K (Employer), and Health Insurance. At the bottom of the window are "OK" and "Cancel" buttons. A large green arrow points upwards from the bottom center of the screen towards the "OK" button.

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.



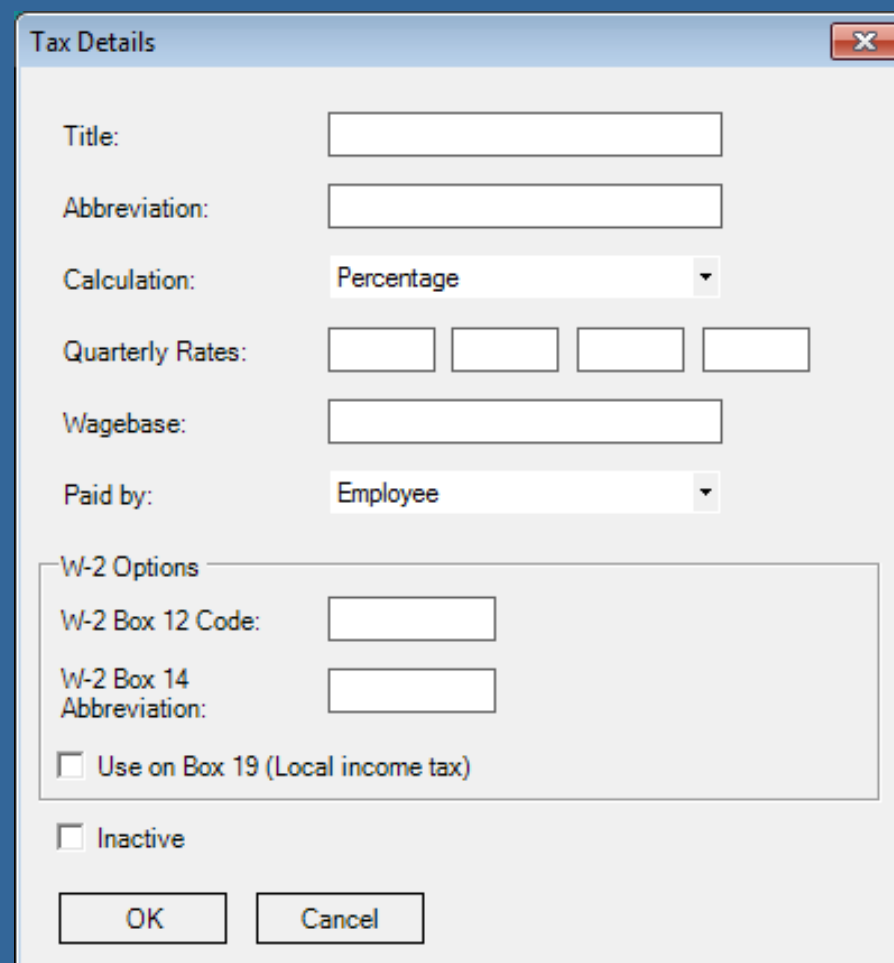
Name your custom added tax category and define the calculation method. Setup the quarterly rates if applicable. If this tax applies to income earned up to a certain amount fill in the wage base other wise leave wage base blank (don't enter zero in the wage base).

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.



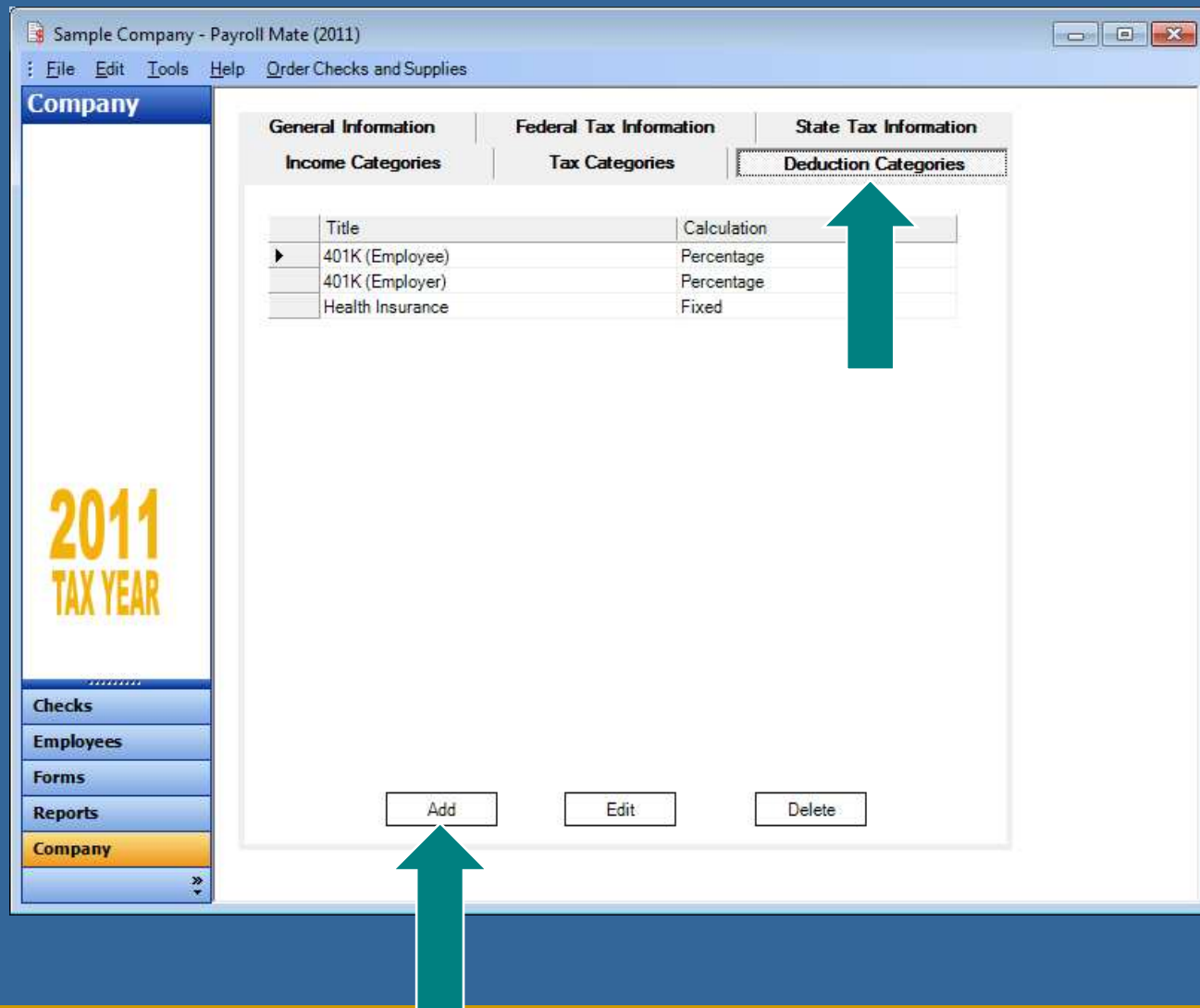
The image shows a 'Tax Details' dialog box with the following fields and options:

- Title: [Text Box]
- Abbreviation: [Text Box]
- Calculation: [Percentage] (Dropdown)
- Quarterly Rates: [Four Text Boxes]
- Wagebase: [Text Box]
- Paid by: [Employee] (Dropdown)
- W-2 Options section:
 - W-2 Box 12 Code: [Text Box]
 - W-2 Box 14 Abbreviation: [Text Box]
 - ☐ Use on Box 19 (Local income tax)
 - ☐ Inactive
- Buttons: [OK] [Cancel]

A large green arrow points upwards towards the OK button.

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 (most deductions are paid by the employee).

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.

Deduction Details

Title: 401K (Employee) Calculation: Percentage

Abbreviation: 401K (Employ) Paid by: Employee

Default Quarterly Rates: 0.00 0.00 0.00 0.00

☐ Inactive

Exemptions

This Item Will Be Exempt From:

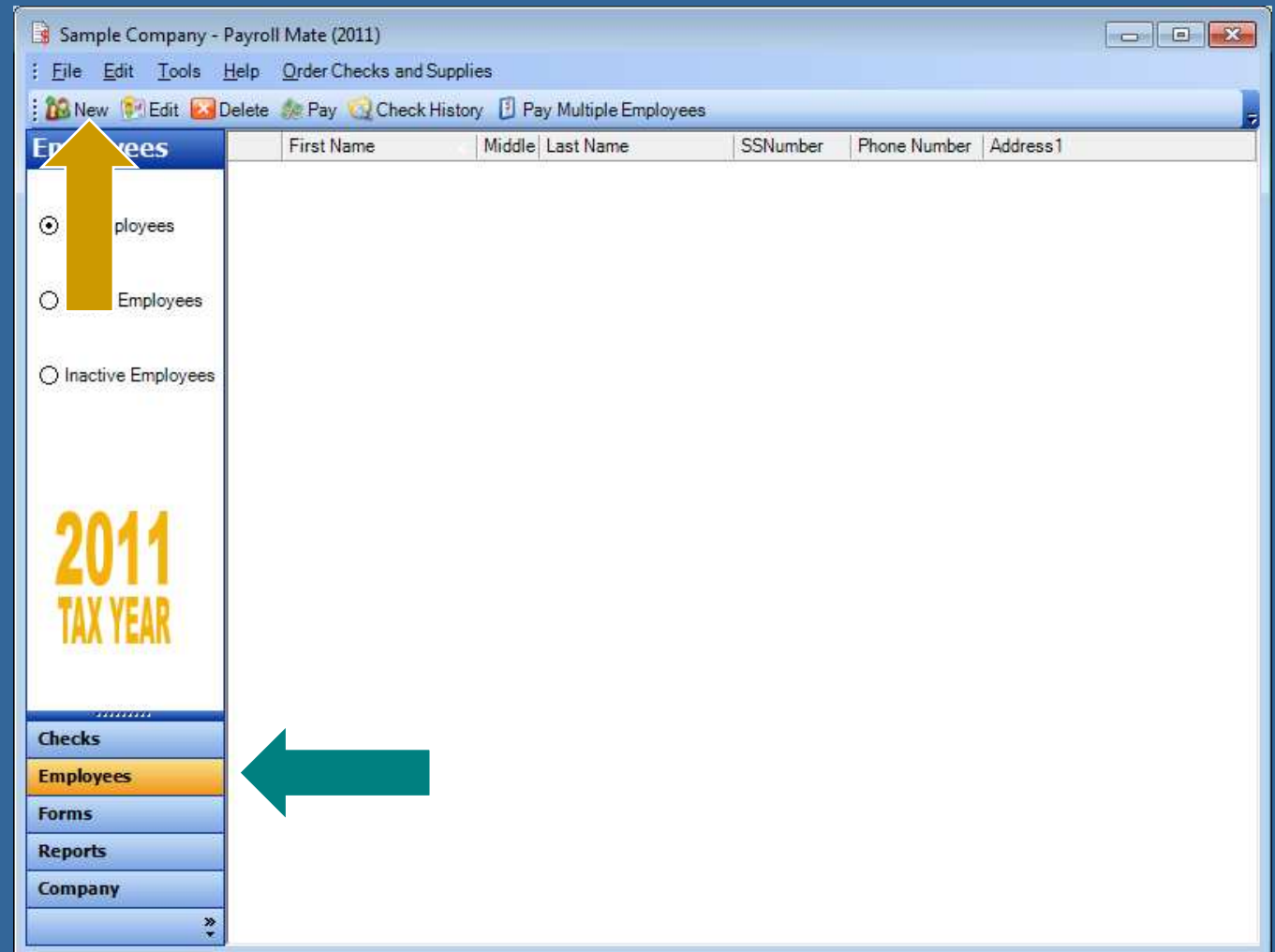
- ☒ Federal Income Tax
- ☐ Social Security (Employee)
- ☐ Social Security (Employer)
- ☐ Medicare (Employee)
- ☐ Medicare (Employer)
- ☐ Fed Unemployment (Employer)
- ☒ State Income Tax

OK Cancel

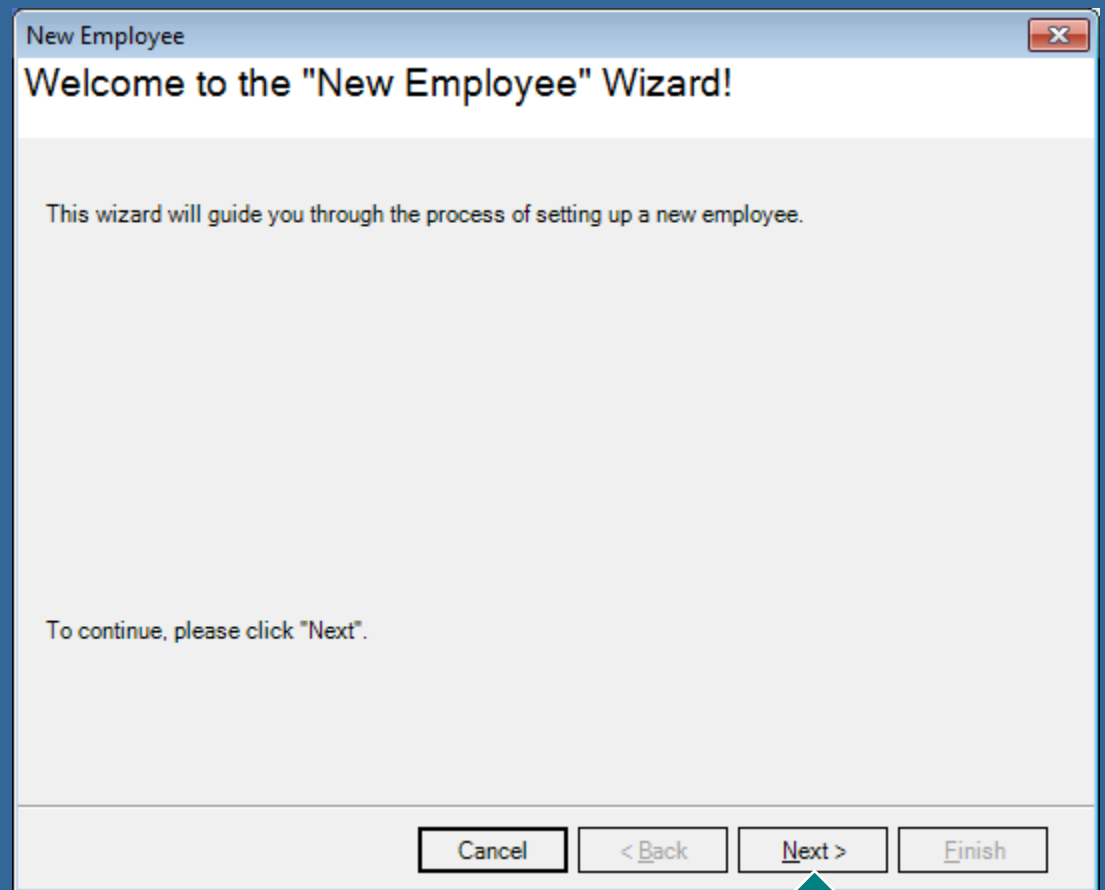
To add your employees to payroll mate or to add a new employee later, click on the employee short cut at the main screen, then click on new as seen by the orange arrow.

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.

New Employee

General Information

Name:

Address1:

Address2:

City:

State:

Zip Code:

Social security number:

Telephone Number:

Fax Number:

E-mail Address:

☐ Inactive

Cancel < Back **Next >** Finish



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.

Modify Employee

Incomes

<input checked="" type="checkbox"/> Regular Hourly Pay	[Per Hour]	20.42
<input checked="" type="checkbox"/> Overtime Hourly Pay	[Per Hour]	30.00
<input type="checkbox"/> Yearly Salary	[Per Year]	0.00
<input type="checkbox"/> Double-Time	[Per Hour]	0.00
<input type="checkbox"/> Mileage	[Per Mile]	0.00
<input type="checkbox"/> Piece Work	[Per Piece]	0.00
<input type="checkbox"/> Fringe Benefits	[Fixed]	0.00
<input type="checkbox"/> Bonus	[Variable]	
<input type="checkbox"/> Tips Received Directly by Employee	[Variable]	
<input type="checkbox"/> Tips Paid by Employer	[Variable]	
<input type="checkbox"/> Commission	[Variable]	
<input type="checkbox"/> Life Insurance over 50,000	[Variable]	

Cancel < Back **Next >** Finish

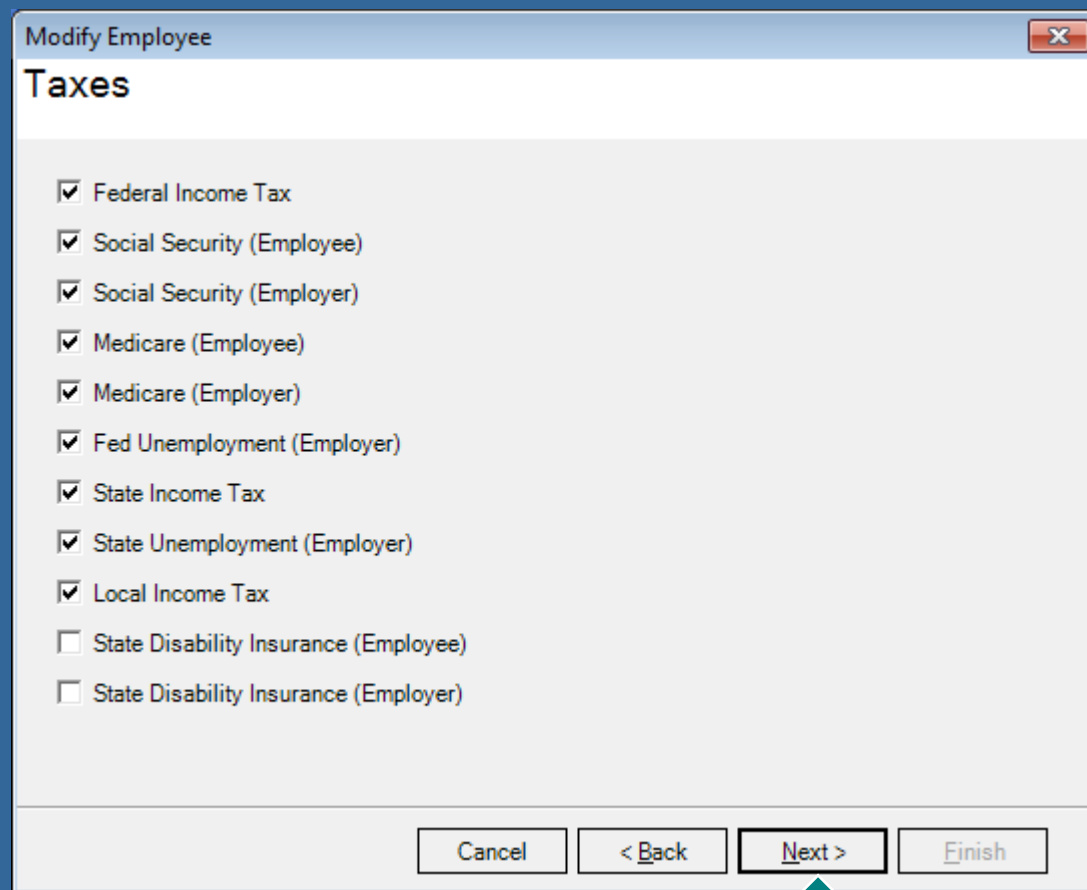
Select the taxes that apply to this employee and uncheck the ones that don't apply.

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.



Modify Employee

Taxes

- ☒ Federal Income Tax
- ☒ Social Security (Employee)
- ☒ Social Security (Employer)
- ☒ Medicare (Employee)
- ☒ Medicare (Employer)
- ☒ Fed Unemployment (Employer)
- ☒ State Income Tax
- ☒ State Unemployment (Employer)
- ☒ Local Income Tax
- ☐ State Disability Insurance (Employee)
- ☐ State Disability Insurance (Employer)

Cancel < Back **Next >** Finish

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.

Modify Employee

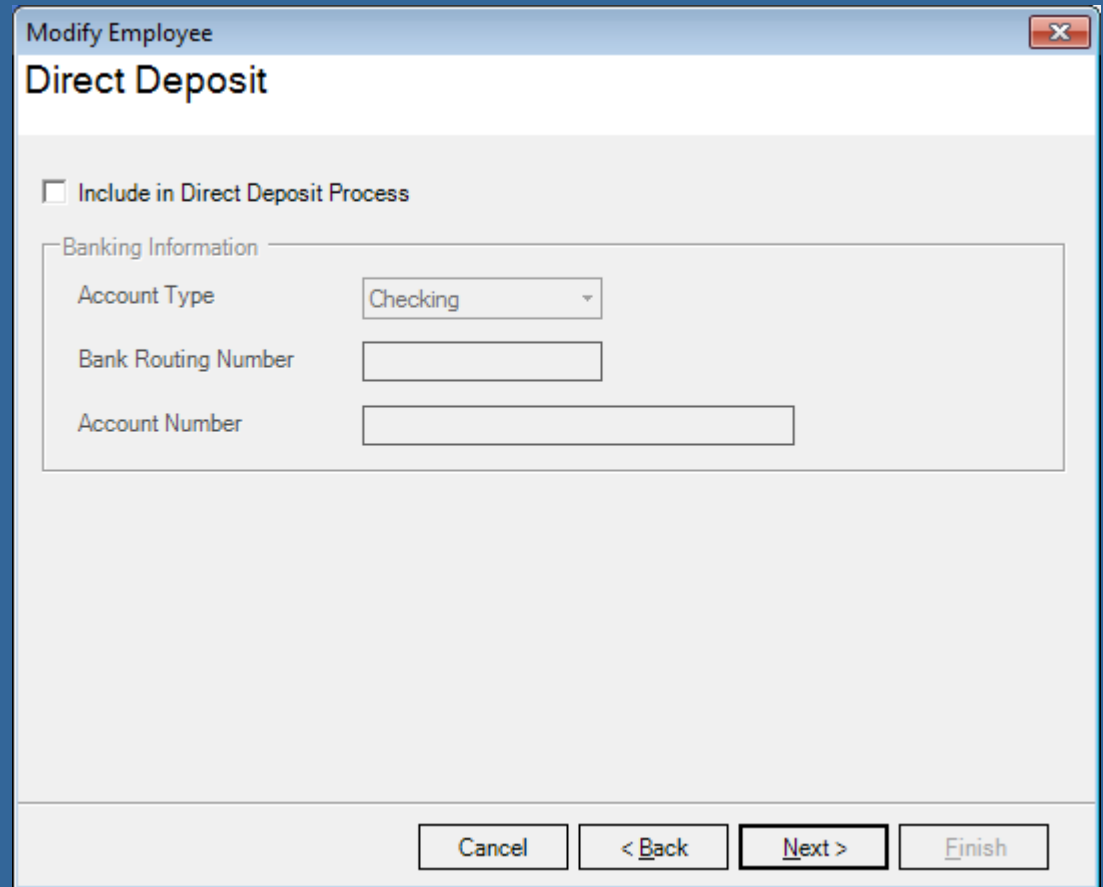
Deductions

<input type="checkbox"/> 401K (Employer)	[Percentage]	0.00
<input type="checkbox"/> Health Insurance	[Fixed]	0.00
<input type="checkbox"/> 401K (Employee)	[Variable]	

Cancel < Back Next > Finish

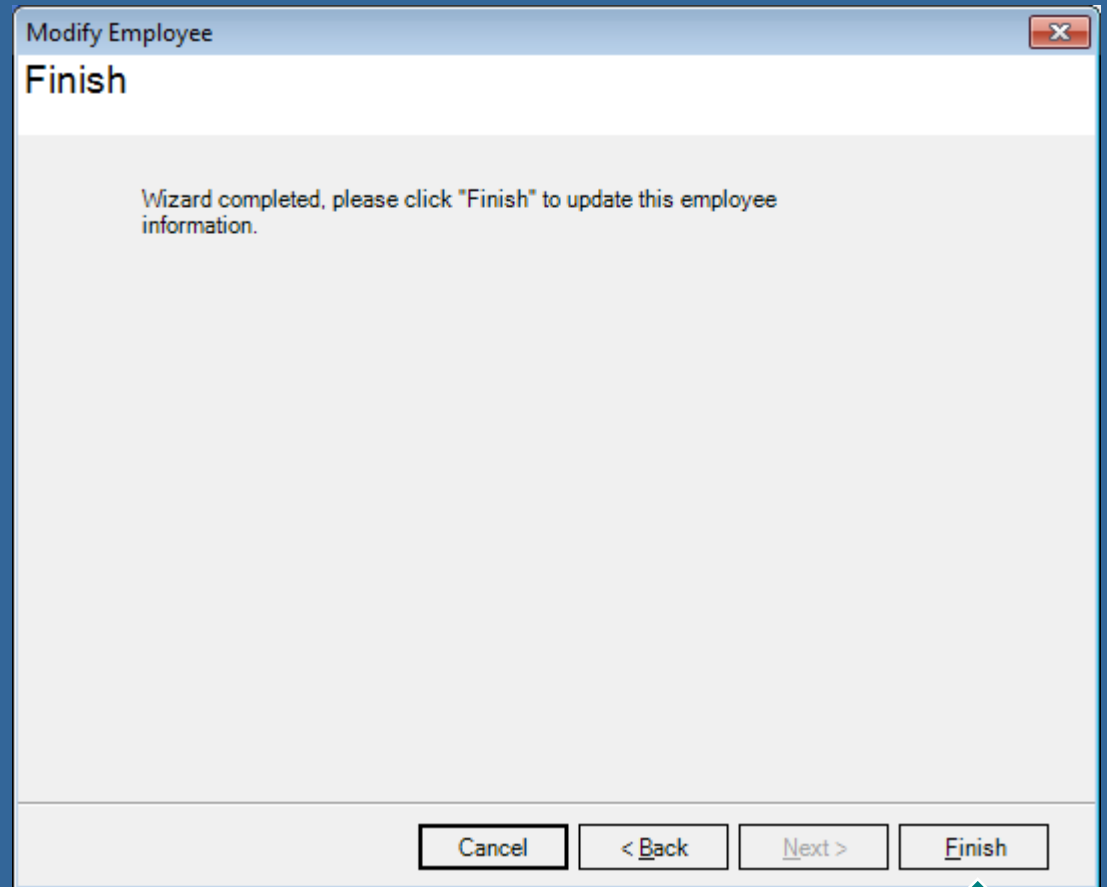
Check this box if this employee is paid by direct deposit, and then fill in the rest of the information.

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



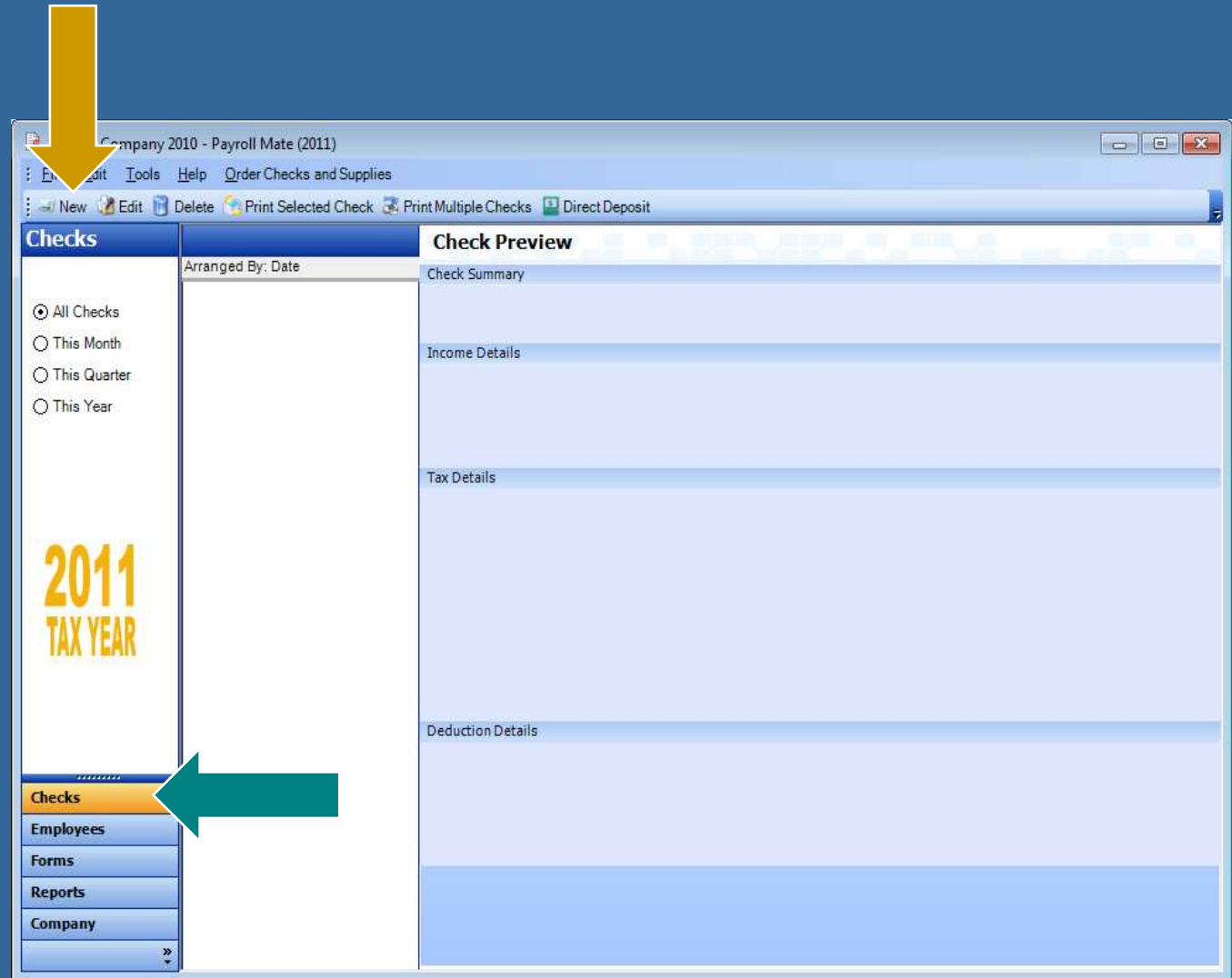
The screenshot shows a software window titled "Modify Employee" with a sub-header "Direct Deposit". Inside the window, there is a checkbox labeled "Include in Direct Deposit Process" which is currently unchecked. Below this is a section titled "Banking Information" containing three input fields: "Account Type" (a dropdown menu showing "Checking"), "Bank Routing Number" (a text box), and "Account Number" (a text box). At the bottom of the window, there are four buttons: "Cancel", "< Back", "Next >", and "Finish". A large green arrow points upwards towards the "Next >" button.

Click finish.



The screenshot shows a Windows-style dialog box titled "Modify Employee". The dialog has a standard title bar with a close button (X) in the top right corner. Below the title bar, the word "Finish" is displayed in a large, bold font. The main area of the dialog contains the text: "Wizard completed, please click 'Finish' to update this employee information." At the bottom of the dialog, there is a row of four buttons: "Cancel", "< Back", "Next >", and "Finish". The "Finish" button is highlighted with a red border, and a large green arrow points directly at it from below the dialog box.

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.



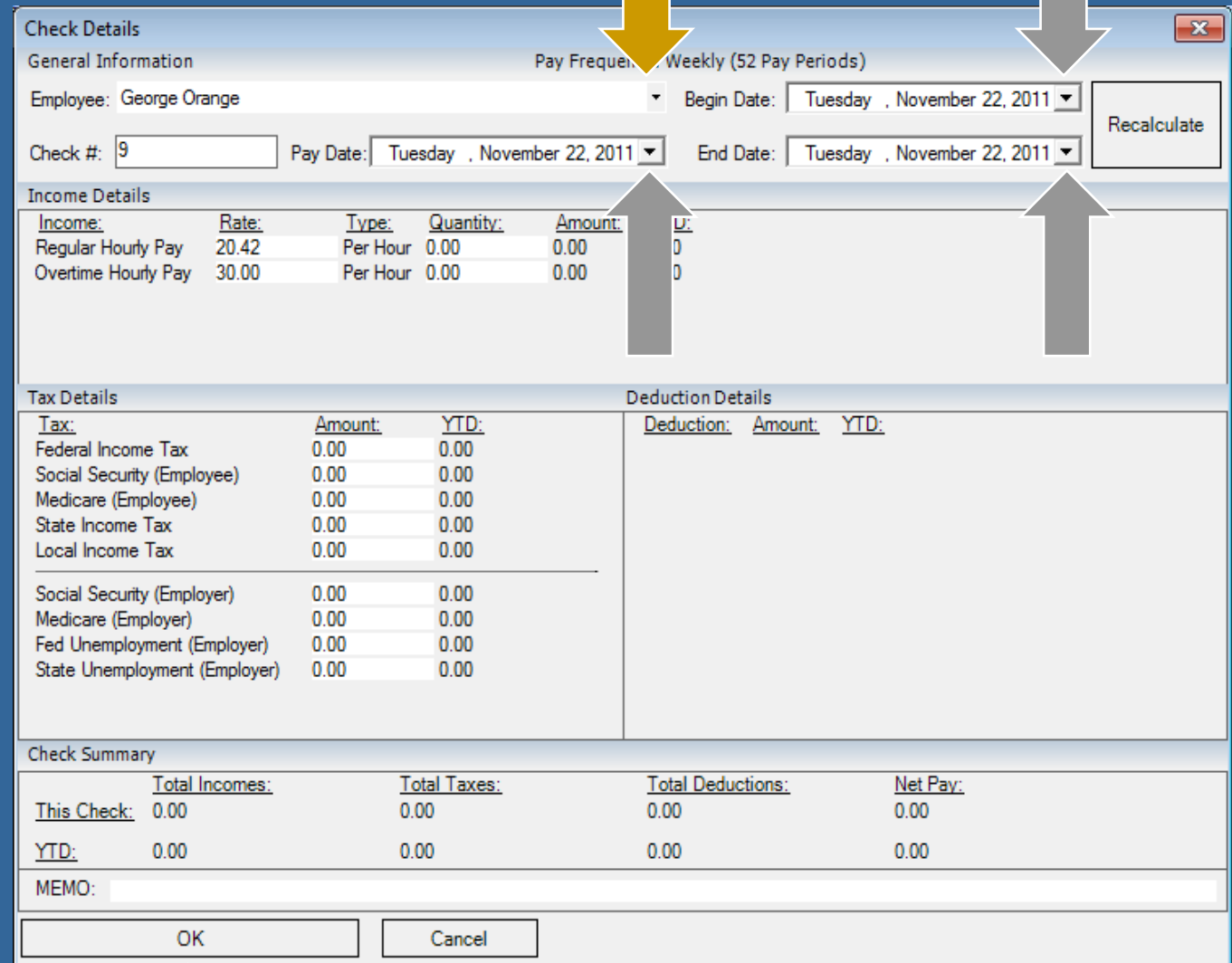
Select the employee you want to pay from the pull down menu.

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).



The screenshot shows the 'Check Details' window with the following sections:

- General Information:** Pay Frequency: Weekly (52 Pay Periods); Employee: George Orange; Begin Date: Tuesday, November 22, 2011; Check #: 9; Pay Date: Tuesday, November 22, 2011; End Date: Tuesday, November 22, 2011; Recalculate button.
- Income Details:** A table with columns: Income, Rate, Type, Quantity, Amount, U. It lists Regular Hourly Pay (Rate: 20.42, Type: Per Hour, Quantity: 0.00, Amount: 0.00, U: 0) and Overtime Hourly Pay (Rate: 30.00, Type: Per Hour, Quantity: 0.00, Amount: 0.00, U: 0).
- Tax Details:** A table with columns: Tax, Amount, YTD. It lists Federal Income Tax, Social Security (Employee), Medicare (Employee), State Income Tax, Local Income Tax, Social Security (Employer), Medicare (Employer), Fed Unemployment (Employer), and State Unemployment (Employer), all with 0.00 values.
- Deduction Details:** A table with columns: Deduction, Amount, YTD. It is currently empty.
- Check Summary:** A table with columns: This Check, Total Incomes, Total Taxes, Total Deductions, Net Pay. It shows 0.00 for all categories.
- MEMO:** A text field.
- Buttons:** OK and Cancel.

Arrows indicate the following fields are highlighted for selection:

- Yellow arrow pointing to the Employee dropdown menu.
- Grey arrow pointing to the Begin Date dropdown menu.
- Grey arrow pointing to the Pay Date dropdown menu.
- Grey arrow pointing to the End Date dropdown menu.
- Teal arrow pointing to the OK button.

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

Sample Company 2010 - Payroll Mate (2011)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

☒ All Checks
☐ This Month
☐ This Quarter
☐ This Year

2011 TAX YEAR

Checks
Employees
Forms
Reports
Company

11/22/2011 George Orange

Print Selected Check

Check Preview [11/22/2011]

Check Summary for "George B Orange"

Pay Period: From: 11/22/2011 To: 11/22/2011
Net Pay: \$0.00

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$20.42		\$0.00	\$0.00
Overtime Hourly Pay	Per Hour	\$30.00		\$0.00	\$0.00

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$0.00	\$0.00
Social Security (Employee)	\$0.00	\$0.00
Medicare (Employee)	\$0.00	\$0.00
State Income Tax	\$0.00	\$0.00
Local Income Tax	\$0.00	\$0.00
Social Security (Employer)	\$0.00	\$0.00
Medicare (Employer)	\$0.00	\$0.00
Fed Unemployment (Employer)	\$0.00	\$0.00
State Unemployment (Employer)	\$0.00	\$0.00

Deduction Details