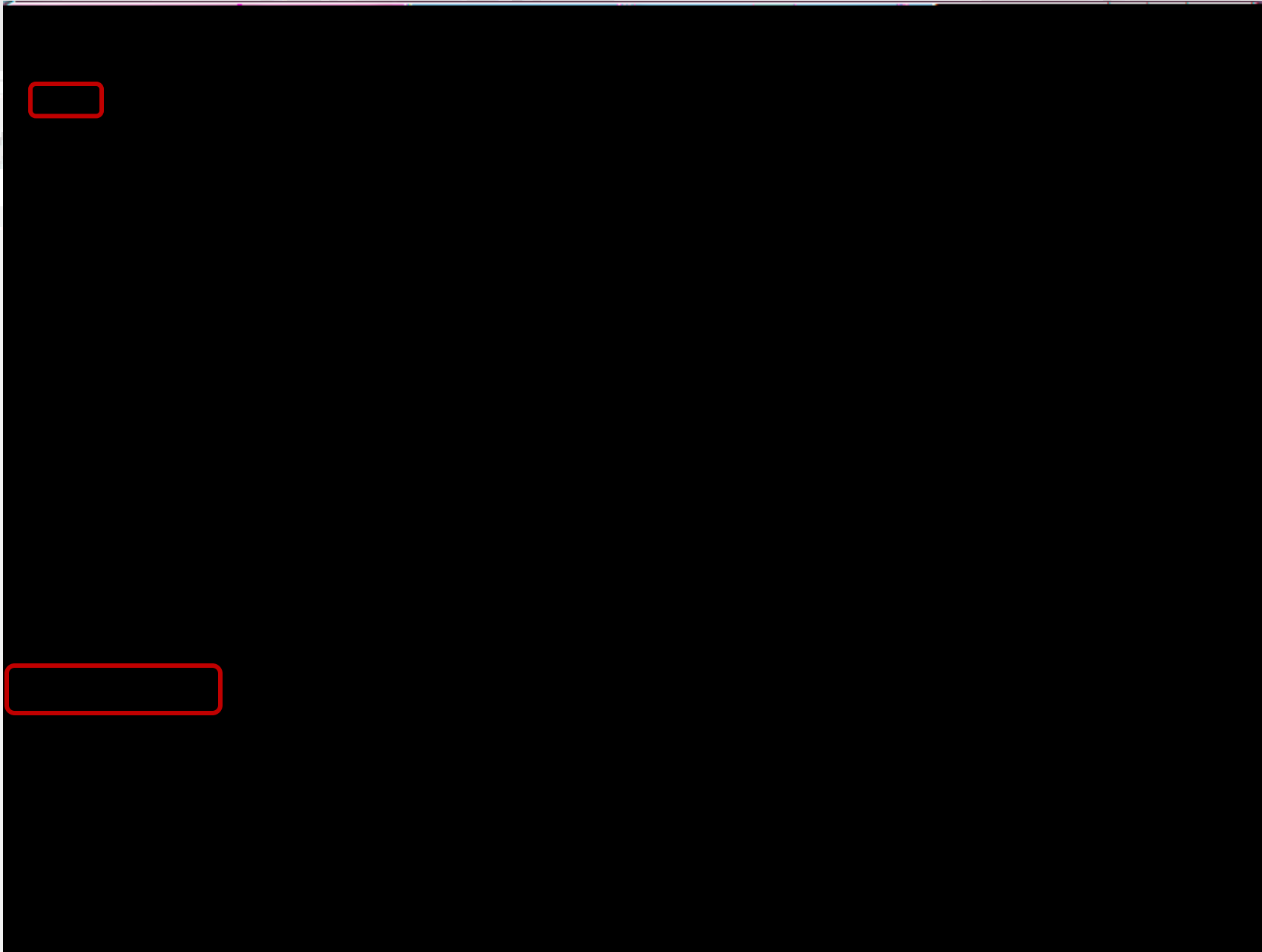


How to Create a New Check in Payroll Mate®

Start by Opening your
Payroll Mate
Program



Fill in the Begin and End date of the check. Double check the Pay Date and enter a new one if you need to.

Fill in rates of the check

The screenshot displays a payroll software interface with the following sections:

- Pay Frequency:** Weekly (52 Pay Periods)
- Income Table:**

Income	Rate	Type	Quantity	Amount	YTD	Amount	YTD
180.00	180.00						
- Regular Hours Pay:** 8.00, **Reg. Hour:** 20.00
- Check Summary Table:**

Item	YTD	Amount	YTD
Federal Income Tax	14.00	14.00	
Social Security (Employer)			11.16
Medicare (Employer)			2.61
- Check Summary Totals:**

YTD	180.00	84.88	2.99
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- Buttons:** Cancel, OK



