

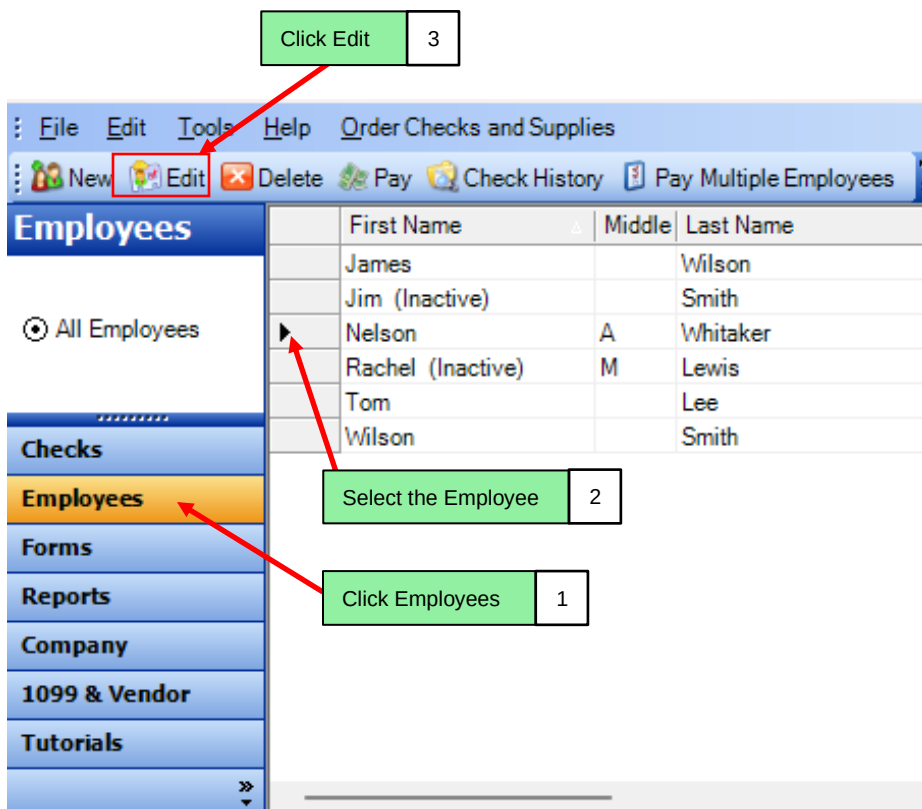
HOW TO CHANGE THE PAYROLL CYCLE – PAY FREQUENCY IN PAYROLL MATE

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

1. Click **Employees**
2. **Select the Employee**
3. Click **Edit**



The screenshot shows the Payroll Mate software interface. A red arrow points from the 'Click Edit' callout to the 'Edit' button in the top menu bar. Another red arrow points from the 'Select the Employee' callout to the 'Employees' button in the left sidebar. A third red arrow points from the 'Click Employees' callout to the 'Employees' button in the left sidebar. The 'Employees' button is highlighted in orange. The 'Employees' table is visible, showing columns for First Name, Middle, and Last Name. The table contains the following data:

First Name	Middle	Last Name
James		Wilson
Jim (Inactive)		Smith
Nelson	A	Whitaker
Rachel (Inactive)	M	Lewis
Tom		Lee
Wilson		Smith

Callouts and their corresponding steps:

- Click Edit** (Step 3) points to the 'Edit' button in the top menu bar.
- Select the Employee** (Step 2) points to the 'Employees' button in the left sidebar.
- Click Employees** (Step 1) points to the 'Employees' button in the left sidebar.

4. Welcome to the Modify Employee Wizard will appear, click **Next** until you reach the Tax Setup screen.

Modify Employee ✕

Welcome to the "Modify Employee" Wizard!

This wizard will guide you through the process of modifying an existing employee.

To continue, please click "Next".

Cancel < Back **Next >** Finish

Click Next 4

5. **Select the Pay Frequency desired** from the drop down
6. Click **Next**, continue to click Next until you reach the Finish screen

Modify Employee ✕

Tax Setup

Federal Income Tax Setup

Filing Status: Head of Household

of Allowances: 0

Pay Frequency: Bi-Weekly (26 Pay Periods)

Additional Fed. Withholding:

☒ Use new W-4 (2020 & beyond)

☐ Step 2 (2000s) Step 3 (Dependents) \$: 0.00

Step 4a (Other Income) \$: 0.00

Step 4b (Deductions) \$: 0.00

W-2 Options

☐ Statutory Employee ☒ Retirement Plan ☐ This employee receives Advance EIC payment

Set the following Taxes to zero on the check

☐ Federal Income ☐ State Income ☐ SS. & Med. (Employee) ☐ SS. & Med. (Employer)

State Income Tax Setup

State: IL

Additional State Withholding: 0.00

IL-W4 Line 1: 0

IL-W4 Line 2: 0

Select Pay Frequency desired 5

Pay Frequency Options:

Daily (260 pay periods)

Weekly (52 pay periods)

Bi-Weekly (26 pay periods)

Semi-Monthly (24 pay periods)

Monthly (12 pay periods)

Quarterly (4 pay periods)

Annual (1 pay period)

Cancel < Back **Next >** Finish

Click Next 6

7. Click **Finish**

Modify Employee

×

Finish

Wizard completed, please click "Finish" to update this employee information.

Cancel

< Back

Next >

Finish

Click Finish

7