

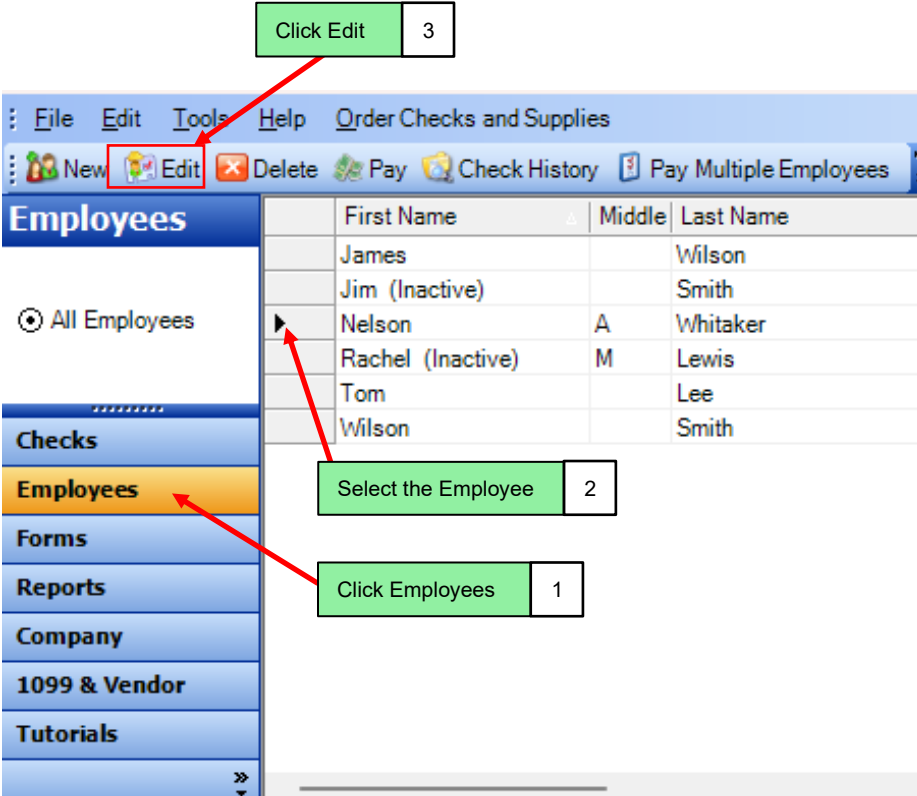
HOW TO EDIT AN EMPLOYEES PAY FREQUENCY

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

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



The screenshot shows the software interface with the following elements:

- Menu Bar:** File, Edit, Tools, Help, Order Checks and Supplies
- Toolbar:** New, Edit, Delete, Pay, Check History, Pay Multiple Employees
- Sidebar:** Employees (selected), Checks, Forms, Reports, Company, 1099 & Vendor, Tutorials
- Table:**

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

Callout boxes and arrows indicate the steps:

- Click Employees:** Points to the 'Employees' menu item in the sidebar (Step 1).
- Select the Employee:** Points to the 'Nelson' row in the table (Step 2).
- Click Edit:** Points to the 'Edit' button in the toolbar (Step 3).

- 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

- Select the **Pay Frequency desired** from the drop down
- 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 Use new W-4 (2020 & beyond)

of Allowances: 0 Step 2 (Jobs) Step 3 (Dependents) \$: 0.00

Pay Frequency: Bi-Weekly (26 Pay Periods) Step 4a (Other Income) \$: 0.00

Additional Fed. Withholding: 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

Cancel < Back **Next >** Finish

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)

Click Next | 6

7. Click **Finish**

