

HOW TO HANDLE PAID TIME OFF (PTO)

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Payroll Mate allows users to create custom income categories if the required category is not available in the built-in options.

To pay as **"PTO"**, you will first need to create a **Custom Income Category**.

Once you have created the custom income category, you will want to edit your employee profile and add the custom income category you created.

When you create a new check the custom income category will appear on the check and you will need to fill in this rate manually as Payroll Mate does not track PTO.

Tutorial on How to add an income category can be found at:

<https://www.payrolltutorials.com/2014/07/30/how-to-add-an-income-category/>