

HOW TO HANDLE PAYROLL FOR EMPLOYEES WITH FRINGE BENEFITS

Question

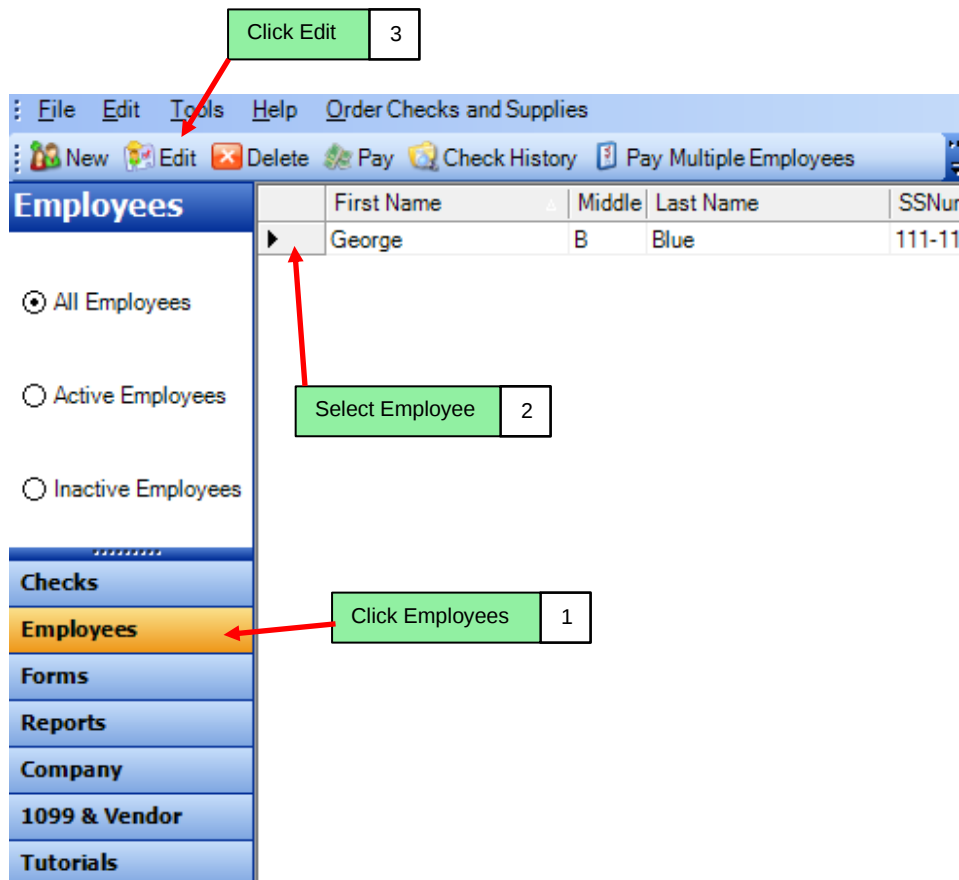
PLEASE REFER TO THE STEPS BELOW:

Answer

Payroll Mate has a built-in category for fringe benefits. When setting up a new employee or editing an employee, select fringe benefits under Incomes.

How do I handle payroll for employees with fringe benefits:

1. Click **Employees**
2. **Select the employee** you wish to edit
3. Click **Edit**



The screenshot shows the Payroll Mate software interface. On the left, there is a sidebar with a menu. The 'Employees' option is highlighted in orange. A red arrow points from a green box labeled 'Click Employees' with the number '1' to this menu item. Below the menu, there are three radio buttons: 'All Employees' (selected), 'Active Employees', and 'Inactive Employees'. A red arrow points from a green box labeled 'Select Employee' with the number '2' to the first row of the employee list. The employee list has columns for First Name, Middle, Last Name, and SSN. The first row shows 'George', 'B', 'Blue', and '111-11'. A red arrow points from a green box labeled 'Click Edit' with the number '3' to the 'Edit' button in the top toolbar. The toolbar also includes buttons for 'New', 'Delete', 'Pay', 'Check History', and 'Pay Multiple Employees'.

4. The Modify Employee Wizard dialog box will appear, click **Next** until you reach the **Income** page.

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".

Click Next

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Cancel

< Back

Next >

Finish

Continue to click **Next** until you reach the **Incomes** page

5. **Check Fringe Benefits** (leave all existing incomes for the employee checked)
6. Enter the **Rate** of the **Fringe Benefit** income
7. Click **Next** until you reach the Finish page

Modify Employee ×

Incomes [How to Create an Income Category](#)

☒ Regular Hourly Pay	[Per Hour]	22.0000
☒ Overtime Hourly Pay	[Per Hour]	44.0000
☐ Yearly Salary	[Per Year]	0.00
☐ Double-Time	[Per Hour]	0.00
☐ Mileage	[Per Mile]	0.00
☐ Piece Work	[Per Piece]	0.00
☐ Fringe Benefits	[Fixed]	0.00
☐ Vacation Pay Hourly	[Per Hour]	0.00
☐ Sick Pay Hourly	[Per Hour]	0.00
☐ Example:	[Per Hour]	0.00
☐ Bonus	[Variable]	
☐ Tips Received Directly by Employee	[Variable]	

Select Fringe Benefits

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Cancel

< Back

Next >

Finish

8. Click **Finish**

Modify Employee ×

Finish

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

Cancel

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Next >

Finish

Click Finish 8

After checking the income under one employee, repeat these steps for each employee that requires multiple incomes.

PLEASE NOTE: If this income category does not meet your needs, you can create a user defined income category. Please see the tutorial below for adding an income category.

[How to Add an Income Category | Payroll Mate® Software Tutorials \(payrolltutorials.com\)](http://payrolltutorials.com)