

HOW TO PAY AN EMPLOYEE PER PIECE

Question

PLEASE REFER TO THE STEPS BELOW:

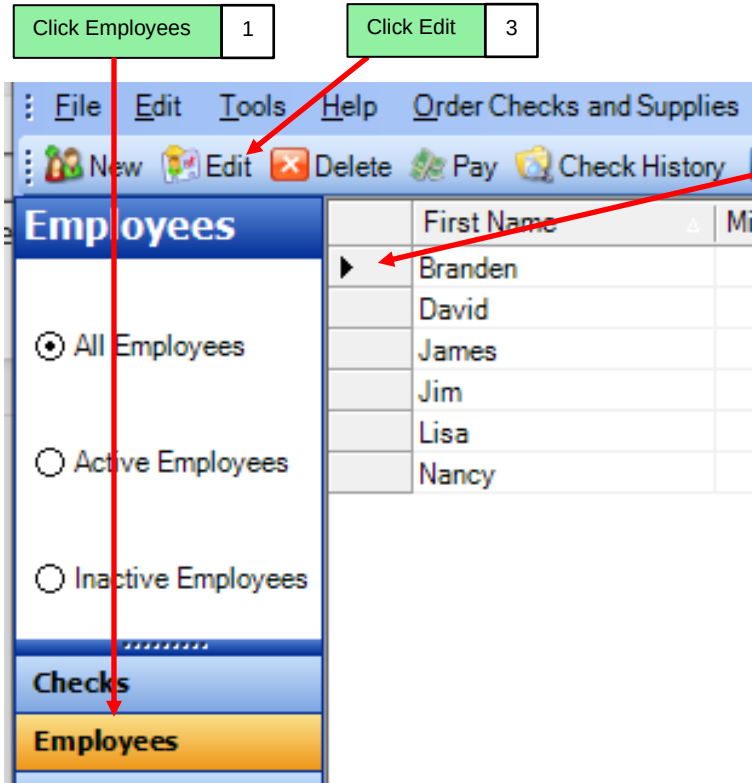
Answer

Payroll Mate comes with a number of built-in incomes, per piece is one of them.

To pay an employee per piece:

Make sure you are in the correct company.

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



The screenshot shows the Payroll Mate software interface. A red arrow points from the 'Employees' button in the left sidebar to the 'Employees' menu item, labeled 'Click Employees 1'. Another red arrow points from the 'Edit' button in the top toolbar to the 'Edit' button, labeled 'Click Edit 3'. A third red arrow points from the 'Branden' employee name in the list to the 'Edit' button, labeled 'Select the employee you would like to edit 2'.

First Name	MI
Branden	
David	
James	
Jim	
Lisa	
Nancy	

4. Welcome to the Modify Employee Wizard will appear, click **Next**

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 4

Cancel < Back **Next >** Finish

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

5. **Select Piece Work** from the list of Incomes
6. **Enter the value** you need
7. Click **Next**

Modify Employee ×

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

☐ Regular Hourly Pay	[Per Hour]	0.00
☐ Overtime Hourly Pay	[Per Hour]	0.00
☐ Yearly Salary	[Per Year]	0.0000
☐ Double-Time	[Per Hour]	0.00
☐ Mileage	[Per Mile]	0.00
☒ Piece Work	[Per Piece]	0.8800
☐ Fringe Benefits	[Fixed]	0.00
☐ Vacation Pay Hourly	[Per Hour]	0.00
☐ Sick Pay Hourly	[Per Hour]	0.00
☐ Picking Bucket	[Per Piece]	0.00
☐ Salary 02	[Per Year]	0.00
☐ Bonus	[Variable]	

Select Piece Work 5

Enter the value 6

Click Next 7

Cancel < Back **Next >** Finish

8. Click Next until reach the Finish screen, click **Finish**

Modify Employee

×

Finish

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

Cancel

< Back

Next >

Finish

Click Finish

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