

HOW TO PAY MULTIPLE EMPLOYEES

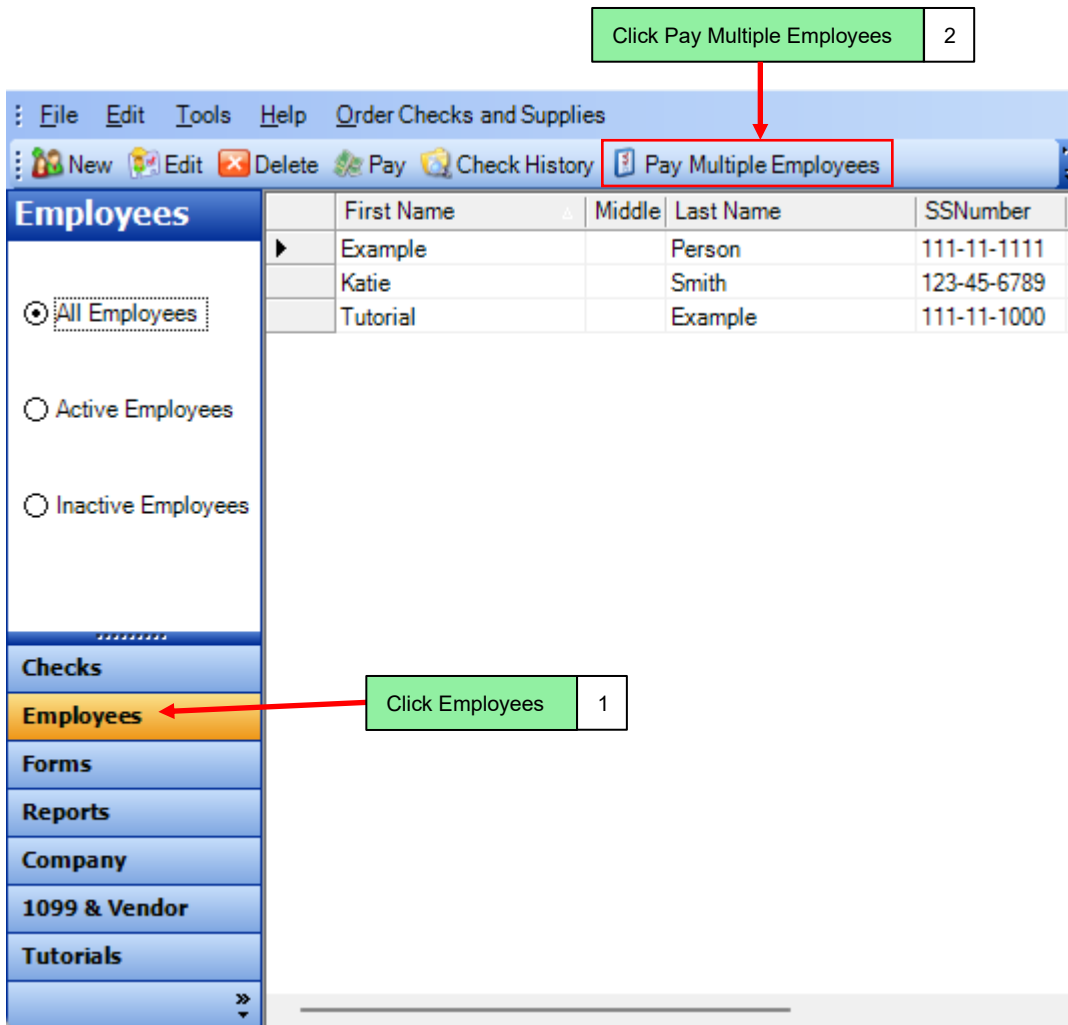
Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Make sure you are in the correct company.

1. Click **Employees**
2. Click **Pay Multiple Employees**



The screenshot shows the Payroll Mate software interface. The 'Employees' menu is open, and the 'Pay Multiple Employees' button is highlighted. A red arrow points from the 'Pay Multiple Employees' button to a callout box that says 'Click Pay Multiple Employees' with the number '2'. Another red arrow points from the 'Employees' menu item to a callout box that says 'Click Employees' with the number '1'.

First Name	Middle	Last Name	SSNumber
Example		Person	111-11-1111
Katie		Smith	123-45-6789
Tutorial		Example	111-11-1000

Check Details window will appear for the first employee

3. Select **Pay Date**
4. Select **Begin Date and End Date**
5. **Fill in check information** for first employee (if salary will auto populate as shown below – see hourly on next page)
6. Click **Create Check & Go to Next Employee**

Select Pay Date

3

Select Begin Date and End Date

4

Check Details
✕

Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Begin Date: Recalculate

Check #: Pay Date: End Date:

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Yearly Salary	32250.0000	Per Year	N/A	1343.75	1343.75

Vacation / Sick Hours

	Amount:	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00

[Learn how to rollover hours from last year](#)

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	76.31	76.31
Social Security (Employee)	83.31	83.31
Medicare (Employee)	19.48	19.48
State Income Tax	66.52	66.52
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.02	0.02
<hr/>		
Social Security (Employer)	83.31	83.31
Medicare (Employer)	19.48	19.48
Fed Unemployment (Employer)	8.06	8.06
State Unemployment (Employer)	26.88	26.88
State Disability Insurance (Employer)	0.02	0.02

Deduction Details

Deduction:	Amount:	YTD:

Other Optional Details

	Amount:	YTD:
Hours Worked	0.00	.00
Weeks Worked	0.00	.00

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
This Check:	1343.75	245.64	0.00	1098.11
YTD:	1343.75	245.64	0.00	1098.11

MEMO:

Create Check & Go to Next Employee

Skip Employee

Quit Creating Checks


Employee 1 of 3

Click Create Check & Go to Next Employee

6

7. Repeat this process until all payroll checks have been created

Repeat steps 3-6 for each employee 7



Check Details ✕

General Information Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Begin Date: Recalculate

Check #: Pay Date: End Date:

Income:	Rate:	Type:	Quantity:	Amount:	YTD:	Vacation / Sick Hours	
Regular Hourly Pay	32.5000	Per Hour	80.0000	2600.00	2600.00	Vac. hours earned	2.00 2.00
						Vac. hours used	0.00 0.00
						Sick hours earned	1.00 1.00
						Sick hours used	0.00 0.00

For Hourly Employees, enter the hours in the Quantity field

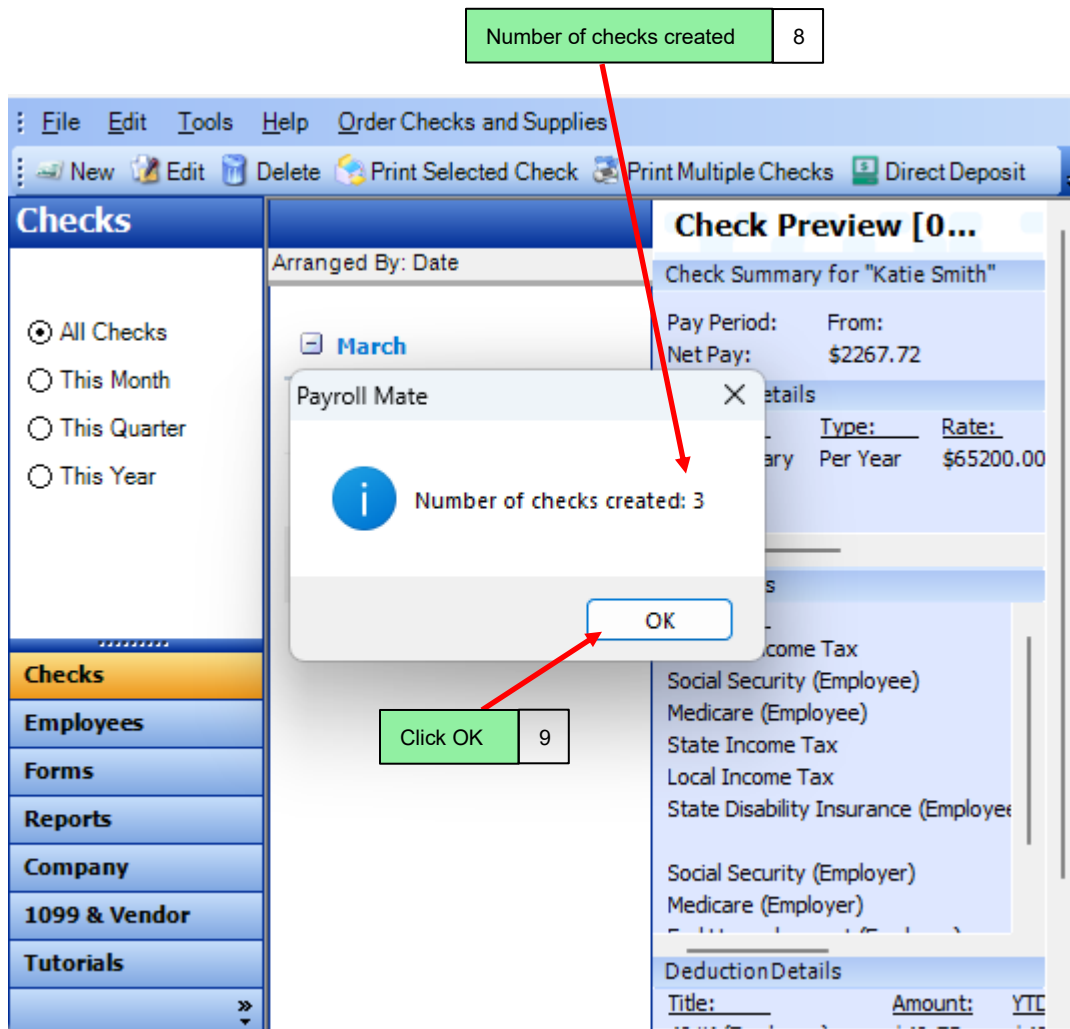
Tax:			Amount:	YTD:	Deduction:			Amount:	YTD:
Federal Income Tax		?	179.09	179.09	401K (Employee)		52.00	52.00	
Social Security (Employee)			161.20	161.20					
Medicare (Employee)			37.70	37.70					
State Income Tax			126.13	126.13					
Local Income Tax			0.00	0.00					
State Disability Insurance (Employee)			0.02	0.02					
Social Security (Employer)			161.20	161.20	Social Security (Employer)			161.20	161.20
Medicare (Employer)			37.70	37.70	Medicare (Employer)			37.70	37.70
Fed Unemployment (Employer)			15.60	15.60	Fed Unemployment (Employer)			15.60	15.60
State Unemployment (Employer)			52.00	52.00	State Unemployment (Employer)			52.00	52.00
State Disability Insurance (Employer)			0.02	0.02	State Disability Insurance (Employer)			0.02	0.02

Other Optional Details			Check Summary				
Hours Worked	Amount:	YTD:	This Check:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	.00	2600.00	2600.00	504.14	52.00	2043.86
Weeks Worked	0.00	.00	YTD:	2600.00	504.14	52.00	2043.86

MEMO:

Employee 2 of 3

- Once you have created all of the checks, you will receive a **message indicating the number of checks that have been created**.
- Click **OK**



Congratulations. You now know how to pay multiple employees!