

HOW TO HANDLE PAYROLL FOR EMPLOYEES WITH VARYING HOURS

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Payroll Mate has the ability to pay employees hourly or as a salary.

When setting up the employee, consider selecting hourly. This will allow you to create a check for your employee at an hourly rate based on hours worked.

Payroll Mate has the ability to create and assign an employee more than one income category. Select the incomes that apply to the employee, you may need to enter the rate of pay.

You can enter the hours worked for each income type on the check under “**Income Details**” when creating a check for the employee.

You can contact our support team via Chat Live or email with additional questions on how to execute this in Payroll Mate.