

HOW TO SET UP AND MANAGE CHILD SUPPORT DEDUCTIONS

Question

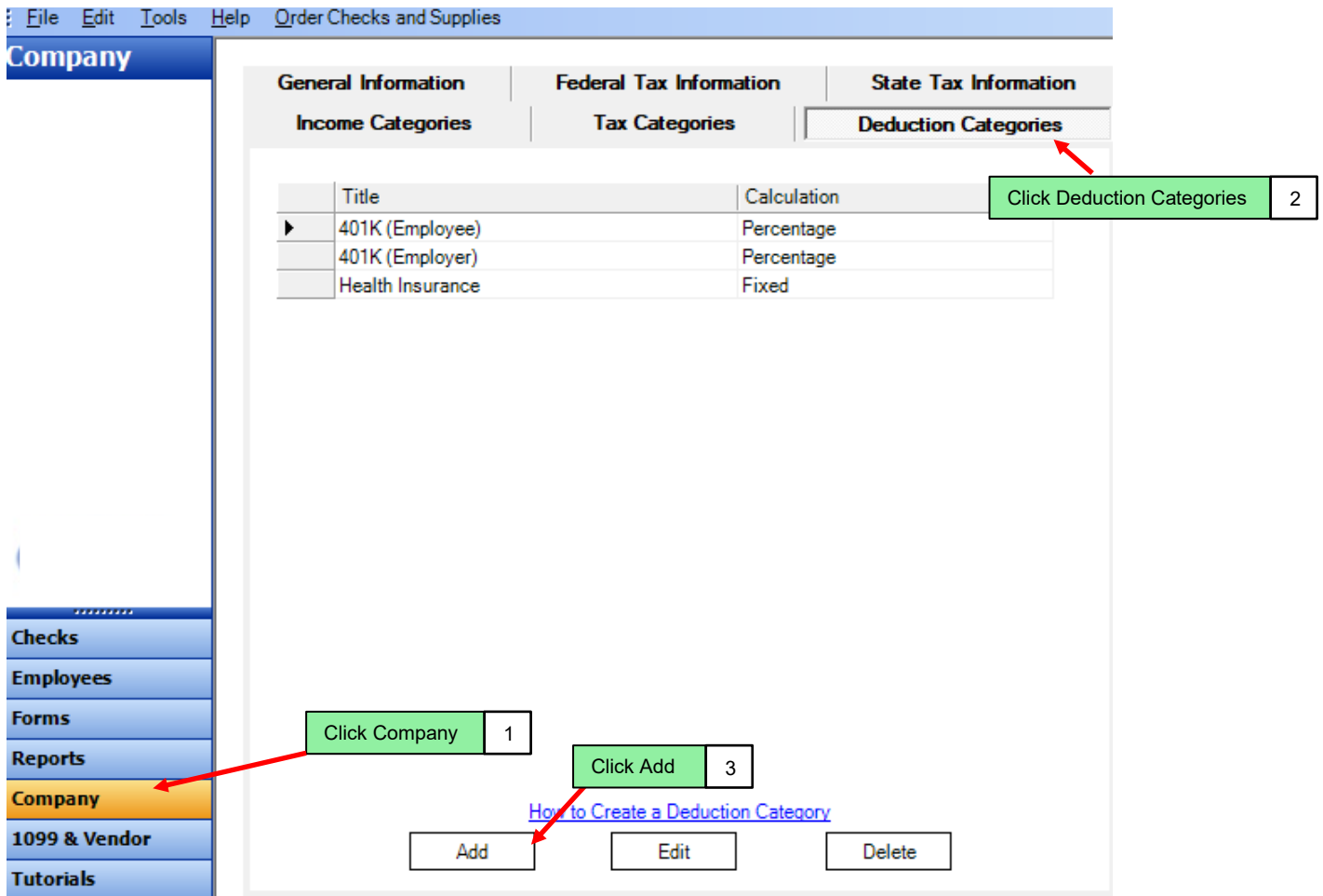
PLEASE REFER TO THE STEPS BELOW:

Answer

Payroll Mate doesn't contain a pre-defined child support deduction. However, you can create a user defined deduction and apply it at the employee level.

Create a user defined deduction (for child support):

1. Click **Company**
2. Click **Deduction Categories**
3. Click **Add**



The screenshot shows the Payroll Mate software interface. On the left is a vertical menu with options: Checks, Employees, Forms, Reports, **Company** (highlighted in orange), 1099 & Vendor, and Tutorials. The main window has a tabbed interface with three tabs: General Information, Federal Tax Information, and State Tax Information. Under the State Tax Information tab, there are three sub-tabs: Income Categories, Tax Categories, and Deduction Categories. The Deduction Categories tab is active, showing a table with the following data:

Title	Calculation
401K (Employee)	Percentage
401K (Employer)	Percentage
Health Insurance	Fixed

Below the table are three buttons: Add, Edit, and Delete. A red arrow points from the 'Add' button to a green callout box labeled 'Click Add' with the number '3'. Another red arrow points from the 'Deduction Categories' tab to a green callout box labeled 'Click Deduction Categories' with the number '2'. A third red arrow points from the 'Company' menu item to a green callout box labeled 'Click Company' with the number '1'. A blue link labeled 'How to Create a Deduction Category' is located below the buttons.

4. Please review the pop-up message, click **I Understand** once you have read through the terms.

Attention

 You are about to custom add a new deduction category.

Please remember that this newly created category will directly affect your tax forms and reports.

You may need to seek tax advice from your tax professional before creating this new category.

Once you have finished creating this deduction category and before you start creating real checks, we strongly recommend that you create one or more dummy checks and confirm that all related incomes, taxes and deductions are properly reflected on all tax forms and reports.

Once you start creating actual payroll checks it will be very difficult to fix any errors you may have overlooked at this point.

4

5. Deduction Details box will appear. Enter **Title** for the **Child Support Deduction**
6. Select a **Calculation** for the deduction from the drop-down menu. You may need to seek advice on which method to use (fixed amount or percentage).
7. Select **Paid by Employee** from the drop-down menu.
8. Enter the **Deduction** amount, depending on what calculation was chosen
9. Click **OK**

Enter the Title you want 5

Deduction Details

Title: Calculation: Percentage 6

Abbreviation: Paid by: Employee 7

Default Quarterly Rates: Cutoff: Leave Blank for No Cutoff

☐ Inactive 8

W-2 Options

☐ Use on Box 10 (Dependent Care Benefits)

☐ Use on Box 12

☐ Use on Box 14 (Other)

Pre-tax payroll deductions are deductions that lower your employee's taxable wages.

When you check any of the taxes in the list below you are lowering the taxable wages for that tax by the amount of the deduction you are creating here.

Exemptions

9

Enter amount of deduction, depending on what calculation was chosen

10. You will see your deduction listed by **Title and Calculation**

General Information		Federal Tax Information	State Tax Information
Income Categories		Tax Categories	Deduction Categories
	Title	Calculation	
▶	401K (Employee)	Percentage	
	401K (Employer)	Percentage	
	Health Insurance	Fixed	
	Deduction	Percentage	

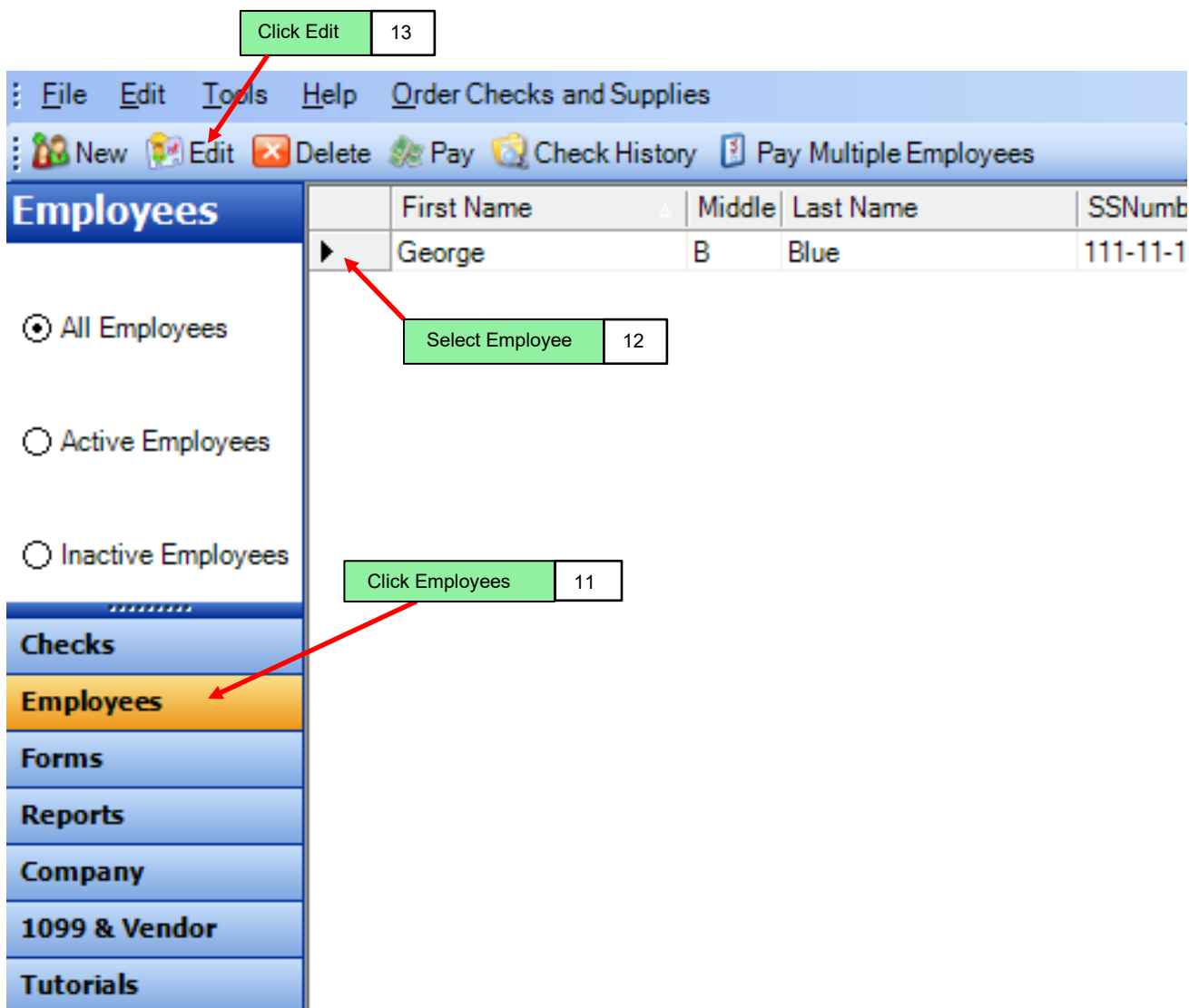
[How to Create a Deduction Category](#)

Add Edit Delete

Deduction you created will be displayed 10

Apply it to the employee(s):

11. Click **Employees**
12. **Select the employee** you would need to add the deduction to
13. Click **Edit**



The screenshot shows the Payroll Mate software interface. On the left is a navigation menu with options: All Employees, Active Employees, Inactive Employees, Checks, **Employees**, Forms, Reports, Company, 1099 & Vendor, and Tutorials. The main window displays a table of employees. The first row is highlighted, showing the employee George. The table has columns: First Name, Middle, Last Name, and SSNum. The top menu bar includes File, Edit, Tools, Help, Order Checks and Supplies, New, Edit, Delete, Pay, Check History, and Pay Multiple Employees. Three callout boxes with red arrows indicate the steps: 11. Click Employees (pointing to the menu item), 12. Select Employee (pointing to the first row), and 13. Click Edit (pointing to the Edit button in the top menu bar).

	First Name	Middle	Last Name	SSNum
▶	George	B	Blue	111-11-1

14. You will be taken to the Modify Employee Wizard, click **Next** until you see the **Deductions** 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

14

Cancel

< Back

Next >

Finish

15. Select the **child support deduction** you just created for this employee. The deduction should contain the calculation you created when you created the deduction in steps 5-9.

16. Click **Next**

Modify Employee ×

Deductions [How to Create a Deduction Category](#)

☐ 401K (Employee)	[Percentage]	0.00
☐ 401K (Employer)	[Percentage]	0.00
☐ Health Insurance	[Fixed]	0.00
☐ Deduction	[Percentage]	1.000000

Select the Deduction

15

Click Next

16

Cancel

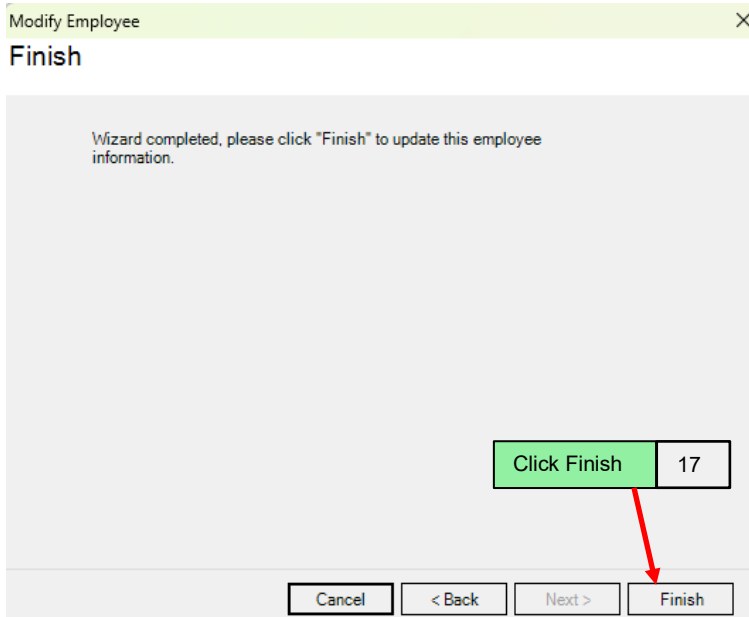
< Back

Next >

Finish

Continue to click Next until you reach the Finish screen.

17. Click **Finish**



The screenshot shows a window titled "Modify Employee" with a close button (X) in the top right corner. Below the title bar, the word "Finish" is displayed. The main area of the window contains the text: "Wizard completed, please click 'Finish' to update this employee information." At the bottom of the window, there are four buttons: "Cancel", "< Back", "Next >", and "Finish". A red arrow points from a green box labeled "Click Finish" to the "Finish" button. To the right of the "Click Finish" box is a small box containing the number "17".

You may now apply this deduction to appropriate employee(s).