

## HOW TO SET AND MANAGE 401K CONTRIBUTIONS

Question

### PLEASE REFER TO THE STEPS BELOW:

Answer

Payroll Mate has built-in 401K deductions

**\* Please note: Payroll Mate does not manage your 401K contributions \***

Add 401K to an employee:

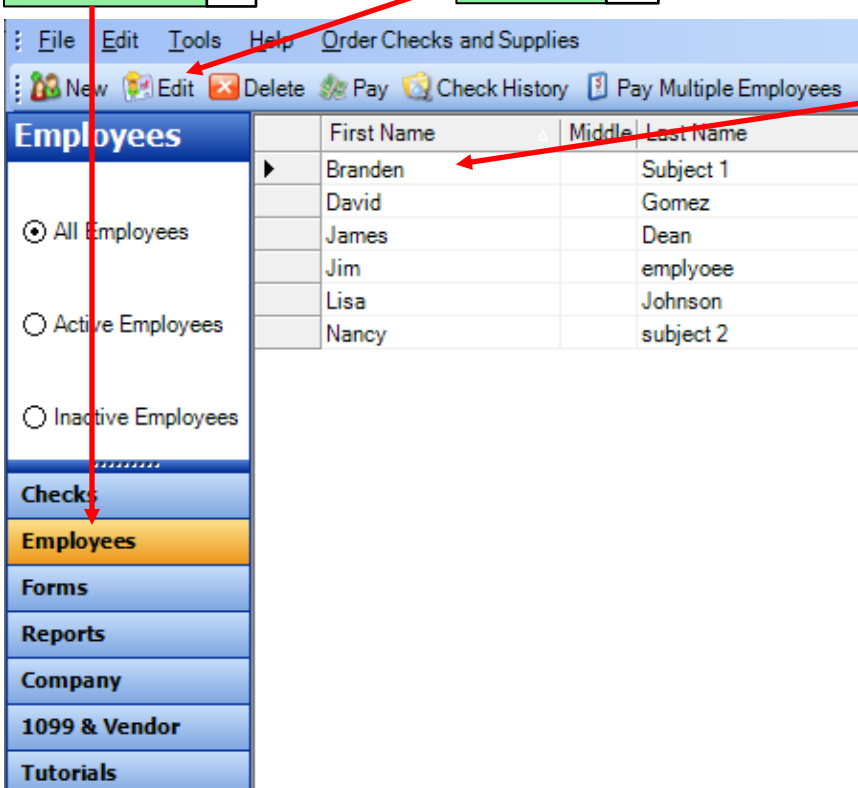
1. Click **Employees**
2. **Select the employee** you want to edit
3. Click **Edit**

Click Employees

1

Click Edit

3



Select Employee

2

	First Name	Middle	Last Name
<input checked="" type="radio"/> All Employees	Branden		Subject 1
<input type="radio"/> Active Employees	David		Gomez
<input type="radio"/> Inactive Employees	James		Dean
	Jim		employee
	Lisa		Johnson
	Nancy		subject 2

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

- 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 **Deductions** screen

- Select **401K (Employee)**
- Enter the **percentage** that employee elected for their contribution
- Click **Next** until you reach the Finish screen

Modify Employee

Deductions

[How to Create a Deduction Category](#)

Select 401K (Employee) 5

Enter the percentage 6

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

Click Next 7

Cancel < Back Next > Finish

If your organization participates in contributing, you can select 401K (Employer) as well and enter the percentage amount.

If you select 401K (Employer) this will not appear on the check and the employee will not be able to see the company's contribution.

## 8. Click **Finish**

Modify Employee

×

Finish

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

Cancel

< Back

Next >

Finish

Click Finish 8