

HOW TO SET UP VACATION AND SICK HOURS - HOURS WORKED

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

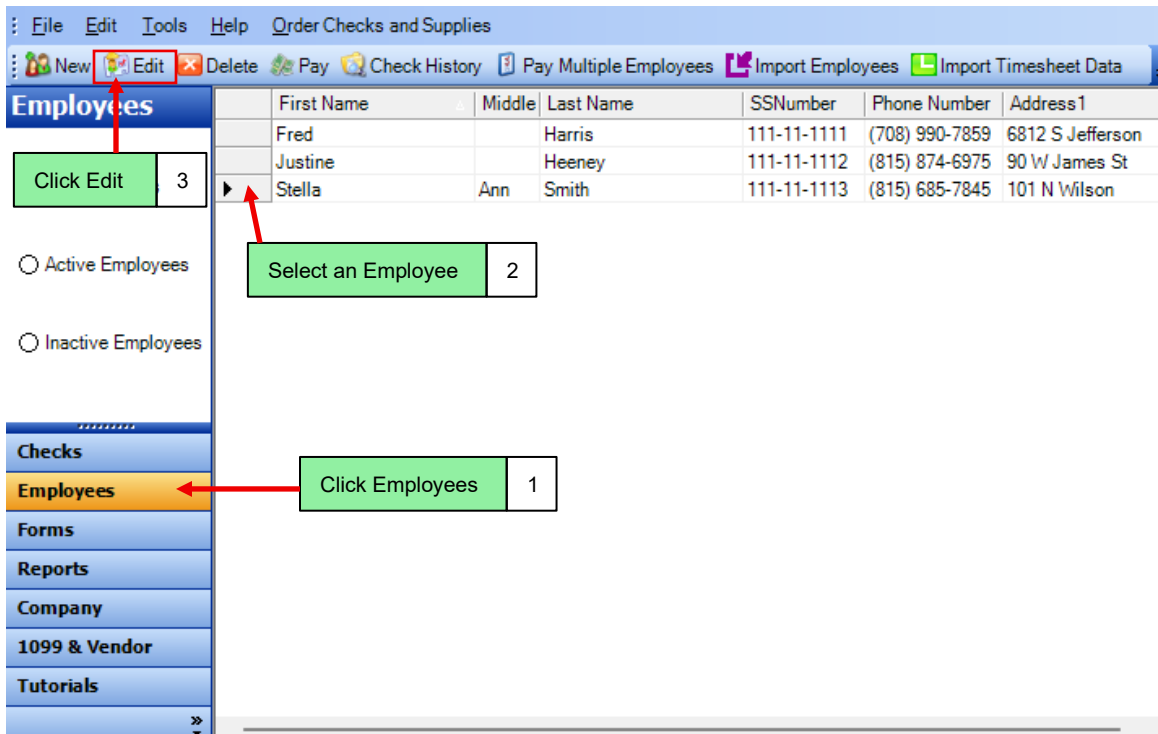
This tutorial is for setting up vacation and sick hours based on the hours worked (Per Total Hours on Check) for an employee.

NOTE: Establishing this setting will not take previous hours worked in prior checks into account. This setting is only moving forward.

We advise that all non-payroll related tasks be managed outside of Payroll Mate.

Make sure you are in the correct company.

1. Click **Employees**
2. **Select an employee** from the list of employee's names
3. Click **Edit**



The screenshot shows the Payroll Mate software interface. The 'Employees' menu item is highlighted in the left sidebar, with a callout box labeled 'Click Employees' and the number '1'. The main window displays a table of employees with columns for First Name, Middle, Last Name, SSNumber, Phone Number, and Address 1. The table contains three rows: Fred Harris, Justine Heeney, and Stella Ann Smith. A callout box labeled 'Select an Employee' and the number '2' points to the first row. The 'Edit' button in the top toolbar is highlighted with a callout box labeled 'Click Edit' and the number '3'.

First Name	Middle	Last Name	SSNumber	Phone Number	Address 1
Fred		Harris	111-11-1111	(708) 990-7859	6812 S Jefferson
Justine		Heeney	111-11-1112	(815) 874-6975	90 W James St
Stella	Ann	Smith	111-11-1113	(815) 685-7845	101 N Wilson

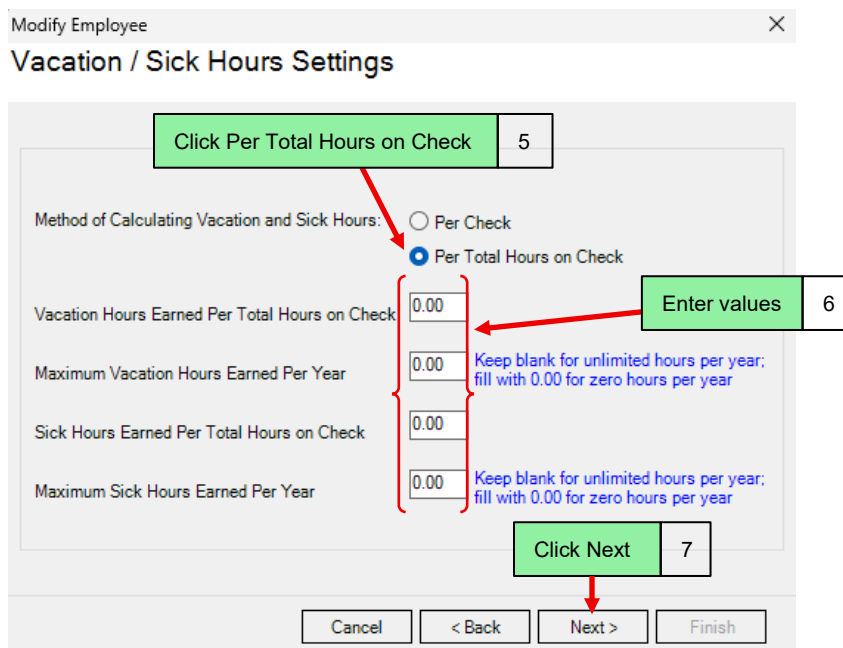
4. The Modify Employee Wizard will open, click **Next**



Continue to click **Next** until you reach the **Vacation / Sick Hours Settings** page

5. Click **Per Total Hours on Check**
6. **Enter the values** as needed for this employee
7. Click **Next**

Depending upon your state and/or company rules and regulations, you will need to determine the appropriate calculation to use.



Example Vacation Hours: Employee earns 1 hour of vacation time for every 40 hours worked.

Under "Vacation Hours Earned Per Total Hours on Check" enter 0.0250, this number comes from dividing 1 hour by 40 hours.

"Maximum Vacation Hours Earned Per Year" enter the value you determine.

* Be sure to read the blue text to determine what you should enter in this field.

Example Sick Hours: Employee earns 1 hour of sick time for every 30 hours worked.

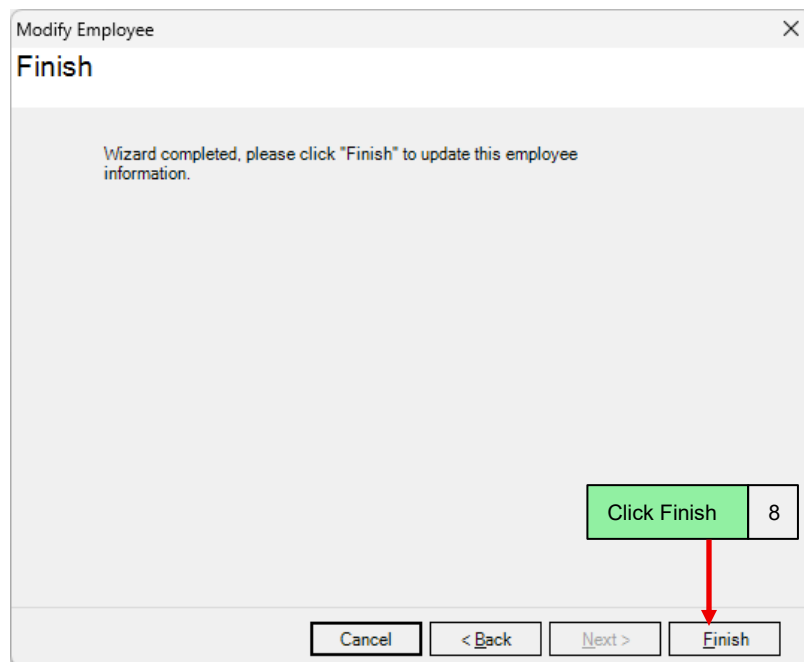
Under "Sick Hours Earned Per Total Hours on Check" enter 0.0333, this number comes from dividing 1 hour by 30 hours.

"Maximum Sick Hours Earned Per Year" enter the value you determine.

* Be sure to read the blue text to determine what you should enter in this field.

Continue to click Next, until you reach the **Finish** screen.

8. Click **Finish**



After setting up vacation and sick time for one employee, repeat these steps for each applicable employee.

Congratulations. You now know how to setup vacation and sick hours for hours worked!