

HOW TO SET UP VACATION AND SICK HOURS – PER CHECK

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

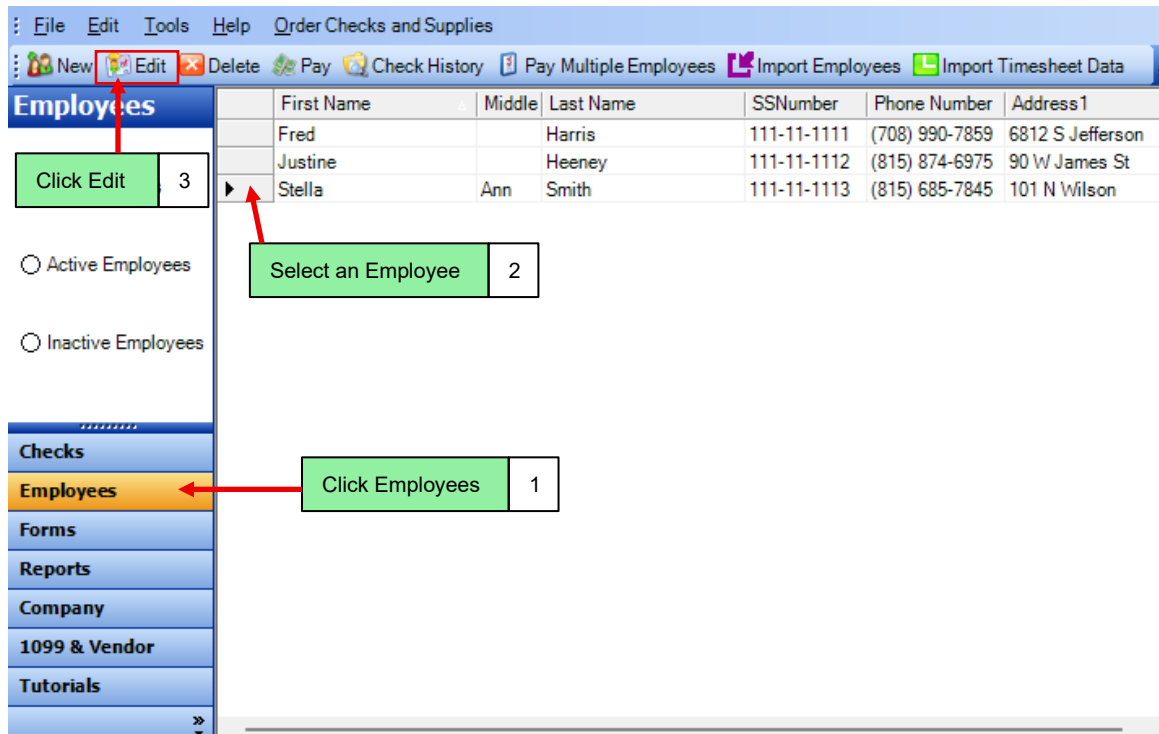
This tutorial is for setting up vacation and sick hours based on the hours earned per check (Per Check) for an employee.

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' section is active, displaying a list of employees with columns for First Name, Middle, Last Name, SSNumber, Phone Number, and Address 1. The list includes Fred Harris, Justine Heeney, and Stella Ann Smith. A red arrow points to the 'Edit' button in the top toolbar. Another red arrow points to the 'Click Edit' button in the left sidebar, which is labeled with the number '3'. A third red arrow points to the 'Click Employees' button in the left sidebar, which is labeled with the number '1'. A fourth red arrow points to the 'Select an Employee' button in the left sidebar, which is labeled with the number '2'.

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

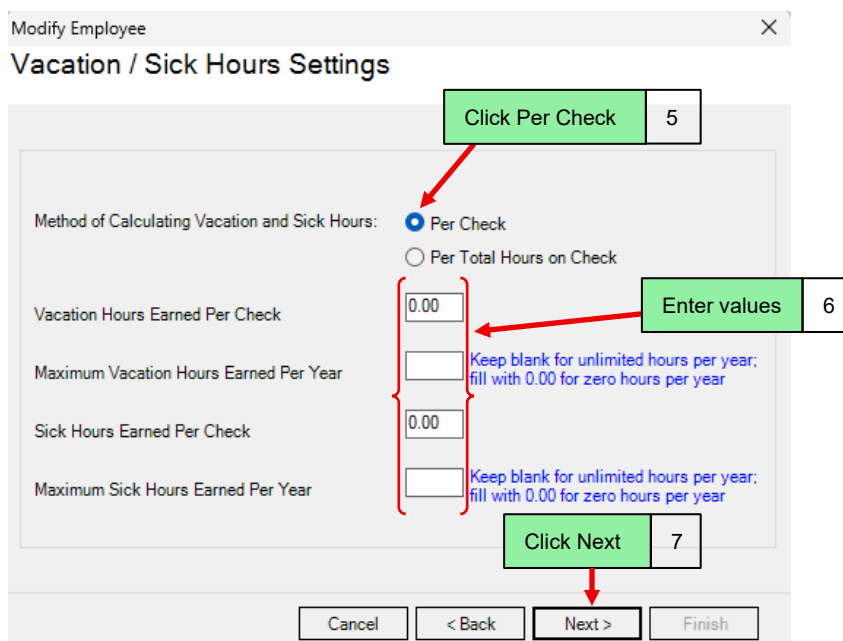
4. The Modify Employee Wizard will open, click **Next**



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

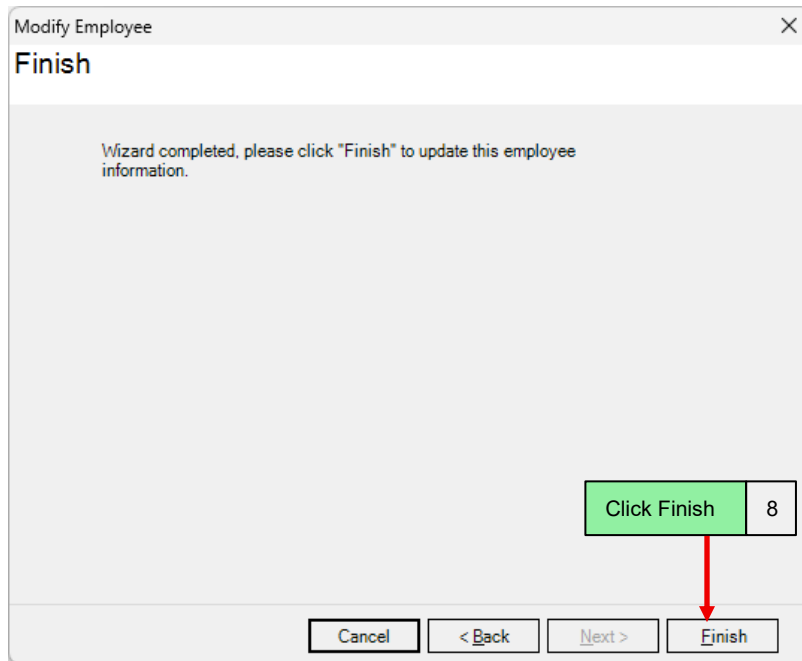
5. Click **Per Check**
6. **Enter the values** as needed for this employee
7. Click **Next**

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



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 per check!