Welcome to Getting Started with Payroll Mate

When you open Payroll Mate, you will always be asked to check for updates. Click “Yes” and any available updates will download and install automatically.

It’s crucial that you create your own company before using Payroll Mate. Do not use the sample company. Click on File then New Company.

This is the New Company Wizard “Welcome” screen.
Click “Next” to continue…

Fill in all of the boxes for your company’s general information. This information will decide the company file name, and this company name will reflect on all forms and materials that you print from Payroll Mate.
…then click “Next”

Choose your company type. Most companies are 941 filers. You can contact the IRS at 800-829-4933 to determine whether you are a 941 or a 944 filer.

Enter the Employer Identification Number that you received from the IRS.

You will have the option of rounding your Federal Income Tax to the nearest dollar.

Control number and establishment number are numbers you create for your own purposes.
…then click “Next”

Enter the State Tax ID and Unemployment account number that you received from your state tax authorities.

Enter the State Unemployment rate as was provided to you by your state unemployment agency (this rate varies from one employer to another and from one state to another). The rate is a percentage but enter it as a number. Example: for 1.5% enter 1.5.

Enter the wage-base as provided by your state (cap amount of wages earned per employee that is subject to unemployment tax as determined by your state authorities). DON’T ENTER ZERO.

Make sure you get the proper information from your State Tax Authorities.

…then click “Next”

CONGRATULATIONS!
You have completed the basic company setup for your new company.
Click “Finish”.

Your company information is now saved in Payroll Mate.

Depending on your state, there might be a State Disability Insurance paid by the employer, the employee, or both. You'll need to get your disability insurance from your state taxing authorities.

If the employee rate is 1%, enter a 1 in the top box. You also need to enter the wage base (the amount earned that is subject to state disability tax).

Use the upper two boxes if the insurance is paid by the employee, and the lower two boxes if the insurance is paid by the employer.

Changes are not saved until you click "Update".

Adding Custom Categories in Payroll Mate

Adding a Custom Income Category

Payroll Mate comes loaded with the most commonly used income categories.

You can also custom add categories to fit your needs.

To add a new Income Category…

Click on “Company”…
Then select “Add” and follow the wizard.

To custom add your income category give it a name and abbreviation, and select the Type from the drop down menu.

Enter the proper W2 Box code and abbreviation, if any apply. This applies only to income categories that show up on box 12 or 14 of the W2 forms. You can find box 12 codes inside W2 forms instructions provided by the IRS.

Most income categories do not require codes.

Then check or uncheck the taxes and deductions that apply or do not apply to this newly created income category.

If you uncheck taxes, that will have an effect on your 941 and other forms.

...and finally click OK to save your new Income Category.

Adding a Custom Tax Category

Payroll Mate comes loaded with the most commonly used Tax Categories!

You can also custom add categories to fit your needs.

To add a new Tax Category...
Select Tax Categories
...then select "Add" and follow the wizard.

Only add custom tax categories that are not built in, such as local and special assessment taxes.

Name your custom added Tax Category and define the calculation.

Set up the quarterly rates, if they apply.

If this tax applies to an income earned up to a certain amount, fill in the Wagebase, otherwise just leave it blank.
(Don't enter a zero in the Wagebase)

Choose whether the tax will be paid by the employer or the employee.

Fill in the rest of the boxes, if they apply (check with your tax authorities for W2 options).
…then, click “OK”

NOTE - Since we created a custom income category, Payroll Mate will direct you to review the custom incomes and check this tax if it applies.

In order to do this...
Click on Income Categories...
Select your custom income...
and click "Edit".

If your new tax is applicable to your custom income...
select the tax from the Taxes Applied list...
check the checkbox...
and click "OK".

Adding a Custom Deduction Category

Payroll Mate comes loaded with the most commonly used Deduction Categories!

You can also custom add deduction categories to fit your needs (for example: Uniform or Union Dues).

To add a new Deduction Category...
Select Deduction Categories
...then select "Add" and follow the wizard.

Define your newly created deduction and select the calculation method.

Then determine whether the deduction is paid by the employer or the employee (most deductions are paid by the employee).

Define the quarterly rates or default amount, if they apply.

...and lastly, check or uncheck taxes that this deduction is exempt from.

For example, child support deducted from an employee's check is most probably not exempt from any taxes. If that is the case, then you should not exempt this deduction from any taxes.

Check with tax authorities to determine what is subject to tax and what is exempt from tax.
…then click OK.

Adding Employees in Payroll Mate

To add new employees to Payroll Mate, or to add a new employee later...

First, click on the Employees shortcut on the main screen...
Then click on "New", and follow the New Employee Wizard.

This is the New Employee Wizard "Welcome" screen.
Click "Next" to continue...

Enter all of the employee general information. This information will reflect on all material related to this employee, including paychecks and W2 forms.
…then click “Next”

You can enter your employee's specific tax setup information, such as...
Filing Status
Number of Allowances
Pay Frequency
Additional Federal Withholding
W2 Options

...as well as taxes that can be set to zero on the employee's check, and
Specific State Income Tax setup options.
…then click “Next”

Select the type, or types of incomes that apply to this employee.

***NOTE** - All categories other than Variable will require that you enter a base amount (variable amounts are entered when creating the employee's check).*

To add a new income category that doesn't exist, follow the instructions for adding a new income category. You cannot add new income categories though this wizard.
…then click “Next”

Select the taxes that apply to this employee and uncheck the ones that don't.

If you added a new tax category, you should be able to see it in this list.

Carefully read any warnings when unchecking categories!
…then click "Next"

Check the deductions that apply to this employee.

If you need to add a deduction category you should use the add deduction wizard.
…then click "Next"

Check this box if the employee is paid by Direct Deposit.

Then fill in the rest of the information and click "Next".

If the employee is not paid by Direct Deposit, just click "Next".

Select whether the Vacation / Sick hours will be calculated per check or per hours on check.
(if neither are selected, Payroll Mate will default to Per Check)

Enter the number of hours per check (or per hours on check) and a maximum number of hours per year. Once the maximum is reached no more hours will be calculated so if it's left at 0.00 the the employee will receive no vacation or sick hours.
…then click "Next"

CONGRATULATIONS!

You have setup your first new Employee.
Click "Finish".

<u>Paying your Employees in Payroll Mate</u>

To pay an employee and create a new check...
First, click on the Checks shortcut on the main screen...
Then click on New.

This will bring up the Check Details screen.
Select the ***employee*** you want to pay from the pull down menu.
Then choose
the ***Begin Date***,
the ***End Date***,
and
the ***Pay Date***.

Enter the number of hours under "Quantity" if the employee is paid hourly.

This is also where you would place overtime hours or per piece/per mile amounts.

If this is a salaried employee, the paycheck will be populated as soon as you select the employee.

If you do not see income categories, you need to go back to the Modify Employee Wizard and select Income categories for this employee.
...then Click OK

Printing a Check in Payroll Mate

To print a check that you created earlier...
Select Checks
Highlight the desired employee and select the check to be printed...
Then click Print Selected Check.

Paying Multiple Employees in Payroll Mate

To pay multiple employees and create new checks...
First, click on the Employees shortcut on the main screen...
In the Employees screen you will see a list of your employees.
Click on Pay Multiple Employees

This will bring up a Check Details screen similar to the one used to pay a single employee.

For hourly employees, simply input the nuber of hours earned.
Then click Create Check & Go to the Next Employee

Notice that the employee has changed.
This is a salaried employee so there's nothing to enter. The check has been automatically calcualted according to their salary and pay frequency.

Click on Skip Employee

Printing Multiple Checks in Payroll Mate

To print multiple checks that you created earlier...
Select Checks
Your employees will be displayed next to the check preview screen.
Click on Print Multiple Checks.
This will open the Check Printing Report.
Click on Specify Checks to Print.
Select the begin date for the pay period (if necessary, also select the end date).
You can select to print MICR checks or leave this blank to print to your custom, Payroll Mate compatible, preprinted checks.

By default, Payroll Mate will print the check first, followed by two Pay Stubs. You can select to print the check in the middle of the page, between the stubs.

...or you can elect to just print the Pay Stubs only.

You can print the checks in order...or reverse order.

The order is determined by your sort selection as well.

You can also choose whether to print the Vacation and Sick hours on the Pay Stubs.

Only employees who have a check created within the selected Pay date range will show up in the selection area.

Select specific employees or click Select All...then click OK.

You can choose to preview your checks before printing.

...then just click on Print Checks.

You can order high quality, preprinted, Payroll Mate compatible checks
(available in the following quantities):

250 checks
500 checks
1000 checks

For details and pricing visit our website's Buy Page - https://www.realtaxtools.com/Buy-Credit.html