

Adding a New Employee in Payroll Mate Video Transcript

Click on Employees

...then click "New".

This will open the New Employee Wizard.

Click on "Next"

Enter all of the employee's general information.

This information will reflect on all material related to this employee, including paychecks and W2 forms.

The content of the memo area of the New Employee General Information screen is for your record keeping purposes only.

This will not appear on any other employee material.

Click on "Next"

You can enter your employee's specific tax setup information,

****IMPORTANT****

Pay particular attention to the Federal Income Tax Setup section!

Improperly setup Filing Status, Allowances, Pay Frequency, and Additional Federal Withholding is a leading cause of paycheck inaccuracies!

To confirm Federal Income Tax withholding, please refer to IRS Publication 15, Exact Calculation Method (percentage method).

You can enter your employee's specific tax setup information,
In this section you can setup...

Filing Status,
Number of Allowances,
Pay Frequency,
and Additional Federal Withholding.

Checking either of these boxes will cause the corresponding box on the W2 form to be checked. These boxes have no effect on the checks. Refer to W2 form instructions, or contact the IRS to know whether you need to check any of these boxes.

This check box is no longer used and does not affect the W2 form or the checks.

Leave it unchecked!

Check any of these boxes if the employee's income will be taxable but you don't wish for there to be any withholding deducted from the paycheck.

The taxable wages will appear on the employee's W2 form, but there will be no withholding for the selected tax on the employee's check.

The State Income Tax Setup will be unique to the selected state.

Contact your state taxing authorities for the specific settings for the selected state.

Click on "Next"

Payroll Mate comes loaded with the most commonly used Income Categories.

These incomes will automatically appear on the employee's income setup screen.

You can select ALL that will apply to this employee.

If you have created custom incomes, they will appear on this screen as well (if you don't see them, just scroll down).

Click on "Next"

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

These taxes will automatically appear on the employee's tax setup screen.

If you have created custom taxes, they will appear on this screen as well.

HOWEVER, if the employee is receiving a custom income, custom taxes must be applied to those incomes in the Income Categories wizard before they will appear on the employee's tax setup screen!

To do this...

Click on Company

Select the Income Categories tab.

Select your custom income.

...and click on "Edit"

Find your custom tax under "Taxes Applied"

Check the box for your tax...

...and click on "OK"

You can now apply your custom tax to your employees.

You may uncheck any taxes that the employee should be exempt from.

You may also uncheck any taxes that do not apply to your employees or your company.

Carefully read any warnings when unchecking taxes!

Before unchecking any taxes, be sure that neither you nor your employee will be liable for payment of the tax that you uncheck!

Click on "Next"

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

These deductions will automatically appear on the employee's deduction setup screen.

If you have created custom deductions, they will appear on this screen as well, **HOWEVER, if the employee is receiving a custom income, custom deductions must be applied to those incomes in the Income Categories wizard before they will appear on the employee's deduction setup screen!**

To do this...

Click on Company

Select the Income Categories tab.

Select your custom income.

...and click on "Edit"

Find your custom deduction under "Deductions Applied"

Check the box for your deduction...

...and click on "OK"

You can now apply your custom deduction to your employees.

You can uncheck any deductions that you don't want to be applied to your employee.

...or select those that you do, and input a rate or an amount corresponding to the deduction applied.

Click on "Next"

If an employee will receive pay by Direct Deposit, simply check the box to include in the Direct Deposit process

...and fill in the Banking Information.

Otherwise, just leave the checkbox unchecked.

Click on "Next"

If your employee is eligible for vacation or sick pay benefits.

First select whether the accrual of hours will be per paycheck or per-hours on the paycheck.

Then input the number of hours earned (or fraction of hours earned) per check or per hours on the check.

...and input the maximum number of vacation or sick hours that the employee is permitted to accumulate per year.

If these fields are left blank the accumulated hours will be unlimited.

If set to 0.00 then no hours will be applied to this employee.

Note:

For applying vacation or sick pay Per Total Hours on Check for a salaried employee...

...You need to enter the number of hours on the check that the employee worked.

Click on "Next"

CONGRATULATIONS!

You have successfully set up your first employee in Payroll Mate!

NOTE - Changes are only saved when you click on "Finish"!

Click on "Finish"

You can add more employees using these steps.

Thank you for trusting Payroll Mate!