

Paying Multiple Employees in Payroll Mate Video Transcript

To pay multiple employees in Payroll Mate...

Click on the "Employees" button.

Your employees will be listed in the Employees Preview screen.

Click on "Pay Multiple Employees".

This will open an employee's "Check Details" panel.

If necessary, you can set the **Pay Date**, the **Pay Period Begin Date**, and the **Pay Period End Date** here.

Payroll Mate will automatically calculate and itemize:

your Year To Date...
your withholding...
your deductions...
and your Net Pay.

This is a salary employee so everything has already been calculated for this paycheck.

Notice, also, that if an employee will not receive a paycheck for this pay period, they can be skipped

Click on "Create Check & Go to Next Employee"

The check data for the employee has been saved and the next employee has been loaded into the Check Details panel.

This is also a Salary employee, so there's nothing that we need to do on this check.

Click on "Create Check & Go to Next Employee"

For an hourly employee, input the number of hours being paid under Quantity.

Tab out of Quantity field to show calculations.

You can also enter overtime hours here.

Notice the "Memo" section of the Check Details panel. Use this for notations about the check that you want to be printed to the Memo line on the bottom of the paycheck.

Click on "Create Check & Go to Next Employee"

You have successfully paid all employees!

Click on "OK"

All checks that have been created can be viewed on the Checks screen.

You can list all or just show checks from this month, this quarter, or this year.

You can also arrange your checks by date or by employee.

Printing Paychecks for Multiple Employees

To print checks for multiple employees...

You should be in the "Checks" screen.

Click on "Print Multiple Checks"

This will open the Check Printing Report.

There are general instructions on this screen.

Click on the "Specify Check to Print" button.

Select the Begin Pay Date, and if necessary, the End Pay Date.

This is the range of dates when pay checks have been issued, it is not a Pay Period range.

To print checks for a single pay period, these dates should be the same. To print checks for multiple pay periods, you can set a range of Pay Dates.

Select the Sort Order for your printed checks.

When altering sort order while using Payroll Mate Compatible Preprinted Checks, make sure that the check number on the check being printed matches the number for the employees' check.

You can select to print MICR checks or leave this blank to print on 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.

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

Select specific employees to print...

...or click Select All.

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

...then click "OK"

You can choose to preview your checks before you print.

...then just click on Print Checks.

Only print checks using this button. Do not print from the preview.

From the Windows Printer Select pane, select the printer that you will print your checks on and click "OK".

Be sure to also watch "Paying an Employee in Payroll Mate", to learn how to pay a single employee.

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>

Thank you for trusting Payroll Mate!