Paying an Employee in Payroll Mate Video Transcript

To pay an employee in Payroll Mate...

Click on the "Employees" button.

Your employees will be listed in the Employees Preview screen.

Select the employee that you want to pay...

and click on "Pay".

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

The Pay Date will default to today's date. If you wish to change it, you can do so here.

You can set the Pay Period **Begin Date**

and the Pay Period **End Date** here as well.

This is an hourly employee so their hours will be entered manually on the Check Details panel under "Quantity".

Tab out of Quantity field to show calculations.

The quantity is the number of regular hours worked, but it can also include vacation and sick hours to be applied to the check (assuming they are paid at the same hourly rate).

Use the "Vacation / Sick Hours" section to track your employee's accumulated and used vacation and sick hours.

For more details, watch "Paying Vacation and Sick hours in Payroll Mate".

Payroll Mate will automatically calculate and itemize:

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

Note that the Check Details data that you enter will only be saved when you click on "OK"

Click on "OK"

You have successfully created a pay check for your hourly employee.

For Salaried employees, all pay and withholding amounts will already be calculated.

Simply open your salaried employee in the Check Details screen...

And click "OK".

Printing a paycheck for an Individual Employee

To print a single employee paycheck...

Click on the "Checks" button.

You will be able to see a list of your employees and the dates of any checks that have been created for them.

Select the employee that you wish to print a check for.

You can see a preview of the data for this check in the "Check Preview" panel.

Then click on "Print Selected Check"

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 Multiple Employees in Payroll Mate"!

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!