## How to Edit the Payroll Period on a Check in Payroll Mate®

Start by Opening your Payroll Mate Program



<u>www.PayrollMate.com</u> (800)-507-1992



| 🛐 Tutorial Company - Payroll Mate (2013)                                 |  |   |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|
| : <u>File Edit T</u> ools <u>H</u> elp <u>O</u> rder Checks and Supplies |  |   |  |  |  |  |  |  |
| 🚦 🛹 New 🔡 Edit 👸   | av New 📝 Edit 👸 Delete 😪 Print Selected Check 💐 Print Multiple Checks 🔛 Direct Deposit |   |  |  |  |  |  |  |
| Checks   |  | Check Preview [09/04/2013] - Check # [1]  |  |  |  |  |  |  |
|  | Arranged By: Date  | Check Summary for "Leader Smith"  |  |  |  |  |  |  |
| All Checks     This Musth  | September  | Pay Period: From: 09/01/2013 To: 09/03/2013<br>Net Pay: \$146.83  |  |  |  |  |  |  |
| O This Quarter<br>O This Year  | 09/04/2013<br>Leader Smith   | Income Details<br><u>Title: Type: Rate: Qty. Amount: YTD:</u><br>Regular Hourly Pay Per Hour \$9.00 20.00 \$180.00 \$180.00   |  |  |  |  |  |  |
| Go to -> Checks<br>2013<br>Checks<br>Employees                           | 4<br>Select  | Tax Details <u>Title:</u> <u>Amount:</u> YTD:         Federal Income Tax       \$14.00       \$14.00         Social Security (Employee)       \$11.16       \$11.16         Medicare (Employee)       \$2.61       \$2.61         \$0.00       \$0.00       \$0.00         State Disability Instantian (Employer)       \$11.16       \$11.16         Social Security (Employer)       \$11.16       \$11.16         Medicare (Employer)       \$3.60       \$3.60         Social Security (Employer)       \$11.16       \$11.16         Medicare (Employer)       \$11.16       \$11.16         Medicare (Employer)       \$11.16       \$11.16         Deduction Details       \$1.08       \$1.08 |  |  |  |  |  |  |
| Forms<br>Reports<br>Company<br>Vendor Center                             | -  | <u>Title: Amount: YTD:</u><br>Garnishment \$1.80 \$1.80   |  |  |  |  |  |  |
| ×  | ]  |   |  |  |  |  |  |  |

| 📑 Tutorial Company -                          | Payroll Mate (2013)                |   |
|---|------------------------------------|---|
| <u>: File Edit T</u> ools                     | Help Order Checks and Supplies     |   |
| : 🖅 New 🕜 Edit 🗃 [                            | Delete 😚 Print Selected Check 選 Pr | rint Multiple Checks 🔛 Direct Deposit   |
| Checks  |                                    | Check Preview [09/04/2013] - Check # [1]  |
|   | Arranged By: Date                  | Check Summary for "Leader Smith"  |
| All Checks                                    | September                          | Pay Period: From: 09/01/2013 To: 09/03/2013<br>Net Pay: \$146.83  |
| O This Month<br>O This Quarter<br>O This Year | 09/04/2013<br>Leader Smith         | Income Details <u>Title:</u> Type:         Rate:         Qty.         Amount:         YTD:           Regular Hourly Pay         Per Hour         \$9.00         20.00         \$180.00         \$180.00 |
| -   | Click -> Edit                      | Tax Details   |
|   | 5                                  | Title:     Amount:     YTD:       Federal Income Tax     \$14.00     \$14.00       Social Security (Employee)     \$11.16     \$11.16   |
| 2012  |                                    | Medicare (Employee)         \$2.61         \$2.61           State Income Tax         \$0.00         \$0.00  |
| 2015  |                                    | Local Income Tax \$0.00 \$0.00  |
|   |                                    | State Disability Insurance (Employee) \$3.60 \$3.60   |
|   |                                    | Social Security (Employer) \$11.16 \$11.16  |
| Checks  |                                    | Medicare (Employer) \$2.61 \$2.61<br>Fed Unemployment (Employer) \$1.08 \$1.08  |
| Employees                                     |                                    | Deduction Details   |
| Forms   |                                    | Title: Amount: YTD:   |
| Reports                                       |                                    | Garnishment \$1.80 \$1.80   |
| Company                                       |                                    |   |
| Vendor Center                                 |                                    |   |
| »<br>•  |                                    |   |

| Check Details Change T                | bu can<br>the pay | Payfrequ               | iency: Weekly (52 Pay Periods | ;)                    |            | X         |  |
|---------------------------------------|-------------------|------------------------|-------------------------------|-----------------------|------------|-----------|--|
| Employee: Leader Sn 6                 |                   |                        | Begin Date: Sunda             | y , September 01, 201 | 3 <b>•</b> | calculate |  |
| Check #: 1 Pay D                      | End Date: Tuesd   | ay , September 03, 201 | 3 -                           | Carculate             |            |           |  |
| Income Details                        |                   |                        |                               | Vacation / Sick Hou   | rs         |           |  |
| Income: Rate:                         | Type: Quantit     | <u>Amount:</u>         | YTD:                          |                       | Amount:    | YTD:      |  |
| Regular Hourly Pay 9.00 F             | Per Hour 20.00    | 180.00                 | 180.00                        | Vac. hours earned     | 0.00       | 0.00      |  |
|                                       |                   |                        |                               | Vac. hours used       | 0.00       | 0.00      |  |
|                                       |                   |                        |                               | Sick hours earned     | 0.00       | 0.00      |  |
|                                       |                   |                        |                               | Sick hours used       | 0.00       | 0.00      |  |
|                                       |                   |                        |                               |                       |            | 2022      |  |
| Tax Details                           |                   |                        | Deduction Details             | 1                     |            |           |  |
| Tax:                                  | Amount:           | YTD:                   | Deduction: Amount:            | YTD:                  |            |           |  |
| Federal Income Tax                    | 14.00             | 14.00                  | Gamishment 1.80               | 1.80                  |            |           |  |
| Social Security (Employee)            | 11.16             | 11.16                  |                               |                       |            |           |  |
| Medicare (Employee)                   | 2.61              | 2.61                   |                               |                       |            |           |  |
| State Income Tax                      | 0.00              | 0.00                   |                               |                       |            |           |  |
| Local Income Tax                      | 0.00              | 0.00                   |                               |                       |            |           |  |
| State Disability Insurance (Employee) | 3.60              | 3.60                   |                               |                       |            |           |  |
| Social Security (Employer)            | 11.16             | 11.16                  | -                             |                       |            |           |  |
| Medicare (Employer)                   | 2.61              | 2.61                   |                               |                       |            |           |  |
| Fed Unemployment (Employer)           | 1.08              | 1.08                   |                               |                       |            |           |  |
| State Unemployment (Employer)         | 1.80              | 1.80                   |                               |                       |            |           |  |
| State Disability Insurance (Employer) | 3.60              | 3.60                   |                               |                       |            |           |  |
| Check Summary                         |                   |                        |                               |                       |            |           |  |
| Tota Incomes:                         | Click -> OK       |                        | Total Deductions:             | Net Pay:              |            |           |  |
| This Check: 180.00                    | 31.37             |                        | 1.80                          | 146.83                |            |           |  |
| <u>YTD:</u> 180.00                    | 31.37             |                        | 1.80                          | 146.83                | 146.83     |           |  |
| MEMO:                                 |                   |                        |                               |                       |            |           |  |
| ОК                                    | Cance             | el                     |                               |                       |            |           |  |

| 📑 Tutorial Company -      | Payroll Mate (2013)  |
|---------------------------|--|
| <u>Eile Edit</u>          | Help Order Checks and Supplies   |
| 🛛 🖅 New 🕜 Edit 👸 I        | Delete 😙 Print Selected Check 💐 Print Multiple Checks 🔛 Direct Deposit   |
| Checks                    | Check Preview [09/03/2013] - Check # [2]   |
|                           | Arranged By: Date Check Summary for "Leader Smith"   |
| All Checks     This Month | Pay Period:         From: 09/01/2013         To: 09/07/2013           Net Pay:         \$148.04  |
| O This Quarter            | 09/03/2013         Income Details           Leader Smith         Title:         Type:         Rate:         Otype:         Amount:         YTD:           Begular Heurik Bau         Dar Heuric         \$100.0         \$180.00         \$180.00         \$190.00 |
| O This Year               | Regular Houriy Pay Per Hour \$9.00 2000 \$180.00 \$180.00  |
|                           | You can see the new  |
|                           | Title: Pay Period  |
|                           | Social Security (Employee) \$11.16 \$11.16   |
| 2012                      | Medicare (Employee)         \$2.61         \$2.61           State Income Tax         \$0.00         \$0.00   |
| 2013                      | Local Income Tax \$0.00 \$0.00   |
|                           | State Disability Insurance (Employee) \$3.60 \$3.60<br>hiu \$0.59 \$0.59   |
|                           | Social Security (Employer) \$11.16 \$11.16   |
| Checks                    | Medicare (Employer) \$2.61 \$2.61  |
| Employees                 | -  |
| Forms                     |  |
| Reports                   |  |
| Company                   |  |
| Vendor Center             |  |
| *                         |  |



## Congratulations. You now know how to change the pay period!

## www.PayrollMate.com

## 1-800-507-1992