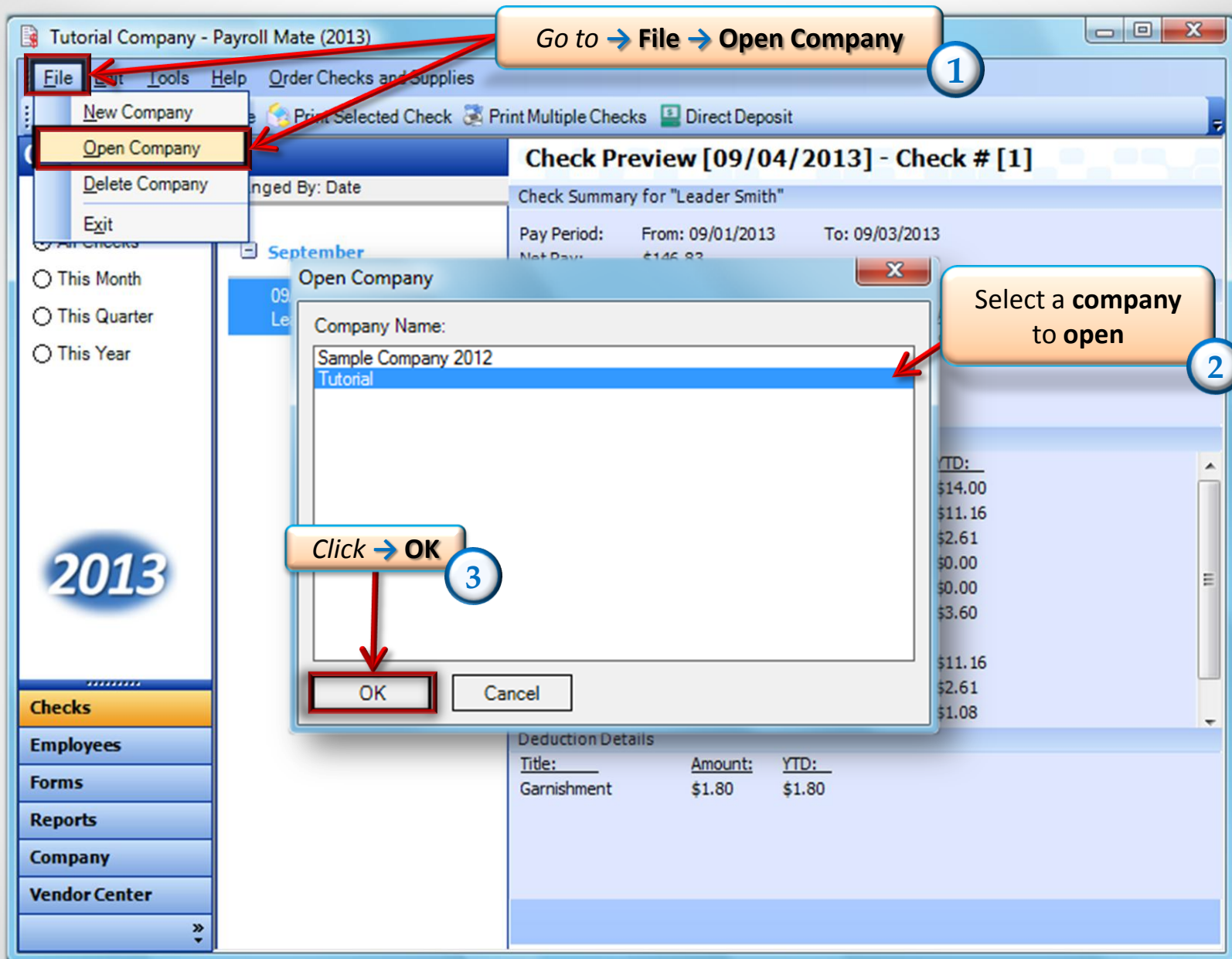


How to Edit an Income Category in Payroll Mate®

Start by Opening your
Payroll Mate
Program





Tutorial - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Company

General Information Federal Tax Information State Tax Information

Income Categories Tax Categories Deduction Categories

Go to → Company 4

2013

Checks
Employees
Forms
Reports
Company
Vendor Center

Title	Calculation
Regular Hourly Pay	Per Hour
Overtime Hourly Pay	Per Hour
Yearly Salary	Per Year
Bonus	Variable
Tips Received Directly by Employee	Variable
Tips Paid by Employer	Variable
Double-Time	Per Hour
Commission	Variable
Mileage	Per Mile
Piece Work	Per Piece
Fringe Benefits	Fixed
Life Insurance over 50,000	Variable
Sick Pay	Variable
Vacation Pay Hourly	Per Hour
Sick Pay Hourly	Per Hour
▶ Year to Date (YTD)	Variable

Click → Income Categories 5

Add Edit Delete

Tutorial - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Company

2013

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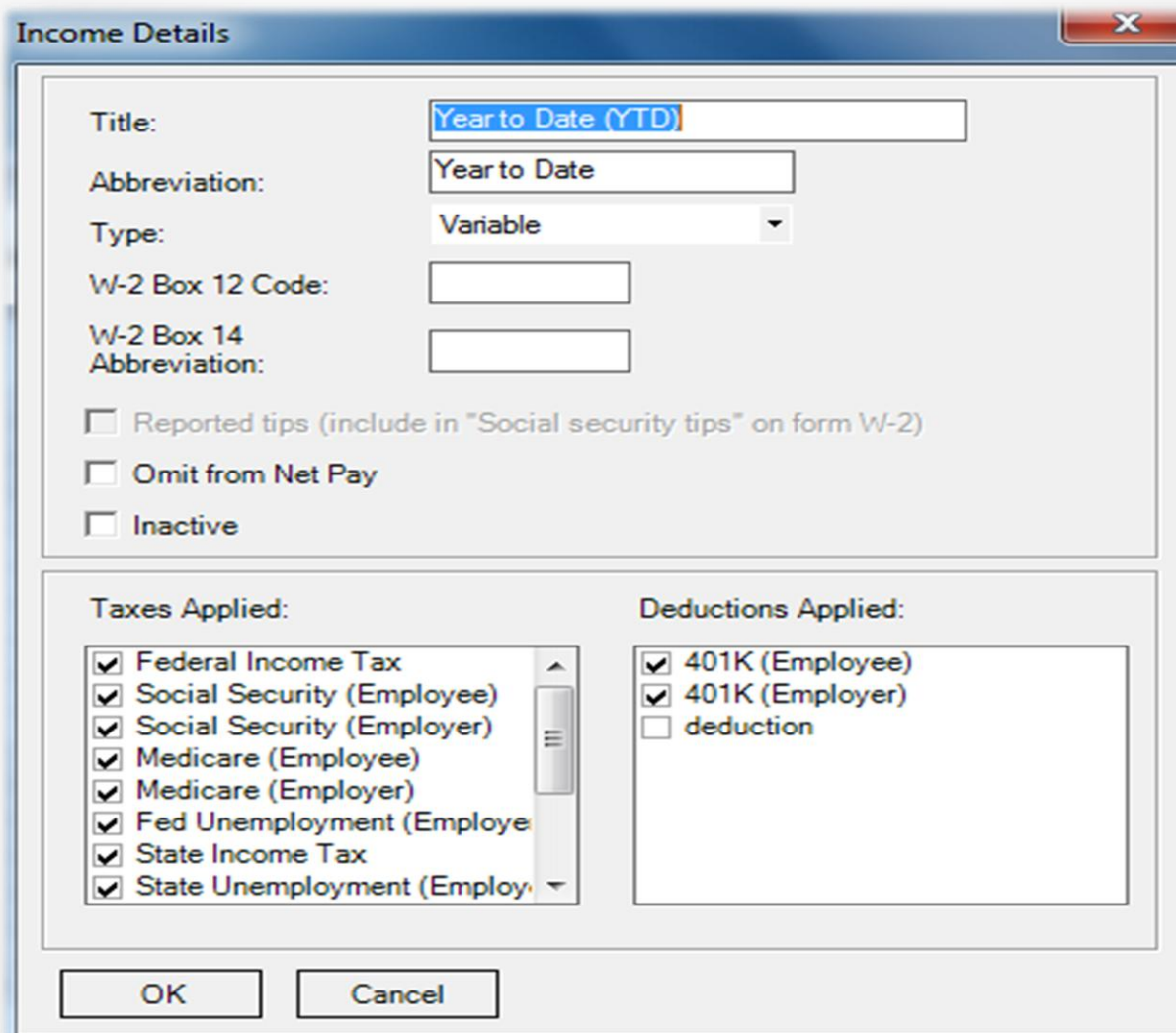
General Information		Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories	
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Life Insurance over 50,000	Variable		
Sick Pay	Variable		
Vacation Pay Hourly	Per Hour		
Sick Pay Hourly	Per Hour		
▶ Year to Date (YTD)	Variable		

Select an income to edit 6

Click → Edit 7

Add Edit Delete

Here is where you can edit the Income category that was created. Once you are done editing click ok!



The image shows a software dialog box titled "Income Details" with a standard Windows-style title bar (blue with a close button). The dialog is divided into several sections. The top section contains input fields for "Title:" (with "Year to Date (YTD)" entered), "Abbreviation:" (with "Year to Date" entered), "Type:" (a dropdown menu showing "Variable"), "W-2 Box 12 Code:" (empty), and "W-2 Box 14 Abbreviation:" (empty). Below these are three unchecked checkboxes: "Reported tips (include in 'Social security tips' on form W-2)", "Omit from Net Pay", and "Inactive". The bottom section is split into two columns: "Taxes Applied:" and "Deductions Applied:". The "Taxes Applied:" column has a list box with eight items, all of which are checked: "Federal Income Tax", "Social Security (Employee)", "Social Security (Employer)", "Medicare (Employee)", "Medicare (Employer)", "Fed Unemployment (Employee)", "State Income Tax", and "State Unemployment (Employee)". The "Deductions Applied:" column has a list box with three items: "401K (Employee)" (checked), "401K (Employer)" (checked), and "deduction" (unchecked). At the bottom of the dialog are "OK" and "Cancel" buttons.

Income Details

Title: Year to Date (YTD)

Abbreviation: Year to Date

Type: Variable

W-2 Box 12 Code:

W-2 Box 14 Abbreviation:

☐ Reported tips (include in "Social security tips" on form W-2)

☐ Omit from Net Pay

☐ Inactive

Taxes Applied:

- ☒ Federal Income Tax
- ☒ Social Security (Employee)
- ☒ Social Security (Employer)
- ☒ Medicare (Employee)
- ☒ Medicare (Employer)
- ☒ Fed Unemployment (Employee)
- ☒ State Income Tax
- ☒ State Unemployment (Employee)

Deductions Applied:

- ☒ 401K (Employee)
- ☒ 401K (Employer)
- ☐ deduction

OK Cancel



Congratulations. You have edited an income category!

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