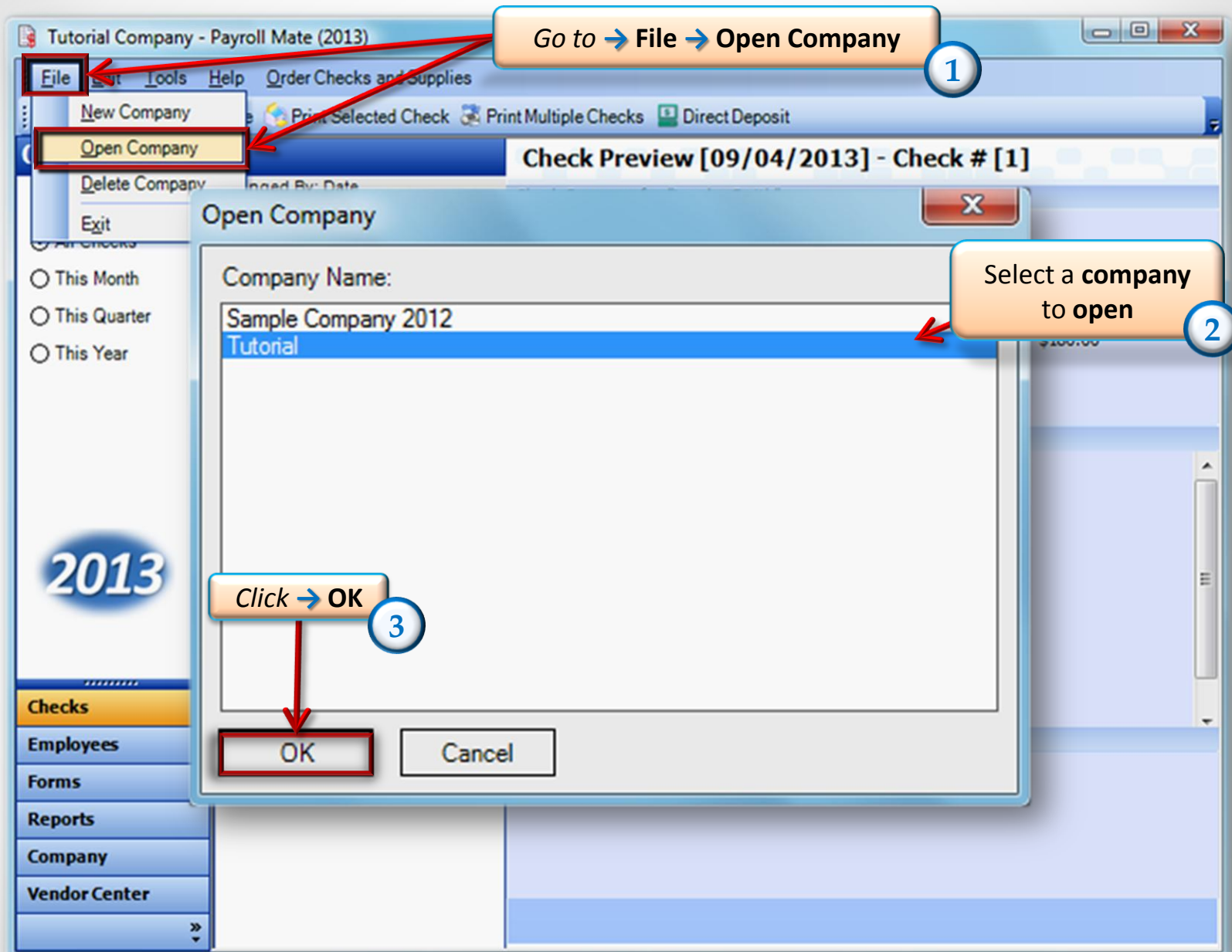


# *How to Add a Deduction to a User Defined Income Category in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program





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Go to → Company

General Information	Federal Tax Information	State Tax Information
Income Categories	Tax Categories	Deduction Categories
Company Name:	Tutorial	
Address 1:	1234 S Collin Dr	
Address 2:		
City:	Tinley Hills	
State:	IL	
Zip Code:	60499	
Contact Name:	John Doe	
Telephone Number:	(712) 786-6121	
Fax Number:	(712) 786-6123	
E-mail Address:	johndoe@tutorial.com	

Update

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**Company**

General Information Federal Tax Information State Tax Information

Income Categories Tax Categories Deduction Categories

Title	Calculation
Regular Hourly Pay	Per Hour
Overtime Hourly Pay	Per Hour
	Per Year
	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
▶ User Defined Income	Per Hour

Click → Income Categories 5

Click → The User defined Income you created (**You can refer to the "How to create an income tutorial"**) 6

Click → Edit 7

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Add Edit Delete

**Income Details**  
box will appear

8

**Income Details**

Title: User Defined Income

Abbreviation: User Defined

Type: Per Hour

**Check the deduction that applies to the user defined income**

9

☐ 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
- ☒ State Income Tax
- ☒ State Unemployment (Employee)

**Click → OK**

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Deductions Applied:

- ☒ 401K (Employee)
- ☒ 401K (Employer)
- ☒ Deduction

OK Cancel

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New Edit Delete Pay Check History Pay Multiple Employees

### Employees

☒ All Employees

☐ Active Employees

☐ Inactive Employees

First Name	Middle	Last Name	SSNumber	Phone Number	Address1
Happy		Helper	463-84-6319	(646) 165-4654	2345 Kind Ln
Leader		Smith	456-45-6546	(456) 453-4264	4561 Helper Lane
Trouble		Question	456-45-6565	(456) 456-6654	46456 Problem Dr

Go to → Employees 11

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Double Click on the **employee** the deduction is being applied to

Modify Employee

**Deductions**

<input type="checkbox"/> 401K (Employee)	[Percentage]	0.00
<input type="checkbox"/> 401K (Employer)	[Percentage]	0.00
<input type="checkbox"/> Health Insurance	[Fixed]	0.00
<input type="checkbox"/> Garnishment	[Percentage]	1.0000
<input checked="" type="checkbox"/> Deduction	[Percentage]	0.5000

Cancel < Back **Next >** Finish

Modify Employee box will appear

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Modify Employee

Welcome to the "Modify Employee" Wizard!

This wizard will guide you through the process of modifying an existing empl

Click → **Next**, until **Deductions** appears

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Check the box of the **deduction** that was created

15

Click → **Next**, until **Finish** appears

16



After you finish applying the deduction to the employees, check to make sure the deduction appears

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New Edit Delete Pay Check History Pay Multiple Employees

### Employees

☒ All Employees  
☐ Active Employees  
☐ Inactive Employees

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	First Name	Middle	Last Name	SSNumber	Phone Number	Address1
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▶	Leader		Smith	456-45-6546	(456) 453-4264	4561 Helper Lane
	Trouble		Question	456-45-6565	(456) 456-6654	46456 Problem Dr

Click → Pay 18

Click on → employee that has the deduction 17



Check Details

General Information

Pay Frequency: Weekly (52 Pay Periods)

Employee: Leader Smith

Begin Date: Thursday , September 05, 2013

Recalculate

Check #: 3

Pay Date: Thursday , September 05, 2013

End Date: Thursday , September 05, 2013

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Regular Hourly Pay	9.00	Per Hour	0.00	0.00	0.00

Vacation / Sick Hours

	Amount:	YTD:
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

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	0.00	0.00
Social Security (Employee)	0.00	0.00
Medicare (Employee)	0.00	0.00
State Income Tax	0.00	0.00
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
hiu	0.00	0.00
Social Security (Employer)		
Medicare (Employer)		
Fed Unemployment (Employer)		
State Unemployment (Employer)		

Deduction Details

Deduction:	Amount:	YTD:
Deduction	0.00	0.00

Check Summary

	Total Incomes:	Total Deductions:	Net Pay:
This Check:	0.00	0.00	0.00
YTD:	0.00	0.00	0.00

MEMO:

OK

Cancel

Once you see that the deduction is applied to the employee Click → Cancel

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The Deduction is applied to the employee

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**\*After checking the deduction under the user defined income for one employee, continue same steps for each employee it pertains to.\***



***Congratulations. You have added a deduction to a user defined income!***

**[www.PayrollMate.com](http://www.PayrollMate.com)**

**1-800-507-1992**