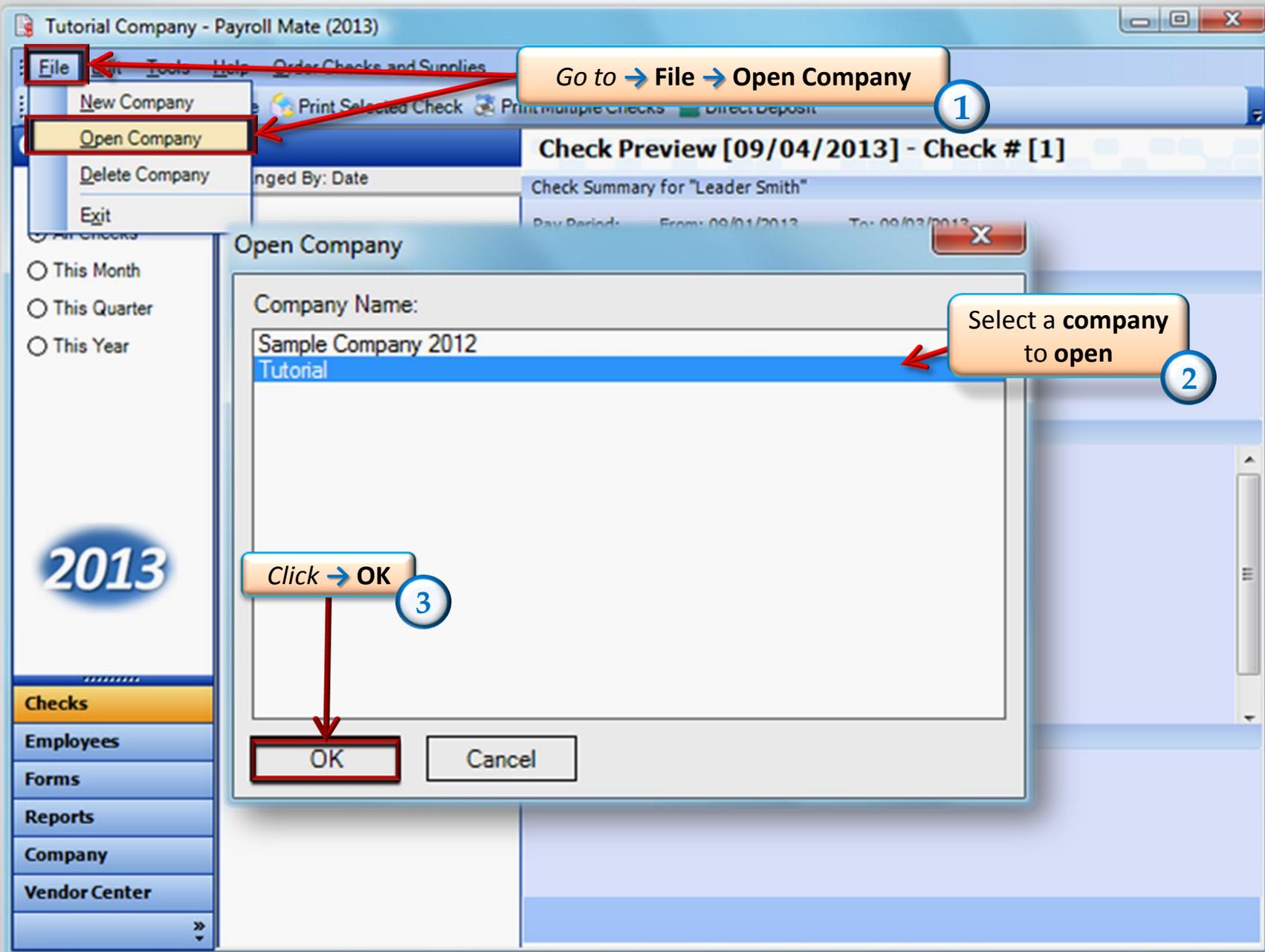


How to Create a New Check in Payroll Mate®

Start by Opening your
Payroll Mate
Program





Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

Arranged By: Date

September

09/05/2013
Leader Smith

Check Preview [09/05/2013] - Check # [3]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/05/2013
Net Pay: \$285.09

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	40.00	\$360.00	\$360.00

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$39.00	\$39.00
Social Security (Employee)	\$22.32	\$22.32
Medicare (Employee)	\$5.22	\$5.22
State Income Tax	\$0.00	\$0.00
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$7.20	\$7.20
hiu	\$1.17	\$1.17
Social Security (Employer)	\$22.32	\$22.32
Medicare (Employer)	\$5.22	\$5.22

Deduction Details

2013

Go to → Checks

Click → New

4

5

Checks

Employees

Forms

Reports

Company

Vendor Center

Check Details

Check Details box will appear

6

General Information Pay Frequency: Weekly (52 Pay Periods)

Employee: Leader Smith

Check #: 1 Pay Date: Thursday, September 05, 2013

Begin Date: Sunday, September 01, 2013

End Date: Thursday, September 05, 2013

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:	Vacation / Sick Hours
Regular Hourly Pay	9.00	Per Hour	20.00	180.00	180.00	

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	14.00	14.00
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
hiu	0.59	0.59
<hr/>		
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

Deduction Details

Deduction:	Amount:	YTD:

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
This Check:	180.00	31.96	0.00	148.04
YTD:	180.00	31.96	0.00	148.04

MEMO:

OK Cancel

Fill in the **Begin** and **End** date of the check

7

Check Details X

General Information Pay Frequency: Weekly (52 Pay Periods)

Employee: Leader Smith Begin Date: Sunday , September 01, 2013 Recalculate

Check #: 1 Pay Date: Thursday , September 05, 2013 End Date: Thursday , September 05, 2013

Income Details Vacation / Sick Hours

Income:	Rate:	Type:	Quantity:	Amount:	YTD:		Amount:	YTD:
Regular Hourly Pay	9.00	Per Hour	20.00	180.00	80.00	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

Tax Details

Tax:	Amount:	Amount:	YTD:
Federal Income Tax	14.00		
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	
hiu	0.59	0.59	
<hr/>			
Social Security (Employer)	11.16	11.16	
Medicare (Employer)	2.61	2.61	
Fed Unemployment (Employer)	1.08	1.08	
State U	1.80	1.80	

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
<u>This Check:</u>	180.00	31.96	0.00	148.04
<u>YTD:</u>	180.00	31.96	0.00	148.04

MEMO:

Select a **Pay date** 8

Fill in Employees income details if applicable 9

Click → **OK** 10

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

Arranged By: Date

September

09/05/2013
Leader Smith

Check Preview [09/05/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/05/2013
Net Pay: \$148.04

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$14.00	\$14.00
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
hiu	\$0.59	\$0.59
Social Security (Employer)	\$11.16	\$11.16
Medicare (Employer)	\$2.61	\$2.61

Deduction Details

11 The check created will appear along with a check preview

Checks
Employees
Forms
Reports
Company
Vendor Center



Congratulations. The check has been created!

www.PayrollMate.com

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