

How to Change an Employee's Pay Frequency in Payroll Mate[®]

Start by Opening your
Payroll Mate
Program



www.PayrollMate.com (800)-507-1992

1 Go to → File → Open Company

2 Select a company to open

3 Click → OK

2013

File Edit Tools Help Order Checks and Supplies

New Company Open Company Delete Company Exit

Print Selected Check Print Multiple Checks Direct Deposit

Check Preview [09/04/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/03/2013

Net Pay: \$146.83

Open Company

Company Name:

Sample Company 2012
Tutorial

OK Cancel

YTD:

\$14.00
\$11.16
\$2.61
\$0.00
\$0.00
\$3.60
\$11.16
\$2.61
\$1.08

Deduction Details

Title:	Amount:	YTD:
Garnishment	\$1.80	\$1.80

Tutorial Company - Payroll Mate (2014)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History Pay Multiple Employees Import Employees

Employees

- All Employees
- Active Employees
- Inactive Employees

First Name	Middle	Last Name	SSNumber	Phone Number	Address 1
Happy		Helper	463-84-6319	(646) 165-4654	2345 Kind Ln
Leader		Smith	456-45-6546	(456) 453-4264	4561 Helper Lane

Go to → Employees 4

Select an employee 5

2014

- Checks
- Employees
- Forms
- Reports
- Company
- 1099 & Vendor
- Tutorials

Modify Employee

Welcome to the "Modify Employee" Wizard!

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

To continue, please click "Next".

Cancel < Next >

Modify Employee Wizard will appear 6

Click → Next, until Tax Setup appears 7

Modify Employee

Tax Setup

Federal Income Tax Setup

Filing Status: Single

Number of Allowances: 1

Pay Frequency: Weekly (52 Pay Periods)

Additional Federal Withholding: 0.00

W-2 Options

Statutory Employee

Retirement Plan

This employee receives Advance EIC payment

State Income Tax Setup

State: IL

Additional State Withholding: 1.20

IL-W4 Line 1: 0

IL-W4 Line 2: 0

Cancel < Back Next > Finish

Modify Employee

Tax Setup

Federal Income Tax Setup

Filing Status: Single

Number of Allowances: 1

Pay Frequency: **Weekly (52 Pay Periods)**

Additional Federal Withholding:

Weekly (52 Pay Periods)
 Bi-Weekly (26 Pay Periods)
 Semi-Monthly (24 Pay Periods)
 Monthly (12 Pay Periods)

W-2 Options

Retirement Plan

This employee receives Advance EIC payment

State Income Tax Setup

State: IL

Additional State Withholding: 1.20

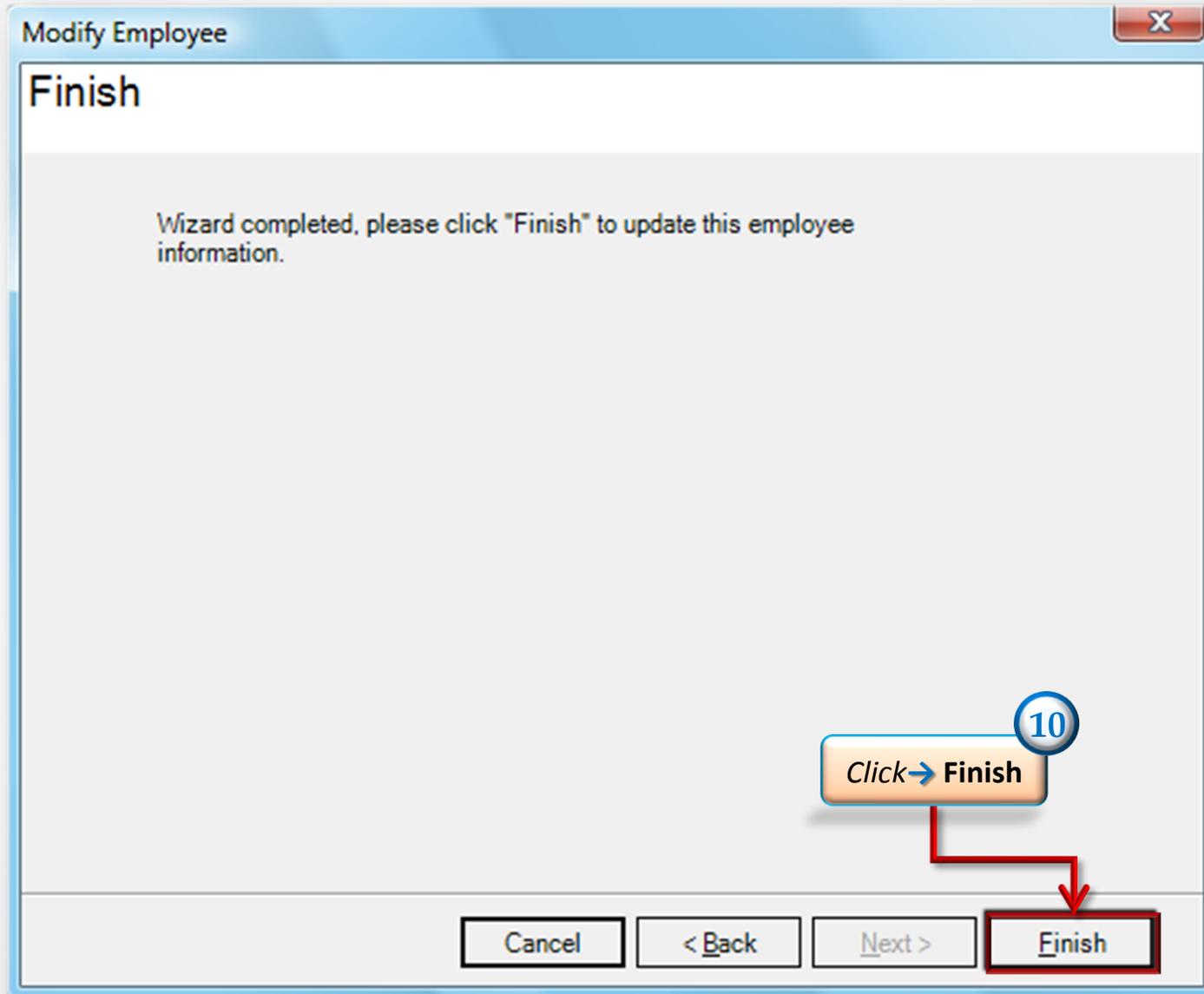
IL-W4 Line 1: 0

IL-W4 Line 2:

Choose Pay Frequency 8

Click → Next, until finished appears 9

Cancel < Back **Next >** Finish





Congratulations! You now know how to change an employee's pay frequency.

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