

# How to Create a Year To Date for Hourly Employee's in Payroll Mate <sup>®</sup>

Start by Opening your  
**Payroll Mate**  
Program



[www.PayrollMate.com](http://www.PayrollMate.com) (800)-507-1992

Payroll Mate will allow you to go back to the first of the year to recreate payroll. You can also create a dummy check for each quarter for each employee, dating the check for the end of the quarter so it will not affect your 941. If you decide you want to lump checks for the quarter, you will need to know your YTD totals and you can override any calculation that Payroll Mate generated. Keep in mind that you may want to lump each month separately due to 941 purposes.

**Tutorial Company - Payroll Mate (2013)**

File Edit Tools Help Order Checks and Supplies

New Company Print Selected Check Print Multiple Checks Direct Deposit

**Open Company**

Delete Company

Exit

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

September

09

Le

YTD:

\$14.00

\$11.16

\$2.61

\$0.00

\$0.00

\$3.60

\$11.16

\$2.61

\$1.08

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

Deduction Details

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

Go to → File → Open Company 1

Select a company to open 2

Click → OK 3

**Tutorial Company - Payroll Mate (2013)**

File Edit Tools Help Order Checks and Supplies

New Edit Delete Print Selected Check Print Multiple Checks Direct Deposit

**Click -> New** 5

Changed By: Date

September

**Go to -> Checks** 4

**2013**

**Checks**

Employees

Forms

Reports

Company

Vendor Center

**Check Preview [09/13/2013] - Check # [3]**

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/13/2013

Net Pay: \$197.61

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	28.00	\$252.00	\$252.00

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$23.00	\$23.00
Social Security (Employee)	\$15.62	\$15.62
Medicare (Employee)	\$3.65	\$3.65
State Income Tax	\$5.00	\$5.00
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$5.04	\$5.04
hiu	\$0.82	\$0.82
Social Security (Employer)	\$15.62	\$15.62
Medicare (Employer)	\$3.65	\$3.65

Deduction Details

Title:	Amount:	YTD:
Deduction	\$1.26	\$1.26

Check Details

General Information

Pay Frequency: Weekly (52 Pay Periods)

Employee: Happy Helper

Begin Date: Tuesday, January 01, 2013

Date: Sunday, March 31, 2013

End Date: Sunday, March 31, 2013

Select Pay date for a date in the Quarter

8

Select Begin Pay date for the beginning of the Quarter

6

Select End Pay date for the End of the Quarter

7

January, 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

  

March, 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Income:	Rate:	Type:	Per	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Regular Hourly Pay	9.00			24	25	26	27	28	1	2
				3	4	5	6	7	8	9
				10	11	12	13	14	15	16
				17	18	19	20	21	22	23
				24	25	26	27	28	29	30
				31	1	2	3	4	5	6

Vacation / Sick Hours

Sick hours earned	0.00
Sick hours used	0.00

Tax Details

Deduction 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	1.20	1.20
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
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Social Security (Employer)	0.00	0.00
Medicare (Employer)	0.00	0.00
Fed Unemployment (Employer)	0.00	0.00
State Unemployment (Employer)	0.00	0.00
State Disability Insurance (Employer)	0.00	0.00

Deduction:	Amount:	YTD:

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
This Check:	0.00	1.20	0.00	-1.20
YTD:	0.00	1.20	0.00	-1.20

MEMO:

OK

Cancel

Check Details

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General Information Pay Frequency: Weekly (52 Pay Periods)

Employee: Happy Helper Begin Date: Tuesday, January 01, 2013 Recalculate

Check #: 12 Pay Date: Sunday, March 31, 2013 End Date: Sunday

Enter → Quarterly Amount

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Regular Hourly Pay	9.00	Per Hour	200.00	1800.00	1800.00

  

	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

Deduction Details

Tax:	Amount:	YTD:
Federal Income Tax	342.00	342.00
Social Security (Employee)	111.60	111.60
Medicare (Employee)	26.10	26.10
State Income Tax	1.20	1.20
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	36.00	36.00
<hr/>		
Social Security (Employer)	111.60	111.60
Medicare (Employer)	26.10	26.10
Fed Unemployment (Employer)	10.80	10.80
State Unemployment (Employer)	18.00	18.00
State Disability Insurance (Employer)	36.00	36.00

Deduction:	Amount:	YTD:

Enter → Quarterly Taxes

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Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
	800.00	516.90	0.00	1283.10
YTD:	1800.00	516.90	0.00	1283.10

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Click → OK

MEMO:

OK Cancel

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

- All Checks
- This Month
- This Quarter
- This Year
- Last Year

March

03/31/2013  
Happy Helper

Check will appear here 12

2013

**Checks**

Employees

Forms

Reports

Company

Vendor Center

### Check Preview [03/31/2013] - Check # [12]

Check Summary for "Happy Helper"

Pay Period: From: 01/01/2013 To: 03/31/2013  
Net Pay: \$1283.10

#### Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	200.00	\$1800.00	\$1800.00

#### Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$342.00	\$342.00
Social Security (Employee)	\$111.60	\$111.60
Medicare (Employee)	\$26.10	\$26.10
State Income Tax	\$1.20	\$1.20
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$36.00	\$36.00
Social Security (Employer)	\$111.60	\$111.60
Medicare (Employer)	\$26.10	\$26.10
Fed Unemployment (Employer)	\$10.80	\$10.80

#### Deduction Details



*Congratulations! You now know how to create a year to date for hourly paid employee's.*

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1-800-507-1992