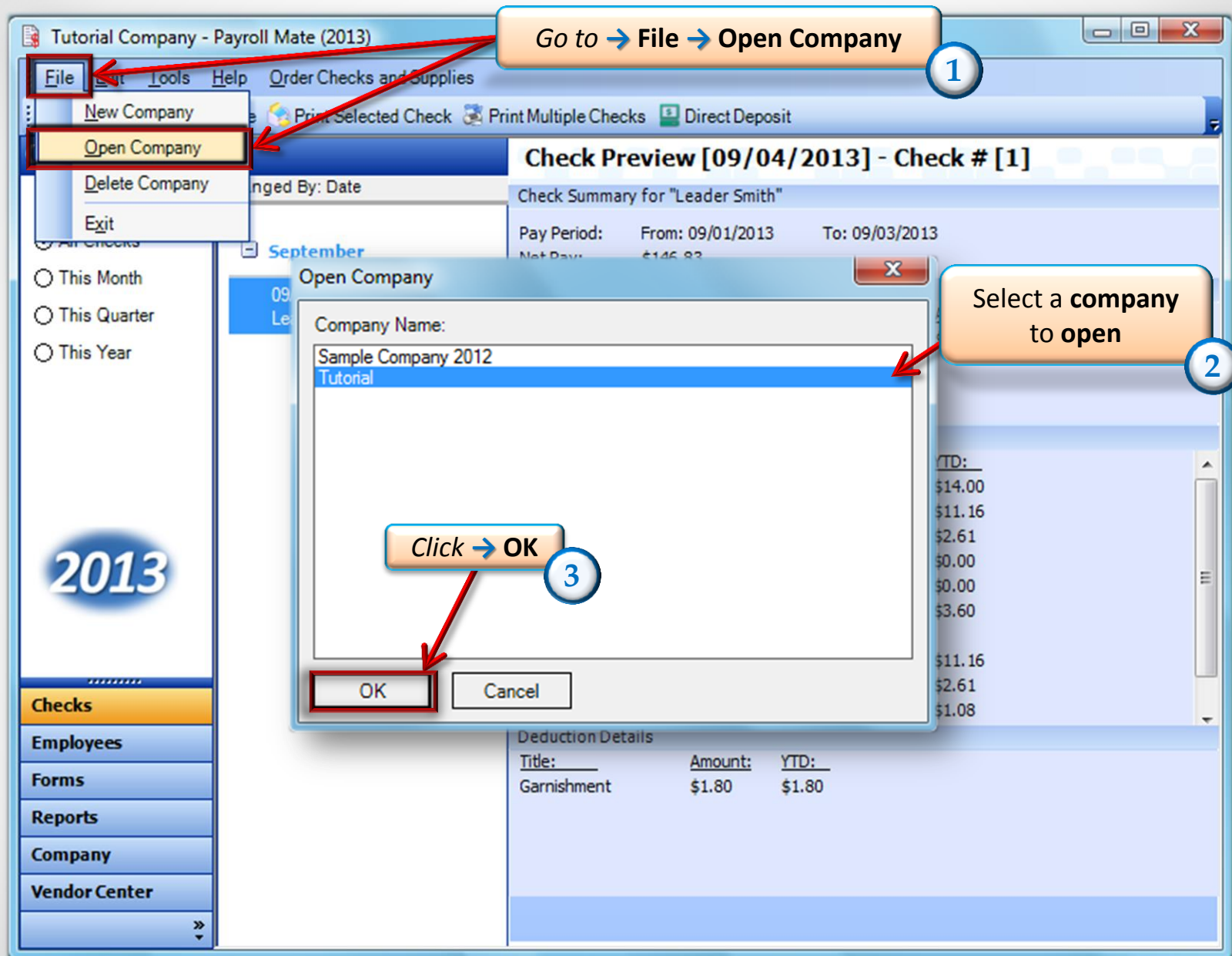


# *How to Delete an Employee in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program





Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete 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 4

2013

Checks

**Employees**

Forms

Reports

Company

Vendor Center

Click on → Employee to be Deleted 5

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

File Edit Tools Help Order Checks and Supplies

New Edit **Delete** Pay Check History Pay Multiple Employees

**Employees**

- ☒ All Employees
- ☐ Active Employees
- ☐ Inactive Employees

**2013**

Checks  
**Employees**  
Forms  
Reports  
Company  
Vendor Center

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

*Click → Delete* 6

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History Pay Multiple Employees

### Employees

☒ All Employees  
☐ Active Employees  
☐ Inactive Employees

2013


Checks  
Employees  
Forms  
Reports  
Company  
Vendor Center

First Name	Number	Address1
Happy	654	2345 Kind Ln
Leader	264	4561 Helper Lane
Trouble		46456 Problem Dr

The **Delete Employee Box** will appear if the selected employee has payroll checks

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**Delete Employee**

 This employee has payroll checks. You must delete all of these checks before you can delete this employee. You can make this employee inactive by running the 'Modify Employee' wizard and then checking the 'Inactive' check box in the 'General Information' section.

OK

Click → OK

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First you have to **Delete all the payroll checks** for the employee you want to delete

**Tutorial**

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 Trouble Question
- 09/13/2013 Leader Smith
- 09/13/2013 Trouble Question
- 09/13/2013 Leader Smith
- 09/13/2013 Leader Smith

### Check Preview [09/05/2013] - Check # [2]

Check Summary for "Trouble Question"

Pay Period: From: 09/05/2013 To: 09/05/2013  
Net Pay: \$147.02

#### Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00
Bonus	Per Year	\$10.00		\$0.19	\$0.19

#### 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
Trainer Tax	\$1.80	\$1.80
Social Security (Employer)	\$11.16	\$11.16
Medicare (Employer)	\$2.61	\$2.61

#### Deduction Details

2013

Go to → Checks

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Checks

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Tutorial Company - Payroll Mate (2013)

File Edit **Tools** Help Order Checks and Supplies

Go to → Tools → "Delete Multiple Checks" 10

Checks

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

Backup Company Database

Restore Company Database

Import Companies from Payroll Mate 2012

Generate Direct Deposit file

Print Blank (MICR) Checks

**Delete Multiple Checks**

Export Payroll Data to:

Export W-2 Information to W2 Mate

Check Preview [09/05/2013] - Check # [2]

Check Summary for "Trouble Question"

Period: From: 09/05/2013 To: 09/05/2013

Pay: \$147.02

Time Details

	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00
Bonus	Per Year	\$10.00		\$0.19	\$0.19

2013

Checks

Employees

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Vendor Center

09/13/2013  
Trouble Question

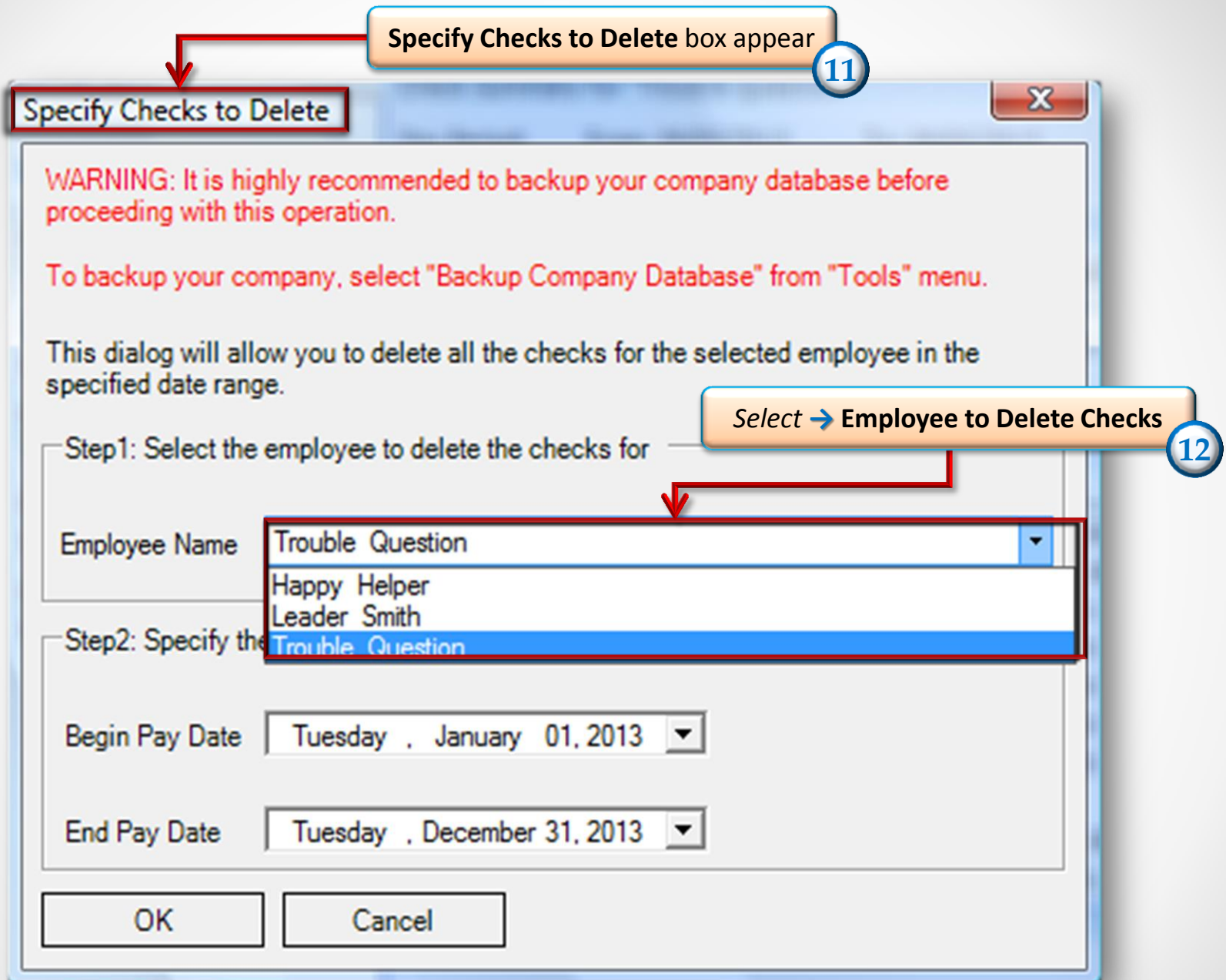
09/13/2013  
Leader Smith

09/13/2013  
Leader Smith

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
Trainer Tax	\$1.80	\$1.80
Social Security (Employer)	\$11.16	\$11.16
Medicare (Employer)	\$2.61	\$2.61

Deduction Details





**Specify Checks to Delete** [X]

**WARNING:** It is highly recommended to backup your company database before proceeding with this operation.

To backup your company, select "Backup Company Database" from "Tools" menu.

This dialog will allow you to delete all the checks for the selected employee in the specified date range.

Step1: Select the employee to delete the checks for

Employee Name: Trouble Question

Step2: Specify the date range for the checks to be deleted

Begin Pay Date: Tuesday, January 01, 2013

End Pay Date: Tuesday, December 31, 2013

OK Cancel

Select **Begin** and **End Date** that all the checks fall under

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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

Trouble Question

09/1/2013

Leaves

09/1/2013

Trouble Question

09/1/2013

Leaves

09/1/2013

Leaves

### Check Preview [09/05/2013] - Check # [2]

Check Summary

Pay Period

Net Pay:

Income Details

Title	Amount	YTD
	\$180.00	\$180.00
	\$0.19	\$0.19

TD:

	\$14.00
	\$11.16
	\$2.61
	\$0.00
	\$0.00
	\$3.60
	\$1.80

Social Security (Employer) \$11.16 \$11.16

Medicare (Employer) \$2.61 \$2.61

Deduction Details

2013

Checks

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Attention

You are about to delete all the checks for "Trouble Question" in the date range: 01/01/2013 to 12/30/2013

[Number of checks to be deleted:2]

☒ Yes I want to delete these checks

Yes No

Check the box "Yes I want to Delete these checks"

Click → Yes

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 Trouble Question

09/13/2013 Leader Smith

09/13/2013 Trouble Question

09/13/2013 Leader Smith

09/13/2013 Leader Smith

### Check Preview [09/05/2013] - Check # [2]

Check Summary for "Trouble Question"

Pay Period: From: 09/05/2013 To: 09/05/2013

Net Pay: \$147.02

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$9.00	20.00	\$180.00	\$180.00
				\$0.19	\$0.19

Payroll Mate

Click → OK

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Checks were successfully deleted.

OK

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

Trainer Tax

Social Security (Employer)

Medicare (Employer)

Deduction Details

**Tutorial Company - Payroll Mate (2)** Now you can **Delete the Employee**

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History Pay Multiple Employees

**Employees**

- ☒ All Employees
- ☐ Active Employees
- ☐ Inactive Employees

Go to → **Employees** 17

**2013**

Checks

**Employees**

Forms

Reports

Company

Vendor Center

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

Select an employee to delete 18

The screenshot shows the Payroll Mate software interface. At the top, there's a title bar 'Tutorial Company - Payroll Mate (2)' and a button 'Now you can Delete the Employee'. Below the title bar is a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Under 'Tools', there's a sub-menu 'Order Checks and Supplies'. Below the menu bar is a toolbar with icons for 'New', 'Edit', 'Delete', 'Pay', 'Check History', and 'Pay Multiple Employees'. On the left is a sidebar with a tree view. The 'Employees' section is expanded, showing radio buttons for 'All Employees' (selected), 'Active Employees', and 'Inactive Employees'. Below this is a button 'Go to → Employees' with a callout '17'. Below the sidebar is a large '2013' button. Below that is a list of menu items: 'Checks', 'Employees' (highlighted with a red box), 'Forms', 'Reports', 'Company', and 'Vendor Center'. A red arrow points from 'Employees' in the sidebar to the 'Employees' list in the main window. The 'Employees' list is a table with columns: 'First Name', 'Middle', 'Last Name', 'SSNumber', 'Phone Number', and 'Address1'. It contains three rows: 'Happy Helper 463-84-6319 (646) 165-4654 2345 Kind Ln', 'Leader Smith 456-45-6546 (456) 453-4264 4561 Helper Lane', and 'Trouble Question 456-45-6565 (456) 456-6654 46456 Problem Dr'. The 'Trouble' row is highlighted with a blue background. A red arrow points from a callout 'Select an employee to delete' with a callout '18' to the 'Trouble' row.

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit **Delete** Pay Check History Pay Multiple Employees

### Employees

☒ All Employees  
☐ Active Employees  
☐ Inactive Employees

**2013**

Checks  
Employees  
Forms  
Reports  
Company  
Vendor Center

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

**Delete Employee**

Are you sure you want to delete this record?

**Click → Delete** 19

**Click → Yes** 20



Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History Pay Multiple Employees

### Employees

☒ All Employees

☐ Active Employees

☐ Inactive Employees

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

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

The **Employee** should no longer appear under the employee list

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***Congratulations. You now know how to delete an employee!***

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

**1-800-507-1992**