

How to Setup Vacation and Sick Hours in Payroll Mate®

Start by Opening your
Payroll Mate
Program



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

September

09 Le

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 (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	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

2013

Checks

Employees

Forms

Reports

Company

Vendor Center

Click on → employee to set up vacation and sick hours for 5

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Select Pay Check History Pay Multiple Employees

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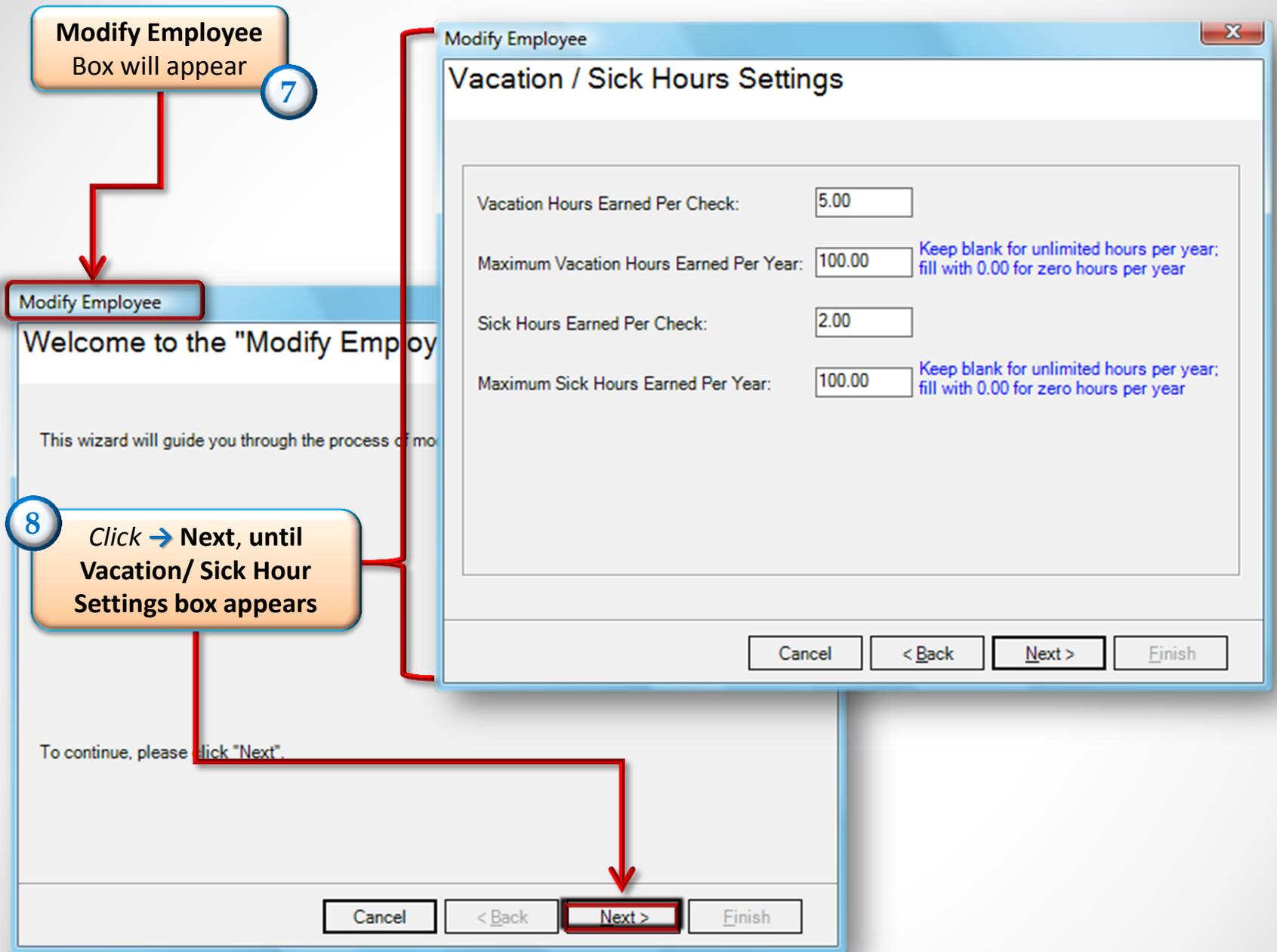
2013

Checks
Employees
Forms
Reports
Company
Vendor Center

First Name	Middle	Last Name	SSNumber	Phone Number	Address 1
Happy		Helper	463-84-6319	(646) 165-4654	2345 Kind Ln
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Click → Edit

6



Modify Employee

Vacation / Sick Hours Settings

Vacation Hours Earned Per Check:	<input type="text" value="5.00"/>
Maximum Vacation Hours Earned Per Year:	<input type="text" value="100.00"/> <small>Keep blank for unlimited hours per year; fill with 0.00 for zero hours per year</small>
Sick Hours Earned Per Check:	<input type="text" value="2.00"/>
Maximum Sick Hours Earned Per Year:	<input type="text" value="100.00"/> <small>Keep blank for unlimited hours per year; fill with 0.00 for zero hours per year</small>

9
In this screen you can **Enter the Vacation and Sick Hours** earned per check

10
Click → **Next**, until Finish appears



Congratulations. You now know how to setup vacation and sick hours!

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