

How to Change Income from Salary to Hourly 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

Employee

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

All Employees
 Active Employees
 Inactive Employees

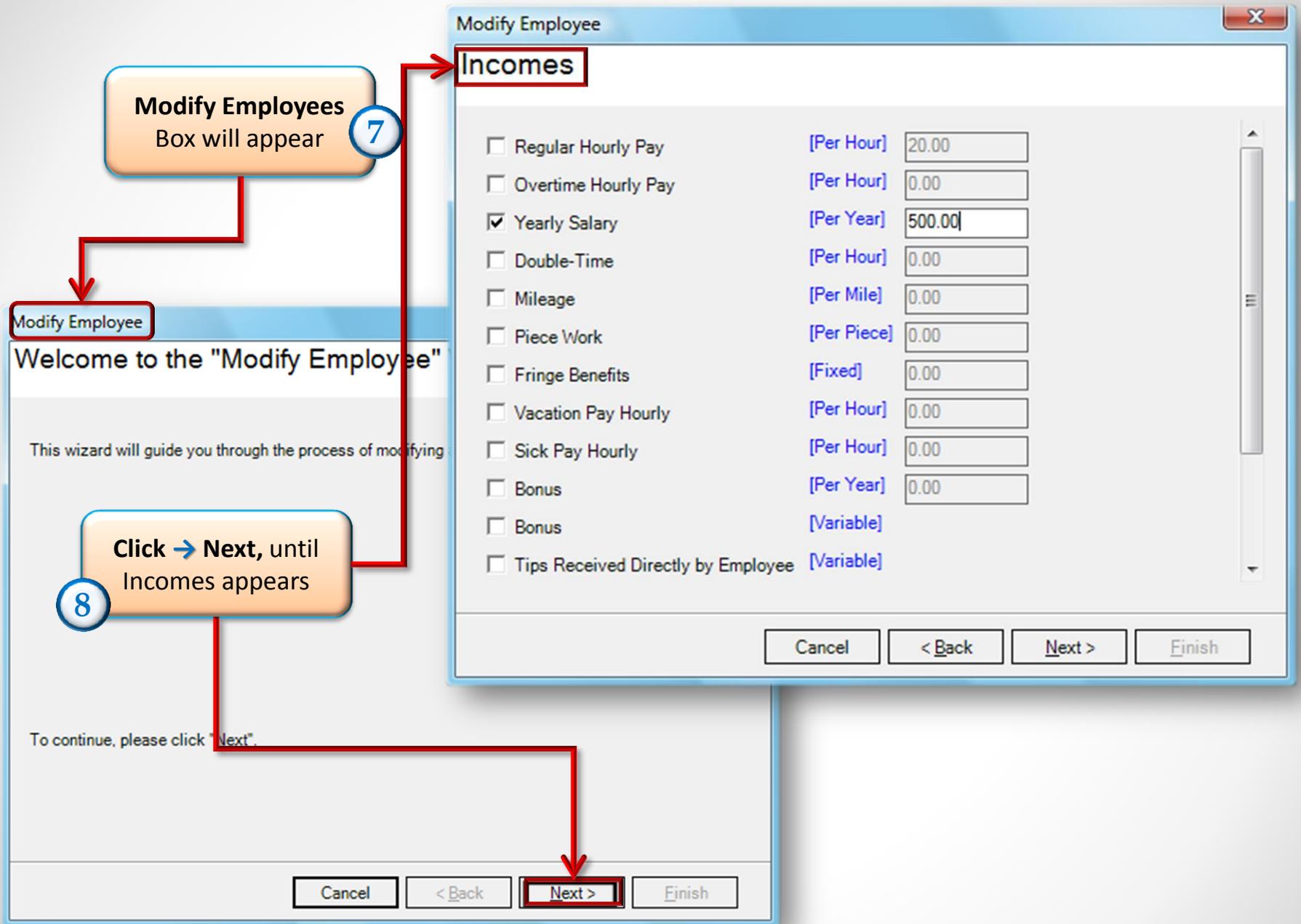
Go to → Employees 4

2013

Check
Employees
Forms
Reports
Company
Vendor Center

Click → Edit 6

Select an employee to Edit 5



Modify Employee

Incomes

<input checked="" type="checkbox"/> Regular Hourly Pay	[Per Hour]	9.00
<input type="checkbox"/> Overtime Hourly Pay	[Per Hour]	0.00
<input checked="" type="checkbox"/> Yearly Salary	[Per Year]	0.00
<input type="checkbox"/> Double-Time	[Per Hour]	0.00
<input type="checkbox"/> Mileage		
<input type="checkbox"/> Piece Work		
<input type="checkbox"/> Fringe Benefits	[Fixed]	0.00
<input type="checkbox"/> Vacation Pay Hourly	[Per Hour]	0.00
<input type="checkbox"/> Sick Pay Hourly	[Per Hour]	0.00
<input type="checkbox"/> Bonus	[Per Year]	0.00
<input type="checkbox"/> Bonus	[Variable]	
<input type="checkbox"/> Tips Received Directly by Employee	[Variable]	

Annotations:

- 9: Check Hourly Pay (points to Regular Hourly Pay)
- 10: Fill in Amount (points to 9.00)
- 11: *Keep Salary Pay checked and change the amount to a penny* (points to Yearly Salary)
- 12: Click → Next, until finish appears (points to Next > button)

Buttons: Cancel, < Back, Next >, Finish



Congratulations. You have changed the employees from salary to hourly Pay!

www.PayrollMate.com

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