

# *How to Check for Updates in Payroll Mate®*

Start by Opening your  
**Payroll Mate**  
Program



Tutorial - Payroll Mate (2013)

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

**Company**

Payroll Mate Help  
Helpful Resources  
**Check for Update**  
About Payroll Mate

Federal Tax Information State Tax Information  
Tax Categories Deduction Categories

2013

Checks  
Employees  
Forms  
Reports  
**Company**  
Vendor Center

Calculation

Regular Hourly Pay	Per Hour
Overtime Hourly Pay	Per Hour
Yearly Salary	Per Year
Bonus	Variable
Tips Received Directly by Employee	Variable
Tips Paid by Employer	Variable
Double-Time	Per Hour
Commission	Variable
Mileage	Per Mile
Piece Work	Per Piece
Fringe Benefits	Fixed
Life Insurance over 50,000	Variable
Sick Pay	Variable
Vacation Pay Hourly	Per Hour
Sick Pay Hourly	Per Hour
Cars	Variable
Year to Date (YTD)	Variable

Add Edit Delete

Go to → Help 1

Click → Check for Update 2



***Congratulations. You have checked for new updates!***

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

**1-800-507-1992**