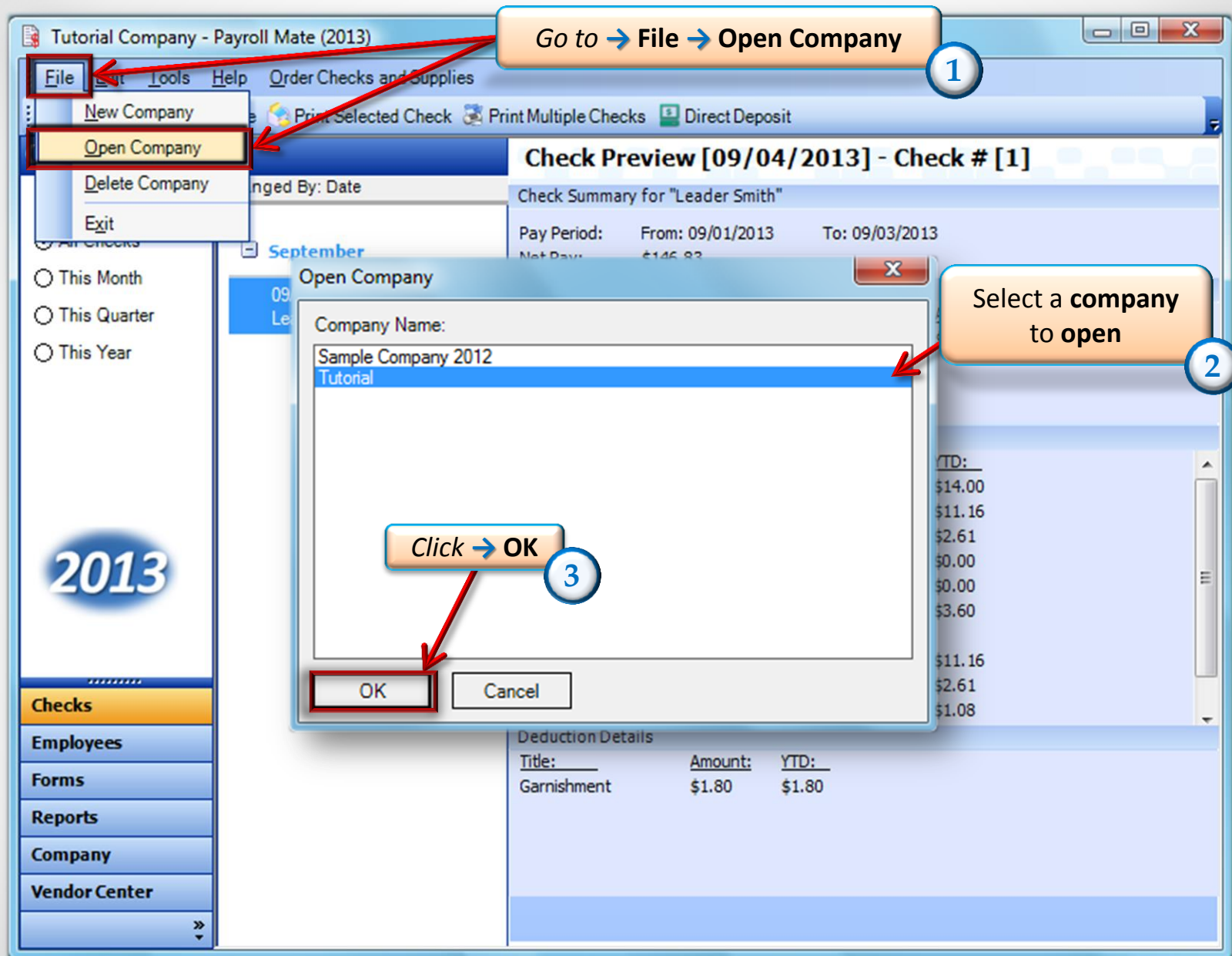


How to Edit a Check in Payroll Mate®

Start by Opening your
Payroll Mate
Program





Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New **Edit** Delete Print Selected Check Print Multiple Checks Direct Deposit

Checks

Arranged By: Date

September

09/05/2013
Leader Smith

Check Preview [09/05/2013] - Check # [1]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/05/2013
Net Pay: \$148.04

Income Details

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

2013

Go to → Checks

Click → on the check to be edited

Click → Edit

	Amount	YTD
Federal Income	\$14.00	\$14.00
Social Security (Employee)	\$11.16	\$11.16
Medicare (Employee)	\$2.61	\$2.61
State Disability Insurance (Employee)	\$3.60	\$3.60
Health Insurance (Employee)	\$0.59	\$0.59
Social Security (Employer)	\$11.16	\$11.16
Medicare (Employer)	\$2.61	\$2.61

Deduction Details

Checks

Employees

Forms

Reports

Company

Vendor Center

In this screen you can change anything on the check
EXCEPT the PAYDATE

Check Details

General Information Pay Frequency: Weekly (52 Pay Periods)

Employee: Leader Smith Begin Date: Sunday, September 01, 2013

Check #: 1 Pay Date: 09/05/2013 End Date: Thursday, September 05, 2013

Recalculate

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Regular Hourly Pay	9.00	Per Hour	20.00	180.00	180.00

Vacation / Sick Hours

	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

Tax:	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
hiu	0.59	0.59
Social Security (Employer)	11.16	11.16
Medicare (Employer)	2.61	2.61
Fed Unemployment (Employer)	1.08	1.08
State Unemployment (Employer)	1.80	1.80

Deduction Details

Deduction:	Amount:	YTD:
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Check Summary

	Total Incomes:	Total Taxes:
This Check:	180.00	31.96
YTD:	180.00	31.96

MEMO:

Click → Ok, when finished making changes on check

OK Cancel



Congratulations. The checks has been edited!

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