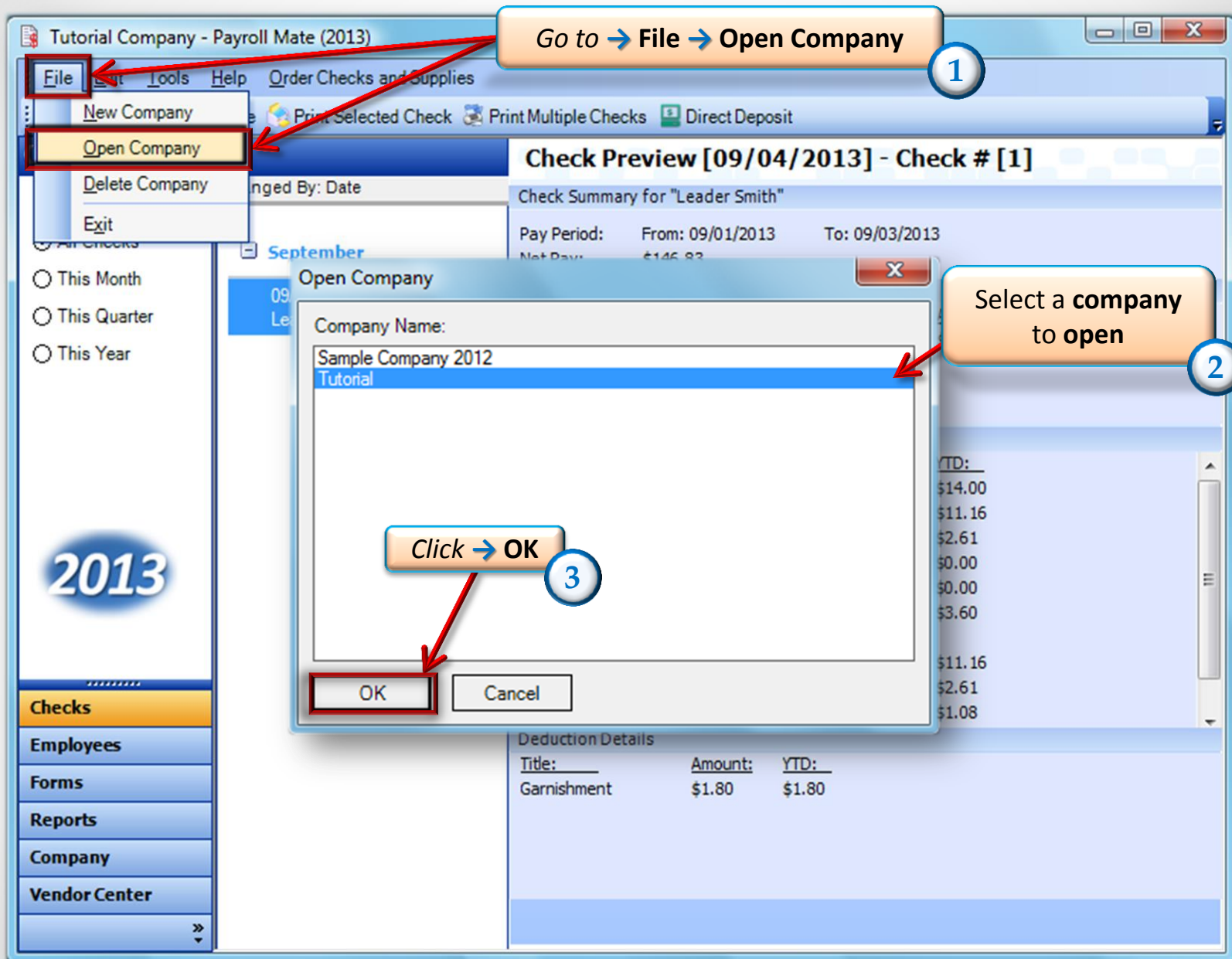


How to Modify Tax Calculations Payroll Mate®

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

09/03/2013
Leader Smith

Go to → Checks 4

2013

Click → New 5

Check Preview [09/03/2013] - Check # [2]

Check Summary for "Leader Smith"

Pay Period: From: 09/01/2013 To: 09/07/2013
Net Pay: \$148.04

Income Details

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

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
hiu	\$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

Check Details

General Information

Pay Frequency: Weekly (52 Pay Periods)

Employee: Leader Smith

Begin Date: Sunday , September 01, 2013

Recalculate

Check #: 12

Pay Date: Thursday , September 19, 2013

End Date: Tuesday , September 17, 2013

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Regular Hourly Pay	9.00	Per Hour	28.00	252.00	1431.00

Vacation / Sick Hours

	Amount:	YTD:
Vac. hours earned	5.00	10.00
Vac. hours used	0.00	0.00
Sick hours earned	2.00	4.00
Sick hours used	0.00	0.00

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	23.00	141.00
Social Security (Employee)	15.62	88.71
Medicare (Employee)	3.65	20.74
State Income Tax	0.00	5.00
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	5.04	28.62
hiu	0.82	4.65
Social Security (Employer)	15.62	88.71
Medicare (Employer)	3.65	20.74
Fed Unemployment (Employer)	1.51	8.58
State Unemployment (Employer)	2.52	14.31

Deduction Details

Deduction:	Amount:	YTD:
Deduction	1.26	7.16

Edit/Override any taxes here

6

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
This Check:	252.00	48.13	1.26	202.61
YTD:	1431.00	288.72	7.16	1135.12

MEMO:

OK

Cancel

Click → OK

7



Congratulations. You know how to modify tax calculations!

www.PayrollMate.com

1-800-507-1992