

# *How to Remove Vacation and Sick hours from the Employee's Paystubs 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**

**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

**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 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

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
Local Income Tax	\$2.61	\$2.61
State Disability Insurance (Employee)	\$0.00	\$0.00
hiu	\$0.00	\$0.00
Social Security (Employer)	\$3.60	\$3.60
Medicare (Employer)	\$0.59	\$0.59
	\$11.16	\$11.16
	\$2.61	\$2.61

Deduction Details

2013

Go to → Checks 4

Click → Print Multiple Checks 5

Checks  
Employees  
Forms  
Reports  
Company  
Vendor Center

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Reports

Choose another General Report

Check Printing

Specify Checks to Print Preview - Export Checks Print Checks Related Tasks

2013

- This report shows all the payroll checks issued for the selected employees in a specific period range.
- Click on "Specify Checks to Print" button to change the period range, and select the desired employees.
- Click on "Preview" button to preview, export or e-mail the checks.
- Click on "Print" button to print the checks.
- You can use the MICR feature to print checks on blank check paper (eliminates the need for pre-printed checks).

Click → Specify Checks to print

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Specify Checks to Print

Begin Pay Date: Tuesday, January 01, 2013

End Pay Date: Thursday, September 05, 2013

Sort By:  Employee First Name

Print MICR information (Print on Blank Check Paper) (These options are not available when printing MICR information)

Print Checks in the Middle of the page

Print Pay Stubs Only

Print Checks in Reverse Order

Print Vacation and Sick Hours on Pay Stubs

Employees who received Payroll Checks in the specified period:

- Leader Smith
- Trouble Question

Select All

Select None

Click → Ok

OK Cancel

Make sure the box "Print Vacation and Sick Hours on Pay Stubs" is NOT CHECKED

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Click → Ok

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Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

### Reports

[Choose another General Report](#)

#### Check Printing

Specify Checks to Print **Preview – Export Checks** Print Checks Related Tasks

- This report shows all the payroll checks issued for the selected employees in a specific period. *Click → Preview- Export checks*
- Click on "Specify Checks to Print" button to change the period range, and select the desired employees.
- Click on "Preview" button to preview, export or e-mail the checks.
- Click on "Print" button to print the checks.
- You can use the MICR feature to print checks on blank check paper (eliminates the need for pre-printed checks).

**2013**

Checks  
Employees  
Forms  
**Reports**  
Company  
Vendor Center

09/05/2013

Leader Smith

\*\*148.04

One hundred forty-eight and 04/100\*\*\*\*\*

Leader Smith  
4561 Helper Lane

Answers, AZ 56456

Pay Period: 09/01/2013 - 09/05/2013

Here you can see that the **vacation** and **sick hours** have been removed

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Leader Smith  
4561 Helper Lane  
Answers, AZ 56456

Fed Filing Status S/0  
Withholding % 0  
Fed Taxable Income 180.00  
Net Pay 148.04

Check Date: 09/05/2013  
Period Beginning: 09/01/2013  
Period Ending: 09/05/2013  
Voucher Number 1

Earnings	Qty./Rate	Amount	YTD Amt	Taxes/Deds	Taxable	Amount	YTD Amt
Regular.	20.00/9.00	180.00	180.00	Federal Income Tax	180.00	14.00	14.00
Total Gross Pay	20.00 hours	180.00	180.00	Social Security	180.00	11.16	11.16
				Medicare	180.00	2.61	2.61
				State Income Tax	180.00	0.00	0.00
				Local Income Tax	180.00	0.00	0.00
				State Disability Insurance	180.00	3.60	3.60
				hiu	180.00	0.59	0.59
				Total Withholding		31.96	31.96

Tutorial Company, 145 Help Ln, Question, AZ 56478 (457) 862-1453

Leader Smith  
4561 Helper Lane  
Answers, AZ 56456

Fed Filing Status S/0  
Withholding % 0  
Fed Taxable Income 180.00  
Net Pay 148.04

Check Date: 09/05/2013  
Period Beginning: 09/01/2013  
Period Ending: 09/05/2013  
Voucher Number 1

Earnings	Qty./Rate	Amount	YTD Amt	Taxes/Deds	Taxable	Amount	YTD Amt
Regular.	20.00/9.00	180.00	180.00	Federal Income Tax	180.00	14.00	14.00
Total Gross Pay	20.00 hours	180.00	180.00	Social Security	180.00	11.16	11.16
				Medicare	180.00	2.61	2.61
				State Income Tax	180.00	0.00	0.00
				Local Income Tax	180.00	0.00	0.00
				State Disability Insurance	180.00	3.60	3.60
				hiu	180.00	0.59	0.59
				Total Withholding		31.96	31.96

Tutorial Company - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

Click → Print checks 11

Reports

Choose another General Report

Check Printing

Specify Checks to Print Preview – Export Checks **Print Checks** Related Tasks

Print

Printer

Name: HP LaserJet 1018 Properties...

Status: Ready

Type: HP LaserJet 1018

Where: USB002

Comment:  Print to file

Print range

All

Pages from: 1 to: 1

Selection

Copies

Number of copies: 1

1 1 2 2 3 3

Check → OK 12

**OK** Cancel

2013

Checks

Employees

Forms

Reports

Company

Vendor Center



*Congratulations. You now know how to remove vacation and sick hours from employee's paystubs.*

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