

How to Make an Employee inactive 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 - Payroll Mate (2013)

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History Pay Multiple Employees

Employees

All Employees
 Active Employees
 Inactive Employees

First Name	Middle	Last Name	SSNumber	Phone Number	Address1
Dana		Doe	363-21-5658	(312) 566-4789	5252 s 76th St
Sara		Lee	252-62-1313	(733) 566-8252	1234 S 82nd Ave

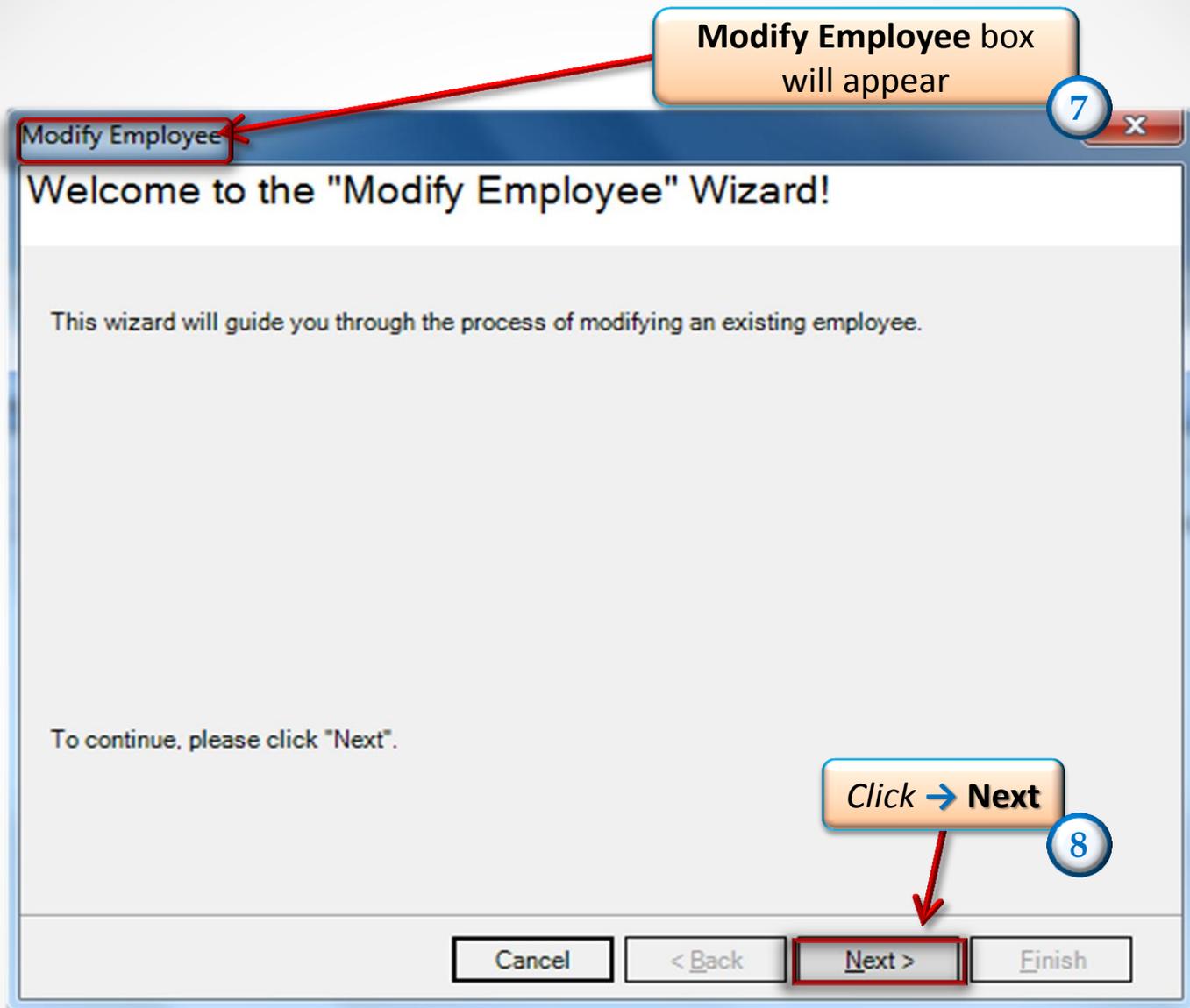
2013

Checks
Employees
Forms
Reports
Company
Vendor Center

Go to → Employees 4

Select employee to edit 5

Click → Edit 6



Modify Employee

General Information

Name: Dana [] Doe

Address1: 5252 s 76th St

Address2: []

City: []

State: []

Zip Code: []

Social security number: 363-21-5658

Telephone Number: (312) 566-4789

Fax Number: []

E-mail Address: []

Inactive

Memo: []

Cancel < Back **Next >** Finish

Check the box that says "Inactive" 9

Click → Next, until finished appears 10



Congratulations. You have made an employee inactive!

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