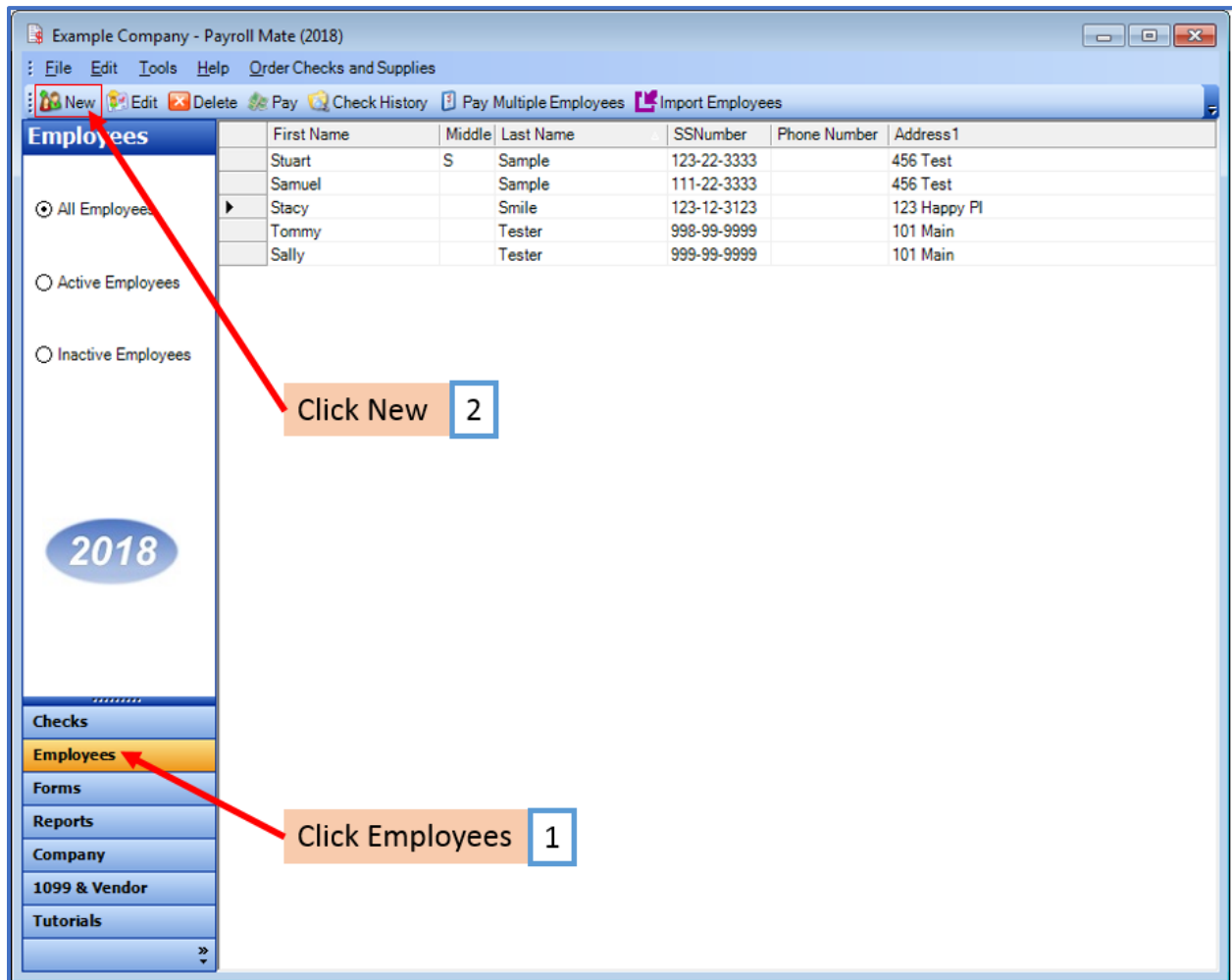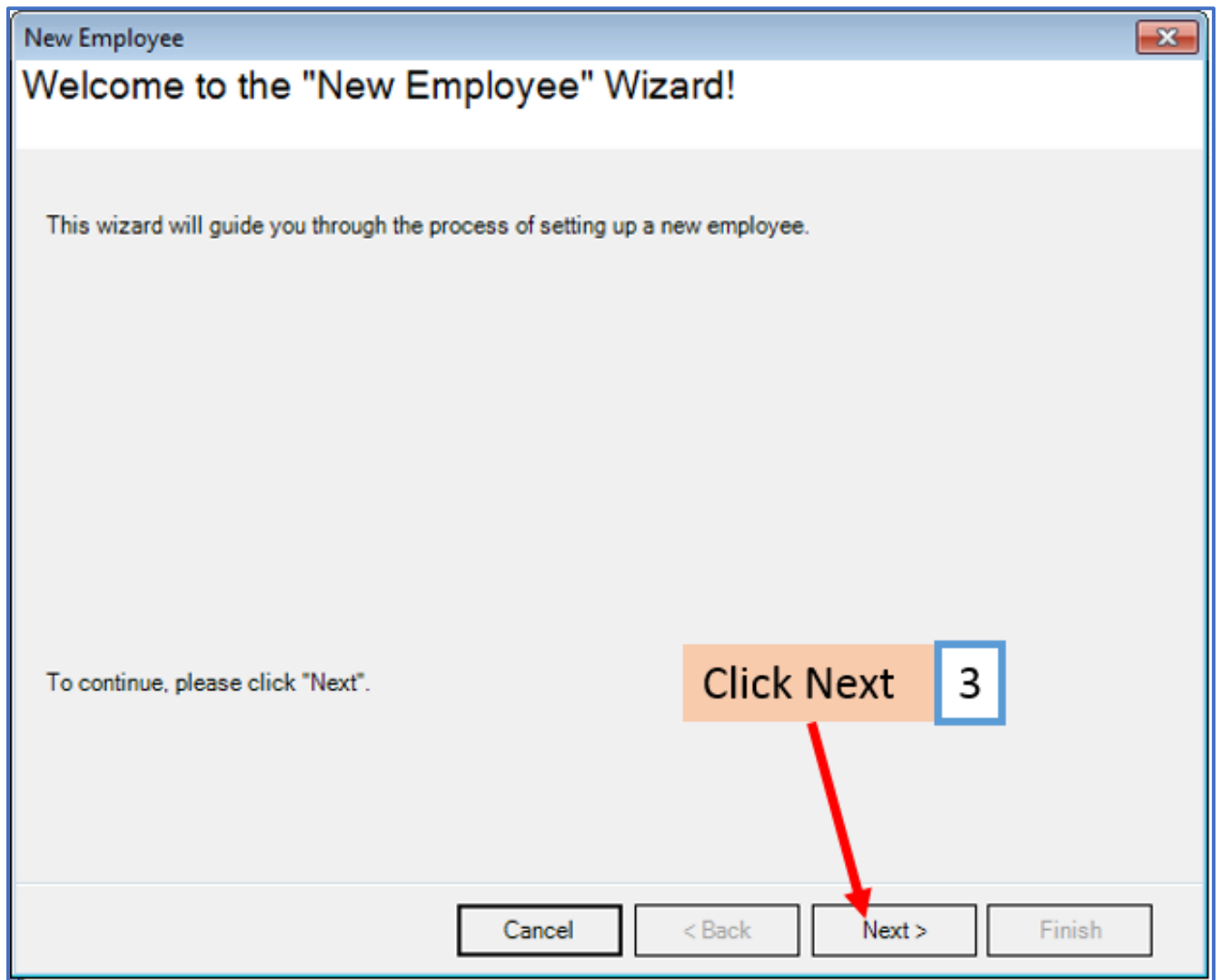# How to Add a New Employee in Payroll Mate

Make sure you have the correct Company open inside Payroll Mate

1. Click Employees from the shortcuts menu

2. Click New from second menu bar

The New Employee Wizard will open

3. Click Next

New Employee

Welcome to the "New Employee" Wizard!

This wizard will guide you through the process of setting up a new employee.

To continue, please click "Next".

Click Next 3

| Cancel | < Back | Next > | Finish |

4. Enter employee general information

5. Click Next

Note: Pay extra attention to the "Tax Setup" screen, where you define the employee's filing status, allowances and pay frequency

6. Enter employee tax information

7. Click Next

8. Select and enter one or more employee incomes

9. Click Next

10. Select employee applicable taxes

11. Click Next

12. Select and enter applicable employee deductions

13. Click Next

14. Checkmark if employee is included in Direct Deposit Process, then complete the banking information

15. Click Next

16. Select method of calculating vacation/sick hours and enter hours earned if applicable

17. Click Next

18. Click Finish
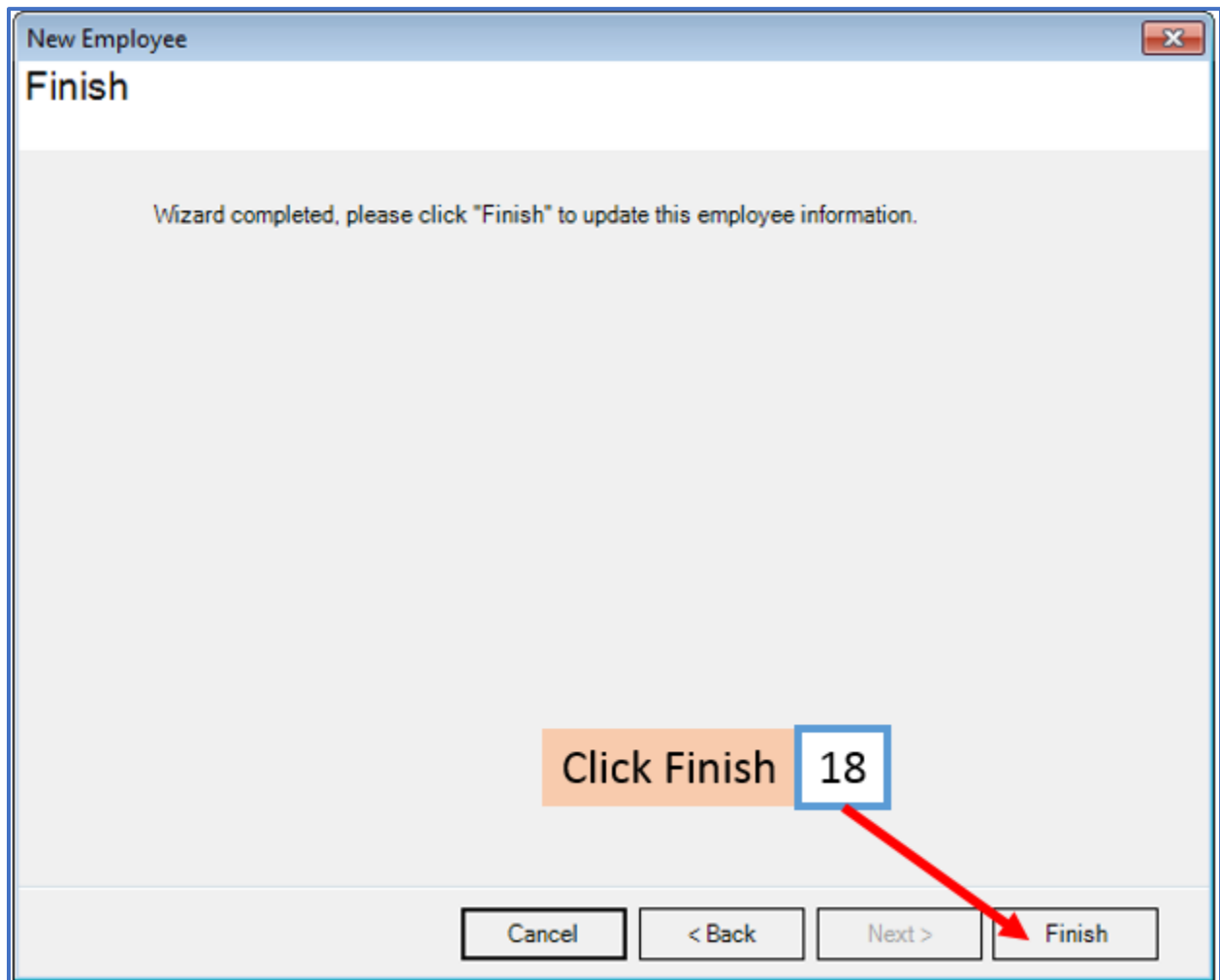
19. New employee is now included in the list of employees

New employee is now included in list of employees 19