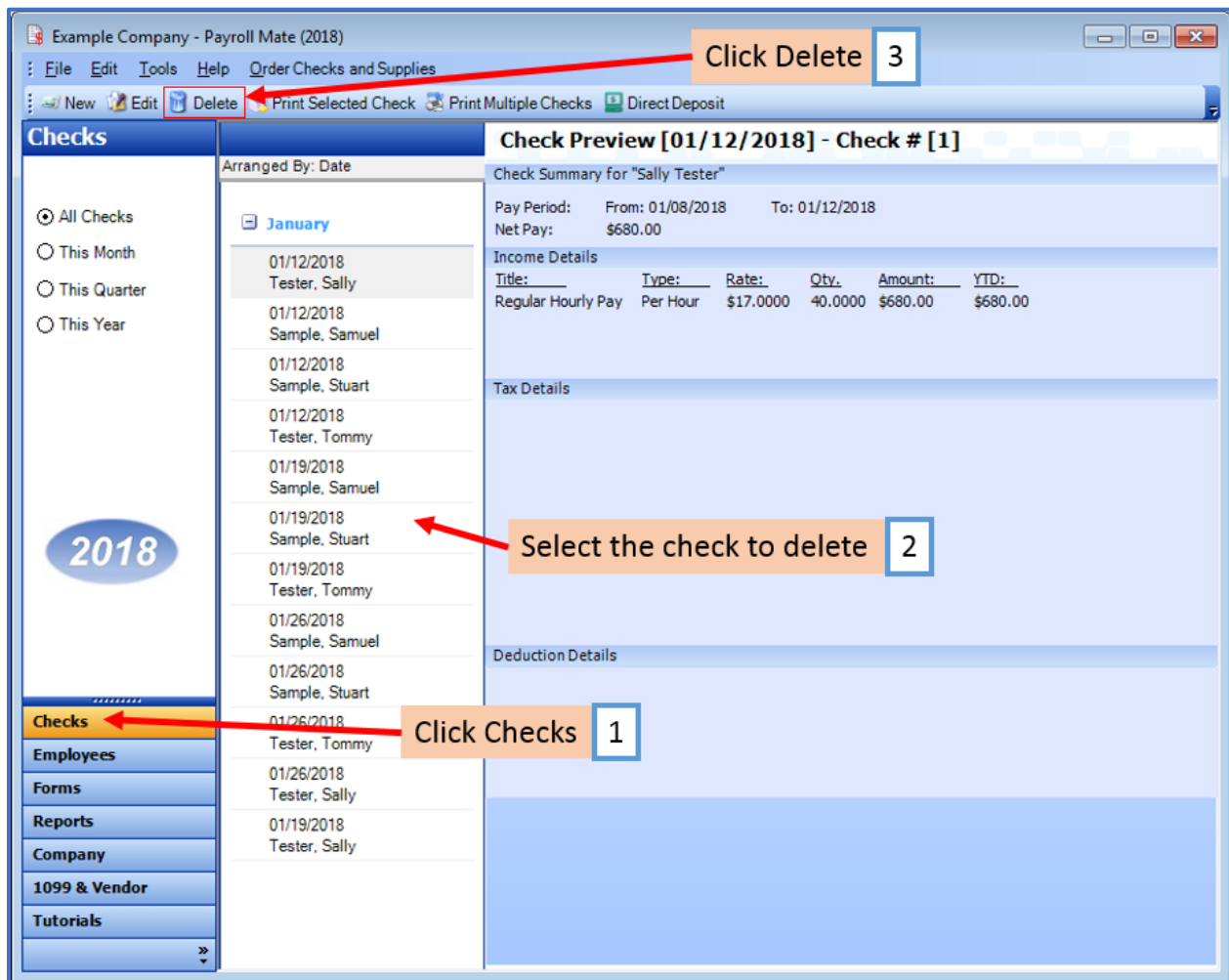


How to Recreate a Payroll Check in Payroll Mate

Payroll forms and reports are populated with figures pulled directly from the payroll checks. If you need to recreate the check in order to edit amounts or edit the pay date, you will need to delete and recreate the check. It is VERY IMPORTANT that you follow the directions carefully.

Make sure you have the correct Company open inside Payroll Mate

1. Click Checks from the shortcuts menu
2. Select the check from the list to delete
3. Click Delete from second menu bar



4. Click Yes to delete this record

Note: You will need to delete ALL the checks created for this employee after this check and then recreate each of the checks in the correct sequential order

The screenshot shows the 'Example Company - Payroll Mate (2018)' interface. On the left, a 'Checks' sidebar lists filters: 'All Checks' (selected), 'This Month', 'This Quarter', and 'This Year'. A '2018' badge is visible. The main area displays a 'Check Preview [01/19/2018] - Check # [5]' for 'Sally Tester'. The preview includes a 'Check Summary' with a pay period from 01/08/2018 to 01/12/2018 and a net pay of \$524.32. It also shows 'Income Details' and 'Tax Details' tables. A 'Delete Check' dialog box is open, asking 'Are you sure you want to delete this record?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button, and a callout box with the text 'Click Yes' and the number '4' is positioned above the arrow.

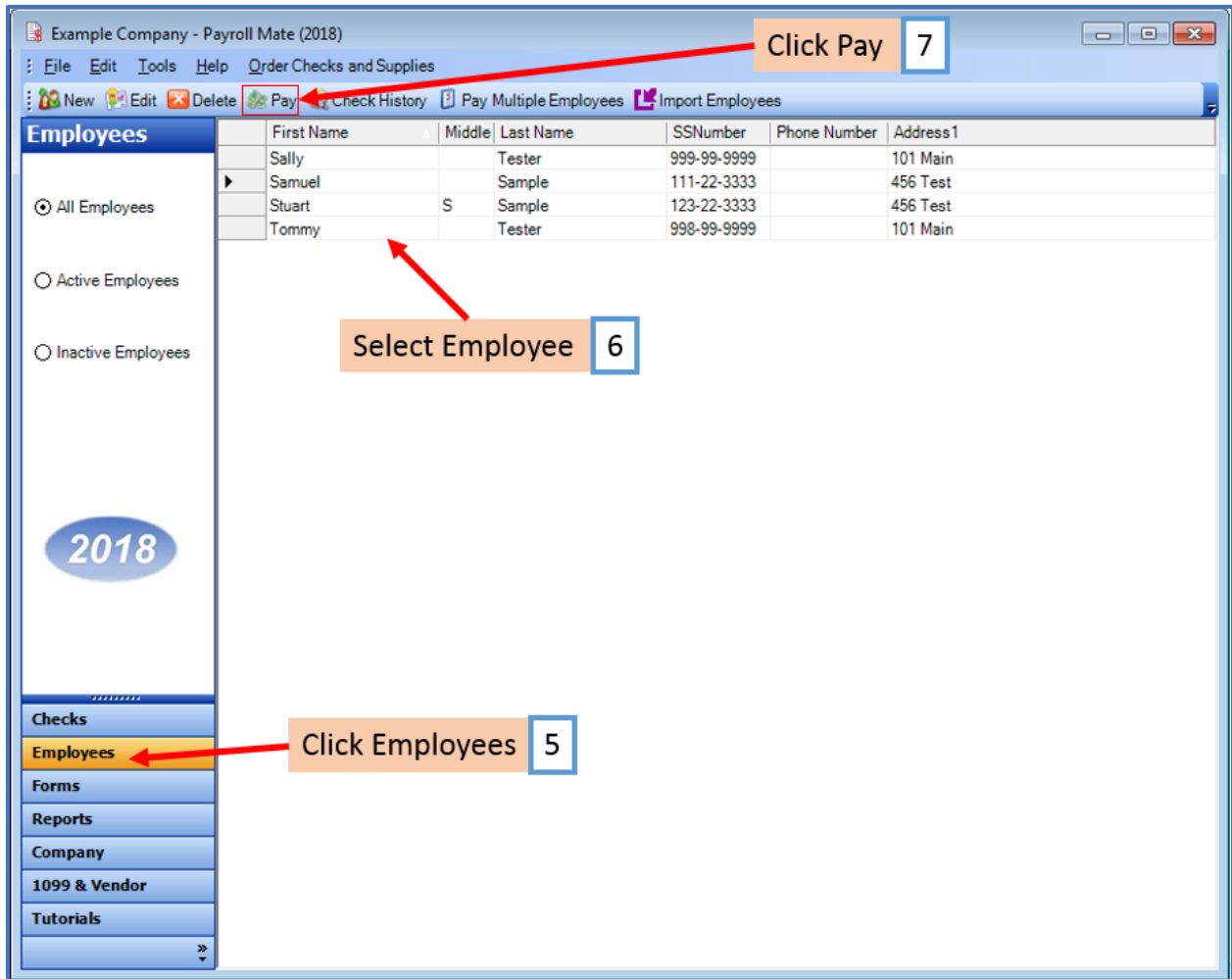
Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$17.0000	40.0000	\$680.00	\$1360.00

Title:	Amount:	YTD:
Federal Income Tax	\$69.40	\$69.40
Social Security (Employee)	\$42.16	\$42.16
Medicare (Employee)	\$9.86	\$9.86
State Income Tax	\$33.66	\$33.66
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
NY Disability	\$0.60	\$0.60
Social Security (Employer)	\$42.16	\$42.16
Medicare (Employer)	\$9.86	

5. Click Employees from the shortcuts menu

6. Select correct employee

7. Click Pay from the second menu bar



8. Recreate the paycheck

Note: Make sure you are recreating checks in sequential order. Pay special attention to the Pay Date of each check.

9. Click OK

The screenshot shows the 'Payroll Mate' software interface. The main window is titled 'Check Preview [01/12/2018] - Check # [1]'. It displays a 'Check Summary for "Sally Tester"' with the following details:

- Pay Period: From: 01/08/2018 To: 01/12/2018
- Net Pay: \$680.00
- Income Details:

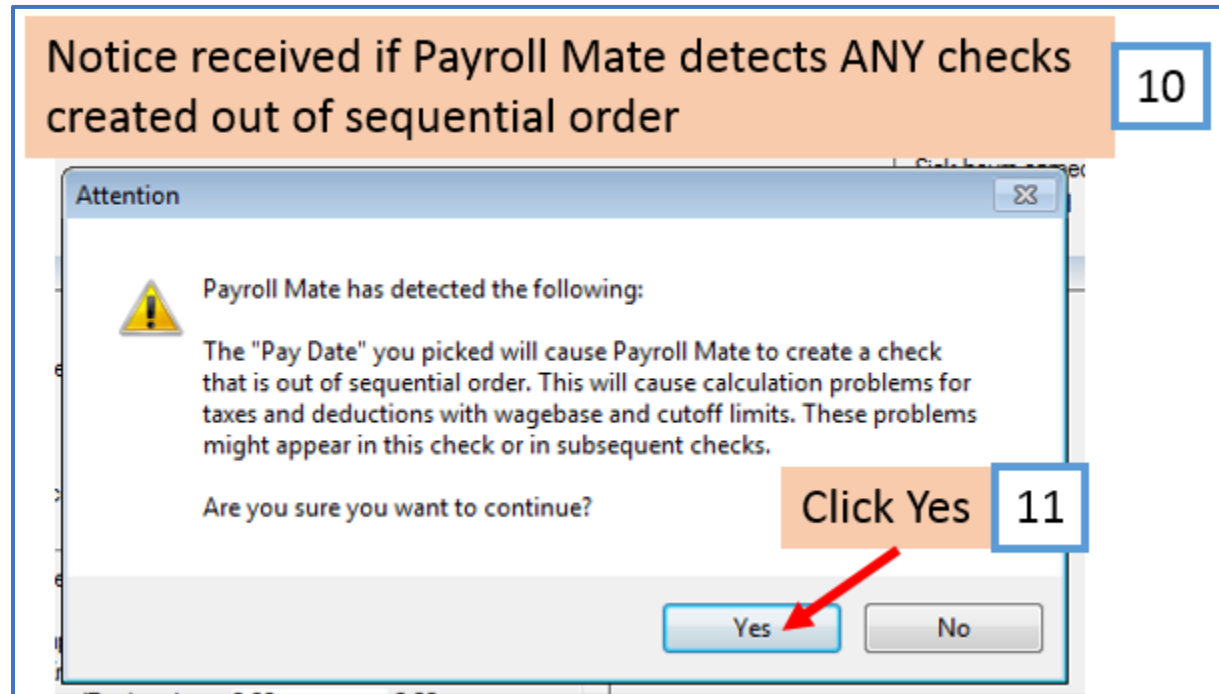
Title:	Type:	Rate:	Qty.	Amount:	YTD:
Regular Hourly Pay	Per Hour	\$17.0000	40.0000	\$680.00	\$680.00

An orange callout box labeled 'Recreate check 8' points to the 'Net Pay' field. Below this, a 'Check Details' dialog box is open, showing 'General Information' (Employee: Tester, Sally; Pay Frequency: Weekly (52 Pay Periods); Begin Date: January 08, 2018; End Date: January 12, 2018) and 'Income Details' (Regular Hourly Pay: 17.0000 Rate, 40.0000 Qty., 680.00 Amount, 1360.00 YTD). The dialog also includes 'Tax Details', 'Deduction Details', and 'Other Optional Details' (Hours Worked: 40.00, Weeks Worked: 1.00). An orange callout box labeled 'Click OK 9' points to the 'OK' button at the bottom of the dialog. A '2018' badge is visible in the left sidebar.

10. If Payroll Mate detects ANY checks created out of sequential order, you will receive this notice

11. Click Yes if you would like to continue

Note: This will cause the check to be created out of sequential order



12. Recreated check is now visible in the check list

Note: If you view any payroll check created out of sequential order, you may see that those figures are NOT included in the YTD for that field

13. Find any additional check(s) in the check list that will need to be deleted and recreated - Delete and recreate as needed

The screenshot shows the 'Checks' window in Payroll Mate. The 'Checks' list on the left is sorted by date and includes several entries for 'Tester, Sally' on 01/26/2018. A callout box labeled '13' points to these entries with the text: 'Find any additional check(s) that will need to be deleted and recreated'. Another callout box labeled '12' points to the '01/19/2018 Tester, Sally' entry with the text: 'Recreated check'. The 'Check Preview' window for '01/26/2018 - Check # [9]' is open, showing details for 'Sally Tester'. The 'Tax Details' section is highlighted with a red box and contains the following data:

Tax:	Amount:	YTD:
Federal Income Tax	69.40	69.40
Social Security (Employee)	42.16	42.16
Medicare (Employee)	9.86	9.86
State Income Tax	33.66	33.66
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
NY Disability	0.60	0.60
Social Security (Employer)	42.16	42.16
Medicare (Employer)	9.86	9.86
Fed Unemployment (Employer)	4.08	4.08
State Unemployment (Employer)	3.40	3.40

The 'Check Summary' table at the bottom of the preview window is also highlighted with a red box:

	Amount:	YTD:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	4.00	44.00	680.00	155.68	0.00	524.32
Weeks Worked	1.00	2.00	1360.00	155.68	0.00	1204.32