How to Set Up California Sick Pay inside Payroll Mate

This tutorial is for information purposes only. It is your responsibility to make sure the payroll setup is correct. Consult your accountant or tax advisor if you are unsure how a certain payroll item or your payroll in general should be set up.

Make sure you have the correct Company open inside Payroll Mate

- • Example Company - Payroll Mate (2018) Eile Edit Tools Help Order Checks and Supplies 🗄 🎎 New 😢 Edit 🔽 Delete 🧶 Pay 🔞 Check History 🔋 Pay Multiple Employees 💾 Import Employees Middle Last Name SSNumber Phone Number Address1 Employees First Name 999-99-9999 Sally 101 Main Tester Samuel Sample 111-22-3333 456 Test Sample S All Employees Stuart 123-22-3333 456 Test Tommy Tester 998-99-9999 101 Main O Active Employees O Inactive Employees 201Checks Click Employees 1 Employees Forms Reports Company 1099 & Vendor Tutorials » •
- 1. Click Employees from shortcuts menu

2. Select employee to edit

3. Click Edit



This will open the Modify Employee Wizard



5. Click Next

Modify Employee	
General Informatio	n
News	
Name:	Samuel
Address1:	456 Test
Address2:	
City:	Chicago
State:	IL -
Zip Code:	60605
Social security number:	111-22-3333
Telephone Number:	
Fax Number:	
E-mail Address:	Click Next 5
Inactive	
Memo:	
	· · · ·
	Cancel < Back Next > Finish

Modify Employee			—
Tax Setup			
E La Universita Anna			W00 #
Federal Income Tax Setup			vv-2 Options
Filing Status:	Single	•	Statutory Employee
Number of Allowances:	0	•	Retirement Plan
Pay Frequency:	Weekly (52 Pay Periods)	•	This employee receives Advance FIC payment
Additional Federal Withholding:	0.00		
Set the following Taxes to zero on th	ie check		
Federal Income 🔲 State Inc	come 📄 SS. & Med. (Emp	loyee)	SS. & Med. (Employer)
State Income Tax Setup			
State:		IL	•
Additional State Withholding:		0.00	
IL-W4 Line 1:		0	
IL-W4 Line 2:	Click Next	6 —	
	Cancel <	Back	Next > Finish

7. Click Next

Modify Employee						—
Incomes						
🔽 Regular Hourly Pay	[Per Hour]	23.0000				^
Overtime Hourly Pay	[Per Hour]	0.00				
Yearly Salary	[Per Year]	0.00				
Double-Time	[Per Hour]	0.00				
Mileage	[Per Mile]	0.00				
Piece Work	[Per Piece]	0.00				E
Fringe Benefits	[Fixed]	0.00				
Vacation Pay Hourly	[Per Hour]	0.00				
Sick Pay Hourly	[Per Hour]	0.00				
Bonus	[Variable]					
Tips Received Directly by Employee	[Variable]					
Tips Paid by Employer	[Variable]		Clic	ck Next	7	
Commission	[Variable]					-
[Cancel	< Bac	k	Next >	Finish	

Modify Employee			—
Taxes			
✓ Federal Income Tax			<u>^</u>
Social Security (Employee)			
Social Security (Employer)			
Medicare (Employee)			
Medicare (Employer)			
Fed Unemployment (Employer)			_
✓ State Income Tax			-
State Unemployment (Employer)			
🔽 Local Income Tax			
State Disability Insurance (Employee)			
State Disability Insurance (Employer)		Click Next	0
VY Disability	[Percentage]	Click Next	8
☑ Chicago City Tax	[Percentage]		-
	Cancel	< Back Next >	Finish

9. Click Next

Modify Employee		
Deductions		
401K (Employee)	[Percentage]	0.00
401K (Employer)	[Percentage]	0.00
Health Insurance	[Fixed]	0.00
🔲 Box 12 data	[Percentage]	1.500000
		Click Next 9
	-	
		Cancel < Back Next > Finish

Modify Employee		—
Direct Deposit		
Include in Direct Deposit Pro	ocess	
Banking Information		
Account Type	Checking *	
Bank Routing Number		
Account Number		
· · · · · · · · · · · · · · · · · · ·		
	Click Next 10	
	Cancel < Back Next > Finit	sh

11. Select Per Total Hours on Check

12. Enter 0.0333 for the rate (CA Employees will accrue one hour of paid sick leave for every 30 hours worked) Note: Rate may be subject to change

13. Enter Maximum Sick Hours earned if applicable

Modify Employee
Vacation / Sick Hours Settings
Select Per Total Hours on Check 11
Method of Calculating Vacation and Sick Hours: O Per Check O Per Total Hours on Check
Vacation Hours Earned Per Total Hours on Check
Maximum Vacation Hours Earned Per Year Keep blank for unlimited hours per year; fill with 0.00 for zero hours per year
Sick Hours Earned Per Total Hours on Check 0.0333 Enter 0.0333 12
Maximum Sick Hours Earned Per Year Keep blank for unlimited hours per year; fill with 0.00 for zero hours per year
Enter Maximum sick hours earned 13 Click Next 14
if applicable Cancel < Back Next > Finish

15. Click Finish

Aodify Employee	×
Finish	
Wizard completed, please click "Finish" to update this employee information.	
Click Finish	.5
Cancel C Back Next > Einiel	_
Cancel Codek IVext > Fillis	·

16. When creating a new payroll check for this employee, the earned sick hours will now populate based on the number of work hours entered

heck Details							
eneral Information		Pay Frequency:	Weekly (52 Pa	y Periods)			
mployee: Sample, Samuel			Begin Date:	April	09, 2018		ecalculate
heck #: 10 Pa	y Date: April 16, 20	018 🔍 🗸	End Date:	April	20, 2018		
come Details					Vacation / Sick Hor	urs	
Income: Rate: Regular Hourly Pay 23.0000	<u>Type: Quantity:</u> Per Hour 30.0000	Amount: YT 690.00 340	<u>D:</u>)4.00		Vac. hours earned Vac. hours used Sick hours earned Sick hours used	Amount: 0.00 0.00 1.00 0.00	YTD: 0.00 0.00 1.00 0.00
ax Details		De	duction Detail	s			
Tax: Social Security (Employee) Wedicare (Employee) Tederal Income Tax State Income Tax Scale Income Tax State Disability Insurance (Employee VP Disability Chicago City Tax Social Security (Employer) Wedicare (Employer)	Amount: YT 42.78 42. 10.01 10. 70.60 70. 34.16 34. 0.00 0.0 0.60 0.60 0.69 0.6 50.03 50. 42.78 42. 10.01 10.	D: 78 ↑ 160 160 0 0 9 03 78 01 ▼	Eauction: /	rned S	Sick hours	16	
ther Optional Details	Check	Summary					
Amount: Hours Worked 0.00	<u>YTD:</u> 118.00 <u>This (</u>	Total Incom Check: 690.00	<u>es:</u> <u>Total</u> 208.8	Taxes: 37	Total Deduction 0.00	<u>Net F</u> 481.1	'ay: 3
Veeks Worked 0.00	3.00 <u>YTD:</u>	3404.00	208.8	37	0.00	3195	.13
MEMO:							
OK	Cancel						