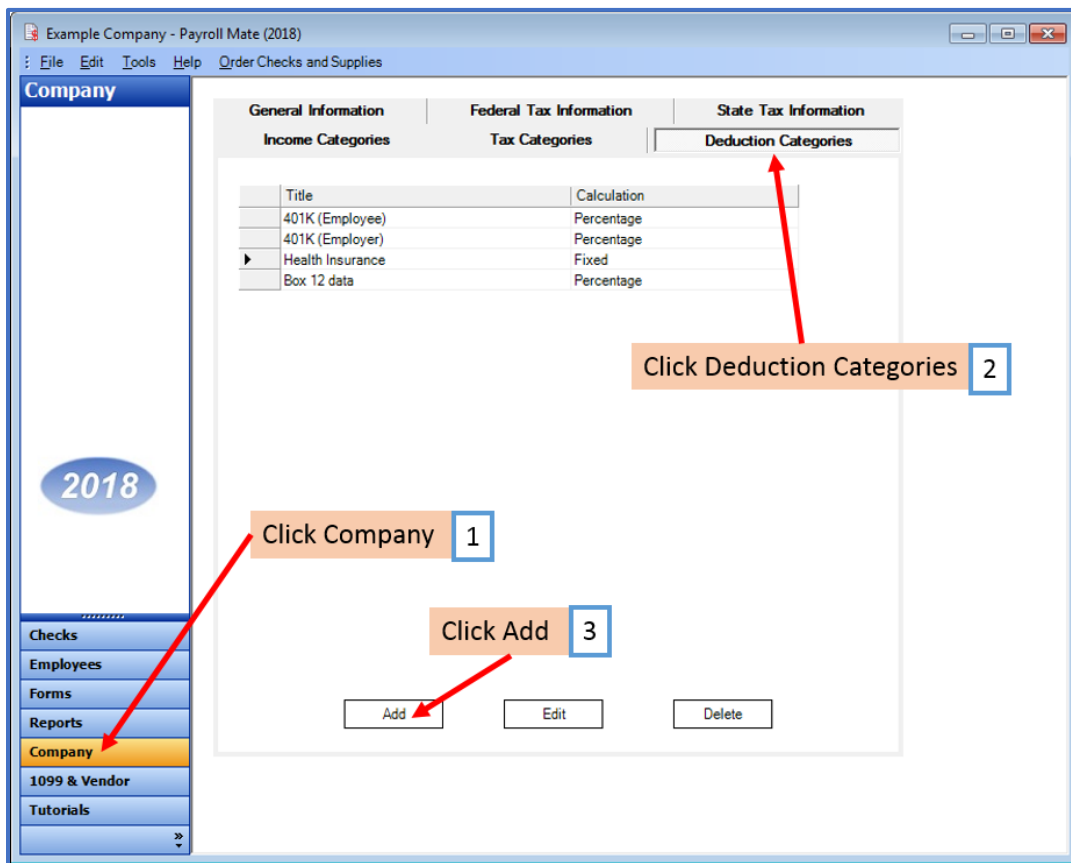


# How to Set Up Cash Advance Repayment Deduction inside Payroll Mate

This tutorial is for information purposes only. It is your responsibility to make sure the payroll setup is correct. We do not make recommendations for setting up payroll items. Consult your accountant or tax advisor if you are unsure how a certain payroll item or your payroll in general should be set up.

1. Click Company from Shortcuts
2. Click Deduction Categories
3. Click Add



4. Enter Title, Abbreviation, Select Calculation (Fixed is the general method) and Paid by

5. Enter default deduction amount (field cannot be blank) and Cutoff as applicable

Note: Payroll Mate will stop the deduction once the cutoff has been reached.

6. Checkmark the W2 Options as applicable

7. Edit Tax Exemptions as needed

Note: This tutorial assumes that the advancement repayment payroll item is NOT exempt from Federal taxes. You can't rely on this tutorial for tax advice and you will need to double check with a tax professional.

State tax laws vary. Please consult your tax professional to determine if any state taxes are affected by this payroll item and update your setup accordingly.

8. Click OK

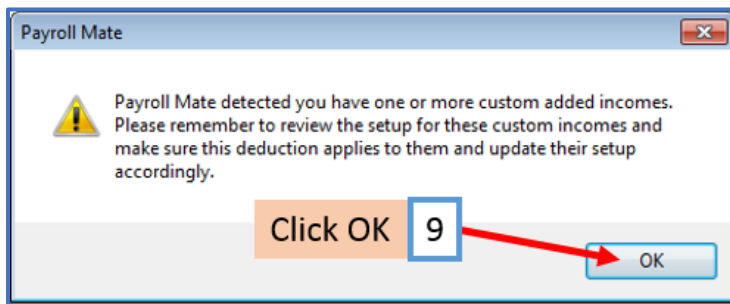
The image shows a screenshot of the 'Deduction Details' dialog box in Payroll Mate software. The dialog box contains the following fields and options:

- Title:** Cash Advance Repayment
- Abbreviation:** Cash Advance
- Calculation:** Fixed
- Paid by:** Employee
- Default Amount:** [Empty field]
- Cutoff:** [Empty field]
- Leave Blank for No Cutoff:** [Empty field]
- Inactive:**
- W-2 Options:**
  - Use on Box 10 (Dependent Care Benefits)
  - Use on Box 12
  - Use on Box 14 (Other)
- Exemptions:** [Dropdown menu]
- Buttons:** OK, Cancel

Numbered callouts (4-8) with arrows point to these specific fields and options:

- 4:** Enter Title, Abbreviation, Select Calculation and Paid by
- 5:** Enter Default amount and Cutoff as applicable
- 6:** Checkmark W2 Options as applicable
- 7:** Edit tax exemptions as needed
- 8:** Click OK

Note: If you have any custom incomes, you will receive the following notice  
9. Click OK



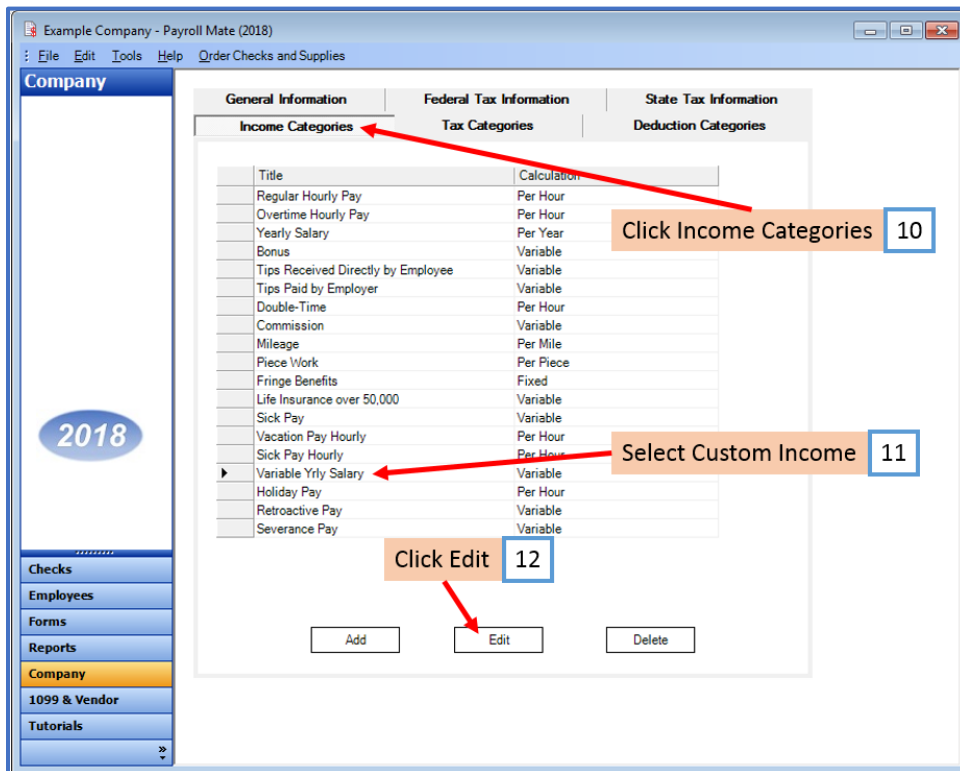
Note: If you need to update custom income categories to apply the Cash Advance Repayment deduction refer to steps 10-14. If this does not apply to you, please proceed to step 15

### To update custom income categories

10. Click Income Categories

11. Select the custom income

12. Click Edit



13. Checkmark to apply new deduction to this income

14. Click OK

You will need to repeat steps 10 through 14 for each custom income category

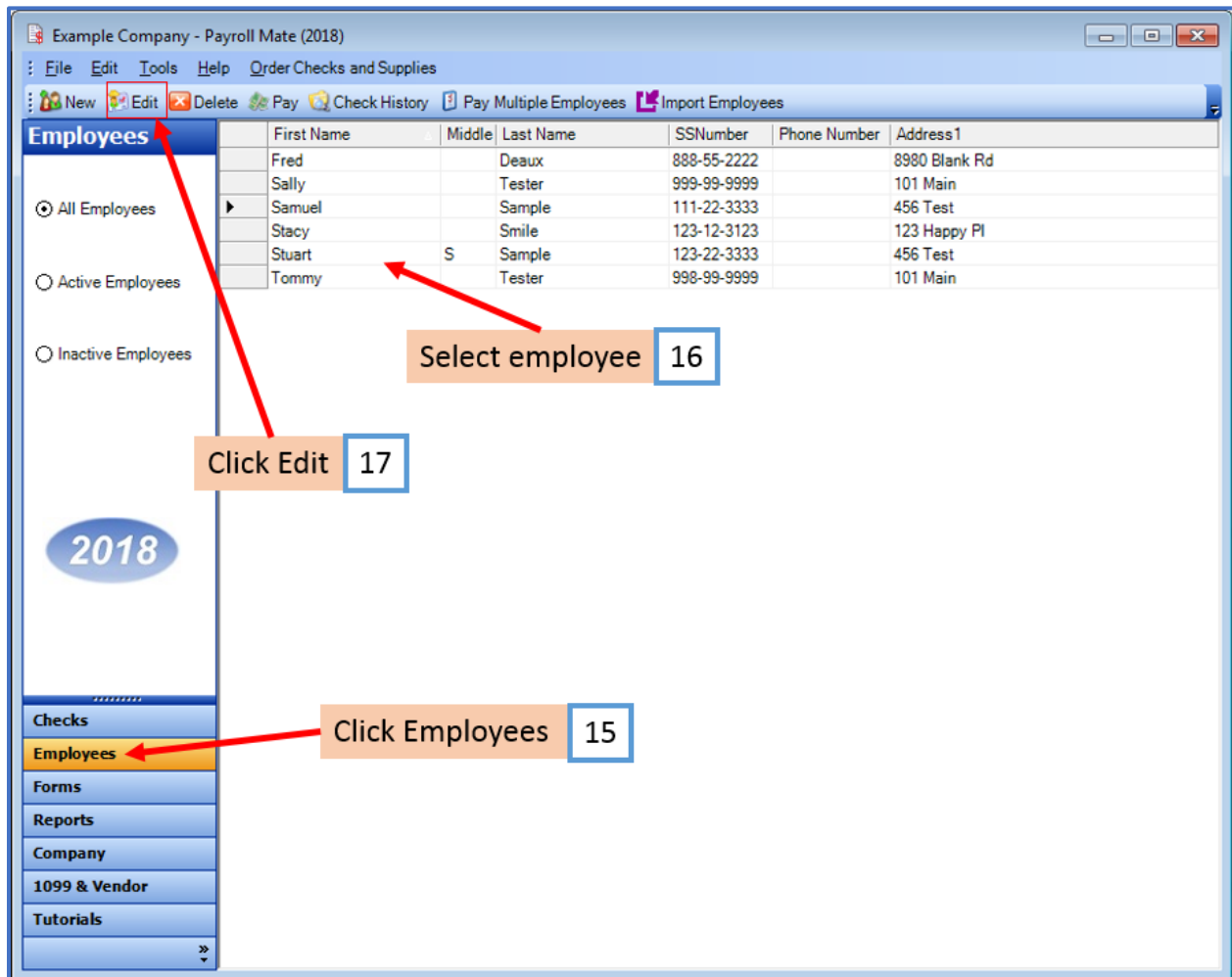
You will apply the Cash Advance Repayment deduction to each employee as needed

### To update employees to apply the Cash Advance Repayment Deduction

15. Click Employees from Shortcuts

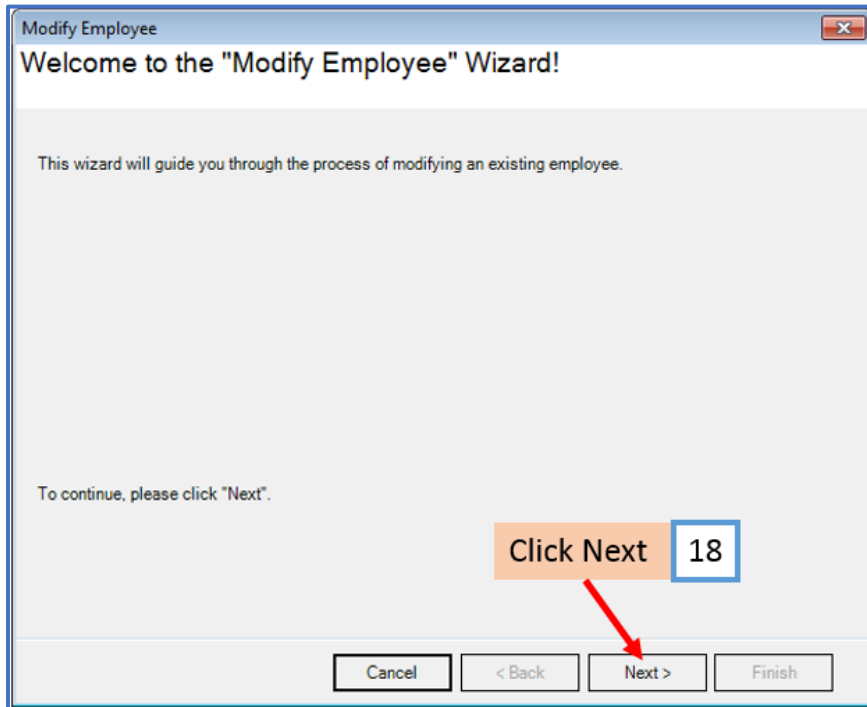
16. Select an employee from the list of employee's names

17. Click Edit

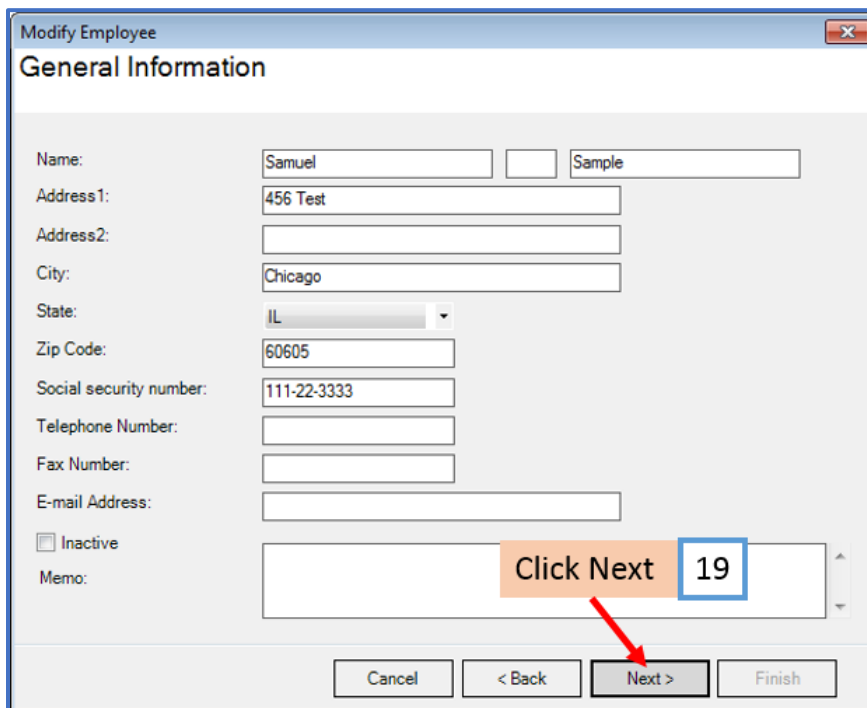


The Modify Employee Wizard will appear on the screen

18. Click Next



19. Click Next



20. Click Next

Modify Employee

### Tax Setup

Federal Income Tax Setup

Filing Status: Single

Number of Allowances: 0

Pay Frequency: Weekly (52 Pay Periods)

Additional Federal Withholding: 0.00

W-2 Options

Statutory Employee

Retirement Plan

This employee receives Advance EIC payment

Set the following Taxes to zero on the check

Federal Income  State Income  SS. & Med. (Employee)  SS. & Med. (Employer)

State Income Tax Setup

State: IL

Additional State Withholding: 0.00

IL-W4 Line 1: 0

IL-W4 Line 2: 0

Click Next 20

Cancel < Back Next > Finish

21. 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

Fringe Benefits [Fixed] 0.00

Vacation Pay Hourly [Per Hour] 0.00

Sick Pay Hourly [Per Hour] 0.00

Holiday Pay [Per Hour] 0.00

Bonus [Variable]

Tips Received Directly by Employee [Variable]

Tips Paid by Employer [Variable]

Click Next 21

Cancel < Back Next > Finish

22. Click Next

Modify Employee

### Taxes

- Federal Income Tax
- 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)
- NY Disability [Percentage]
- Chicago City Tax [Percentage]

Click Next 22

Cancel < Back Next > Finish

23. Checkmark to select Cash Advance Repayment and enter amount for each paycheck

24. Click Next

Modify Employee

### Deductions

<input type="checkbox"/> 401K (Employee)	[Percentage]	2.000000
<input type="checkbox"/> 401K (Employer)	[Percentage]	1.000000
<input type="checkbox"/> Health Insurance	[Fixed]	0.00
<input type="checkbox"/> Box 12 data	[Percentage]	1.500000
<input type="checkbox"/> Dependent Care FSA	[Fixed]	20.000000
<input type="checkbox"/> Medical FSA	[Fixed]	25.000000
<input type="checkbox"/> Health Saving Acct HSA	[Fixed]	20.000000
<input type="checkbox"/> Cafeteria Plan	[Fixed]	25.000000
<input type="checkbox"/> 403B (Employee)	[Percentage]	1.000000
<input type="checkbox"/> 403B (Employer)	[Percentage]	0.500000
<input type="checkbox"/> Simple IRA (Employee)	[Percentage]	3.000000
<input type="checkbox"/> Simple IRA (Employer)	[Percentage]	3.000000
<input checked="" type="checkbox"/> Cash Advance Repayment	[Fixed]	0.000000

Checkmark Cash Advance Repayment and enter amount 23

Click Next 24

Cancel < Back Next > Finish



25. Click Next

Modify Employee

### Direct Deposit

Include in Direct Deposit Process

Banking Information

Account Type:

Bank Routing Number:

Account Number:

Click Next 25

Cancel < Back Next > Finish

26. Click Next

Modify Employee

### Vacation / Sick Hours Settings

Method of Calculating Vacation and Sick Hours:

Per Check

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:

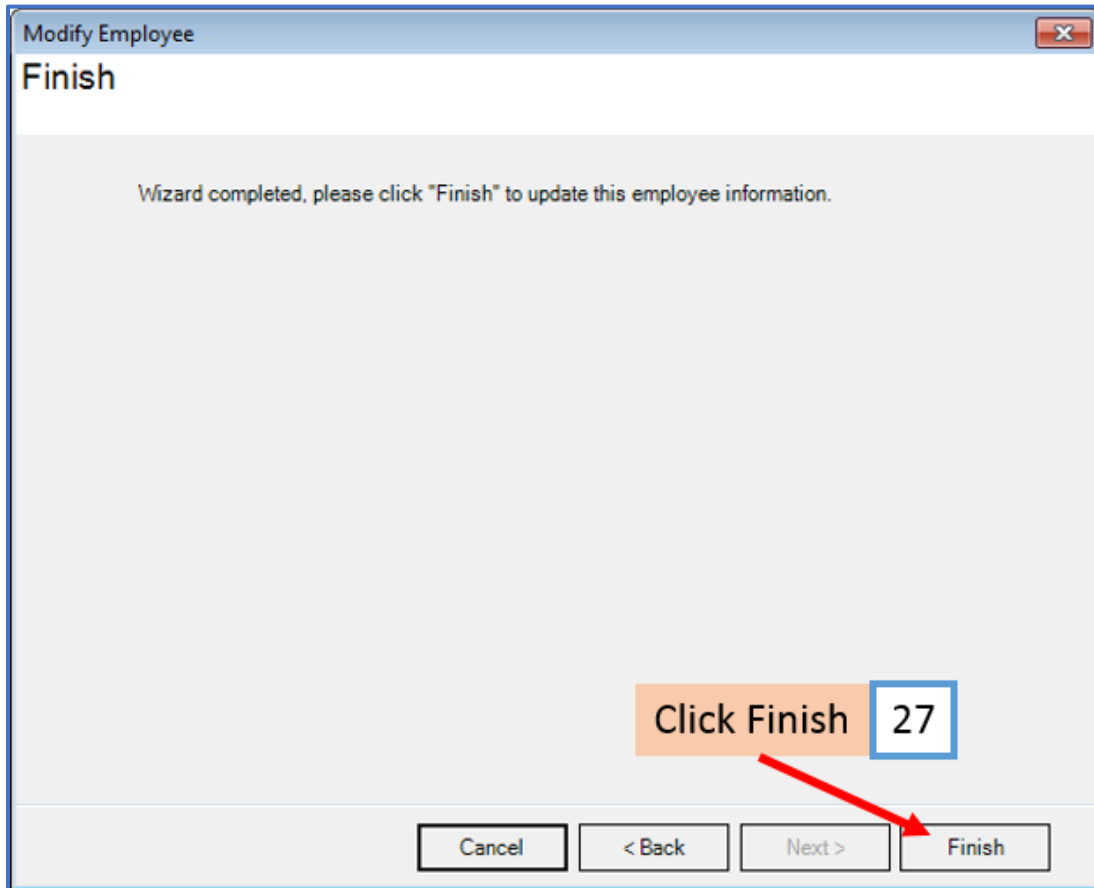
Maximum Sick Hours Earned Per Year:  Keep blank for unlimited hours per year; fill with 0.00 for zero hours per year

Click Next 26

Cancel < Back Next > Finish

27. Click Finish

Note: Your information will not be saved if you do not click Finish



Repeat steps 15-27 for each applicable employee

28. When creating a new payroll check for the employee the cash advance repayment deduction category will be visible

Check Details

General Information Pay Frequency: Weekly (52 Pay Periods)

Employee: Sample, Samuel Begin Date: May 17, 2018 Recalculate

Check #: 10 Pay Date: May 17, 2018 End Date: May 17, 2018

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:	Vacation / Sick Hours	
Regular Hourly Pay	23.0000	Per Hour	40.0000	920.00	3634.00	Vac. hours earned	0.00
						Vac. hours used	0.00
						Sick hours earned	1.00
						Sick hours used	0.00

Tax Details

Tax:	Amount:	YTD:
Social Security (Employee)	57.04	57.04
Medicare (Employee)	13.34	13.34
Federal Income Tax	108.66	108.66
State Income Tax	45.54	45.54
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
NY Disability	0.60	0.60
Chicago City Tax	0.92	0.92
Cook County Tax	66.70	66.70
WA LI Employee	2.27	2.27
Social Security (Employer)	57.04	57.04

Deduction Details

Deduction:	Amount:	YTD:
Cash Advance Repayment	50.00	50.00

Other Optional Details

Other Optional Details	Amount:	YTD:	Check Summary				
Hours Worked	0.00	118.00	<u>This Check:</u>	<u>Total Incomes:</u>	<u>Total Taxes:</u>	<u>Total Deductions:</u>	<u>Net Pay:</u>
Weeks Worked	0.00	3.00	<u>YTD:</u>	920.00	295.07	50.00	574.93
				3634.00	295.07	50.00	3288.93

MEMO:

OK Cancel

**Deduction 28**