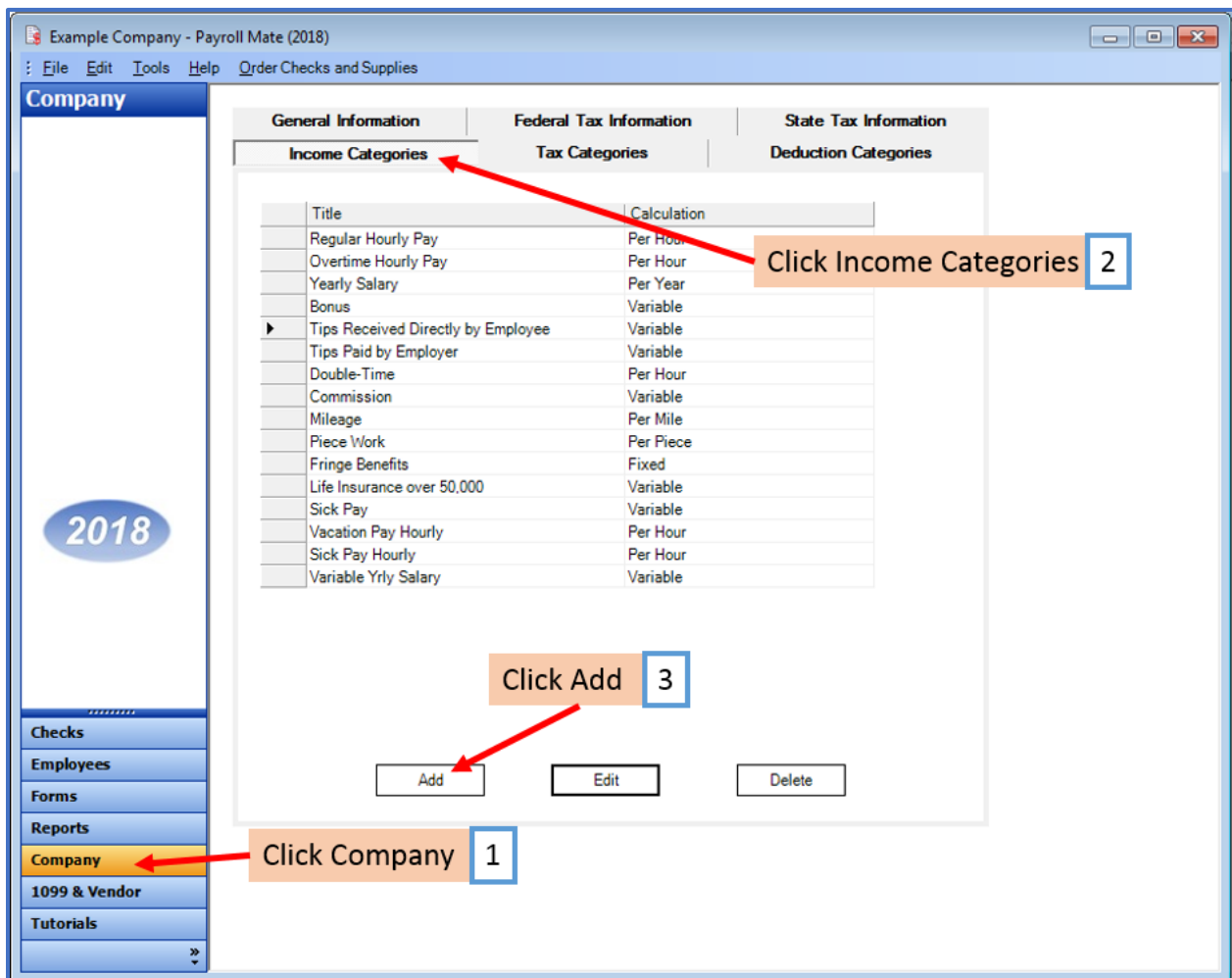


# How to Set Up Holiday Pay inside Payroll Mate

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.

Holiday pay income is generally handled the same as regular wages

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



4. Enter Title
5. Select Pay Type from drop-down menu
6. Edit Taxes or Deductions applied as needed
7. Click OK

The screenshot shows the 'Income Details' dialog box with the following fields and options:

- Title:** Holiday Pay (Callout 4: Enter Title)
- Abbreviation:** Holiday Pay
- Type:** Per Hour (Callout 5: Select Pay Type)
- W-2 Box 12 Code:** (empty)
- W-2 Box 14 Abbreviation:** (empty)
- Reported tips (include in "Social security tips" on form W-2)
- Omit from Net Pay
- Inactive

**Taxes Applied:**

- Federal Income Tax
- Social Security (Employee)
- Social Security (Employer)
- Medicare (Employee)
- Medicare (Employer)
- Fed Unemployment (Employee)
- State Income Tax
- State Unemployment (Employee)

**Deductions Applied:**

- 401K (Employee)
- 401K (Employer)
- Health Insurance
- Box 12 data

Callout 6: Edit Taxes or Deductions as needed (points to the Taxes and Deductions sections)

Callout 7: Click OK (points to the OK button)

New Holiday Pay income category is now in the list of Income Categories

The screenshot shows the 'Example Company - Payroll Mate (2018)' interface. On the left is a navigation sidebar with 'Company' selected. The main area displays a table of income categories under the 'Income Categories' tab. A red arrow points to the 'Holiday Pay' entry at the bottom of the list, which is highlighted in orange. A text box next to the arrow states: 'Holiday Pay income category is now in list'. Below the table are 'Add', 'Edit', and 'Delete' buttons.

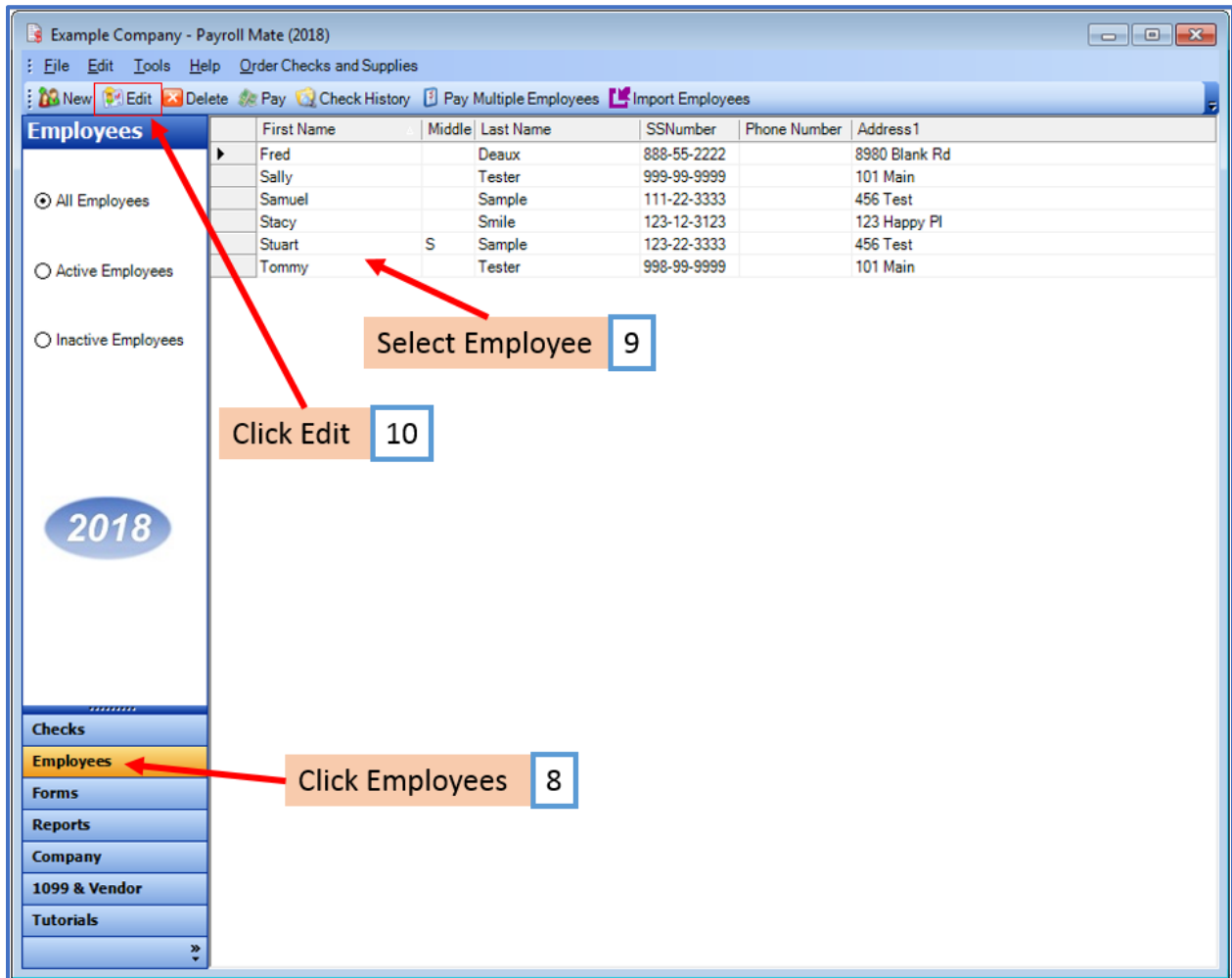
Title	Calculation
Regular Hourly Pay	Per Hour
Overtime Hourly Pay	Per Hour
Yearly Salary	Per Year
Bonus	Variable
▶ Tips Received Directly by Employee	Variable
Tips Paid by Employer	Variable
Double-Time	Per Hour
Commission	Variable
Mileage	Per Mile
Piece Work	Per Piece
Fringe Benefits	Fixed
Life Insurance over 50,000	Variable
Sick Pay	Variable
Vacation Pay Hourly	Per Hour
Sick Pay Hourly	Per Hour
Variable Yrly Salary	Variable
Holiday Pay	Per Hour

You will need to apply the holiday pay income to each employee as needed

8. Click Employees from Shortcuts

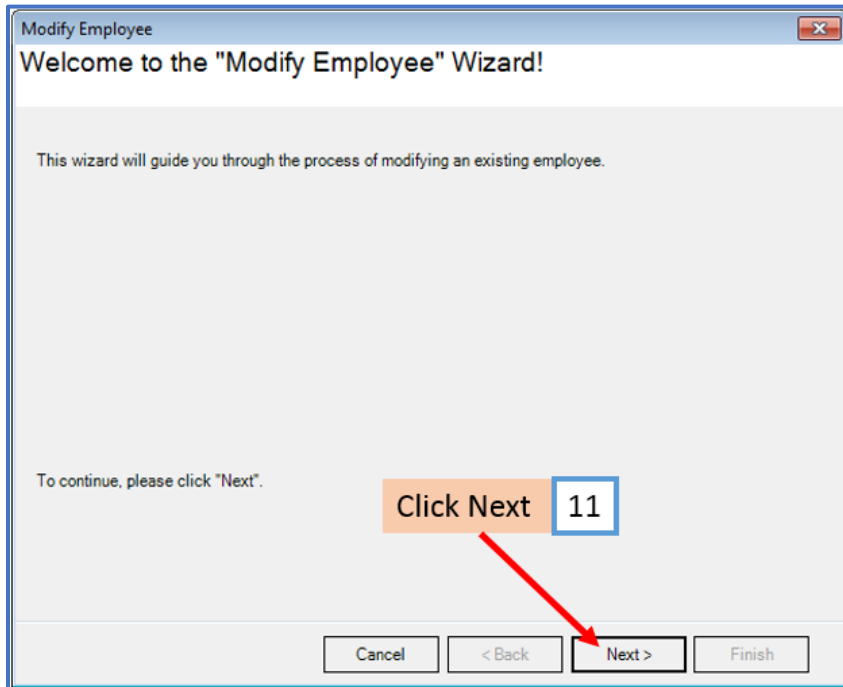
9. Select an employee from the list of employee's names

10. Click Edit

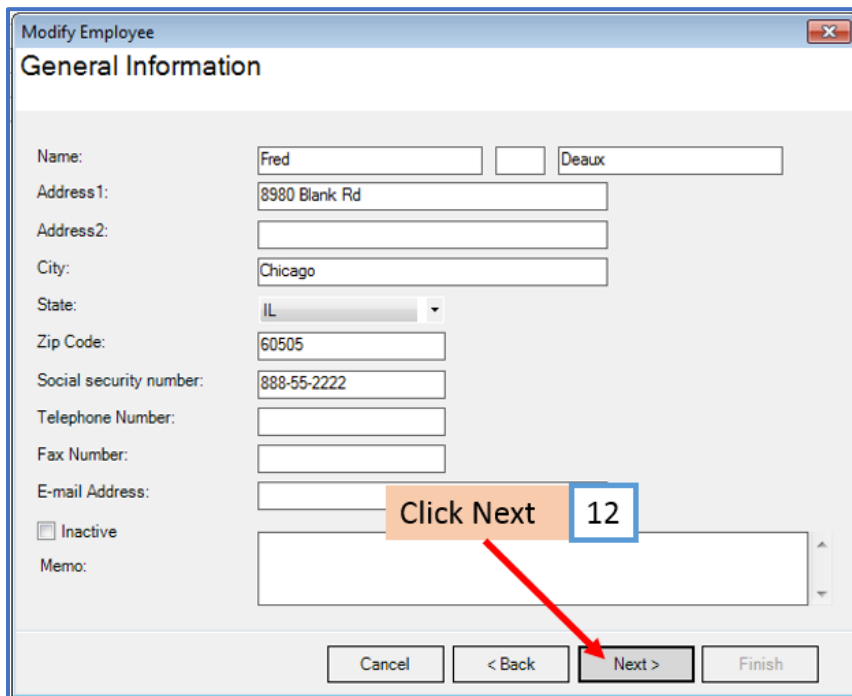


The Modify Employee Wizard will appear on the screen

11. Click Next



12. Click Next



13. Click Next

Modify Employee

### Tax Setup

**Federal Income Tax Setup**

Filing Status:

Number of Allowances:

Pay Frequency:

Additional Federal Withholding:

**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:

Additional State Withholding:

IL-W4 Line 1:

IL-W4 Line 2:

Click Next 13

Cancel < Back Next > Finish

14. Checkmark to select holiday pay income and enter pay rate as applicable

15. Click Next

Modify Employee

### Incomes

<input type="checkbox"/> Overtime Hourly Pay	[Per Hour]	<input type="text" value="0.00"/>
<input checked="" type="checkbox"/> Yearly Salary	[Per Year]	<input type="text" value="30000.0000"/>
<input type="checkbox"/> Double-Time	[Per Hour]	<input type="text" value="0.00"/>
<input type="checkbox"/> Mileage	[Per Mile]	<input type="text" value="0.00"/>
<input type="checkbox"/> Piece Work	[Per Piece]	<input type="text" value="0.00"/>
<input type="checkbox"/> Fringe Benefits	[Fixed]	<input type="text" value="0.00"/>
<input type="checkbox"/> Vacation Pay Hourly	[Per Hour]	<input type="text" value="0.00"/>
<input type="checkbox"/> Sick Pay Hourly	[Per Hour]	<input type="text" value="0.00"/>
<input checked="" type="checkbox"/> Holiday Pay	[Per Hour]	<input type="text" value="20.00"/>
<input type="checkbox"/> Bonus	[Variable]	
<input checked="" type="checkbox"/> Tips Received Directly by Employee	[Variable]	
<input checked="" type="checkbox"/> Tips Paid by Employer	[Variable]	
<input type="checkbox"/> Commission	[Variable]	
<input type="checkbox"/> Life Insurance over 50,000	[Variable]	

Checkmark to select holiday pay income and enter rate 14

Click Next 15

Cancel < Back Next > Finish

16. 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 16

Cancel < Back Next > Finish

17. Click Next

Modify Employee

### Deductions

- 401K (Employee) [Percentage] 4.000000
- 401K (Employer) [Percentage] 2.000000
- Health Insurance [Fixed] 25.000000
- Box 12 data [Percentage] 1.500000

Click Next 17

Cancel < Back Next > Finish

18. Click Next

Modify Employee

### Direct Deposit

Include in Direct Deposit Process

Banking Information

Account Type:

Bank Routing Number:

Account Number:

Click Next 18

Cancel < Back Next > Finish

19. 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 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 Check:

Maximum Sick Hours Earned Per Year:  limited hours per year; fill hours per year

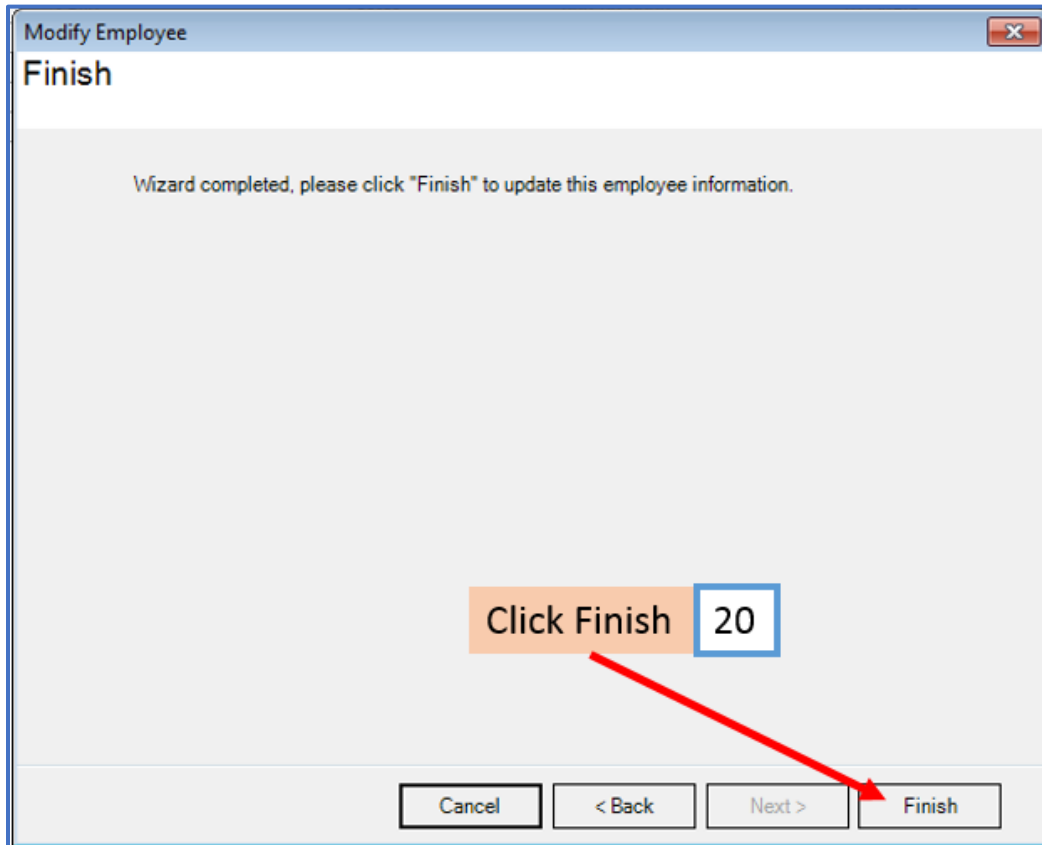
Click Next 19

Cancel < Back Next > Finish



20. Click Finish

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



Repeat steps 8-20 for each applicable employee

21. When creating a new payroll check for the employee the new income category will be visible

Check Details

General Information Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Deaux, Fred Begin Date: April 15, 2018 Recalculate

Check #: 10 Pay Date: April 16, 2018 End Date: March 15, 2018

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:	Vacation / Sick Hours	
Regular Hourly Pay	20.0000	Per Hour	0.0000	0.00	0.00	Vac. hours earned	0.00 0.00
Tips Received Directly by Employee	0.0000	Variable	N/A	0.00	0.00	Vac. hours used	0.00 0.00
Tips Paid by Employer	0.0000	Variable	N/A	0.00	0.00	Sick hours earned	0.00 0.00
Yearly Salary	30000.0000	Per Year	N/A	1250.00	1250.00	Sick hours used	0.00 0.00
Holiday Pay	20.0000	Per Hour	0.0000	0.00	0.00		

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	117.56	117.56
Social Security (Employee)	77.50	77.50
Medicare (Employee)	18.13	18.13
State Income Tax	59.40	59.40
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
NY Disability	0.60	0.60
Chicago City Tax	1.25	1.25
Cook County Tax	90.63	90.63
Social Security (Employer)	77.50	77.50
Medicare (Employer)	18.13	18.13

Deduction Details

Deduction:	Amount:	YTD:
401K (Employee)	50.00	50.00
Health Insurance	25.00	25.00
Box 12 data	18.75	18.75
401K (Employer)	25.00	25.00

Other Optional Details

Check Summary

	Amount:	YTD:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	.00	This Check: 1250.00	365.07	93.75	791.18
Weeks Worked	0.00	.00	YTD: 1250.00	365.07	93.75	791.18

MEMO:

OK Cancel

**Holiday Pay Income Category** 21