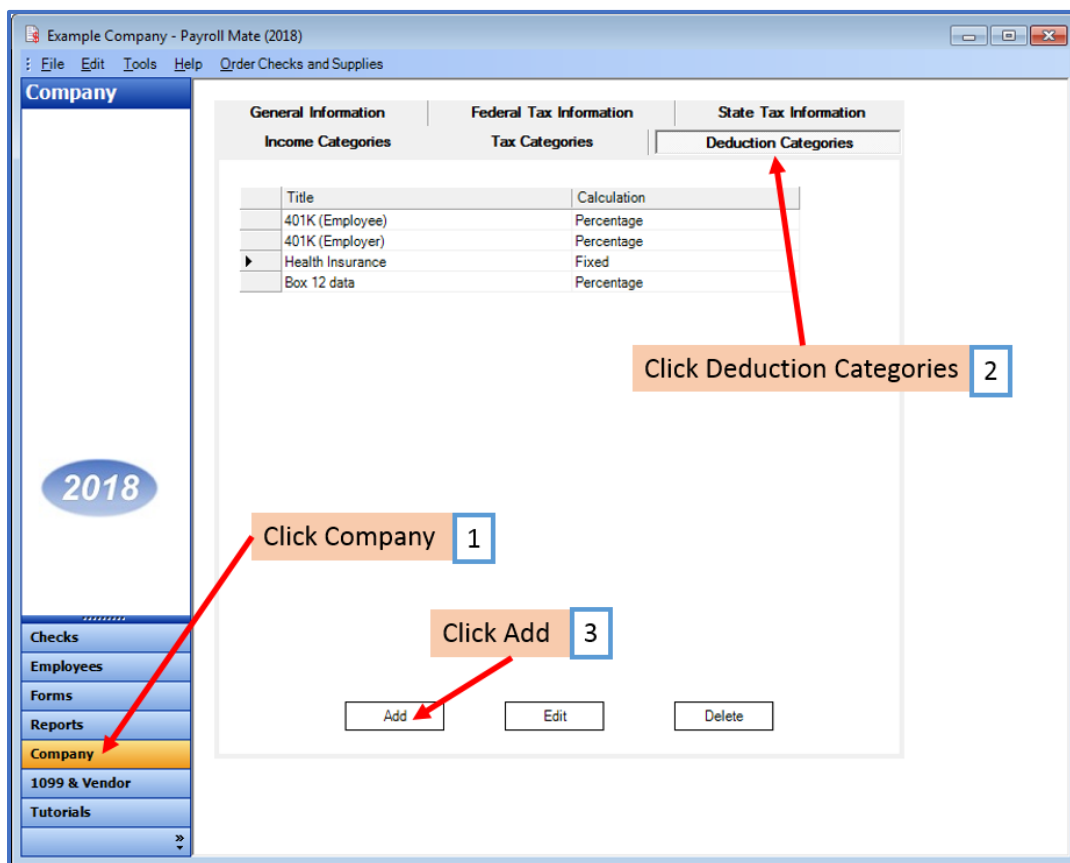


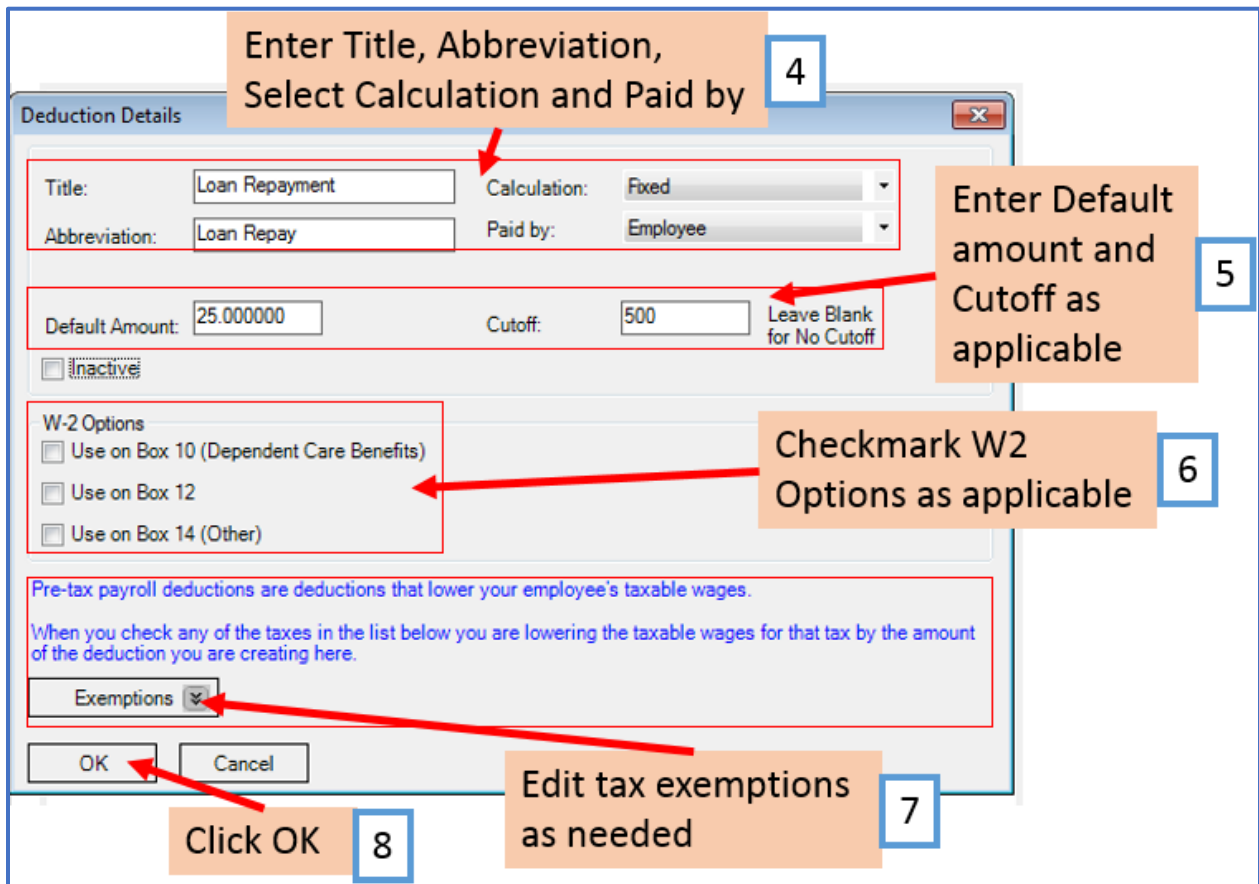
# How to Set Up Loan Repayment Deduction inside Payroll Mate

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.

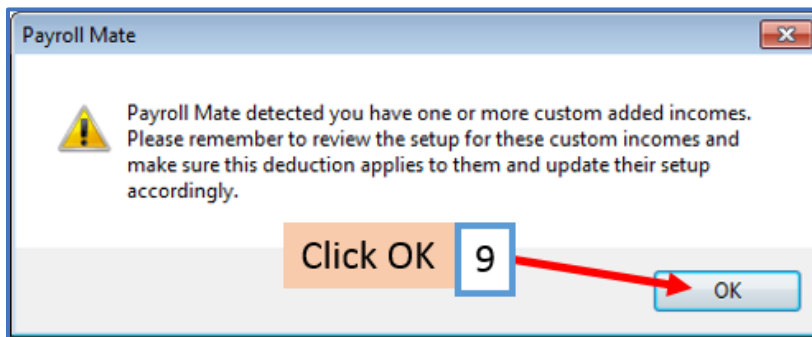
1. Click Company from Shortcuts
2. Click Deduction Categories
3. Click Add



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
8. Click OK



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



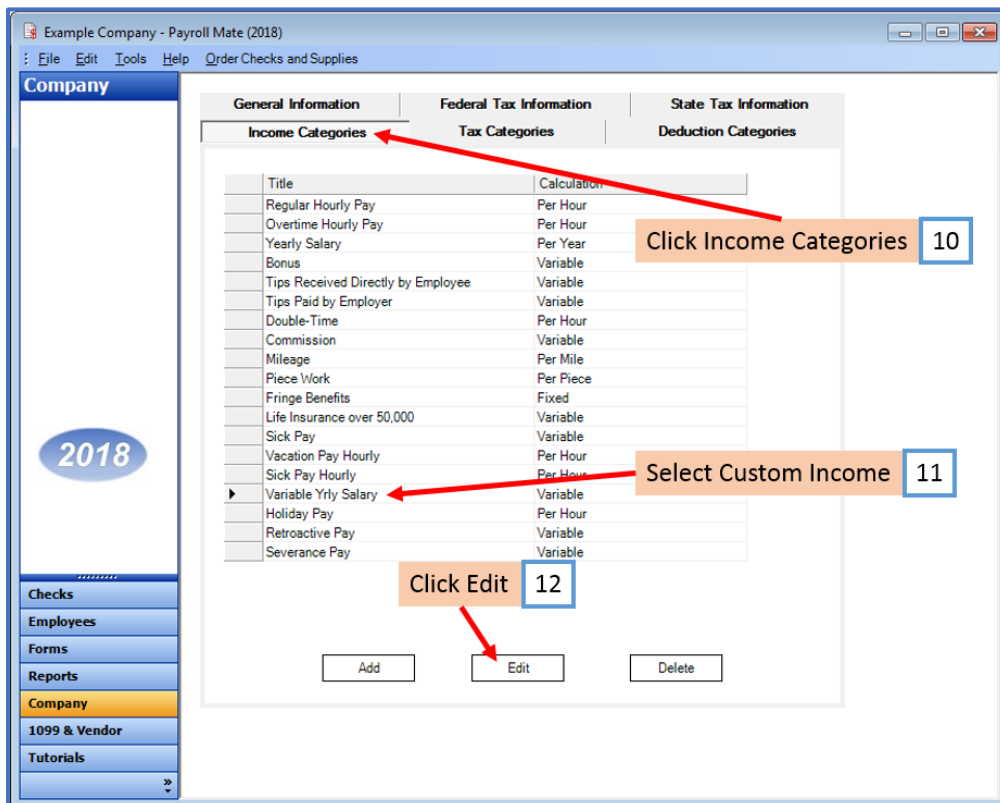
Note: If you need to update custom income categories to apply the Loan Repayment deduction refer to steps 10-14. If this does not apply to you, please proceed to step 15

### To update custom income categories

10. Click Income Categories

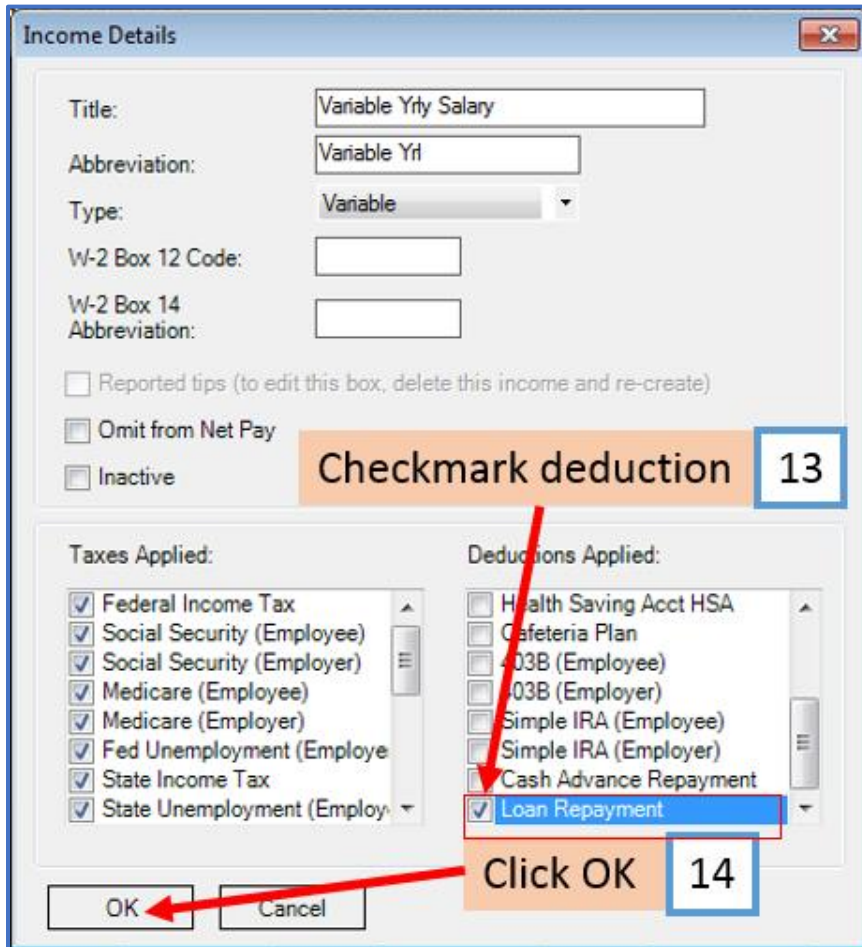
11. Select the custom income

12. Click Edit



13. Checkmark to apply new deduction to this income

14. Click OK

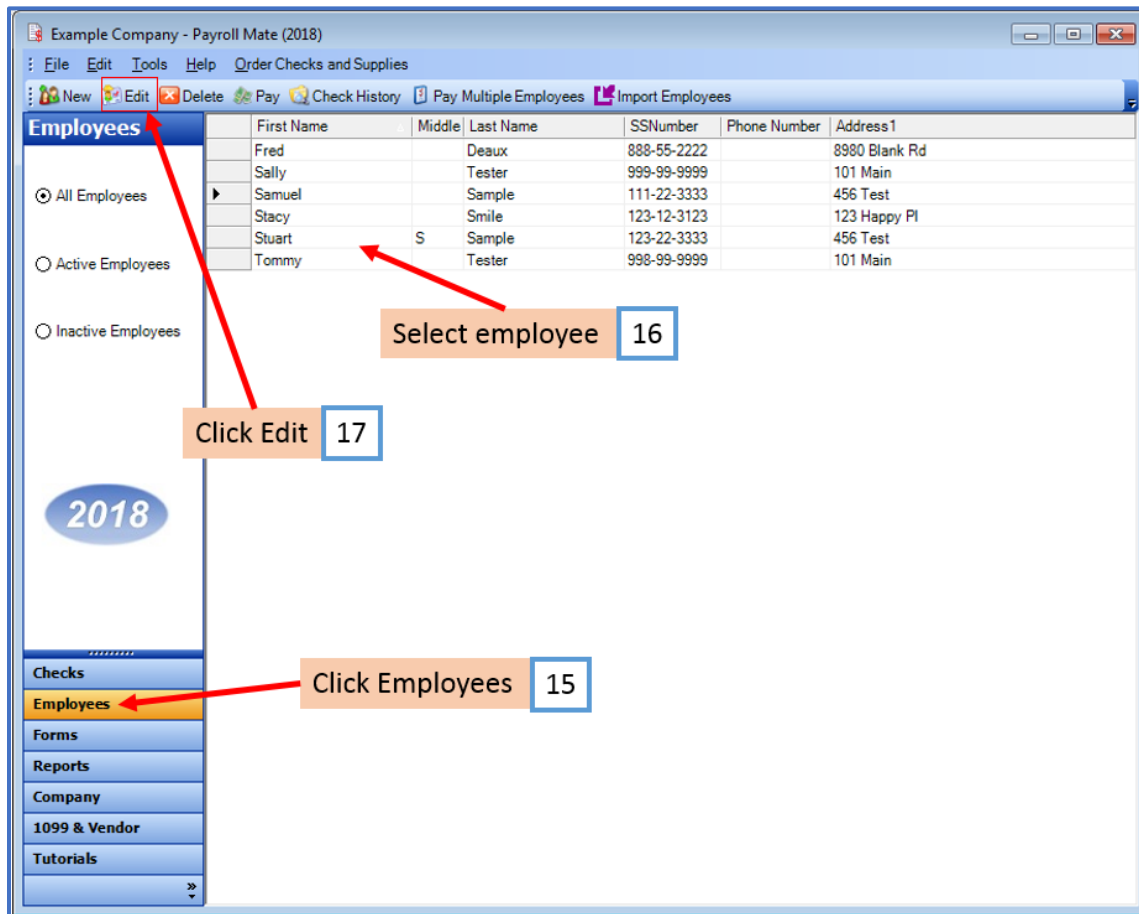


You will need to repeat steps 10 through 14 for each custom income category

You will apply the Loan Repayment deduction to each employee as needed

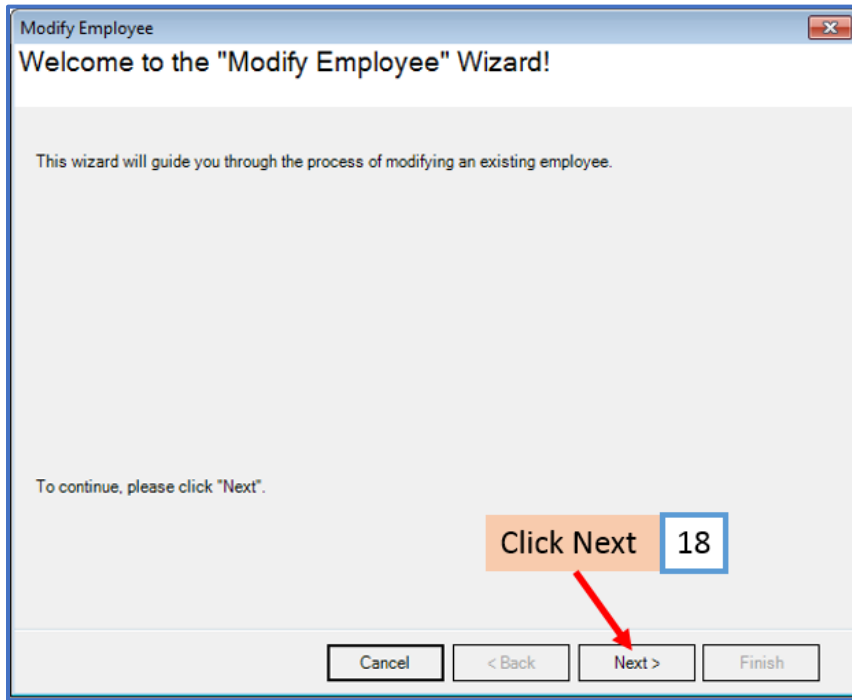
### To update employees to apply the Loan Repayment Deduction

15. Click Employees from Shortcuts
16. Select an employee from the list of employee's names
17. Click Edit

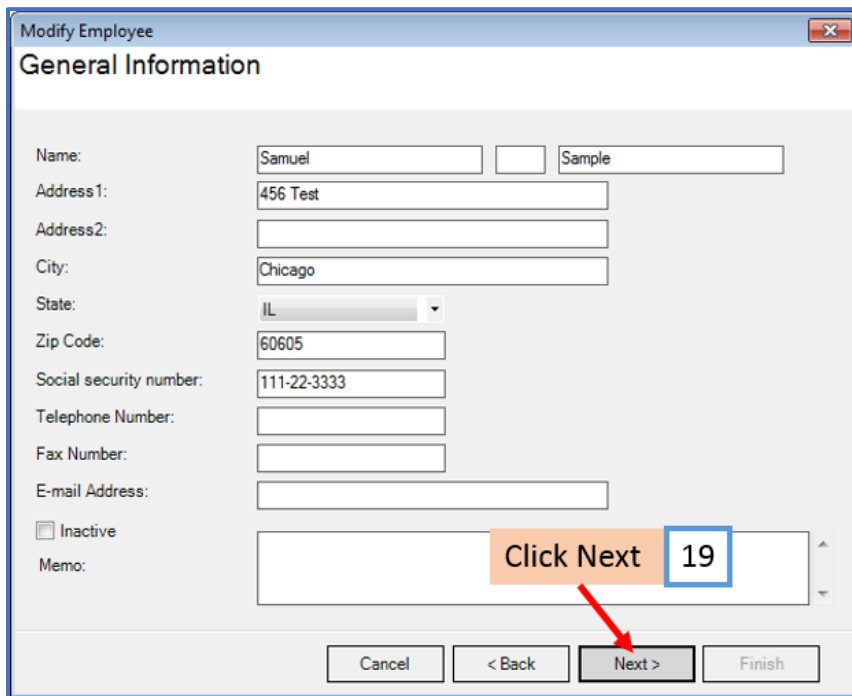


The Modify Employee Wizard will appear on the screen

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

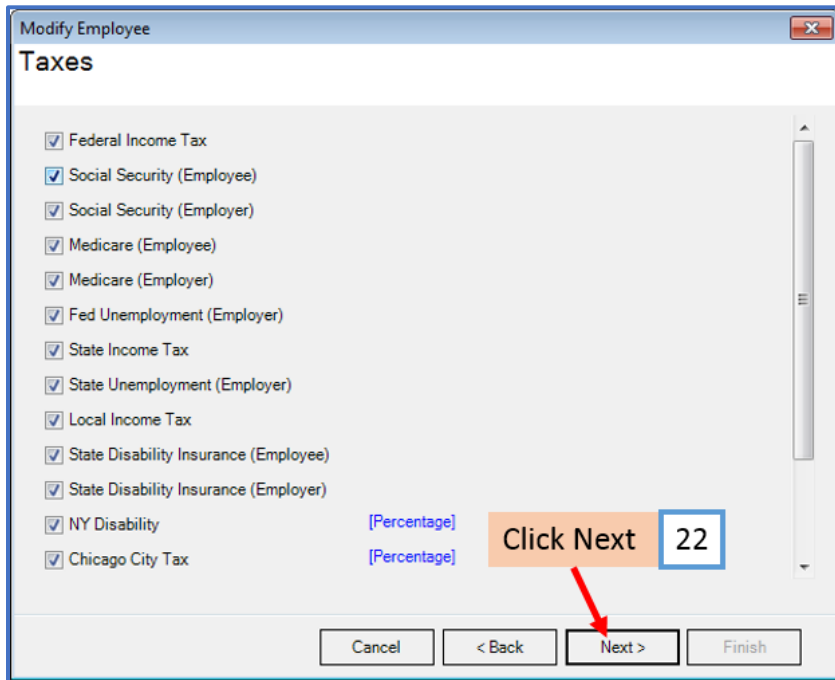
### Incomes

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

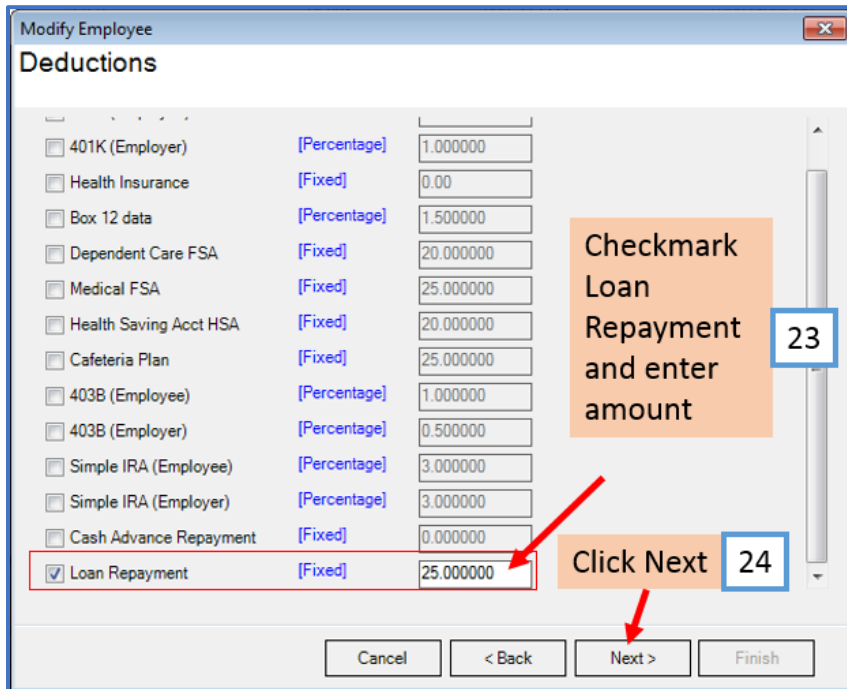
Cancel < Back Next > Finish

22. Click Next



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

24. Click Next





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:

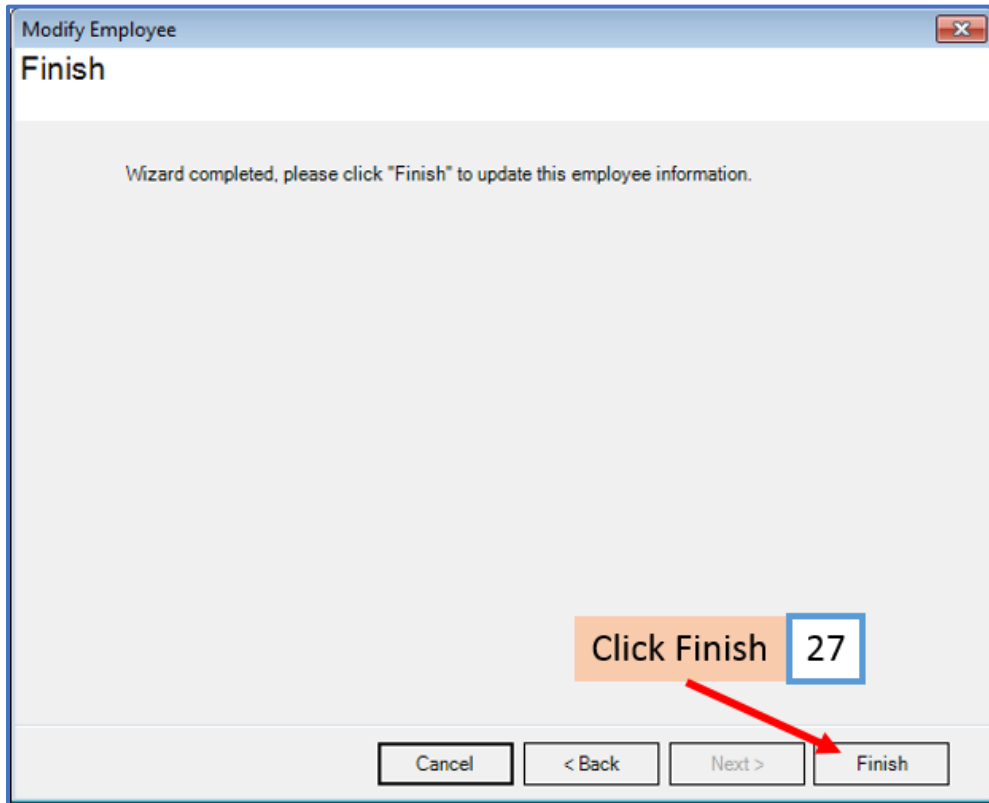
Maximum Sick Hours Earned Per Year:  Keep blank for unlimited hours per year; fill with 0.00 for zero hours per year

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 loan repayment deduction category will be visible

Check Details

General Information Pay Frequency: Weekly (52 Pay Periods)

Employee: Sample, Samuel Begin Date: May 24, 2018

Check #: 10 Pay Date: May 24, 2018 End Date: May 24, 2018

Recalculate

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

Tax Details			Deduction Details		
Tax:	Amount:	YTD:	Deduction:	Amount:	YTD:
Social Security (Employee)	57.04	57.04	Loan Repayment	25.00	25.00
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 28

Other Optional Details			Check Summary			
	Amount:	YTD:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	118.00	This Check: 920.00	295.07	25.00	599.93
Weeks Worked	0.00	3.00	YTD: 3634.00	295.07	25.00	3313.93

MEMO:

OK Cancel