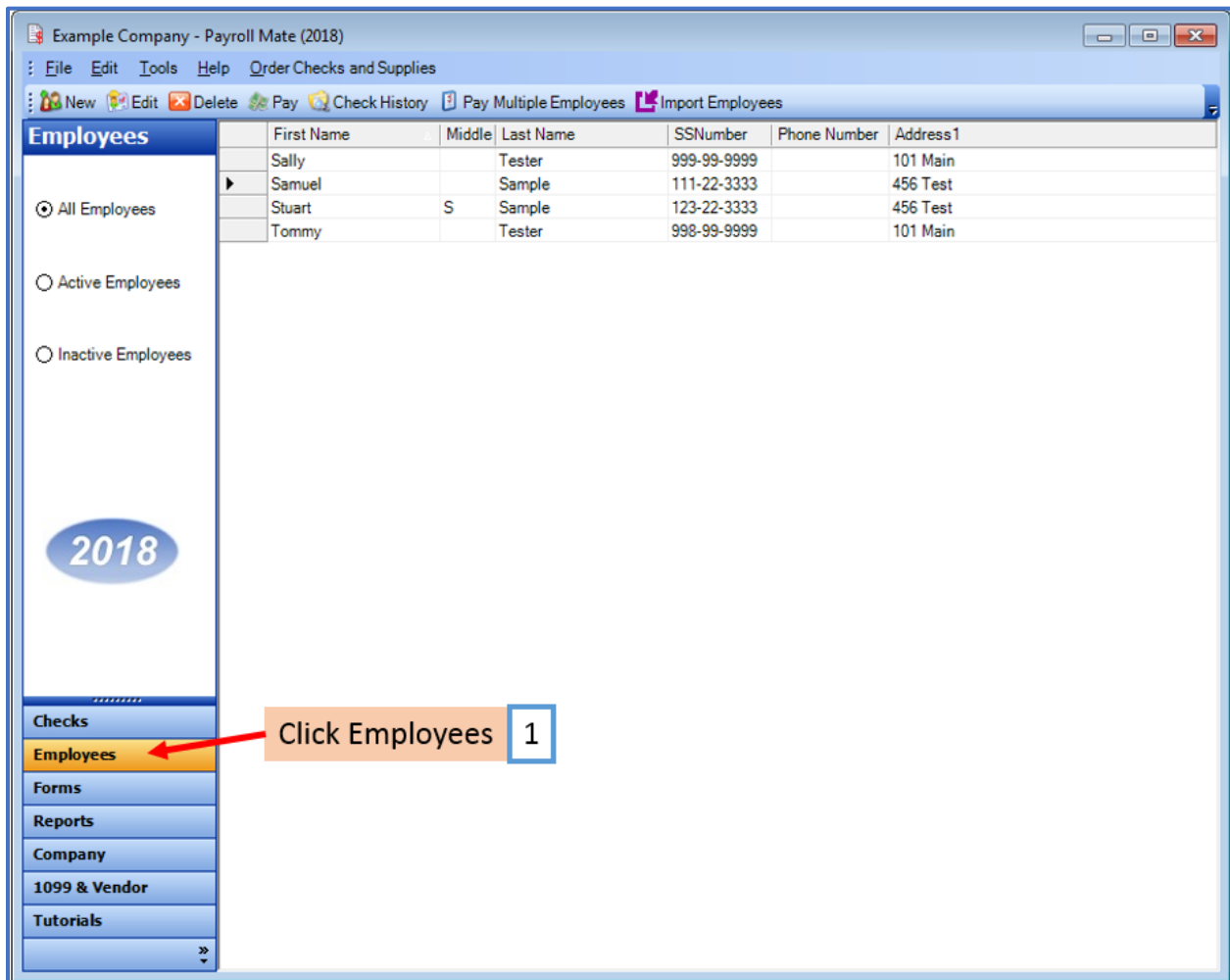


How to Set Up Washington Sick Pay inside Payroll Mate

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.

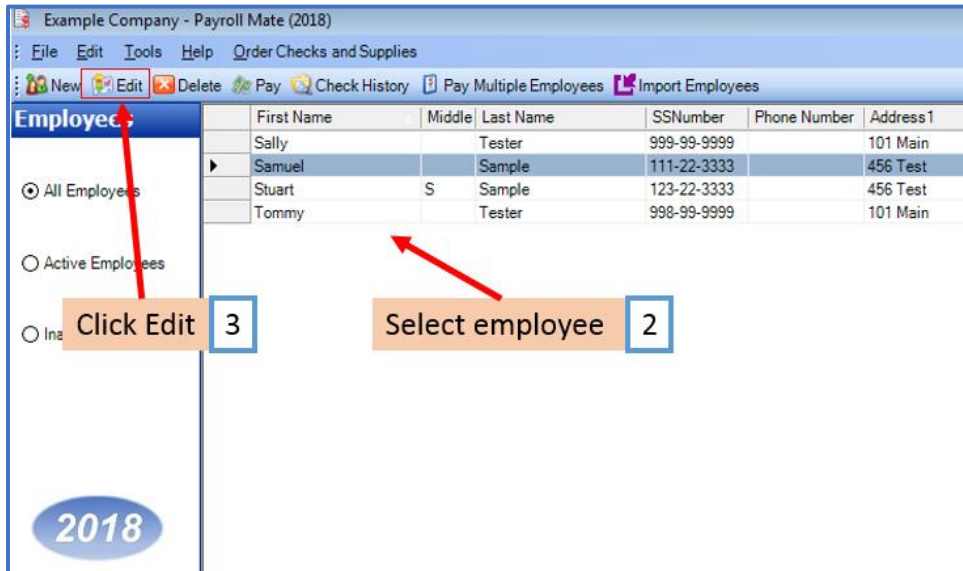
Make sure you have the correct Company open inside Payroll Mate

1. Click Employees from shortcuts menu



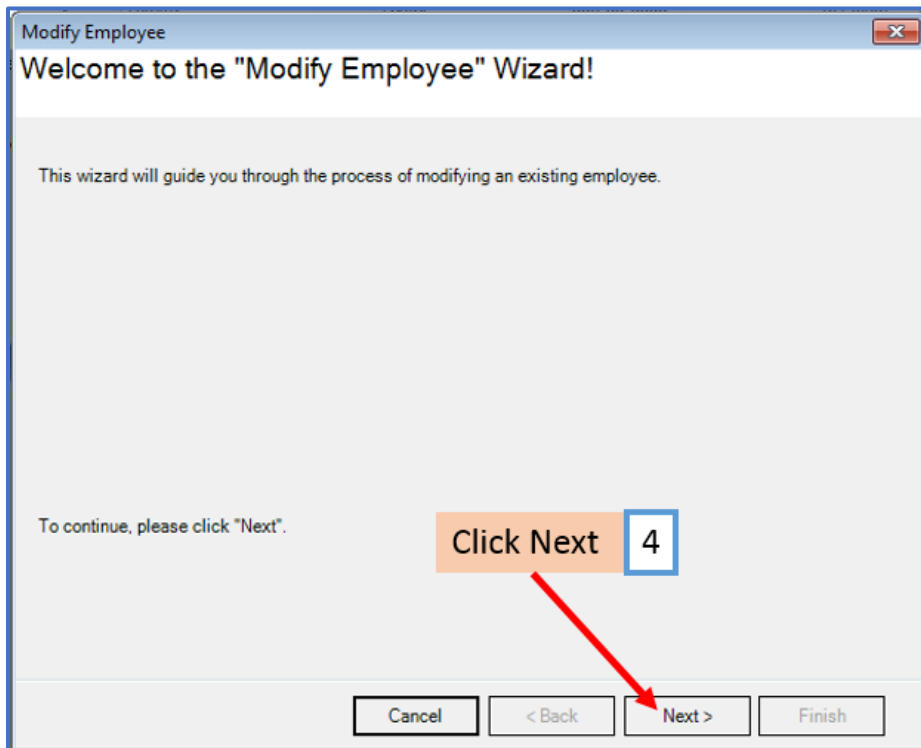
2. Select employee to edit

3. Click Edit



This will open the Modify Employee Wizard

4. Click Next



5. Click Next

Modify Employee

General Information

Name: Samuel [] Sample

Address1: 456 Test

Address2: []

City: Chicago

State: IL

Zip Code: 60605

Social security number: 111-22-3333

Telephone Number: []

Fax Number: []

E-mail Address: []

Inactive

Memo: []

Click Next 5

Cancel < Back Next > Finish

6. 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: []

Click Next 6

Cancel < Back Next > Finish

7. Click Next

Modify Employee

Incomes

<input checked="" type="checkbox"/> Regular Hourly Pay	[Per Hour]	23.0000
<input type="checkbox"/> Overtime Hourly Pay	[Per Hour]	0.00
<input type="checkbox"/> Yearly Salary	[Per Year]	0.00
<input type="checkbox"/> Double-Time	[Per Hour]	0.00
<input type="checkbox"/> Mileage	[Per Mile]	0.00
<input type="checkbox"/> Piece Work	[Per Piece]	0.00
<input type="checkbox"/> Fringe Benefits	[Fixed]	0.00
<input type="checkbox"/> Vacation Pay Hourly	[Per Hour]	0.00
<input type="checkbox"/> Sick Pay Hourly	[Per Hour]	0.00
<input type="checkbox"/> Bonus	[Variable]	
<input type="checkbox"/> Tips Received Directly by Employee	[Variable]	
<input type="checkbox"/> Tips Paid by Employer	[Variable]	
<input type="checkbox"/> Commission	[Variable]	

Click Next 7

Cancel < Back Next > Finish

8. Click Next

Modify Employee

Taxes

<input checked="" type="checkbox"/> Federal Income Tax	
<input checked="" type="checkbox"/> Social Security (Employee)	
<input checked="" type="checkbox"/> Social Security (Employer)	
<input checked="" type="checkbox"/> Medicare (Employee)	
<input checked="" type="checkbox"/> Medicare (Employer)	
<input checked="" type="checkbox"/> Fed Unemployment (Employer)	
<input checked="" type="checkbox"/> State Income Tax	
<input checked="" type="checkbox"/> State Unemployment (Employer)	
<input checked="" type="checkbox"/> Local Income Tax	
<input checked="" type="checkbox"/> State Disability Insurance (Employee)	
<input checked="" type="checkbox"/> State Disability Insurance (Employer)	
<input checked="" type="checkbox"/> NY Disability	[Percentage]
<input checked="" type="checkbox"/> Chicago City Tax	[Percentage]

Click Next 8

Cancel < Back Next > Finish

9. Click Next

Modify Employee

Deductions

<input type="checkbox"/> 401K (Employee)	[Percentage]	0.00
<input type="checkbox"/> 401K (Employer)	[Percentage]	0.00
<input type="checkbox"/> Health Insurance	[Fixed]	0.00
<input type="checkbox"/> Box 12 data	[Percentage]	1.500000

Click Next 9

Cancel < Back Next > Finish

10. Click Next

Modify Employee

Direct Deposit

Include in Direct Deposit Process

Banking Information

Account Type	Checking
Bank Routing Number	
Account Number	

Click Next 10

Cancel < Back Next > Finish

11. Select Per Total Hours on Check

12. Enter 0.0250 for the rate (WA Employees will accrue one hour of paid sick leave for every 40 hours worked) Note: Rate may be subject to change

13. Enter Maximum Sick Hours earned if applicable

14. Click Next

Modify Employee

Vacation / Sick Hours Settings

Select Per Total Hours on Check 11

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

0.0250

Enter 0.0250 12

Maximum Sick Hours Earned Per Year

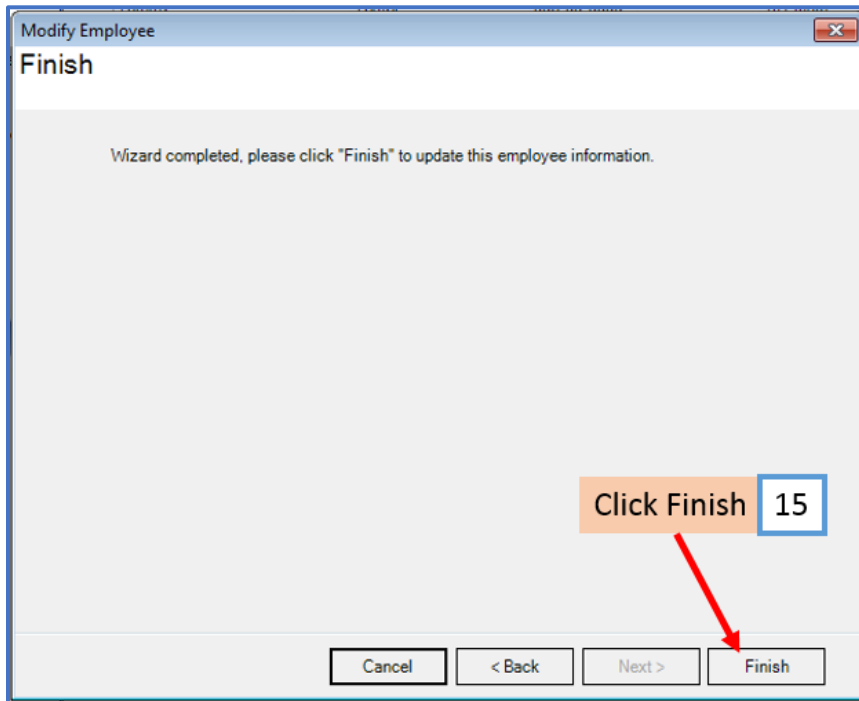
Keep blank for unlimited hours per year; fill with 0.00 for zero hours per year

Enter Maximum sick hours earned if applicable 13

Click Next 14

Cancel < Back Next > Finish

15. Click Finish



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

