# 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.
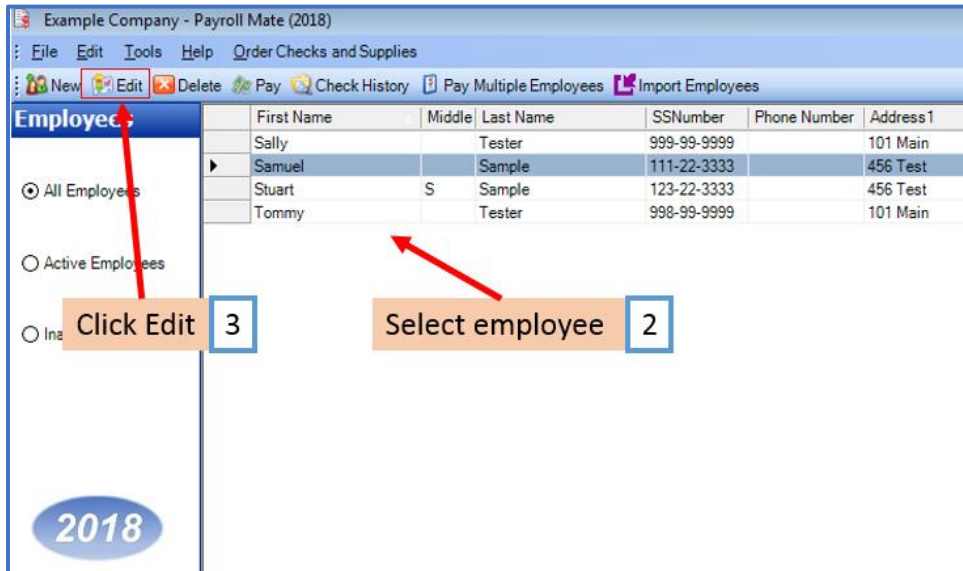
Make sure you have the correct Company open inside Payroll Mate
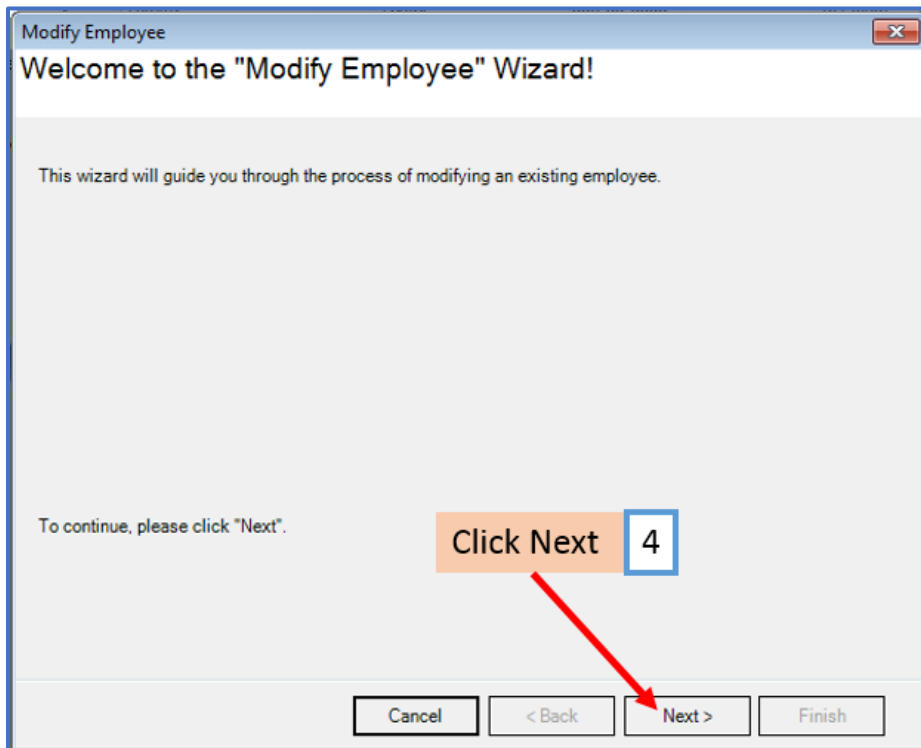
1. Click Employees from shortcuts menu
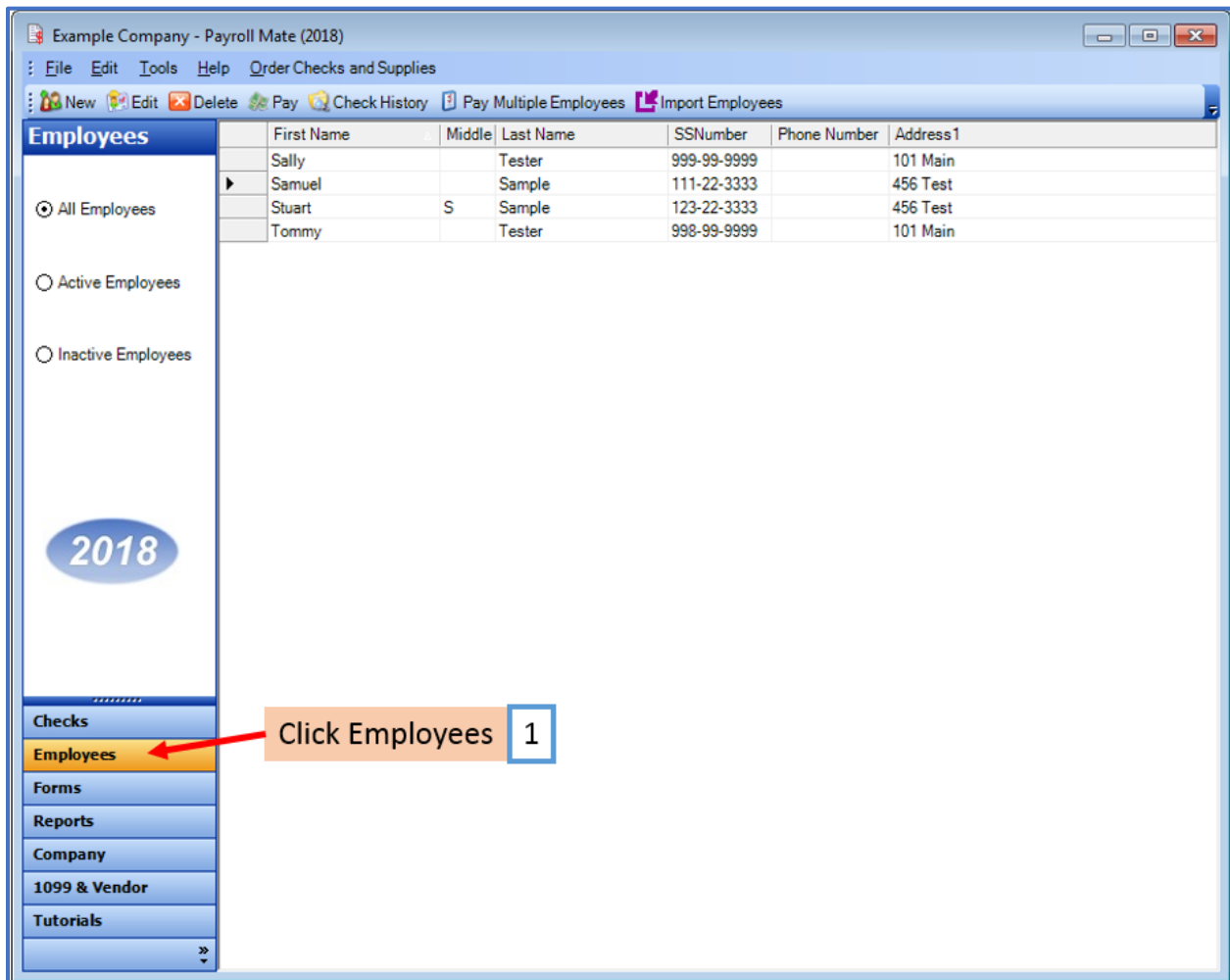
2. Select employee to edit

3. Click Edit

This will open the Modify Employee Wizard

4. Click Next

5. Click Next

6. Click Next

7. Click Next

8. Click Next

9. Click Next

10. Click Next

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

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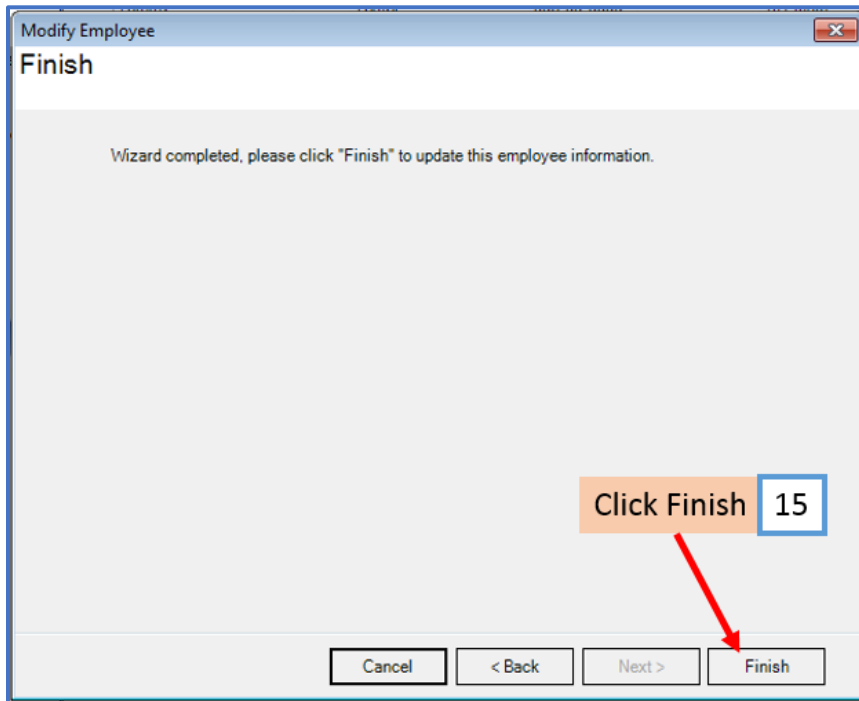
16. When creating a new payroll check for this employee, the earned sick hours will now populate based on the number of work hours entered