How to Start Payroll Software in Mid-Year

EzPaycheck Payroll Tax Software Quick Start Guide

<u>ezPaycheck software</u> from halfpricesoft.com. is the right in house payroll tax solution for small businesses to calculate taxes, print paychecks, generate reports and print tax forms. No internet connection is needed.

Here is the step by step guide on how to start ezPaycheck payroll software in mid-year.

<u>Step 1: Set up Company information</u> <u>Step 2: Set up Check Account information</u> <u>Step 3: Add New Employees</u> <u>Step 4: (Optional) Manually enter YTD if you starts ezPaycheck in mid-year</u> <u>Step 5: Create and Print Paychecks</u> <u>Other Related links</u> <u>FAQs</u>

YTD means Year-to-date. It is a period from the beginning of the current year, and continues up to the present day. The YTD information on the check stubs will update automatically each time you add a new paycheck.

This YTD entry feature is for customers who start ezPaycheck in mid-year. (If you start ezPaycheck from Jan 1, you do not need to enter YTD manually.)

For example, company ABC handles paychecks for employee Ryan Smith manually from 1/1/2011 to 6/30/2011. They plan to use ezPaycheck from 7/1/2011-7/15/2011 pay period. So instead of entering the old checks one by one, they can enter the YTD summary data here.

If you have not set up company and add employee, please finish step 1 "Set up company information" and step 2 "Add a new employee" first.

• Navigate to input YTD screen

Start ezPaycheck application, click the left menu "Employees" then click the sub menu "Employee List" to view employee list. Select Ryan from Employee list and open YTD manually input screen.



(Click image to enlarge)

• Input YTD data

You can enter the summary information for 1/1/2011 to 6/30/2011 if the first paycheck is from 7/1/20111.

Employee Name: Sr	nith. Ryan			Pay Date: 12/20/2011 -					
SSN: 22	2-22-2222	Pay Start:	1/ 1/2011 💌	Pay End: 6/30/2011	Help				
YTD Incomes and Deductions YTD Taxes									
ncomes:	Rate (\$):	Hours:	Amount (\$):	Items:	Amount (\$):				
Salary	60000		30000	Federal Tax	5300.1				
Overtime Hourly	0.00	0	0.00	Employee Social Security	1260				
Bonus			0.00	Employee Medicare	435				
Commissions			0.00	State Tax	0.00				
lips		-	0.00	Local Tax	0.00				
Pay_by_piece			0.00	Employer	ax				
	1.000			Employer SS Tax	1860				
Deductions:	Input:	Annual Limit(\$):	Amount (\$):	Employer Medicare Tax	435				
Health Insurance (\$)	_		0	Employer Fed Unemployment	1860				
101K (S)			0	Employer State Unemployment	0.00				
child support (\$)			0	YTD Summary					
15.41		in townhin mi	and and an and an	Taxable Income:	30000				
ii u	ne income	is taxable, pi	SS Taxable Income:	30000					
the	informatio	on here too.	Medicare Taxable Income:	30000					
				Gross Pay:	30000.00				
				Net Pay:	23004.90				

(Click image to enlarge)

• Save information

Click the **SAVE** button to update. When you generate the first check (in step 5), you will see the YTD data there

	Payroll Data Input	t								
F	Pay Check Informat Employee Name: SSN:	Check Information Check Number: 1038 ? Pay Date: 7/15/2011 ✓ SN: 222-22-2222 Pay Start: 7/ 1/2011 ✓ Pay End: 7/15/2011 ✓						011 💌	Semimonthly	
	comes and Deducti	ons R	ate (\$):	Hours:	Amount (\$):	YTD (\$)	Taxes		Amount (\$):	YTD (S):
	Salary Overtime Hourly Bonus	60 0.0	000.00	0.00	\$2,500.00 \$0.00 0.00	\$32,500.00 \$0.00 \$0.00	Federal Tax Employee Social Se Employee Medicare	curity	\$441.60 \$105.00 \$36.25	\$5,741.70 \$1,365.00 \$471.25
	Commissions Tips Pay by piece			-	0.00 0.00 0.00	\$0.00 \$0.00 \$0.00	State Tax Local Tax	Employer T	\$0.00 0.00	\$0.00 \$0.00
	Deductions: Health Insurance	(\$) 0	put:	Annual Limit(\$): 	<u>Amount (\$):</u> \$0.00	<u>YTD (\$):</u> \$0.00	Employer Social Sec Employer Medicare Employer Fed Unem	ployment	\$155.00 \$36.25 \$0.00	\$2,015.00 \$471.25 \$1,860.00
	401K (\$) child support (\$)	D		\$24.00	\$0.00 \$0.00	\$0.00 \$0.00	Employer State Uner Summary Gross Income:	nployment	\$0.00 \$2,500.00	\$300.00
							Taxable Income: FICA Taxable Incom Total Employee Tax:	e:	\$2,500.00 \$2,500.00 \$582.85	
							Total Employer Tax: Total Deduction: Net Pay:		\$191.25 \$0.00 \$1,917.15	\$24,922.05
	Calculate Check	Sa	ve Check	Close			Memo: Pay check			
]						