

# How to Start Payroll Software in Mid-Year

## *EzPaycheck Payroll Tax Software Quick Start Guide*

[ezPaycheck software](#) 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.

[Step 1: Set up Company information](#)

[Step 2: Set up Check Account information](#)

[Step 3: Add New Employees](#)

[Step 4: \(Optional\) Manually enter YTD if you starts ezPaycheck in mid-year](#)

[Step 5: Create and Print Paychecks](#)

[Other Related links](#)

[FAQs](#)

**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.

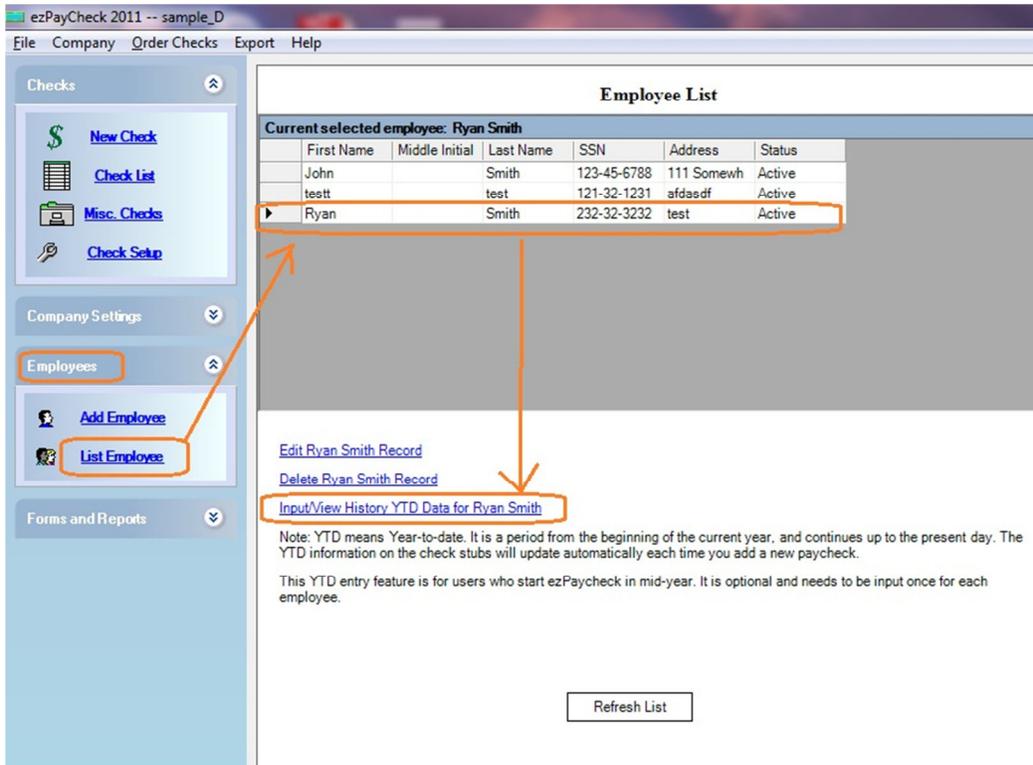
This YTD entry feature is for customers who start ezPaycheck in mid-year. (If you start ezPaycheck from Jan 1, you do not need to enter YTD manually.)

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**

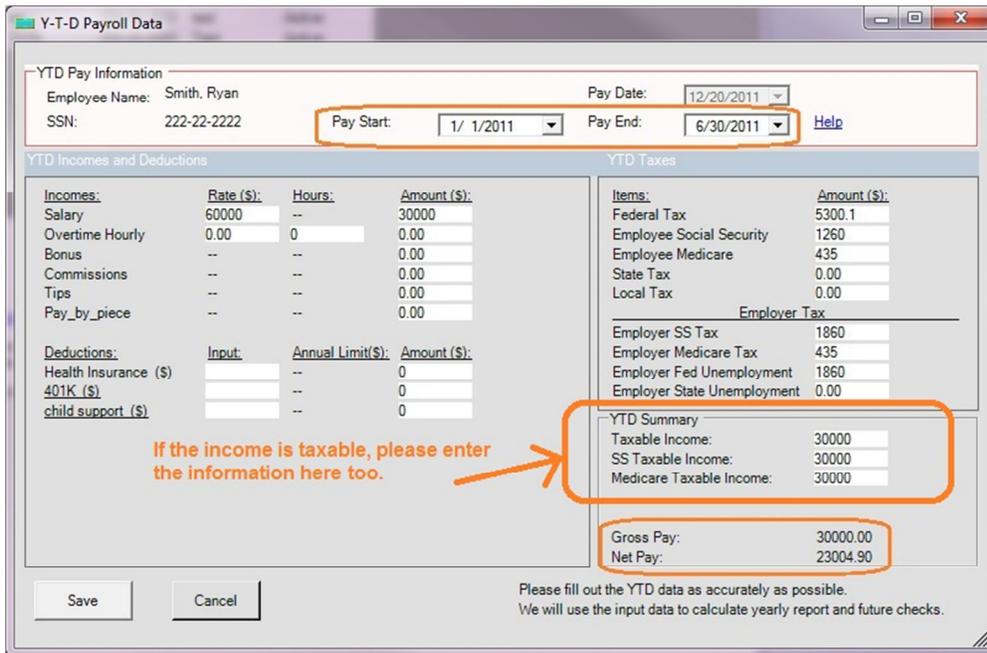
Start ezPaycheck application, click the left menu "Employees" then click the sub menu "Employee List" to view employee list. Select Ryan from Employee list and open YTD manually input screen.



(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 7/1/2011.



(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**

Pay Check Information

Employee Name:  Check Number:  Pay Date:  **Semimonthly**

SSN:  Pay Start:  Pay End:

Incomes and Deductions					Taxes		
Incomes:	Rate (\$):	Hours:	Amount (\$):	YTD (\$):	Items:	Amount (\$):	YTD (\$):
Salary	60000.00	--	\$2,500.00	\$32,500.00	Federal Tax	\$441.60	\$5,741.70
Overtime Hourly	0.00	0.00	\$0.00	\$0.00	Employee Social Security	\$105.00	\$1,365.00
Bonus	--	--	0.00	\$0.00	Employee Medicare	\$36.25	\$471.25
Commissions	--	--	0.00	\$0.00	State Tax	\$0.00	\$0.00
Tips	--	--	0.00	\$0.00	Local Tax	0.00	\$0.00
Pay_by_piece	--	--	0.00	\$0.00	<b>Employer Tax</b>		
<b>Deductions:</b>					Employer Social Security	\$155.00	\$2,015.00
Health Insurance (\$)	<input type="text" value="0"/>	--	\$0.00	\$0.00	Employer Medicare	\$36.25	\$471.25
401K (\$)	<input type="text" value="0"/>	--	\$0.00	\$0.00	Employer Fed Unemployment	\$0.00	\$1,860.00
child support (\$)	<input type="text" value="0"/>	\$24.00	\$0.00	\$0.00	Employer State Unemployment	\$0.00	\$300.00
					<b>Summary:</b>		
					Gross Income:	\$2,500.00	\$32,500.00
					Taxable Income:	\$2,500.00	
					FICA Taxable Income:	\$2,500.00	
					Total Employee Tax:	\$582.85	
					Total Employer Tax:	\$191.25	
					Total Deduction:	\$0.00	
					<b>Net Pay:</b>	<b>\$1,917.15</b>	<b>\$24,922.05</b>

Memo: