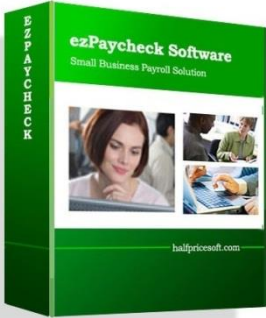


How to Switch Payroll Software in Mid-year Steps to Enter YTD Data Manually



[ezPaycheck payroll software](#) help you process payroll taxes, print paychecks and file tax forms easily and smoothly.

If you have not installed this software, you can download and try it free for 30 days with no obligation and no credit card needed.

This paycheck software is compatible with Windows 8, 7, XP, Me, 2003, 2000 and Vista system.

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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 users 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.

You should add the YTD data first before you generate a new paycheck. So you can see the correct YTD data on paycheck stubs.

Here are the steps.

If you have not installed [ezPaycheck payroll software](#), you can download it from http://www.halpricesoft.com/payroll_software_download.asp

Step 1: Set up company information

Step 2: Add a new employee Ryan Smith

Step 3: Select Ryan from Employee list and open YTD manually input screen. Then enter the summary information for 1/1/2011 to 6/30/2011.

ezPayCheck 2011 -- sample_D

File Company Order Checks Export Help

Checks

- [New Check](#)
- [Check List](#)
- [Misc. Checks](#)
- [Check Setup](#)

Company Settings

Employees

- [Add Employee](#)
- [List Employee](#)

Forms and Reports

Employee List

Current selected employee: Ryan Smith

First Name	Middle Initial	Last Name	SSN	Address	Status
John		Smith	123-45-6788	111 Somewh	Active
testt		test	121-32-1231	afdasdf	Active
Ryan		Smith	232-32-3232	test	Active

[Edit Ryan Smith Record](#)
[Delete Ryan Smith Record](#)
[Input/View History YTD Data for Ryan Smith](#)

Note: 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 users who start ezPaycheck in mid-year. It is optional and needs to be input once for each employee.

Y-T-D Payroll Data

YTD Pay Information

Employee Name: Smith, Ryan Pay Date: 12/20/2011

SSN: 222-22-2222 Pay Start: 1/ 1/2011 Pay End: 6/30/2011 [Help](#)

YTD Incomes and Deductions

Incomes:	Rate (\$):	Hours:	Amount (\$):
Salary	60000	--	30000
Overtime Hourly	0.00	0	0.00
Bonus	--	--	0.00
Commissions	--	--	0.00
Tips	--	--	0.00
Pay_by_piece	--	--	0.00

Deductions:	Input:	Annual Limit(\$):	Amount (\$):
Health Insurance (\$)		--	0
401K (\$)		--	0
child support (\$)		--	0

YTD Taxes

Items:	Amount (\$):
Federal Tax	5300.1
Employee Social Security	1260
Employee Medicare	435
State Tax	0.00
Local Tax	0.00
Employer Tax	
Employer SS Tax	1860
Employer Medicare Tax	435
Employer Fed Unemployment	1860
Employer State Unemployment	0.00

YTD Summary

Taxable Income:	30000
SS Taxable Income:	30000
Medicare Taxable Income:	30000
Gross Pay: 30000.00	
Net Pay: 23004.90	

If the income is taxable, please enter the information here too.

Please fill out the YTD data as accurately as possible. We will use the input data to calculate yearly report and future checks.

Step 4: When you generate a new check, you will see the YTD data is updated.

Payroll Data Input

Pay Check Information

Employee Name: **Smith, Ryan** Check Number: 1038 Pay Date: 7/15/2011 **Semimonthly**

SSN: 222-22-2222 Pay Start: 7/ 1/2011 Pay End: 7/15/2011

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	Employer Tax		
Deductions:					Employer Social Security	\$155.00	\$2,015.00
Input:	Annual Limit(\$):	Amount (\$):	YTD (\$):	Employer Medicare	\$36.25	\$471.25	
Health Insurance (\$)	0	--	\$0.00	\$0.00	Employer Fed Unemployment	\$0.00	\$1,860.00
401K (\$)	0	--	\$0.00	\$0.00	Employer State Unemployment	\$0.00	\$300.00
child support (\$)	0	\$24.00	\$0.00	\$0.00	Summary:		
					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	
					Net Pay:	\$1,917.15	\$24,922.05

Memo: Pay check

Calculate Check Save Check Close

To learn more about ezPaycheck, visit <http://www.halfpricesoft.com/index.asp>

Related article: [How to enter paychecks for after the fact payroll](#)