

Lesson 10-7: Paying Employees

Figure 10-9

Selecting employees to pay.

Figure 10-10

Previewing an employee paycheck.

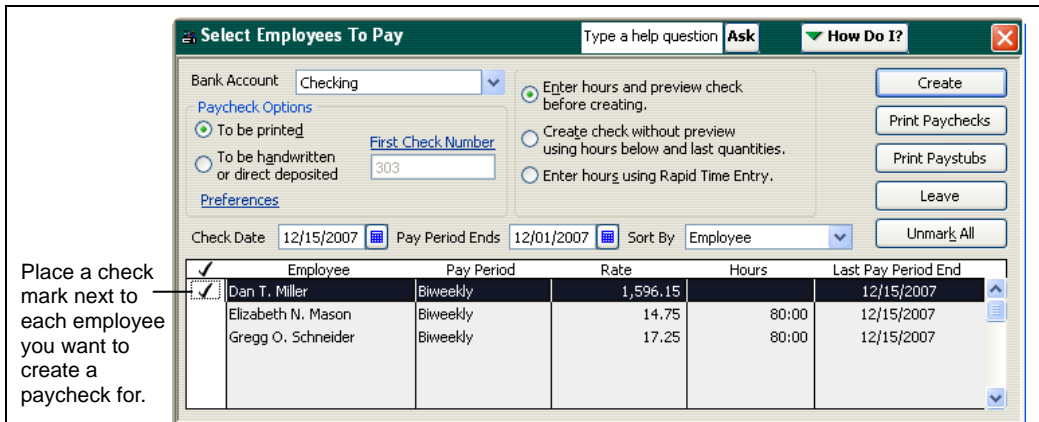
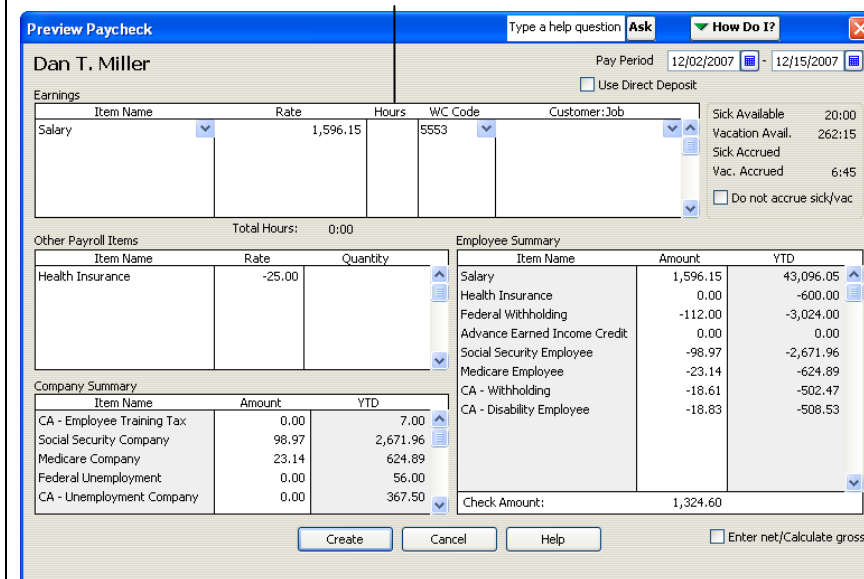


Figure 10-9

If the employee is paid hourly, enter or edit the number of hours worked here, if necessary.



Make sure payroll information for each employee is correct in the Preview Paycheck dialog box.

Figure 10-10

Once payroll is set up, you're ready to use it for its intended purpose—to pay your employees. Running payroll involves selecting which employees to you want to pay, filling in the correct paycheck information, and printing or direct-depositing the checks.

In this lesson, we'll look at selecting employees to pay, and also how to fill out the paycheck information.

1. Select **Employees** → **Pay Employees** from the menu.

The Select Employees To Pay window appears, as shown in Figure 10-9. Here you can see a list of your employees.

First you need to make sure you've selected the correct bank account for the paychecks to be paid from.

2. Click the **Bank Account list arrow and select the correct bank account.**

The first time you create checks, you'll want to preview all the check information, so you need to choose that option now. If all your employees are salaried, the checks will be the same from period to period, so you may decide not to preview them in the future.

3. Click the **Enter hours and preview check before creating option.**

Next, you need to select the dates of the paychecks and the pay period.

4. Click the **Check Date calendar button and select the check date. Then, click the **Pay Period Ends calendar button** and select the last day of the pay period.**

Now you need to select which employees you want to pay in this payroll run. If some of the employees receive their paychecks by direct deposit, and others receive their paychecks by check, you'll want to process them in separate runs. Also, for direct deposit paychecks you should run payroll two days before pay day to allow time for bank processing.

5. Make sure each employee you want to pay is marked with a check mark.

Once you've selected the employees to pay, you're ready to fill out their paycheck information.

6. Click the **Create button.**

The Preview Paycheck dialog box opens, as shown in Figure 10-10, displaying detailed information for the first employee.

If the employee is salaried, QuickBooks calculates their information based on their salary. If the employee is paid hourly, you may need to enter or edit the number of hours worked.

7. Click the **Hours column and type the number of hours worked—if the employee is paid hourly.**

The Other Payroll Items and Summary sections are calculated automatically by QuickBooks using the tax tables and the information you entered in the employee records during payroll setup.

8. Make sure that the rest of the payroll information is correct, then click **Create.**

The next employee's paycheck preview appears.

9. Using the procedure you just learned, review the paychecks for all employees.

When you finish reviewing the last paycheck, you return to the Select Employees to Pay window. Now you're ready to print the paychecks. You can either print them immediately, or choose to leave the payroll process and print them later. In the next lesson we'll cover how to print paychecks and paystubs, so let's leave for now.

10. Click **Leave.**

The Select Employees to Pay window closes.

Quick Reference

To Pay Employees:

1. Select **Employees** → **Pay Employees** from the menu.
2. Click the **Bank Account** list arrow and select the correct bank account, if necessary.
3. Click the **Enter hours and preview check before creating** option.
4. Click the **Check Date calendar button** and select the check date. Then, click the **Pay Period Ends calendar button** and select the last day of the pay period.
5. Make sure each employee you want to pay is marked with a check mark.
6. Click the **Create button**.
7. Click the **Hours** column and type the number of hours worked—if the employee is paid hourly.
8. Make sure that the rest of the payroll information is correct, then click **Create**.
9. Review the paychecks for all employees.
10. Click **Leave**.