**PAYROLL PROCEDURES**

**Total Pass B600**

* Open “Login-Time Clock” (Icon is located on the desktop)
  + Username – admin
  + Password – Robert55
  + Submit
* Reports
  + Timecards
* Click “Date from(date)/Thru (date)’
  + Change to corrects dates for the week
  + Employee: All
  + Submit
* Check all time for clock in/out errors
* Check times for all minors (cannot exceed 5 hours per shift without taking a break)
  + If any minor goes over 5 hours, you must fix the time and have the minor fill out the minor log.
  + To edit times, click on the time->input in or out-> the correct date->input the correct time (Put p for pm or a for am (example 8:30a))
* Right click
  + Print
* Click on summary
  + Right click
  + Print

**Medlin**

* Prior to completing payroll, you must be sure there are no new employees. If there is a new employee, complete the following steps.
  + - Click Payroll-> Employees->Click Add New-> Enter the employee first name, last name, address, city, state, zip, ssn, department, hourly rate, hire date, dob, single or married, click save.
* Open Medlin Software
* Payroll
* Paychecks Tab
* Change check numbers to correct number
* Change the check date (Thursday’s Date) and period end date (Wednesday’s date) to the correct dates.
* Input employee’s time in total hours box (DO NOT put over 40 hours); Karl will. Have 24 hours no matter what and the rest will be paid in cash. Any overtime will be paid in cash. Do not forget to put any cash taken out in the Paid-out Tab in RORC. Put the persons name such as (Casey OT) in the comment box.
* Tab
* Save and Print
* Continue for all employees (for Robert Cade & Casey Dore just press enter, no hours are needed)
* Reports
  + Check “Payroll Check Listing” and “Payroll Tax Summary” boxes
  + Print

**QuickBooks**

* Open QuickBooks
* Password – Cades04$
* If the first check is not on a full sheet, print checks individually until you get to a full sheet.
* Check “Print Later” box
* Check the date to be sure it is the correct check date.
* **To quick add a new employee in quick books**, input the employees name, click in the box with the check amount. It will ask you to select vendor, customer, employee, or other. Select employee and OK. At the bottom, the check must have the correct account under expenses. Click the first line under the expenses tab under account, select one of the following.
  + - **8600-Salary-Officer (Owner)**
    - **8610-Salary-Grocery (Stock Clerk or Cashier)**
    - **8620-Salary-Meat Market (Butcher or market helper)**
    - **8625-Salary-Manager (Any type of management)**
* Input each employee’s check, press tabs twice, then press enter after each one to save
* Before printing the checks, compare the “Payroll Tax Summary” total with the “Quarterly Employee Report” total. (Totals must match)
  + Reports
  + Memorized Reports
  + Quarterly Employee Reports
  + Change date “From & To”
  + Refresh
  + Scroll to bottom of page
  + Compare” Net Pay” total with “Payroll Tax Summary” total
* Printing checks
  + File
  + Print Forms
  + Checks
  + Make sure “first check number” matches the first check that you are printing
  + Count the number of checks to print and put the checks into the printer facing down (checks print from last person to first person) For example, on top you would have White and, on the bottom, you would have Dore.
  + OK
  + Print
* Sign and tear all checks
* Staple each employee’s check to their check stub
* File Payroll Taxes (Refer to Instructions inside folder titled, “Taxes-Payroll-State")