CHAPTER 06
Employees and Payroll
CHAPTER 6 OVERVIEW

- Employee List
- Time Tracking
- Transfer Time to Invoices
- Print Paychecks
- Pay Payroll Liabilities
- Payroll Reports
EMPLOYEE NAVIGATION
EMPLOYEE LIST

- Contains employee information, such as name and address
- Access from Home page or Employee Center
Payroll Setup

- Customize to company needs
- Set preferences and defaults
PROCESSING PAYROLL

1. Enter Time
2. Pay Employees
3. Pay Liabilities
4. Process Payroll Forms
ENTER TIME USING

1. Stopwatch
2. Timesheet
3. Online Timesheet
TRANSFER TIME TO INVOICES
Pay Employees

Calculate withholdings and employee net pay

- Manually calculate payroll taxes
- Use QuickBooks payroll services
  - Basic Payroll
  - Enhanced Payroll
  - Assisted Payroll
  - Enhanced Payroll for Accountants
Employee Center
Payroll Center

Subscription Statuses
- Sample Account
  - Free Payroll Support

Pay Employees
- Process Payroll by...
- For Payroll Schedule...
- And Pay Period...
- With Check Date...
- 12/29/2007
- Weekly
- 12/29/2007

Pay Scheduled Liabilities
- Why are my payments overdue?
- Payment: Check, Dec 2016
- Amount: 347.32
- Payment: Check, Dec 2016
- Amount: 378.68

File Tax Forms
- Click Process Payroll Forms to prepare your payroll forms.

Related Payroll Activities
- Unscheduled Payroll
- Start Scheduled Payroll

Total Selected Items: 0.00
View/Pay
Pay Employees

Print paychecks:
- Voucher checks
- Standard checks and paystubs
Pay Liabilities

Pay payroll tax liability
- Federal income taxes withheld
- State income taxes withheld
- Social security and Medicare, both employee and employer portions
- Unemployment taxes

…and don’t forget to file payroll tax forms.
PAYROLL REPORTS

Includes:

- Payroll reports: *How much do we pay for payroll?*
- Project reports: *How much time did we use?*
TO LEARN MORE …

Turn to Chapter 6

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