Money.. Money..

Paying Employees
If you are processing payroll by hand you will need the following:

- Federal withholding tables
  - www.irs.gov refer to Publication 15

- State withholding tables
  - https://revenue.mt.gov refer to the Montana Tax Withholding Guide

- Employee information from their W-4
  - employee personnel file

- Social Security and Medicare withholding rates
  - www.irs.gov refer to Publication 15

- Unemployment withholding rates
  - you should receive an annual letter from the Unemployment Insurance Bureau with rates.

- Timesheets and comp time forms when needed.

- Any other forms your office uses to complete payroll (such as MPERA withholding rates which can be found at http://mpera.mt.gov/) or health insurance information.

- Skip to slide #4
What you will need continued:

If you process payroll with an outside accountant or the county you will need the following: (be sure to verify with them on documents)

- Timesheets and comp time forms when needed
- Any additional forms they supply you with for transmittal and/or any email addresses.

- Skip to slide # 6

If you are processing through QuickBooks you will need the following:

- Timesheets
- Comp time forms when needed

- Then skip down to slide # 7
After you have gathered all the information needed from the previous slides now figure out the following: (Note: Some items are figured on pre-tax wages based on plan classifications. These items may not apply to your district)

- Gross Wages (breakdown per timesheet requirements if your district has them)
- Federal withholding (both Employee & Company amounts)
- State withholding (both Employee & Company amounts)
- Social Security withholding (both Employee & Company amounts)
- Medicare withholding (both Employee & Company amounts)
- Unemployment (Company only)
- Retirement if your district uses it (both Employee & Company amounts) *
- Healthcare contributions (both Employee & Company amounts) *
Now that you have all of the information collected from the previous slide you will need to figure out the employee’s net pay.

For employee’s net pay you take the gross and subtract the Federal withholding, State withholding, Social Security, Medicare and if your district has retirement and healthcare.

Each of these items will need to be reported on the employees timesheet and noted in the proper place in the districts reporting records.

Here is a sample of a tracking form for payroll liabilities.

### 2014 Annual Wage Report

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Most Accountants and Counties only require you to send them your timesheets and they will take care of the rest and send you the documentation that you need to enter into your records. Please be sure to verify this with your accountant or the county.
For those of you who do payroll by hand or through an outside source but input the data into your QuickBooks the next few slides will show you how to do so.
Processing Payroll through QuickBooks

Click on the QuickBooks icon on the desktop or taskbar to open the program.
Click on the company name that you would like to open and click open
Enter the company password to access the company file
This is your home screen
Click on the Employees tab
You will need to click on Pay Employees

Click on the scheduled payroll tab for the schedule you are paying (ie.. Monthly weekly, direct deposit, each workers classification)
Check all employees to be paid in that schedule and then click on “Open paycheck Details”
Check pay period dates to assure they are correct for the reporting period.
Input each employee’s data (payroll item if not already inputted, hours, class, and only add the leave in if it is noted on timesheet.

You should have the Earning section, Employee summary & Company summary filled in and if your district has retirement or health insurance benefits you will also fill in the “Other payroll items” section.
Once this is complete for the employee click “save & next” until all employees data is entered. On the last employee click “save & close.”

Once this is complete then check the records against your timesheet and/or other documents that you have used.
Check the accuracy of pay period end dates, check date, and account to be paid from.
Click on the QuickBooks icon on the desktop or taskbar to open the program
Click on the company name that you would like to open and click open
Enter the company password to access the company file
This is your home screen
Click on the Employees tab
You will need to click on Pay Employees

Click on the scheduled payroll tab for the schedule you are paying (i.e., monthly, weekly, direct deposit, each workers classification)
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Check pay period dates to assure they are correct for the reporting period.
Input each employee’s data (payroll item if not already inputted, hours, class, and only add the leave in if it is noted on timesheet.)
Once this is complete for the employee click "save & next" until all employees data is entered. On the last employee click "save & close".
Check the accuracy of pay period end dates, check date, and account to be paid from.
If you wish to finish later click the “finish later” button. This will take you back to the Employee Center/Payroll Center Screen.
If you wish to continue and process payroll click the ‘Create Paychecks’ button.
Review and Create Paychecks Screen

• On this screen review pay period end dates, check date and account to be paid from, paycheck options, and employee totals for accuracy.
  • Under Paycheck Options be sure to click the method that you are going to use.
  • If you wish to finish later click on the “finish later” button on the bottom middle of the screen. This will take you back to the Employee Center/Payroll Center Screen.
• If you wish to continue and process payroll click the “create paychecks” button on the bottom right of the screen. This will take you to the “Confirmation and Next Steps Screen”.
On Confirmation and Next Steps Screen

Make sure you have created the proper number of printed and direct deposit checks for the employees on the schedule.
Click on “Print Pay Stubs” which will take you to the “Select pay Stubs Screen”.
• Check bank account to be paid from
• Checks dated for the correct account and timeframe of checks.
• Select the Pay Stubs to be printed
• Click “Preview” to ensure accuracy
• Click “Print” to print stubs.
• This will take you back to the Confirmation and Next Steps Screen
The following screens show you how to pay your employees with Direct Deposit
Click on “Send to Intuit” for the employees that have direct deposit. This will take you to the “Send /Receive Data Screen”
This is the Send/Receive Data Screen
Click on the payroll listed where the red circle is and then click on the blue circle (send) which will take you to the (Enter Service Pin Screen)
Enter the pin and click “OK” this will take you to the (QuickBooks Employer Service Screen) the computer and Intuit serve will transmit the data.
Once data has been sent a QuickBooks Information transmission sent successful screen will appear. Click “OK” and the software will get payroll updates. Once updates are complete it will take you to the (Send/Receive Data Screen)
Under the View Items section click on Payroll Confirmation Report for the Payroll date then click view. This will take you to the (View Items Screen)
Click on print to print the report then click close which will take you back to the (Send/Receive Data Screen)
Click close which will take you back to the (Employee Center/Payroll Center Screen)

Just a little reminder that you should attach the paystub or payroll report to your timesheet.
The following screens will show you how to pay your employees with a Computer Paper Check
Click on “Print Paychecks” for the employees that have paper checks. This will take you to the Select Paychecks to Print Screen.
On the Select Paychecks to Print Screen be sure to check bank account to be paid from and first check number for accuracy. Check all employees’ paychecks that need to be printed and click “ok”. This will take you to the “Print Checks Screen”.
On the Print Checks Screen check the printer, printer type, and check style for accuracy. Then click “Print”

Just a little reminder that you should attach the paystub or 1 part of the voucher check or payroll report to your timesheet.
If you write your checks by hand you will need to:

- Enter the net pay amount as the amount of the check
- Record the pay period in the memo line
- Complete a paystub either by hand or through QuickBooks.
- Record the transaction in either your checkbook register or in QuickBooks. (Be sure to note the check number)
- I would also suggest if you do not have duplicates that you copy the check for district records.
You should have successfully paid your employees and if using direct deposit submitted the information to Intuit.