



Quick Guide

Pay Employees

Abstract

This guide provides an overview of how to create and edit payroll schedules and pay your employees.



Table of Contents

Pay Employees	3
---------------------	---



Pay Employees

Use the **Create Pay Cheques** area of the **Pay Employees** tab to create and edit payroll schedules and pay your employees.

To do this task

If you do not have schedules created, go to the Employees menu and click **Payroll Centre**. Then click the **Pay Employees** tab.

When you create your first schedule, the Pay Employees button changes to **Start Unscheduled Payroll**. In this case, click **Start Unscheduled Payroll** or **Start Scheduled Payroll**. The Enter Payroll Information window opens.

In the **Enter Payroll Information** window:

1. Verify the information in the **Pay Period Ends** and **Cheque Date** fields.
2. Verify the bank account you want to draw the pay cheques from.
3. Select the employees to be paid from the **Employee** list by clicking the check box beside their names.

Note: If you are running a payroll schedule, you will only see the employees who are assigned to the payroll schedule, and they are checked by default.

4. Review the information and enter hours worked and so on.

Note: If you selected to use time to create pay cheques, hours are automatically entered.

5. To make any changes, click the employee's name, which opens the **Review or Change Pay Cheque** window. When you are done, click **Save and Close**, then click **Continue**.
6. Select **Print pay cheques from QuickBooks** or **Assign cheque numbers to handwritten cheques**.
7. Review the payroll summary information and then click **Create Pay Cheques**.

To print pay cheques and paystubs

After you finish creating pay cheques, the **Confirmation and Next Steps** window opens.

1. Click **Print Pay Cheques** or **Print/Email Paystubs**.
2. Depending on your selection, the **Select Pay Cheques to Print** or **Select Paystubs to Print/Email** window opens. Pay cheques and Paystubs to be printed appear selected by default. Click to clear your selections if necessary, and then click **OK**, **Print**, or **Email**.