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ezPaycheck Quick Start Guide

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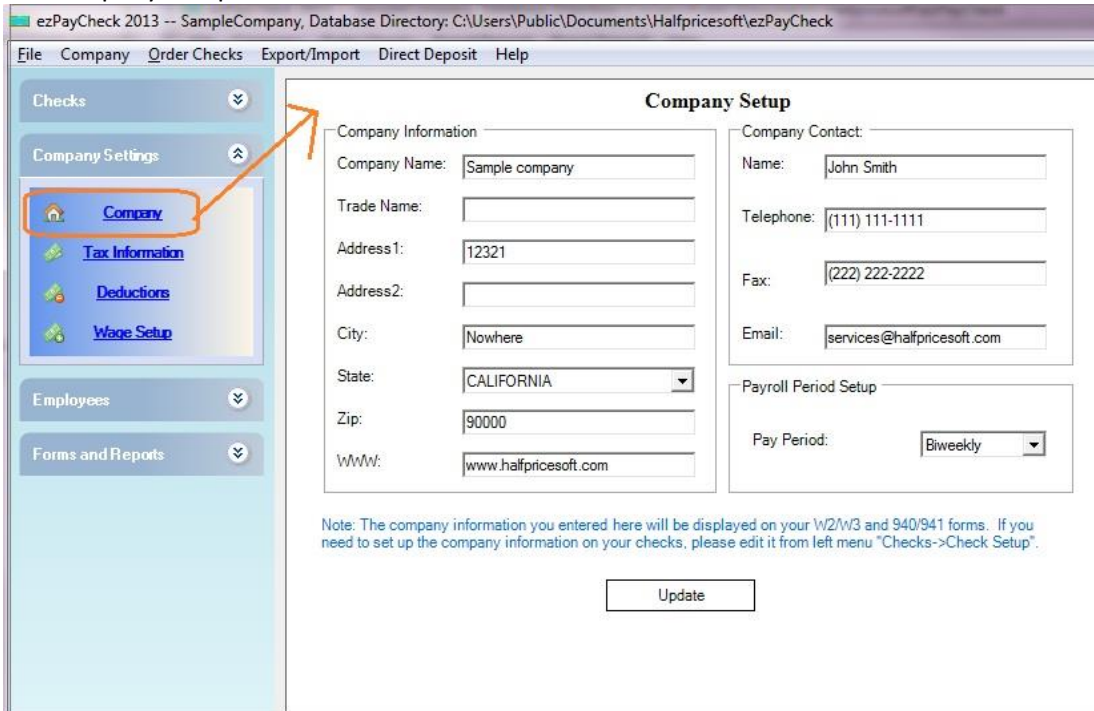
More information can be found at

<http://www.halfpricesoft.com/faq.asp>

Step 1: How to set up company information

- **Set up company general information here**

Start ezPaycheck application, click the left menu "Company Settings" then click the sub menu "Company" to open the company setup screen



(Click image to enlarge)

- Enter company information.
- Select pay period. ezPaycheck can support daily, weekly, biweekly, semi-monthly and monthly pay periods.
- Click the **UPDATE** button to save your changes

☑ **Set up company tax information option**

You can click the left menu "Company Settings" then click the sub menu "Tax Information" to open the company tax setup screen

ezPayCheck 2013 -- SampleCompany, Database Directory: C:\Users\Public\Documents\Halfpricesoft\ezPayCheck

File Company Order Checks Export/Import Direct Deposit Help

Checks

Company Settings

Company

Tax Information

Deductions

Wage Setup

Employees

Forms and Reports

Company Tax Setup

Federal Tax:

Employer Tax ID (EIN):

W3 Control Number:

W3 Establishment Number:

Federal Unemployment Tax Rate (%): % Current FUTA wage limit is \$7,000.

State Tax:

State ID:

State Unemployment Tax Rate (%):

State Unemployment Tax Wage Limit (SUTA Tax):

Update

(Click image to enlarge)

- company Tax ID

- W3 control number and W3 Establishment number (optional): These two fields will be used for W2 and W3 forms only.

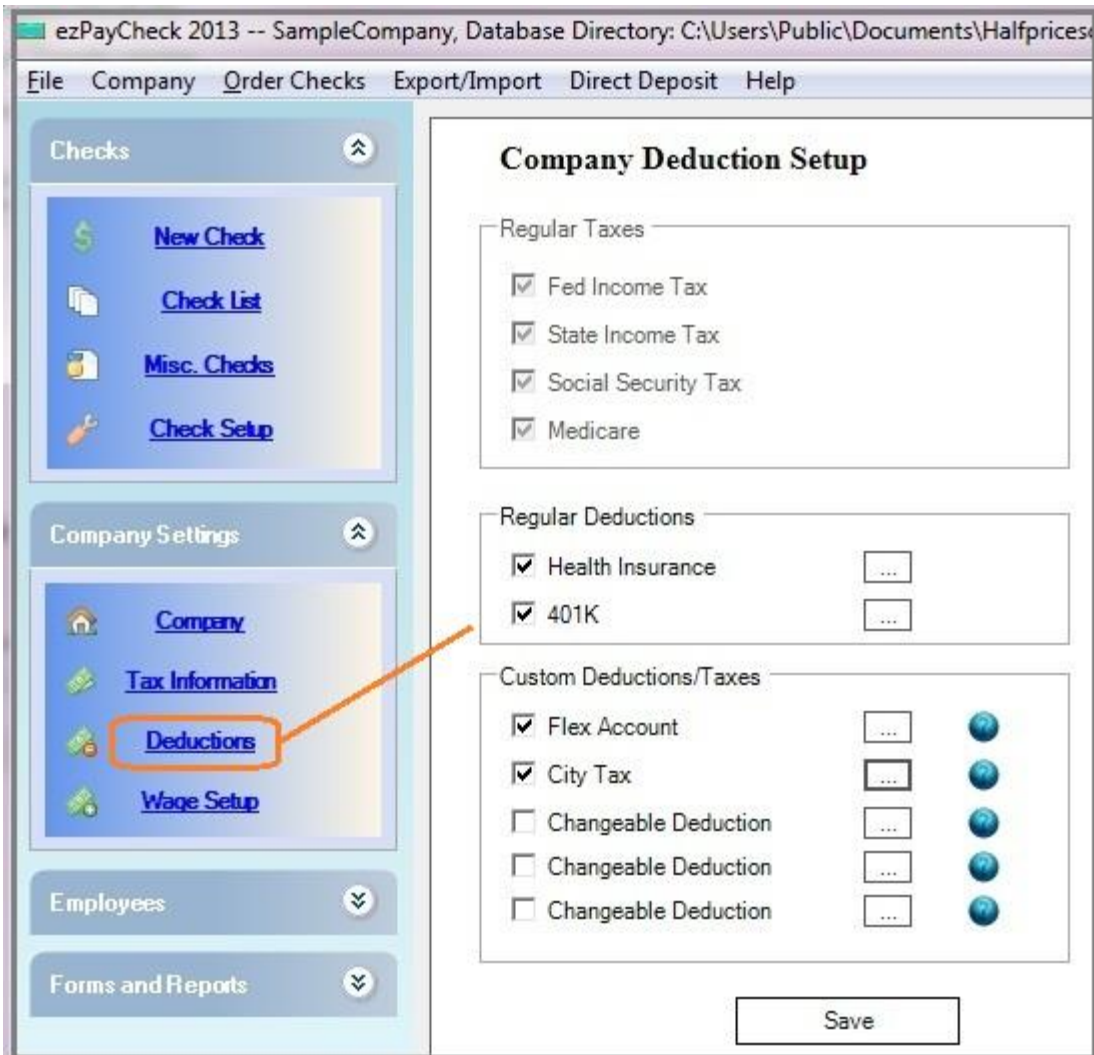
- FUTA (Federal Unemployment Tax): **Employer-side tax only** and will not be printed on paycheck stubs
The default tax rate for 2013 is 6%. However, many companies can take up to 5.4% credit. Please check with your local IRS office to see what rate you should use.

- SUTA (State Unemployment Tax): **Employer-side tax only** and will not be printed on paycheck stubs

- Click the **UPDATE** button to save your changes

☑ Set up company deduction options

You can click the left menu "Company Settings" then click the sub menu "Deduction" to open the company deduction setup screen

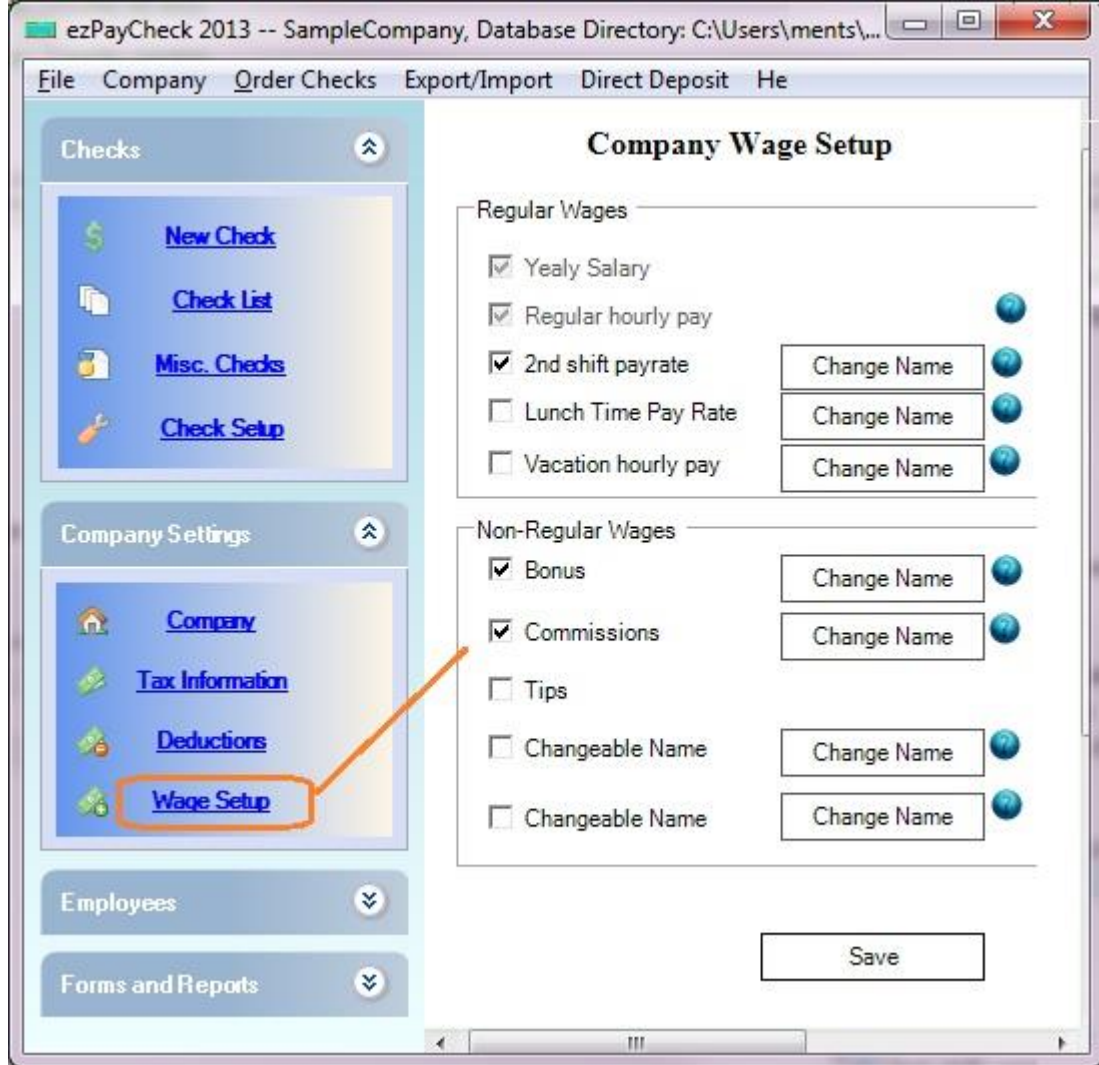


(Click image to enlarge)

EzPaycheck payroll software can support up to 7 custom deduction fields. If you need to add a customer deduction to handle SDI, local taxes, fringe benefits, city taxes, occupation tax, you can learn more details [here](#).

Set up Wage options

You can click the left menu "Company Settings" then click the sub menu "Wage Setup" to open the Company Wage Setup Screen



(Click image to enlarge)

EzPaycheck payroll software is very flexible. You can customize the payment type to handle salary, hourly pay, tips, commission, bonus, differential pay rate, pay-by-piece, pay-by-load, pay-by-project and more.

Step 2: How to set up paycheck account

Set up Paycheck Account and Paycheck layout

You can click the ezPaycheck left menu "Checks" then "Check List" to access Check Setup screen.

1. If you print check on blank check stock, please check the option "Print on blank check stock". Otherwise uncheck this option to use pre-printed check.

2. Enter bank account information. If you use pre-printed checks with bank information, you can enter it with dummy data. This information will not print on checks when you use pre-printed checks.

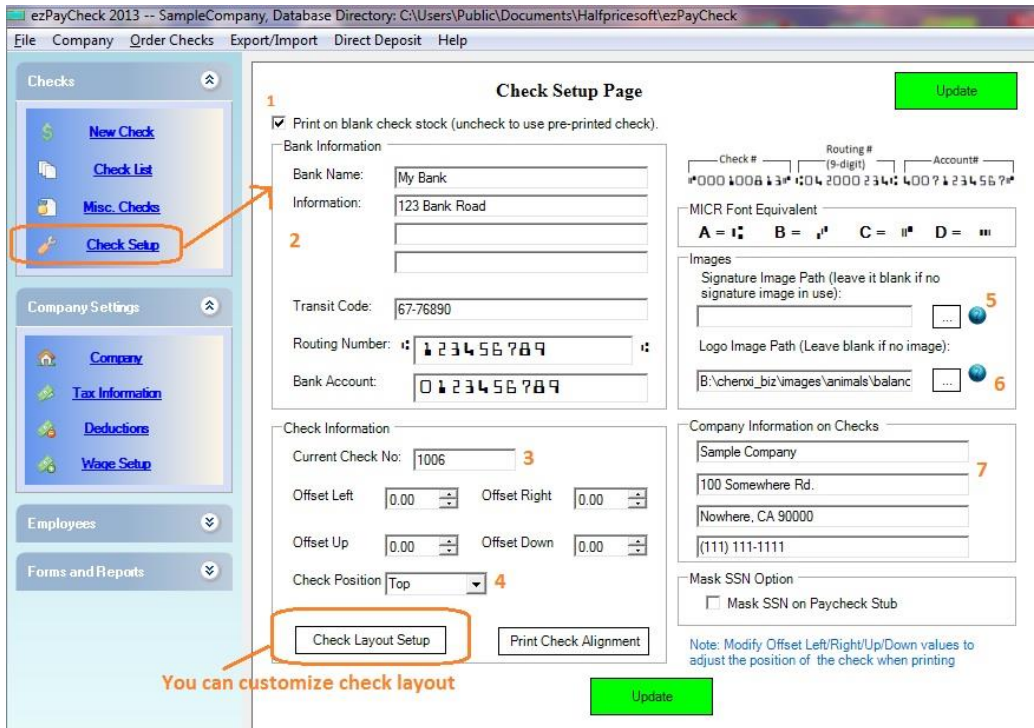
3. Enter the check number you want to use for your new paychecks.

4. Specify the check format: check-on-top, check-in-middle or check-at-bottom

5. If you want to print paycheck with signature image, you can specify the path here. Otherwise, leave it blank. You can delete current image by highlighting the field and clicking the DELETE button on your keyboard.

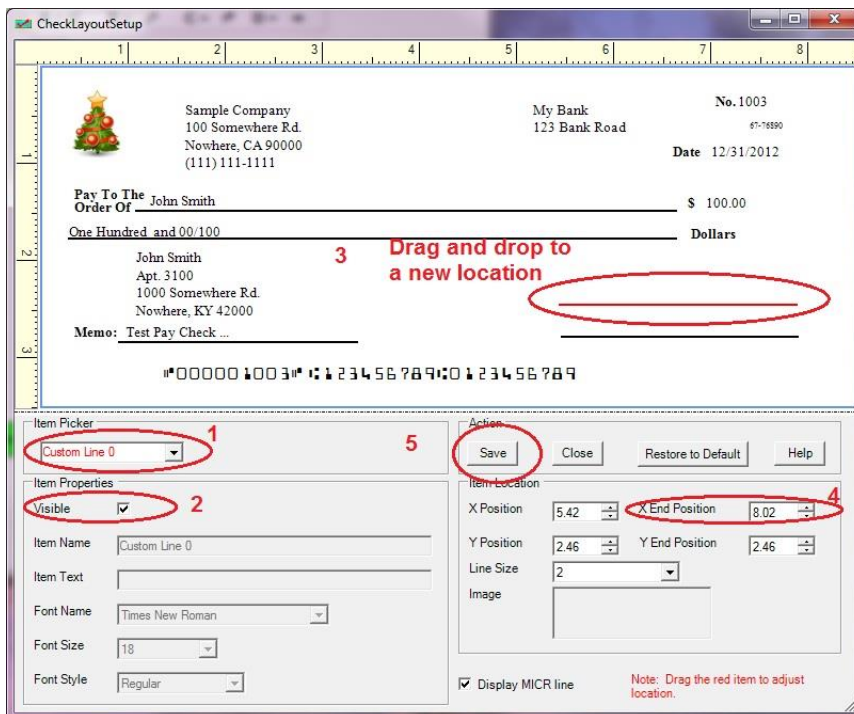
6. If you want to print paychecks with logo image, you can specify the path here. Otherwise, leave it blank. You can delete current image by highlight the field and click the DELETE button on your keyboard.

7. Enter the business name and address displayed on check.



Customize Paycheck Layout

You can click the Check Layout Setup button to customize your check layout. You can change the font sizes, change logo position, add new labels and lines

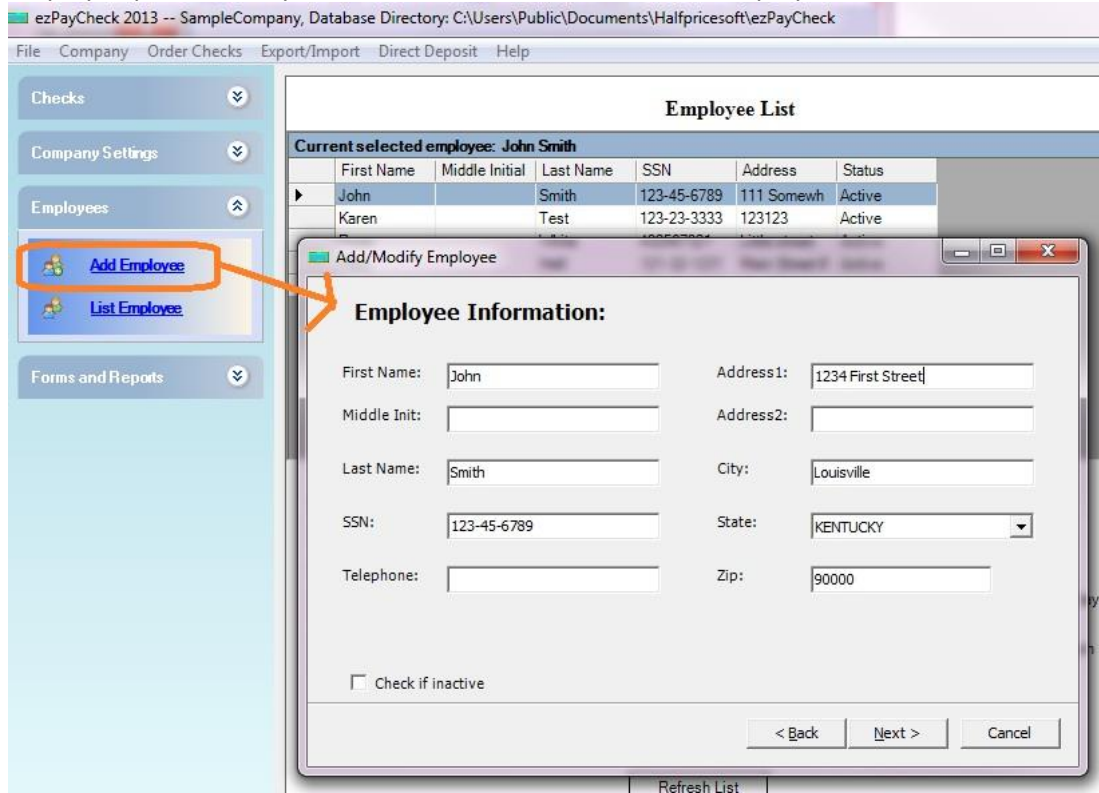


(Click image to enlarge)

Step 3: Add New Employee

☑ Add employee general information

Start ezPaycheck application, click the left menu "Employees" then click the sub menu "Add Employee" to add employee profile. EzPaycheck calculates state tax based on employee address.



(Click image to enlarge)

☑ Employee payment and deductions

- If you set up employee to be paid by salary, then check the option box "Salary Employee" and enter the amount for yearly salary
- If you set up employee to be paid by hourly, then uncheck the option box "Salary Employee", leave Year Salary field as "\$0", and enter the hourly rate.
- Set up the deductions for each paycheck.

Add/Modify Employee

Payment Setup

Salary Employee (uncheck to pay by hourly rate)

Yearly Salary: \$

Regular hourly rate: \$

2nd shift payrate: \$

Lunch Time Pay Rate: \$

Vacation hourly pay: \$

W2 Options

Statutory Employee

Retirement Plan

Receive Advanced EIC

Deductions for Each Paycheck

Health Insurance	\$	<input type="text" value="15"/>	Occupation Tax	<input type="text" value="2.2"/>	%
401K	\$	<input type="text" value="10"/>	Changeable Dedu	\$	<input type="text" value="0"/>
Flex Account	\$	<input type="text" value="50"/>	Changeable Dedu	\$	<input type="text" value="0"/>
			Changeable Dedu	\$	<input type="text" value="0"/>

< Back Next > Cancel

Tax Options

Nonprofits and churches that do not need to deduct FICA taxes for clergy members and some employees, can uncheck Social Security tax and Medicare tax here.

Add/Modify Employee

Federal Taxes

Filing Status:

Number of Allowance:

Extra withhold \$:

Taxes

Federal Income Tax Federal Unemployment Tax

State Income Tax State Unemployment Tax

Medicare Tax Social Security Tax

KY State Tax

No. of Exemptions

More withhold Taxes (\$)

< Back Next > Cancel

Save information

Click the Next button and save the employee information.

Step 4: Manually Enter YTD Data if you start ezPaycheck in Mid-year (Optional)

YTD means Year-to-date. It is a period from the beginning of the current year, and continues up to the present day. The YTD information on the check stubs will update automatically each time you add a new paycheck.

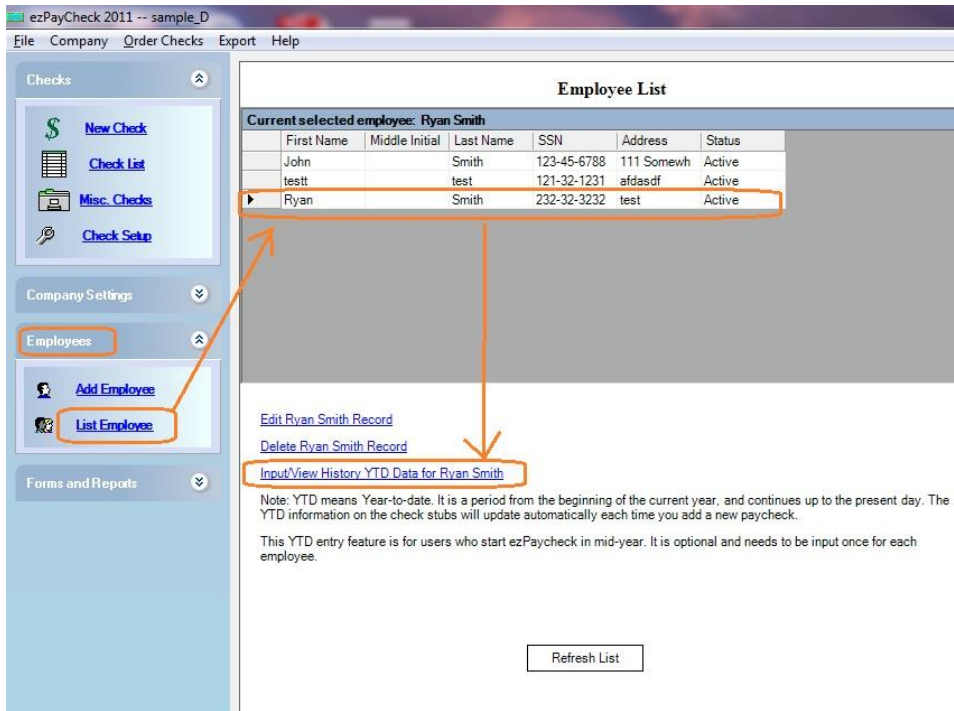
This YTD entry feature is for customers who start ezPaycheck in mid-year. (If you start ezPaycheck from Jan 1, you do not need to enter YTD manually.)

For example, company ABC handles paychecks for employee Ryan Smith manually from 1/1/2011 to 6/30/2011. They plan to use ezPaycheck from 7/1/2011-7/15/2011 pay period. So instead of entering the old checks one by one, they can enter the YTD summary data here.

If you have not set up company and add employee, please finish step 1 "Set up company information" and step 2 "Add a new employee" first.

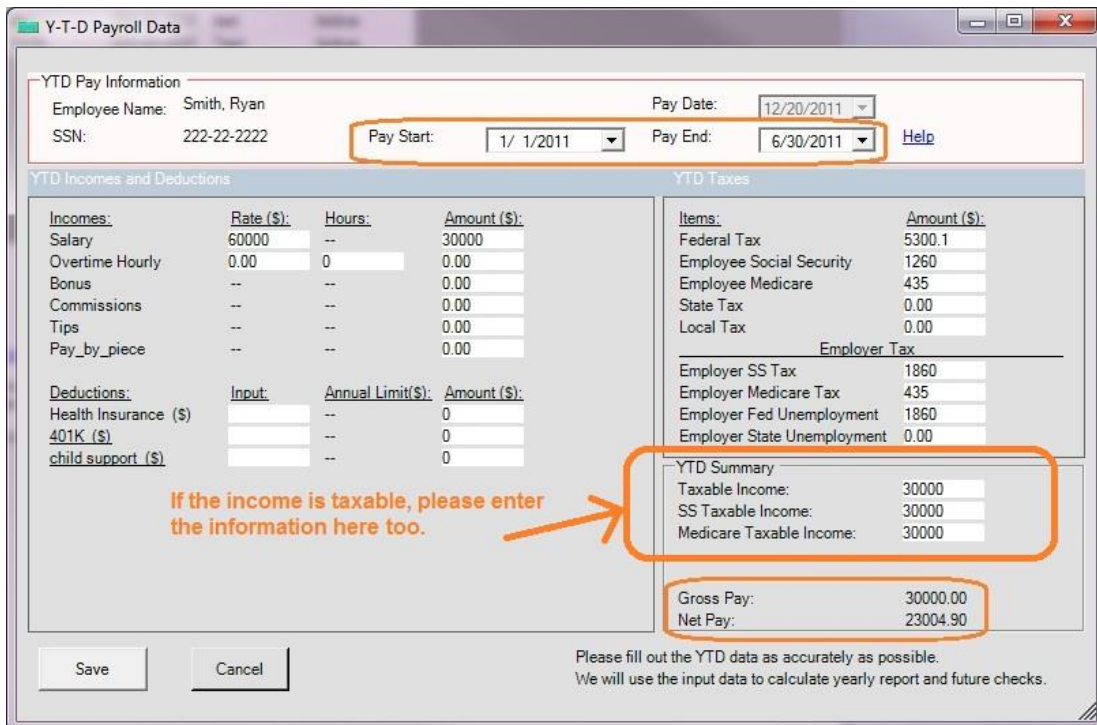
Navigate to input YTD screen

Start ezPaycheck application, click the left menu "Employees" then click the sub menu "Employee List" to view employee list. Select Ryan from Employee list and open YTD manually input screen.



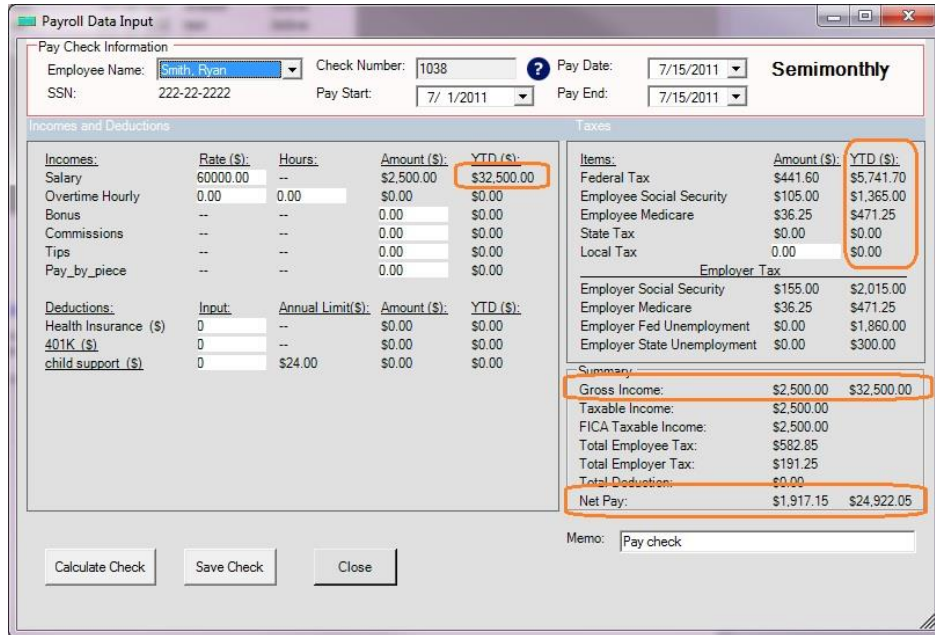
Input YTD data

You can enter the summary information for 1/1/2011 to 6/30/2011 if the first paycheck is from 7/1/2011.



Save information

Click the **SAVE** button to update. When you generate the first check (in step 5), you will see the YTD data there



(Click image to enlarge)

Step 5: Create and Print Paychecks

Add a paycheck by salary

Click the ezPaycheck payroll software left menu "Checks" then click the sub menu "New Check" to open New Check screen.

- Select this employee from list
- Specify Pay Date, Pay Start Date and Pay End Date.
- Review the information on screen
- Click the SAVE Check button to save this new check.

Payroll Data Input

Pay Check Information

Employee Name: **Smith, Ryan** Check Number: 1038 Pay Date: 7/15/2011 **Semimonthly**

SSN: 222-22-2222 Pay Start: 7/ 1/2011 Pay End: 7/15/2011

Incomes and Deductions					Taxes		
Incomes:	Rate (\$):	Hours:	Amount (\$):	YTD (\$):	Items:	Amount (\$):	YTD (\$):
Salary	60000.00	--	\$2,500.00	\$32,500.00	Federal Tax	\$441.60	\$5,741.70
Overtime Hourly	0.00	0.00	\$0.00	\$0.00	Employee Social Security	\$105.00	\$1,365.00
Bonus	--	--	0.00	\$0.00	Employee Medicare	\$36.25	\$471.25
Commissions	--	--	0.00	\$0.00	State Tax	\$0.00	\$0.00
Tips	--	--	0.00	\$0.00	Local Tax	0.00	\$0.00
Pay_by_piece	--	--	0.00	\$0.00	Employer Tax		
					Employer Social Security	\$155.00	\$2,015.00
					Employer Medicare	\$36.25	\$471.25
					Employer Fed Unemployment	\$0.00	\$1,860.00
					Employer State Unemployment	\$0.00	\$300.00
Deductions:					Summary:		
Input:	Annual Limit(\$):	Amount (\$):	YTD (\$):	Gross Income:	\$2,500.00	\$32,500.00	
Health Insurance (\$)	0	\$0.00	\$0.00	Taxable Income:	\$2,500.00		
401K (\$)	0	\$0.00	\$0.00	FICA Taxable Income:	\$2,500.00		
child support (\$)	0	\$24.00	\$0.00	Total Employee Tax:	\$582.85		
				Total Employer Tax:	\$191.25		
				Total Deduction:	\$0.00		
				Net Pay:	\$1,917.15	\$24,922.05	

Memo: Pay check

Buttons: Calculate Check, Save Check, Close

Add a paycheck by hourly rate

Click the ezPaycheck payroll software left menu "Checks" then click the sub menu "New Check" to open New Check screen.

- Select this employee from list
- Specify Pay Date, Pay Start Date and Pay End Date.
- Enter hours - Review the information on screen
- Click the SAVE Check button to save this new check.

Payroll Data Input

Pay Check Information

Employee Name: **Smith, John** Check Number: 1012 Pay Date: 6/18/2012 **Weekly**

SSN: 123-45-6789 Pay Start: 6/12/2012 Pay End: 6/18/2012

Incomes and Deductions					Taxes		
Incomes:	Rate (\$):	Hours:	Amount (\$):	YTD (\$):	Items:	Amount (\$):	YTD (\$):
Regular Hourly	10.00	40.00	\$400.00	\$400.00	Federal Tax	\$29.78	\$9,004.75
Vacation Hourly	\$10.00	0.00	\$0.00	\$0.00	Employee Social Security	\$25.20	\$1,408.02
Sick Hourly	\$10.00	0.00	\$0.00	\$0.00	Employee Medicare	\$8.70	\$486.09
Overtime Hourly	10.00	0.00	\$0.00	\$0.00	State Tax	\$1.75	\$2,801.44
Bonus	--	--	0.00	\$0.00	Local Tax	0.00	\$0.00
Commissions	--	--	200.00	\$200.00	Employer Tax		
Tips	--	--	0.00	\$0.00	Employer Social Security	\$37.20	\$2,078.53
					Employer Medicare	\$8.70	\$486.09
					Employer Fed Unemployment	\$0.00	\$434.00
					Employer State Unemployment	\$0.00	\$140.00
Deductions:					Summary:		
Input:	Annual Limit(\$):	Amount (\$):	YTD (\$):	Gross Income:	\$600.00	\$53,624.50	
Health Insurance (\$)	0	\$0.00	\$0.00	Taxable Income:	\$600.00		
401K (\$)	0	\$0.00	\$200.00	FICA Taxable Income:	\$600.00		
SDI (%)	0	\$0.00	\$0.00	Total Employee Tax:	\$65.43		
housing (%)	0	\$0.00	\$1,187.06	Total Employer Tax:	\$45.90		
				Total Deduction:	\$0.00		
				Net Pay:	\$534.57	\$38,537.14	

Memo: Pay check

Buttons: Calculate Check, Save Check, Close

Annotations: "Enter hours" points to the Hours field (40.00). "Enter commission" points to the Commissions Amount field (200.00). "You can modify the rate when you add a new check" points to the Rate field (10.00).

Print paychecks

select the paychecks from list and click the Print button to print paychecks.

The screenshot shows the ezPayCheck 2013 application window. On the left, a sidebar contains navigation options: 'New Check' (1), 'Check List' (2), 'Misc. Checks', and 'Check Setup'. The main area displays a check form for 'Sample Company' with 'My Bank' as the issuer. The check is dated 4/18/2013 and is payable to 'David Best' for \$00/100. Below the form is a table of checks with columns for 'Check Num', 'Name', 'Address1', 'Address2', 'City&State', 'SSN', 'Serial Num', 'Check Amount', 'Pay Period', 'Check Dat', and 'Memo'. The table shows several checks, with check numbers 1005 and 1004 selected. At the bottom of the table, there are buttons for 'Print / Preview' (3) and 'Print Stub Only' (3). The 'Print / Preview' button is circled in orange.

Check Num	Name	Address1	Address2	City&State	SSN	Serial Num	Check Amount	Pay Period	Check Dat	Memo
1005	David Best	First Street	ADC comm	NewCity, CA	232-32-	6	0.0000	4/18/2013	4/18/2013	Pay c
1004	John Smith	111 Somew	(null)	Nowhere, C	123-45-	5	1554.46	2/18/2013	2/18/2013	Pay c
1003	John Smith	111 Somew	(null)	Nowhere, C	123-45-	4	1684	1/23/2013	1/23/2013	Pay c
1002	John Smith	111 Somew	(null)	Nowhere, C	123-45-	3	778.34	12/20/201	12/20/201	Pay c
1001	John Smith	111 Somew	(null)	Nowhere, C	123-45-	2	889.73	11/24/201	11/24/201	(null)

The screenshot shows the Windows 'Print' dialog box. The 'Printer' section is set to 'Brother MFC-8690DW Printer'. The 'Print range' section has 'All' selected. The 'Copies' section is set to 'Number of copies: 1'. There are 'OK' and 'Cancel' buttons at the bottom.

Print preview

Click here to print

100 Somewhere Rd.
Nowhere, CA 90000
(111) 111-1111

My Bank
123 Bank Road

No. 1006
67-76990

Date 8/19/2013

Pay To The Order Of John Smith \$ **1,760.72

One Thousand Seven Hundred Sixty and 72/100 Dollars

John Smith
111 Somewhere Rd.
Nowhere, CA 90000

Memo: Pay check

#000001006# 12345678910123456789#

Earnings	Hours Rate	Amount	YTD Amt	Taxes/Deductions	Amount	YTD Amt
Salary		\$2,576.92	\$7,730.76	Fed Income Tax	\$410.18	\$1,268.04
Regular hourly pay	0.00/0	\$0.00	\$0.00	Social Security Tax	\$158.84	\$478.38
Gross Pay		\$2,576.92	\$7,730.76	Medicare Tax	\$37.15	\$111.89
				State Income Tax	\$135.03	\$420.43
				Local Income Tax	\$0.00	\$0.00
				Health Insurance	\$15.00	\$15.00
				401K	\$10.00	\$10.00
				Flex Account	\$50.00	\$50.00
				Net Pay	\$1,760.72	\$5,377.02

Sample Company
100 Somewhere Rd.
Nowhere, CA 90000
(111) 111-1111

Smith, John
111 Somewhere Rd.
Nowhere, CA 90000

SSN XXX-XX-6789
Gross Pay \$2,576.92
Net Pay \$1,760.72
Filing Status S1

Period Beginning 8/6/2013
Period Ending 8/19/2013
Check Date 8/19/2013
Check No 1006

Earnings	Hours Rate	Amount	YTD Amt	Taxes/Deductions	Amount	YTD Amt
Salary		\$2,576.92	\$7,730.76	Fed Income Tax	\$410.18	\$1,268.04
Regular hourly pay	0.00/0	\$0.00	\$0.00	Social Security Tax	\$158.84	\$478.38
Gross Pay		\$2,576.92	\$7,730.76	Medicare Tax	\$37.15	\$111.89
				State Income Tax	\$135.03	\$420.43
				Local Income Tax	\$0.00	\$0.00
				Health Insurance	\$15.00	\$15.00
				401K	\$10.00	\$10.00
				Flex Account	\$50.00	\$50.00
				Net Pay	\$1,760.72	\$5,377.02

Sample Company
100 Somewhere Rd.
Nowhere, CA 90000
(111) 111-1111

Smith, John
111 Somewhere Rd.
Nowhere, CA 90000

SSN XXX-XX-6789
Gross Pay \$2,576.92
Net Pay \$1,760.72
Filing Status S1

Period Beginning 8/6/2013
Period Ending 8/19/2013
Check Date 8/19/2013
Check No 1006

(Click image to enlarge)