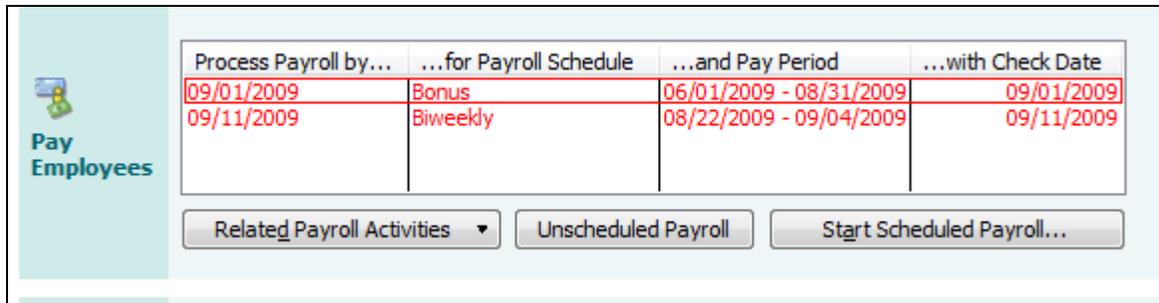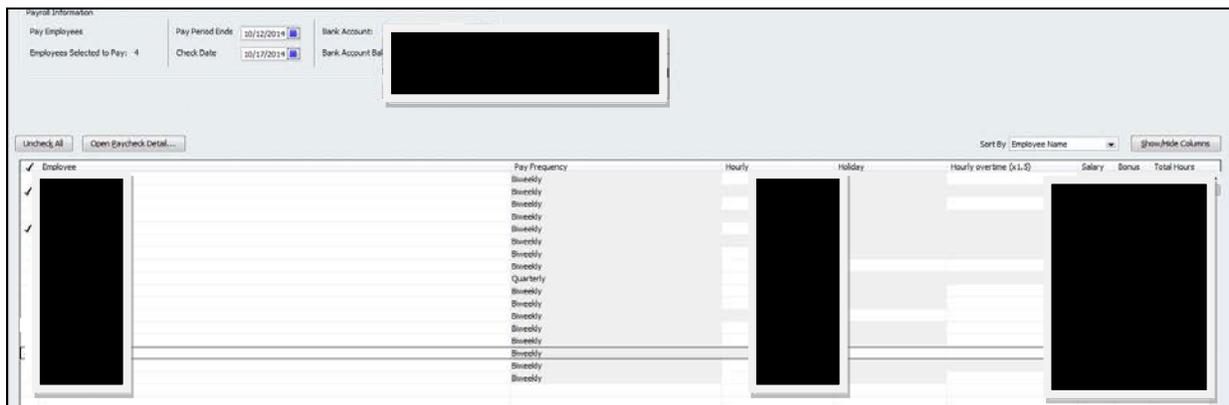# To Run Payroll (Employees - Hourly)

1. On the Home Screen for QuickBooks, Click **Pay Roll Center**. You will get a screen like this:

2. Click on **Unscheduled Payroll**, you will then get a screen like this:

3. Click on **Pay Period ENDS** and select date

4. A Pop Up menu will come up...Make sure you **Click YES** to bring times worked into the Payroll Screen

5. Click on **Check Date** and select the date in which the check will be issued to the employee

6. **Click on Bank Account and Select the** ███████████████
   DO NOT the Clearing Account !!

7. **Click in the Blank Space to the Right of the Employee's Name** in order to select the employee.

8. Click on **Continue,** then you will get a screen like this:

9. Print out this Screen or write down the total number for the Taxes.
Add the 2 Tax Columns (Taxes and Employer Taxes) together. This total amount should be transferred into our Savings (Tax) Account.

10. Click on **Create Paychecks** and **Put Paychecks Face Down (upside down) in Printer Tray**

11. Payroll is Finished