To Run Payroll (Employees - Hourly)

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

	Process Payroll by	for Payroll Schedule	and Pay Period	with Check Date
a	09/01/2009	Bonus	06/01/2009 - 08/31/2009	09/01/2009
1	09/11/2009	Biweekly	08/22/2009 - 09/04/2009	09/11/2009
Pay		· ·		
Employees				
	Related Payroll Acti	vities • Unscheduled	l Payroll St <u>a</u> rt Sch	eduled Payroll

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

Employees	Pay Penod Ends 10/12/2014	Bank Account:					
Hoyees Selected to Pay: 4	Check Date 10/17/2014	Bank Account Ba					
edy Ali 📄 🗌 Open Baucheck (etal					Sort By Employee N	are 💌 Show/Fide Colu
Employee			Pay Frequency	Hourly	Holiday	Hourly overtime (x1.5)	Salary Bonus Total Hours
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			Bivecidy	22			
			Biweekdy				
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			Biweekly				
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3. Click on Pay Period ENDS and select date

4. A Pop Up menu will come up...Make sure you <u>Click YES</u> 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:

Paycheck Options Print paychecks from QuickBooks Assign check numbers to handwritten checks First Check Number Open Paycheck Detail Tendowae
Open Paycheck Detail

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