

QuickBooks – How To Run Payroll

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How To: Add a New Employee

- Click “Employees” in the top navigation bar
- Click “Employee Center”
- Click “New Employee” (Upper Left)
- Using the Right navigation bar, enter the following
 - Personal: Name, Social Security #, any other info you wish to have
 - Address and Contact: Mailing Address, any other info you wish to have
 - Payroll Info:
 - Payroll Schedule – select the correct option
 - Pay Frequency – should match the Payroll Schedule
 - Earnings – Item name (salary/hourly/etc.), and Hourly/Annual Rate
 - Direct Deposit – if you are electing to pay them electronically
 - Taxes – fill this out with info provided from their W-4; be sure to enter the appropriate state taxes as well
 - Sick/Vacation – fill this out if you are offering
- Employment Info – good to keep the hire date on file
- Click OK

How To: Process Payroll

- Click “Employees” in the top navigation bar
- Click “ Payroll Center”
- Select the “Pay Employees” Tab
- Under Create Paychecks, select the “Start Scheduled Payroll” option
- Make sure all employees you wish to pay have a check mark
- Enter in the hours if hourly/double check the hours and pay if salary
 - Be sure to add/edit/check the L&I hours to ensure they match the employees hours
- Review the Employee Summary to ensure everything is correct
- Make sure the pay period is correct
- Make sure “Use Direct Deposit” has a check mark if they have opted in for it
- Click “Save & Close” when finished
- Click “Continue” (Lower Right)
- Review info
- Click “Create Paychecks”
- Follow the prompts for Direct Deposit

How To: Process Your 941 Payroll Tax Payment

- From the “Payroll Center”, click the “Pay Liabilities” tab
- Select the appropriate payment (be sure to select the 941 on a monthly/bimonthly basis)
- Click View/Pay
- Set the “Withdraw On” date to the appropriate date
- Click “E-pay”
- Follow the prompts