Lab Assignment # 8 – *Payroll*

You should have subscribed the current year tax table to enter the employee's payroll. This exercise is only for your practice.

✓ **Open the sample company** *: Sample_product-base business*.

✓ **Click on** *Employee Center, New Employee* enter 5 employees as below :

    I.   Personal Info
        A. Personal :

Name	SS#	Gender
Andy Tseng	259-26-3167	Male
Steve Austin	458-26-5896	Male
Annie Chan	598-26-4879	Female
Betty Frain	265-89-4896	Female
Amy Wang	568-56-8759	Female

        B. Address and Contact

Name	Address	Tel.
Andy Tseng	600 Monterey Passroad, MPK, CA 91754	626-300-0816
Steve Austin	820 N. Garfield Ave. Alhambra, CA 91801	626-281-8000
Annie Chan	230 S. Raymond Ave. , L.A., CA 90801	323-265-5696
Betty Frain	112 N Chandler Ave. MPK, CA 91754	626-248-6323
Amy Wang	3200 Wilshire Blvd. LA, CA 90010	213-381-3333

** Click *Leave As Is* for following prompt.
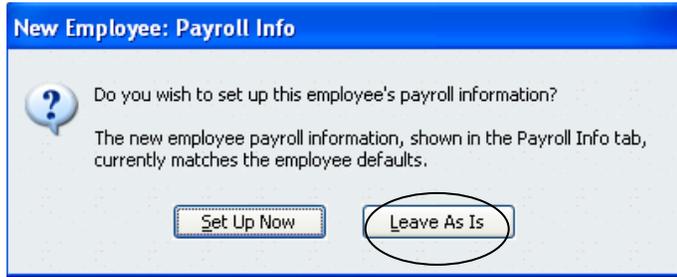
✓ After entering address information, click *Payroll and Compensation Info.*
Enter *Salary* and *Regular Pay/Overtime Rate* as below, change *Pay Period*
as **Biweekly.**
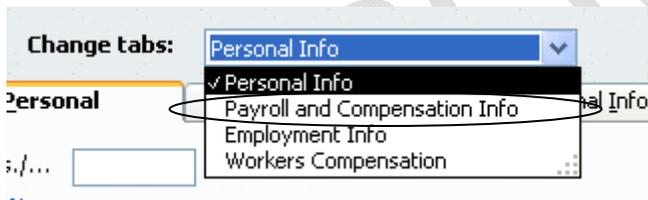
✓ Enter **Payroll and Compensation Info as below :**

Name	Status	Allow.	Monthly Salary	Annual Salary	
Andy Tseng	Married (one income)	3	1,500	18,000	Pay by Salary
Steve Austin	M	3	2,500	30,000	
Annie Chan	S	1	1,800	21,600	
Betty Frain	S	2	$12 : 80 hrs $18 : 4 hrs (Overtime)		Pay by Hour
Amy Wang	S	3	$10 : 80 hrs $15 : 10 hrs (Overtime)		

** Pay By Salary

** Pay By Hour

✓ Click on *Taxes...*

** Under *Federal* tab, enter *Filing Status* as **Married** and *Allowances* as **3**.

** *Click State.* Change *Filing Status* and *Allowances.*

✓ *Report, Employee and Payroll, c*lick **Employee Contact List** to print the *Employee List*.

✓ *Employee, Pay employees*, select the employee to be paid, change
       Check Date : 1/14/2008 and
       Pay Period Ends : 1/11/2008, click **Create**, you will see the result as below :
       Click **Create** again.

✓ Pay five employees and enter hours as the following tables.

Name	Status	Allow.	Monthly Salary	Annual Salary	
Andy Tseng	Married (one income)	3	1,500	18,000	Pay by Salary
Steve Austin	M	3	2,500	30,000	
Annie Chan	S	1	1,800	21,600	
Betty Frain	S	2	$12 : 80 hrs $18 : 4 hrs (Overtime)		Pay by Hour
Amy Wang	S	3	$10 : 80 hrs $15 : 10 hrs (Overtime)		

✓ *File, Print Forms, Paycheck* to print the check.

✓ *Reports, Employees & Payroll,* print
　　(1) *Payroll Summary,* (2) *Payroll Item Detail,* (3) *Payroll Item Listing*