

# Paying Employees

On-time, error-free paychecks are important to keep your employees happy and your business running smoothly. QuickBooks Online makes it easy to process payroll for regular pay schedules as well as for exception pay runs such as commission, bonus and termination pay. This guide will cover the basic steps you need to process payroll, print paystubs and paycheques, and issue out-of-cycle paycheques.

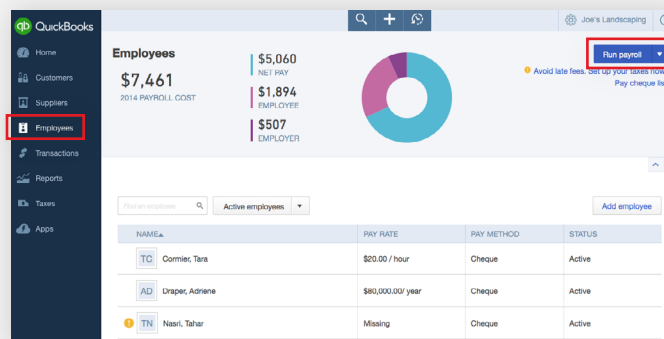
This QuickGuide will show you how to:

- Pay Your Employees
- Make Adjustments and Print Paystubs
- Print Paycheques
- Issue Out-Of-Cycle Paycheques

**Note:** Before you begin, make sure your payroll tax information is set up completely. From the left-hand navigation bar, select Taxes and then select Payroll Tax. You may want to have your accountant or bookkeeper assist you.

## Paying Employees

- 1 From the left-hand navigation bar, select **Employees**.
- 2 Click on the **Run Payroll** button on the top right corner.



# Paying Employees

- After selecting the pay schedule, if applicable, you are taken to a screen displaying all of the employees on that schedule. In the top right, select the pay period and choose the pay date. Now check off which employees will be paid for this pay period and proceed to enter their figures.

Enter employee pay details TOTAL PAY \$0.00

Bank account: Payroll Balance: \$0.00

Pay period: 22-09-2014 to 28-09-2014 Pay date: 03-10-2014

EMPLOYEE	REGULAR PAY HRS	VACATION PAY H.	STAT HOLIDAY P.	TOTAL PAY
<input checked="" type="checkbox"/> <span>OS</span> 6 Point 1, Queston \$17.75 / hour				\$0.00
<input checked="" type="checkbox"/> <span>OS</span> 6K, Queston \$17.75 / hour				\$0.00
<b>TOTAL</b>	0.00	0.00	0.00	\$0.00

[Add employee](#)

- If you select a pay period for which employees were already paid within, you will be asked to **Create another cheque for (employee's name)**. This will create a second cheque for the respected employee, within the same period.

Enter employee pay details TOTAL PAY \$0.00

Bank account: Checking Balance: -\$943.08

Pay period: 11-09-2014 to 24-09-2014 Pay date: 26-09-2014

EMPLOYEE	SALARY	REGULAR PAY HRS	VACATION PAY HRS	STAT HOLIDAY PAY ...	TOTAL PAY
<input type="checkbox"/> <span>TC</span> Cormier, Tara \$20.00 / hour	On 24-09-2014, you created a \$800.00 cheque for this pay period. <a href="#">Create another cheque for Tara.</a>				
<input type="checkbox"/> <span>AD</span> Draper, Adriene \$80,000.00 / year	On 24-09-2014, you created a \$3,076.92 cheque for this pay period. <a href="#">Create another cheque for Adriene</a>				
<b>TOTAL</b>	\$0.00	0.00	0.00	0.00	\$0.00

[Add employee](#)

[Cancel](#) [Preview payroll](#)

- Select **Preview Payroll** to see the pay information for the selected employees. The pay information is calculated based on the employee's TD1 form.

Run Payroll: Every Other Friday

**Review and submit**

**\$3,303.55** TOTAL PAYROLL COST

**\$2,178.44** NET PAY

**\$898.48** EMPLOYEE

**\$226.63** EMPLOYER

1 Printed cheque for \$2,178.44  
Deliver these pay cheques by 26-09-2014

Pay period: 11-09-2014 to 24-09-2014 Pay date: 26-09-2014

EMPLOYEE	TOTAL HOURS	TOTAL PAY	EMPLOYEE TAXES	NET PAY
<span>AD</span> Draper, Adriene	80.00	\$3,076.92	\$898.48	\$2,178.44
<b>Totals:</b>	80.00	\$3,076.92	\$898.48	\$2,178.44

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# Paying Employees

## Making Adjustments and Printing Paystubs

- 1 Click the pencil icon to make changes if necessary.
- 2 Select **Submit Payroll** to process the information.
- 3 Enter a cheque number or if you do not want to record cheque numbers, leave it blank. If the employer does not have the cheque number on hand, this can be entered in at a later time from the **Pay Cheque List**.

**Got it! Your payroll is all set.**

We've used your info to create pay cheques for your employees.

1 pay cheque to write  
Deliver cheques to your employees by 26-09-2014

[Print pay stubs](#)

<input type="checkbox"/>	EMPLOYEE	NET PAY	CHEQUE NUMBER
<input checked="" type="checkbox"/>	AD Draper, Adriene	\$2,178.44	<input type="text"/>

[View payroll reports](#) [Finish payroll](#)

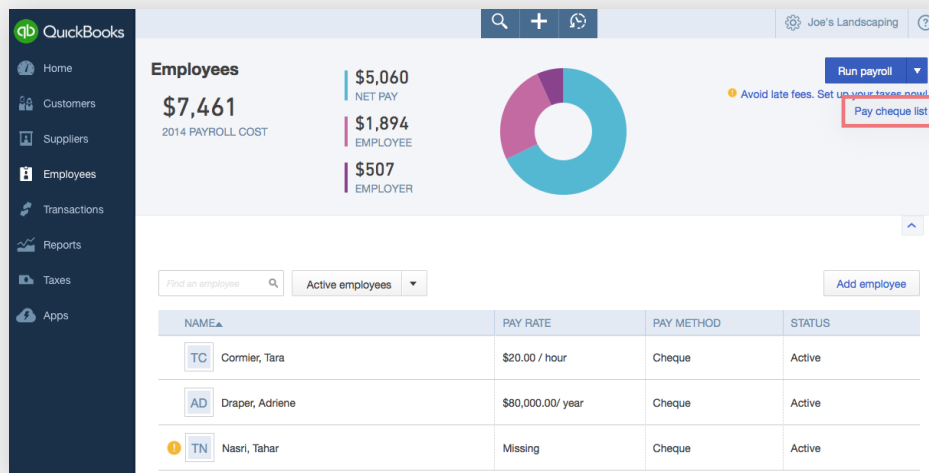
- 4 Click **Print Pay Stubs** to print the pay stub information. You may want to print the paystub for the employee if you are writing paycheques by hand.
- 5 When the paystubs have finished printing, click **Finish Payroll** to complete the payroll process.

**Note:** If the employer wishes to print their cheques, this option can be enabled from the Gear Symbol in the top right>**Payroll Settings**>**Print Cheque Preferences**. Select the type of Voucher Cheque they are using.

# Paying Employees

## Printing Cheques

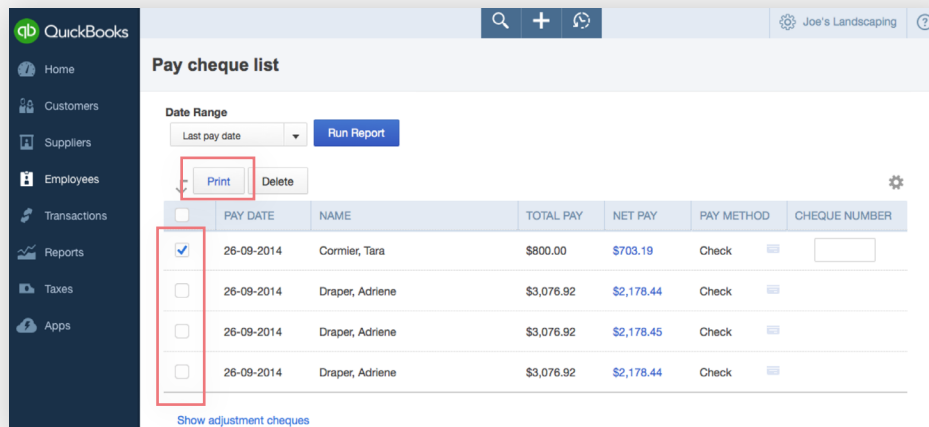
- 1 If you are printing physical cheques, in the **Employees** section, select **Pay Cheque List**.



The screenshot shows the QuickBooks interface for the 'Employees' section. At the top, there are summary statistics: NET PAY of \$5,060, 2014 PAYROLL COST of \$7,461, EMPLOYEE of \$1,894, and EMPLOYER of \$507. A donut chart is also present. Below the summary, there is a search bar and a dropdown for 'Active employees'. A table lists three employees:

NAME	PAY RATE	PAY METHOD	STATUS
TC Cormier, Tara	\$20.00 / hour	Cheque	Active
AD Draper, Adriene	\$80,000.00/ year	Cheque	Active
ITN Nasri, Tahar	Missing	Cheque	Active

- 2 Select the the payee you want to print, then click **Print**.



The screenshot shows the 'Pay cheque list' page in QuickBooks. It includes a 'Date Range' section with a 'Last pay date' dropdown and a 'Run Report' button. Below this, there are 'Print' and 'Delete' buttons. A table lists pay cheques with columns for 'PAY DATE', 'NAME', 'TOTAL PAY', 'NET PAY', 'PAY METHOD', and 'CHEQUE NUMBER'. The first row is selected with a checkmark in the left margin.

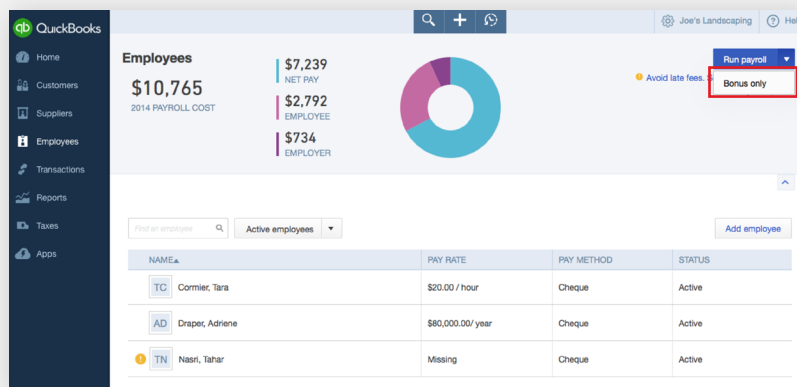
	PAY DATE	NAME	TOTAL PAY	NET PAY	PAY METHOD	CHEQUE NUMBER
<input checked="" type="checkbox"/>	26-09-2014	Cormier, Tara	\$800.00	\$703.19	Check	
<input type="checkbox"/>	26-09-2014	Draper, Adriene	\$3,076.92	\$2,178.44	Check	
<input type="checkbox"/>	26-09-2014	Draper, Adriene	\$3,076.92	\$2,178.45	Check	
<input type="checkbox"/>	26-09-2014	Draper, Adriene	\$3,076.92	\$2,178.44	Check	

**Note:** Sometimes an employee may lose a paycheck or the printer might jam during printing. In either case, you can edit the Cheque Number from the Pay Cheque List and reprint the Cheque.

# Paying Employees

## Processing “Out-of-Cycle” Paycheques

- 1 From the left-hand navigation bar, select **Employees**.
- 2 Click the drop-down arrow next to the **Run Payroll** button on the top right corner.
- 3 Select **Commission Only** or **Bonus Only**.



**Note:** If you select **Bonus**, you’ll be asked whether you want to enter a Net (the take-home pay) or Gross (the total pay) amount for the employee.

If you select **Commission**, you’ll be asked to enter the commission as a dollar amount or enter the total sales on which the commission is based.

**Termination Cheque** – If vacation pay is paid out each pay period, run the last pay cheque and then change the employees status from the Employee Edit area. If they are accruing vacation, run the last regular hour cheque and then run a second pay cheque excluding regular hours and entering only the number of vacation hours owed. This way, no more will be accrued.

**Time Sheets** – From the Payroll Settings, enable the Time Sheet option so that it will reflect when the respective pay periods are selected. In order to use time sheets with Payroll, click on the Gear Symbol in the top right hand corner and then Payroll Settings>Time Sheets.

**Adjusting Cheques** – Employers are able to edit a variety of areas on a pay cheque before the final approval however, CPP and EI amounts will require the employer to contact QuickBooks Online Support and request a pay cheque edit.

**Congratulations! You’ve completed the payroll process. Be sure to file your payroll taxes accurately and on time.**