



The main toolbar is active in ALL views.

EMPLOYEE

- 1) The Employee button is currently only for doing payroll.
- 2) From your main accounts view click on the 'Employee' button.
- 3) Click on the 'Add' button to add a new employee.

Employee	Deductions	Verifone
Employee# <input type="text" value="2"/>		
0=ACTIVE <input type="text" value="0"/>		
First Name <input type="text" value="Jon"/>		
Middle Initial <input type="text" value="N"/>	Employee DEPT# <input type="text" value=""/>	
Last Name <input type="text" value="Jones"/>		
Address <input type="text" value="325 Pine St"/>		
Address2 <input type="text" value=""/>		
City <input type="text" value="Appleton"/>	WI <input type="text" value="54952"/>	
Phone <input type="text" value="(920)123-4567"/>	e-mail <input type="text" value="jonjone@gas.com"/>	
Phone2 <input type="text" value="() -"/>		
YTD TOTALS		
Hrs YTD	<input type="text" value=".00"/>	
Hours OverTime YTD	<input type="text" value=".00"/>	
Vacation Hrs YTD	<input type="text" value=".00"/>	
Holiday Hrs YTD	<input type="text" value=".00"/>	
Bonus YTD	<input type="text" value=".00"/>	
Commission YTD	<input type="text" value=".00"/>	
Fwt YTD	<input type="text" value=".00"/>	
Swt YTD	<input type="text" value=".00"/>	
Sst YTD	<input type="text" value=".00"/>	
Mct YTD	<input type="text" value=".00"/>	
Insurance YTD	<input type="text" value=".00"/>	
Dental YTD	<input type="text" value=".00"/>	
Health Savings Plan	<input type="text" value=".00"/>	
Cafeteria YTD	<input type="text" value=".00"/>	
Retirement Plan Ytd	<input type="text" value=".00"/>	
Retirement Plan Loan	<input type="text" value=".00"/>	
Other Deductions YTD	<input type="text" value=".00"/>	
Child Support_Fee YTD	<input type="text" value=".00"/>	
Garnishment YTD	<input type="text" value=".00"/>	
Bank YTD	<input type="text" value=".00"/>	
Clothing YTD	<input type="text" value=".00"/>	
Net Pay YTD	<input type="text" value=".00"/>	
Gross YTD	<input type="text" value=".00"/>	
INFORMATION		
Date Hired	<input type="text" value="08-01-2008"/>	
Terminated	<input type="text" value="00-00-0000"/>	
Last Raise	<input type="text" value="08-02-2008"/>	
Raise Amount	<input type="text" value=".25"/>	
SS#	<input type="text" value="123-45-6789"/>	
Single?	<input type="text" value="N"/>	
Birth Date	<input type="text" value="03-04-1989"/>	
DL#	<input type="text" value="5465-4798-4356-13"/>	
Credit Card#	<input type="text" value=""/>	
Last Physical	<input type="text" value="08-01-2008"/>	
G/L#	<input type="text" value="32165466"/>	
Workers Comp	<input type="text" value="0"/>	
RATES		
Hourly	<input type="text" value="7.25"/>	
Overtime	<input type="text" value="10.88"/>	
Holiday	<input type="text" value="7.25"/>	
Vacation	<input type="text" value="7.25"/>	
Salary	<input type="text" value=".00"/>	
FWT	<input type="text" value=".00"/>	
SWT	<input type="text" value=".00"/>	
# of Deduction	<input type="text" value="0"/>	
Overhead / Hr \$	<input type="text" value="1.00"/>	

- 4) Fill out the Employee's Information in the red boxes and fill out their income information in the green box.
- 5) Save.