

Intuit

# QuickBooks® Payroll

## Table of Contents

- TABLE OF CONTENTS..... 1
- LESSON 1: SETTING UP PAYROLL..... 2**
  - ABOUT PAYROLL ..... 2
  - THE PAYROLL MODULE ..... 2
  - MANAGING EMPLOYEE DEFAULTS ..... 3
    - Setting Up a Payroll Schedule* ..... 4
    - Setting Up Payroll Earnings*..... 5
    - Multiple Earnings Types*..... 7
    - Additions, Deductions and Company Contributions*..... 9
    - Setting Up Payroll Additions* ..... 9
    - Setting Up Deductions*..... 12
    - Setting Up Company Contributions*..... 14
    - Setting Up Taxes and TD1s*..... 17
    - Setting Up Accrual Hours* ..... 18
    - Setting Up Vacation Pay* ..... 18
  - ADDING NEW EMPLOYEES ..... 19
- LESSON 2: RECORDING PAYROLL ..... 23**
  - ENTERING EMPLOYEES TIME..... 23
  - PROCESSING A PAYROLL ..... 25
- LESSON 3: PAYROLL REPORTING AND FORMS..... 33**
  - PAYING LIABILITIES ..... 33
  - TERMINATION CHEQUES ..... 37
  - RECORD OF EMPLOYMENT ..... 40
  - PROCESSING YEAR END T4S ..... 42
  - T4 SUMMARY REPORT ..... 44