CHAPTER 8
EMPLOYEES AND PAYROLL
SECTION 8.1 SATNAV

QB SatNav

QB SETTINGS
- Company Settings
- Chart of Accounts

QB TRANSACTIONS
- Money in
- Money out
- Banking
- Customers & Sales
- Vendors & Expenses
- Employees & Payroll

QB REPORTS
- Reports
CHAPTER 8 OVERVIEW

- Payroll Setup
- Payroll Processing
- Transfer Time to Sales Invoices
- Payroll Reports
PAYROLL SETUP

Payroll setup requires:

- Turn on QuickBooks Payroll (Employees menu, Payroll Setup)
- Turn on Time Tracking preference (Edit menu, Preferences, Time & Expenses)
- Set up Employees List (Employees menu, Employee List)
EMPLOYEE NAVIGATION AND PAYROLL PROCESSING

4 main steps to processing payroll using QuickBooks:

1. Enter Time
2. Pay Employees
3. Pay Payroll Liabilities
4. Process Payroll Forms
Enter time using

1. Stopwatch
2. Timesheet
PAY EMPLOYEES

- Calculate withholdings and employee net pay
- QuickBooks payroll services calculate withholdings automatically
PAY PAYROLL LIABILITIES

Pay payroll tax liability:

- Federal income taxes withheld
- State income taxes withheld
- Social security and Medicare, both employee and employer portions
- Unemployment taxes
FILE PAYROLL TAX FORMS

File payroll tax forms to report payroll taxes paid:

- Federal income taxes withheld
- State income taxes withheld
- Social security and Medicare, both employee and employer portions
- Unemployment taxes
Payroll reports: *How much do we pay for payroll?*
TO LEARN MORE... SEE CHAPTER 8