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Using PayCheck

PayCheck is based on IRS Publication 15, Circular E, Employer's Tax Guide. Please refer to this publication for information about tax laws and procedures. All state tax information is based on each state's respective State Withholding Guide. The tables in these guides are based on ranges of pay and are not meant to be exact. PayCheck uses formulas to arrive at withholding. Therefore, PayCheck and the tax tables will usually not be in precise agreement. This is correct, and as it should be. In most cases, PayCheck will more accurately reflect amounts to be withheld than tax tables.

Calculating a paycheck

From the menu bar, click on File, New Paycheck (or use the Ctrl+N accelerator key). Fill in each dialog box as it appears. Name, Method of payment (salary or hourly), Hours, Wage, Withholding, Filing status and Payroll Period are required dialogs. Canceling one of these will cancel the current work. All other dialog boxes are optional. Canceling one of these will merely move you to the next dialog box. When all information is entered, the current paycheck information will be displayed on your screen. You will then have the option of printing the current paycheck or saving it to a file, or both.

File Menu Commands

New PayCheck

Begins a new employee paycheck.
You may start a new paycheck at any time

Open

Opens a previously saved paycheck.

Save

Saves the current paycheck to a file.

Save As

Saves the current paycheck to a file
with a new name.

Print

Prints the current paycheck.

Exit

Exits the program.

Options Menu Commands

Confirmation

Toggles the confirmation dialog boxes on and off. A check mark means the command is active, and each entry will be confirmed by PayCheck. The default setting is off.

Sound

Toggles the sound (a beep) on and off. When a dialog box confirms an entry, if this command is active a beep will sound for each box. The default setting is sound off.

Change State

Allows the user to change the current state for calculating state taxes. This state is saved by PayCheck, and the user only has to choose a state once. Of course, the user can change the current state at any time.

Keyboard

Key

Action

F1	Access Help.
F2	Toggles Confirmation on and off.
F3	Toggles Sound on and off.
ESC	Cancel the current dialog. If the dialog is required, ESC cancels the current paycheck.
Ctrl+N	Starts a new paycheck.
Ctrl+O	Opens an existing PayCheck file.
Ctrl+S	Saves the current paycheck to file.
Ctrl+P	Prints the current paycheck.
Ctrl+A	Change the current state.
Alt+F4	Exits the PayCheck program.

