

# CheckMark Payroll

## Quick Start Guide



### CheckMark Payroll Quick Start Guide

Congratulations on your purchase of CheckMark's Payroll Software!

This *Quick Start Guide* provides basic information to help you get started. More detailed information with screen shots can be found in the PDF version of the User's Manual under the **Help** menu in the program.

### Macintosh Download Location

The default install location on the hard drive for CheckMark Payroll is: *Macintosh HD\Applications\CheckMark\Payroll\(\year)*

We don't recommend you install this anywhere other than your local hard drive.

### Windows Download Location

The default install location on the hard drive for CheckMark Payroll is:  
*C:\ProgramFiles\CheckMark\Payroll\(\year)*

We don't recommend you install this anywhere other than your local hard drive.

### Open the CheckMark Payroll Application

You can use either the shortcut or alias that was created or go to the CheckMark folder that was installed and double-click the CheckMark Payroll application.

In order to run, CheckMark Payroll needs a place to save your companies information. Please choose a directory on this computer's local hard drive in which to save the necessary data files.

Using the default directory is recommended.

You can change the location of this directory at any time by using the *Database Manager*, but it is recommended that you do not change this directory once set.

Detailed instructions are located in the Payroll Manual located under the Help menu in the program.

### To contact CheckMark Support

- Submit a request online  
<https://www.checkmark.com/account/sign-in>, using your email address and customer ID#.
- Call 970-225-0387

### Changes for 2019 CheckMark Payroll

- Added a field for Gross Wages in Calculate Pay
- Added ability to create Employer Payments one month into future year for current year checks
- Added ability to import hours by department
- Can now see employer match amount on check stub
- Added column on Additional Income Report to show # of miles with Mileage and # of pieces for Piecework
- Added Print Multiple Option-to select multiple reports at once and print
- Updated Accrued Hours to allow for a carry-over date to be defined by the employer
- Updated W2/W3 forms per SSA for tax year 2019
- Updated 940, 941, 943 & 944 forms for tax year 2019

### CheckMark, Inc Companion Products

#### ***MultiLedger Integrated Accounting***

If you need a solution to help manage cash flow, run real-time reports, track costs, monitor jobs or produce up-to-the-minute financial reports, you can choose MultiLedger with confidence.

#### ***CheckMark 1099 Reporting***

Use CheckMark's 1099 program to print or e-file 1099s to the IRS for MISC, INT, DIV, S or R as well as printing the recipient copies to be distributed.

#### ***CheckMark 1095 ACA Reporting***

If you have 50 or more employees, you are required by the IRS to submit either paper or electronic forms to report the health care coverage provided to your employees for the tax year. Our 1095 solution will help you accomplish this task.

### System Requirements

Windows 8 or higher, Mac OSX 10.6 or higher.