**How to Switch Payroll Software in Mid-year**

**Steps to Enter YTD Data Manually**

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**YTD** means Year-to-date. It is a period from the beginning of the current year, and continues up to the present day. The YTD information on the check stubs will update automatically each time you add a new paycheck.

**This YTD entry feature is for users who start ezPaycheck in mid-year.** (If you start ezPaycheck from Jan 1, you do not need to enter YTD manually.)

For example, company ABC handles paychecks for employee Ryan Smith manually from 1/1/2011 to 6/30/2011. They plan to use ezPaycheck from 7/1/2011-7/15/2011 pay period. So instead of entering the old checks one by one, they can enter the YTD summary data here.

**You should add the YTD data first before you generate a new paycheck. So you can see the correct YTD data on paycheck stubs.**

Here are the steps.

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Step 1: Set up company information

Step 2: Add a new employee Ryan Smith

Step 3: Select Ryan from Employee list and open YTD manually input screen.  Then enter the summary information for 1/1/2011 to 6/30/2011.





Step 4: When you generate a new check, you will see the YTD data is updated.



To learn more about ezPaycheck, visit <http://www.halfpricesoft.com/index.asp>

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