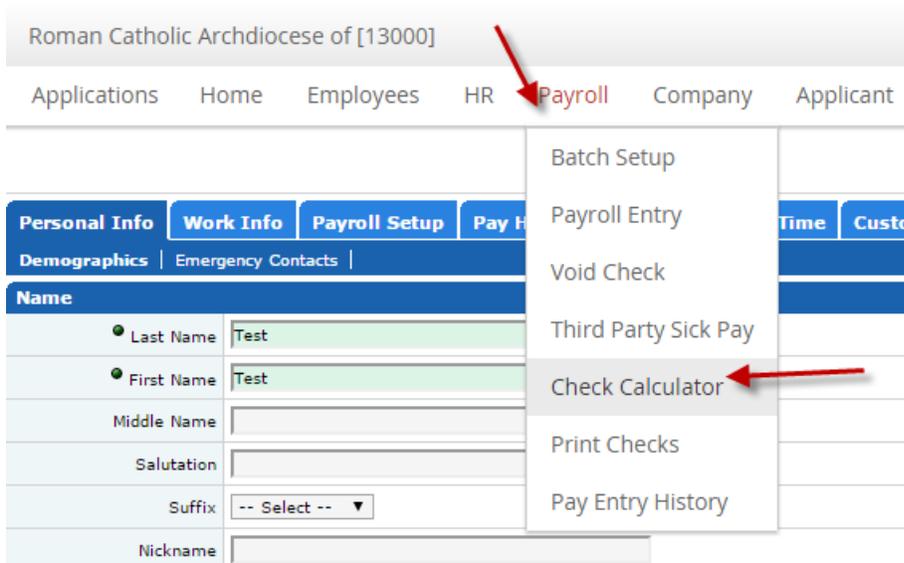


Creating a Manual Check

1. Payroll Tab-> Check Calculator



Roman Catholic Archdiocese of [13000]

Applications Home Employees HR Payroll Company Applicant

Batch Setup
Payroll Entry
Void Check
Third Party Sick Pay
Check Calculator
Print Checks
Pay Entry History

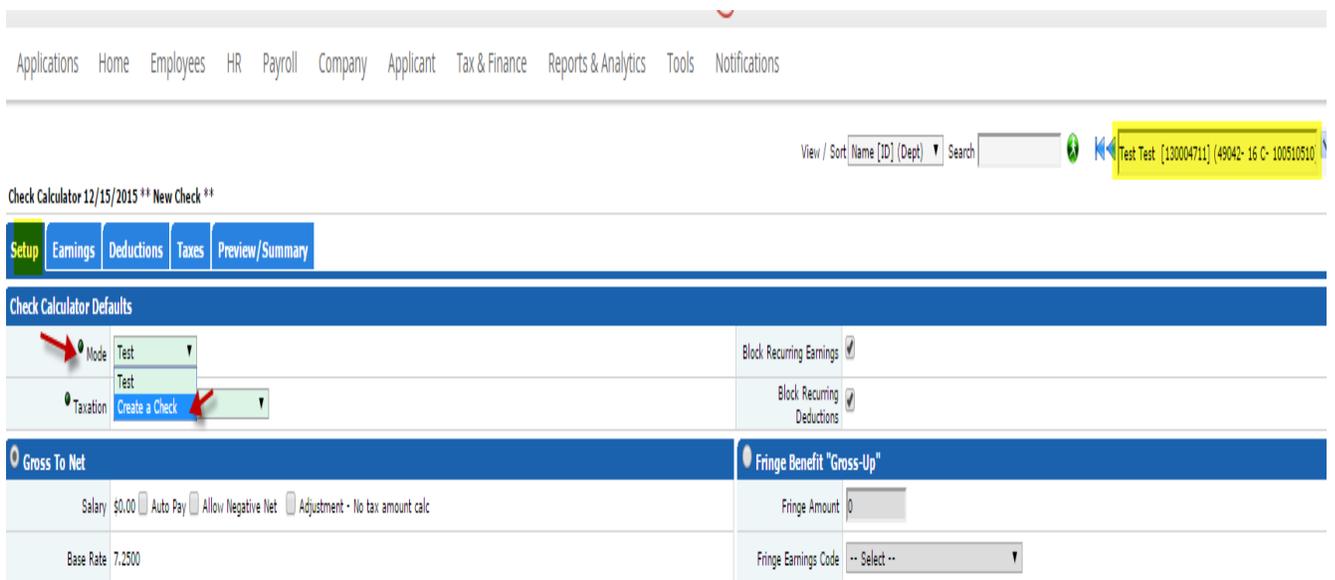
Personal Info Work Info Payroll Setup Pay H Time Custo

Demographics | Emergency Contacts |

Name

Last Name Test
First Name Test
Middle Name
Salutation
Suffix -- Select --
Nickname

2. Make sure you have the correct employee in the upper right hand corner of the screen.
3. On the Setup Tab, change the Mode to "Create a Check".



Applications Home Employees HR Payroll Company Applicant Tax & Finance Reports & Analytics Tools Notifications

View / Sort: Name [ID] [Dept] Search Test Test [130004711] (49042-16 C- 100510510)

Check Calculator 12/15/2015 ** New Check **

Setup Earnings Deductions Taxes Preview/Summary

Check Calculator Defaults

Mode Test
Taxation Create a Check

Block Recurring Earnings
Block Recurring Deductions

Gross To Net
Salary \$0.00 Auto Pay Allow Negative Net Adjustment - No tax amount calc
Base Rate 7,2500

Fringe Benefit "Gross-Up"
Fringe Amount 0
Fringe Earnings Code -- Select --

4. On the Setup Tab you can:

- Block/Unblock Recurring Earnings and Deductions,
- Auto Pay, Allow a Negative Net, Make an Adjustment
- "Gross -Up a check,
- Or Choose Gross to Net

Setup	Earnings	Deductions	Taxes	Preview/Summary		
Check Calculator Defaults						
Mode	Create a Check			Block Recurring Earnings	<input checked="" type="checkbox"/>	
Taxation	Standard			Block Recurring Deductions	<input checked="" type="checkbox"/>	
Gross To Net			Fringe Benefit "Gross-Up"			
Salary	\$0.00	<input type="checkbox"/> Auto Pay	<input type="checkbox"/> Allow Negative Net	<input type="checkbox"/> Adjustment - No tax amount calc	Fringe Amount	0
Base Rate	7.2500				Fringe Earnings Code	-- Select --
Default Hours	0.00	<input type="checkbox"/> Auto Pay			Tax Offset Earnings Code	REG - REGULAR
Net to Gross						
Net Pay	0					
Default Earnings Code	REG - REGULAR					

5. Earnings Tab-> Choose the Earning that you will pay.

Setup	Earnings	Deductions	Taxes	Preview/Summary	Save/Print
Earnings					
Salary	\$0.00	<input type="checkbox"/> Auto Pay			
Default Hours	0.00	<input type="checkbox"/> Auto Pay			
Line Items					
Block	<input checked="" type="checkbox"/>	Earning Code			
		<ul style="list-style-type: none"> EREG - REGULAR EGIFTM - GIFT MEMO EGTL - GROUP TERM LIFE CALCULATED EHOL - HOLIDAY EHOLM - HOLIDAY MEMO EHOUSG - HOUSING TAXABLE ALL EHRVA - HOURS VARIANCE EIMPUT - IMPUTED INCOME EJURY - JURY DUTY ELEAVE - PAID LEAVE ELOAN - MEMO ONLY LOAN EMASS - MASS STIPEND EMISC - MISCELLANEOUS EARN ENMASS - NON MASS STIPEND EOT - OVERTIME EPFSLD - PROFESSIONAL DEVLPMNT EPRSNL - PERSONAL EPFSE - PROFESSIONAL FEES EPTO - PTO EPTOM - Personal Memo EREG - REGULAR 			

6. Deductions Tab-> Block or Unblock any deductions or choose from the drop down, if needed.

Setup Earnings **Deductions** Taxes Preview/Summary Save/Print

Deductions

Deduction Multiplier

Line Items

Block	Deduction Code
<input checked="" type="checkbox"/>	-- Select --
<input type="checkbox"/>	-- Select --
<input type="checkbox"/>	D403EE - 403B EE CONTRIBUTION
<input type="checkbox"/>	D403EP - 403B PRIEST CONTRIBU
<input type="checkbox"/>	DADV - ADVANCE
<input type="checkbox"/>	DAHSAB - ARCH HSA BONUS
<input type="checkbox"/>	DAHSAF - ERHSA - FAM
<input type="checkbox"/>	DAHSAS - ERHSA - SNG

7. Taxes Tab-> You can leave the default amount, block taxes or choose from the amount type. In most cases you will leave it as the default amount and have the taxes unblocked.

Applications Home Employees HR Payroll Company Applicant Tax & Finance Reports & Analytics Tools Notifications

Check Calculator : Live - Gross To Net 12/15/2015

Setup Earnings Deductions **Taxes** Preview/Summary Save/Print

Taxes

Taxation

Tax Frequency

Line Items

Block	Tax Code	Filing Status	Exemptions	Exemptions2	Amount Type	Am
<input type="checkbox"/>	TFITW - Federal Income Tax	Single	0		Default Amount	
<input type="checkbox"/>	TIN - Indiana SITW	Single	0	0	Additional Flat Additional Flat plus Additional Percentage Additional Percentage Blocked Default Amount Flat Dollar Amount Flat Dollar Amount plus Fixed Percentage Flat Percentage	

8. Print/Summary-> From here you can view the check stub and print a test statement. Check your Earnings, Deductions, Taxes and Net amount.

Check Calculator : Live - Gross To Net 12/15/2015

Setup Earnings Deductions Taxes **Preview/Summary** Save/Print

Preview / Summary

Gross	\$36.25	Net	\$32.27
-------	---------	-----	---------

Earnings

Earning	Rate	Hours	Amount
REG	7.2500	5.00	36.25
Total: 5.00			\$36.25

Deductions

No Deductions

Taxes

Tax	Taxable Wages	Amount
FITW	36.25	0.00
IN	36.25	1.20
MED	36.25	0.53
SS	36.25	2.25
Total:		\$3.98

[Print Test Earnings Statement](#)

9. If the Preview/Summary is correct, go to the Save/Print tab. You have a couple options from this screen.

Option 1: If this is a **Manual Check to update an employee's record only** use the left side "Save/Print".

Check Calculator : Live - Gross To Net 12/15/2015

Setup Earnings Deductions Taxes Preview/Summary **Save/Print**

Save / Print

Date On Check 11/25/2015

Period Begin 11/22/2015

Period End 12/5/2015

Account Fifth Third Bank [99993013*]

Check Number 0

Save & Print Now Save & Print Later Save Only

Save & Print with Payroll Batch

Batch VM

Block Direct Deposit

Save to Batch

You will need to make sure the Date on the check shows the next payrun's date, the pay period for which the pay is related, and give the check a check number. **Save Only**.

Option 2: If you wish to save this check with your payroll batch to pay the employee with the regular payroll, choose the option on the right side of the screen. "Save & Print with Payroll Batch". This will create a VM batch. (void/manual checks)

Check Calculator : Live - Gross To Net 12/15/2015

Setup Earnings Deductions Taxes Preview/Summary **Save/Print**

Save / Print

Date On Check 11/25/2015

Period Begin 11/22/2015

Period End 12/5/2015

Account Fifth Third Bank [99993013*]

Check Number 0

Save & Print Now Save & Print Later Save Only

Save & Print with Payroll Batch

Batch VM

Block Direct Deposit

Save to Batch

Note: Regardless of which type of check you are creating, a manual/save only check or a live check to print with the payroll batch, the check you create through the Check Calculator will appear in the VM batch.

Roman Catholic Archdiocese of [13000] paylocity Quick Nav Compan

Applications Home Employees HR Payroll Company Applicant Tax & Finance Reports & Analytics Tools Notifications

Payroll Entry 

Payroll Entry **Payroll Audit**

Payroll Setup

Check Date: 12/15/2015 [Edit / Change](#)

Period Begin Date: 11/22/2015

Period End Date: 12/05/2015

Batch Type: -- Select --

[Add Batch](#) [Save](#)

Notes

Payroll Notes

Batches

<input checked="" type="checkbox"/>	Batch	Created	User	# Checks	Batch Type	Status	Ov Begin Date	Ov End Date	User	
<input checked="" type="checkbox"/>	VM	11/25/2015 1:57:36 PM	mbuckler	2	VM	Open	N/A	N/A		Approve Batch Totals 

[Delete](#) [Approve Open Batches](#)

Time Off Accrual Settings

View your checks in your Payroll Register by going to Approve Batch totals and viewing the Register.

Payroll: 12/15/2015 | VM | 2 Check(s)

Batch Totals Filter

Batch: VM -- Open

Location: -- All --

Pay Group: -- All --

Department: -- All --

[Search](#)

Line Items

Earn/Ded/Tax	Description
EREG	REGULAR
TFITW	Federal Income Tax
TIN	Indiana SITW
TINSUI	TINSUI
TMED	Medicare
TMED-R	TMED-R
TSS	OASDI
TSS-R	TSS-R

[Save](#) [Cancel](#) [Approve Batch](#)

Reports

Report Sort: Name

[Report](#) [Register](#) [Time Off Requests](#)

Preprocess Register

Check Date: 12/15/2015

Page 1 of 1

Roman Catholic Archdiocese of (13000)

Pay Period: 11/22/2015 through 12/05/2015

Test, Test	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	
Empld	130004711	REG	REG	5.00	7.25	36.25	FITW	Federal Income	S-0	36.25					*Regular
Salary	0.00						MED	Medicare		36.25	0.53			Tax Freq	(S) Semi-Monthly
Rate	7.25						SS	OASDI		36.25	2.25			Chk Date	12/15/2015
Freq	(S) Semi-Monthly						IN	Indiana SITW	S-0	36.25	1.20			Net	32.27
														Dir Dep	0.00
														Chk	32.27
Totals			5.00			36.25	Totals			3.98	Totals		0.00		
Test, Test	Code	Earning	Hours	Rate	Amount	Code	Tax	Status	Taxable	Amount	Code	Deduction	Amount	Type	
Empld	130004711	REG	REG	5.00	7.25	36.25	FITW	Federal Income	S-0	36.25					Manual
Salary	0.00						MED	Medicare		36.25	0.53			Tax Freq	(S) Semi-Monthly
Rate	7.25						SS	OASDI		36.25	2.24			Chk Date	12/15/2015
Freq	(S) Semi-Monthly						IN	Indiana SITW	S-0	36.25	1.20			Net	32.28
														Dir Dep	0.00
														Chk	32.28
Totals			5.00			36.25	Totals			3.97	Totals		0.00		

You can tell from the Payroll Register if you check is a, 1.)Regular check and will pay the employee or 2.)is a Manual check to update their record.