Creating a Manual Check

1. Payroll Tab-> Check Calculator
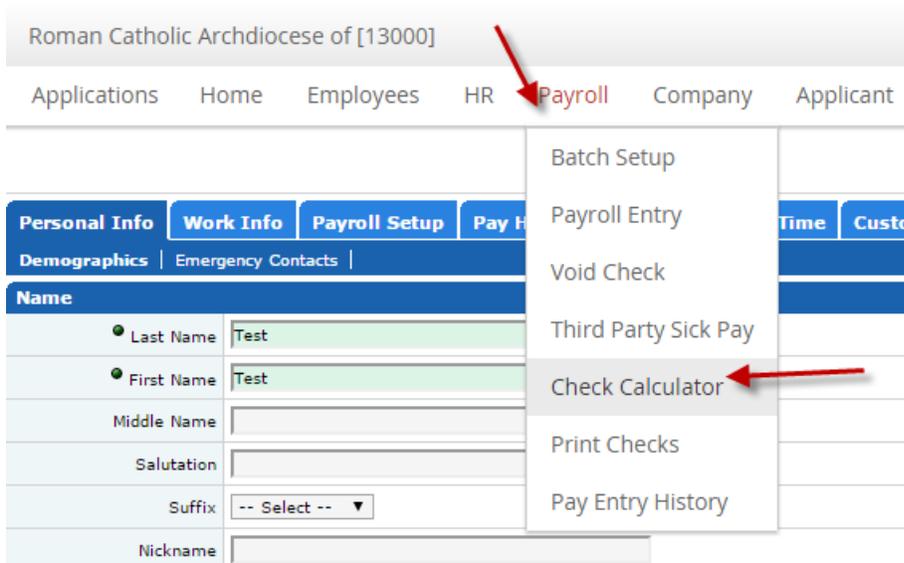


2. Make sure you have the correct employee in the upper right hand corner of the screen.
3. On the Setup Tab, change the Mode to "Create a Check".
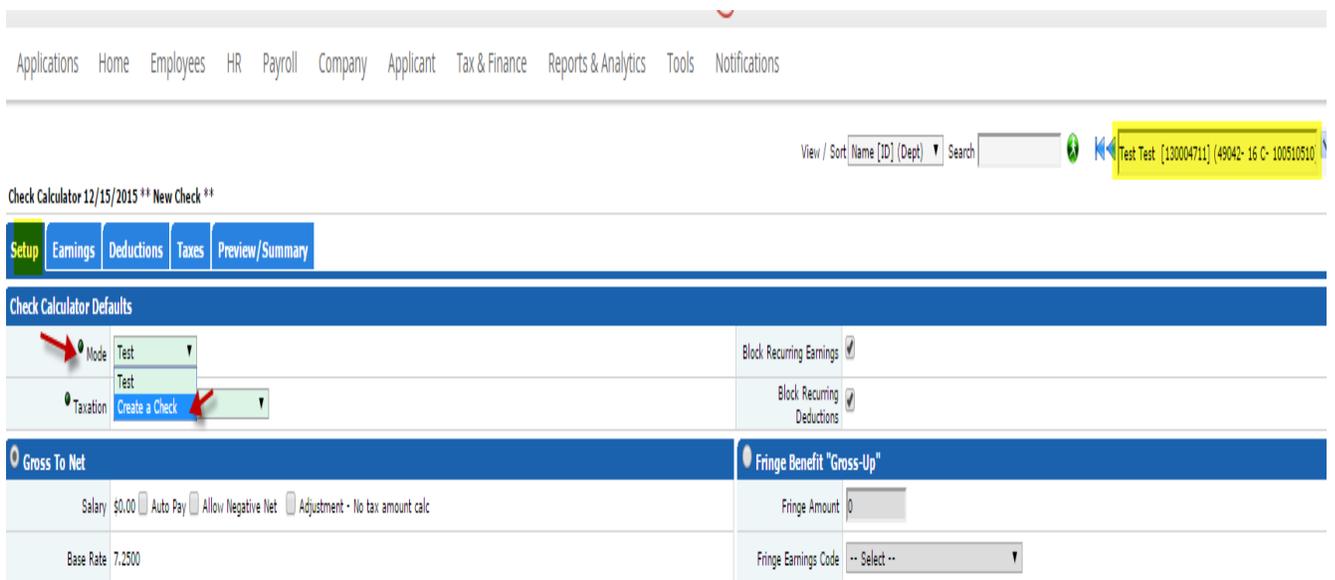


4. On the Setup Tab you can:
   - Block/Unblock Recurring Earnings and Deductions,
   - Auto Pay, Allow a Negative Net, Make an Adjustment
   - "Gross –Up a check,
   - Or Choose Gross to Net

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

| Setup | Earnings | Deductions | Taxes | Preview/Summary |

**Check Calculator Defaults**

| Mode | Create a Check ▼ | | Block Recurring Earnings | ✓ |
| Taxation | Standard ▼ | | Block Recurring Deductions | ✓ |

**Gross To Net** | | | **Fringe Benefit "Gross-Up"** | |

| Salary | $0.00 ☐ Auto Pay ☐ Allow Negative Net ☐ Adjustment - No tax amount calc | | Fringe Amount | 0 |
| Base Rate | 7.2500 | | Fringe Earnings Code | -- Select -- ▼ |
| Default Hours | 0.00 ☐ 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.

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

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

**Earnings**

| Salary | $0.00 | | ☐ Auto Pay |
| Default Hours | 0.00 | | ☐ Auto Pay |

**Line Items**

| Block | ☑ | | Earning Code |

| EREG - REGULAR ▼ |
| --- |
| EGIFTM - GIFT MEMO |
| EGTL - GROUP TERM LIFE CALCULATED |
| EHOL - HOLIDAY |
| EHOLM - HOLIDAY MEMO |
| EHOUSG - HOUSING TAXABLE ALL |
| EHRSVA - 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 DEVLPMT |
| EPRSNL - PERSONAL |
| EPSFSE - 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 | 1 |

### Line Items

| Block ☑ | | Deduction Code |
|---------|--|----------------|
| | -- Select -- ▼ | |

-- Select --
D403EE - 403B EE CONTRIBUTION
D403EP - 403B PRIEST CONTRIBU
DADV - ADVANCE
DAHSAB - ARCH HSA BONUS
DAHSAF - ERHSA - FAM
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

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

## Taxes

| Taxation | Standard ▼ |
| Tax Frequency | S - Semi-Monthly ▼ |

### Line Items

| Block ☑ | Tax Code | Filing Status | Exemptions | Exemptions2 | Amount Type | Am |
|---------|----------|---------------|------------|-------------|-------------|-----|
| ☐ | TFITW - Federal Income Tax | Single ▼ | 0 | | Default Amount ▼ | |
| ☐ | 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.

| 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".



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)



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.

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

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