

How to Create a Separate Check – WEB

For this example, we will be paying "Smith John" regular hours on one check and vacation hours on a separate check.

1. Go into the payroll you are working on.

| , | ypd | | | | | | | | | | | | А |
|----|------------------|----------------------|--------|-------------|-----------------------|--------|---------------|------------------|-----------------|-----------------|----------------|---------|------------|
| ٩ | Dashboard | Payroll | Time | line X | <i>ത</i> സ് | | Past Due | | | | | | |
| ⊞; | Company | Payroll 08/1 | 6/2019 | -1 Ba | atch 1 : 07/25/2019 - | 08/07/ | 2019 Reg | gular -9998004 | 4 1 of 1 | | Batches | → 🚉 – | |
| | Employees | | EXPOR | IT TO EXCEL | ADD CHECK DELETE CH | ECK : | Search Checks | Group By: Nor | • | | | Summary | Ŧ |
| | Check Calculator | · | Туре | EE Code | Name 🛦 | Seq | Total Hrs | Gross Pay | E01 Hrs Regular | E01 Amt Regular | E02 Hrs Salary | E02 A | umt Salary |
| 10 | Payrolls | | R | 66 | John, Smith | 1 | 0.00 | \$0.00 | | | | | ^ |
| 0 | Check Finder | Batch 1 Bi-Weekly | R | 15 | Johnson, Joe | 2 | 0.00 | \$0.00 | | | | | |
| ~ | oneek i maer | | R | 15 | Johnson, Joe | 1 | 0.00 | \$0.00 | | | | | |
| | Reports | | R | 26 | Johnson, John | 1 | 0.00 | \$0.00 | | | | | _ |
| | | | R | 83 | Lee, Aaron | 1 | 0.00 | \$1,000.00 | | | | | \$1,000.00 |
| | | | R | 635 | Letti, Maureen F. | 1 | 0.00 | \$0.00 | | | | | |
| | | | R | 41 | Levy, Evy | 1 | 0.00 | \$1,000.00 | | | | | \$1,000.00 |
| | | | R | 123 | Miller, Laura | 1 | 0.00 | \$0.00 | | | | | |
| | | | R | 88 | Miskanis, Lee | 1 | 0.00 | \$0.00 | | | | | |
| | | | R | 630 | Moore, Ralph E. | 1 | 0.00 | \$0.00 | | | | | |
| | | | R | 616 | Shaeffer, William | 1 | 0.00 | \$0.00 | | | | | |
| | | | R | 72 | Slim, Jim | 1 | 0.00 | \$1.000.00 | | | 0 | 0 | \$1,000.00 |
| | | | | | | Totals | s 0.00 | \$5,500.00 | | | | | \$5,500.00 |
| | | | | | | | | | | | | | 30 items |

2. Enter the regular hours for the employee you want to pay, then click "Add Check":

| , | | | | | | | | | | | | | | | A |
|----|------------------|----------------------|--------|-------------|----------------|--------------|-------|-------------|------------------|-----------------|-----------------|----------------|--------|------------|---|
| ٩ | Dashboard | Payroll | Time | eline X | 6 | Ö | | Past Due | 9 | | | | | | |
| ₿¥ | Company | Payroll 08/1 | 6/2019 | -1 B | atch 1 : 07/25 | /2019 - 08 | 07/20 | 019 Reg | gular -9998004 | 4 1 of 1 | | ¢ | → 剷 - | → 🖩 | |
| * | Employees | [| EXPOR | RT TO EXCEL | ADD CHECK | DELETE CHECK | Se | arch Checks | Group By: Nor | 10 | | Batches | Checks | Totals | |
| | Check Calculator | | Туре | EE Code | Name 🛓 | : | Seq | Total Hrs | Gross Pay | E01 Hrs Regular | E01 Amt Regular | E02 Hrs Salary | E02 | Amt Salary | |
| 0 | Payrolls | | R | 66 | John, Smith | | 1 | 40.00 | \$400.00 | 40.00 | \$400.00 | | | | ^ |
| Q | Check Finder | Batch 1 Bi-Weekly | R | 15 | Johnson, Joe | | 1 | 0.00 | \$0.00 | | | | | | |
| ſ | Reports | | R | 28 | Johnson, John | | 1 | 0.00 | \$0.00 | | | | | | l |

3. Wait for the pop up to come up...

| electa | Check Type | | | Find and Select the Employees to use when creating checks. One | | | | | | | |
|----------|-----------------|-----------|--------------|----------------------------------------------------------------|-------------------|--------|-------------------|---------------------|---|--|--|
| egular | | | • | check | will be created f | or eac | h Employee you se | lect. | | | |
| | | | | Check C | eation Options | | | | | | |
| | | | | 🗆 Standa | rd Hours: No | | Use this Template | | | | |
| | | | | Salary Pay: No | | | Select | | | | |
| Search f | for employee(s) | | | | | | | | | | |
| | EE# T | Last Name | ▼ First Name | Ŧ | Middle Initial | Ŧ | Status | Organization Level | T | | |
| | 5 | Doel | Janette | | | | Terminated | 1 >> Officer | - | | |
| | 10 | Smith | John | | | | Terminated | 1 >> Office Wages | | | |
| | 15 | Johnson | Joe | | | | Active | 1 >> Gross Wages | | | |
| | 20 | Olson | Mary | | | | Seasonal | 1 >> Direct Labor | | | |
| | | | | | | | T | 1 xx Correct Manage | | | |

4. Search for the employee you want to create the separate check for, then click the check box next to their name, then click "Create Check(s) for Selected EEs":

 \times

| elect a | Check Typ | e | | | Find a | nd Select the E | mploye | es to use when cre | eati | ng checks. One | 3 |
|---------|-----------|-----------|---|------------|----------|-----------------|---------|--------------------|------|--------------------|---|
| legular | | | | • | check | will be created | for eac | h Employee you se | elec | rt. | |
| | | | | | Check Cr | reation Options | | | | | |
| | | | | | 🗆 Standa | rd Hours: No | | Use this Template | | | |
| | | | | | Salary | Pay: No | | Select | | | • |
| john | | | | | | | | | | | |
| | EE# | Last Name | Ŧ | First Name | T | Middle Initial | Ŧ | Status | T | Organization Level | Ŧ |
| | 10 | Smith | | John | | | | Terminated | | 1 >> Office Wages | |
| | 15 | Johnson | | Joe | | | | Active | | 1 >> Gross Wages | |
| | 26 | Johnson | | John | | | | Active | | 1 >> Officer | |
| | 38 | Smithy | | Johnny | | | | Active | | 1 >> Direct Labor | |
| | 66 | John | | Smith | | | | Active | | 1 >> Gross Vages | |

5. Now you have two checks for this employee:

| | X | \succ | ø | Ő | | Past Due | | | | |
|--------------|----------------------------------|---------|---------------|-------------|---------------|---------------|------------------|-----------------|-----------------|----------------|
| Payroll 08/′ | 16/2019 | -1 B | atch 1 : 07/2 | 25/2019 - (| 08/07/2 | 2019 Reg | jular -9998004 | 4 1 of 2 | | |
| - | EXPORT TO EXCEL ADD CHECK DELETE | | DELETE CHE | ick s | Search Checks | Group By: Dep | artment Name | | | |
| ·i | Туре | EE Code | Nan | ne | Seq | Total Hrs | Gross Pay | E01 Hrs Regular | E01 Amt Regular | E02 Hrs Salary |
| ~ | R | 620 | Colboth, Al | | 1 | 0.00 | \$0.00 | | | |
| Batch 1 | R | 625 | Dolnik, Alber | to | 1 | 0.00 | \$0.00 | | | |
| Bi-Weekly | R | 700 | James, Jim | | 1 | 0.00 | \$0.00 | | | |
| | R | 630 | Moore, Ralph | n E. | 1 | 0.00 | \$0.00 | | | |
| | R | 72 | Slim, Jim | | 1 | 0.00 | \$1,000.00 | | | 0 |
| | R | 38 | Smithy, John | ny | 1 | 0.00 | \$0.00 | | | |
| | R | 48 | Smoth, Bill J | | 1 | 0.00 | \$0.00 | | | |
| | R | 615 | Velazquez, N | lona | 1 | 0.00 | \$0.00 | | | |
| | R | 40 | Afleck, Benn | у | 1 | 0.00 | \$0.00 | | | |
| | R | 66 | John, Smith | | 2 | 0.00 | \$0.00 | | | |
| | R | 88 | John, Smith | | 1 | 40.00 | \$400.00 | 40.00 | \$400.00 | |

6. Enter the vacation hours on the separate check:

| | × | \times | ø | Ö | | Past Du | 0 | | | | | |
|--------------|--------|------------|----------------|-------------|-------|---------------|------------------|-----------------|-----------------|------------------|------------------|----|
| Payroll 08/1 | 6/2019 | -1 B | atch 1 : 07/2 | 25/2019 - (| 08/07 | /2019 Re | gular -9998002 | 5 2 of 2 | | | | |
| - | EXPOR | T TO EXCEL | ADD CHECK | DELETE CH | ECK | Search Checks | Group By: De | partment Name | | | | |
| ·i | Туре | EE Code | Nam | e | Seq | Total Hrs | Gross Pay | E01 Hrs Regular | E01 Amt Regular | E11 Hrs Vacation | E11 Amt Vacation | |
| ~ | R | 620 | Colboth, Al | | 1 | 0.00 | \$0.00 | | | | | |
| Batch 1 | R | 625 | Dolnik, Alber | to | 1 | 0.00 | \$0.00 | | | | | |
| Bi-Weekly | R | 700 | James, Jim | | 1 | 0.00 | \$0.00 | | | | | |
| | R | 630 | Moore, Ralph | E. | 1 | 0.00 | \$0.00 | | | | | |
| | R | 72 | Slim, Jim | | 1 | 0.00 | \$1,000.00 | | | | | 0 |
| | R | 38 | Smithy, John | ny | 1 | 0.00 | \$0.00 | | | | | |
| | R | 48 | Smoth, Bill J. | | 1 | 0.00 | \$0.00 | | | | | |
| | R | 615 | Velazquez, M | lona | 1 | 0.00 | \$0.00 | | | | | |
| | R | 40 | Afleck, Benn | , | 1 | 0.00 | \$0.00 | | | | | |
| | R | 66 | John, Smith | | 2 | 40.00 | \$400.00 | | | 40.00 | \$400.0 | 00 |
| | R | 66 | John, Smith | | 1 | 40.00 | \$400.00 | 40.00 | \$400.00 | | | |

7. Continue entering payroll as normal.