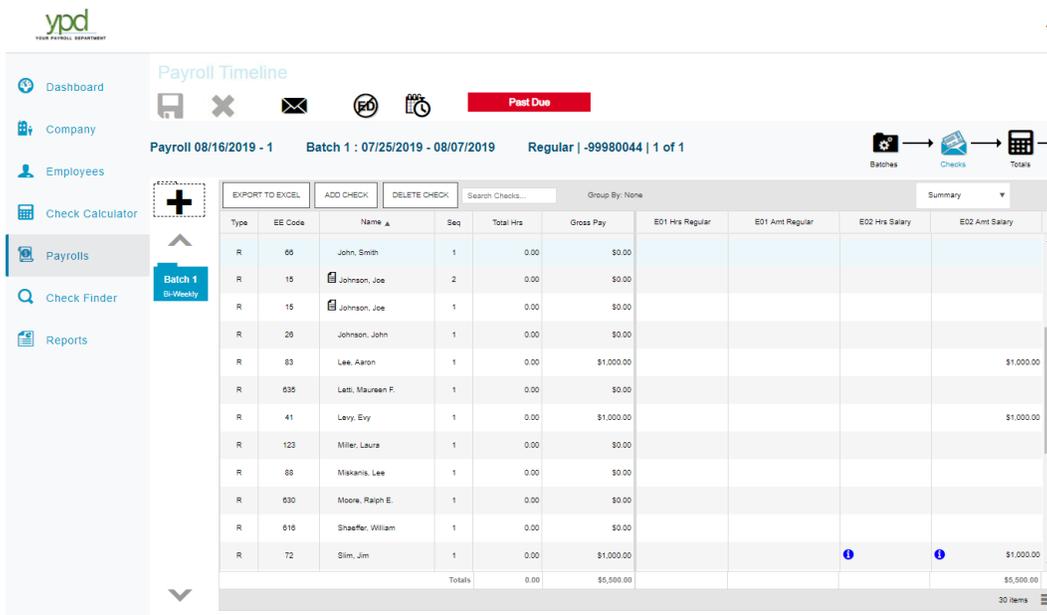


How to Create a Separate Check – WEB

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.

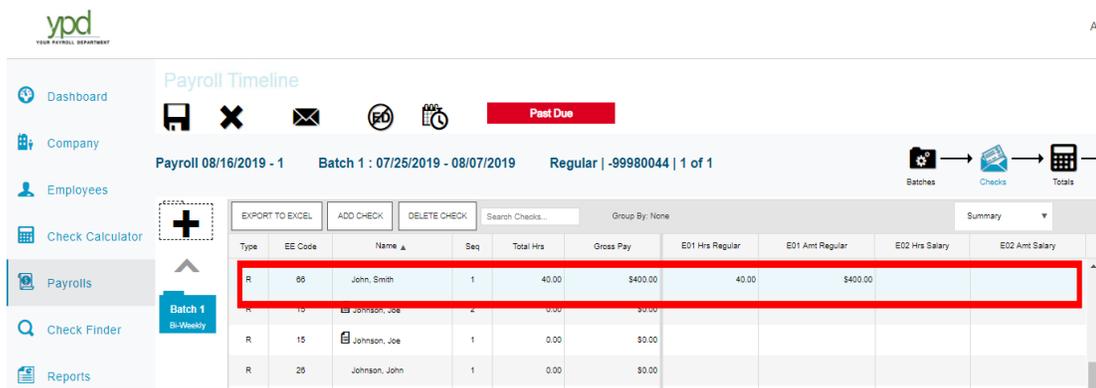


Payroll Timeline

Payroll 08/16/2019 - 1 Batch 1 : 07/25/2019 - 08/07/2019 Regular | -99980044 | 1 of 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Regular	E01 Amt Regular	E02 Hrs Salary	E02 Amt Salary
R	65	John, Smith	1	0.00	\$0.00				
R	15	Johnson, Joe	2	0.00	\$0.00				
R	15	Johnson, Joe	1	0.00	\$0.00				
R	26	Johnson, John	1	0.00	\$0.00				
R	83	Lee, Aaron	1	0.00	\$1,000.00				\$1,000.00
R	635	Lett, Maureen F.	1	0.00	\$0.00				
R	41	Lery, Ery	1	0.00	\$1,000.00				\$1,000.00
R	123	Miller, Laura	1	0.00	\$0.00				
R	88	Miskank, 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				\$1,000.00
Totals				0.00	\$5,500.00				\$5,500.00

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



Payroll Timeline

Payroll 08/16/2019 - 1 Batch 1 : 07/25/2019 - 08/07/2019 Regular | -99980044 | 1 of 1

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Regular	E01 Amt Regular	E02 Hrs Salary	E02 Amt Salary
R	65	John, Smith	1	40.00	\$400.00	40.00	\$400.00		
R	15	Johnson, Joe	2	0.00	\$0.00				
R	15	Johnson, Joe	1	0.00	\$0.00				
R	26	Johnson, John	1	0.00	\$0.00				

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

Add Checks

Select a Check Type

Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options

Standard Hours: No

Salary Pay: No

Use this Template

--Select--

Search for employee(s)						
<input type="checkbox"/>	EE #	Last Name	First Name	Middle Initial	Status	Organization Level
<input type="checkbox"/>	5	Doel	Janette		Terminated	1 >> Officer
<input type="checkbox"/>	10	Smith	John		Terminated	1 >> Office Wages
<input type="checkbox"/>	15	Johnson	Joe		Active	1 >> Gross Wages
<input type="checkbox"/>	20	Olson	Mary		Seasonal	1 >> Direct Labor
<input type="checkbox"/>	21	Doel	Janette		Terminated	1 >> Gross Wages

Page 1 of 8 38 items

CREATE CHECK(S) FOR SELECTED EES

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":

Add Checks

Select a Check Type

Regular

Find and Select the Employees to use when creating checks. One check will be created for each Employee you select.

Check Creation Options

Standard Hours: No

Salary Pay: No

Use this Template

--Select--

Search for employee(s)						
<input type="checkbox"/>	EE #	Last Name	First Name	Middle Initial	Status	Organization Level
<input type="checkbox"/>	10	Smith	John		Terminated	1 >> Office Wages
<input type="checkbox"/>	15	Johnson	Joe		Active	1 >> Gross Wages
<input type="checkbox"/>	28	Johnson	John		Active	1 >> Officer
<input type="checkbox"/>	38	Smithy	Johnny		Active	1 >> Direct Labor
<input type="checkbox"/>	66	John	Smith		Active	1 >> Gross Wages

Page 1 of 2 6 items

CREATE CHECK(S) FOR SELECTED EES

5. Now you have two checks for this employee:

Payroll Timeline






Past Due

Payroll 08/16/2019 - 1 Batch 1 : 07/25/2019 - 08/07/2019 Regular | -99980044 | 1 of 2

+
EXPORT TO EXCEL
ADD CHECK
DELETE CHECK
Search Checks...
Group By: Department Name

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Regular	E01 Amt Regular	E02 Hrs Salary
R	620	Colbeth, Al	1	0.00	\$0.00			
R	625	Doinik, Alberto	1	0.00	\$0.00			
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			
R	38	Smithy, Johnny	1	0.00	\$0.00			
R	45	Smith, Bill J.	1	0.00	\$0.00			
R	615	Velazquez, Mona	1	0.00	\$0.00			
R	40	Afeck, Benny	1	0.00	\$0.00			
R	66	John, Smith	2	0.00	\$0.00			
R	66	John, Smith	1	40.00	\$400.00	40.00	\$400.00	

Batch 1
Bi-Weekly

6. Enter the vacation hours on the separate check:

Payroll Timeline






Past Due

Payroll 08/16/2019 - 1 Batch 1 : 07/25/2019 - 08/07/2019 Regular | -99980025 | 2 of 2

+
EXPORT TO EXCEL
ADD CHECK
DELETE CHECK
Search Checks...
Group By: Department Name

Type	EE Code	Name	Seq	Total Hrs	Gross Pay	E01 Hrs Regular	E01 Amt Regular	E11 Hrs Vacation	E11 Amt Vacation
R	620	Colbeth, Al	1	0.00	\$0.00				
R	625	Doinik, Alberto	1	0.00	\$0.00				
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				
R	38	Smithy, Johnny	1	0.00	\$0.00				
R	45	Smith, Bill J.	1	0.00	\$0.00				
R	615	Velazquez, Mona	1	0.00	\$0.00				
R	40	Afeck, Benny	1	0.00	\$0.00				
R	66	John, Smith	2	40.00	\$400.00			40.00	\$400.00
R	66	John, Smith	1	40.00	\$400.00	40.00	\$400.00		

Batch 1
Bi-Weekly

7. Continue entering payroll as normal.