

Manual Checks

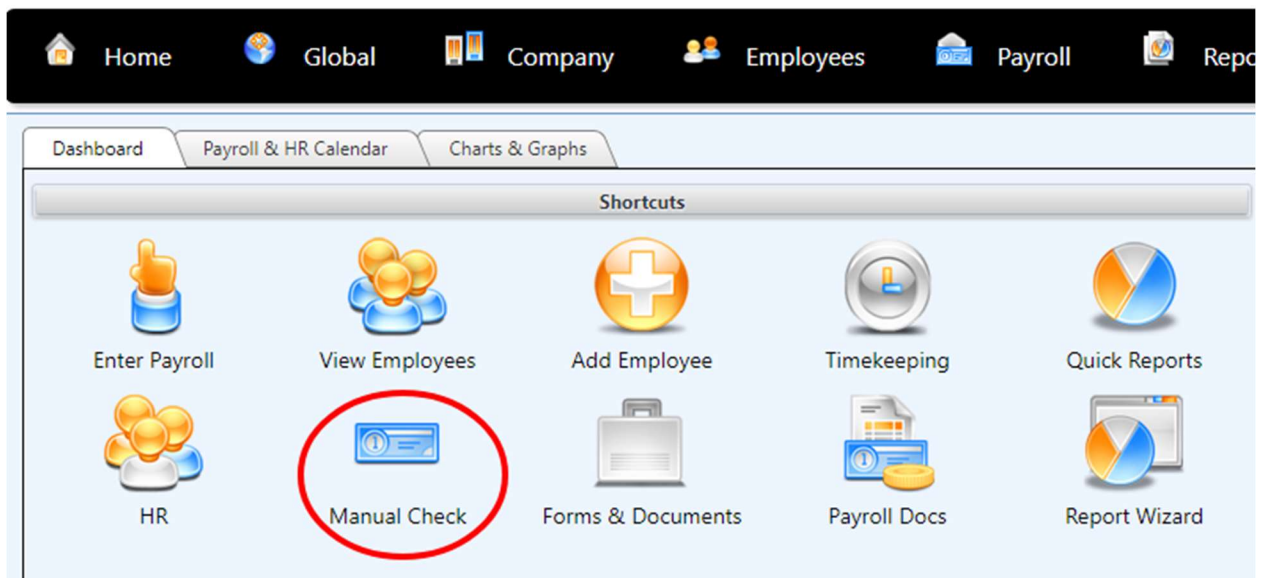
*Please contact Central-Payroll if you are not familiar with this process as there are many items to consider when creating a manual check.
We will be happy to walk you through every step.*

The Manual Check Writer is used to create manual checks.

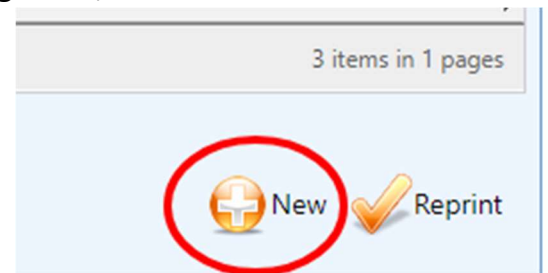
Reasons to use the Manual Check Writer:

- Employee's check was lost and a new check must be reissued
- Cut a check in the middle of the pay period
- Immediate Termination Pay

1. Log into Employer on the Go
2. Click on "Manual Check"



3. In lower right-hand corner of the "Manual Check Register", click on "New"



**Employer
on the GO**

6. Calculate the check by adjusting the **Employee Information**, **Employee Wages**, **Tax Information**, and **Employee Deductions** to the necessary specifications needed.
7. After entering the desired information press "Calculate" for the system to begin calculating the pay.

Check Calculator

Employee Information

00001003 - Test, Johnny Year/State: 2018 Calc WC Calc Min Tips
 Freq: Bi-Weekly Calc Accruals

Employee Wages

Calc Type: Gross to Net Net Pay: Rate: 2,175.00

Add new record

Wage Type	Hours	Pieces	Rate	Amount	Department	Location ID	Division ID
011 - Regular Hours	00:00		2,175.00	0.00	00000400 - Sales	00000001 - Dallas	20000000 - Central

Tax Information

Federal Taxes State Taxes Tax Group

Block: TX

Marital Status: Single

Number of Exemptions: 0 0

Number of Dependents: 0

Additional Withholding: 0.00 0.00

Alternative Tax %: 0.00 0.00



Withhold Additional Only:

Exempt From

Federal State
 FICA SUTA
 Medicare Local
 FUTA

Employee Deductions

<input type="checkbox"/>	Name	Description	Calculation Method	Amt Dollar	Amt Percent
<input type="checkbox"/>	401K	401K	% Of Gross (%)	0.00	3.00
<input type="checkbox"/>	Child Supt	Child Support	Fixed Amount Each Pay (\$)	0.00	0.00

 Calculate  Close

a. Employee Information:

Year - The current year defaults. To select another year, press scroll and select the year. The system calculates the taxes based on the year selected.

State - The state defaults based on the state entered in the Employee database. To select another state press scroll.

Frequency - Press scroll in this box to select the frequency the estimator should calculate the taxes.

The default frequency is pulled from the "Frequency" field in the Employee Record. If you want to select another frequency use the drop down - this will cause the system to calculate at the new frequency selected.

Calc WC - This box is defaulted as checked. When checked the calculation will include workers' comp calculations. This option is used when using the Check Writer.

Calc Accruals - This box is defaulted as checked. When checked the calculation will calculate accruals for the employee. This option is used when using the Check Writer.

Calc Min Tips - This box is defaulted as not checked. If box is checked and check calculator is being used for a tipped employee making less than minimum wage, the Minimum Tip amount will be calculated for the employee. In order for this to calculate properly, you must enter worked hours in the appropriate wage categories.

b. Employee Wages

Calc Type - Use the drop down and select how you want the system to calculate, "Gross to Net" or "Net to Gross".

Gross to Net - Select to enter a gross pay amount and have the system calculate a net pay amount.

Net to Gross - Select to enter a net pay and have the system calculate a gross pay amount.

Wage Type - Select the earning code and enter the wage amount. Multiple earnings can be used.

c. Tax Information

The information in this section defaults from the Employee database. Users can change the tax criteria and it will affect only the estimate being made. The Employee database is not affected. Adjust to your specific needs of the check.

d. Employee Deductions

This section lists the deductions each employee has withheld from their pay. A check mark in the "Include" box indicates the deductions will be considered when the estimator calculates the taxes. By removing the check mark in the "Include" box, the deductions will not be calculated.

8. Once the check has been calculated, the system will calculate check and produce a summary page where user can verify figures before creating manual check.
9. Once numbers have been verified, click on Transfer to Check button.

Employee Summary

Gross Pay: Tax Year:
 Tax Amount: Tax State:
 Deductions: Frequency:
 Net Pay: Min Tip:

Tax Details




Tax Name	Employee Amount	Company Amount	Employee Adj Wage	Company Adj Wage	Divison Name	Location Name	Depart
Federal	\$276.66	\$0.00	\$2,109.75	\$0.00	Central Division	Dallas	Sales
FICA	\$134.85	\$134.85	\$2,175.00	\$2,175.00	Central Division	Dallas	Sales
Medicare	\$31.54	\$31.54	\$2,175.00	\$2,175.00	Central Division	Dallas	Sales
FUTA	\$0.00	\$0.00	\$0.00	\$0.00	Central Division	Dallas	Sales
TX SUTA	\$0.00	\$0.00	\$0.00	\$0.00	Central Division	Dallas	Sales

Workers Comp

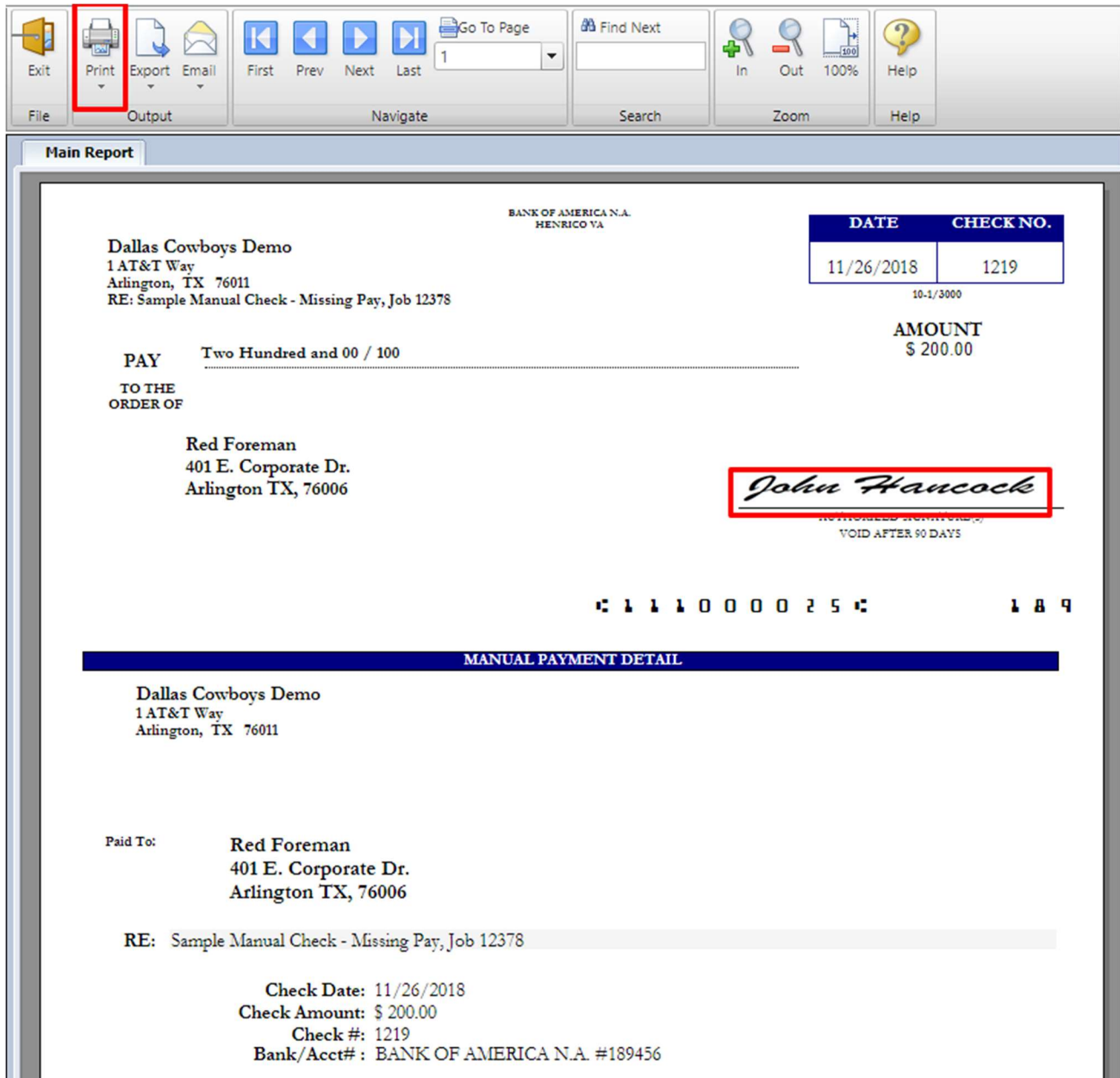
Job Class Name	W/C Calc ID	Divison	Location	Department	InsuranceType	State	Emp Rate	Comp Rate	Emp Amount	Comp Amount	Emp Adj \
No records to display.											

Accruals

Accrual	Hours Used	Hours Earned
No records to display.		

 Transfer to Check
 Back
 Close

12. A Print Screen box will pop up. From this screen, you may print, export, or email the manual check.
13. To Print the check, load check stock into your printer and select Print. Ensure you sign the check before handing it to the employee if your signature does not automatically print.



Main Report

Exit Print Export Email First Prev Next Last Go To Page Find Next In Out 100% Help

File Output Navigate Search Zoom Help

Dallas Cowboys Demo
1 AT&T Way
Arlington, TX 76011
RE: Sample Manual Check - Missing Pay, Job 12378

BANK OF AMERICA N.A.
HENRICO VA

DATE	CHECK NO.
11/26/2018	1219

10-1/3000

PAY Two Hundred and 00 / 100

TO THE ORDER OF

Red Foreman
401 E. Corporate Dr.
Arlington TX, 76006

John Hancock

VOID AFTER 90 DAYS

⑆ 1 1 1 0 0 0 0 2 5 ⑆ 1 8 9

MANUAL PAYMENT DETAIL

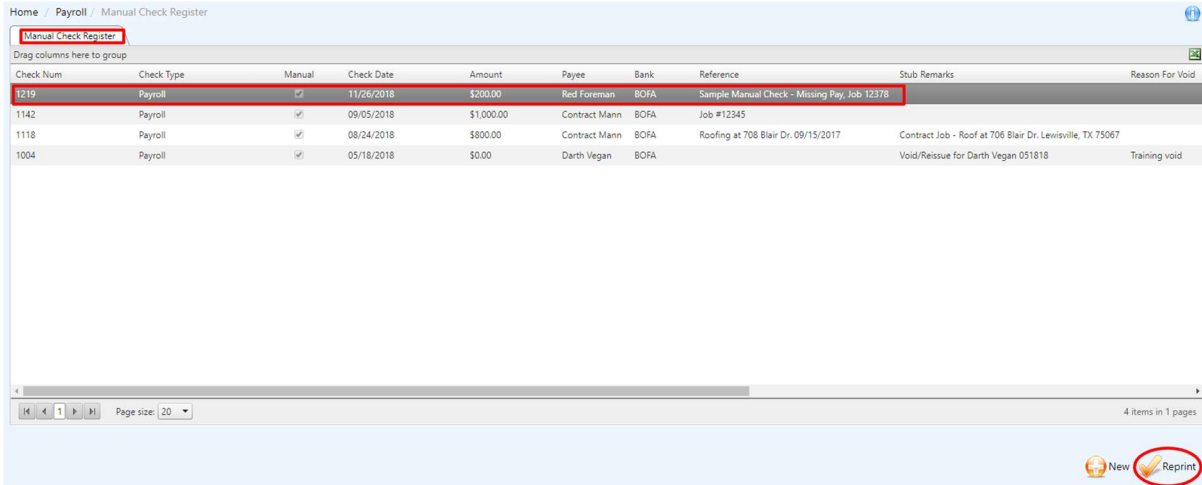
Dallas Cowboys Demo
1 AT&T Way
Arlington, TX 76011

Paid To: Red Foreman
401 E. Corporate Dr.
Arlington TX, 76006

RE: Sample Manual Check - Missing Pay, Job 12378

Check Date: 11/26/2018
Check Amount: \$ 200.00
Check #: 1219
Bank/Acct#: BANK OF AMERICA N.A. #189456

14. If you need to “Reprint” the check, return to the Manual Check Register, select the check to be printed, load check stock in your printer, and select “Reprint.”



Home / Payroll / Manual Check Register

Manual Check Register

Drag columns here to group

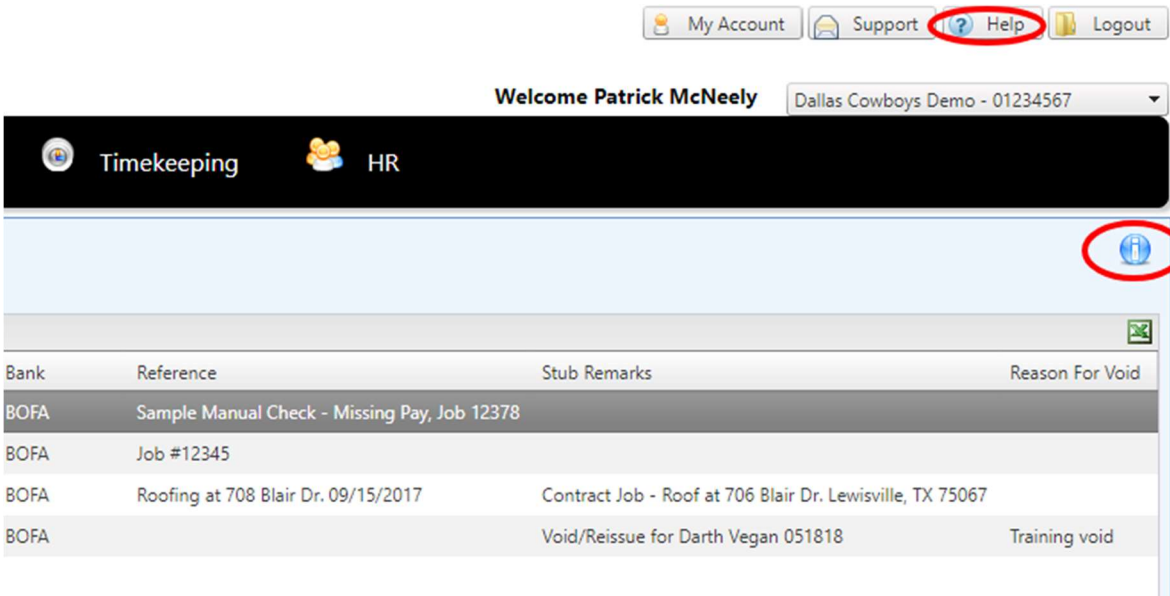
Check Num	Check Type	Manual	Check Date	Amount	Payee	Bank	Reference	Stub Remarks	Reason For Void
1219	Payroll	<input checked="" type="checkbox"/>	11/26/2018	\$200.00	Red Foreman	BOFA	Sample Manual Check - Missing Pay, Job 12378		
1142	Payroll	<input checked="" type="checkbox"/>	09/05/2018	\$1,000.00	Contract Mann	BOFA	Job #12345		
1118	Payroll	<input checked="" type="checkbox"/>	08/24/2018	\$800.00	Contract Mann	BOFA	Roofing at 708 Blair Dr. 09/15/2017	Contract Job - Roof at 706 Blair Dr. Lewisville, TX 75067	
1004	Payroll	<input checked="" type="checkbox"/>	05/18/2018	\$0.00	Darth Vegan	BOFA		Void/Reissue for Darth Vegan 051818	Training void

Page size: 20

4 items in 1 pages

New Reprint

15. Additional “Help” files can be found by clicking on the “i” icon in the upper right-hand corner of the screen for information on this screen. “Help” files for additional information by subject.



My Account Support Help Logout

Welcome Patrick McNeely Dallas Cowboys Demo - 01234567

Timekeeping HR

i

Bank	Reference	Stub Remarks	Reason For Void
BOFA	Sample Manual Check - Missing Pay, Job 12378		
BOFA	Job #12345		
BOFA	Roofing at 708 Blair Dr. 09/15/2017	Contract Job - Roof at 706 Blair Dr. Lewisville, TX 75067	
BOFA		Void/Reissue for Darth Vegan 051818	Training void