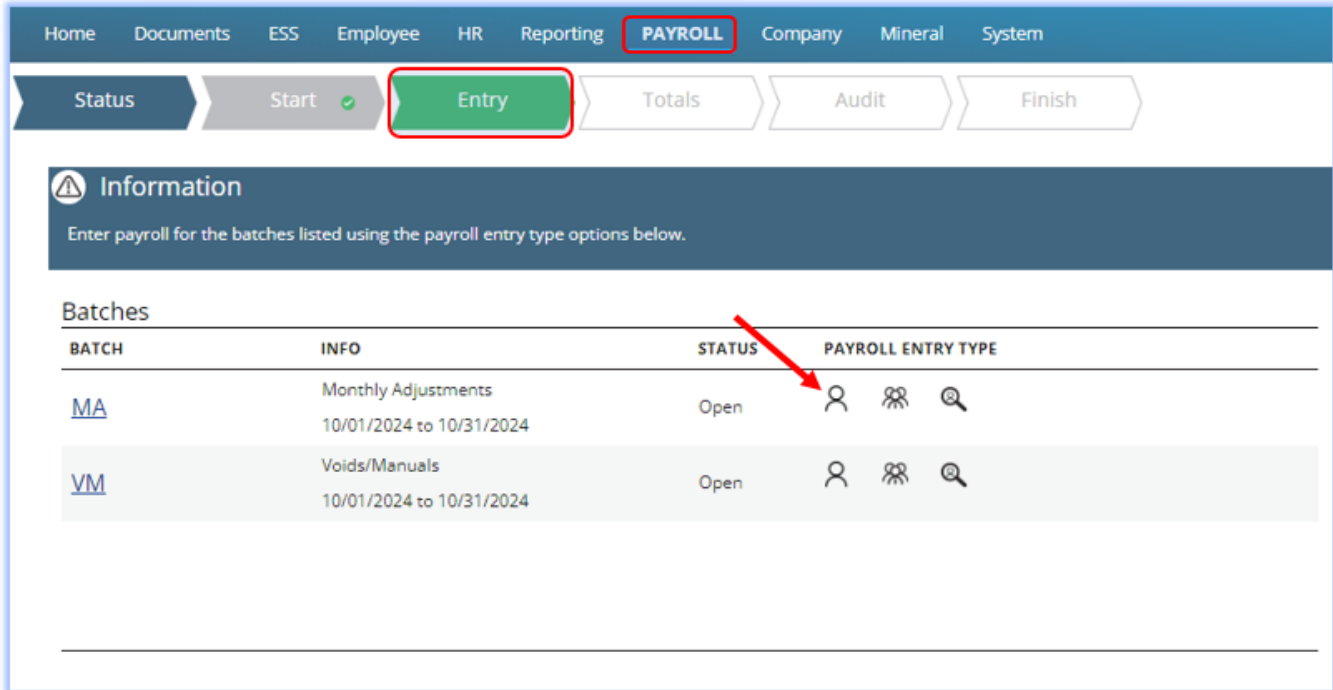


1. Navigate to standard payroll entry.



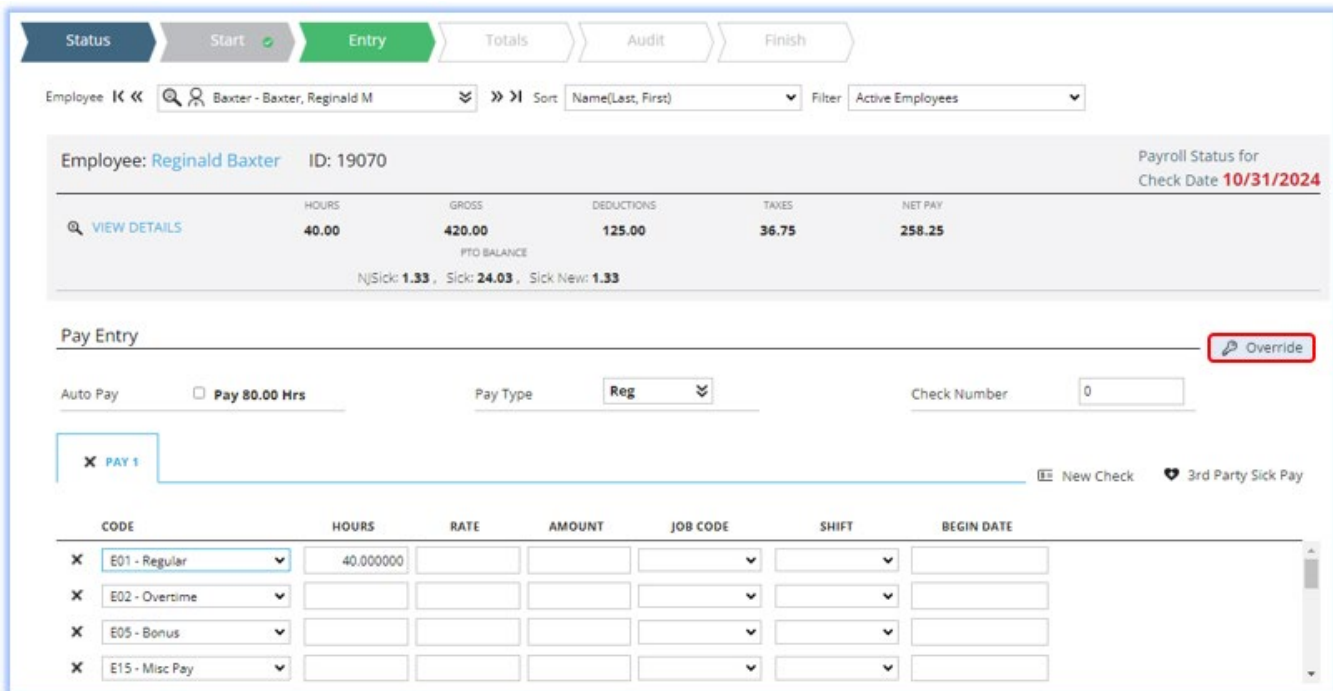
Home Documents ESS Employee HR Reporting **PAYROLL** Company Mineral System

Status Start **Entry** Totals Audit Finish

Information
Enter payroll for the batches listed using the payroll entry type options below.

BATCH	INFO	STATUS	PAYROLL ENTRY TYPE
MA	Monthly Adjustments 10/01/2024 to 10/31/2024	Open	
VM	Voids/Manuals 10/01/2024 to 10/31/2024	Open	

2. Select the employee(s) that you want to block Direct Deposit on. Click Override.



Status Start **Entry** Totals Audit Finish

Employee Baxter - Baxter, Reginald M Sort Name(Last, First) Filter Active Employees

Employee: **Reginald Baxter** ID: 19070 Payroll Status for Check Date **10/31/2024**

	HOURS	GROSS	DEDUCTIONS	TAXES	NET PAY
VIEW DETAILS	40.00	420.00	125.00	36.75	258.25
PTO BALANCE					
NJSick: 1.33, Sick: 24.03, Sick New: 1.33					

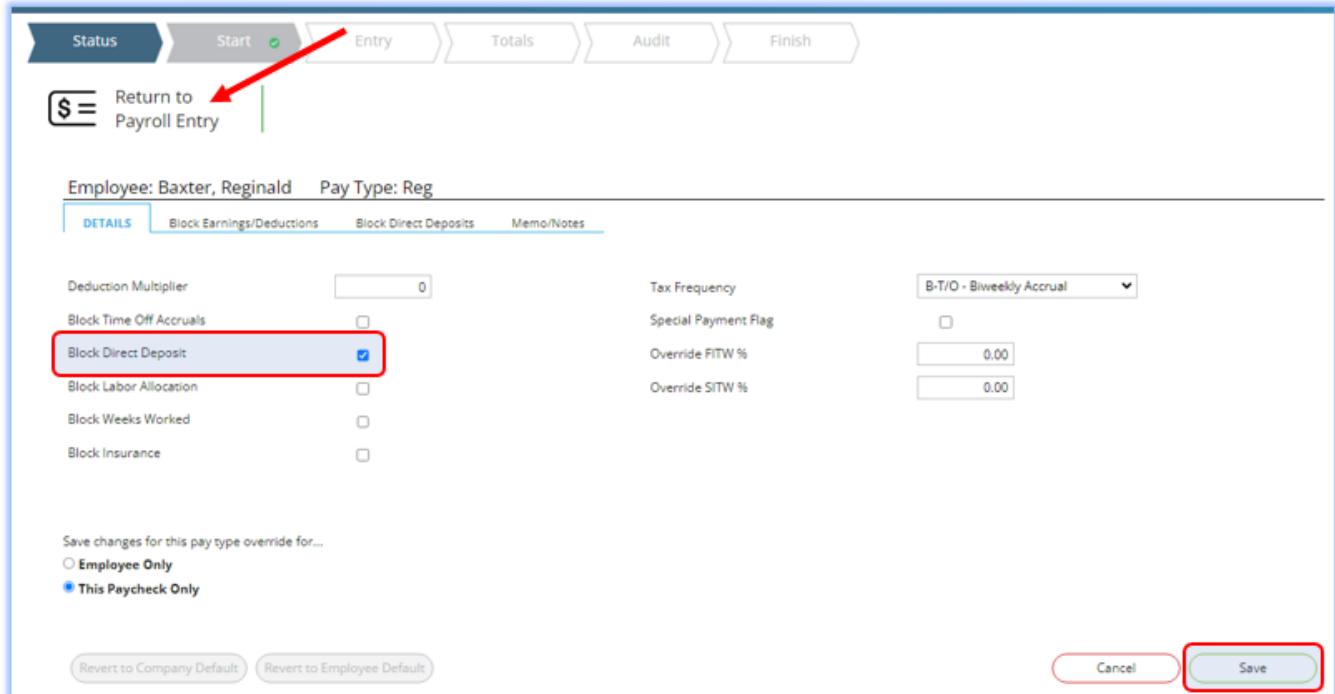
Pay Entry **Override**

Auto Pay Pay 80.00 Hrs Pay Type **Reg** Check Number

PAY 1 New Check 3rd Party Sick Pay

CODE	HOURS	RATE	AMOUNT	JOB CODE	SHIFT	BEGIN DATE
<input checked="" type="checkbox"/> E01 - Regular	40.000000					
<input checked="" type="checkbox"/> E02 - Overtime						
<input checked="" type="checkbox"/> E05 - Bonus						
<input checked="" type="checkbox"/> E15 - Misc Pay						

3. Check the box to Block Direct Deposit, then click Save. Click the button to Return to Payroll Entry.



The screenshot shows the Pay-Net interface for blocking direct deposit. At the top, there is a navigation bar with tabs: Status, Start (with a green checkmark), Entry, Totals, Audit, and Finish. Below the navigation bar, there is a 'Return to Payroll Entry' button with a dollar sign icon. The main content area shows the employee name 'Baxter, Reginald' and pay type 'Reg'. There are four tabs: DETAILS, Block Earnings/Deductions, Block Direct Deposits, and Memo/Notes. The 'Block Direct Deposits' tab is active. Under this tab, there are several checkboxes: 'Block Direct Deposit' (checked), 'Block Labor Allocation', 'Block Weeks Worked', and 'Block Insurance'. There are also input fields for 'Deduction Multiplier' (0), 'Tax Frequency' (B-T/O - Biweekly Accrual), 'Special Payment Flag', 'Override FITW %' (0.00), and 'Override SITW %' (0.00). At the bottom, there are buttons for 'Revert to Company Default', 'Revert to Employee Default', 'Cancel', and 'Save' (highlighted with a red box). A red arrow points to the 'Return to Payroll Entry' button.

Repeat as needed over multiple employees.

If you would like to block direct deposit for an entire payroll, please contact our operations department **BEFORE** opening payroll: operations@pay-net.net or 858-268-1000.