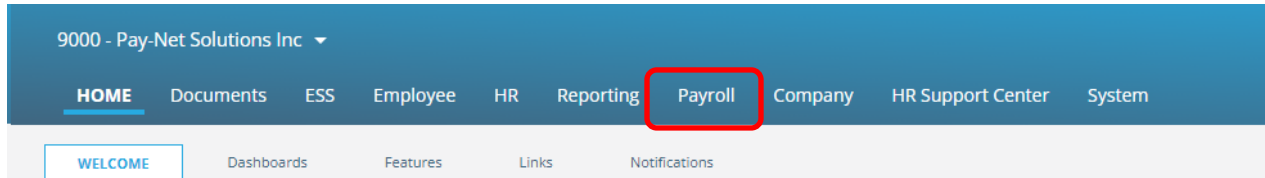


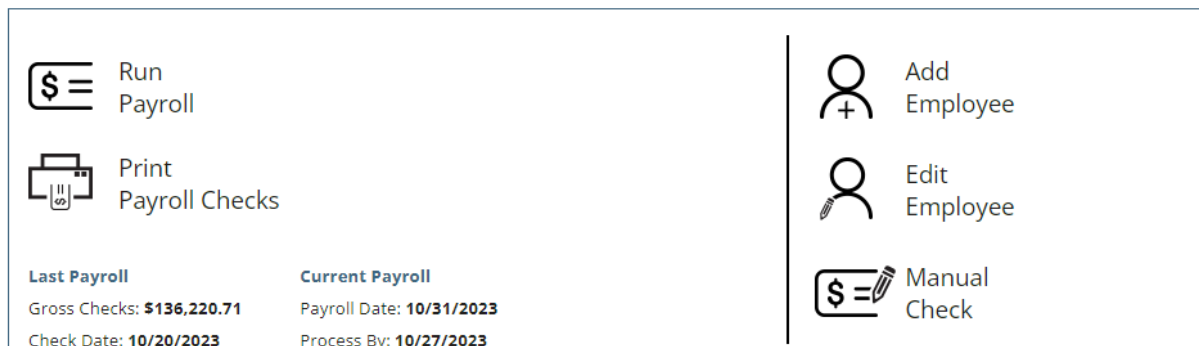
Manual Checks

Some circumstances may necessitate cutting a manual check for an employee outside of a normal payroll. This quick reference manual is intended to assist you in recording this check within Pay-Net Online.

1. Once logged into Pay-Net Online, click on the “Payroll” link in the gray navigation bar.

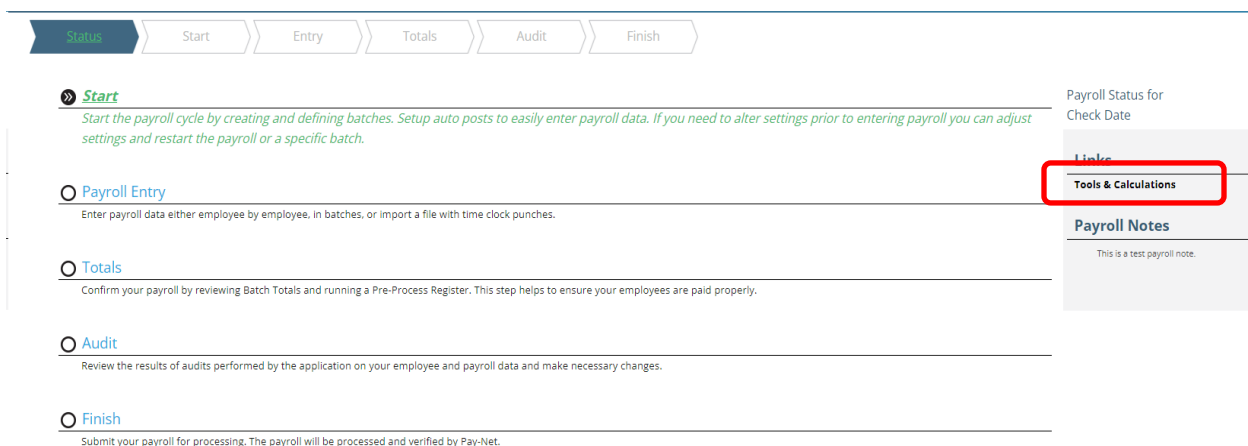


WELCOME Yadira Martinez!



The screenshot shows the main dashboard area. On the left, there are two main options: 'Run Payroll' (with a dollar sign icon) and 'Print Payroll Checks' (with a printer icon). Below these are two columns of payroll information: 'Last Payroll' (Gross Checks: \$136,220.71, Check Date: 10/20/2023) and 'Current Payroll' (Payroll Date: 10/31/2023, Process By: 10/27/2023). On the right side, there are three icons with corresponding text: 'Add Employee' (person with plus icon), 'Edit Employee' (person with pencil icon), and 'Manual Check' (dollar sign with pencil icon).

2. Next, click the link labeled “Tools & Calculations” on the right-hand side of the page.



The screenshot shows the payroll process flow. At the top, there is a progress bar with steps: Status, Start, Entry, Totals, Audit, and Finish. Below this, there are five main steps, each with a radio button and a description: 'Start' (selected), 'Payroll Entry', 'Totals', 'Audit', and 'Finish'. On the right side, there is a sidebar with 'Payroll Status for Check Date' and a 'Links' section. The 'Tools & Calculations' link in the 'Links' section is highlighted with a red rectangular box. Below the 'Links' section is a 'Payroll Notes' section with a test note.

3. On the following screen, click on the link for the “Manual Check Calculator.”

Home Documents ESS Employee HR Reporting **PAYROLL** Company HR Support Center System

TOOLS & CALCULATORS

Check Calculator Retro Pay Calculator Printback Check Reconciliation Net To Gross Batch Entry Misc Checks Expenses

Manual Check Calculator

Create a new manual check using 'What-ifs' or directly entering details. When you are finished you can print a check immediately (if you so choose).

[Retro Pay Calculator](#)

Have an employee that you made a retro-active raise for? Use the Retro Pay Calculator to pay them the additional earnings necessary.

[Printback](#)

Print employee paychecks, agency checks for recent payrolls.

[Check Reconciliation](#)

Reconcile your account by clearing pay checks that have cleared.

[Miscellaneous Checks](#)

View Misc Checks for the selected company.

[Net to Gross Batch Entry](#)

Enter checks in net to gross format in batch mode. Net to gross allows you to tell the system what the employee should receive as a net amount, often used for bonuses.

[Expense Reports](#)

View expense reports for the selected company.

4. In order to begin the process of creating a manual check, first ensure that you have the correct employee selected. The drop-down menu at the top of the screen can be accessed to search for and select the employee.

TOOLS & CALCULATORS

CHECK CALCULATOR Retro Pay Calculator Printback Check Reconciliation Net To Gross Batch Entry Misc Cl

Employee K << **Bravo - Bravo, Alpha** >> I Sort Name(Last, First) v

Employee: Alpha Bravo

ID	DEPARTMENT	FREQUENCY	STATUS	TY
9986	100 - 100 - 003	B	A - Active	RFT - Regul

Manual Check

START Details Auto Pays Earnings Deductions Taxes Pay Rates Save/Print

- After selecting the correct employee, click the green “CREATE MANUAL CHECK” button in the bottom right corner. Note that on occasion your web browser may refresh faster than the system refreshes, so you may need to click this button more than once. When the button changes to a red “DELETE MANUAL CHECK,” you will be ready to proceed.

Employee: Alpha Bravo

ID	DEPARTMENT	FREQUENCY	STATUS	TYPE	
9986	100 - 100 - 003	B	A - Active	RFT - Regular Full Time	655

PTO BALANCE
NJSick: 5.33 , Sick: 0.00 , Sick New: 0.00 , Sick1: 0.00

Manual Check Create

START Details Auto Pays Earnings Deductions Taxes Pay Rates Save/Print

Select your Check Options below. To force the Net Pay of this check to a specific amount, select 'Net to Gross' below.

Calculation Gross-to-Net <input checked="" type="radio"/> Net-to-Gross <input type="radio"/> Net to Gross Value: <input type="text"/>	Pay <input type="checkbox"/> No AutoPay <input type="checkbox"/> Block Earnings /Auto Pays <input type="checkbox"/> Block Direct Deposits <input type="checkbox"/> Block Insurance	Taxes Tax Frequency <input type="text"/> <input type="checkbox"/> Use Supplemental Tax <input type="checkbox"/> Rates
---	---	---

- The manual check calculator is divided into several tabs: Start, Details, Auto Pays, Earnings, Deductions, Taxes, Pay Rates, and Save/Print. Depending upon the specifics of the check, you may only need to access some of these tabs.

START Details Auto Pays Earnings Deductions Taxes Pay Rates Save/Print

- On the Start tab, generic options for the check will be available. These settings often do not need to be adjusted, but your specific circumstances may necessitate modifying these settings.

START Details Auto Pays Earnings Deductions Taxes Pay Rates Save/Print

Select your Check Options below. To force the Net Pay of this check to a specific amount, select 'Net to Gross' below.

Calculation Gross-to-Net <input checked="" type="radio"/> Net-to-Gross <input type="radio"/> Net to Gross Value: <input type="text"/>	Pay <input type="checkbox"/> Pay 80.00 Hrs <input checked="" type="checkbox"/> Block Earnings /Auto Pays <input checked="" type="checkbox"/> Block Direct Deposits <input type="checkbox"/> Block Insurance	Taxes Tax Frequency <input type="text"/> <input type="checkbox"/> Use Supplemental Tax <input type="checkbox"/> Rates
---	--	---

8. On the Details tab, enter any of the pay entries necessary for this check. As with standard payroll entry, select the necessary item from the drop-down menus and enter the appropriate data. Remember to click the green “SAVE” button when complete.

Start **DETAILS** Auto Pays Earnings Deductions Ta

	CODE	HOURS	RATE	AMOUNT
X	E01 - Regular	25.500000		
X	E05 - Bonus			100.00

Save Preferences

9. After saving your entries, the gray box to the right will refresh with the check details. You may click on the “View Details” link for a more complete breakdown. **Note that the “Net Pay” of the check is the actual amount the employee will receive.**

HOURS
25.50

GROSS
737.50

DEDUCTIONS
0.00

TAXES
126.42

NET PAY
611.08

View Check Details



Check Details

Gross/Net			
Gross	737.50	Net Pay	611.08

Earnings			
Earning	Description	Hours	Amount
01	Regular	25.50	637.50
05	Bonus	0.00	100.00
Totals		25.50	737.50

Employee Taxes			
Tax	Description	Taxable	Amount
MED	Medicare	737.50	10.69
MED-HI	Medicare - Additional	737.50	0.00
SS	OASDI	737.50	45.73
CASDI-E	CA SDI - Employee	737.50	6.64
FITW	Federal Income Tax	737.50	55.81
CA	California SITW	737.50	7.55
Totals			126.42

Employer Taxes			
Tax	Description	Taxable	Capped
MED-R	Medicare - Employer	737.50	737.50
SS-R	OASDI - Employer	737.50	737.50
CAETT	CA Edu & Training	737.50	737.50
CASUI	California SUI	737.50	737.50
FUTA	Fed Unemployment	737.50	737.50

Deductions		
Deduction	Description	Amount
Totals		0.00

Direct Deposits	
Account	Amount

10. The Auto Pays, Earnings, Deductions, Taxes, and Pay Rates tabs all have options that can be turned on or turned off as necessary. It will often not be necessary to access these tabs, but your circumstances may necessitate otherwise. By default, earnings and deductions will be disabled for manual checks. To turn them on, please mark the "Include box" next to the necessary additions. The black checkmark indicates that the entry has been added.

Start	Details	Auto Pays	Earnings	DEDUCTIONS	Taxes	Start	Details	Auto Pays	Earnings	DEDUCTIONS	Taxes
<small>Edit/block recurring deductions below to override the employee's current settings. Click settings.</small>						<small>Edit/block recurring deductions below to override the employee's current settings. Click settings.</small>					
INCLUDE?	EDIT	DEDUCTION	TYPE	AMOUNT	FREQU	INCLUDE?	EDIT	DEDUCTION	TYPE	AMOUNT	
<input type="checkbox"/>		01		33.330000		<input checked="" type="checkbox"/>		01		33.330000	
<input type="checkbox"/>		55	IRS Levy	250.010000		<input checked="" type="checkbox"/>		55	IRS Levy	250.010000	
<input type="checkbox"/>		57		30.000000		<input type="checkbox"/>		57		30.000000	
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>		<input type="button" value="Select All"/> <input type="button" value="Clear All"/>									

11. After ensuring that all details are correct, you may proceed to the “Save/Print” tab. You may modify the period dates as appropriate, then select the appropriate bank account from the drop-down menu. If you have a check number, enter it in the following box. **Critically, if you will be cutting a physical check from your own check book, a check number must be entered. If you do not enter a number in this box, the system will default to producing a physical check in the next payroll process.**

Start Details Auto Pays Earnings Deductions Taxes Pay Rates **SAVE/PRINT**

Please provide the following information to properly save/classify your Manual Check:

- 1. Proper period begin and end dates. The values are defaulted to the current payroll's VM Batch's values.*
- 2. If you are planning on having this check print via your next payroll process, DO NOT supply a check number.*
- 3. Select the bank account that this check was drawn off of or is supposed to be drawn off of. Leave the bank account blank to have it assigned during processing.*

Printed Check Date	<input type="text" value="11/03/2023"/>	Bank Account	<input type="text" value="123456 - Primary Account"/>
Period Begin	<input type="text" value="10/01/2023"/>	Check Number	<input type="text" value="7890"/>
Period End	<input type="text" value="10/31/2023"/>	Check Memo	<input type="text" value="This is a checkstub memo"/>

12. Lastly, clicking the “SAVE CHECK” button will save the manual check in the system to be recorded with the next payroll process. If you also need to either print the check and/or the stub, clicking the “PRINT AND SAVE MANUAL CHECK” button instead will record the check while also opening a PDF copy of the check in a new window. **Only one of these buttons may be pressed.**