Adding a Manual Check – Pay Employees

You are able to record **manual checks** issued to employees at any time.

Although Paycor is not issuing the check to the employee (the employer is doing this on-site), users must enter the information into the system to ensure accurate YTD (Year-To-Date) totals.

You may add this data to the next available payrun in order to transmit it to Paycor on the next **Process Date.**

In this Job Aid

Adding Manual Checks on the Select Payrun screen

Follow these steps in order to add a manual check:

1. Find the necessary payrun, click the **+ Add Manual Check** button.
2. Select the employee(s) that have been paid, and for whom need to have manual check information entered. Then click **Add Selected**.
3. The paygrid will open, and then you may enter details for any earnings, deductions, or taxes for the selected employees.
4. To see all calculations, click on **Gross to Net**. The **Net Total** will appear to the right.
5. Once confirmed, click the **Approve & Lock** button. Click **Yes** to confirm your decision.

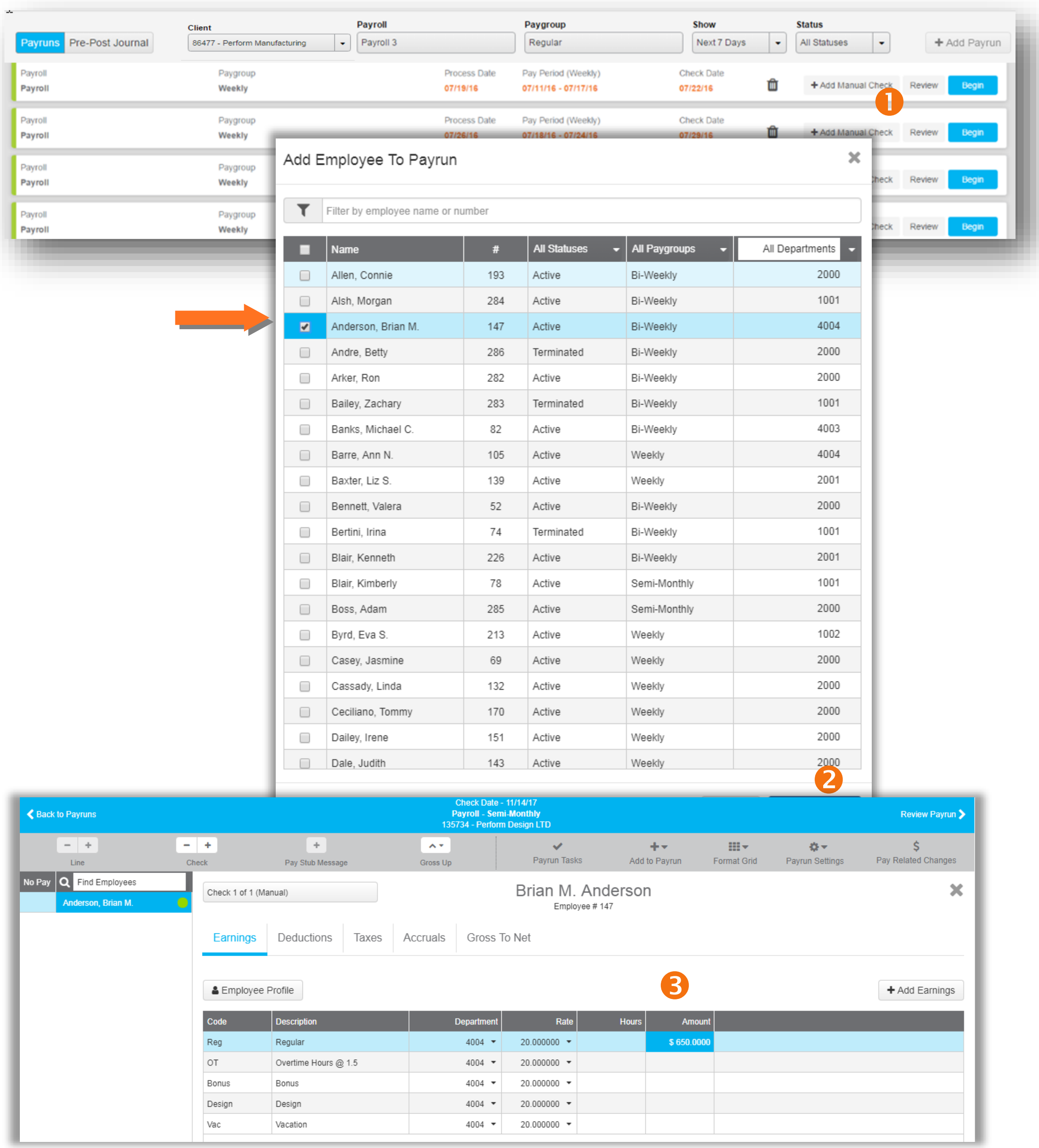
   Note: All manual checks must be approved and locked prior to reviewing the payrun.

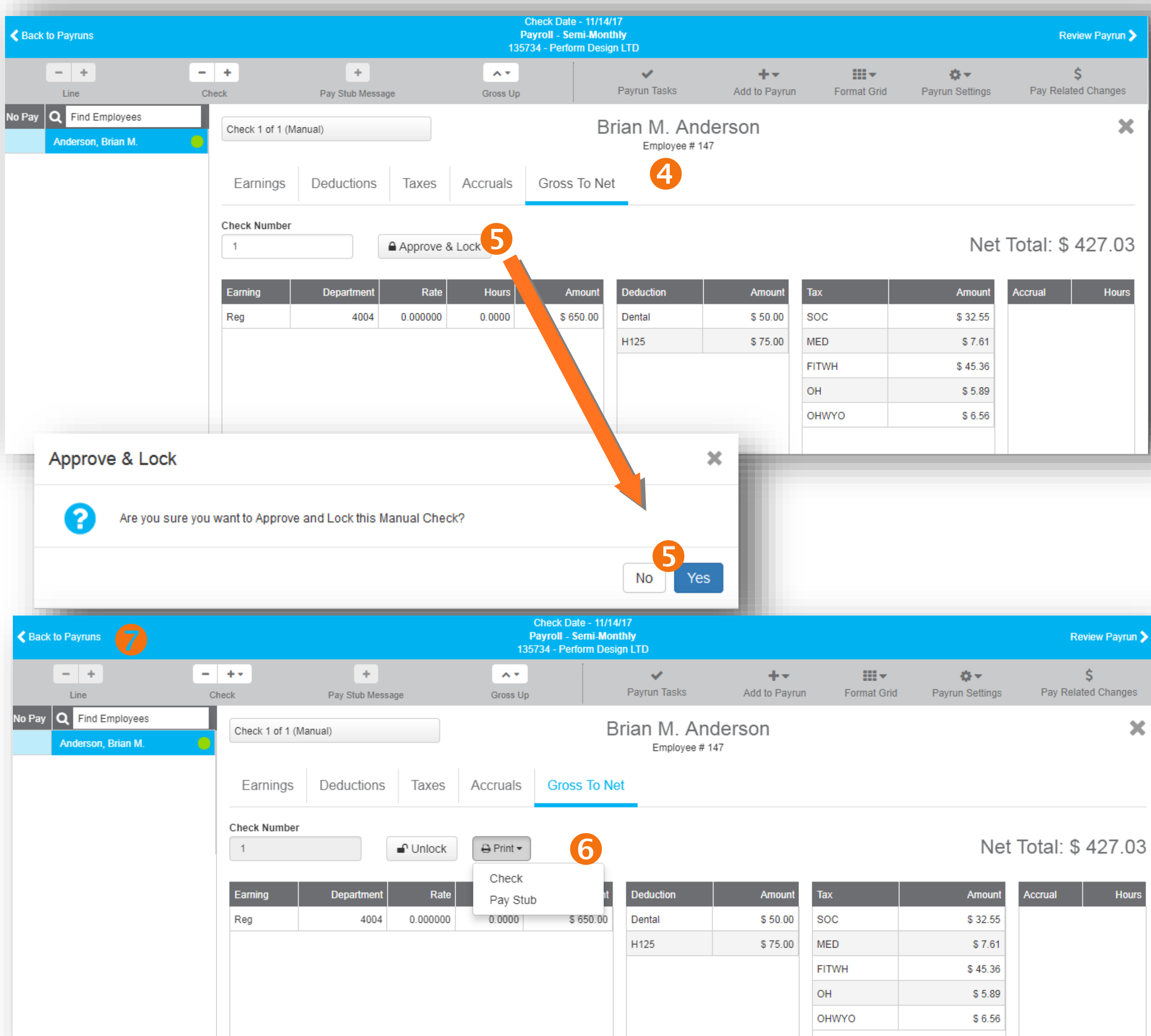
6. After it is locked, you will now be able to print the check, print the stub, or unlock and make additional changes.

   Note: If you want to print the check, you will need to have check stock purchased from a designated vendor.

7. When finished, click **< Back to Payruns** in the upper left corner. The data for this manual check will be transmitted to Paycor when the payrun is submitted.

Screenshots are included on the next page


Payruns
Pre-Post Journal
Client
86477 - Perform Manufacturing
Payroll
Payroll 3
Paygroup
Regular
Show
Next 7 Days
Status
All Statuses
Add Payrun
Process Date
Pay Period (Weekly)
Check Date
Add Manual Check
Review
Begin
1
Add Employee To Payrun
Filter by employee name or number
Name
#
All Statuses
All Paygroups
All Departments
Allen, Connie 193 Active Bi-Weekly 2000
Alsh, Morgan 284 Active Bi-Weekly 1001
Anderson, Brian M. 147 Active Bi-Weekly 4004
Andre, Betty 286 Terminated Bi-Weekly 2000
Arker, Ron 282 Active Bi-Weekly 2000
Bailey, Zachary 283 Terminated Bi-Weekly 1001
Banks, Michael C. 82 Active Bi-Weekly 4003
Barre, Ann N. 105 Active Weekly 4004
Baxter, Liz S. 139 Active Weekly 2001
Bennett, Valera 52 Active Bi-Weekly 2000
Bertini, Irina 74 Terminated Bi-Weekly 1001
Blair, Kenneth 226 Active Bi-Weekly 2001
Blair, Kimberly 78 Active Semi-Monthly 1001
Boss, Adam 285 Active Semi-Monthly 2000
Byrd, Eva S. 213 Active Weekly 1002
Casey, Jasmine 69 Active Weekly 2000
Cassady, Linda 132 Active Weekly 2000
Ceciliano, Tommy 170 Active Weekly 2000
Dailey, Irene 151 Active Weekly 2000
Dale, Judith 143 Active Weekly 2000
2
Back to Payruns
Check Date - 11/14/17
Payroll - Semi-Monthly
135734 - Perform Design LTD
Review Payrun
Line
Check
Pay Stub Message
Gross Up
Payrun Tasks
Add to Payrun
Format Grid
Payrun Settings
Pay Related Changes
No Pay
Find Employees
Anderson, Brian M.
Check 1 of 1 (Manual)
Brian M. Anderson
Employee # 147
Earnings
Deductions
Taxes
Accruals
Gross To Net
3
Employee Profile
Add Earnings
Code
Description
Department
Rate
Hours
Amount
Reg Regular 4004 20.000000 $ 650.0000
OT Overtime Hours @ 1.5 4004 20.000000
Bonus Bonus 4004 20.000000
Design Design 4004 20.000000
Vac Vacation 4004 20.000000



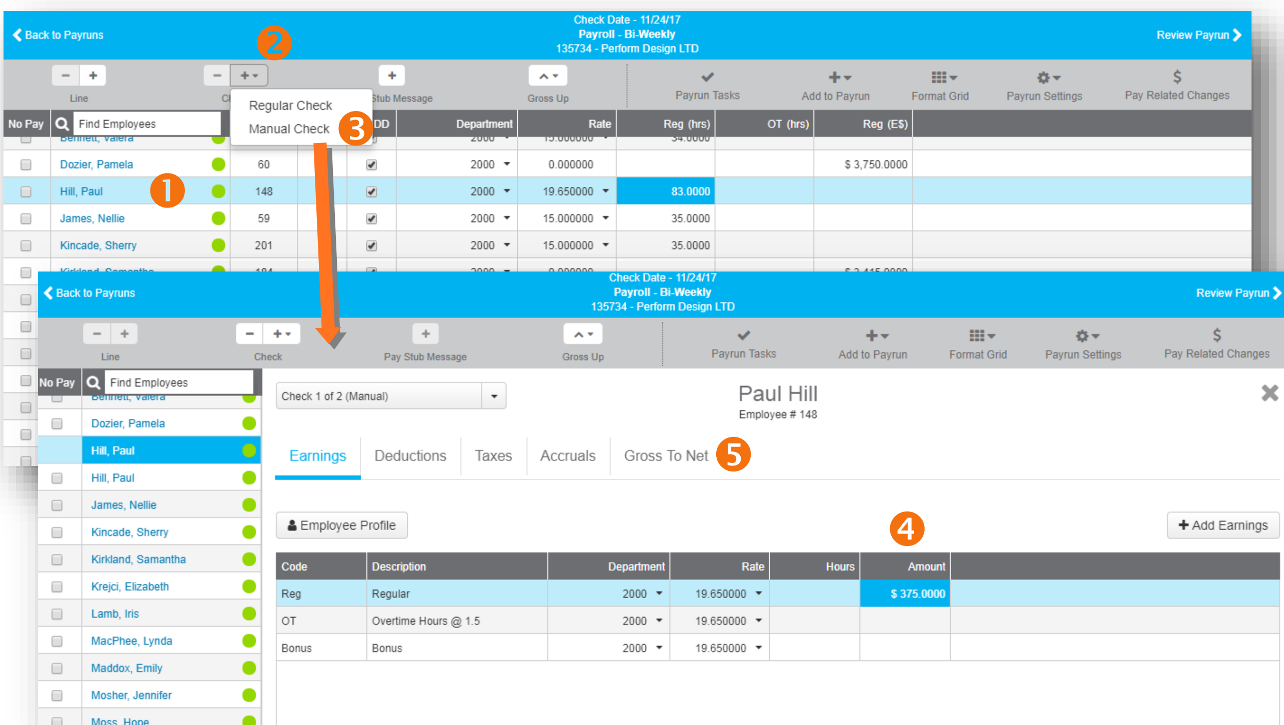
Note: All manual checks are identified with an "**M**" in the **Check #** column.

Once the user has completed the check, the system will "lock" the check in order to prevent any changes from being made prior to transmitting to Paycor. If changes are needed, click the Unlock button to unlock the check.

Adding Manual Checks within the Paygrid

Follow these steps in order to add a manual check:

1. From within the paygrid, click on the appropriate **employee name** in order to highlight the row.
2. With the employee name highlighted, click the  button above the “Check” label in the top left navigation.
3. A dropdown will appear, where you may select “Manual Check”.
4. A new line will appear for the employee, and a window will open to the right.
   From here you may enter details for any rates, earnings, deductions, or taxes.
5. To see all calculations, click on **Gross to Net**. The **Net Total** will appear to the right.
6. After confirming the **Net Total**, follow the steps 4-6 listed on page 1.



Updated: 11/9/17