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.

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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
Perform Job Aid:
Adding a Manual Check – Pay Employees

1. Open the Payroll module and select the PayRun tab. Click on the 'Add PayRun' button.

2. In the Add Employee To PayRun screen, select the employee name (Anderson, Brian M.) and click 'OK'.

3. The Pay Run screen for Brian M. Anderson will display. Review the earnings and deductions for the pay period.
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.