



Manual Check

HELP MENU MANUAL

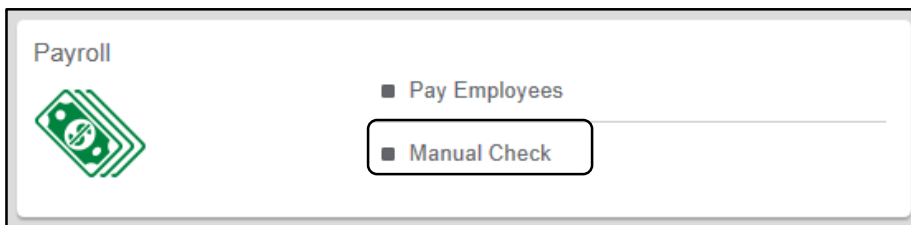
TABLE OF CONTENTS

	<i>Page Numbers</i>
Manual Check	<u>2</u>
Gross-Up on a Manual Check	<u>5</u>

If an employee was left out of a payroll or needs to be paid an additional amount, you can do a manual check for that employee through the Paycom system. Today, we will learn how the manual check will calculate the net amount for you to pay the employee and the taxes will be recorded. The records will then be updated with the next payroll you process. Let's get started!

Manual Check

To record a manual check, select "Manual Check" from the Payroll tile on the Main Menu.



Enter the appropriate information for the manual check:

- Batch Manual Checks: To create one manual check, select "No." To distribute several manual checks at once, select "Yes." If you click "Yes," a list of employee names will display for you to choose from. Select the employees you want to include in the transaction.
- Select Employee: Select the employee's name from the drop-down box.
- Manual Check Number: Enter the check number you would like to use, or leave the box blank to see a hypothetical check. A hypothetical check will not record anything, but will allow you to adjust the earnings and see the net amount.
- Pay-Period Start and End Dates: Enter that pay-period start and end dates for this check.
- Calculate Accruals: Select Yes or No to allow for accruals to be calculated on the check. And select if you'd like this to display year-to-date accruals on the earnings statement.

- Tax Frequency Override: Select the tax frequency override to use another frequency other than the employee’s normal pay frequency.
- PSP Adjustment Check: By checking this box, you have the ability to enter short-term and long-term disability through a manual check.

Select “Calculate Manual” when finished.

Manual Checks > Manual Check

Step 1) Enter Transaction Details for this Manual

* Indicates Required Field

Input Type: Manual Check

Batch Manual Checks: No Yes

Select Employee: ADAMS, DYLAN (A016) - ACTIVE

Manual Check Number: Leave blank to process a hypothetical check.

Manual Check Date: 05/31/2018

Pay-Period Start Date: 00/00/0000

Pay-Period End Date: 00/00/0000

Hide from Client:

Calculate Accruals: No Yes
 Selecting "No" will omit accruals awarded per pay-period.
 Display Year-to-Date Accruals on Earnings Statement

Tax Frequency Override:

Gross Up Manual Check: No Yes

Please Note: There will be no 3rd party garnishments checks generated as a result of this manual check.

Cancel Calculate Manual

You can change an employee’s filing status and exemptions. This allows you to make temporary changes directly on this screen for a one-time purpose. To do so, select “Edit” in the Tax Information column.

Manual Check

Employee	Manual Check Date	Pay-Period Start Date	Pay-Period End Date	Department	Tax Information	Manual Check Number	Scheduled	Tax Frequency	Hide from Client
ADAMS, DYLAN (A016) -ACTIVE	05/31/2018	00/00/0000	00/00/0000	200	1 - CA/CA/CA Edit	000000000	No		No

Hypothetical Check

Download Details Save Check

Cancel

Selecting “Add New Hours” or “Add New Amount” allows you to add any necessary earnings. If there is a deduction that needs to be added, this must be registered to the employee within “Make Employee Changes” before you begin the manual check. If you need an earning you do not see, you can call your dedicated specialist to have one set up.

By clicking any of the blue links you can adjust the amount of the earnings and deductions. You can zero out all earnings or deductions at once by selecting “Zero Out All Earnings” or “Zero Out All Deductions.”

You can save the manual check to be edited or submitted at a later time. To save a check, select “Save Check” at the top of the page.

Earnings					
Zero Out All Earnings				Add New Hours	Add New Amount
Earning	Hours/Units	Rate	Amount	Labor Allocation	Tax Profile
[R] Regular	80.00	\$18.75	\$1,500.00		
[BON] Bonus			\$0.00		
Total	80.00		\$1,500.00		
Employee Taxes					
W/H Tax				Amount	
[FWT] Federal W/H					\$155.60
[MED] Medicare					\$21.75
[SSC] Social Security					\$93.00
[OKW] Oklahoma State W/H					\$56.00
Total					\$326.35
Deductions					
Zero Out All Deductions				Add Deduction	
Deduction	Details / Tax Treatment			Amount	
				Total	0.00
NET MANUAL CHECK	\$1,173.65	Manual Check Number	00000000		
Employee Benefits			Employer Taxes		
Benefit	Hours		Tax	Amount	
Total		0.00			
			[FUTA] Employer FUTA		\$9.00
			[MED] Employer Medicare		\$21.75
			[SSC] Employer Social Security		\$93.00
			[OKT] Oklahoma SUTA		\$0.00
			[WKC] Workers Compensation		\$0.00
			Total		\$123.75

Click "Download Details" to see more specifics.

ADAMS, DYLAN (A016) [Manual #000000001]

Earnings Statement **DYLAN ADAMS**

Pay Date: 04/01/2016 Company: 05050 - TRAINING DEPARTMENT Emp#: A016
 Period Start: 03/18/2016 123 MAIN STREET Dept: 900
 Period End: 04/01/2016 OKLAHOMA CITY, OK 11111 Pay Basis: Salary

Earnings	Rate	Hours/Units	Current Period	Year to Date
Regular	62.50	80.00	5000.00	5000.00
Gross Pay		80.00	5000.00	5000.00

W/H Taxes

S/2 Federal W/H			1013.72	1013.72
Medicare			72.14	72.14
Social Security			308.45	308.45
S/2 Oklahoma State W/H			226.00	226.00

Deductions

Dental Pre-Tax			25.00	25.00
Net Pay			3354.69	3354.69

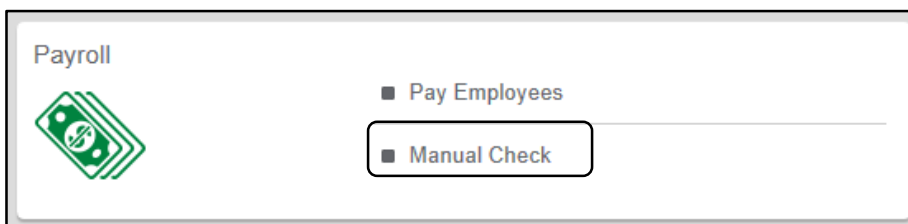
Net Pay Distribution

Manual Check			3354.69	3354.69
--------------	--	--	---------	---------

Gross Up-On a Manual Check

If you want to reward an employee with a bonus check, you can create a gross-up on a manual check in the Paycom system. Simply enter the net amount and the system automatically will calculate the desired gross-up earning based on taxes and other deductions you've selected.

To create a gross-up manual check, select "Manual Check" from the Payroll tile.



Enter the check information such as pay-period start date, pay-period end date and check number. Select "Yes" to enable the Gross-Up Manual Check, and more options will appear.

- Batch Manual Checks: To create one manual check, select "No." To distribute several manual checks at once, select "Yes." If you click "Yes," a list of employee names will display for you to choose from. Select the employees you want to include in the transaction.
- Select Employee: Select the employee's name from the drop-down box.
- Manual Check Number: Enter the check number you would like to use, or leave the box blank to see a hypothetical check. A hypothetical check will not record anything, but will allow you to adjust the earnings and see the net amount.
- Calculate Accruals: Select Yes or No to allow for accruals to be calculated on the check. And select if you'd like this to display year-to-date accruals on the earnings statement.
- Pay-Period Start and End Dates: Enter that pay-period start and end dates for this check.
- Tax Frequency Override: Select the tax frequency override to use another frequency other than the employee's normal pay frequency.
- Include Federal and State Withholding: You can choose to include and/or exclude federal and/or state withholding. This provides a clear picture of the gross-up amount from the start. FICA taxes are mandatory and will be included.

Select an existing earning code (what type of bonus or gift). Next, enter the desired Net Pay Amount (the check total). Then, select which deductions to include in the gross-up calculation. Only deductions registered to the employee on *Form 2: Scheduled Earnings and Deductions* will be available to select through the manual check.

Select "Calculate Manual."

Gross Up Manual Check ? No Yes

* **Gross Up Earning Code** ?

* **Net Pay Amount** ?

Include Federal and State Withholding ? Fed W/H State W/H

Deductions to Include in Gross Up Calculation ? Select All

Please Note: There will be no 3rd party garnishments checks generated as a result of this manual check.

Now, you can submit this gross-up manual check to be included with payroll.

Earning	Hours/Units	Rate	Amount	Labor Allocation	Tax Profile
[BON] Bonus			\$108.28		
Total		0.00	\$108.28		

W/H Tax	Amount
[FWT] Federal W/H	\$0.00
[MED] Medicare	\$1.57
[SSC] Social Security	\$6.71
[OKW] Oklahoma State W/H	\$0.00
Total	\$8.28

Deductions ?

Deduction	Details / Tax Treatment	Amount
Total		0.00

NET MANUAL CHECK	\$100.00	Manual Check Number	000000000
------------------	----------	---------------------	-----------

Now, you know how to create manual checks! For more information, check out our *Payroll* manuals on the Help Menu.

