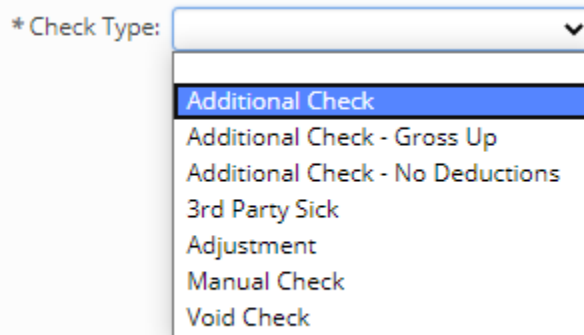


Navigate to **Payroll Processing>>Payroll Entry>>Individual Time Entry** and choose the employee from your roster.

Click **+Add New** in the blue bar. A new window will open for additional selections:



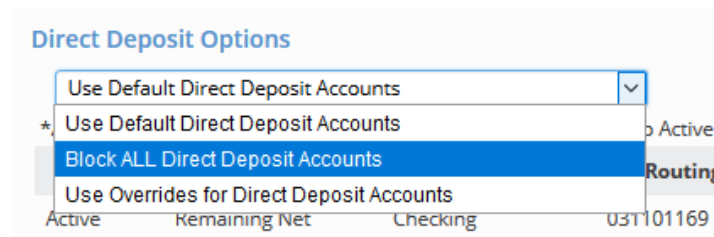
Select **Check Type** from the Check Type drop down***



1. **Additional Check:** *This is most common.* When selecting this type, the pay check will process the same as a “Regular” pay check, in that all scheduled earnings and deductions, taxes will be withheld.
2. **Gross Up:** When selecting this type, a net amount will be entered, and the system will gross up the check for taxes only.
3. **No Deductions:** When selecting this type, the pay check will process without any scheduled earnings or deductions. Taxes will be withheld based on the amount entered, but no scheduled deductions will be withheld.

***NOTE: Only use one of the above 3 check type options. If you feel you need to use a different check type option, please call Autopaychecks at 970-245-4244 first.

Important: In the Direct Deposit Options dropdown select **Block all Direct Deposit Accounts**



SAVE in the blue bar.

Additional Check

When you return to the Individual Time Entry grid, be sure that the check you have just created is highlighted yellow above the blue bar.

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		80.00	0.00	0.00	0.00
No Deductions		0.00	500.00	0.00	0.00

Enter in the Hours or dollars (Enter only hours OR dollars) in the grid, then select **Preview Check** in the blue bar

Check Type	Pay Frequency	Total Hours	Total Earnings
Regular Check		20.00	0.00
No Deductions		0.00	0.00

Preview Check

Confirm the **Check Date, Begin Date & End Date**; change if needed.

Check the box for **Use Last Check number on File**: Select this option if you want the system to assign the Check Number based on the last payroll check issued.

Manual Check Options

Use last check number on file

Check Date: 11/22/2021
 Begin Date: 11/15/2020
 End Date: 11/28/2020

Check Number:
 Bank Account: Payroll Account (#####)
 Payout Options: Use Default Settings

Buttons: Post As Manual | **Print and Post** | Print Stub

Check Type	No Deductions	Gross Pay	240.00
Check Date	12/4/2020	Gross Wage	240.00
Period End	11/28/2020	Net Pay	208.57
Period Begin	11/15/2020	Check Amt	208.57
Payroll Run #:		Check #:	

Danielle A Adams
 123 Main St
 DENVER, CO 80202

Employee # 1022 Location 8
 Soc Sec # XXX-XX-1111 Department 60
 Fed Filing Single or Mar St Filing Single or Mar
 Fed Exemptions St Exemptions
 Fed Additional: \$0.00 St Additional: \$0.00

Estimings & Memos	Cur Hours	Cur Dollars	YTD Hours	YTD Dollars
Regular	13.00	340.00	13.00	340.00

Deductions	Cur Dollars	YTD Dollars

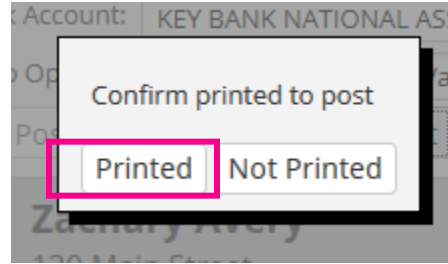
Taxes	Cur Dollars	Cur Wages	YTD Dollars	YTD Wages
SOC SEC EE	14.50	240.00	14.50	240.00
MED EE	3.49	240.00	3.49	240.00
FEDERAL WH	9.42	240.00	9.42	240.00
COLORADO WH	4.00	240.00	4.00	240.00

Click the **Print and Post** button on the right side of your screen below the blue bar– the check preview will come up in a separate internet browser.



Print from that browser

Make sure the check has been printed correctly, close that browser and iSolved will ask you to **Confirm Print**. **This is super important**, if you don't confirm print, it will think the check hasn't been printed and will produce another check on your next payroll.



Once **Confirm Print** has been selected, the check will convert from an Additional Check type to a Manual Check

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		67.00	0.00	0.00	0.00
Manual Check (1/22/2021)		0.00	0.00	0.00	95.38

When you preview your next payroll, the reports will identify the total amount and number of Manual Checks on the "Payroll Summary" report.

*** PAYROLL TOTALS ***		
Payroll Totals	Totals By Check Type	Counts By Check Type
Net Pay Checks \$45,703.60	Total Live Checks \$45,703.60	Total Live Checks 15
Direct Deposits \$0.00	Additional Checks \$428.48	Additional Checks 1
**** Total Net Payroll \$45,703.60	Manual Checks \$500.00	Manual Checks 1
Total Taxes \$24,346.01	Void Checks/Direct Deposits \$0.00	Void Checks 0
**** Total Payroll \$70,049.61	Third Party Sick Checks \$0.00	Third Party Sick Checks 0
Payroll Adjustments \$500.00	Adjustments \$0.00	Adjustments 0
**** Adjusted Total \$70,549.61	Direct Deposits (0) \$0.00	Vouchers (Direct Deposit) 0
	Total Third Party Pays \$0.00	Total Third Party Payments 0
	Total Third Party Void Checks \$0.00	Total Third Party Voids 0
		Zero Net Checks 1

The "Payroll Register" will indicate whether a check was a "Regular Check" "Additional Check" or a "Manual Check" type.

Adams, Daniel L Emp #: 1004													
MANUAL CHECK (12/4/2020)			REGULAR CHECK										
Gross Wage: 625.53	Paid Gross: 625.53	Net Pay: 500.00	Direct Deposit: - None -	Check Amount: 500.00	Check #:								
Earnings	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Deductions	Current	YTD	Taxes	Wage	Tax	YTD Wage	YTD Tax
Regular	0.00	0.00	0.00	320.00	7,060.00	Pretax Medical	0.00	400.00	SOC SEC EE	625.53	38.78	7,285.53	451.70
Bonus	0.00	0.00	625.53	0.00	625.53				MED EE	625.53	9.07	7,285.53	105.64
									FEDERAL WH	625.53	49.93	7,285.53	851.66
									COLORADO WH	625.53	22.00	7,285.53	303.00
									DENVER	500.00	5.75	2,000.00	23.00
Totals:	0.00	0.00	625.53	320.00	7,685.53	Totals:	0.00	400.00	Totals:	125.53	2,000.00	1,735.00	
Gross Wage: 1,733.50	Paid Gross: 1,733.50	Net Pay: 1,245.11	Direct Deposit: - None -	Check Amount: 1,245.11	Check #:								
Regular	19.0000	40.00	760.00	360.00	7,800.00	Pretax Medical	100.00	500.00	SOC SEC EE	1,618.50	100.35	8,904.03	552.05
Overtime - Min	28.5000	1.00	28.50	1.00	28.50	Pretax Dental	15.00	15.00	MED EE	1,618.50	23.47	8,904.03	129.11
Bonus	0.00	0.00	0.00	0.00	625.53	US EE Repayment	12.48	12.48	FEDERAL WH	1,618.50	169.09	8,904.03	1,020.75
Weekend Shift	35.0000	24.00	840.00	24.00	840.00				COLORADO WH	1,618.50	68.00	8,904.03	371.00
Weekend OT	52.5000	2.00	105.00	2.00	105.00				DENVER	0.00	0.00	2,000.00	23.00
Medical PR*	0.00	0.00	50.00	0.00	50.00								
Totals:	67.00	1,733.50	387.00	9,419.03	Totals:	127.48	527.48	Totals:	360.91	2,095.91	2,095.91		

*Please note, if the report indicates an "Additional Check" the system will produce another check. If you did not want this to occur, that means, the "Confirm Print" button was not selected after printing the check. Please call us at 970-245-4244 for assistance.