

How do I add a second check in iSolved?

If you're new to iSolved and are looking to add a second check, go to the Payroll Processing menu

Here are the basic steps to follow:

1. In the Payroll Processing menu, go to Payroll Entry > Individual Time Entry, and click "Add New".
2. Choose the check type from the drop down and change any default settings if necessary. *
3. Once you hit save, it will take you to an individualized entry grid.
4. To see earnings and deductions not on your regular pay grid change "Template" in the middle right to "ALL" and hit Apply. Enter the appropriate number in either the Hours or Dollars column(s), using any of the override columns if necessary.
5. If you have to do additional checks for several employees, you can enter multiple checks at once by going to Payroll Processing > Payroll Entry > Additional Check Entry Grid.

Can't find what you're looking for? *If you do not see a check type that you are looking for, contact us at payrollsupport@payservpayroll.com or 845.624.8458 and we can customize additional check types for you.



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