

### Overview

This Quick Help video discusses the two options for entering a Manual Check.

### Option 1

Navigate to Payroll Processing > Payroll Entry > Individual Time Entry. Click on the employee for whom you wish to enter a manual check.

- Click on the **Add New** icon.
- Select any “Additional Check” type (depending on the computation needed) from the **Check Type** drop-down menu.
- Enter any overrides, if applicable.
- Click on **Save**.
- Enter the hours or dollars you wish to pay the employee.
- Click on “Preview Check.”
- Enter the **Check Number** of the check you will be issuing in house.
- Select the **Bank Account** the check is drawn on, if available.
- **Print Stub** is optional, and will give the employee a record of what is paid.
- Click **Post as Manual**. This automatically converts the check type from an “Additional” check to a “Manual” check.

The entry will be recorded when the next payroll processes and the applicable taxes will be available in the totals on the Payroll Summary, and the figures will be recorded in the employee’s record. No check or check stub will be issued.

### Option 2

Navigate to Payroll Processing > Payroll Entry > Individual Time Entry. Click on the employee for whom you wish to enter a manual check.

- Click on the **Add New** icon.
- Select “Manual Check” for **Check Type**.
- Enter any overrides, if applicable.
- Click on **Save**.
- Enter the hours and dollars.
- Enter the taxes and deductions (if applicable) withdrawn from the check based on your in-house calculation.
- Click on “Preview Check” to confirm.

The entry will be recorded when the next payroll processes and the applicable taxes will be available in the totals on the Payroll Summary and the figures will be recorded in the employee’s record. The entry will include the exact figures keyed. No check or check stub will be issued.