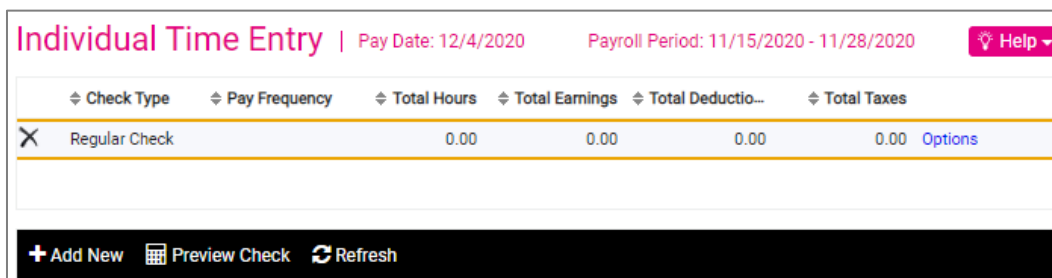


Overview

For the isolated system to calculate the taxes and possible deductions on a check you wish to generate for an employee, you must first start with selecting an Additional Check type. These checks can then be converted to a Manual Check if the client wishes to write the check in house.

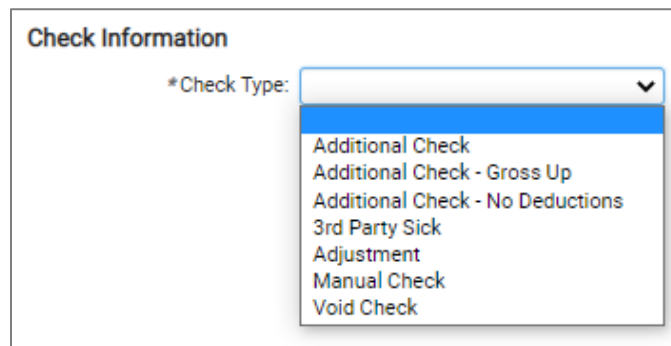
Individual Time Entry

Navigate to Payroll Processing > Payroll Entry > Individual Time Entry. Click **Add New**. A new window will open for additional selections.



Note: If the Client wishes to print the check from isolated, please verify with Customer Service that the proper bank account has been selected, and that the printing of a test check has been completed.

Select the applicable additional **Check Type** in the drop-down:



Additional Check Types

The available **Additional Check** choices are as follows:

- **Additional Check:** Processes as a regular check, and follows normal check pay and deduction rules. However, salary will *not* automatically be paid.
- **Additional Check - Gross up:** The dollar amount entered on the **Individual Time Entry** screen will become the net pay to the employee. Taxes will be added to this amount for the gross wages.
- **Additional Check - No Deductions:** The check will include taxes, but will not include any of the employee's regular scheduled deductions.

More Additional Check types can be added based on the client's request. Refer to "Additional Checks Setup" in the University Library.

The following check types do not calculate taxes or deductions for a manual check.

- **3rd Party Sick:** This check type is used to record the employee's portion of 3rd party sick.
- **Adjustment:** This check type is used to record the adjustments to the employee's taxable wages, taxes or deductions.
- **Manual Check:** This check type should only be used to record the exact amount of a check that was provided to an employee. You must enter the gross, taxes and deductions in isolved to match the check already written.
- **Void Check:** Selecting this check will produce a list of all past checks earned by this employee. Once you select the check to void, the system will create a reversal. Please see "Voiding a Check Help" topic for more information.

In order to add an Additional Check for an employee (not a "Regular" check, but a 2nd check or special payroll run), click on the **Add New** icon in **Individual Time Entry**. You may also use **Additional Check Entry** if entering multiple additional checks.

Note: Additional Checks can be imported using **Payroll Processing > Payroll Entry > Timecard Import**, using the **Import Type** "Additional Check." Refer to the [Data Conversion Master](#) in the University Library for the correct column headings.

Additional Check Entry Grid | Pay Date: 12/4/2020 | Payroll Period: 11/15/2020 - 11/28/2020 Help

Template: Bonus | Org Category: ALL | Status: Active
 Additional Check: No Deductions | Value: | Employee Type: ALL | Apply Reset

Show Sort | Expand Employee Name | Show Total Hours | Show Total Dollars | Show Total Deductions | Show Total Taxes | Page 1 of

NAME	SALARY/RATE	TOTAL DOL	BONUS (EARN \$)
Adams, Daniel L	Rate: 19.0000	0.00	
Adams, Danielle A	Rate: 24.0385	0.00	
Blackman, David	Rate: 20.0000	0.00	
Borland, Regina A	Rate: 28.2300	0.00	
Butterman, Lester	Salary: 2903.50	0.00	
DeWitt, William Jayxon	Rate: 23.6400	0.00	

You have several options for overriding the employee's default values if this check was created due to a special work assignment.

Individual Time Entry | Pay Date: 12/4/2020 | Payroll Period: 11/15/2020 - 11/28/2020 Help

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

Therefore, all options will be entered using the screen below:

Check Information

* Check Type: Additional Check - No Deductions ▼

NOTE: Direct Deposit records, with a Frequency = Every Pay, will be processed with this check. Others will be ignored unless overridden below.

Pay Frequency: ▼

Override Res Geocode:

Override School District:

Reciprocity Rule: ▼ ⓘ

Override Work Location: ▼

Override Pay Group: ▼

Force Supplemental

Check Stub Message

Impound Options

Block Client Impound

Direct Deposit Options

Use Default Direct Deposit Accounts ▼

*Applies to accounts, in Prenote status, if automatically updated to Active status in current payroll run.

*Status	Sequence	Account Type	Routing	Account Number	Frequency	Will Be Used This Check	Amount
Active	Remaining Net	Checking	021000021	###1111	Every Pay	Yes	

- **Pay Frequency:** Allows you to override the taxation of this check. Options include "Weekly," "Bi-Weekly," "Semi-Monthly," "Monthly," "Quarterly," and "Annual" taxation.
- **Override Res Geocode:** If the employee lived in another location when earning this pay, enter the employee's ZIP Code.
- **Override School District:** If the employee lived in another school district when earning this pay, enter the applicable School District.
- **Reciprocity Rule:** Allows you to override Tax Rules that do not apply to this check.
- **Override Work Location:** If the employee worked in another location when earning this pay, enter the application Work Location code or name.
- **Override Pay Group:** If the client has multiple Pay Groups and wants this entry to appear on the reports for a different Pay Group than the employee is assigned to, the Pay Group can be selected for this check.
- **Force Supplemental:** By selecting this, the check will be taxed at the Supplemental Tax Rate for Federal and State.
- **Check Stub Message:** Use this to add a message for this check stub only.

Note: You are also able to import the check stub message for an Additional Check. Please use the "Data Conversion Master" and the column headings below:

ORCheckStubMessage		Up to 75 alphanumeric characters	Use this column to import a 'Check Stub Message' for additional checks.
---------------------------	--	---	--

Important:

To print a check, all direct deposits must be blocked. If the employee has any direct deposits, you will see the **Direct Deposit Options** field at the bottom of the screen. Select "Block all Direct Deposits," and click on **Save**.

Note: Ensure that "Additional Check" is highlighted on **Individual Time Entry**.

- Enter the hours or dollars to be paid on the Individual Time Entry screen.
- Click on the Preview Check icon.

Earnings & Memos*				Deductions			Taxes			
Regular	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars	Curr Dollars	YTD Dollars	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
Regular	10.00	240.98	10.00	240.98						

Fill in the information highlighted above.

- **Check Date:** The default check date will be the begin/end and check date of the payroll being processed. The Check Date can be overridden based on the date the check was issued.
- **Begin Date:** The Begin Date can be overridden based on the period covered in this check.
- **End Date:** The End Date can be overridden based on the period covered in this check.
- **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. If selected, the "Post as Manual and Print Stub" option is disabled.
- **Check Number:** Enter the check number from the check written in-house.
- **Bank Account:** This field will only be available if checks are drawn on the client's account.

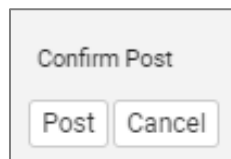
- **Paystub Options:** The default setting is "Use Default Settings." When this option is selected, YTD hours, dollars, deductions, taxes, and accrual values will not be displayed on the paystub PDF. Other options include:
 - **Include Leave Accrual Values:** With this option selected, accrual values will be displayed on the paystub PDF. The display of values in the Leave Accruals section is based on the **Pay Group > Check Options > Check Accrual** columns (if applicable.)
 - **Include YTD Values:** With this option selected, YTD hours, dollars, deductions, and tax values are displayed on the paystub PDF. The YTD won't include the values from the "Regular" check, but will include values from "Additional" checks in the same run that are calculated prior to the Additional check being previewed.
 - **Include Leave Accrual and YTD Values:** With this option selected, the leave accrual and YTD values are displayed as described above.

Once the information is added, and depending on the options selected, you may have three selections to convert the additional check to a manual check and process the check in house at the client's location.



- **Post As Manual:** Use only if you are recording a check that you have previously provided to the employee. The check will be posted and added to the next payroll processing.
- **Print and Post:** This allows you to print the paystub PDF and record the transaction for the next payroll processing as a Manual check. This button is only displayed when direct deposits are blocked (or the employee doesn't have any), *and* there is an "Active" client bank account with the "Allow Manual Checks" option selected.
- **Print Stub:** When selected, the paystub PDF will open with the information based on the Paystub Options selected.

Note: The check will be displayed in "Report View," and can be printed or saved at this time. When the "Report View" is closed, a pop-up displays with the message "*Confirm printed to post*" with buttons for **Printed** and **Not Printed**.



- If **Post** is selected, the Additional Check will be posted as a Manual Check.
- If **Cancel** is selected, the Additional Check will not be posted as a Manual Check, and the user will be able to update the Additional Check or try to print and post again.

Here is an example of a paystub PDF with the Paystub option "YTD Values" selected:

Statement of Earnings For: Daniel L Adams						UTMC					
Employee #: 1004	Location: 3	Period Begin: 11/15/2020	Check Date: 1/22/2021	4 Reserve Court							
Clock Number:	Department: 70	Period End: 11/28/2020	Pay Type: Hourly	Mount Laurel, NJ 08054							
Company Id: UMC123	Federal Filing:	Exemptions:	Additional Tax:								
State Filing:								Additional Tax:			
Check Number	Check Amount	Gross Pay	Net Pay	Check Message							
	\$404.62	\$500.00	\$404.62								
EARNINGS			*Not included in Totals			TAXES		DEDUCTIONS			
Description	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Description	Current	YTD	Description	Current	YTD
Bonus	0.00		500.00	0.00	500.00	SOC SEC EE	31.00	443.92	Pretax Medical	0.00	400.00
Regular	0.00		0.00	320.00	7,060.00	MED EE	7.25	103.82			
						FEDERAL WH	35.38	837.11			
						COLORADO WH	16.00	297.00			
						DENVER	5.75	23.00			

- **Print Stub:** Use this option if the Client does not want to print a check from isolved but wants to provide the employee with a check stub. A separate window opens with a check stub that does not include any bank account information.

UTMC
4 Reserve Court
Mount Laurel, NJ 08054

CHECK DATE	CHECK NUMBER
1/22/2021	

PAY THIS AMOUNT
*****\$404.62

Daniel L Adams
3470 S Poplar St Apt 205
Denver, CO 80224

NOT NEGOTIABLE

Once either "Post as Manual," "Print Stub" or "Print and Post" is selected, the check will convert from an "Additional Check" type to a "Manual Check."

Individual Time Entry		Pay Date: 12/4/2020	Payroll Period: 11/15/2020 - 11/28/2020	Help	
Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
X Regular Check		67.00	0.00	0.00	0.00 Options
X Manual Check (1/22/2021)		0.00	0.00	0.00	95.38 Options

If the client needs an option to "Post as Manual" and block direct deposit on a bonus check or other type of check in which they pay the taxes ("gross up" check), it would be easier to create an **Additional Check Type** with that option. Here is a sample of the Additional Checks screen on the company level:

Identification

*Title:

Code:

Process As a Regular Check

Processing as a Regular check follows normal check pay and deduction rules. Regular/Salary will NOT automatically be paid.

Check Options

Process As Gross Up

Automatically Post As Manual

Block Direct Deposit

Apply Tax/Ded/Garn Arrears

Block Federal W/H

Block State W/H

Block Additional Taxes

Block Occupational Taxes

Select Garnishments to Include

Administrative Wage Garnishment

Bankruptcy

Child Support

Garnishment

Federal Tax Levy

State Tax Levy

Student Loan

Voluntary Wage Assignment

Select Deductions to Include

Voluntary Deduc

Pretax Medical

Pretax Dental

Miscellaneous

SS EE Repayment

Once you select "Process As Gross Up," the option for "Automatically Post As Manual" will be active. Once selected, the system will automatically select "Block Direct Deposit."

Therefore, if you select this Additional Check Type when processing payroll, a message will appear indicating that the direct deposit is blocked.

Check Information

*Check Type:

NOTE: Direct Deposits are blocked for this Additional Check type.

Pay Frequency:

Override Res Geocode:

Override School District:

Reciprocity Rule:

Override Work Location:

Override Pay Group:

Force Supplemental

Check Stub Message

Impound Options

Block Client Impound

When you enter the payroll details and click on **Preview Check**, the gross up check using this Additional Check Template will automatically convert the check to a "Manual Check," and block the direct deposit. The system will compute the gross up figure and applicable taxes. There is no need to click on **Post as Manual** with this option.

Manual Check (12/4/2020)				0.00	0.00	0.00	0.00	Options																																																			
<div style="display: flex; justify-content: space-between; align-items: center;"> + Add New ← Back ↻ Refresh </div>																																																											
Check Type: Manual Check Check Date: 12/4/2020 Period End: 11/28/2020 Period Begin: 11/15/2020 Payroll Run #:	Gross Pay: 625.53 Gross Wage: 625.53 Net Pay: 500.00 Check Amt: 500.00 Check #:	Daniel L Adams 3470 S Poplar St Apt 205 Denver, CO 80224			Employee #: 1004 Soc Sec #: XXX-XX-5559 Fed Filing: Single Fed Exemptions: 0 Fed Additional:																																																						
Earnings & Memos* <table border="1"> <thead> <tr> <th></th> <th>Curr Hours</th> <th>Curr Dollars</th> <th>YTD Hours</th> <th>YTD Dollars</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td></td> <td></td> <td>320.00</td> <td>7060.00</td> </tr> <tr> <td>Bonus</td> <td>0.00</td> <td>625.53</td> <td>0.00</td> <td>625.53</td> </tr> </tbody> </table>				Curr Hours	Curr Dollars	YTD Hours	YTD Dollars	Regular			320.00	7060.00	Bonus	0.00	625.53	0.00	625.53	Deductions <table border="1"> <thead> <tr> <th></th> <th>Curr Dollars</th> <th>YTD Dollars</th> </tr> </thead> <tbody> <tr> <td>Pretax Medical</td> <td></td> <td>400.00</td> </tr> </tbody> </table>				Curr Dollars	YTD Dollars	Pretax Medical		400.00	Taxes <table border="1"> <thead> <tr> <th></th> <th>Curr Dollars</th> <th>Curr Wages</th> <th>YTD Dollars</th> <th>YTD Wages</th> </tr> </thead> <tbody> <tr> <td>SOC SEC EE</td> <td>38.78</td> <td>625.53</td> <td>451.70</td> <td>7285.53</td> </tr> <tr> <td>MED EE</td> <td>9.07</td> <td>625.53</td> <td>105.64</td> <td>7285.53</td> </tr> <tr> <td>FEDERAL WH</td> <td>49.93</td> <td>625.53</td> <td>851.66</td> <td>7285.53</td> </tr> <tr> <td>COLORADO WH</td> <td>22.00</td> <td>625.53</td> <td>303.00</td> <td>7285.53</td> </tr> <tr> <td>DENVER</td> <td>5.75</td> <td>500.00</td> <td>23.00</td> <td>2000.00</td> </tr> </tbody> </table>				Curr Dollars	Curr Wages	YTD Dollars	YTD Wages	SOC SEC EE	38.78	625.53	451.70	7285.53	MED EE	9.07	625.53	105.64	7285.53	FEDERAL WH	49.93	625.53	851.66	7285.53	COLORADO WH	22.00	625.53	303.00	7285.53	DENVER	5.75	500.00	23.00	2000.00
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Reports

Once you Preview or Process Payroll, the report 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



Help Docs

Additional Check/Convert to Manual Check

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

Adams, Daniel L		3470 S Poplar St		Hourly Rate:	19.0000	Hire Date:	2/24/2020	Federal:	Single	Exempts:	0	Addl Tax:		Res State:	CO
Emp #: 1004		XXX-XX-5559		Status:	Active	Birth Date:	8/23/XXXX	State CO:	Single	Exempts:	0	Addl Tax:		Work State:	CO
MANUAL CHECK (12/4/2020)		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		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	625.53	320.00	7,685.53	Totals:	0.00	400.00	Totals:	125.53			1,735.00		
REGULAR CHECK		Gross Wage: 1,733.50		Paid Gross: 1,733.50		Net Pay: 1,245.11		Direct Deposit: - None -		Check Amount: 1,245.11		Check #:			
Earnings	Rate	Hours	Dollars	YTD Hours	YTD Dollars	Deductions	Current	YTD	Taxes	Wage	Tax	YTD Wage	YTD Tax		
Regular	19.0000	40.00	760.00	360.00	7,820.00	Pretax Medical	100.00	500.00	SOC SEC EE	1,618.50	100.35	8,904.03	552.05		
Overtime - Blen	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	625.53	SS 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 ER*	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		