# Manual Checks

A 'manual check' is a check that was issued to an employee outside of the payroll system, and needs to get posted so that the Employee's W2 information is correct.

## Creating a Manual check within a batch

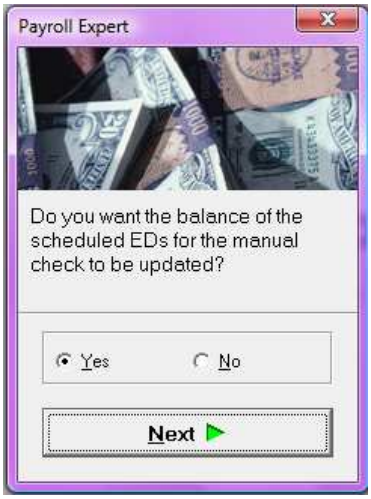
1. On the batch screen, go to the check lines screen by using the 

button located at the bottom right hand side of the screen, or double clicking on an employee's name on the Quick Entry Screen.
2. Click on the green plus key  or Alt-Insert to add a new check.



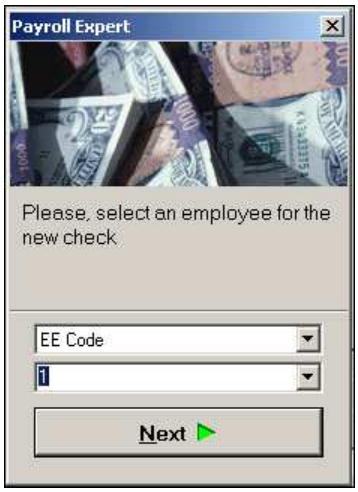

3. Select the check type of **Manual**, then click 

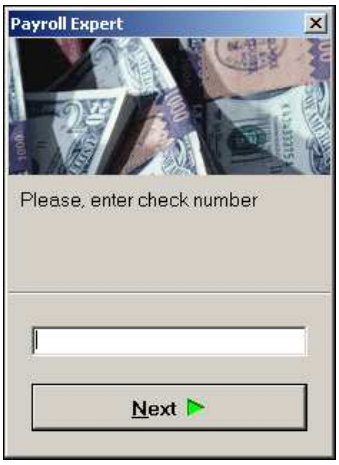
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4. Please Note: Target Balances will be updated base on what is entered in payroll on manual and regular checks if the Update Scheduled E/D Balance flag is set to **Yes** for the check containing the E/D code associated with the target. This option can be found on the General tab of the Payroll – Check window or the Flags tab of the Aux Payroll – Check window.

5. Select the correct employee number in the list, or change EE Code to be EE Name and select the employee by last name. Once the correct employee is selected, click Next.



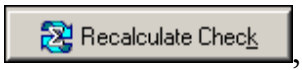

6. Enter a check number for the manual check, then click Next.

7. You will now be back on the Check Lines tab, in your manual check.

****A manual check is different from a regular check in that it does very little of its own calculations. For example, the system will not bring in any of the Scheduled E/Ds nor will it take any hours that you enter and multiply them by the rate of pay. Due to this fact, you will need to enter all of the data that needs to be on this manual check.**

**Note – Direct Deposit information entered on a manual check will NOT go through ACH.**

8. Enter all of the earnings and/or deductions that occurred on this manual check.

9. Once all the data has been entered click on 

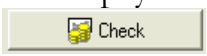
, located at the bottom of the Check Lines screen. This will calculate the taxes and figure a net check amount.

10. Verify that the manual check posting agrees with the check that was paid to the employee. If the check does not match, review the earnings and deductions entered to see if there was a data entry error.

11. If the difference is in the tax calculations you are able to override the Federal, State and/or Local amounts only.

****Since OASDI and Medicare, or FICA, is a fixed calculation based on taxable wages and YTD taxable wages, you should never override those taxes on a manual check. If you feel the system is not calculating these taxes correctly, please contact your Client Service Representative for assistance.**

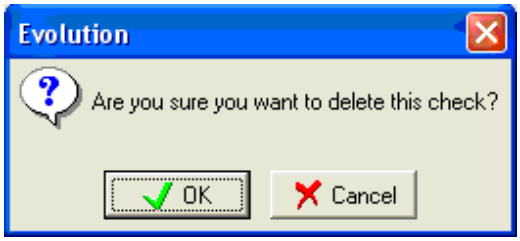
## Deleting a Manual Check

1. If you have a manual check in an unprocessed payroll and decide that you do not need to post it, you can remove it from the payroll. On the batch screen, go to the check lines by using the 

button in the bottom right hand corner of the screen or double clicking on an employee's name on the Quick Entry Screen.

2. Click on the red minus sign  at the top of the screen.

3. A box will appear that will ask if you want to delete or not. Select yes if that is the correct check to be deleted.



## Posting a Negative Manual Check

If you have previously posted a manual check and need to back those earnings out an employee's year to dates, you will need to post a negative manual check as the system does not allow for voiding of manual checks.

1. Create a manual check by following the instructions above

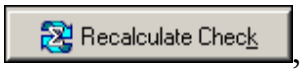
2. Enter in the information on the check lines so that it is the opposite of the original manual check that was previously posted. i.e. If you posted a check with a Bonus of $500.00, you will need to post a Bonus of -$500.00 on this check.

3. Because the system will never calculate negative Federal and/or State tax amounts, you will need to go to the Manual Tax tab and enter this information.

4. If you need to post negative state tax amounts, click on the 

button to get a line to enter the state tax amount.

5. Enter the amounts for Federal and/or State only as negative numbers. ****Never override the OASDI or Medicare taxes as these are calculated fields.**

6. Once all the data has been entered click on 

, located at the bottom of the Check Lines screen. This will calculate the taxes and figure a negative net check amount. Confirm that the net amount is correct.

****If you feel the system is not calculating the check and/or the taxes correctly, please contact your Client Service Representative for assistance.**

****A 3rd Party check is considered to be another type of a manual check. If you need to make a correction to a 3rd Party posting, you will need to post this as a negative 3rd Party check. See "Posting 3rd Party Sick Pay Payments" for instructions.**