

Adding a second regular check to a batch

1. On the batch screen, go to the check lines by using the  Check button located at the bottom right hand side of the screen or double clicking on an employee's name.
2. Find the employee that the check needs to be for by using the Employee listing drop down box at the top of the screen.
3. Click on the green plus key 



Payroll Expert

Please, choose check type.

Regular

Next

4. Select check type of **Regular**



Payroll Expert

Please, select an employee for the new check

EE Name

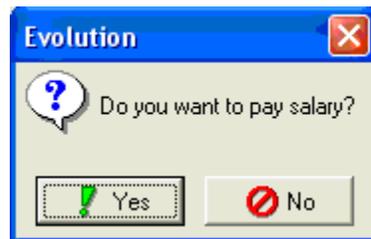
Orrida Bel

Next

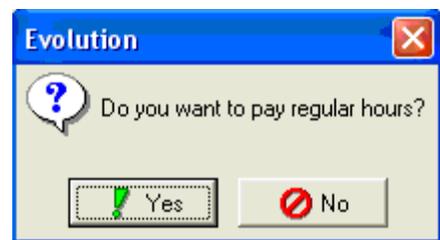
5. Verify the Employee number or name is correct



6. If using a template, bring that in now or leave blank for a standard check.
7. If you would like to pay salary click yes. If you would not like to pay salary click no.



8. If you would like regular hours to be paid on this check select yes. If not, select no. This will only pull in regular hours if they have been set up in the Standard hours field on the Employee\EE Entry screen.



9. Enter the appropriate information into the second check by using the check lines screen.

10. Making sure you are on the Check Lines Tab, click somewhere inside the grid.
Using the arrow keys on your keyboard, arrow down until you get to a blank line.
11. In the column labeled E/D Code, select the Earning or Deduction that you would like to add.
12. Depress the Enter key until you get to the desired column, then put in the necessary data.
13. Depress the Enter key until your cursor moves off of the line.
14. Make sure you Save and /or Commit your changes using the  and/or the  buttons.