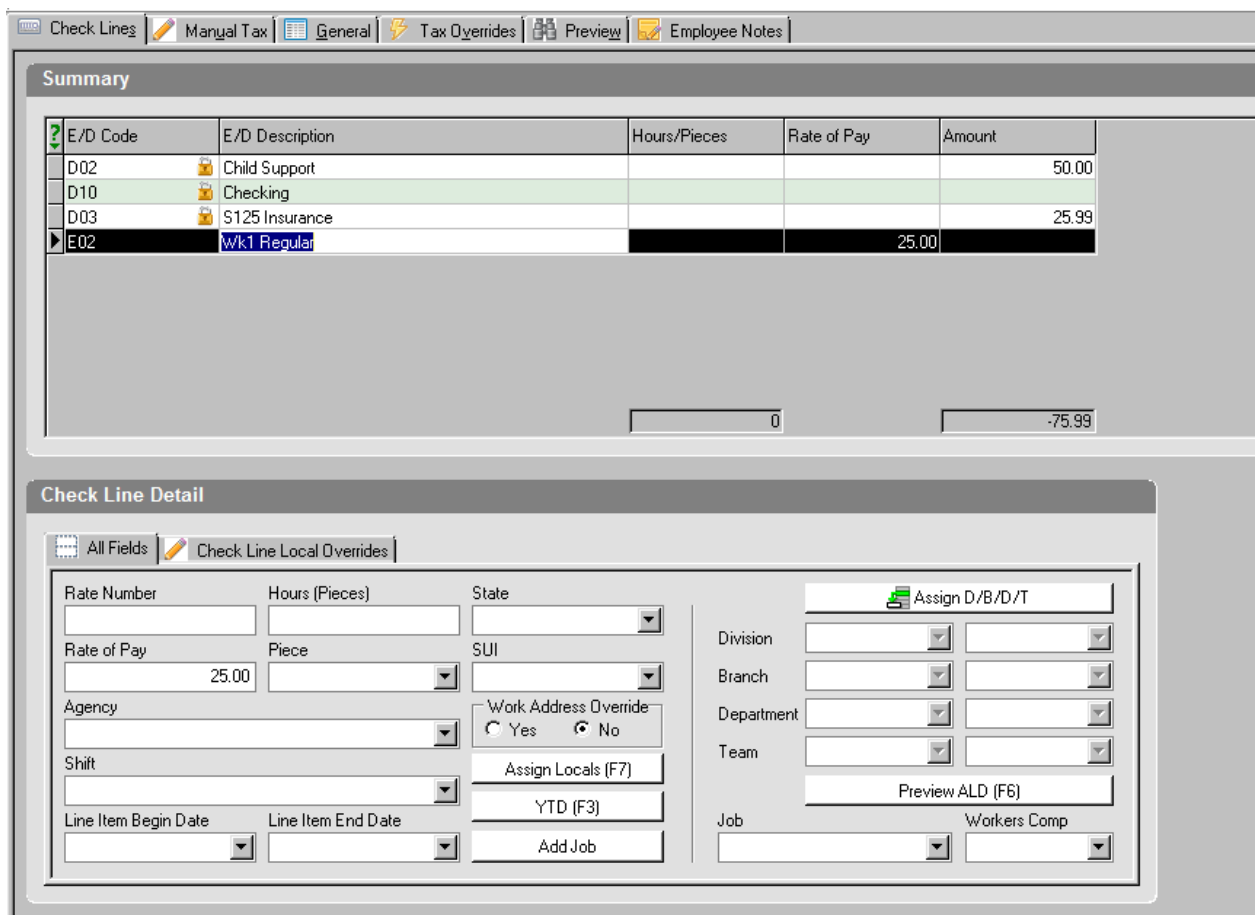# Adding Check Lines

Check Lines is the term that is used to describe the individual Earnings and/or Deductions that make up a paycheck.

1. On the batch screen, go to the check lines by using the ⬚ Check button in the bottom right hand corner of the screen or double clicking on an employee's name.

2. 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.

3. In the column labeled E/D Code select the Earning or Deduction that you would like to add.

4. Depress the Enter key or use the arrow keys until you get to the desired column then put in the necessary data.

5. Depress the Enter key or use the arrow keys until your curser moves off of the line.

6. If you would like to add a column. Right click on the column header

7. Click Add or Delete.

8. Choose column title that you need.

9. Make sure you Save and/or Commit your changes using the and/or the buttons.

Deleting Check Lines

10. 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.

11. Make sure you are on the Check Lines tab, and then click on the check line that you want to delete.
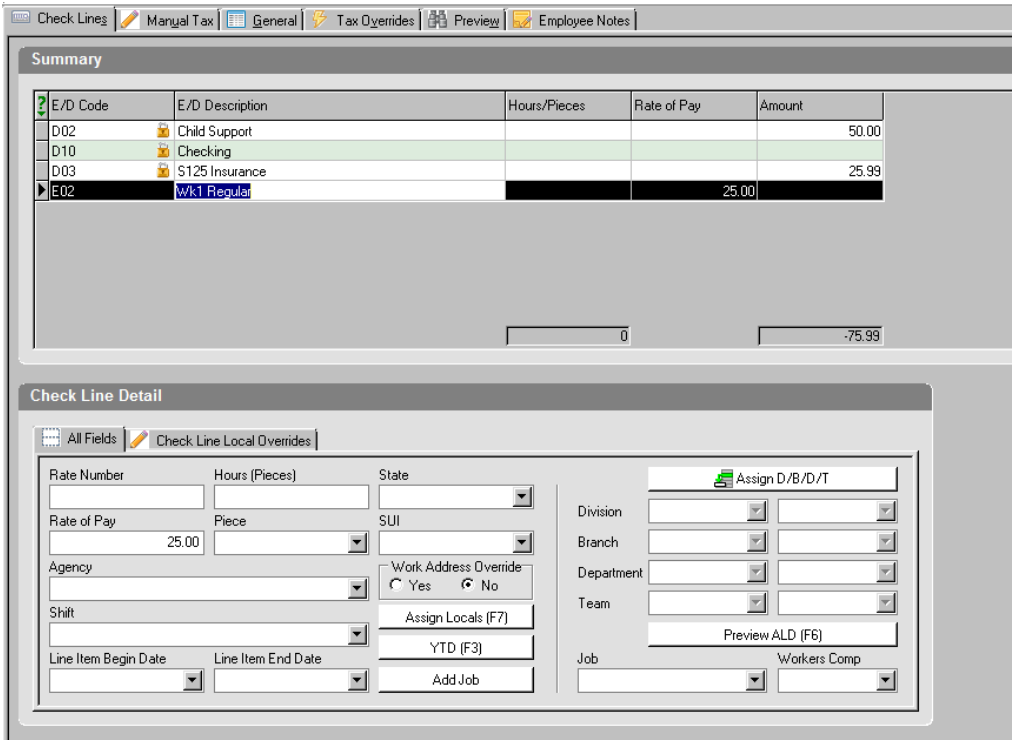
12. On your keyboard press the Ctrl and Delete buttons at the same time. It will ask you if you want to delete this check line. Make sure you say OK.
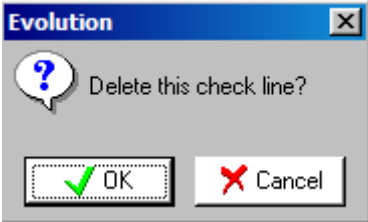
If the message says anything other than Delete this check line, you need to select Cancel and redo the steps.

13. Make sure you Save and Commit your changes using the and the buttons.