



checkwriters

CHECKWRITERS

MANUAL CHECK POSTING AND PRINTING GUIDE

Manual Checks

Navigate to **Payroll Entry > Manual Check**. This screen will resemble the Detail Entry Grid in the regular Payroll. The below screenshot will cover the different areas you will use when posting a manual check:

The screenshot shows the 'Manual Check' interface. On the left is a dark sidebar with 'Payroll' at the top and 'ADDITIONAL MODULES' below. The 'Payroll Entry' module is selected and highlighted in orange. Below it are options: 'Set Check Date', 'Start Payroll', 'Payroll Entry', 'Preprocess Register', 'Check Calculator', 'Manual Check' (highlighted in green), 'Submit Payroll', 'Edit Employee Info', 'Change History', and 'Global Updates'. The main area is titled 'Manual Check' and contains several sections. At the top, there are search filters for 'Name', 'Emp ID', and 'User', with a dropdown set to 'All Employees' and a search result 'Bennit, Claire Marie (1418) (A)'. Below this is the 'Information' section with fields for 'Pay \$0.00', 'Tax Frequency', 'Gross To Net' (0.00), 'Block Automatic Pays' (checked), 'Block Deductions' (checked), 'Override FITW %' (0.00), 'Override SITW %' (0.00), 'Bank Account' (dropdown), and 'Check Number' (0). At the bottom of the information section are buttons for 'Check Detail', 'Print Statement', and 'Save Check'. Below that is the 'Pay Check' section, which is a table with columns: 'Code', 'Description', 'Hours', 'Rate', 'Amount', and 'Delete'. The first row is highlighted in green. The table is currently empty.

1. **Payroll Entry** – you will select this to bring down the menu to select the Manual Check screen.
2. **Manual Check** – selecting this will bring this to you the manual check screen.
3. **Employee Select** – this is where you will select the employee for whom you need to post the check.
4. **Bank Account and Check Number** – the Bank Account will always be 'Client'. The Check Number will be either the number of the check you cut to the employee, or you can use the date you enter in the check.
5. **Block Automatic Pays and Block Deductions** – this can be used to block auto pays or fringes (Automatic Pays), or deductions on an employee's profile.
6. **Code** – you will pull in either the deduction, earning, or tax code you need to apply to the check here. Deduction codes start with D, Earnings start with E, Taxes start with T.
7. **Hours/Rate/Amount** – just like the payroll entry screen, each column is what you will be paying out the employee before – hours, an hourly rate, or an amount. If the employee is hourly, then any hours will multiply against their base rate.

8. **Check Detail** – enables you to get a preview of the check.
9. **Print Statement** – both saves the check in the next payroll and generates a paystub for you to download, print, and give to the employee.
10. **Save Check** – this will just save the check in the next payroll. No paystub will be generated until the payroll processes.

Most of these fields need to have information entered in them. In some circumstances where an employee has multiple deductions set up but you only want to withhold one, you would need to manually pull it in in the *Code* area and then type in the desired amount in the amount column.

Block Deductions should still be checked off. When a manual check is posted, a second batch will be generated in your next payroll, labeled **Batch VM** (for Voids/Manuels).

Payroll Entry Batches

Checkwriters Payroll(ZZCH)
Check Date: 5/14/2021

Add New Batch
Add New

Choose Your Batch
Submit

	Description	Status	Batch Totals	
	Batch VM	Voids/Manuels	Open	Keyed All Close ✘
	Batch W	Weekly Payroll	Open	Keyed All Restart Close Quick Entry

Timeclock Imports

Description	Status	Command	Details	Delete

These checks will NOT actually generate a payment to the employee. These will reflect checks processed outside of payroll. As such, Checkwriters will not be debiting you for the net amounts for the check. We debit for the tax portion alongside your regular payroll. Once the payroll processes, these manual check figures will be added to the employee's YTD wage info.

Check Calculator

Check Calculator is a useful tool for grossing up checks with a desired net amount. This, too, will be located under *Payroll Entry*. After selecting **Check Calculator**, you again will be brought to a screen that slightly resembles the payroll entry screen, although this will more closely resemble the Manual Check screen.

While the overall process is similar to posting manual checks, the main difference is that we will be entering in the net amount to calculate a grossed-up version of the payment. The below screenshot will go over the different areas on this screen:

The screenshot shows the 'Check Calculator' interface. On the left is a dark sidebar menu with 'Payroll' at the top, followed by 'ADDITIONAL MODULES'. Under this, 'Dashboard' is selected, and 'Payroll Entry' is highlighted with a green box and a '1' callout. Below 'Payroll Entry' are options: 'Set Check Date', 'Start Payroll', 'Payroll Entry', 'Preprocess Register', 'Check Calculator' (highlighted with a green box and a '2' callout), 'Manual Check', and 'Submit Payroll'. At the bottom of the sidebar are 'Edit Employee Info', 'Change History', and 'Global Updates'. The main content area has a header 'Check Calculator' and a 'Save' button. Below the header, there are several sections: 1. Employee selection: 'Name' (selected), 'Emp ID', and 'User' (set to 'All Employees'). A dropdown menu shows 'Bennit, Claire Marie (1418) (A)' with a '3' callout. 2. Calculation options: 'Net To Gross' (set to '0.00' with a '5' callout), 'Block Automatic Pays' (checked with a '6' callout), 'Block Deductions' (checked with a '6' callout), and 'Use Supplemental Tax Rates' (unchecked). 3. Tax and Bank info: 'Tax Frequency' (dropdown), 'Bank Account' (dropdown with a '4' callout), and 'Check Number' (input field with '0'). 4. Earnings section: 'Earning' tab selected, 'Earn Code' dropdown set to '2Reg - Regular' with a '7' callout. 5. Summary table: 'Check Information' section with columns for 'Hours:', 'Gross:', 'Taxes:', 'Deductions:', and 'Net Pay:'. The table has rows for 'Earnings', 'Taxes', 'Direct Deposits', 'Deductions', and 'Employer Taxes'.

1. **Payroll Entry** – you will select this to bring down the menu to select *Check Calculator*.
2. **Check Calculator** – selecting this will bring you to the Check Calculator screen.
3. **Employee Select** – this is where you will select the employee for whom you need to calculate a check.
4. **Bank Account and Check Number** – the Bank Account will always be 'Client'. The Check Number will either be the number of the check you are cutting to the employee, or you can use the date you enter in the check.
5. **Net to Gross** – this is where you will enter in the desired net pay.

6. **Block Automatic Pays and Block Deductions** - this can be used to block auto pays or fringes (Automatic Pays), or deductions on an employee's profile.
7. **Earn Code** - you can pull in one of your various earning codes here to pay out the employee under.
8. **Taxes** - if you would like to pull in an income tax to either block taxes, or put in a desired tax amount, you can use this tab (will be covered in another screenshot).
9. **Calc Check** - this will calculate the check and give you a preview on the same screen.

After selecting *Calc Check*, this will give you a preview of the check. We can see the grossed-up amount below. If this check looked correct, we would be able to save the check by selecting **Save**. Just like the Manual Check, this will save the calculated check in the next payroll, in a batch labeled **VM**.

Unlike Manual Check, you cannot generate a pay stub for Check Calculator until the payroll processes. Therefore, if desired, you can get the gross up amount, then navigate back to Manual Check and post the check with the grossed-up figure. You will be able to generate a Paystub if you utilize *Print Statement*.

Check Calculator
Save

Net To Gross

Tax Frequency

Block Automatic Pays
 Block Deductions
 Use Supplemental Tax Rates

Bank Account
 Check Number

Earning
Taxes
Calc Check

Earn Code	
Bonus - Bonus	

Check Information

Hours: .00
Gross: 614.95
Taxes: 114.95
Deductions: .00
Net Pay: 500.00

Earnings			
Code	Hours	Memo	Amount
Bonus-Bonus	0.00	0.00	307.47
Bonus-Bonus	0.00	0.00	307.48
Total	0.00	0.00	614.95

Deductions		
Code	Memo	Amount
Total	0.00	0.00

Taxes		
Code	Taxable	Amount
MED	614.95	08.91
SS	614.95	38.13
FITW	614.95	41.01
MA	614.95	24.59
MAFLI-EE	614.95	00.40
MAPML-EE	614.95	01.91
Total		114.95

Employer Taxes		
Code	Taxable	Capped
MED-R	614.95	614.95
SS-R	614.95	614.95
FUTA	614.95	614.95
MAFLI-ER	614.95	614.95
MAPML-ER	614.95	614.95
MAHI	614.95	614.95
MASUI	614.95	614.95
MAWD	614.95	614.95

Direct Deposits		
Transit	Account	Amount
Total		0.00

The *Taxes* option can be used to change the tax amount being withheld from the check. After selecting *Taxes*, you will see that the screen has changed and you can now pull in an Income Tax code in the **Tax Code** box.

After selecting the proper code, hit ENTER to pull in an **Amount** column. If left as 0, this will 'block' the tax so it is not withheld. If an amount is entered, that is the amount that will be withheld/calculated in the gross up.

Taxes | Earnings | Calc Check

Tax Code	Amount
FITW - Federal Income Tax Withholding	
FITW43 - Federal Income Tax (943) Withholding	
MA - Massachusetts SITW	
MA3P - 3Pty Massachusetts SITW	
SC - South Carolina SITW	
SC3P - 3Pty South Carolina SITW	

Taxes: 114.95 Deductions: .00 Net Pay: 500.00

Earnings				Deductions		
Code	Hours	Memo	Amount	Code	Memo	Amount
Total	0.00	0.00	614.95	Total	0.00	0.00

Taxes			Employer Taxes		
Code	Taxable	Amount	Code	Taxable	Capped
Total		114.95			

Direct Deposits		
Transit	Account	Amount
Total		0.00

Taxes | Earnings | Calc Check

Tax Code	Amount
FITW - Federal Income Tax Withholding	0.00

Check Information

Hours: .00 Gross: 567.81 Taxes: 67.81 Deductions: .00 Net Pay: 500.00

Earnings				Deductions		
Code	Hours	Memo	Amount	Code	Memo	Amount
Bonus-Bonus	0.00	0.00	283.91	Total	0.00	0.00
Bonus-Bonus	0.00	0.00	283.90			
Total	0.00	0.00	567.81			

Taxes			Employer Taxes		
Code	Taxable	Amount	Code	Taxable	Capped
FITW	567.81	00.00	MED-R	567.81	567.81
MED	567.81	08.23	SS-R	567.81	567.81
SS	567.81	35.21	FUTA	567.81	567.81
MA	567.81	22.24	MAFLI-ER	567.81	567.81
MAFLI-EE	567.81	00.37	MAPML-ER	567.81	567.81
MAPML-EE	567.81	01.76	MAHI	567.81	567.81
Total		67.81	MASUI	567.81	567.81
			MAWD	567.81	567.81

Direct Deposits		
Transit	Account	Amount
Total		0.00

These checks will NOT actually generate a payment to the employee. These will reflect checks processed outside of payroll. As such, Checkwriters will not be debiting you for the net amounts for the check. We debit for the tax portion alongside your regular payroll.

Once the payroll processes, these manual check figures will be added to the employee's YTD wage info. In either example, Manual Check or Check Calculator, the check does not need to be saved or posted. Both can be used to just calculate checks.

Printing Checks – PRINT BACK ONLY

If you print checks checks directly in Checkwriters, you are also able to print manual checks that you post. There will be additional options: *Check Date* and *Print Check*. Check Date will default to the day you are entering in the check, which is the date that the employee will be able to cash the check. You can change it to any date that is needed.

Print Check is used once you follow the above instructions and are ready to print the check.

The screenshot shows the 'Checkwriters' software interface. At the top, there are navigation buttons and a search bar with 'Active Employees' selected and 'Arlene, Janet (1091) (A)' entered. Below this is the 'Information' section with various input fields: 'Pay' (radio button), 'Tax Frequency' (dropdown), 'Gross To Net' (radio button, selected), 'Block Automatic Pays' (checked), 'Block Deductions' (checked), 'Override FITW %' (0.00), 'Override SITW %' (0.00), 'Use Supplemental Tax Rates' (unchecked), 'Bank Account' (Demo Oper - Demo SB), 'Check Number' (1), and 'Check Date' (5/11/2023). The 'Check Date' field is highlighted with a green box. Below the 'Information' section is the 'Pay Check' section with a table and buttons: 'Check Detail', 'Print Statement', 'Save Check', and 'Print Check' (highlighted with a green box). The table has columns: Code, Description, Hours, Rate, Amount, and Delete. The first row shows 'E2Reg' with 0.00 hours, 0.00 rate, and 2,000.00 amount.

Code	Description	Hours	Rate	Amount	Delete
E2Reg		0.00	0.00	2,000.00	✖

Once this is selected, you will be brought to a screen that has a Download link. Selecting this will download a PDF of the check that can be printed. **THE CHECK MUST BE DOWNLOADED AND PRINTED AT THIS TIME.** If this step is not completed, then a check will not be able to printed until after the regular payroll is processed. If there are any mistakes with the check or if you need it deleted, you will need to reach out to your Client Success Specialist so it can be removed.