



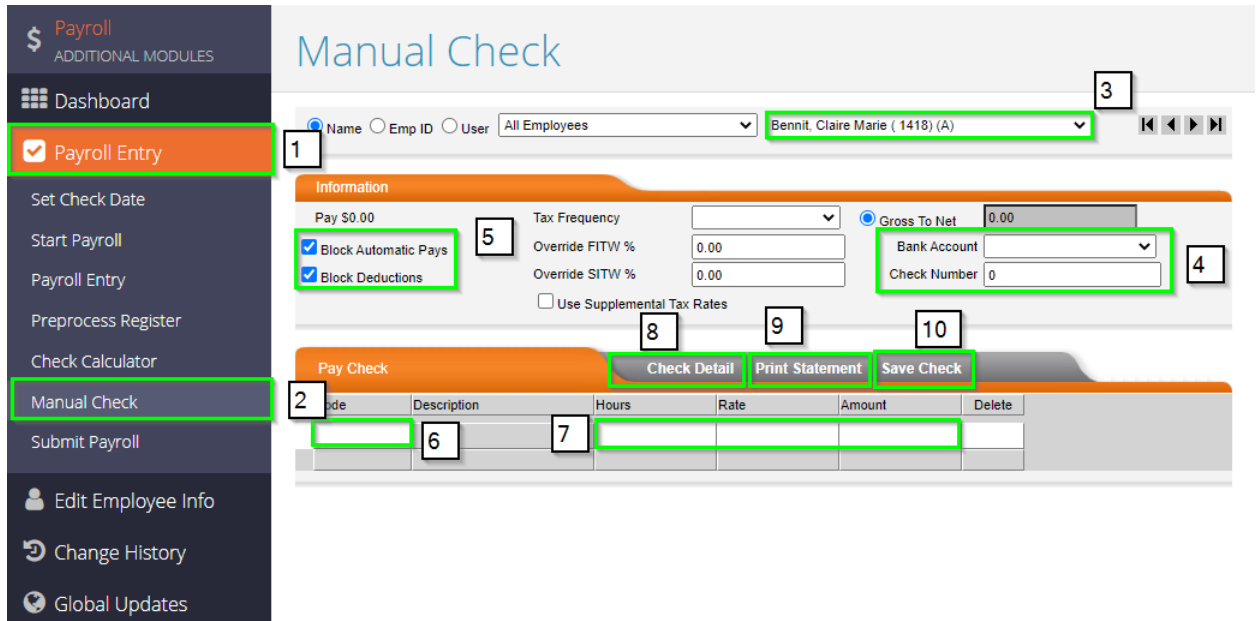
checkwriters

# CHECKWRITERS

MANUAL CHECK/CHECK CALCULATOR 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:



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

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Add New Batch

Add New

Batch Code

Description

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Choose Your Batch

Submit

	Description	Status	Batch Totals
	<a href="#">Batch VM</a>	Voids/Manuels Open	<a href="#">Keyed</a> <a href="#">All</a> <a href="#">Close</a> <span style="color: red; font-weight: bold;">✘</span>
	<a href="#">Batch W</a>	Weekly Payroll Open	<a href="#">Keyed</a> <a href="#">All</a> <a href="#">Restart</a> <a href="#">Close</a> <a href="#">Quick Entry</a>

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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 'Dashboard', 'Payroll Entry' (highlighted with a green box and labeled '1'), 'Set Check Date', 'Start Payroll', 'Payroll Entry', 'Preprocess Register', 'Check Calculator' (highlighted with a green box and labeled '2'), 'Manual Check', 'Submit Payroll', 'Edit Employee Info', 'Change History', and 'Global Updates'. The main content area has a header 'Check Calculator' and a 'Save' button. Below the header is a form with several fields: 'Name' (radio button selected, dropdown menu, labeled '3'), 'Emp ID' (radio button), 'User' (radio button), 'All Employees' (dropdown menu), 'Bennit, Claire Marie (1418) (A)' (dropdown menu), 'Net To Gross' (text input field with '0.00', labeled '5'), 'Tax Frequency' (dropdown menu), 'Block Automatic Pays' (checkbox checked, labeled '6'), 'Block Deductions' (checkbox checked), 'Use Supplemental Tax Rates' (checkbox), 'Bank Account' (dropdown menu, labeled '4'), and 'Check Number' (text input field with '0'). Below this is a section with 'Earning', 'Taxes', and 'Calc Check' tabs. The 'Earning' tab is active, showing 'Earn Code' (dropdown menu with '2Reg - Regular', labeled '7'). Below this is a 'Check Information' section with a table-like structure for 'Hours:', 'Gross:', 'Taxes:', 'Deductions:', and 'Net Pay:'. The 'Deductions' column has sub-headers for 'Deductions' and 'Employer Taxes'. There are input fields for 'Earnings', 'Taxes', 'Direct Deposits', 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

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Earning
Taxes
Calc Check

Earn Code	
Bonus - Bonus	

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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
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>614.95</b>

Deductions		
Code	Memo	Amount
<b>Total</b>	<b>0.00</b>	<b>0.00</b>

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
<b>Total</b>		<b>114.95</b>

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
<b>Total</b>		<b>0.00</b>

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.