



checkwriters

# CHECKWRITERS

PRINTING CHECKS GUIDE

# Printing Checks When Submitting Payroll

The most common method in printing checks is after payroll is closed and prior to submitting payroll. After you review your preprocess register and confirm that your payroll data is accurate, you will need to close and submit the batch. To close the batch, you will want to navigate to **Payroll Entry > Submit Payroll**. Here, you will see the Close link.

The screenshot shows the 'Submit Payroll' interface. On the left, a dark sidebar contains a menu with 'Payroll Entry' and 'Submit Payroll' highlighted with green boxes. The main content area has a header 'Submit Payroll' and a sub-header 'Payroll Entry Batches'. Below this, there is a table with one row: 'Batch W' (Weekly Payroll, Open) with a 'Close' button highlighted in green. Above the table, there are buttons for 'Open Batches', 'Close All Batches', and 'Return'.

Once that is selected, you will then select *Close Batch* to close the batch.

The screenshot shows the 'Close Batch' confirmation screen. At the top, it says 'Close Batch' and 'Checkwriters Client Success(ZZCS) Check Date: 5/19/2023 Batch: W'. Below this, there is a 'Batch Status' section with a 'Close Batch' button highlighted in green. A warning message reads: 'Before closing the batch verify that the batch contains the correct data by reviewing the batch totals by [Keyed](#) or [All](#) and the [Preprocess Register](#).' Below this, a 'PLEASE NOTE' section states: 'Once the batch has been submitted, you will be unable to DELETE or RESTART the batch. Prior to closing the batch, please review your entries by running the Preprocess Register.'

Now that the batch is closed, you can select the *Submit* tab. This will bring you to the **Print Checks** screen. You will notice a disclaimer that the payroll must be submitted after the checks are printed to avoid any potential direct deposit failure or IRS Tax penalties. Above this, there is are two options: *Print Checks* and *Exclude Direct Deposit Vouchers*.

By default, when printing checks, direct deposit vouchers will be included. If you would **ONLY** like to print live checks, you will need to check the Exclude box.

Submit Payroll

Print Checks **Print Checks**  Exclude Direct Deposit Vouchers

Bank Name: Demo Bank Account: Demo Oper

**IMPORTANT:** You must print your checks prior to submitting your payroll. After the Checks have printed, please confirm the task was successful. At that point, your payroll may be **SUBMITTED**. If you need to **REPRINT** any checks, go to the **REPORTING MENU TAB** in HRCheck and select the appropriate check date under Reprint Checks Menu option.

**ALERT:** You must **SUBMIT** the payroll after your checks have printed successfully. Failure to do so will result in Direct Deposit failure and possible IRS Tax penalties.

Payroll Checks

Once that is selected, you can select **Print Checks** to populate a Download link for you to select. Selecting this will bring up the PDF containing the live checks. Please note, agency checks are not printed at this time. They will be printed *after* payroll is processed. Please refer to the *Printing Checks Through Reporting* section, starting on Page 5.

Print Checks **Printed Successful**  Exclude Direct Deposit Vouchers

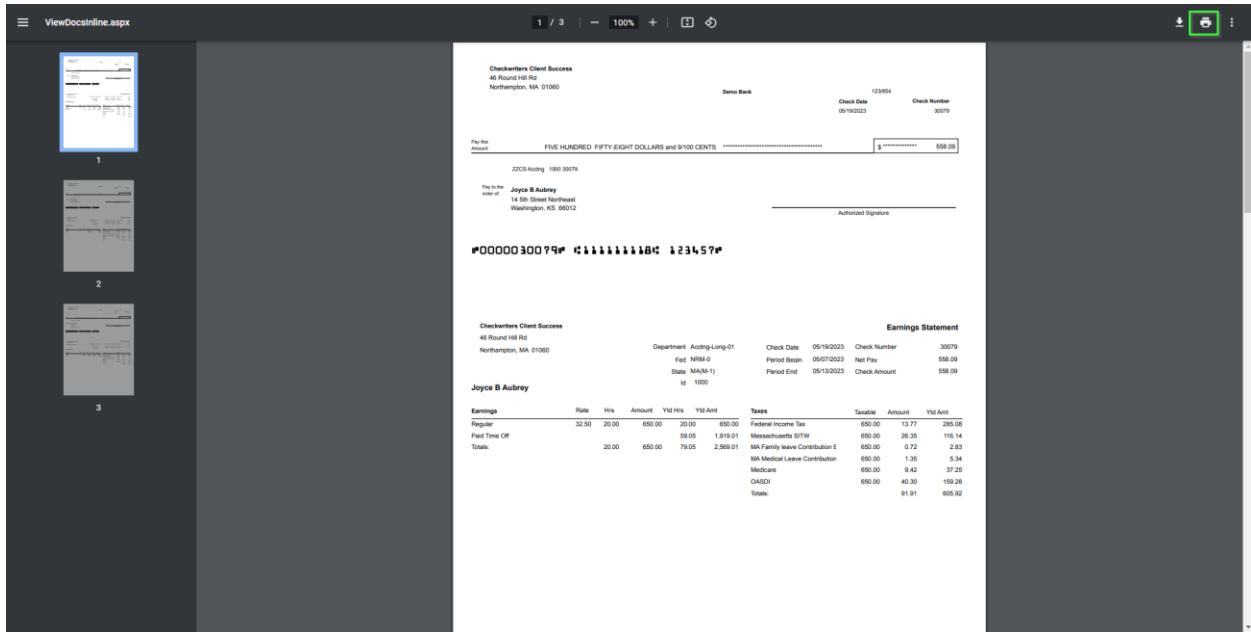
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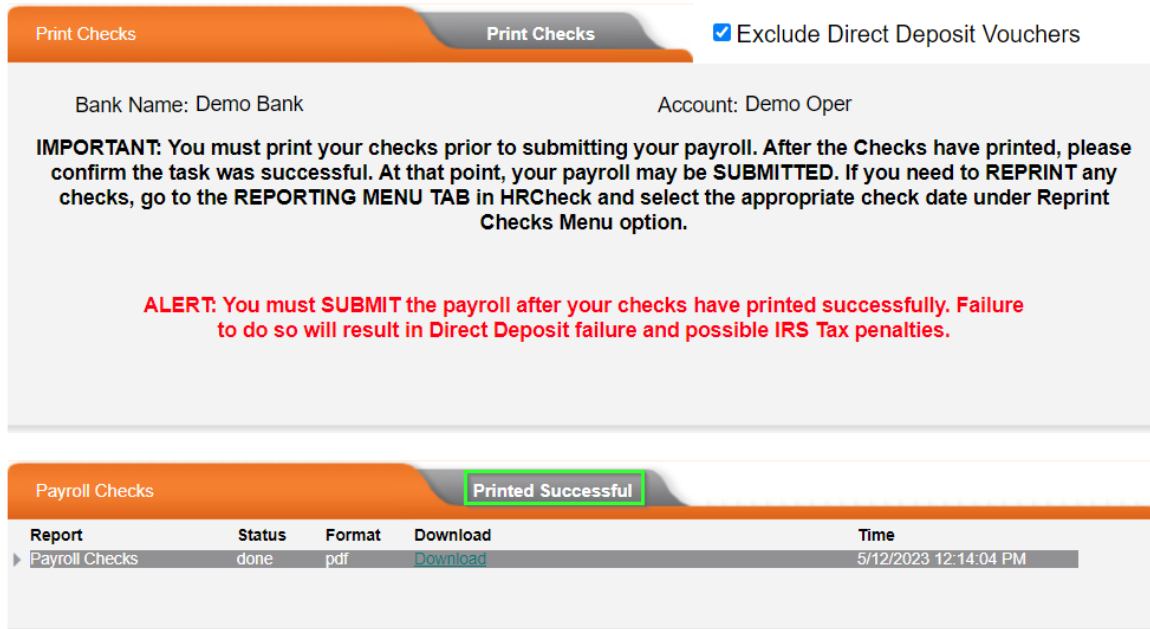
**ALERT:** You must **SUBMIT** the payroll after your checks have printed successfully. Failure to do so will result in Direct Deposit failure and possible IRS Tax penalties.

Report	Status	Format	Download	Time
Payroll Checks	done	pdf	<a href="#">Download</a>	5/12/2023 12:14:04 PM

Once you have the file pulled up, you can use the 'Print' option to print these checks.



After the checks are printed, you will need to go back to the **Print Checks** screen and then select *Printed Successful* to move forward.



After that is selected, you can select **Submit Payroll** to finalize the payroll. Once that is done, you will be brought back to the Payroll Dashboard that will contain three green check marks and an indication that payroll has been submitted.

Check Date: 5/19/2023

- ✓ 1. Start Payroll  
Begin payroll cycle by creating all batches and populating them with checks and pay data
- ✓ 2. Payroll Entry (Submitted)  
Enter pay information for each employee, including additional checks
- ✓ 3. Submit Payroll  
Submit the completed payroll to the service bureau for processing

Last Processed Check Date: 3/10/2023  
Non-Trust Account  
Non-Tax Service

Payroll Notes:

Save

**PLEASE NOTE: ONCE PAYROLL IS SUBMITTED, NO CHANGES SHOULD BE MADE TO EMPLOYEE'S PROFILES AS THEY CAN ADVERSELY AFFECT EMPLOYEES PAYS, INCLUDING THE CHECKS THAT HAVE BEEN PRINTED. PLEASE HOLD OFF ON MAKING ANY CHANGES UNTIL AFTER YOU RECEIVE NOTIFICATION THAT YOUR PAYROLL HAS PROCESSED.**

## Printing Checks Through Reporting

The other option in printing checks is through using the **Reprint Checks** option in the *Reporting* module. After navigating to this area, you will see a list of past check dates as well as two tabs – **Payroll** and **Agency**.

The payroll tab will contain your actual live payroll checks. The agency tab will contain any third party agency checks you may have such as a Tax Levy or other Garnishment. To print your payroll checks, select the pencil to the left of the check date you would like to print the checks for.

Reporting  
ADDITIONAL MODULES

- Dashboard
- Reporting
- Analytics
- Report Writer
- Employee Finder
- Earning Statements
- Export Data
- Reprint Checks**
- Import Data
- Report Vault

### Reprint Checks

Payroll Agency

6 RESULTS grid search...

Check Date	Start Date	End Date
<input checked="" type="checkbox"/> Mar 10, 2023	Feb 26, 2023	Mar 4, 2023
<input checked="" type="checkbox"/> Mar 3, 2023	Feb 19, 2023	Feb 25, 2023
<input checked="" type="checkbox"/> Feb 24, 2023	Feb 12, 2023	Feb 18, 2023
<input checked="" type="checkbox"/> Feb 17, 2023	Feb 5, 2023	Feb 11, 2023
<input checked="" type="checkbox"/> Feb 10, 2023	Jan 29, 2023	Feb 4, 2023
<input checked="" type="checkbox"/> Jul 1, 2022	Jun 19, 2022	Jun 25, 2022

This next screen will list out the employees who received a live check as payment in that check date. Checking the box to the left of the employee in the *Assign* tab will include that employee's check in the PDF that gets generated. Select **Print** to generate the PDF.

### Payroll Checks

4 RESULTS grid search...

<input type="checkbox"/> Assign	ID	Name
<input checked="" type="checkbox"/>	1000	Aubrey, Joyce B
<input type="checkbox"/>	1359	B, Mike
<input type="checkbox"/>	TEST	Employee, Test
<input type="checkbox"/>	1352	George, Frank

Once generated, you will be able to use the print option to print the live check(s).

