

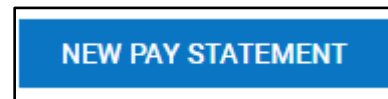
PaycoHCM Tips and Tricks: Adding a Pay Statement to Payroll

It only takes a few clicks to add a new pay statement for any out-of-the-box, or run-of-the-mill, situation that may arise!

1. On the Payroll Processing screen, click on the words **Add/Edit Pay Statements**.



2. Click the **New Pay Statement** button at the top right-hand corner.



3. A window will pop up for you to choose which employee(s) you need. If you are choosing more than one employee, keep in mind that you will be creating the same pay statement type for all of them.

4. For a single employee, click on the drop-down arrow and begin typing the name, then select the employee from the list.

5. For multiple employees, click on the Lookup icon . Use filters or check the boxes next to the employees that you wish to add.

<input type="checkbox"/>				4
<input type="checkbox"/>				100
<input type="checkbox"/>				3



6. Click **Add Selected**, then **Use Filter**.



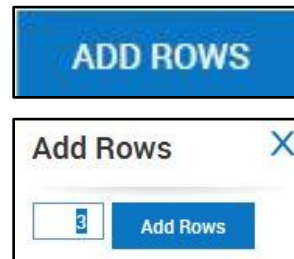
7. If you want an employee to have a separate check, you must choose a different pay statement type. Select a pay statement type and click **OK**.



8. The pay statement will open with two rows. Use the drop-down to select your earning or deduction codes and enter hours or amounts directly into the fields. (Nothing will calculate until the statement is saved.)

Regular	6.00	\$16.00	\$96.00
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9. To add more rows, click **ADD ROWS** at the top. In the pop up, enter the number of additional rows you would like to add and click **Add Rows** again.



10. Once you have entered all earnings/deductions in the new pay statement, click **SAVE**. If you would like to see what the check (or direct deposit) will look like, click **PREVIEW**.



11. Close out of the preview, and, if no further changes are needed, click the blue arrow to go back to the *Add/Edit Pay Statements* screen.

