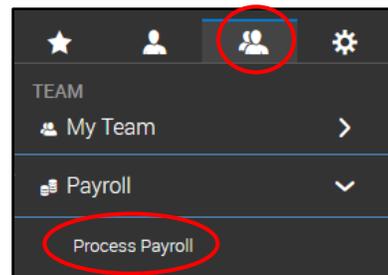


PaycoHCM Tips and Tricks: Calculating a Manual Check

Did you forget to pay an employee this week and need to pay them at your location? With PaycoHCM, you can easily calculate the net amount the employee is owed, while recording the check in your next payroll!

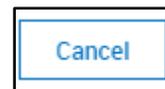
1. Select the Teams icon and navigate to *Payroll > Process Payroll*.



2. Find the next scheduled payroll and click on the processing icon.



3. When it gives you the option to initiate the payroll, click **Cancel**. You are not starting the initial payroll process; you just want to create a single check.



4. Scroll down and click on the words **Add/Edit Pay Statements**.



5. Click **New Pay Statement** at the top of the screen.



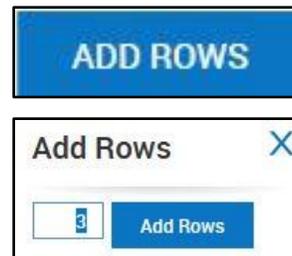
6. Use the drop-down function to select the appropriate employee. For *Pay Statement Type*, select **Manual**. Click **OK**.

New Employee Pay Statement	
Add For	Single Employee
Employee	Debra Johnson
Pay Statement Type	Manual
Cancel	OK

7. The pay statement will open with two rows. Use the drop-down to select your earning 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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8. 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.



9. Once you have entered all earnings in the new pay statement, click **SAVE**. Taxes and scheduled deductions will calculate automatically.



Note: Be sure to zero out any deductions that should not be taken from the check and **SAVE** again.

10. Click **PREVIEW** to verify that the check is correct and print a copy for the employee, if needed. Close the preview when finished.



You are all set! The manual check will remain in the payroll when process, to collect taxes and adjust year-to-date amounts for the employee.