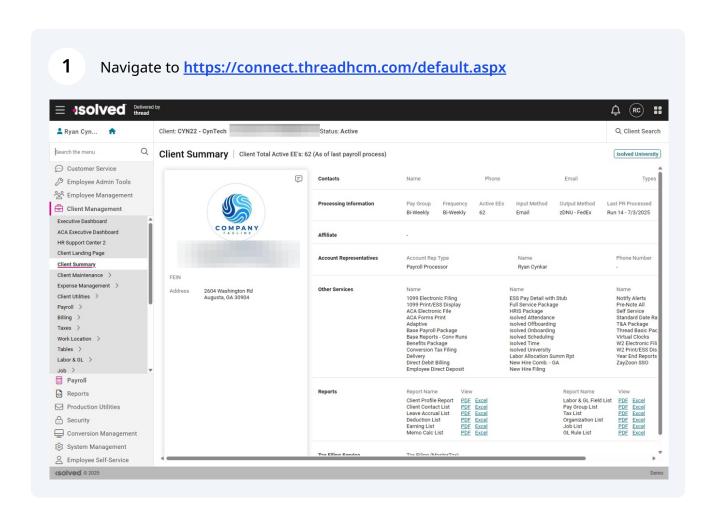
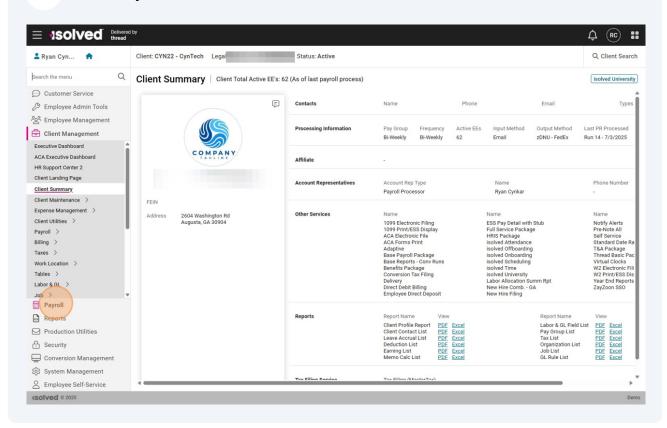
Additional Payroll Run / Off Cycle Payroll



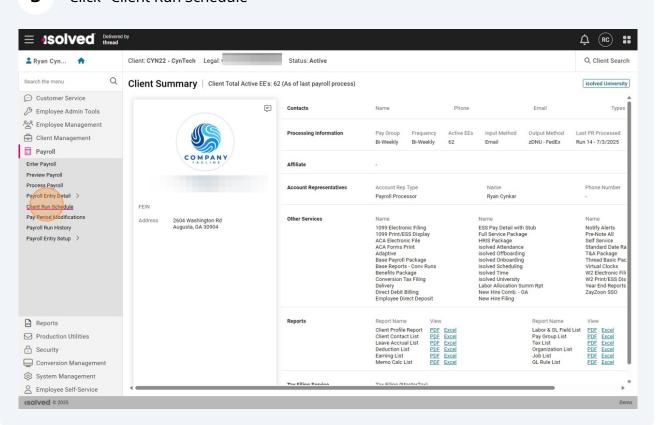
This guide walks through running an additional payroll run outside of the normal schedule.



2 Click "Payroll"



3 Click "Client Run Schedule"

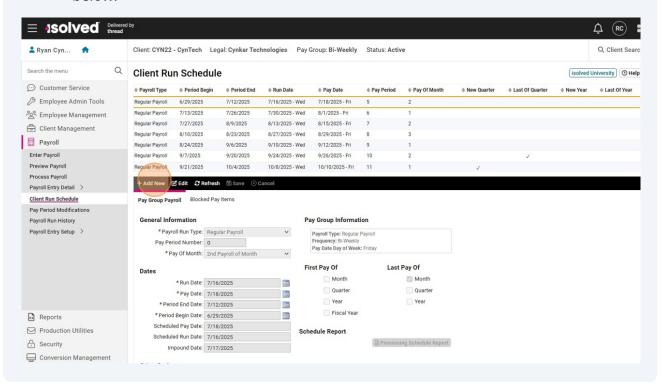


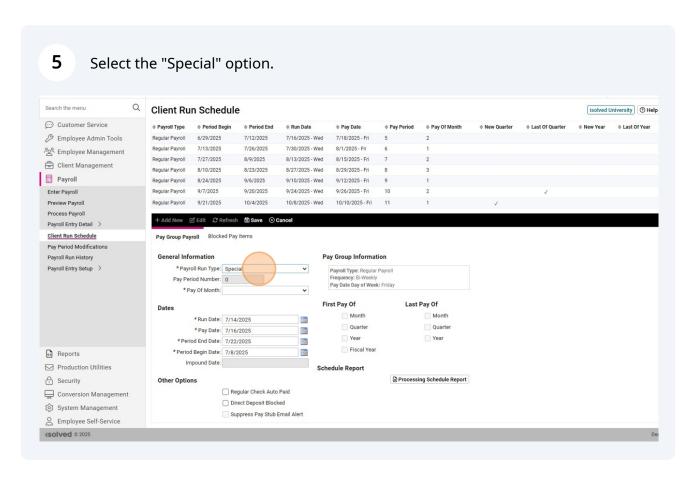
4

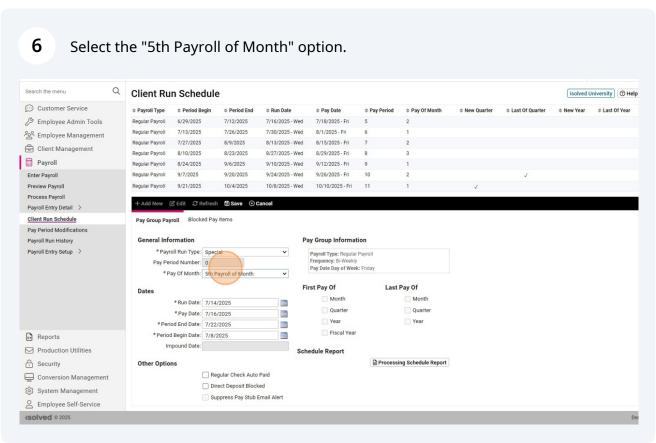
Click "Add New"

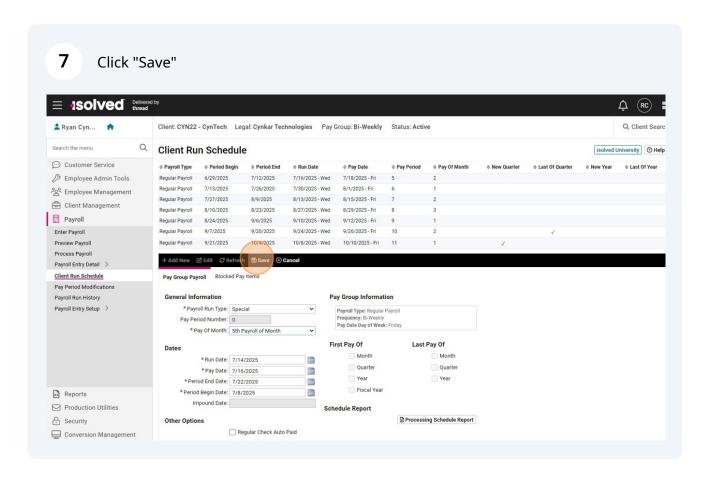
The payroll run type will always be 'Special' and the Pay of the Month choose 5th Pay of Month.

Your run date MUST be TWO business days before the pay date. Once you have set up your payroll please click save. Your setup should look like the example below.



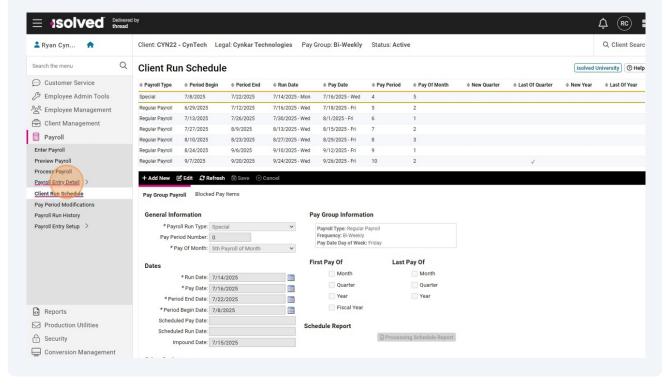




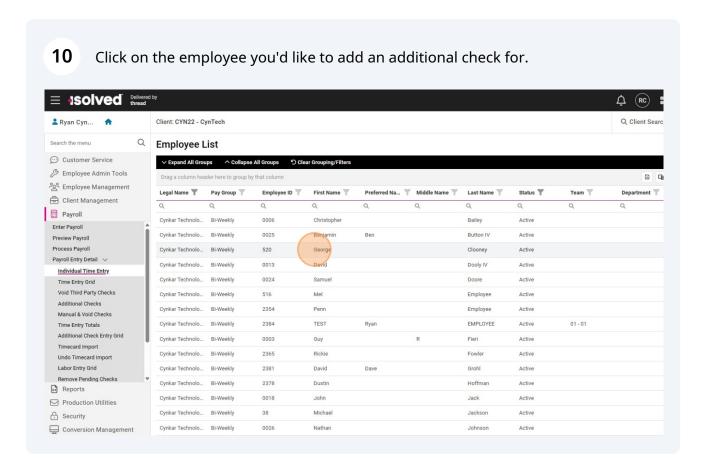


After the additional payroll run is set up, you can now add your additional check(s) to be paid. You have 2 options for entering the additional check.

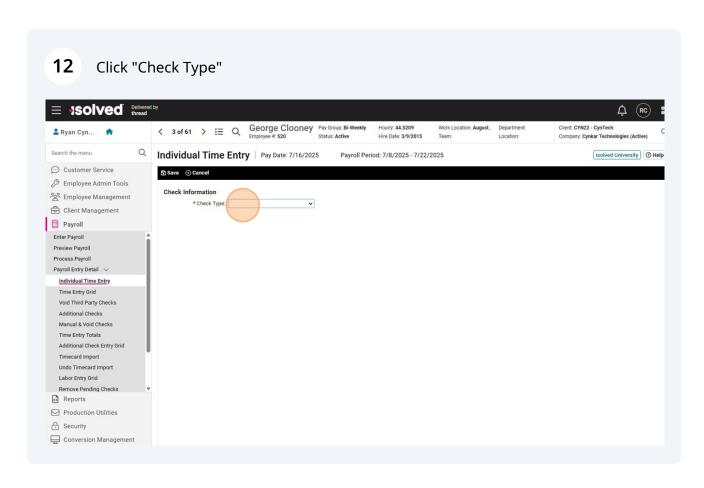
Option 1 provides allows you to enter the check for one individual at a time. Go to Payroll > Payroll Entry Detail > Individual Time Entry



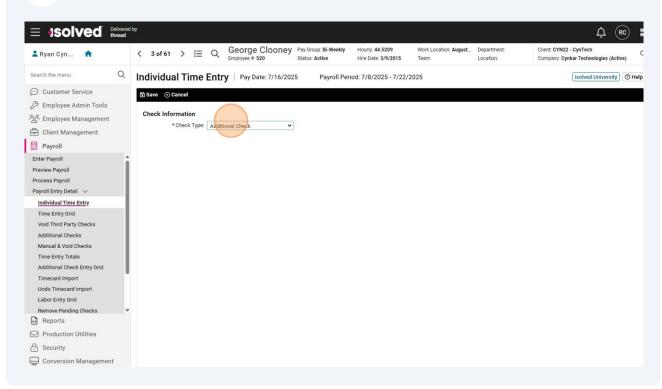
9 Click "Individual Time Entry" = 1501VEQ thread Client: CYN22 - CynTech Legal: Cynkar Technologies Pay Group: Bi-Weekly Status: Active Q Client Searc Ryan Cyn... Client Run Schedule Customer Service & Employee Admin Tools 😤 Employee Management 7/26/2025 7/30/2025 - Wed Client Management Regular Payroll 7/27/2025 8/9/2025 8/13/2025 - Wed 8/15/2025 - Fri Payroll Regular Payroll 8/10/2025 8/23/2025 8/27/2025 - Wed 8/29/2025 - Fri Enter Payroll Regular Payroll 8/24/2025 9/6/2025 9/10/2025 - Wed 9/12/2025 - Fri Preview Payroll Regular Payroll 9/7/2025 9/20/2025 9/24/2025 - Wed 9/26/2025 - Fri Process Payroll + Add New 🕑 Edit 😂 Refresh 🖺 Save ⊗ Cancel Pay Group Payroll Blocked Pay Items Time Entry Grid Void Third Party Checks General Information Pay Group Information Additional Checks * Payroll Run Type: Special Payroll Type: Regular Payroll Frequency: Bi-Weekly Pay Date Day of Week: Friday Manual & Void Checks Pay Period Number: 0 Time Entry Totals * Pay Of Month: 5th Payroll of Month Additional Check Entry Grid First Pay Of Last Pay Of Month Month *Run Date: 7/14/2025 Undo Timecard Import Quarter Quarter * Pay Date: 7/16/2025 Labor Entry Grid Year Year * Period End Date: 7/22/2025 Remove Pending Checks * Period Begin Date: 7/8/2025 Fiscal Year Reports Scheduled Pay Date: Production Utilities Schedule Report Scheduled Run Date: Processing Schedule Report A Security Impound Date: 7/15/2025 Conversion Management Other Options System Management



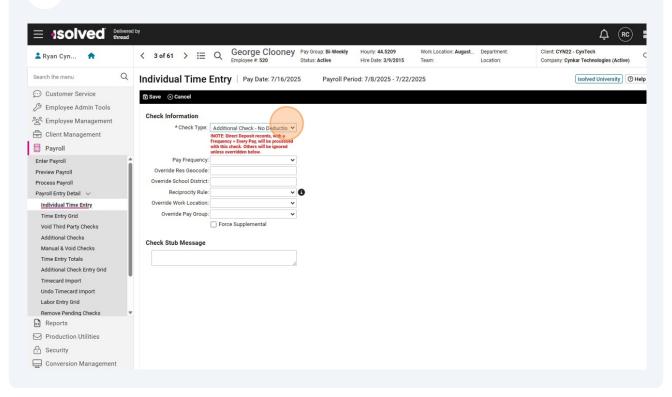
11 Click "Add New" (RC) < 3 of 61 > \(\exists \) Q George Clooney Pay Group: Bi-Weekly Employee #: 520 Pay Group: Bi-Weekly Status: Active Hourly: 44.5209 Hire Date: 3/9/2015 Client: CYN22 - CynTech Company: Cynkar Technologies (Active) Ryan Cyn... Search the menu Individual Time Entry | Pay Date: 7/16/2025 Payroll Period: 7/8/2025 - 7/22/2025 Customer Service Check Type Pay Frequency Total Hours / Units Total Earnings Total Deductions Total Taxes Employee Admin Tools X Regular Check 0.00 Options 0.00 Employee Management Client Management Preview Check 🏻 Refresh Payroll Enter Payroll Preview Payroll □ Show Accrual Balances □ Show State/Local Override □ Block Direct Deposit Show Shortcut Key: Process Payroll Payroll Entry Detail V Hourly Regular Overtime @ Flat Bonus Expense Reimbur Holiday Individual Time Entry Rate: 44.5209 Time Entry Grid Void Third Party Checks Additional Checks Rate: 44.5209 Manual & Void Checks Time Entry Totals Additional Check Entry Grid Timecard Import Undo Timecard Import Labor Entry Grid Remove Pending Checks Reports Production Utilities Security Conversion Management



Select the "Additional Check" option.



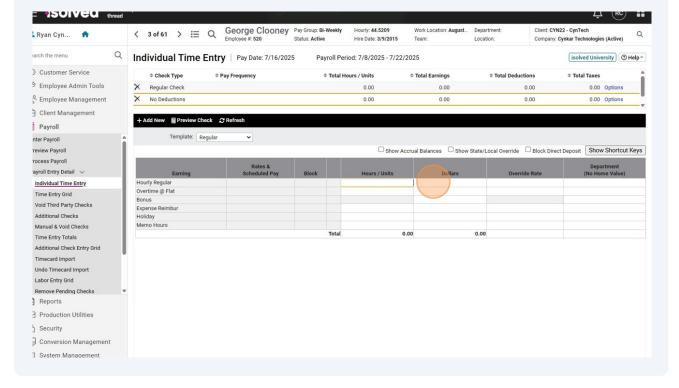
Select the "Additional Check - No Deductions" option.



15 Click "Save" **≡ Isolved** thr (RC) < 3 of 61 > \(\exists \) Q George Clooney Pay Group: Bi-Weekly Status: Active Client: CYN22 - CynTech 🙎 Ryan Cyn... 🏫 Search the menu Individual Time Entry | Pay Date: 7/16/2025 isolved University 3 Help Employee Admin Tools Check Information Employee Management Client Management Payroll Enter Payroll Pay Frequency Preview Payroll Override Res Geocode Override School District Process Payroll Reciprocity Rule v 📵 Payroll Entry Detail 🗸 Individual Time Entry Override Pay Group: Time Entry Grid Force Supplemental Void Third Party Checks Additional Checks Check Stub Message Manual & Void Checks Additional Check Entry Grid Timecard Import Undo Timecard Import Labor Entry Grid Remove Pending Checks Reports Production Utilities Security Conversion Management

Once you've created the check, you can add the details for the check in the Grid here.

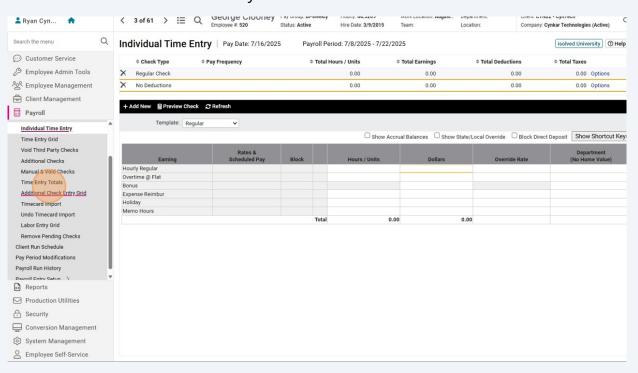
If you're not seeing all the items you need in this grid, click the Template dropdown and select All or your custom template.



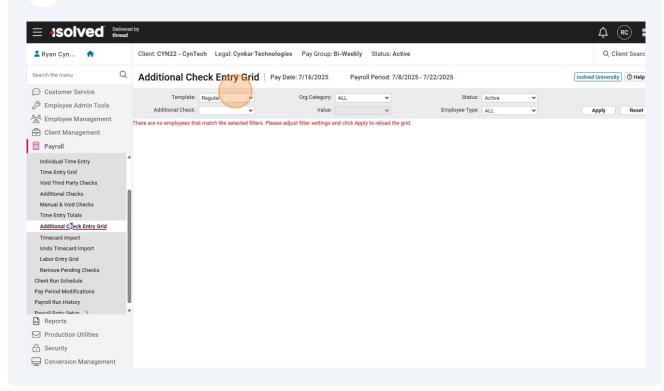
17 Option 2

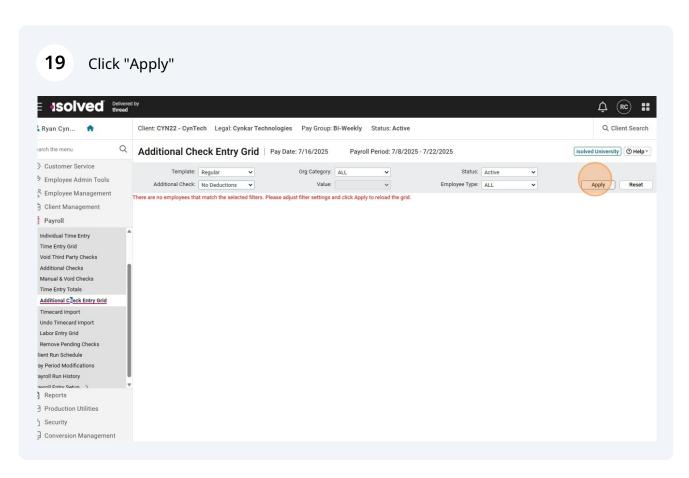
With this option you'll be able to go to the Additional Check Entry Grid and enter checks for multiple employees at once.

Click "Additional Check Entry Grid"

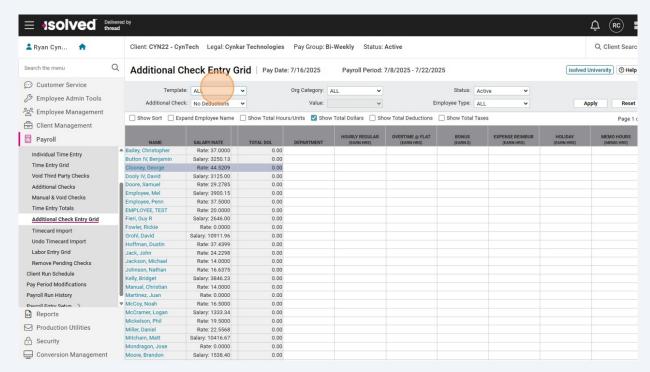


18 Once here, choose the Template and Additional Check you'd like.

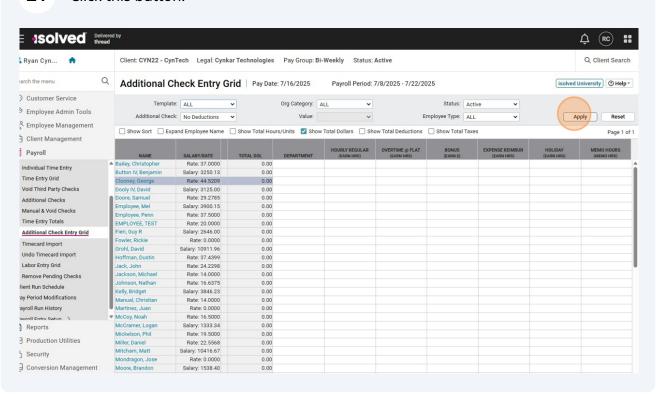




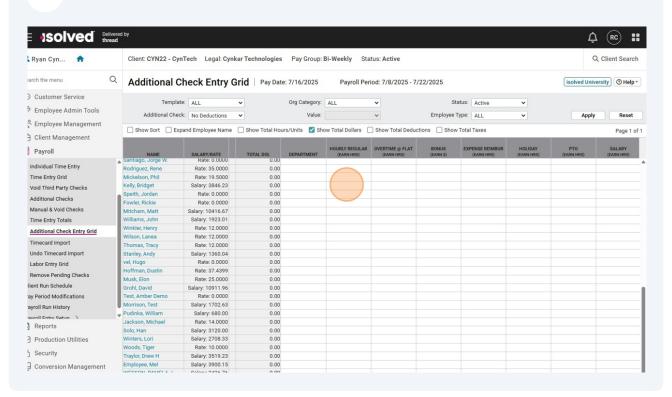
20 Select the "ALL" option.



21 Click this button.



22 Click here.



You will now go to Payroll > Process Payroll and Preview/Process as Normal

24 Helpful Additional Check Type Options:

Additional Check – all scheduled earnings/salary are paid, and normal deductions are withheld. This is used usually if an employee was not paid.

Gross Up – No deductions are withheld and the amount you enter will be grossed out to pay out that net amount.

No Deductions – this check will include no scheduled deductions.

Bonus 401k Only – this is a check option that can be added. This check will include no scheduled earnings or deductions and will include 401k ONLY.

We can add additional check types as needed

If at any time you want to pay an employee additional pay/earning on an additional check, but don't necessarily need it to be on a separate check run – then you can still follow the above steps by adding an additional check to an employee on a regular payroll run.

PLEASE NOTE: Special Payroll does NOT process Regular Checks. Any entries will need to be on an **additional check**.

If you need help, please reach out to your Account Manager.