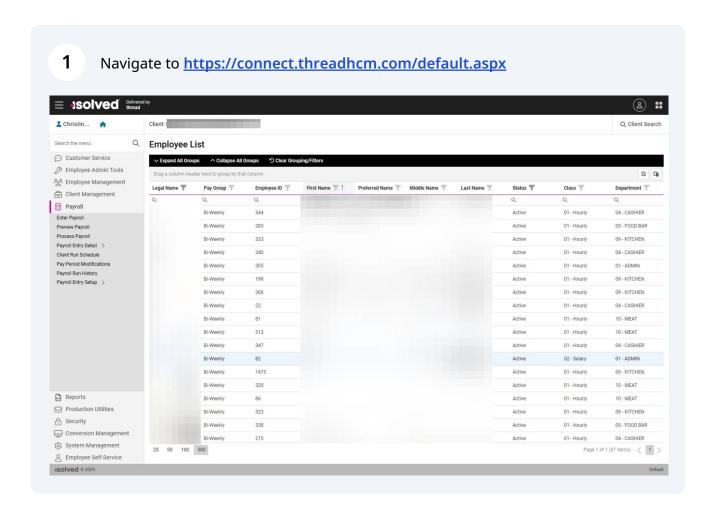
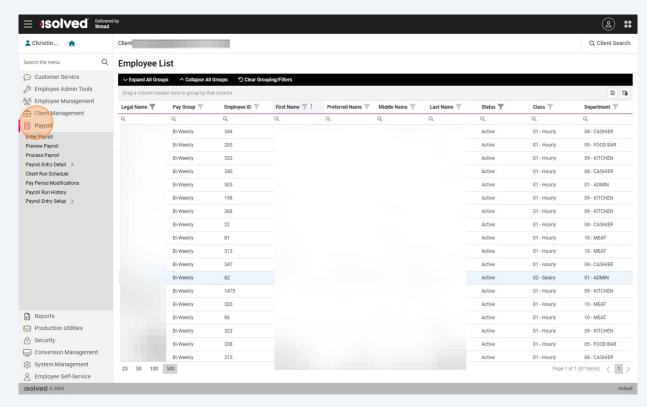
Adding An Additional Check to post as Manual



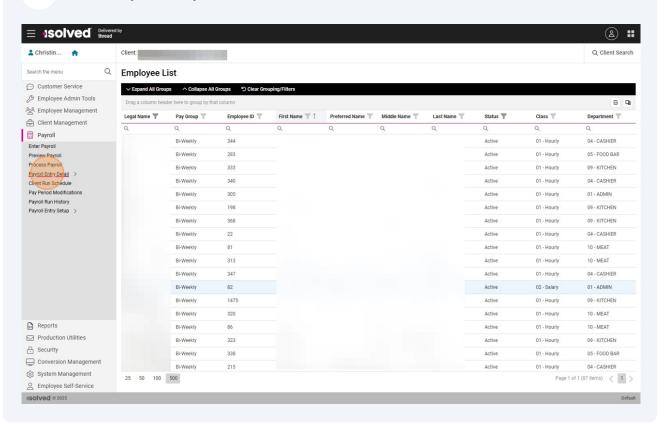
This guide provides a straightforward method for adding an additional check manually in the payroll system.



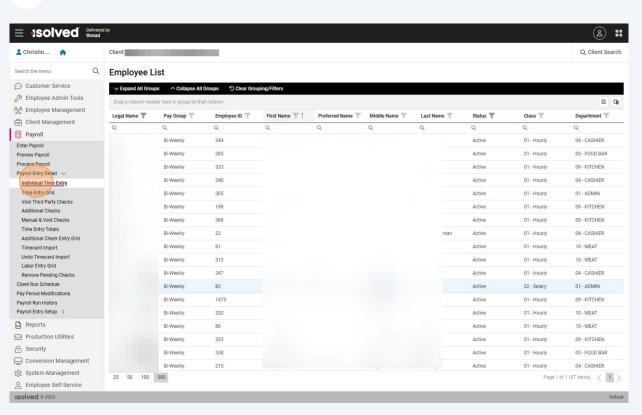
Click "Payroll"



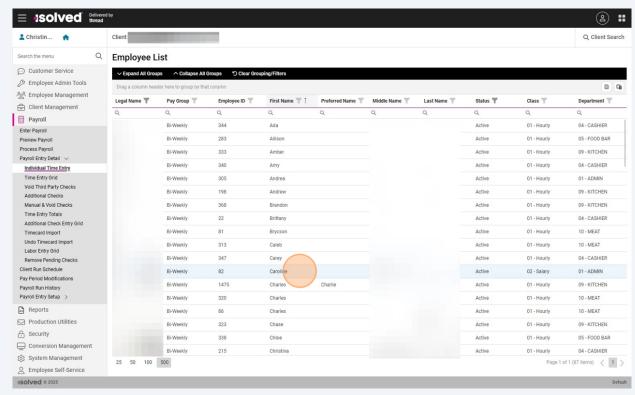
3 Click "Payroll Entry Detail"



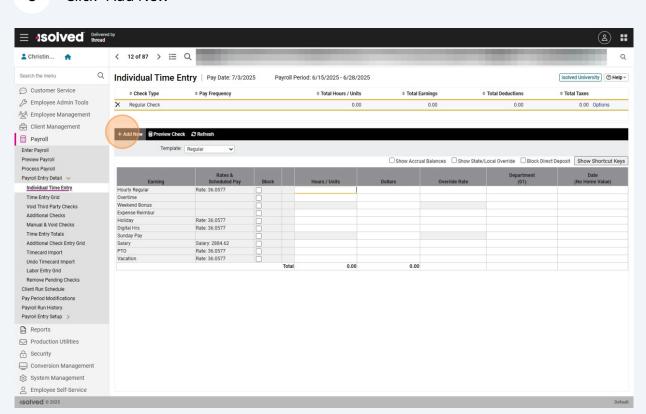
4 Click "Individual Time Entry"



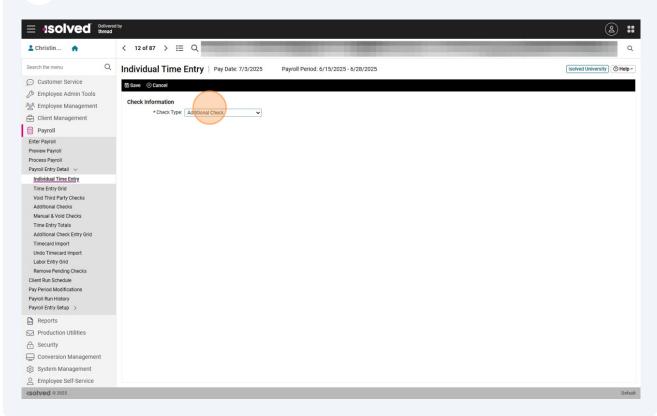
5 Select Employee



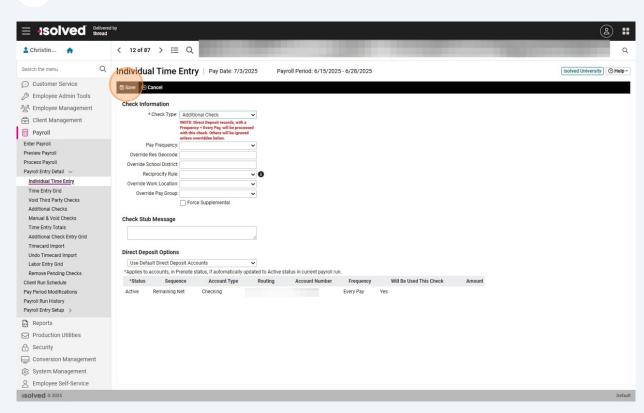




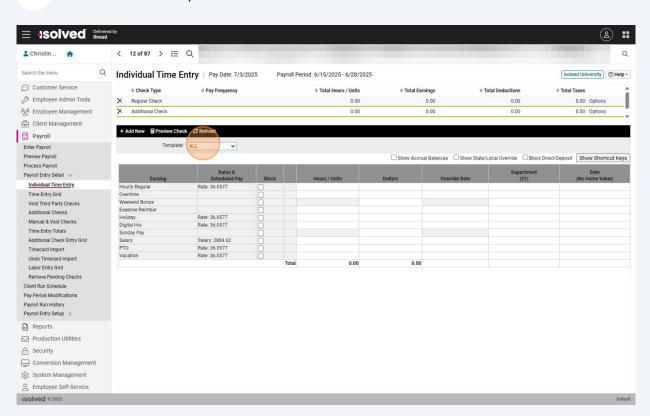
Select the "Additional Check" option.



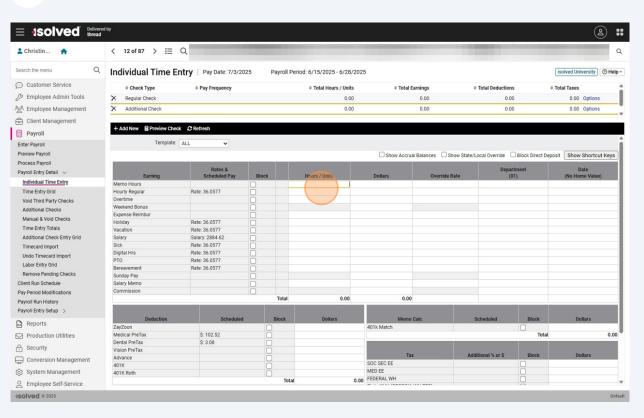
8 Click "Save"



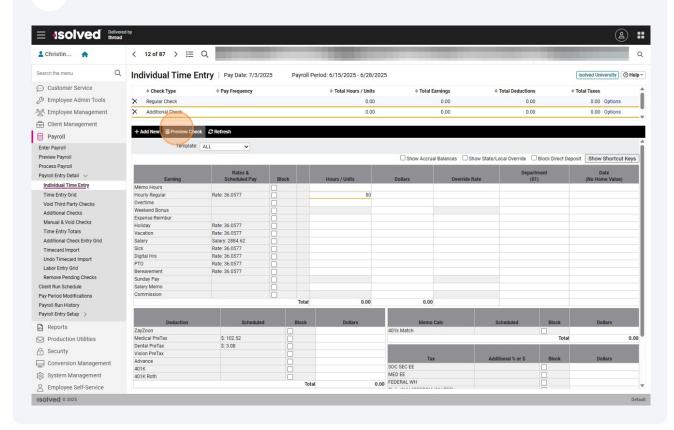
9 Select the "ALL" option.



Enter payroll data



11 Click "Preview Check"



12 Click Post as Manual

