

Adding An Additional Check to post as Manual



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

1

Navigate to <https://connect.threadhcm.com/default.aspx>

Customer Service

Employee Admin Tools

Employee Management

Client Management

Payroll

Enter Payroll

Preview Payroll

Process Payroll

Payroll Entry Detail

Client Run Schedule

Pay Period Modifications

Payroll Run History

Payroll Entry Setup

Reports

Production Utilities

Security

Conversion Management

System Management

Employee Self-Service

Christin...

Client:

Client Search

Search the menu

Employee List

Expand All Groups

Collapse All Groups

Clear Grouping/Filters

Legal Name

Pay Group

Employee ID

First Name

Preferred Name

Middle Name

Last Name

Status

Class

Department

	Bi-Weekly	344					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	283					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	333					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	340					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	305					Active	01 - Hourly	01 - ADMIN
	Bi-Weekly	198					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	368					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	22					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	81					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	313					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	347					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	82					Active	02 - Salary	01 - ADMIN
	Bi-Weekly	1475					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	320					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	86					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	323					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	338					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	215					Active	01 - Hourly	04 - CASHIER

25

50

100

500

Page 1 of 1 (87 items)

<

1

>

Default

2 Click "Payroll"

Employee List

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Class	Department
	Bi-Weekly	344					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	283					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	333					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	340					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	305					Active	01 - Hourly	01 - ADMIN
	Bi-Weekly	198					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	368					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	22					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	81					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	313					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	347					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	82					Active	02 - Salary	01 - ADMIN
	Bi-Weekly	1475					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	320					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	86					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	323					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	338					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	215					Active	01 - Hourly	04 - CASHIER

Page 1 of 1 (87 items)

3 Click "Payroll Entry Detail"

Employee List

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Class	Department
	Bi-Weekly	344					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	283					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	333					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	340					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	305					Active	01 - Hourly	01 - ADMIN
	Bi-Weekly	198					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	368					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	22					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	81					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	313					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	347					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	82					Active	02 - Salary	01 - ADMIN
	Bi-Weekly	1475					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	320					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	86					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	323					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	338					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	215					Active	01 - Hourly	04 - CASHIER

Page 1 of 1 (87 items)

4

Click "Individual Time Entry"

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Christin...

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll
 - Enter Payroll
 - Preview Payroll
 - Process Payroll
 - Payroll Entry Detail >
 - Individual Time Entry
 - Time Entry Grid
 - Void Third Party Checks
 - Additional Checks
 - Manual & Void Checks
 - Time Entry Totals
 - Additional Check Entry Grid
 - Timecard Import
 - Undo Timecard Import
 - Labor Entry Grid
 - Remove Pending Checks
 - Client Run Schedule
 - Pay Period Modifications
 - Payroll Run History
 - Payroll Entry Setup >
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Client: [REDACTED]

Employee List

Drag a column header here to group by that column

Legal Name ▼	Pay Group ▼	Employee ID ▼	First Name ▼ ↑	Preferred Name ▼	Middle Name ▼	Last Name ▼	Status ▼	Class ▼	Department ▼
	Bi-Weekly	344					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	283					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	333					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	340					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	305					Active	01 - Hourly	01 - ADMIN
	Bi-Weekly	198					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	368					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	22					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	81					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	313					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	347					Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	82					Active	02 - Salary	01 - ADMIN
	Bi-Weekly	1475					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	320					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	86					Active	01 - Hourly	10 - MEAT
	Bi-Weekly	323					Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	338					Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	215					Active	01 - Hourly	04 - CASHIER

25 50 100 **500**

Page 1 of 1 (87 Items) < 1 >

5 Select Employee

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Christin... Client: [REDACTED] Client Search

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll**
 - Enter Payroll
 - Preview Payroll
 - Process Payroll
 - Payroll Entry Detail
 - Individual Time Entry**
 - Time Entry Grid
 - Void Third Party Checks
 - Additional Checks
 - Manual & Void Checks
 - Time Entry Totals
 - Additional Check Entry Grid
 - Timecard Import
 - Undo Timecard Import
 - Labor Entry Grid
 - Remove Pending Checks
 - Client Run Schedule
 - Pay Period Modifications
 - Payroll Run History
 - Payroll Entry Setup
 - Reports
 - Production Utilities
 - Security
 - Conversion Management
 - System Management
 - Employee Self-Service

Employee List

Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Legal Name	Pay Group	Employee ID	First Name	Preferred Name	Middle Name	Last Name	Status	Class	Department
	Bi-Weekly	344	Ada				Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	283	Allison				Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	333	Amber				Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	340	Amy				Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	305	Andrea				Active	01 - Hourly	01 - ADMIN
	Bi-Weekly	198	Andrew				Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	368	Brandon				Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	22	Brittany				Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	81	Bryconson				Active	01 - Hourly	10 - MEAT
	Bi-Weekly	313	Caleb				Active	01 - Hourly	10 - MEAT
	Bi-Weekly	347	Carey				Active	01 - Hourly	04 - CASHIER
	Bi-Weekly	82	Caroline				Active	02 - Salary	01 - ADMIN
	Bi-Weekly	1475	Charles	Charlie			Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	320	Charles				Active	01 - Hourly	10 - MEAT
	Bi-Weekly	86	Charles				Active	01 - Hourly	10 - MEAT
	Bi-Weekly	323	Chase				Active	01 - Hourly	09 - KITCHEN
	Bi-Weekly	338	Chloe				Active	01 - Hourly	05 - FOOD BAR
	Bi-Weekly	215	Christina				Active	01 - Hourly	04 - CASHIER

25 50 100 500 Page 1 of 1 (87 items) 1

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6 Click "Add New"

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Christin... 12 of 87

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll**
 - Enter Payroll
 - Preview Payroll
 - Process Payroll
 - Payroll Entry Detail
 - Individual Time Entry**
 - Time Entry Grid
 - Void Third Party Checks
 - Additional Checks
 - Manual & Void Checks
 - Time Entry Totals
 - Additional Check Entry Grid
 - Timecard Import
 - Undo Timecard Import
 - Labor Entry Grid
 - Remove Pending Checks
 - Client Run Schedule
 - Pay Period Modifications
 - Payroll Run History
 - Payroll Entry Setup
 - Reports
 - Production Utilities
 - Security
 - Conversion Management
 - System Management
 - Employee Self-Service

Individual Time Entry | Pay Date: 7/3/2025 | Payroll Period: 6/15/2025 - 6/28/2025

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Check Type	Pay Frequency	Total Hours / Units	Total Earnings	Total Deductions	Total Taxes
X Regular Check		0.00	0.00	0.00	0.00 Options

+ Add New Preview Check Refresh

Template: Regular

Show Accrual Balances Show State/Local Override Block Direct Deposit Show Shortcut Keys

Earning	Rates & Scheduled Pay	Block	Hours / Units	Dollars	Override Rate	Department (01)	Date (No Home Value)
Hourly Regular	Rate: 36.0577	<input type="checkbox"/>					
Overtime		<input type="checkbox"/>					
Weekend Bonus		<input type="checkbox"/>					
Expense Reimbur		<input type="checkbox"/>					
Holiday	Rate: 36.0577	<input type="checkbox"/>					
Digital Hrs	Rate: 36.0577	<input type="checkbox"/>					
Sunday Pay		<input type="checkbox"/>					
Salary	Salary: 2884.62	<input type="checkbox"/>					
PTO	Rate: 36.0577	<input type="checkbox"/>					
Vacation	Rate: 36.0577	<input type="checkbox"/>					
Total			0.00	0.00			

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7

Select the "Additional Check" option.

The screenshot shows the 'isolved' web application interface. The top navigation bar includes the 'isolved' logo, 'Delivered by thread', and a user profile icon. Below the navigation bar, the breadcrumb trail reads 'Christin...' followed by a home icon and a list icon. The main header area displays '12 of 87' and a search bar. The left sidebar contains a 'Search the menu' field and a list of navigation items: Customer Service, Employee Admin Tools, Employee Management, Client Management, Payroll (highlighted), Enter Payroll, Preview Payroll, Process Payroll, Payroll Entry Detail, Individual Time Entry (selected), Time Entry Grid, Void Third Party Checks, Additional Checks, Manual & Void Checks, Time Entry Totals, Additional Check Entry Grid, Timecard Import, Undo Timecard Import, Labor Entry Grid, Remove Pending Checks, Client Run Schedule, Pay Period Modifications, Payroll Run History, Payroll Entry Setup, Reports, Production Utilities, Security, Conversion Management, System Management, and Employee Self-Service. The main content area is titled 'Individual Time Entry' and shows 'Pay Date: 7/3/2025' and 'Payroll Period: 6/15/2025 - 6/28/2025'. A 'Save' button and a 'Cancel' button are visible. The 'Check Information' section contains a '* Check Type:' label and a dropdown menu with 'Additional Check' selected. The bottom of the page shows the 'isolved' logo, '© 2025', and a 'Default' label.

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Christin... 12 of 87

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Enter Payroll
Preview Payroll
Process Payroll
Payroll Entry Detail
Individual Time Entry
Time Entry Grid
Void Third Party Checks
Additional Checks
Manual & Void Checks
Time Entry Totals
Additional Check Entry Grid
Timecard Import
Undo Timecard Import
Labor Entry Grid
Remove Pending Checks
Client Run Schedule
Pay Period Modifications
Payroll Run History
Payroll Entry Setup
Reports
Production Utilities
Security
Conversion Management
System Management
Employee Self-Service

Individual Time Entry | Pay Date: 7/3/2025 | Payroll Period: 6/15/2025 - 6/28/2025

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Save Cancel

Check Information

* Check Type: Additional Check

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8 Click "Save"

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Christin... 12 of 87

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Enter Payroll
Preview Payroll
Process Payroll
Payroll Entry Detail
Individual Time Entry
Time Entry Grid
Void Third Party Checks
Additional Checks
Manual & Void Checks
Time Entry Totals
Additional Check Entry Grid
Timecard Import
Undo Timecard Import
Labor Entry Grid
Remove Pending Checks
Client Run Schedule
Pay Period Modifications
Payroll Run History
Payroll Entry Setup
Reports
Production Utilities
Security
Conversion Management
System Management
Employee Self-Service

Individual Time Entry | Pay Date: 7/3/2025 | Payroll Period: 6/15/2025 - 6/28/2025

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Save Cancel

Check Information

* Check Type: Additional Check

NOTE: Direct Deposit records, with a Frequency = Every Pay, will be processed with this check. Others will be ignored unless overridden below.

Pay Frequency:
Override Res Geocode:
Override School District:
Reciprocity Rule:
Override Work Location:
Override Pay Group:
☐ Force Supplemental

Check Stub Message

Direct Deposit Options

Use Default Direct Deposit Accounts

*Applies to accounts, in Prenote status, if automatically updated to Active status in current payroll run.

*Status	Sequence	Account Type	Routing	Account Number	Frequency	Will Be Used This Check	Amount
Active	Remaining Net	Checking			Every Pay	Yes	

9 Select the "ALL" option.

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Christin... 12 of 87

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Enter Payroll
Preview Payroll
Process Payroll
Payroll Entry Detail
Individual Time Entry
Time Entry Grid
Void Third Party Checks
Additional Checks
Manual & Void Checks
Time Entry Totals
Additional Check Entry Grid
Timecard Import
Undo Timecard Import
Labor Entry Grid
Remove Pending Checks
Client Run Schedule
Pay Period Modifications
Payroll Run History
Payroll Entry Setup
Reports
Production Utilities
Security
Conversion Management
System Management
Employee Self-Service

Individual Time Entry | Pay Date: 7/3/2025 | Payroll Period: 6/15/2025 - 6/28/2025

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+ Add New Preview Check Refresh

Template: ALL

☐ Show Accrual Balances ☐ Show State/Local Override ☐ Block Direct Deposit

Earning	Rates & Scheduled Pay	Block	Hours / Units	Dollars	Override Rate	Department (01)	Date (No Home Value)
Hourly Regular	Rate: 36.0577	<input type="checkbox"/>					
Overtime		<input type="checkbox"/>					
Weekend Bonus		<input type="checkbox"/>					
Expense Reimbur		<input type="checkbox"/>					
Holiday	Rate: 36.0577	<input type="checkbox"/>					
Digital Hrs	Rate: 36.0577	<input type="checkbox"/>					
Sunday Pay		<input type="checkbox"/>					
Salary	Salary: 2884.62	<input type="checkbox"/>					
PTO	Rate: 36.0577	<input type="checkbox"/>					
Vacation	Rate: 36.0577	<input type="checkbox"/>					
Total			0.00	0.00			

10

Enter payroll data

Christin...
< 12 of 87 >

Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll
 - Enter Payroll
 - Preview Payroll
 - Process Payroll
 - Payroll Entry Detail ▾
 - Individual Time Entry**
 - Time Entry Grid
 - Void Third Party Checks
 - Additional Checks
 - Manual & Void Checks
 - Time Entry Totals
 - Additional Check Entry Grid
 - Timecard Import
 - Undo Timecard Import
 - Labor Entry Grid
 - Remove Pending Checks
 - Client Run Schedule
 - Pay Period Modifications
 - Payroll Run History
 - Payroll Entry Setup >
- Reports
- Production Utilities
- Security
- Conversion Management
- System Management
- Employee Self-Service

Individual Time Entry

Pay Date: 7/3/2025 Payroll Period: 6/15/2025 - 6/28/2025

[Isolved University](#) Help

Check Type	Pay Frequency	Total Hours / Units	Total Earnings	Total Deductions	Total Taxes
X Regular Check		0.00	0.00	0.00	0.00 Options
X Additional Check		0.00	0.00	0.00	0.00 Options

+ Add New Preview Check Refresh

Template: ALL ▾

☐ Show Accrual Balances
 ☐ Show State/Local Override
 ☐ Block Direct Deposit
 [Show Shortcut Keys](#)

Earning	Rates & Scheduled Pay	Block	Hours / Units	Dollars	Override Rate	Department (01)	Date (No Home Value)
Memo Hours		<input type="checkbox"/>					
Hourly Regular	Rate: 36.0577	<input type="checkbox"/>					
Overtime		<input type="checkbox"/>					
Weekend Bonus		<input type="checkbox"/>					
Expense Reimburs		<input type="checkbox"/>					
Holiday	Rate: 36.0577	<input type="checkbox"/>					
Vacation	Rate: 36.0577	<input type="checkbox"/>					
Salary	Salary: 2884.62	<input type="checkbox"/>					
Sick	Rate: 36.0577	<input type="checkbox"/>					
Digital Hrs	Rate: 36.0577	<input type="checkbox"/>					
PTO	Rate: 36.0577	<input type="checkbox"/>					
Bereavement	Rate: 36.0577	<input type="checkbox"/>					
Sunday Pay		<input type="checkbox"/>					
Salary Memo		<input type="checkbox"/>					
Commission		<input type="checkbox"/>					
Total			0.00	0.00			

Deduction	Scheduled	Block	Dollars	Memo Calc	Scheduled	Block	Dollars
ZayZoon		<input type="checkbox"/>		401k Match		<input type="checkbox"/>	
Medical PreTax	\$ 102.52	<input type="checkbox"/>					
Dental PreTax	\$ 3.08	<input type="checkbox"/>					
Vision PreTax		<input type="checkbox"/>					
Advance		<input type="checkbox"/>					
401K		<input type="checkbox"/>					
401K Roth		<input type="checkbox"/>					
Total			0.00				

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11 Click "Preview Check"

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Christin... 12 of 87

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Enter Payroll
Preview Payroll
Process Payroll
Payroll Entry Detail
Individual Time Entry
Time Entry Grid
Void Third Party Checks
Additional Checks
Manual & Void Checks
Time Entry Totals
Additional Check Entry Grid
Timecard Import
Undo Timecard Import
Labor Entry Grid
Remove Pending Checks
Client Run Schedule
Pay Period Modifications
Payroll Run History
Payroll Entry Setup >

Individual Time Entry | Pay Date: 7/3/2025 | Payroll Period: 6/15/2025 - 6/28/2025

isolved University Help

Check Type	Pay Frequency	Total Hours / Units	Total Earnings	Total Deductions	Total Taxes
X Regular Check		0.00	0.00	0.00	0.00 Options
X Additional Check		0.00	0.00	0.00	0.00 Options

+ Add New Preview Check Refresh

Template: ALL

Show Accrual Balances Show State/Local Override Block Direct Deposit Show Shortcut Keys

Earning	Rates & Scheduled Pay	Block	Hours / Units	Dollars	Override Rate	Department (01)	Date (No Home Value)
Memo Hours							
Hourly Regular	Rate: 36.0577		80				
Overtime							
Weekend Bonus							
Expense Reimbur							
Holiday	Rate: 36.0577						
Vacation	Rate: 36.0577						
Salary	Salary: 2884.62						
Sick	Rate: 36.0577						
Digital Hrs	Rate: 36.0577						
PTO	Rate: 36.0577						
Bereavement	Rate: 36.0577						
Sunday Pay							
Salary Memo							
Commission							
Total			0.00	0.00			

Deduction	Scheduled	Block	Dollars	Memo Calc	Scheduled	Block	Dollars
ZayZoon				401k Match			
Medical PreTax	\$ 102.52						
Dental PreTax	\$ 3.08						
Vision PreTax							
Advance							
401K							
401K Roth							
Total			0.00				0.00

Tax	Additional % or \$	Block	Dollars
SOC SEC EE			
MED EE			
FEDERAL WH			

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12 Click Post as Manual

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Christin... 12 of 87

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Enter Payroll
Preview Payroll
Process Payroll
Payroll Entry Detail
Individual Time Entry
Time Entry Grid
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Additional Checks
Manual & Void Checks
Time Entry Totals
Additional Check Entry Grid
Timecard Import
Undo Timecard Import
Labor Entry Grid
Remove Pending Checks
Client Run Schedule
Pay Period Modifications
Payroll Run History
Payroll Entry Setup >

Individual Time Entry | Pay Date: 7/3/2025 | Payroll Period: 6/15/2025 - 6/28/2025

isolved University Help

Check Type	Pay Frequency	Total Hours / Units	Total Earnings	Total Deductions	Total Taxes
X Regular Check		0.00	0.00	0.00	0.00 Options
X Additional Check		0.00	0.00	0.00	0.00 Options

+ Add New Back Refresh

Check Dates Manual Check Options

The following dates will be used when this check is converted to a Manual. They can be overridden.

Check Date: 6/18/2025
Begin Date: 6/15/2025
End Date: 6/28/2025

Check Number:
Bank Account: UNITED COMMUNITY BANK, IN
Payout Options: Use Default Settings Post As Manual Print Stub

Check Type	Additional Check	Gross Pay	2884.62
Check Date	6/18/2025	Gross Wage	2884.62
Period End	6/28/2025	Net Pay	1912.34
Period Begin	6/15/2025	Check Amt	0.00
Payroll Run #		Check #	

Earnings & Memos*	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
Hourly Regular	80.00	2884.62	80.00	2884.62
Salary		1040.00		37500.06
401K Match*	0.00	115.38	0.00	1615.32

Deductions	Curr Dollars	YTD Dollars
Medical PreTax	102.52	1370.43
Dental PreTax	3.08	42.37
401K	230.77	3230.78

Taxes	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	172.30	2779.02	2416.26	38971.88
MED EE	40.29	2779.02	565.09	38971.88
FEDERAL WH	310.85	2548.25	4392.49	35741.10
GEORGIA WH	112.47	2548.25	1578.13	35741.10

Current Period Leave Accruals	Hours Accrued	Hours Taken	Available Balance
Vacation	0.00	0.00	0.00
PTO	0.00	0.00	0.00

Direct Deposit	Account	Deposit Amount
Checking		1912.34

Employer Taxes	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	172.30	2779.02	2416.26	38971.88
MED ER	40.29	2779.02	565.09	38971.88
FUTA ER			42.00	7000.00
GEORGIA SUI ER			38.00	9500.00
GA ADMINISTRATIVE ASSESSMENT ER			5.70	9500.00

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