

How to Create Employee Paycheck

1. Click **Paychecks** from **Payroll** module.
2. If there are no paychecks yet, **Search Employee** screen will be displayed directly. Otherwise, a list of existing paychecks will be displayed.
3. Click **New** toolbar button.
4. **Search Employee** screen will be displayed.
5. Select an employee to create paycheck.
6. Click **Open Selected** toolbar button.

Search Employee

Open Selected Refresh Export Close

Filter Records (F3) 38 records (1 selected)

Employee No.	Title	Last Name	First Name	Middle Name	Pay Period
☐ 0001005131	Manager	Olney	George	M	Monthly
☐ 0001005123		Goshorn	Kate		Bi-Weekly
☐ 0001005124					Bi-Weekly
☐ ACSKOW	VP	Skow	Arica	C	Monthly
☐ BJQUAM	Senior VP	Quam	Brian	J	Monthly
☐ DEPARKE	Admin	Parker	Donna	E	Bi-Weekly
☐ GWTESCH	Accountant	Tesch	Giselle	W	Monthly
☒ JBCOSTA	PM	Costa	Jacob	B	Monthly
☐ CRFRAHM	Purchasing Staff	Frahm	Carolyn	R	Bi-Weekly
☐ EIKEELER	Sales Staff	Keeler	Elizabeth	I	Bi-Weekly
☐ HDGRIDER	IT Programmer	Grider	Helen	D	Bi-Weekly
☐ JBFLORES	IT Programmer	Flores	Judy	B	Bi-Weekly
☐ KPCCOX	Product Support	Cox	Kendra	P	Bi-Weekly
☐ MLKIDD	Store A Manager	Kidd	Malcolm	L	Monthly

7. New paycheck is created.

Paycheck - PCHK-745

New Save Search Delete Undo Process Post Recalculate Convert to Check Close

Employee No. APRITTER Name Aaron P Ritter Pay Period Weekly Paycheck No. PCHK-745

Bank Account 12152015 Pay Date 07/31/2018 Period From 07/24/2018 Period To 07/31/2018 Reference No. To be processed

Details Summary Timesheet History Post Preview Audit Log Attachments

Earnings						Employee Taxes		
Earning ID	Department	WC Code	Hours	Rate	Amount	Tax ID	Description	Amount
☐ VAC	Warehouse		0.00	11.00	0.00	☐ FIT	Federal Income Tax	39.04
☐ OTV	Warehouse	8006	0.00	16.50	0.00	☐ FICA SS Employee	FICA Social Security Employee	26.46
☐ REG	Warehouse	8006	40.00	11.00	440.00	☐ FICA MED Employee	FICA Medicare Employee	6.19
NET: \$355.11 Hours: 40 Gross: \$440.00						☐ MI-STATE Tax	Michigan State Tax	0.00
						☐ IL Income Tax	Illinois Income Tax	0.00
						Total: \$71.69		

Deductions						Company Taxes		
Deduction ID	Paid By	Deduct From	Rate	Rate Type	Amount	Tax ID	Description	Amount
☐ 401K	Employee	Gross Pay	3.00	Percent	13.20	☐ FICA SS Company	FICA Social Security Company	26.46
☐ IRA	Company	Gross Pay	3.00	Percent	13.20	☐ FICA MED Company	FICA Medicare Company	6.19
Pre-Tax: \$13.20 Post-Tax: \$0.00 Total: \$26.40						☐ FUTA	Federal Unemployment Tax	3.41
						☐ SUTA	State Unemployment Tax	2.26
						Total: \$38.32		

1 of 1 Refresh



Paycheck No. will be automatically generated

Earnings, Taxes and Deductions will be automatically calculated.

- a. If a paycheck is a direct deposit, it can be converted to normal check by clicking **Convert to Check**

Paycheck - PCHK-745

New Save Search Delete Undo Process Post Recalculate **Convert to Check** Close

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Bank Account 12152015 Pay Date 07/31/2018 Period From 07/24/2018 Period To 07/31/2018 Reference No. To be processed

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Filter Records [F3] 38 records (1 selected)

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☐ 0001005123		Goshorn	Kate		Bi-Weekly
☐ 0001005124					Bi-Weekly
☐ ACSKOW	VP	Skow	Arica	C	Monthly
☐ BJQUAM	Senior VP	Quam	Brian	J	Monthly
☐ DEPARKE	Admin	Parker	Donna	E	Bi-Weekly
☐ GWTESCH	Accountant	Tesch	Gisele	W	Monthly
☒ JBCOSTA	PM	Costa	Jacob	B	Monthly
☐ CRFRAHM	Purchasing Staff	Frahm	Carolyn	R	Bi-Weekly
☐ EIKEELER	Sales Staff	Keeler	Elizabeth	I	Bi-Weekly
☐ HDGRIDER	IT Programmer	Grider	Helen	D	Bi-Weekly
☐ JBFLORES	IT Programmer	Flores	Judy	B	Bi-Weekly
☐ KPCCOX	Product Support	Cox	Kendra	P	Bi-Weekly
☐ MLKIDD	Store A Manager	Kidd	Malcolm	L	Monthly

Ready

- New paycheck is created.

Paycheck - PCHK-112

New Save Search Delete Undo Print Post Bank Info Employee Recalculate Recap Close

Employee No: JBCOSTA Name: Jacob B Costa Pay Period: Monthly Paycheck No: PCHK-112

Bank Account: Pay Date: 6/27/2016 Period From: 6/1/2016 Period To: 6/26/2016 Check No: To be printed

Details Summary Timesheet History Attachments (0)

Earnings					Employee Taxes		
+ Add X Remove					+ Add X Remove		
Earning ID	Department	Hours	Rate	Amount	Tax ID	Description	Amount
☐ SAL	IT	0.00	3,200.00	3,200.00	☐ FIT	Federal Income Tax	398.80
					☐ FICA SS Employee	FICA Social Security Employee	192.45
					☐ FICA MED Employee	FICA Medicare Employee	45.01
NET: \$2,467.74				Hours: 0	Gross: \$3,200.00	Total: \$636.26	

Deductions			Company Taxes		
+ Add X Remove			+ Add X Remove		
Deduction ID	Calculation Type	Amount	Tax ID	Description	Amount
			☐ FICA SS Company	FICA Social Security Company	87.05
			☐ FICA MED Company	FICA Medicare Company	20.36
			☐ FUTA	Federal Unemployment Tax	11.23
			☐ SUTA	State Unemployment Tax	7.44
Total: \$0.00			Total: \$126.08		

Paycheck No. will be automatically generated and Taxes will be automatically calculated.

- From **Payroll module** > single click the **Paychecks**
- If this is the first paycheck you are to create, it will open directly the Search Employee to select. Otherwise, it will open the Paycheck where the list of existing Paychecks are displayed. Click the **New** toolbar button and the Search Employee screen will open.
- Select an existing Employee to create Paycheck

Paycheck - PCHK-29

New Save Search Delete Undo Print Post Bank Info Employee Recalc Recap Close

Employee No: EIKEELER Name: Elizabeth I Keeler Pay Period: Bi-Weekly Paycheck No: PCHK-29

Bank Account: 12152015 Pay Date: 02/15/2016 Period From: 02/01/2016 Period To: 02/14/2016 Check No: To be printed

Details Summary Timesheet History Attachments (0)

Earnings					Employee Taxes		
+ Add X Remove					+ Add X Remove		
Earning ID	Department	Hours	Rate	Amount	Tax ID	Description	Amount
☐ REG		80.00	13.00	1,040.00	☐ FIT	Federal Income Tax	179.75
☐ OTV		8.00	19.50	156.00	☐ FICA SS Employee	FICA Social Security Employee	87.05
☐ SICK		8.00	13.00	104.00	☐ FICA MED Employee	FICA Medicare Employee	20.36
☐ VAC		8.00	13.00	104.00			
NET: \$1,116.84				Hours: 104	Gross: \$1,404.00	Total: \$287.16	

Deductions			Company Taxes		
+ Add X Remove			+ Add X Remove		
Deduction ID	Calculation Type	Amount	Tax ID	Description	Amount
			☐ FICA SS Company	FICA Social Security Company	87.05
			☐ FICA MED Company	FICA Medicare Company	20.36
			☐ FUTA	Federal Unemployment Tax	11.23
			☐ SUTA	State Unemployment Tax	7.44
Total: \$0.00			Total: \$126.08		

- It will automatically generate the Paycheck No and computed the Federal, State and Local Taxes
- Hit the **Post** button to post the paycheck transaction.