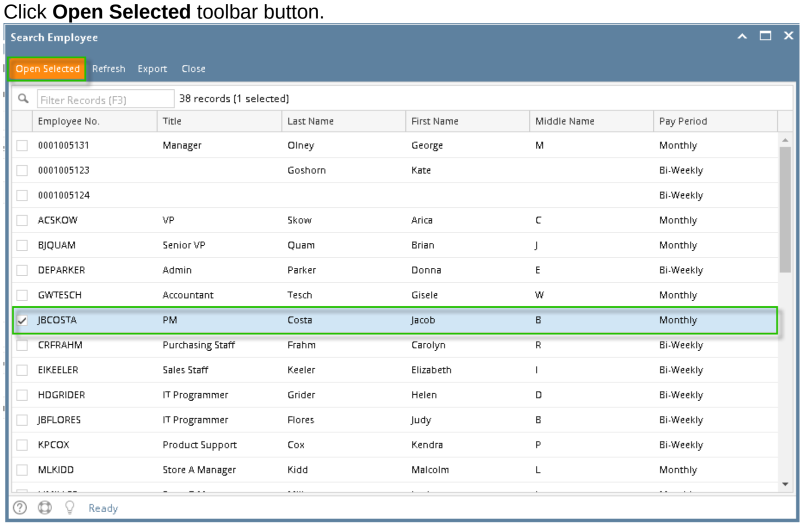
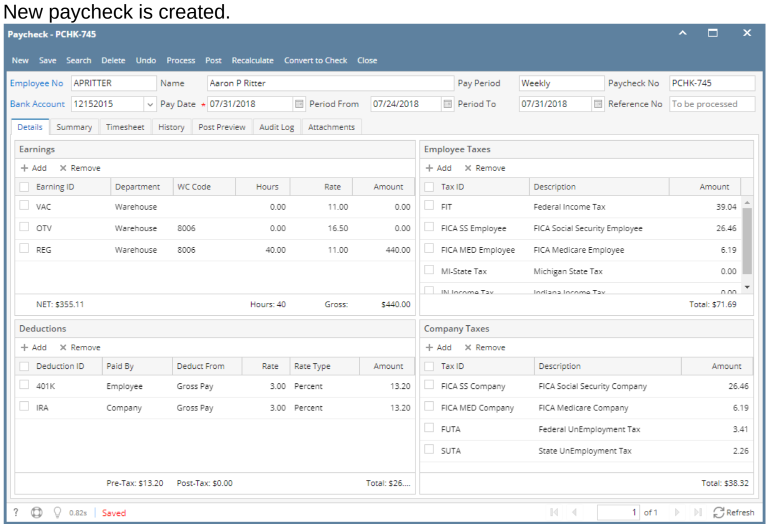
How to Create Employee Paycheck

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.

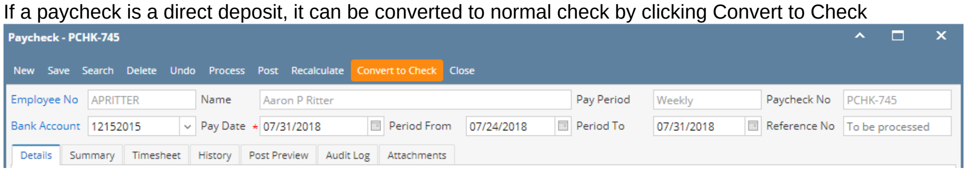


7. New paycheck is created.



> 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



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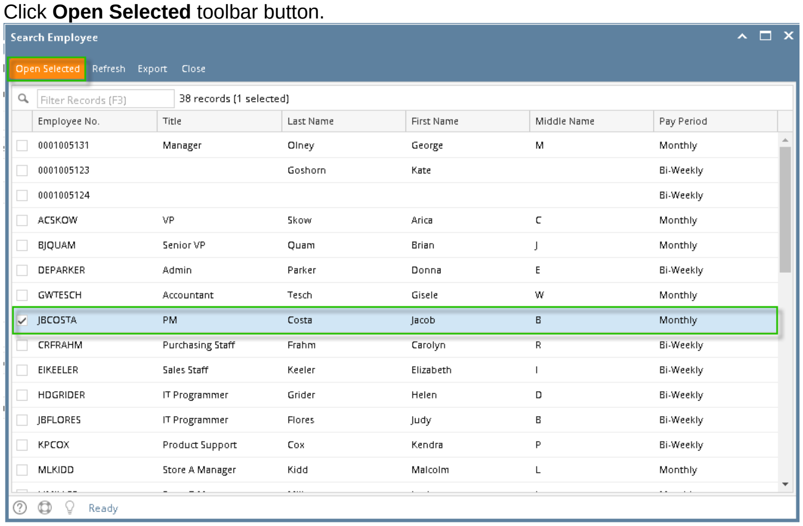

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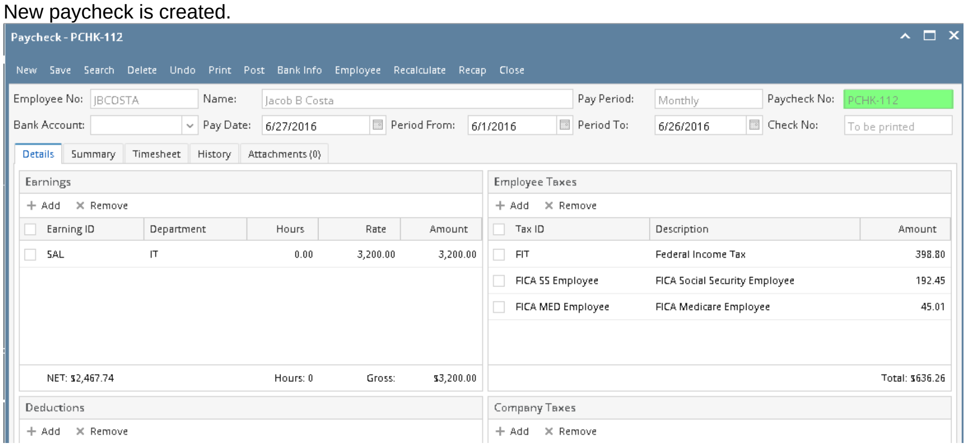
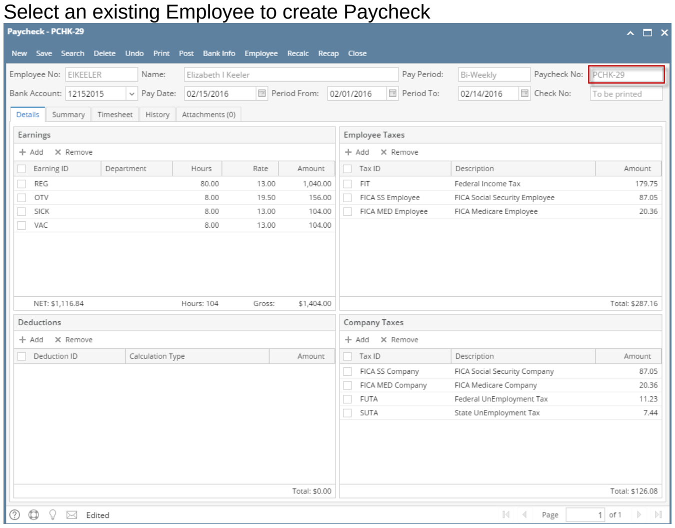


Paycheck No. will be automatically generated and Taxes will be automatically calculated.

1. From **Payroll module** > single click the **Paychecks**
2. 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.
3. Select an existing Employee to create Paycheck



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