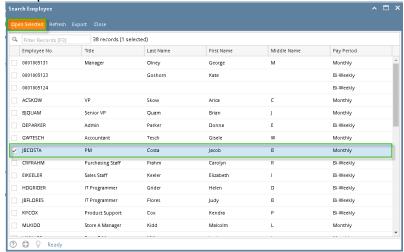
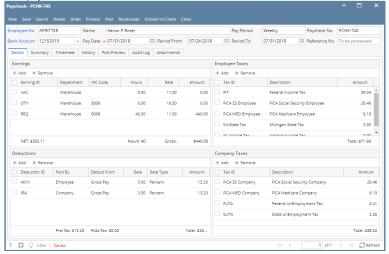
## **How to Create Employee Paycheck**

- 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.



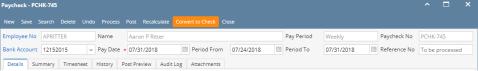
7. New paycheck is created.



Paycheck No. will be automatically generated

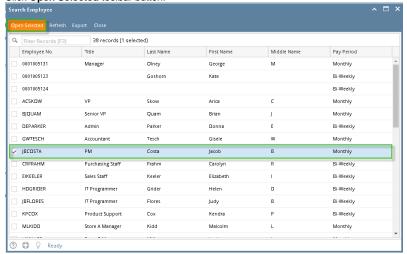
Earnings, Taxes and Deductions will be automatically calculated.

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

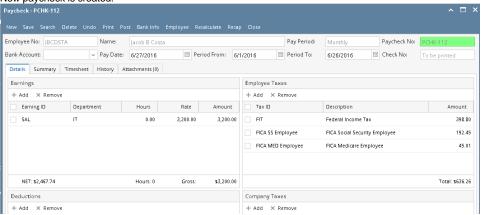


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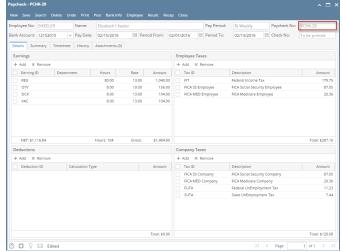


Paychec

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 Taxes4. Hit the Post button to post the paycheck transaction.