

# 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
<input type="checkbox"/> 0001005131	Manager	Olney	George	M	Monthly
<input type="checkbox"/> 0001005123		Goshorn	Kate		Bi-Weekly
<input type="checkbox"/> 0001005124					Bi-Weekly
<input type="checkbox"/> ACSKOW	VP	Skow	Arica	C	Monthly
<input type="checkbox"/> BJQUAM	Senior VP	Quam	Brian	J	Monthly
<input type="checkbox"/> DEPARKER	Admin	Parker	Donna	E	Bi-Weekly
<input type="checkbox"/> GWTESCH	Accountant	Tesch	Giselle	W	Monthly
<input checked="" type="checkbox"/> JBCOSTA	PM	Costa	Jacob	B	Monthly
<input type="checkbox"/> CRFRAHM	Purchasing Staff	Frahm	Carolyn	R	Bi-Weekly
<input type="checkbox"/> EIKEELER	Sales Staff	Keeler	Elizabeth	I	Bi-Weekly
<input type="checkbox"/> HDGRIDER	IT Programmer	Grider	Helen	D	Bi-Weekly
<input type="checkbox"/> JBFLORES	IT Programmer	Flores	Judy	B	Bi-Weekly
<input type="checkbox"/> KPCCOX	Product Support	Cox	Kendra	P	Bi-Weekly
<input type="checkbox"/> 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
<input type="checkbox"/> VAC	Warehouse		0.00	11.00	0.00	<input type="checkbox"/> FIT	Federal Income Tax	39.04
<input type="checkbox"/> OTV	Warehouse	8006	0.00	16.50	0.00	<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	26.46
<input type="checkbox"/> REG	Warehouse	8006	40.00	11.00	440.00	<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	6.19
						<input type="checkbox"/> MI-State Tax	Michigan State Tax	0.00
						<input type="checkbox"/> IL Income Tax	Illinois Income Tax	0.00
NET: \$355.11 Hours: 40 Gross: \$440.00						Total: \$71.69		

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



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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<input type="checkbox"/> 0001005124					Bi-Weekly
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<input type="checkbox"/> BJQUAM	Senior VP	Quam	Brian	J	Monthly
<input type="checkbox"/> DEPARKER	Admin	Parker	Donna	E	Bi-Weekly
<input type="checkbox"/> GWTESCH	Accountant	Tesch	Gisele	W	Monthly
<input checked="" type="checkbox"/> JBCOSTA	PM	Costa	Jacob	B	Monthly
<input type="checkbox"/> CRFRAHM	Purchasing Staff	Frahm	Carolyn	R	Bi-Weekly
<input type="checkbox"/> EIKEELER	Sales Staff	Keeler	Elizabeth	I	Bi-Weekly
<input type="checkbox"/> HDGRIDER	IT Programmer	Grider	Helen	D	Bi-Weekly
<input type="checkbox"/> JBFLORES	IT Programmer	Flores	Judy	B	Bi-Weekly
<input type="checkbox"/> KPCCOX	Product Support	Cox	Kendra	P	Bi-Weekly
<input type="checkbox"/> 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
<input type="checkbox"/> SAL	IT	0.00	3,200.00	3,200.00	<input type="checkbox"/> FIT	Federal Income Tax	398.80
					<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	192.45
					<input type="checkbox"/> 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
			<input type="checkbox"/> FICA SS Company	FICA Social Security Company	87.05
			<input type="checkbox"/> FICA MED Company	FICA Medicare Company	20.36
			<input type="checkbox"/> FUTA	Federal Unemployment Tax	11.23
			<input type="checkbox"/> 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
<input type="checkbox"/> REG		80.00	13.00	1,040.00	<input type="checkbox"/> FIT	Federal Income Tax	179.75
<input type="checkbox"/> OTV		8.00	19.50	156.00	<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	87.05
<input type="checkbox"/> SICK		8.00	13.00	104.00	<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	20.36
<input type="checkbox"/> 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
			<input type="checkbox"/> FICA SS Company	FICA Social Security Company	87.05
			<input type="checkbox"/> FICA MED Company	FICA Medicare Company	20.36
			<input type="checkbox"/> FUTA	Federal Unemployment Tax	11.23
			<input type="checkbox"/> 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.