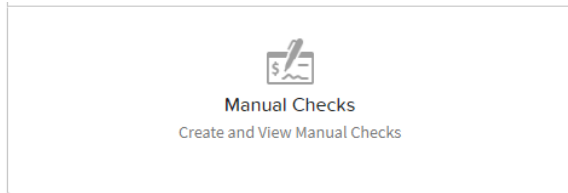


How to create a Manual Check in PPX

First click the Manual Check box on the dashboard



You will then fill in all the fields and click Add New

A modal window titled "New Manual Check" with a blue header and a close button (X) in the top right. The form contains four input fields: "Check Date" (empty), "Division" (dropdown menu with "Please select"), "Employee" (dropdown menu with "Please select"), and "Check Number" (empty). At the bottom right, there are two buttons: "Close" and "Add New".

You will then be on the screen that you can add/delete/change earnings/deductions

☰ Lidia Beetlejuice (1)

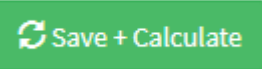
34 Colony Drive Hampden, MA 01036
Home Division : 0 - Default
Home Department : 1 - Operations
Employee Since : 2017
Salary :

Manual Check Date
03/12/2020
Division
0

[Add Earning](#)

Earnings	Deductions	Memos	Local Taxes						
Earnings	Department	Rate	Reg Hours	OT Hours	Regular Pay	OT Pay	WC	Job	
0-Regular Pay	1-Operations	22.28	40.00		\$891.20	\$0.00			🗑
0-Regular Pay	1-Operations		40.00		\$5,000.00	\$0.00			🗑

Any changes you make you must be sure to click Save + Calculate



🖨️ Pay Check
🖨️ Pay Voucher
✅ Continue

+ New
🔄 Save + Calculate

Gross
\$5,891.20

Net
\$3,200.96

By clicking Pay Check a tab will open a copy of the check you can print on check stock if you have that available.

PPX GroupTest account
7 anywhere lane
South Hadley, MA 01075

XXE bank

Check Date	Check No.
03/12/2020	5464

Amount
\$3,200.96

Payroll Account

*** Three Thousand Two Hundred and 96/100 Dollars ***

Div.: 0 / Dept.: 1
Pay To The Order Of: Lidia Beetlejuice
34 Colony Drive
Hampden, MA 01036

Authorized Signature

3/12/2020 8:02:01 PM

⑈0005464⑈ ⑆011000138⑆ 111111

Company Name	PPX GroupTest account		Processed By Complete Payroll Solutions, LLC		
Address	7 anywhere lane South Hadley, MA 01075 (413)				
Federal EIN	01-0101010	(W) CT EIN	sample	(R) MA EIN	sample
Employee Name	Lidia Beetlejuice			UCI State	MA
Company No.	61	Payroll No.	0	Pay Freq.	Weekly
Employee No.	1	Division No.	0	Start Date	Federal
SSN No.	*****6789	Home Dept. No.	1	End Date	(W) CT
Check No.	5464	Net Pay	3,200.96	Check Date	03/12/2020 (R) MA
					Married
					File Status A
					3
					0
					3

Dept. No.	Current			Year-to-Date			Taxes			Deductions & Memos		
	Description	Rate	Hours	Description	Hours	Amount	Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount
1	Regular Pay	22.2600	40.00	Regular Pay	80.00	5,891.20	Federal WH	1,014.90	1,014.90	Med 125	60.00	60.00
1	Regular Pay	40.00	40.00			5,000.00	GASDI	361.53	361.53	401K	176.74	176.74
							Medicare	84.55	84.55	Loan	176.74	176.74
							CT State WH	370.16	370.16	Garnishment	176.74	176.74
							MA State WH	254.27	254.27			
Employee Totals			80.00	Total YTD			80.00	2,085.41	2,085.41		590.22	590.22
Available Leave Totals:			Sick Hours	Vacation Hours			Personal Hours					

Company Memo:

Private Memo:

Merry

When clicking on Pay Voucher a tab will open of the employees pay stub that you can hand them.

PPX GroupTest account
7 anywhere lane
South Hadley, MA 01075

X12 bank

Check Date	Check No.
03/12/2020	5464

Amount
\$3,200.96

Payroll Account

***** PAY STUB -- NON-NEGOTIABLE *****

***** VOID VOID VOID *****

***** VOID VOID VOID *****

Authorized Signature

Div: 0 / Dept: 1

Pay To The Order Of: Lidia Beetlejuice
34 Colony Drive
Hampden, MA 01036

***** PAY STUB -- NON-NEGOTIABLE *****

Company Name		PPX GroupTest account						Processed By Complete Payroll Solutions, LLC			
Address		7 anywhere lane South Hadley, MA 01075						(413)			
Federal EIN		(W) CT EIN		(R) MA EIN		sample					
Employee Name		Lidia Beetlejuice						UCI State		MA	
Company No.	61	Payroll No.	0	Pay Freq.	Weekly	Tax Status	Married	Deps	3	Xtr/Fxd Flat	Xtr/Fxd %
Employee No.	1	Division No.	0	Start Date		Federal	File Status A	0			
SSN No.	*****6789	Home Dept. No.	1	End Date		(W) CT	Married	3			
Check No.	5464	Net Pay	3,200.96	Check Date	03/12/2020	(R) MA					

Dept. No.	Earnings				Year-to-Date			Taxes			Deductions & Memos		
	Description	Rate	Hours	Amount	Description	Hours	Amount	Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount
1	0-Regular Pay	22.2600	40.00	891.20	0-Regular Pay	80.00	5,891.20	Federal WH	1,014.90	1,014.90	6-Med 125	60.00	60.00
1	0-Regular Pay		40.00	5,000.00				OASDI	361.53	361.53	1-401K	176.74	176.74
								Medicare	84.55	84.55	6-Loan	176.74	176.74
								CT. State WH	370.16	370.16	7-Garnishment	176.74	176.74
								MA. State WH	254.27	254.27			
Employee Totals			80.00	5,891.20	Total YTD:	80.00	5,891.20		2,085.41	2,085.41		590.22	590.22

Available Leave Totals: Sick Hours Vacation Hours Personal Hours

Company Memo: Merry Private Memo:

By clicking on +New this will allow you to add a new manual check if you have multiple checks to input.

New Manual Check

Check Date

Division

Employee

Check Number

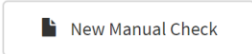
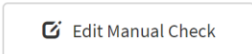
Once you are done with creating the manual check(s) click Continue and it will automatically be added into the next/current payroll.

You can also edit the manual check or create a new manual check after you have clicked Continue

START PAYROLL

 or   

MANUAL CHECKS

1
Manual check(s) will be included in the next payroll

Name	Check Number	Gross	Net
Lidia Beetlejuice	5464	\$6,064.47	\$3,281.83