Payroll Details Screen

After processing the "PowerGrid", PPX will prompt to you go to payroll details to make any additional changes you need to make for your employees.

On the left side of the screen (picture below) you will find all the checks in your payroll. If you need to edit a check you can click which check you need to make changes on.

Payroli							
PAYROLL DETAILS					You will notice a tab on the		
□ Image: Checks 2 A Warnings 0 Image: Checks 2 A Warnings 0 Image: Check#: 198 Gross: S400.00 Net: \$164.56	Ronald Wesley (888780) , Home Division : 0 - Default Home Department : 1 - Operations Employee Since : 2020				left side - there is a column that states you see a number in the orange spot that means the is an error in the check		
Ronald Wesley (888780) Check#: 0 Gross: \$700.00 Net: \$64.49	Salary : Add Earning Earnings Deductions Memos Local Taxes				(negative checks, employee set up error etc.). Please fix all Warnings.		
	Earnings	Department	Rate	Reg Hours	Under the column		
	1-Tips	1-Servers			🔚 Checks 适 When you click		
	0-Regular Pay	1-Servers	5.00	40.00	, on which check you need to		

edit; the check will pop up in the middle of the screen. On the check, you can change the pay that is already in there or you can add another line on the check by clicking Add Earning. You can click in any of

the columns to change them. Once you make a change remember to click

You can also change the amounts for any deductions you have. You will need to change the amount by putting the correct amount in the "Flat Override" column. (See Below.) This works the same for Memos.

Deductions		Amount	Flat	Override	% Overr	ride De	partment	Job			
2-Dental 125		\$1,000.00	D	\$1,000.00		1-S	ervers			ŵ	
7-Garnishment			500.0	1		1-S	ervers			ŵ	
Earnings	Depar	tment	Rate	Reg Hours	OT Hours	R <mark>egular Pay</mark>	OT Pay	WC	Job		
arnings	Depar	tment	Rate	Reg Hours	OT Hours	Regular Pay	OT Pay	WC	Job		
-						6500.0					
1-Tips	1-Serv					\$500.0	0				ŵ

CREATING A NEW CHECK:

If you happen to forget to pay someone and you just remembered - all you must do is click "+New" at the top right corner. Continue

You will then be prompted to pick a Division and then which employee you need to add. After you chose those click "Add New" and continue to create the check.

Division	
Please select	•
Employee	
Please select	•
	Close Add New
C Save + Ca	

DELETING A CHECK:

Delete Check	×	If you are looking to	Options	Settings
Are you sure? Do you want to delete this check?		delete a check. Ple	ase click "Op	tions" on the
	Close Delete	bottom of the scre	en.	

A pop up will appear where you can choose "Delete Check" and another pop up asking if you are sure.

You can also uncheck for accruals; this is mostly used for a bonus or second checks where the accruals are based off hours worked. Feel free to ask any member of the PPX team questions.

Options	×
 Direct Deposit Accrue Sick Accrue Personal Accrue Vacation Tax Leveling Stub Memo 	💼 Delete Check
	Save Changes



When you are complete

with your payroll on this screen you can go ahead and click "Continue" in the top right corner. This will bring you to the totals screen, where you can click "Payroll Register" to see one last overview before submitting.