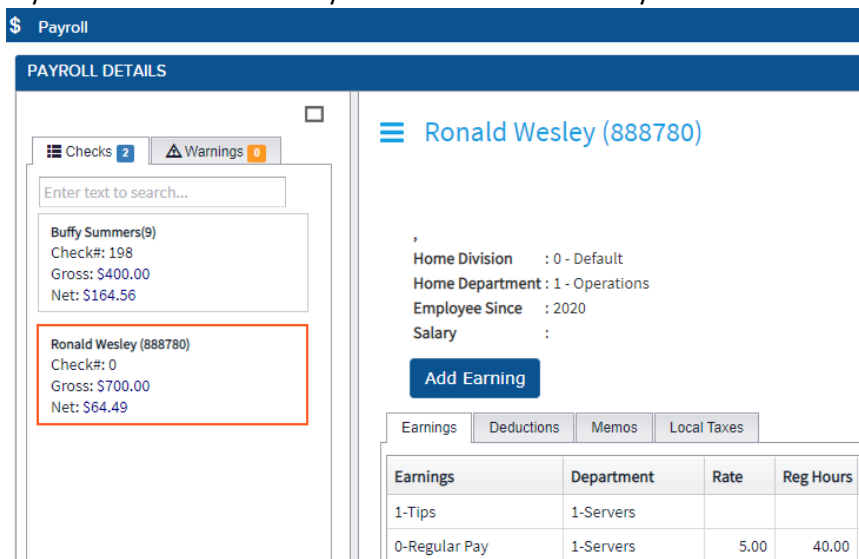


Payroll Details Screen

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.



You will notice a tab on the left side - there is a column that states Warnings 0. If you see a number in the orange spot that means there is an error in the check (negative checks, employee set up error etc.). Please fix all Warnings.

Under the column Checks 5 When you click 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 . You can click in any of the columns to change them. **Once you make a change remember to click**

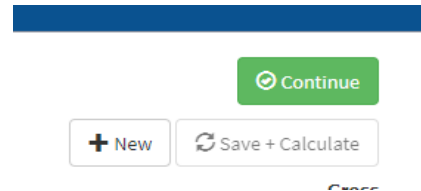
You can also change the amounts for any deductions you have. You will need to change the amount by putting the correct amount in the "Flat Override" column. (See Below.) This works the same for Memos.

Deductions	Amount	Flat Override	% Override	Department	Job	
2-Dental 125	\$1,000.00	\$1,000.00		1-Servers		
7-Garnishment		500.00		1-Servers		

Earnings	Department	Rate	Reg Hours	OT Hours	Regular Pay	OT Pay	WC	Job	
1-Tips	1-Servers				\$500.00				
0-Regular Pay	1-Servers	5.00	40.00		\$200.00				

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.



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.

Once you are complete make sure to click 

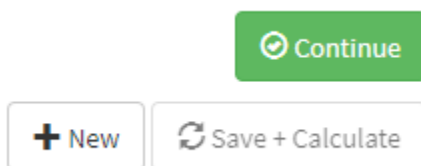
DELETING A CHECK:

If you are looking to delete a check. Please click "Options" on the bottom of the screen.



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.



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.