



Entering Manual Checks

Help Video Companion Guide

This guide provides guidelines on how to process a manual check through payroll in PayFocus.

Accessing Manual Check

From the main menu, click on Payroll >Manual Check >Add Check.

Add Check Field Definitions

Employee	All employee names are pre-populated
Check Entry Method	<ul style="list-style-type: none"> Gross to Net (default) – Use when supplying a gross amount Net to Gross – Use when supplying a net amount that must be grossed up
Check Type	<ul style="list-style-type: none"> Regular – records the payment information and check number that the employee received Adjustment – records payment information only STD – records a short-term disability payment from a sick pay vendor LTD – records a long-term disability payment from a sick pay vendor
Check Number	Enter check number (if Regular check type was selected)
Create Blank Check	<ul style="list-style-type: none"> Total earnings will not populate. Recurring deductions and reimbursements populate after at least one earning is entered
Create Prefilled Check (default)	<ul style="list-style-type: none"> Total default earnings from the employee profile will populate. Recurring deductions and reimbursements will update if earnings are updated

Printing a Live Check

Click the printer icon to print a live check. The check will not process until a new payroll is submitted.



Need assistance?

Your support contact information is located on the Home Screen.