

Question: How do I create a second check for an employee?

Select "Add Add'l Check" – add an additional check.

The screenshot shows the PayChoice payroll system interface. At the top, there are navigation tabs for PAYROLL, EMPLOYEE SERVICES, FRONT ROW REPORTS, PAY VIEW, and SETTINGS. Below these is a breadcrumb trail: HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS. A status bar indicates 'Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009'. The main area displays a table with columns: Override, Emp #, Name, SALARY, REGULAR HOURS, OVERTIME HOURS, Base Rates, VACATION HOURS, SICK HOURS, OTHER \$\$\$, MILEAGE, COMMISSION, EXPENSE REIMBURSEMENT, and DEPARTMENT. A red arrow points to the 'Add Add'l Check' button in the toolbar above the table.

| Override | Emp # | Name | SALARY | REGULAR HOURS | OVERTIME HOURS | Base Rates | VACATION HOURS | SICK HOURS | OTHER \$\$\$ | MILEAGE | COMMISSION | EXPENSE REIMBURSEMENT | DEPARTMENT |
|--------------------------|---------|------------------|-----------|---------------|----------------|------------|----------------|------------|--------------|---------|------------|-----------------------|------------|
| <input type="checkbox"/> | no 1 9 | CONTACT, IMA | 10,000.00 | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | no 1 4 | GOSPEL, JOHN | | | | | | | | | | | SALES |
| <input type="checkbox"/> | no 1 3 | GOSPEL, LUKE | | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | no 1 2 | GOSPEL, MARK | 1,000.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | no 1 1 | GOSPEL, MATTHEW | 1,500.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | no 1 6 | HARRISON, GEORGE | 1,000.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | no 1 8 | LENNON, JOHN | 1,500.00 | | | | | | | | | | SALES |
| <input type="checkbox"/> | no 1 5 | MCCARTNEY, PAUL | | | | | | | | | | | ADMINIS |
| <input type="checkbox"/> | no 1 10 | Nardo, Leo | | | | | | | | | | | SALES |
| <input type="checkbox"/> | no 1 12 | Ngelo, Michael A | 7,500.00 | | | | | | | | | | SALES |

Select the applicable employee. You will be brought back to the pay grid.

The screenshot shows the PayChoice payroll system interface with the 'Add Additional Check' dialog box open. The dialog box has a table with columns: Emp #, First Name, Middle Name, Last Name, and Status. A red arrow points to the row for 'MATTHEW'.

| Emp # | First Name | Middle Name | Last Name | Status |
|-------|------------|-------------|-----------|--------|
| 9 | IMA | | CONTACT | Active |
| 1 | MATTHEW | | GOSPEL | Active |
| 2 | MARK | | GOSPEL | Active |
| 3 | LUKE | | GOSPEL | Active |
| 4 | JOHN | | GOSPEL | Active |
| 6 | GEORGE | | HARRISON | Active |
| 8 | JOHN | | LENNON | Active |
| 5 | PAUL | | MCCARTNEY | Active |
| 10 | Leo | | Nardo | Active |
| 12 | Michael | A | Ngelo | Active |