

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 contains 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