

Question: I want to take an advance out of several employees' paychecks. How do I do that?

There are two options – you can override each particular check or add a deduction column.

Note: If you need a new deduction set up or wish to have a deduction column permanently added to the pay grid, please contact your payroll representative.

Check Override

Click on the “no” or “yes” in the override column next to the employee’s name when you are in the pay grid. In this example it is a “no.”

PayChoice
PAYROLL | EMPLOYEE SERVICES | FRONT ROW REPORTS | PAY VIEW | SETTINGS
HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS
Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

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

Click on the “Deductions” tab in the Check Overrides screen. Click on the blank line under Deduction Name and a drop down arrow will appear. Click on the arrow to display the available deductions and select the applicable deduction.

PAYROLL | EMPLOYEE SERVICES | FRONT ROW REPORTS | PAY VIEW | SETTINGS
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DATA ENTRY HAS BEEN SAVED.
Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Paygrid Check Date: 6/19/2009 | 4 : GOSPEL, JOHN : 1

Employee Number: 4 | Employee Name: JOHN GOSPEL
Check Number: 1

Turn Direct Deposit: On for this Check | Tax Frequency: BiWeekly (26 cycles) | Tax Rate: Standard Rates

Deduction Name	Option	Amount	Click to Clear
CHLDSUP			<input type="checkbox"/>
SIMPIRA			<input type="checkbox"/>
COSIMP1			<input type="checkbox"/>
CAFE 3			<input type="checkbox"/>
ExpRemb			<input type="checkbox"/>

SAVE | CANCEL

Click on the blank line under Option, next to the deduction. A drop down arrow will appear and click on it to display the available options. Select the applicable option – this is where you can make the temporary change, such as adding a few dollars to one deduction or stopping the deduction for just this employee, for just this pay. If you are choosing to add an amount to the deduction, input the amount in the Amount field. If you wish to stop the deduction for just this pay, you do not need to do anything other than selecting “Do Not Take.” Hit Save.

Check Overrides

Employee Number: 4 Employee Name: JOHN GOSPEL
Check Number: 1

Turn Direct Deposit: On for this Check Tax Frequency: BiWeekly (26 cycles)
Tax Rate: Standard Rates

Deduction Name	Option	Amount	Click to Clear
CAFE 3	▼		<input type="checkbox"/>

SAVE CANCEL

Add Column to Pay Grid

Select “Add Column.”

PayChoice

Paygrid Check Date: 6/19/2009

Save Calculate Add Emp to Grid Add Add'l Check Add Column Search Show All Rows Print

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

Input the titles. Even though the drop box type says "Deduction," you must first select a different type, such as "Earning" and then select "Deduction" again.

DATA ENTRY HAS BEEN SAVED.

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Paygrid Check Date: 6/19/2009

Pay Grid Column Detail

Upper Title: Advance

Lower Title: Deduction

Type: Deduction

Allocations: Department

Display Home:

SAVE

Hit the drop down arrow and a menu will appear. Select the applicable deduction and hit Save.

DATA ENTRY HAS BEEN SAVED.

Check Date: 6/19/2009 for Pay Period: 5/31/2009 to 6/13/2009

Paygrid Check Date: 6/19/2009

Pay Grid Column Detail

Upper Title: Advance

Lower Title: Deduction

Type: Deduction

Deduction: CAFE 3

Display Home:

SAVE