

Question: I need to temporarily stop a direct deposit for one employee. Also, I want to run a bonus payroll with live checks only. How do I do that?

Temporarily stop a direct deposit for one employee

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 | MY PROFILE | HELP | CONTACT US | SIGN OUT

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

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

Paygrid Check Date: 6/19/2009

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 “Off for this Check” next to Turn Direct Deposit 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 | 4 : GOSPEL, JOHN : 1

Employee Number: 4 | Employee Name: JOHN GOSPEL

Check Number: 1

Turn Direct Deposit: **On for this Check** (selected), On for this Check, Off for this Check

Tax Frequency: BiWeekly (26 cycles) | Tax Rate: Standard Rates

Deduction Name	Option	Amount	Click to Clear
CAFE 3	Do Not Take	0.00	<input type="checkbox"/>
			<input type="checkbox"/>

SAVE | CANCEL

Stop direct deposit for entire pay run

When you enter the pay run you have the option to stop the direct deposit for that particular run. You can also go back to this screen at any point while the pay grid is open – simply select “Set Pay Run Options” in the left menu. Step 3 of the submission process will also display the same screen, giving you another chance to turn the direct deposit off (or back on, if conditions changed).

MY PROFILE

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

REPORTS | ADD NOTE

Set Pay Run Options

Deduction/Tax Options

Data Entry

Paygrid

Import File

Adjustments

Check Calculator

Clear Pay Input

Notes

Submit Pay Run

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

Setup	Options
Pay Group: DEMO	Stop Direct Deposit <input type="checkbox"/>
Check Date: 6/19/2009	Use Supplemental Tax Rate: <input type="checkbox"/>
Period Start Date: 5/31/2009	End Of Month: <input checked="" type="checkbox"/>
Period End Date: 6/13/2009	End of Quarter: <input checked="" type="checkbox"/>
Starting Check Number: 10000	End of Year: <input type="checkbox"/>
Pay Grid: Base Earnings	

Check Stub Message *

* Printed on all employee checks in this pay run, Limited to 200 characters.

SAVE CANCEL