

Question: I need to add a couple extra dollars to a deduction for just this pay, for one employee. I also need to temporarily stop one deduction for just this pay, for just one employee. How do I do that?

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 ALLOCAT
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.

Welcome: ima.contra
MY PROFILE | HELP

PAYROLL | EMPLOYEE SERVICES | FRONT ROW REPORTS | PAY VIEW | SETTINGS
HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS
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

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

Taxes | Deductions

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.

MY PROFILE | |

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

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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

HELP

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="text" value="v"/>	<input type="text"/>	<input type="checkbox"/>

Override Type
Additional Amount
Do Not Take
Flat Amount Only

SAVE CANCEL