Calculating and Entering Manual Checks

BEFORE YOU START, YOU WILL NEED:

- Employee’s Federal and State Tax Filing Status
- Employee’s Rate of Pay or Salary Amount Owed
- List of Voluntary Deductions that Employee has deducted per payroll (and whether they are pre-tax or post-tax)
  - Look on prior pay period Payroll Register for deductions

On the Main Menu, scroll to the bottom of the Notice Board and click on “Forms & Links”

Select the appropriate Paycheck Calculator for either Hourly or Salary

![Forms & Links](Image)
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<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td><strong>#1</strong></td>
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<tr>
<td>Check Date</td>
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<tr>
<td>State</td>
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<tr>
<td>Gross Pay</td>
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<td>Gross Pay Method</td>
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<td><strong>#2</strong></td>
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<tr>
<td>Gross Pay YTD</td>
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<table>
<thead>
<tr>
<th>Federal Information</th>
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<td><strong>#3</strong></td>
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<tr>
<td>Federal Filing Status</td>
</tr>
<tr>
<td># of Federal Allowances</td>
</tr>
<tr>
<td>Additional Federal Withholding</td>
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<tr>
<td>Round Federal Withholding</td>
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</tbody>
</table>

1. Make sure the Tax Year is correct and that California is selected
2. Under **General Information**, Fill in the following:
   a. Gross Pay
   b. Make sure the pull-down menu says “Pay Per Period”
   c. Make sure Pay Frequency says “Bi-Weekly”
3. Under **Federal Information**, Fill in the following:
   a. Enter the employee's Federal Filing Status and # of Federal Allowances
   b. If the employee has Additional Federal Withholding, enter the amount
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4. Under “State Information”, Fill in the following:
   a. Enter the employee’s Regular Allowances
   b. Make sure CA SDI is marked “Yes
   c. Enter the employee’s State Filing Status

5. If they employee has Voluntary Deductions (i.e. Medical, Pension, etc), fill in the following:
   a. Use the buttons to select the type of deduction(s) the employee has (Medical benefits would be “custom”)
   b. Fill in the Name of the Deduction
   c. In Deduction Amount, enter the dollar amount or the percentage of the deduction
   d. Use the pull-down menu to select the appropriate option
      i. % of Gross Pay (403B)
      ii. % of Net Pay (Garnishment)
      iii. $ Fixed Amount (Medical, Child Support, etc)
      iv. $ Hourly Rate (Does Not Apply)
   e. If the deduction is 403B, select Yes for “Federal” and State” on Exempt From
   f. If the deduction is a pre-tax, select Yes on all 4 boxes on Exempt From

   **NOTE: DO NOT ENTER PENSION AS PART OF THIS CALCULATION**

6. Click Calculate
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Print this Calculation by going to the “File” Menu on your web browser and clicking “Print”

Use the Net Pay amount to cut a check to the employee

Next, you’ll need to enter this calculation into IOIPay on your next payroll cycle.

1. Go to HOURS AND DOLLARS
2. Select “Year-To-Date Adjustments”
3. Click the blank page icon
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Adjustment Tab:

Adjustment Type – Make sure it says Standard Adj

Earnings Detail Information
Category –
- Hours (enter corresponding value in Amount or Hours field)
- Earnings (enter Earnings Code in Code field, and value in Amount or Hours field)

Code – This field contains earnings codes and descriptions. Use the down arrow on the right side of the pull down box to see a list of valid earnings for this company.

Amount or Hours – Enter the amount for this line entry adjustment. Enter the number of hours if you selected “Hours” as the Category. Enter the amount of earnings if you selected “Earnings” as the Category.

Click the Taxes Tab at the top
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**Taxes Tab:**

Enter the amount of each tax for this adjustment. Make sure the amounts you enter correspond to the correct Tax Type!

(HINT: MHI Tax is Medicare Tax)

For CA SDI, use **Additional Taxes**
- Select Disability
- Enter CA for California
- For Code, select “CALIFORNIA SDI EE”
- Enter the SDI in the Amount field

Click the **Deductions** Tab at the top
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Deductions Tab:

Voluntary Deduction Information – Only deductions currently set up at the employee level are displayed here.

Deduction – Displays the Deduction Code and Short Description of the deduction.

Amount – Enter the amount for any/all deductions for this adjustment. Make sure the amounts you enter correspond to the correct Deduction!

DO NOT ENTER ANYTHING FOR PENSION

NOTE: Make sure all Vendor Fields are marked “Yes”

Click on the ACH & Balancing Tab at the top
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**ACH & Balancing Tab:**
Look at the red amount in the **Balance** field.

- If the employee’s net pay matches this amount:
  - Enter the amount in the **Net Check Amount** Field
  - Click Save
- If the employee’s net pay doesn’t match this amount:
  - Use the Previous button to go back to each screen and check your entries.
  - Make necessary corrections until the amount in Red matches the Net Pay Amount
  - Enter the amount in the **Net Check Amount** Field
  - Click Save