

How To Guide



Block Scheduled Earnings & Deductions



Document Purpose

Step-by-step instructions to block earnings and deductions on a payroll. This can be used at year end for bonus checks with taxes only.

You have the ability to create a batch or a payroll and block all earnings and deductions or only specific earnings or deductions.

- From the dashboard select Payroll, then select Table View  from the top right corner, this will list the payrolls in a spreadsheet format.
- Select the block the scheduled E/D's  to open the list of available earnings and deductions.

Payroll Timeline

SAVE CANCEL Pending

Payroll 04/11/2021 - 1

Currently Blocked E/Ds

D46 : S125 Insurance

E/D Selection

Search for E/Ds

E/D C.	E/D Description	Block
D07	Reimbursement	<input type="checkbox"/>
D16	Health Insurance (Post Tax)	<input type="checkbox"/>
D33	401k Deduct	<input type="checkbox"/>
D46	S125 Insurance	<input checked="" type="checkbox"/>
D4U	Illinois Secure Choice	<input type="checkbox"/>
D4X	Roth Catch up	<input type="checkbox"/>
D90	401K Loan	<input type="checkbox"/>
D99	Misc Deduct	<input type="checkbox"/>
DCS	Child Support	<input type="checkbox"/>
DD01	Direct Deposit - Netpay	<input type="checkbox"/>
DD02	Direct Deposit #2	<input type="checkbox"/>
DD03	Direct Deposit #3	<input type="checkbox"/>

40 items

Batch Selection

Nu.	ID	Period	Frequency	No. of Checks	✓
1	56	03/21/2021 - 04/03/2021	Bi-Weekly	7 Checks	<input checked="" type="checkbox"/>

1 items

APPLY CANCEL

- Select the earnings and deductions to be blocked by putting a check mark in the box after the name.
- Select the batches these should be blocked on if you have multiple payroll batches.
- Select Apply, the system will display a confirmation message, select Yes. You will get a message asking if you want these earnings and deductions blocked on manual checks. If you answer Yes, it will update all manual checks you have already created in the payroll. We recommend you say NO to this option and only update live checks.