How To Guide
Block Scheduled Earnings & Deductions

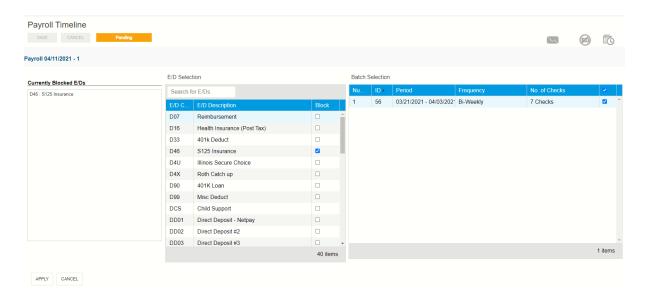**Payroll Processors**

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.

- 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.