

How To Guide

Manual Check Calculator



Document Purpose Step-by-step instructions on how to calculate a manual check for an employee

Use the Check Calculator to calculate gross-to-net or net-to-gross earnings for a manual check written to an employee. From the dashboard, select Check Calculator and select the employee.

Gross to Net - the employee will receive a set amount before taxes and deductions.

Net to Gross - the employee will receive a set amount after all taxes and deductions.

Check Calculator

Zeke's Bait & Tackle Manufacturing

EE Code - Name: 1004-Sandra Sinke
7845W125
Tampa, FL 33158

Net Amount: Net to Gross

Check Settings

Earnings/Deductions	Federal	State	SUI	Local	Options
ADD	DELETE				
E/D Code ^	Description ^	Hrs/Pcs	Pay Rate	Amount	Rate #
EGR	Gross Up				

1 Items

Actions: CALCULATE, SEND TO PAYROLL

Gross to Net

To calculate a gross to net manual check, select the employee and go to the Check Settings section.

Earnings/Deductions - the will list all earnings/deductions set up permanently on the employee. To add, select the add button and select the earning/deduction and the rate to play if the employee has more than one rate. You will need to add either hours if it is an hourly earning code or add an amount. To delete an earning or deduction, highlight the line and select delete.

Federal/State - this will allow you to override how taxes will be calculated. You can change marital status, exemptions and tax frequency. You can block Federal/State tax only or override the amount of Federal/State tax taken.

Local - you block this tax or enter an override amount.

Options - enter the number of the manual check you are writing. Update scheduled E/D balances will update any earning or deduction that has a target or balance amount. Update year to date totals and any tax shortfalls.

Calculate - It will display the net amount of the check, this is the amount to write to the employee. Under the employee name, is the PDF button to print the stub as a PDF to give to the employee.

Send to Payroll - this will include the manual check in the next scheduled payroll to update the employee year-to-dates and pay all taxes.

Check Calculator

Zeke's Bait & Tackle Manufacturing

EE Code - Name: 1002-Thomas Tackler T. Net to Gross: \$3,683.92

5223 Trout Trail
Tampa, FL 60629

Federal Taxable Wages: \$5,000.00
OASDI Taxable Wages: \$5,000.00
OASDI Taxable Tips: \$0.00
Medicare Taxable Wages: \$5,000.00
Gross Amount: \$5,000.00

Check Details

EARNINGS:
Bonus (Full Tax): \$5,000.00
Earnings SubTotal: \$5,000.00

DEDUCTIONS:

FEDERAL TAXES:
OASDI Tax: \$310.00
Medicare Tax: \$72.50
Federal Tax: \$933.58
Taxes SubTotal: \$1,316.08

Check Settings

Earnings/Deductions	Federal	State	SUI	Local	Options	Actions
ADD	CANCEL					CALCULATE
E/D Code * ^	Description ^	Hrs/Pcs	Pay Rate	Amount	Rate #	SEND TO PAYROLL
E13	Bonus (Full Tax)		\$52.75	\$5,000.00	1 (P) : \$52.75 ^	

1 items

Net to Gross

To calculate a net to gross manual check, select the employee, put a checkmark in the Net to Gross box and enter the net amount (the amount after taxes and deductions) then go to the Check Settings section.

Earnings/Deductions - the will list all earnings/deductions set up permanently on the employee. To add, select the add button and select the earning/deduction and the rate to play if the employee has more than one rate. You will need to add either hours if it is an hourly earning code or add an amount. To delete an earning or deduction, highlight the line and select delete.

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