

How To Guide

Stop Deductions on a Check



Document Purpose Step-by-step instructions to stop deductions on an employee check.

- To stop a deduction one-time on a check, from the pay grid highlight the employee, at the top right corner of the grid you will see a box marked summary. Click on the drop-down arrow and select Detail. This will open the Check Detail screen listing all the earnings and deductions for that employee.

The screenshot shows the 'Check Detail' screen for employee Chiara Tadeo. The table lists the following items:

E/D Code	Description	Hrs/Pcs	Pay Rate	Amount	Rate #
E01	Regular			\$6.40	1 (P) : \$6.40
D48	St25 Insurance			\$117.00	
D63	Cash Tips			\$0.00	

- Add** - you can add an earning or deduction one-time by selecting Add and selecting from the drop-down menu. You will need to populate hours and/or an amount based on the code selected.
- Delete** - you can delete an earning or deduction one-time by highlighting the code and select Delete. You will be asked "Are you sure you want to permanently delete this check line" select Yes. This will only be deleted for this check on this payroll only. **Save all changes.**
- Recalculate Check** - you preview the employees check to verify the changes are correct. Select Recalculate check and the check stub preview will open, review all information is accurate.
- To go back to the pay grid, from the top right corner select the drop down arrow in the Detail box and change to Summary.