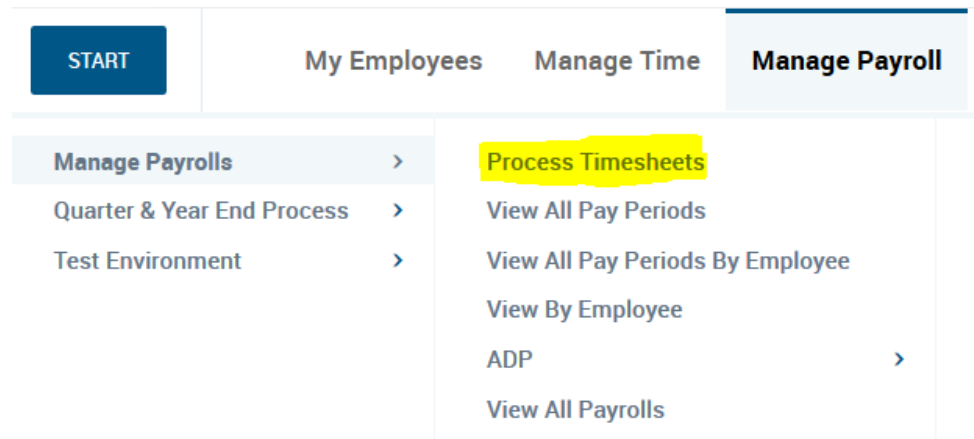
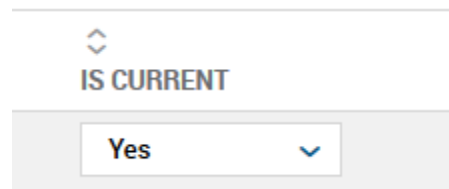

How to Prepare a Termination Check

Once you have entered all hours for the regular payroll into the pay statement (see **Administrators Submitting A Payroll** user guide), go to **Manage Payroll > Manage Payrolls > Process Timesheets**.



Navigate to the current pay period by making sure **Is Current** says **Yes**.



Process only one employee by selecting the **Per Pay Period** by **Employees**.



Find the one employee and select **Run Pay Prep**.



Then navigate into the next open payroll by selecting **Manage Payroll > Manage Payrolls > View All Payrolls**. Select the **dollar sign** for the appropriate payroll.

Go directly to **Sync Time**. (You do not need to initiate the payroll first.)

| SYNC TIME

This will only bring over that one employee's timesheet, because you have only processed that one employee's time.

To edit the employee's pay statement, go to **Add/Edit Pay Statements**.

ADD/EDIT PAY STATEMENTS

Add a line for **Manual Check** and add the net pay amount.

	E/D CODE	E/D NAME	HOURS	BASE RATE	AMOUNT
	starts with	starts with	=	=	=
3	Holiday	Holiday	16.00	\$26.4375	\$423.00
3	Salary	Salary	64.00	\$26.4375	\$1,692.00
7	Vacation	Vacation	16.00	\$26.4375	\$423.00
5	Manual Check	Manual Check	-	-	\$1,733.83
3

Find the manual check amount by selecting **Preview Pay Statement** and entering the **Net Pay** amount.

When you are done, close the pay statement by checking the box, selecting **Utilities**, then **Close Selected Pay Statements**. This will prevent any further modifications.

Utilities ✕

- Delete Selected Pay Statements
- Mass Edit Selected Pay Statements
- Mass Add Earnings/Deductions
- Recalculate Selected Pay Statements
- Close Selected Pay Statements**
- Open Selected Pay Statements
- Reset Automatic Lines