

Calculating and Entering Manual Checks

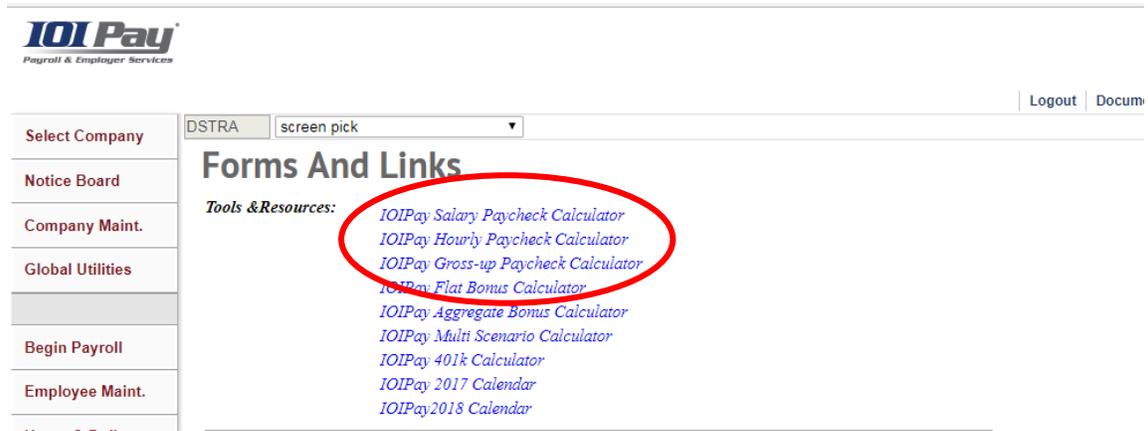
BEFORE YOU START, YOU WILL NEED:

- Employee's Federal and State Tax Filing Status
- Employee's Rate of Pay or Salary Amount Owed
- List of Voluntary Deductions that Employee has deducted per payroll (and whether they are pre-tax or post-tax)
 - Look on prior pay period Payroll Register for deductions

On the Main Menu, scroll to the bottom of the Notice Board and click on "Forms & Links"



Select the appropriate Paycheck Calculator for either Hourly or Salary



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Salary Calculator

General Information

#1 Check Date 03/14/2018

State California ▼

Gross Pay 1000.00

Gross Pay Method Pay Per Period ▼

#2 Gross Pay YTD 0

Pay Frequency Bi-weekly ▼

Exempt from No ▼ Federal No ▼ Fica No ▼ Medicare

Federal Information

Federal Filing Status Single ▼

of Federal Allowances 1

#3 Additional Federal Withholding 0

Round Federal Withholding No ▼

1. Make sure the Tax Year is correct and that California is selected
2. Under **“General Information”**, Fill in the following:
 - a. Gross Pay
 - b. Make sure the pull-down menu says “Pay Per Period”
 - c. Make sure Pay Frequency says “Bi-Weekly”
3. Under **“Federal Information”**, Fill in the following:
 - a. Enter the employee’s Federal Filing Status and # of Federal Allowances
 - b. If the employee has Additional Federal Withholding, enter the amount

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The screenshot displays a payroll calculation software interface. The top section is titled "State Information" and contains several input fields: "Regular allowances" (value: 1), "California SDI" (dropdown: Yes), "Exempt State" (dropdown: No), "Filing Status" (dropdown: Single), "Additional State Withholding" (value: 0), "Additional Allowances" (value: 0), and "Supplemental Type" (dropdown: NONE). A red "#4" is placed to the left of the "Exempt State" field. Below this is the "Locale Information" section, which states "No Locale Information Required". The next section is "Voluntary Deductions", featuring buttons for "\$ 401k", "Hsa", and "Custom". A modal window for "Deduction Name #1" is open, showing "Medical" as the name, "10" as the amount, and "\$ Fixed Amount" as the type. Below the amount field are four "Exempt from" dropdowns for "Fed", "Fica", "State", and "Local", all set to "Yes". A red "#5" is placed to the left of the "Deduction Name #1" field. At the bottom of the form, there is a "Print a report" section with a "Print Report?" dropdown set to "No" and a large blue "Calculate" button.

4. Under **“State Information”**, Fill in the following:
 - a. Enter the employee’s Regular Allowances
 - b. Make sure CA SDI is marked “Yes
 - c. Enter the employee’s State Filing Status
5. If they employee has Voluntary Deductions (i.e. Medical, Pension, etc), fill in the following:
 - a. Use the buttons to select the type of deduction(s) the employee has (Medical benefits would be “custom”)
 - b. Fill in the Name of the Deduction
 - c. In Deduction Amount, enter the dollar amount or the percentage of the deduction
 - d. Use the pull-down menu to select the appropriate option
 - i. % of Gross Pay (403B)
 - ii. % of Net Pay (Garnishment)
 - iii. \$ Fixed Amount (Medical, Child Support, etc)
 - iv. \$ Hourly Rate (Does Not Apply)
 - e. If the deduction is 403B, select **Yes** for “Federal” and State” on Exempt From
 - f. If the deduction is a pre-tax, select **Yes** on all 4 boxes on Exempt From

NOTE: DO NOT ENTER PENSION AS PART OF THIS CALCULATION

6. Click **Calculate**

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Results	
	Calculated at 03/14/2018 15:11:19
Gross Pay	1000.00
Federal	75.24
Fica	61.38
Medicare	14.36
State	11.59
SDI	9.90
Medical	10.00
Net Pay	817.53

Print this Calculation by going to the “File” Menu on your web browser and clicking “Print”

Use the **Net Pay** amount to cut a check to the employee

Next, you’ll need to enter this calculation into IOIPay on your next payroll cycle.

The screenshot displays the IOIPay system interface. On the left sidebar, the 'Employee Maint.' section is expanded, and 'Hours & Dollars' is highlighted with a red circle and labeled '#1'. Below it, 'ADJUSTMENTS' is also expanded, and 'Year-To-Date Adjustments' is highlighted with a red circle and labeled '#2'. The main content area shows the 'Adjustment' tab selected. The 'Adjustment Type' dropdown is set to 'No adjustments for this employee'. A red circle highlights the '#3' button and a blank page icon next to it. The 'Earning Detail Information' table is visible below, with columns for Category, Code, Gross Amount, Hours, Labor Distribution, and G/L Code. There are 'Add New Row', 'Cancel', and 'Save' buttons.

1. Go to HOURS AND DOLLARS
2. Select “Year-To-Date Adjustments”
3. Click the blank page icon

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Earning Detail Information				Labor Distribution	G/L Code
Category	Code	Gross Amount	Hours		
01. Hours	- REGULAR (R)		40		
02. Earnings	- REGULAR (R)	1000			
03.					
04.					
05.					

Adjustment Tab:

Adjustment Type – Make sure it says Standard Adj

Earnings Detail Information

Category –

- Hours (enter corresponding value in Amount or Hours field)
- Earnings (enter Earnings Code in Code field, and value in Amount or Hours field)

Code – This field contains earnings codes and descriptions. Use the down arrow on the right side of the pull down box to see a list of valid earnings for this company.

Amount or Hours – Enter the amount for this line entry adjustment. Enter the number of hours if you selected “Hours” as the Category. Enter the amount of earnings if you selected “Earnings” as the Category.

Click the **Taxes** Tab at the top

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Adjustment
Taxes
Deductions
ACH & Balancing

Adjustment Type	Adjustment Number	Quarter
Standard Adj ▼	Adding a new adjustment ▼	0

Taxes Detail Information

Tax Type	Tax Category	Amount	Taxable Gross	G/L Code
Federal Income Tax		<input type="text" value="75.24"/>	<input type="text"/>	<input type="text"/>
MHI Tax		<input type="text" value="14.36"/>	<input type="text"/>	<input type="text"/>
Social Security Tax		<input type="text" value="61.38"/>	<input type="text"/>	<input type="text"/>
State Income Tax	<input type="text" value="CA"/>	<input type="text" value="11.59"/>	<input type="text"/>	<input type="text"/>
State UC Tax	<input type="text" value="CA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State SUTA Tax	<input type="text" value="CA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County of Residence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
County of Employment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City of Residence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City of Employment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School District Tax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Taxes

Type	State	Code	Amount	Taxable Gross	G/L Code
Disability ▼	CA ▼	- CALIFORNIA SDI EE ▼	<input type="text" value="9.90"/>	<input type="text"/>	<input type="text"/>
▼	▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
▼	▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
▼	▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
▼	▼	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Rows

Taxes Tab:

Enter the amount of each tax for this adjustment. Make sure the amounts you enter correspond to the correct Tax Type!

(HINT: MHI Tax is Medicare Tax)

For CA SDI, use **Additional Taxes**

- Select Disability
- Enter CA for California
- For Code, select "CALIFORNIA SDI EE"
- Enter the SDI in the Amount field

Click the **Deductions** Tab at the top

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Adjustment
Taxes
Deductions
ACH & Balancing

Adjustment Type: Standard Adj ▼ Adjustment Number: Adding a new adjustment ▼ Quarter: 0

Voluntary Deduction Information

Deduction	Amount	Vendor	Labor Distribution	G/L Code
01. 403B - LINCOLN 403B ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
02. 403C - 403B CATCHUP ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
03. CDEP - CIG DEP CARE ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
04. CDPR - CIG DENTAL PPO ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
05. CHPR - CIG MED BRIDGE ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
06. CMED - CIG HEALTH REIM ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
07. CPPR - CIG MEDICAL PPO ▼	<input type="text" value="10.00"/>	Yes ▼	<input type="text"/>	<input type="text"/>
08. HAPO - HARTFORD AD&D ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
09. HLBO - HARTFORD LTD BU ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
10. HPP0 - HRTFORD LIFE SP ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
11. HPTC - HRTFORD LIFE CH ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
12. HPTL - HRTFORD LIFE EE ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
13. PENS - DIOC SD PENSION ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
14. ROTC - ROTH EE CATCHUP ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
15. ROTH - ROTH EMPLOYEE ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
16. SDPR - SAFEGARD DENTAL ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>
17. WDPR - WESTERN DENTAL ▼	<input type="text"/>	Yes ▼	<input type="text"/>	<input type="text"/>

Add New Row

Deductions Tab:

Voluntary Deduction Information – Only deductions currently set up at the employee level are displayed here.

Deduction – Displays the Deduction Code and Short Description of the deduction.

Amount – Enter the amount for any/all deductions for this adjustment. Make sure the amounts you enter correspond to the correct Deduction!

DO NOT ENTER ANYTHING FOR PENSION

NOTE: Make sure all Vendor Fields are marked “Yes”

Click on the **ACH & Balancing** Tab at the top

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Adjustment	Taxes	Deductions	ACH & Balancing		
Adjustment Type	Adjustment Number	Quarter			
Standard Adj ▼	01 - Year-to-date Adjustment ▼	0			
ACH Detail Information					
ACH Description	Amount	G/L Code			
01. Ach - CHECKING ACCOUNT / 111111118	0.00				
Balancing Information					
Total Earnings	Total Taxes	Total Deductions	Total ACH	Net Check Amount	Balance
1000.00	172.47	10.00	0.00	817.53	817.53
Check Number	Employee Taxes	Employer Taxes	Net G/L Code		
0	172.47	0.00			
Cancel	Save				

ACH & Balancing Tab:

Look at the red amount in the **Balance** field.

- If the employee's net pay matches this amount:
 - Enter the amount in the **Net Check Amount** Field
 - Click Save
- If the employee's net pay doesn't match this amount:
 - Use the Previous button to go back to each screen and check your entries.
 - Make necessary corrections until the amount in Red matches the Net Pay Amount
 - Enter the amount in the **Net Check Amount** Field
 - Click Save