

## **Manual Check Entry**

**PROGRAM NAME:** PRMANCHK  
**MENU OPTION TITLE:** Manual Check Entry  
**MAIN MODULE:** PAYROLL  
**HELP KEY ACTIVE:** YES

## **PROGRAM OVERVIEW**

You will use this program to enter in manually generated paychecks for whatever reason. There is no verification of data so be careful to enter correctly.

## **PROGRAM OPERATION**

**Employee ID:** This is a valid employee in the payroll system. The name will automatically display.

**Check Number:**

**Local Code:**

**Date:**

**Reg Hours:**

**Vac Hours:**

**OT Hours:**

**Sick Hours:**

**Other Hours:**

**Gross Amt:**

**Fica Gross (Gross less 401):**

**State:**

**Local:**

**Pension 401:**

**Net Amt:**

**G/L Acct No.:** Enter this information with great care since there is no way to control a manual check entry.