**Entering additional (second) checks**

If you would like an employee to get two separate checks in the same pay period, such as separate checks for a bonus, commission, or overtime, here’s how to enter the additional check.

1. On the Payroll Processing menu, select **Payroll Entry** and **then Individual Time Entry**.

A screenshot of a phone

Description automatically generated

1. Select the employee.
2. On the Individual Time Entry screen, click **Add New** and then select the **Check Type**. The Default Check option will deduct the regular taxes for the employee. Gross Up lets you pay a bonus without having taxes taken out.

A screenshot of a computer

Description automatically generated

In this example, the employee is to get the full amount before taxes, so we select as the **Check Type** the **Gross up** option and isolved will calculate the pay amount to cover the taxes.

A screenshot of a computer

Description automatically generated

Click **Save** and you will return to the **Individual Time Entry** screen where you can enter the hours or dollars to be paid on the second check. In this example, we are paying a bonus of $1500 net and allowing deductions.

A screenshot of a pay bill

Description automatically generated

Click **Preview Check** to review and confirm the check date and to choose which of the employee’s available bank accounts the payment should be deposited to.

A screenshot of a computer

Description automatically generated

A screenshot of a computer

Description automatically generated

If you want this additional check to be processed and paid to the employee with the current payroll, then do ***not*** enter a check number and do ***not*** click **Post as Manual Check**.

Here’s how the check preview will look for this employee’s $1500 bonus (net, with deductions):

A screenshot of a computer

Description automatically generated

These instructions covered the simple case of issuing a second check to an employee on a regularly scheduled payroll.

If you want to issue a check between regular payroll runs (a manual check), ask your Payroll Specialist for instructions.

If you want to suppress or change deductions or taxes (major caution advised when tinkering with taxes), ask your Payroll Specialist for instructions.

**Video**

https://learning.myisolved.com/library/quick-help-videos/entering-an-additional-check.