

# Heartland

---

## **Manual Check Client Guide**

A Manual Check is used when an employer needs to issue an in-house, termination, or off-cycle type check to an employee, or when pay data needs to be recorded without a live check/direct deposit. This guide will provide instructions on entering a manual check, the edit options, payment methods, and scenarios where a Manual Check would be needed.

# Heartland

## Table of Contents

What is a Manual Check?	3
Types of Additional Checks	3
Entering a Manual Check	4
Adding an Additional Check	4
Additional Check Options	5
Individual Time Entry	5
Previewing the Manual Check	6
Options for Posting the Manual Check	6
Post as Manual Details	7
Print and Post Details (optional feature)	7
Print and Post PDF Preview	8
Print and Post: Negotiable Check vs. Check Stub	8
Print and Post: Posting the Manual Check	8
Final Verification: Confirm Entry	9

# Heartland

## What is a Manual Check?

Manual checks are an alternative check type used when a payment to an employee needs to be recorded but not paid via physical check or direct deposit. Heartland will update the Year-to-Date wages for W-2 reporting and collect the associated taxes but will not issue payment to the employee.

Manual Checks can be used to record payments if you need to:

- Pay the employee with an in-house check or cash
- Pay a terminated employee on the spot or quicker than you can process payroll
- Issue a check off-cycle
- Record wages or fringe benefits already received by the employee

Manual checks in the Heartland system can generate a stub, but a payment will not occur.

### Types of Additional Checks

*Additional checks are alternative check types. The ones below are available by default in Heartland accounts. Your Payroll Support Team can also create customized templates upon request.*

**Additional Check:** Most common for inputting hours/dollars for the employee. A gross-to-net pay calculation. Calculates a normal check with all regular deductions and taxes taken.

**Additional Check - Gross Up:** Calculates the Gross Wages needed when a Net Pay amount is entered. The Heartland system will determine the tax liabilities for this calculation.

**Additional Check - No Deductions:** Calculates like the *Additional Check* type only without any recurring deductions being withheld from the employee.

**Do not use these types:** *Adjustment, 3rd Party Sick, or Void Check options. These are for internal use only for specific scenarios.*

# Heartland

## Entering a Manual Check

There are two paths to navigate to the Manual Check section of your account.

*Payroll* → *Time Entry* → *Time Entry Grid* → *ITE Icon*

NAME	ITE	SALARY/RATE	BLOCK	TOTAL HRS	REGULAR (Earn Hrs)	OVERTIME (Earn Hrs)
Assistant, Aaron	ITE	Salary: 2,000.00	<input type="checkbox"/>	1,111.00		
Associate, Alex	ITE	Salary: 1,500.00	<input type="checkbox"/>	0.00		

or *Payroll* → *Time Entry* → *Individual Time Entry* → *Select Employee*

Employee #	First Name	Middle Name	Last Name	Pay Group	SSN	Status	Division	Department
105	Aaron		Assistant	WEEKLY	456-55-6674	Active	1000 - OPERATIONS	301 - EMPLOYEE
101	Alex		Associate	WEEKLY	456-55-6670	Active	1000 - OPERATIONS	301 - EMPLOYEE

## Adding an Additional Check

Locate the employee, select **Add Check**, and choose the check type for the Manual Check.

Check Type	Pay Frequency	Total Hours
Regular Check		0.00

(continued)

# Heartland

## Additional Check Options

- **Check Type:**
  - If unsure which to choose, see the [Types of Additional Checks](#) section above.
  - *Treat like a regular check:* Choose **Additional Check**, calculates with all normal deductions and taxes. Leave all additional fields blank if no overrides are needed.
- **Pay Frequency, Geocode/School District, Reciprocity, Work Location, Pay Group, Force Supplemental Options:** Contact your Payroll Support Team with questions. **Overrides here are uncommon.**
- **Check Stub Message:** Not required, but can notate the reason for the check, such as *Termination/Final Paycheck*.
- **Direct Deposit Options:** If the employee is being paid with an in-house check, or this pay is to be recorded with no direct deposit issued, **block all direct deposit accounts here.**

**Add Check**

Check Type \* Additional Check

Pay Frequency

Override Res Geocode

Override School District

Reciprocity Rule

Override Work Location

Override Pay Group

Force Supplemental

Check Stub Message Termination/Final Check (Max. 75 characters) 23/75

Sequence	Account Type	Routing	Account Number	Amount	Block
Remaining Net	Checking	124001545	###0101		<input checked="" type="checkbox"/>

Save Cancel

## Individual Time Entry

Select **Additional Check** under Check Type. *Example: 10 Regular hours and 5 Overtime hours.*

Check Type	Pay Frequency	Total Hours
Regular Check		0.00
Additional Check		15.00

Details for Check Type - Additional Check Pay Group: Bi-Weekly

Template: Regular [Change Template](#)

[Time Entry Totals](#) [Clear Transaction](#)

[Collapse All](#) Accrual Balances  State/Local Override

Earning	Rates & Scheduled Pay	Block	+/-	Hours	Dollars
Regular	Rate: 29.4200	<input type="checkbox"/>	•	10.00	
Overtime		<input type="checkbox"/>	•	5.00	

Is the Earning or Deduction not visible on the screen? Adjust the template from **REGULAR** to **ALL**, located above the Individual Time Entry grid section of the page.

**Check Type** Pay Frequency

Regular Check

Additional Check

Details for Check Type - Additional Check

Template: Regular [Change Template](#)

# Heartland

## Previewing the Manual Check

Once all payroll has been input, select the **Eye** icon.

Check Type	Pay Frequency	Total Hours	Total Earnings	Options	Actions
Regular Check		0.00	0.00	<a href="#">Change</a>	 
<b>Additional Check</b>		15.00	0.00	<a href="#">Change</a>	 

The preview contains gross wages, deductions, taxes, and net pay. **Expand the down arrow** in the top left next to **Post As Manual Check** to view the editable fields for the Check Date, Period Begin/End Dates, and Check Number. Edit the fields as needed. Select the **X Icon** or **Close Preview** if the payroll data needs adjusted after previewing.

### Check Preview

Post As Manual Check

Check Summary - Additional Check

Check Date	6/27
Gross Pay	455.00
Period End	06/18
Gross Wage	455.00
Period Begin	06/12
Net Pay	410.63
Voucher #	
Check Amt	410.63

Ryder Representative  
654 Berry Boulevard  
ALDA, NE 68810  
Heartland Denim

Employee #	118
SSN	XXX-XX-6688
Division	1000 - OPERATIONS
Department	301 - EMPLOYEE
Fed Mar	Married Filing
Fed Ex	N/A
St Mar	Married One I
St Ex	

Earnings & Memos*				
Title	Current		Year-To-Date	
	Hours	Dollars	Hours	Dollars
Regular	10.00	260.00	890.00	23,140.00
Overtime	5.00	195.00	5.00	195.00

Deductions		
Title	Current Dollars	YTD Dollars

Employee Taxes				
Title	Current		Year-To-Date	
	Dollars	Wages	Dollars	Wages
SOC SEC EE	28.21	455.00	1,446.77	23,335.00
MED FF	6.60	455.00	338.36	23,335.00

[Close Preview](#)

## Options for Posting the Manual Check

Once the check has been verified, it needs to be **posted** as a manual check. Review both options and reference the details on the following pages to determine which option to use.

### Check Preview

Post As Manual Check

Check Date	<input type="text"/>	Use Last Check # on file	<input type="checkbox"/>
Period Begin	<input type="text"/>	Check Number	<input type="text"/>
Period End	<input type="text"/>	Bank Account	PRIMARY (###1102) 

[Post as Manual](#) [Print and Post](#)

Select the **down arrow** in the top left of the preview to see the **Post As Manual Check** options.

# Heartland

**Post As Manual** - [See details below]. Posts the manual check and saves the pay data to be processed on the next scheduled payroll run. A check stub will **not** generate with this option; however, the stub will be available online using the client or employee access under the employee's check history.

**Print and Post** - [See details on next page]. Posts the manual check and saves the pay data to be processed on the next scheduled payroll run. This option generates a PDF copy of the check. Recommended if you need to provide a negotiable check or stub (requires that you have Heartland Check Stock). *Please contact your Payroll Support Team if this option is unavailable.*

---

## Post as Manual Details

- Post as Manual will not include any additional steps and will **not** generate a check stub.
- Available automatically. If the other post option is unavailable, contact your Payroll Support Team and request the *Allow Manual Check* option to be activated.
- If selected, the check will post as a manual and save. Move to the [Final Verification](#) section.

## Print and Post Details (optional feature)

- Prints a negotiable check; you must have Heartland-issued check stock to ensure the check prints correctly, as the specifications for printing cannot be changed.
- You can print a “check stub” on plain paper. It will include routing and account information, as the PDF is intended for printing negotiable checks. We recommend trimming the check portion off of the stub or writing “Void” on the check section if printing on plain paper.
- Print and Post will request a Check Number. If unknown, select **Use Last Check # on file**; the next available number in sequence with printed checks will populate instead.

A screenshot of a user interface showing a toggle switch for "Use Last Check # on file" which is currently turned off. Below it is a text input field for "Check Number" and a dropdown menu for "Bank Account" with "PRIMARY (####1102)" selected.

- *Print and Post will not be available if:* The **Block Direct Deposit** option was not selected when adding the new check type. Select the *Change* button under *Options* to correct this.

A screenshot of a table with two columns: "Options" and "Actions". The "Options" column contains a "Change" link. The "Actions" column contains icons for a plus sign, a minus sign, a refresh icon, and a trash icon. The "Change" link in the "Options" column is highlighted with a red box.

- The account settings can be set to disable this feature. If you wish to have this active, contact your Payroll Support Team and say you'd like to **allow manual check** printing.

# Heartland

## Print and Post PDF Preview

The stub includes employee data, earnings, deductions, and applicable taxes. The lower portion is a live negotiable check. Once you have printed or saved the file, return to the system.

Statement of Earnings For: <b>Helen Heartland</b>				<b>D Squared Dental (DEMO1991)</b>			
Employee #:	Division:	Period Begin:	Check Date:	2614 Swiss Ave			
Check Number:	Department: 99	Period End:		DALLAS, TX 75204			
SSN:	Federal Filing: Head of House	Exemptions: 0	Additional Tax:	580-555-0024			
Company Id:	State Filing: Married One I	Exemptions: 0	Additional Tax:				
<b>Check Number</b>	<b>Check Amount</b>	<b>Gross Pay</b>	<b>Net Pay</b>	<b>Check Message</b>			
\$404.03	\$437.50	\$437.50	\$404.03	Termination/Final Paycheck			
<b>EARNINGS</b> *Not included in Totals				<b>TAXES</b>		<b>DEDUCTIONS</b>	
Description	Rate	Hours	Dollars	Description	Current	Description	Current
Regular	25.0000	10.00	250.00	SOC SEC EE	27.13		
Overtime	37.5000	5.00	187.50	WED EE	6.34		
Salary		0.00	0.00				
<b>Total:</b>	15.00		437.50	<b>Total:</b>	33.47	<b>Total:</b>	0.00
<b>CURRENT PERIOD LEAVE ACCRUAL</b>				<b>DISTRIBUTION OF NET PAY</b>			

  

D Squared Dental (DEMO1991) 2614 Swiss Ave DALLAS, TX 75204 580-555-0024		JPMORGAN CHASE BANK, NA 2ND FLOOR TAMPA, FL 33610	
		CHECK DATE	CHECK NUMBER
<b>PAY:</b> Four Hundred Four and 03/100 Cents *****		<b>PAY THIS AMOUNT</b>	
<b>TO THE ORDER OF:</b>		*****\$404.03	
<b>Helen Heartland</b> 882 Battery Blvd DALLAS, TX 75201		Authorized Signature	
⑈00069420⑈ ⑆11000614⑆ 123456789⑈			

### Print and Post: Negotiable Check vs. Check Stub

**Printing a Negotiable Check:** A new browser tab will open. Print the check as you normally would (on Heartland-issued check stock) when retrieving the Printback file after processing a regular payroll. This will serve as a live check to be provided to the employee.

**Paying with an In-House Check (Check Stub):** A new browser tab will open with a generated copy of the Manual Check. Print it on 8.5 x 11 paper or save a copy of this stub to provide to the employee. There will be routing and account numbers listed; we recommend trimming or writing “void” on the check portion when printing on plain paper for the employee.

### Print and Post: Posting the Manual Check

When you return to the Heartland system, confirm **Printed** or **Not Printed**.

**Printed:** The manual check will save in the system. Once this option is selected, there should now be two check types for this employee.

**Not Printed:** You will be returned to the Individual Time Entry grid to make adjustments. This option will revert the check to an additional check and will process on the next payroll run.

- If **Not Printed** is selected, make the needed corrections and return to the [Options for Posting a Manual Check](#) section.

**Print and Post** ✕

---

Confirm Printed to Post

# Heartland

Return to the Individual Time Entry screen. There will now be a Regular Check and a Manual Check under this employee.

Employee Checks				
<a href="#">Add Check</a> <a href="#">Refresh</a>				
Check Type	Total Hours	Total Earnings	Options	Actions
Regular Check	0.00	0.00	<a href="#">Change</a>	
Manual Check (10/05/202X)	15.00	514.85	<a href="#">Change</a>	

## Final Verification: Confirm Entry

When reviewing the next payroll run, preview the Payroll Register. It will show the employee's different check types. You can review the Regular and Manual Checks in the preview.

Heartland will only collect the tax liabilities that were calculated. It is essential to verify the additional check is labeled as a *Manual Check* since no wages are paid to the employee with this check type.

Heartland, Helen Emp #: 107		882 Battery Blvd DALLAS, TX 75201	Exempts: 0 Exempts: 0	Addl Tax: Addl Tax:	Res State: TX Work State: TX	Hourly Rate: 25.0000 Status: Active			
<b>REGULAR CHECK</b>	Gross Wage: 2,500.00	<b>Net Pay: 2,109.56</b>	Direct Deposit: Savings XXXX2345		2,109.56	<b>Check Amount: 0.00</b>			
Earnings	Rate	Hours	Dollars	Deductions	Current	YTD	Taxes	Wage	Tax
Regular	25.0000	64.00	1,600.00				SOC SEC EE	2,500.00	155.00
Overtime		0.00	0.00				MED EE	2,500.00	36.25
Salary		0.00	0.00				FEDERAL WH	2,500.00	199.19
Holiday	25.0000	8.00	200.00						
Sick	25.0000	8.00	200.00						
Commission1	25.0000	0.00	500.00						
<b>Totals:</b>		80.00	2,500.00	<b>Totals:</b>	0.00	0.00	<b>Totals:</b>		390.44
<b>MANUAL CHECK</b>	Gross Wage: 437.50	<b>Net Pay: 404.03</b>	Direct Deposit: - None -					<b>Check Amount: 404.03</b>	
Earnings	Rate	Hours	Dollars	Deductions	Current	YTD	Taxes	Wage	Tax
Regular	25.0000	10.00	250.00				SOC SEC EE	437.50	27.13
Overtime	37.5000	5.00	187.50				MED EE	437.50	6.34
Salary		0.00	0.00				FEDERAL WH	437.50	0.00
<b>Totals:</b>		15.00	437.50	<b>Totals:</b>	0.00	0.00	<b>Totals:</b>		33.47