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.

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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.*

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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

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

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

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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**.

Individual Time Entry

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

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.

Previewing the Manual Check

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

Employee Checks					
Add Check	Refresh				
Check Type	**Pay Frequency**	**Total Hours**	**Total Earnings**	**Options**	**Actions**
Regular Check		0.00	0.00	Change	👁 ⊗
Additional Check		15.00	0.00	Change	👁 🗑

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			Employee #	118
Gross Pay	455.00	Ryder Representative		SSN	XXX-XX-6688
Period End	06/18	654 Berry Boulevard		Division	1000 - OPERATIONS
Gross Wage	455.00	ALDA, NE 68810		Department	301 - EMPLOYEE
Period Begin	06/12	Heartland Denim		Fed Mar	Married Filin
Net Pay	410.63			Fed Ex	N/A
Voucher #				St Mar	Married One I
Check Amt	410.63			St Ex	

Earnings & Memos*					
	Current		Year-To-Date		
Title	**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				
	Current		Year-To-Date	
Title	**Dollars**	**Wages**	**Dollars**	**Wages**
SOC SEC EE	28.21	455.00	1,446.77	23,335.00
MED EE	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	📅	Use Last Check # on file ⚪ No
Period Begin	📅	Check Number
Period End	📅	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.

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 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.

Use Last Check # on file	◯ No
Check Number	
Bank Account	PRIMARY (####1102) ⌄

- *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.

Options	Actions	
Change	👁	❌
Change	👁	🗑

- 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.

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.

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.*

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

Employee Checks				
Add Check **Refresh**				
Check Type	**Total Hours**	**Total Earnings**	**Options**	**Actions**
Regular Check	0.00	0.00	Change	👁 ❌
Manual Check (10/05/202X)	15.00	514.85	Change	👁 🗑

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	XXX-XX-6676	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	
REGULAR CHECK		Gross Wage: 2,500.00		**Net Pay: 2,109.56**	Direct Deposit: Savings XXXXX2345 2,109.56			**Check Amount: 0.00**	
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						
	Totals:	80.00	2,500.00	**Totals:**	0.00	0.00	**Totals:**		390.44
MANUAL CHECK		Gross Wage: 437.50		**Net Pay: 404.03**	Direct Deposit: - None -			**Check Amount: 404.03**	
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
	Totals:	15.00	437.50	**Totals:**	0.00	0.00	**Totals:**		33.47