

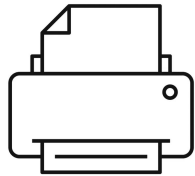


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Client Printback Guide

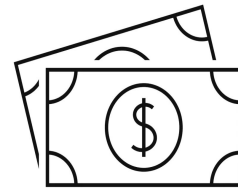
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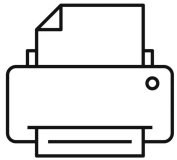
Pricing



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Printing Checks

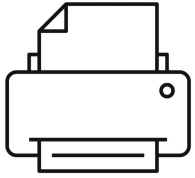


Printing Checks

1. Login to account
2. Go to Reports → Check Print Back
3. Select the appropriate run number (if multiples show) → Select the Printer icon → Print

The screenshot shows a software interface for printing checks. On the left is a dark sidebar with navigation options: Dashboard, Client, Employees, Payroll, Reports, ACH Fix File History, Archived Reports, **Check Print Back** (highlighted with a red box), Custom Reports, and On Demand Reports. The main content area is titled 'Check Print Back' and shows a 'Pay Group: Weekly' section. Below this is a table with the following data:

Check Date	Run Date	Run Number	Pages	Status	Actions
07/07/2023	07/05/2023	163	2	GENERATED	



Printing Checks

Print button is only enabled one time per file for security; please ensure you're ready before selecting.

Need print file reset? If you closed the file before successfully printing, please contact your Payroll Support Team.

Check Print Back

Pay Group: Weekly

Check Date	Run Date	Run Number	Pages	Status	Actions
07/07	07/05	163	2	GENERATED	

Dashboard

Client

Employees

Payroll

Reports

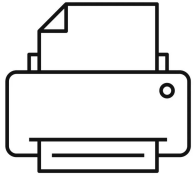
ACH Fix File History

Archived Reports

Check Print Back

Custom Reports

On Demand Reports



Printing Checks

A new window will appear after selecting the printer icon. Select **Print** to continue.

The screenshot shows a software interface with a dark sidebar on the left and a main content area. The sidebar contains navigation options: Dashboard, Client, Employees, Payroll, and Reports. Under Reports, there are sub-options: ACH Fix File History, Archived Reports, Check Print Back (highlighted), Custom Reports, and On Demand Reports. The main content area shows a 'Check Print Back' section with a 'Pay Group: Weekly' dropdown. Below this is a table with columns: Check Date, Run Date, Run Number, Pages, and Status. A single row of data is visible: 07/07, 07/05, 163, 2, and GENERATED. A white dialog box titled 'Print Checks' is overlaid on the table. It displays the following information: Run number: 163, Run Date: 7/05, Check Date: 7/07, and Pages: 2. A warning message states: 'WARNING: Checks can only be printed once and will be considered printed once the "Print" button is clicked.' At the bottom of the dialog are two buttons: 'Print' and 'Cancel'.

Check Date	Run Date	Run Number	Pages	Status
07/07,	07/05		2	GENERATED

Print Checks [X]

Run number: **163**

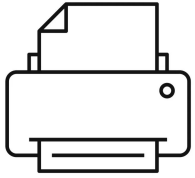
Run Date: **7/05**

Check Date: **7/07**

Pages: **2**

WARNING: Checks can only be printed once and will be considered printed once the "Print" button is clicked.

Print **Cancel**



Printing Checks - Adobe

1. A pop up Print window will appear

2. Under Page Sizing & Handling → Actual size

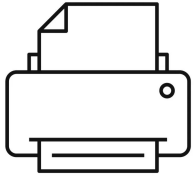
3. Select Print

Salary	0.00	0.00	1,000.00	56,988.00	FEDERAL WH	5.38	9,832.51	Dental Pre Tax	0.00	174.72
Vacation	0.00	0.00	40.00	2,279.52	GEORGIA WH	1.97	3,370.59	401(K)	12.50	3,825.98
MISA-ER Married	0.00	0.00	0.00	865.35						

Document: 8.5 x 11.0in
8.5 x 11 Inches

PAY: Two Hundred Eleven and 02/100 Cents *****
TO THE ORDER OF:
2 1 300
Sally Garcia
569 South Addison
Atlanta, GA 31106

PAY THIS AMOUNT
*****\$211.02



Printing Checks

We recommend you **save a copy** of the Checks file to your computer in case of reprinting. If you do not save the file and need to reprint, contact your Payroll Support Team to **reset your file**.

Once the Print button has been selected and the Print Checks window is closed, the file will disappear from your Check Print Back screen.

The screenshot displays the 'Check Print Back' interface. On the left is a dark sidebar with navigation options: Dashboard, Client, Employees, Payroll, and Reports. Under Reports, there are links for ACH Fix File History, Archived Reports, Check Print Back (highlighted), Custom Reports, and On Demand Reports. The main content area shows a table with the following data:

Check Date	Run Date	Run Number	Pages	Status	Actions
07/07/2023	07/05/2023	163	2	GENERATED	

A 'Print Checks' modal window is open in the foreground, displaying the following information:

- Run number: 163
- Run Date: 7/05
- Check Date: 7/07
- Pages: 2

A message in the modal states: "The checks for this payroll have been flagged as printed. Please contact your customer service representative to reset the checks." At the bottom of the modal are two buttons: 'Print' and 'Cancel'.



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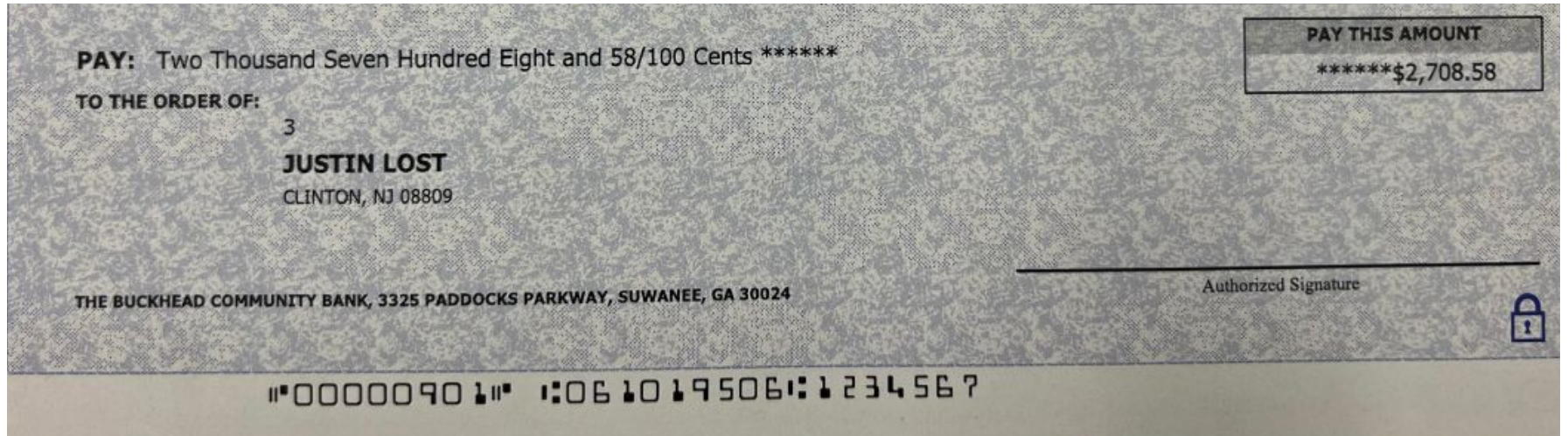
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Printing Troubleshooting



Check troubleshooting | Properly printed check

1. Banking & routing information (commonly referred to as the MICR line) are fully printed in the bottom most white section
2. MICR line is completely legible, which is necessary for banks to fully process



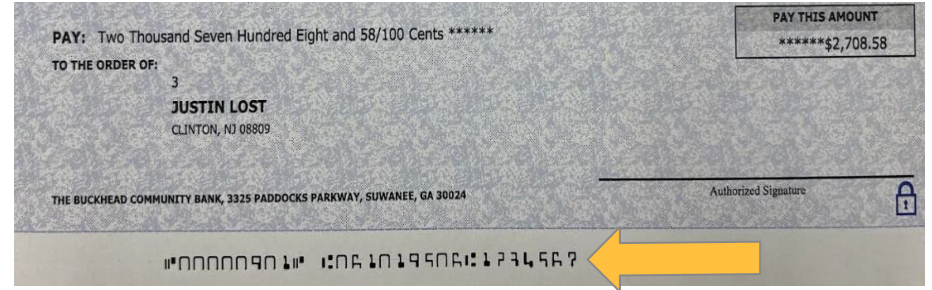


Check troubleshooting | Improperly printed checks

1. Left image: MICR line is too high and in the blue section

2. Right image: MICR line is too low and cut off

Banks may not accept checks that have the banking information printed like the images below.





Adobe | Installation

If Adobe is installed, plugin may need to be enabled in the browser (see next page)

1. If Adobe is not installed (or if unsure) it must be downloaded

2. A link is available on the Client Dashboard under Links on the bottom right

3. Select Access Payroll Related External Sites → Adobe Reader → download

The screenshot displays the Client Dashboard for a Ryder Representative. A modal window titled "Access Payroll External Sites" is open, listing several external links. The "Adobe Reader" link is highlighted with a red box. In the background, the "Links" section at the bottom right also has a red box around the "Access Payroll Related External Sites" link.

Access Payroll External Sites

- ▶ IRS.gov
- ▶ SafeGuard - Employee Screening
- ▶ Elaws Employment Laws Assistance
- ▶ E-Verify
- ▶ **Adobe Reader**
- ▶ Time Clock Login
- ▶ Federal and State Labor Posters
- ▶ Test Tango

Links

The following Link will help you to:

- [Order Check Stock/Envelopes](#)
- ▶ View Payroll Related Forms
- ▶ **Access Payroll Related External Sites**



Adobe | Google Chrome

1. Type **about:plugins** into the address bar and hit enter

2. Select **Always allowed** for Adobe Reader

3. Disable the Chrome PDF Viewer

Chrome PDF Viewer (Disabled)

[Enable](#)

3

Always allowed

Adobe Reader - Version: 11.0.05.3

Adobe PDF Plug-In For Firefox and Netscape 11.0.05

[Disable](#)

2

Always allowed



Adobe | Firefox

1. Go to Preferences → Applications

2. Locate Portable Document Format (PDF)

3. In the drop down, select Adobe Acrobat Reader DC

The screenshot shows the 'Applications' window in Firefox. The 'Content Type' column lists various file types, and the 'Action' column shows the default application for each. The 'Portable Document Format (PDF)' row is highlighted in red, and its dropdown menu is open, showing the following options:

Content Type	Action
Adobe Form Client Data File	Use Adobe Acrobat NPAPI Plug-in, Version 20.013.20074 (...)
irc	Always ask
ircs	Always ask
mailto	Use Mail (default)
Podcast	Preview in Firefox
Portable Document Format (PDF)	Preview in Firefox (dropdown menu open)
Video Podcast	Always ask
Web Feed	Save File
webcal	Use Adobe Acrobat Reader DC (default)
	Use Adobe Acrobat NPAPI Plug-in, Version 20.013.20...
	Use other...



Printer Hardware | Realignment Ink Cartridges

1. Open main menu on the printer

2. Go to Settings → Print → Settings → Print Toolbox

3. Select Align the Print Cartridges and follow the on screen instructions

- An alignment page will print
- The cartridges will realign
- Printer will then recalibrate





Printer Hardware | Adjusting the Print Axis

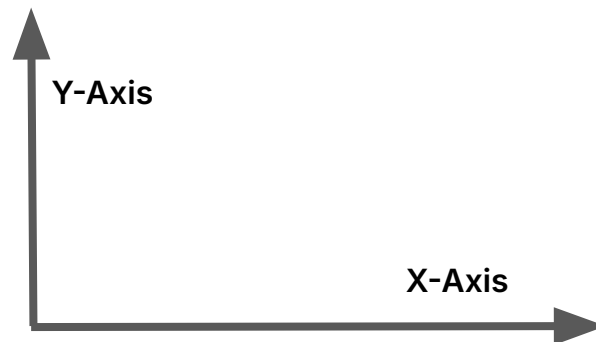
1. Open main menu on the printer

- Not an available option for all printers

2. Go to Settings → System Setup → Print Quality → Adjust Alignment → Print Test Page

3. An alignment page will print

- Follow instructions on printout
- Adjust Y-Axis up and down as needed
- May require additional troubleshooting / trial & error

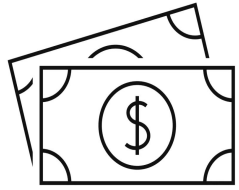




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Printing Supply Pricing



Printing Supply Pricing

Stock Pricing

- | | | |
|-------------|---------|---------|
| • Checks | \$10.00 | Qty 100 |
| • Checks | \$40.00 | Qty 500 |
| • Envelopes | \$25.00 | Qty 500 |

Shipping Cost

- | | | |
|------------------|---------|----------------------|
| • Fedex Ground | \$16.00 | Delivery in 2-5 days |
| • Fedex Standard | \$26.00 | Next Day by 4 PM |
| • Fedex Priority | \$32.00 | Next Day by 11 AM |

**Stock Pricing subject to change; pricing effective as of date - 07/17/2023*

***Shipping cost subject to change based on supply quantity*