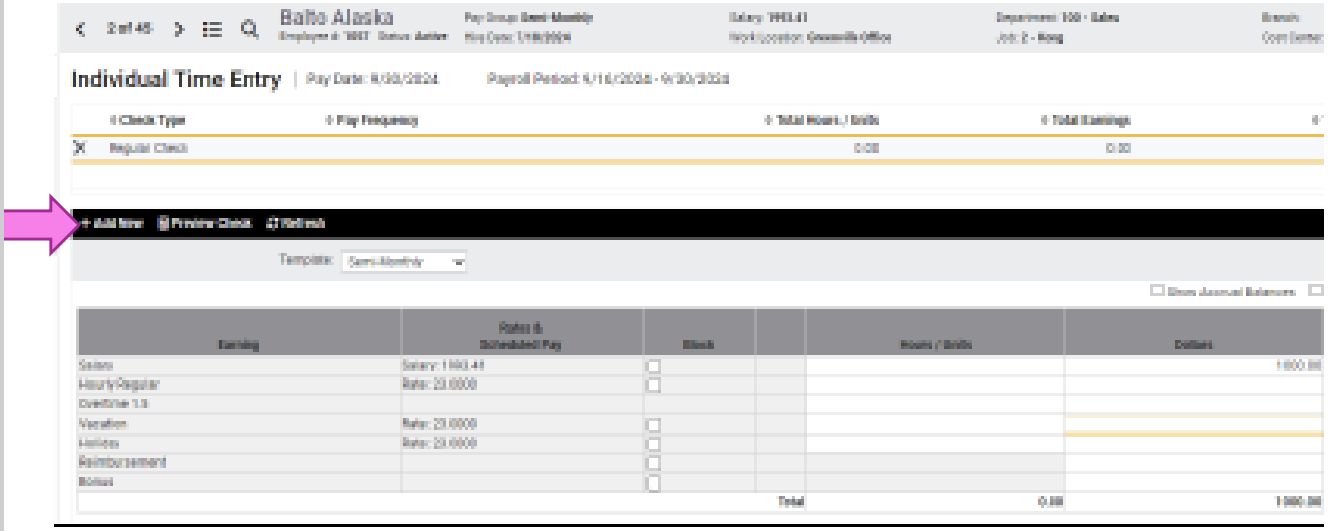
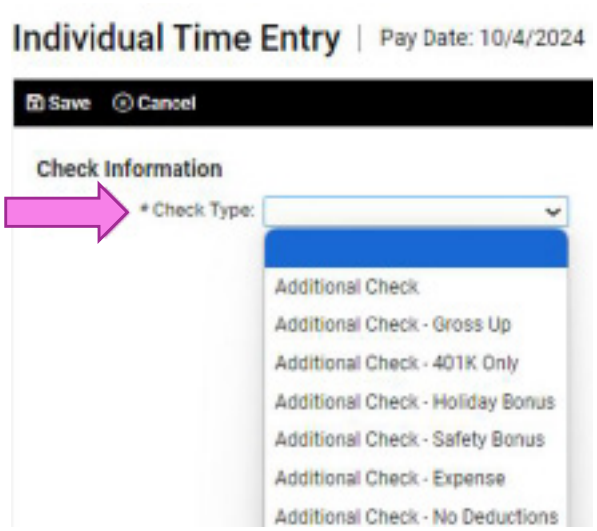
ADMIN GUIDE

# Checks - Additional Check

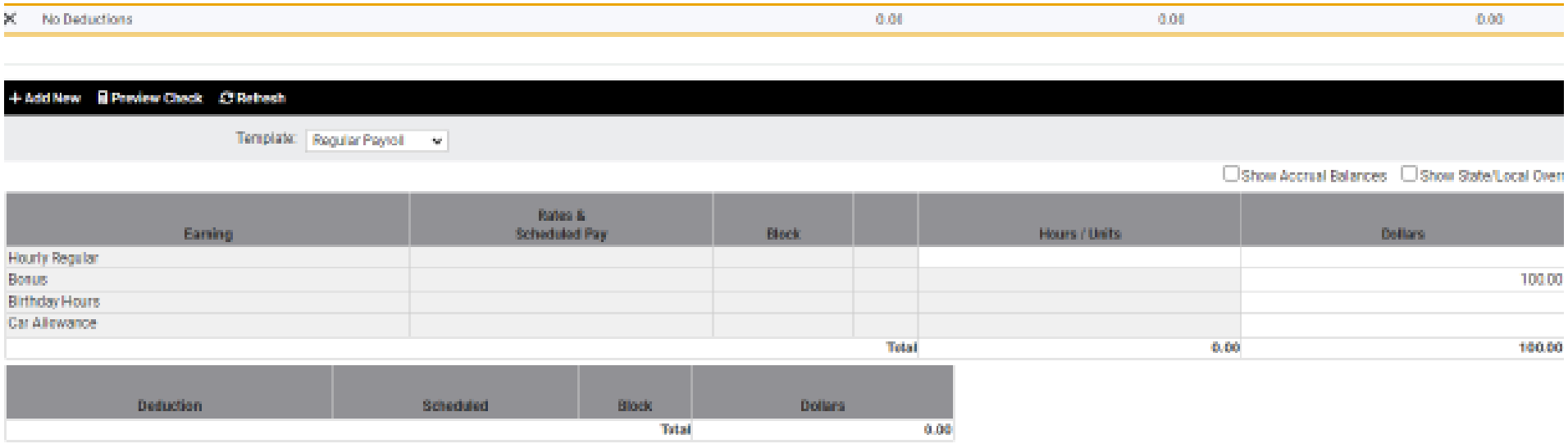
Login: Computer

Go to Payroll Processing » Payroll Entry » **Individual Time Entry**.
Click Add New.
Choose an Additional Check Type (401K Only, No Deductions, etc.).
Click Save.



Add the dollars and/or hours on the Additional Check.



# Payfluence

Service Beyond Expectation

Scan for helpful **how-to videos** about payroll: