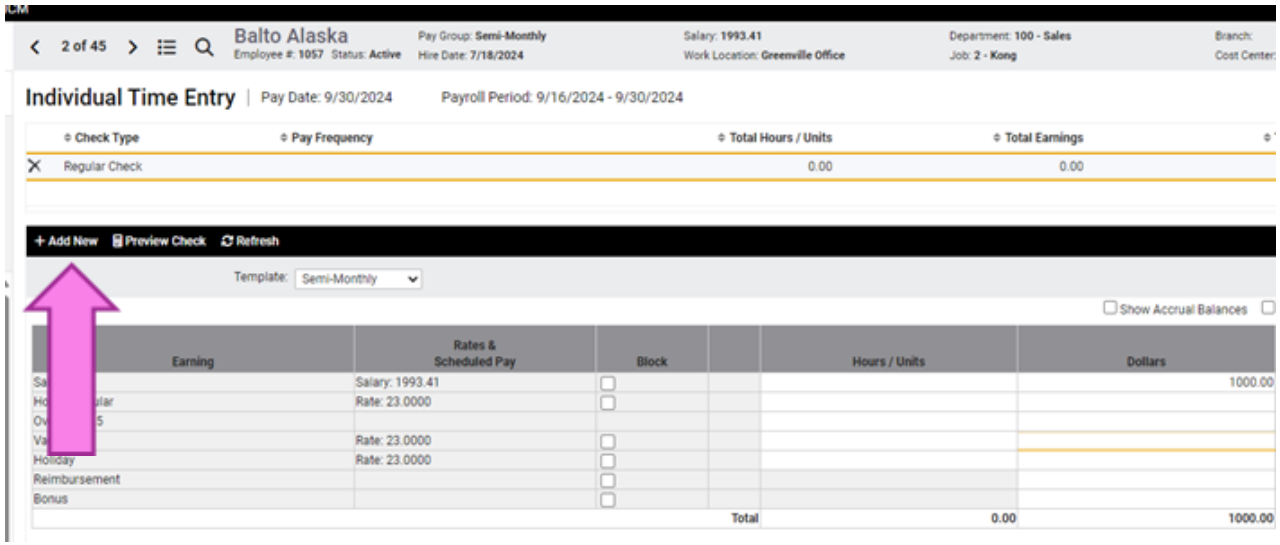
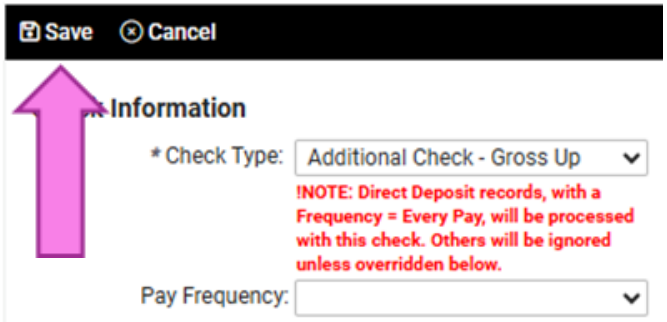
ADMIN GUIDE

Checks - Gross Up Check

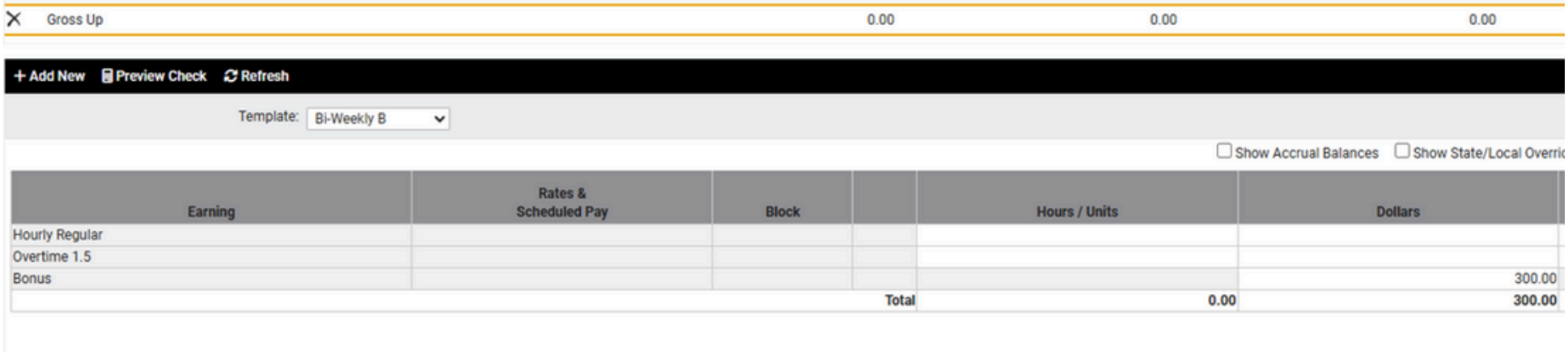
Login: Computer

Go to Payroll Processing » Payroll Entry » Individual Time Entry. Click Add New. Choose Additional Check – Gross Up. Click Save.





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



Payfluence

Service Beyond Expectation

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