

Paying an Employee Manually Via Direct Deposit

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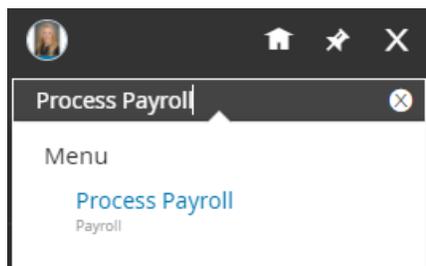
These instructions guide a Manager or Administrator, in using the Wurk payroll process to manually issue a payment outside of regular payroll to an employee using their direct deposit settings. This is known as supplemental payroll and is different than writing a physical, manual check.

If you are **terminating an employee**, be sure to issue this payment at least 3 days before the termination. Otherwise, you will incur Wurk fees and tax penalties.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

1. From the main (hamburger) menu, enter “Process Payroll” in the Search field and then click on Process Payroll in the search results to go to a list of the payrolls you have access to in Wurk.



2. From the list of payrolls you can see, check that your filters show All Payrolls and scroll to find the next open one. You can use the **Date** and **Status** columns to find the next open payroll you can use to generate a manual check. Then click the View/Edit Employee Statements  icon next to it. This will enable you to work with the payroll to add the employee’s pay statement for processing.

					Payroll Name	# Batches	Payroll Type	Is Billable	↓ Pay Date	Payroll Status	La	
					starts with	=	=	All	=	=	start	
<input type="checkbox"/>						Test User Defined 02/25/2022	1	Regular	Y	02/25/2022	Open	
<input type="checkbox"/>						CannWurk Corp Bi-Weekly 02/25/2022	1	Regular	Y	02/25/2022	Open	
<input type="checkbox"/>						Bi-Weekly 02/25/2022	1	Regular	Y	02/25/2022	Open	
<input type="checkbox"/>						Test User Defined 02/11/2022	1	Regular	Y	02/11/2022	Open	
<input type="checkbox"/>						CannWurk Corp Bi-Weekly 02/11/2022	1	Regular	Y	02/11/2022	Open	
<input type="checkbox"/>						Bi-Weekly 02/11/2022	1	Regular	Y	02/11/2022	Open	
<input type="checkbox"/>						Test User Defined 01/28/2022	1	Regular	Y	01/28/2022	Open	
<input type="checkbox"/>						CannWurk Corp Bi-Weekly 01/28/2022	1	Regular	Y	01/28/2022	Open	
<input type="checkbox"/>						Bi-Weekly 01/28/2022	1	Regular	Y	01/28/2022	Open	
<input type="checkbox"/>						Test User Defined 01/14/2022	1	Regular	Y	01/14/2022	Open	

3. From the list view, click **NEW PAY STATEMENT** to begin creating the *manual check record* (for recording the payment that will process with your next payroll). You will not, however, generate an *actual* payment to the employee.

4. In the popup that presents, find the employee by name and set the Pay Statement Type to Supplemental.

New Employee Pay Statement

Add For Single Employee

Employee

Pay Statement Type Supplemental

Cancel

OK

5. The next screen lets you manually add earnings and edit the pay statement for the employee. Add a row each for each of the Earnings you'd like to issue a manual payment for (this is where you enter in the amount or hours due to the employee.); then verify and edit any associated scheduled deductions (you can change deductions amounts to zero if they should not be deducted on this pay) and then click **SAVE**.

Field Name	Description
E/D code	<p>This is the type of pay.</p> <ul style="list-style-type: none"> • REG= Regular Pay (most common, used for hourly or salary) • OT= Overtime Pay • BNS= Bonus Pay • Holiday= Holiday Pay • REIM= Reimbursement pay
Hours	Hours due to the employee. If you enter hours, do not enter an Amount.
Amount	Money the employee is due. If you enter an amount, do not enter hours.

6. Manually add scheduled earnings and deductions to the pay statement. Select **Add Scheduled Earnings/Deductions** (from the **UTILITIES** menu).

Utilities X

-  Reset Automatic Lines
-  Options
-  Tax Overrides
-  Tax Overrides (Advanced)
-  Add Scheduled Earnings/Deductions
-  Payroll Alerts
-  Preview
-  Labor Allocation
-  General Ledger
-  Close Pay Statement
-  Employee Information

Scheduled earning deductions do not automatically pull through on manual pay statements. You have to check the necessary boxes under Scheduled Earnings and Scheduled Deductions.

SCHEDULED EARNINGS

Salary

Custom Taxable Fringe - NOT TAX ADJUSTABLE

Reimbursement

SCHEDULED DEDUCTIONS

Health

LTD

401k

Advance

7. **Apply Changes** to return to the Edit Pay Statement page.

Close

Apply Changes

8. Then **SAVE** your entries. This validates them and checks your errors and updates the screen to show calculated taxes, etc. The example below shows some typical rows added to a pay statement.

Preview File x

Type: Manual Check #: Auto Department: Cannalife Corporate/West Hollywood Warehouse/Trimmer - 280E Check 1 of 1
 Category: Manual Check Date: 01/14/2022 Tax Location: Colorado/Aurora Open
 Employee Classification: Colorado/Hourly Part Time Global Sec #1772
 Jobs (HR): Trimmer View Payroll Alerts

Rows On Page: 50 7 Rows Refresh Data Full Screen Edit Pay Statem... Settings Select Columns Export

	Row Id	E/D Code	E/D Name	Hours	Base Rate	Amount
<input type="checkbox"/>	9251977068	OT	Overtime	4.00	4.00	-
<input type="checkbox"/>	9251977067	REG	Regular	78.00	78.00	-
<input type="checkbox"/>	9251977070	Dental	Dental	-	-	\$35.00
<input type="checkbox"/>	9251977069	Health	Health	-	-	\$150.00

You can click **Preview** to see the pay statement as it will appear when finalized, and validate that the pay statement is correct. Then close the Preview and use the Back button to return to the Add/Edit Pay Statements view.

9. Pull in any hours from the employee's timesheet.

Click the **Quick Links**  icon next to the employee's name and select **Current Timesheet** from the button.

Employee Quick Links

 **Admin Hodges (D&D)**
Employee ID: 1003

Account Audit Trail	All Timesheets
Current Pay Statement	Current Timesheet
Edit Schedule	Pay Statement History
Pay Statement Records History	View Benefits Statement
View Organization Chart	

10. Then navigate to the **Summary by Day** tab, which shows all the earnings that need to be paid out.

 Admin Hodges (1003)  |  January 09, 2022 - January 22, 2022 

Time Entry Exceptions Calc Detail Summary By Day

11. Copy these into the pay statement as a new row. Make sure the E/D Code and E/D name match the type of hours from the timesheet.

12. Then update the employee's Direct Deposit settings so they are paid on the next payday. Click on the employee's name to go to their Employee Information, then choose the Employee Payroll tab, scroll to the Direct Deposit section, and update the **ACTIVE TO** field to your next upcoming payday, and **SAVE**.

13. When all your entries are complete, click *SAVE*. When you run this special payroll, the direct deposit will take effect and fund in the employee's designated direct deposit account on payday.
