Pay cheque with information populated only by time card.

First pay cheque screenshot

☐ Use Direct Deposit   CLASS SHOP:MACH ▼

Earnings

ITEM NAME	RATE	HOURS	CUSTOMER:JOB	SERVICE ITEM
Hourly SHOP	30.00	80.00		
Bank Hrs Accrued SHOP	30.00	15.00		Bank SHOP
OT Bank Differential - SHOP	30.00	7.50		Bank SHOP

TOTAL HOURS: 102.50

ADV. PAY BAL. ($) 0.00
BANK AVAIL. (HR) 0.00
VACATION AVAIL. ($) 727.78
BANK ACC. (HR)
VAC. ACCRUED ($) 177.40
☐ Do not accrue

Other Payroll Items

ITEM NAME	RATE	QUANTITY
Coverall Rental	-8.08	
▼		

Company Summary

ITEM NAME	AMOUNT	YTD
WCB ER Contributions - S...	37.82	155.16
CPP - Company	149.96	609.02
EI - Company	58.84	241.37
VacPay-Accrued	177.40	727.78

Employee Summary

ITEM NAME	AMOUNT	YTD
Hourly SHOP	2,400.00	10,560.00
Bank Hrs Accrued SHOP	450.00	450.00
OT Bank Differential - SHOP	225.00	225.00
Coverall Rental	-8.08	-111.26
CPP - Employee	-149.96	-609.02
EI - Employee	-49.82	-204.37
Federal Income Tax	-702.22	-2,662.47

Cheque Amount: 2,164.92

OK   Cancel   Help   ☐ Enter net/Calculate gross

Pay cheque with adjustment made to create positive bank hrs balance.

Second pay cheque screenshot

☐ Use Direct Deposit   CLASS SHOP:MACH ▼

Earnings

ITEM NAME	RATE	HOURS	CUSTOMER:JOB	SERVICE ITEM
Hourly SHOP	30.00	80.00		
Bank Hrs Accrued SHOP	30.00	15.00		Bank SHOP
OT Bank Differential - SHOP	30.00	7.50		Bank SHOP
Bank Hourly Rate	30.00	-22.50		Bank SHOP

TOTAL HOURS: 80.00

ADV. PAY BAL. ($) 0.00
BANK AVAIL. (HR) 22.50
VACATION AVAIL. ($) 688.84
BANK ACC. (HR)
VAC. ACCRUED ($) 138.46
☐ Do not accrue

Other Payroll Items

ITEM NAME	RATE	QUANTITY
Coverall Rental	-8.08	
▼		

Company Summary

ITEM NAME	AMOUNT	YTD
WCB ER Contributions - S...	29.52	146.86
CPP - Company	115.53	574.59
EI - Company	45.92	228.45
VacPay-Accrued	138.46	688.84

Employee Summary

ITEM NAME	AMOUNT	YTD
Hourly SHOP	2,400.00	10,560.00
Bank Hrs Accrued SHOP	450.00	450.00
OT Bank Differential - SHOP	225.00	225.00
Bank Hourly Rate	-675.00	-675.00
Coverall Rental	-8.08	-111.26
CPP - Employee	-115.53	-574.59
EI - Employee	-38.88	-193.43
Federal Income Tax	-479.47	-2,439.72

Cheque Amount: 1,758.04

OK   Cancel   Help   ☐ Enter net/Calculate gross

Accrued Hrs up until the last pay period end can be found in the employee's payroll record under *Payroll Info - Accrual Hrs.*

Only the Hours available are valid in this view, because of the way it is being done. If you want to track everything manually, you can manually enter the bank hours into this record every pay period - that is the cumbersome method I spoke about earlier.

HOURS dialog

Title   Bank   Hours   OK

Hours available as of 04/06/2019   22.50   Cancel

Hours used in 2019   -22.50   Help

Accrual period
Enter manually ▼

Maximum number of hours
☐ Reset hours each new year?