

Enterprise - Flexible Payment Methods

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Overview

With the Flexible Payment Method functionality, the payroll clerk can temporarily overwrite the employee's default payment method for each check in a given payroll run.

Note This functionality is **not** enabled by default. Therefore, if you would like access to this functionality, please contact your TempWorks Account Manager.

Note The temporary overwrite of the payment method is reflected on the employee's check and keeps the default payment method in the employee's electronic pay setup.

This article covers the following:

1. [Security Permissions](#)
2. [Utilizing Flexible Payment Methods](#)

Security Permissions

The permission of "Can Select Flexible Payment Method" has been created for this functionality and has been added to the default "Payroll Administrator" Security Role.

Note If you require this permission to be added to other Security Roles, please contact [TempWorks Support](#).

Utilizing Flexible Payment Methods

Once users have the appropriate permission, the Flexible Payment Method functionality is able to be accessed via the "Payroll - View Checks" window when [processing payroll](#).

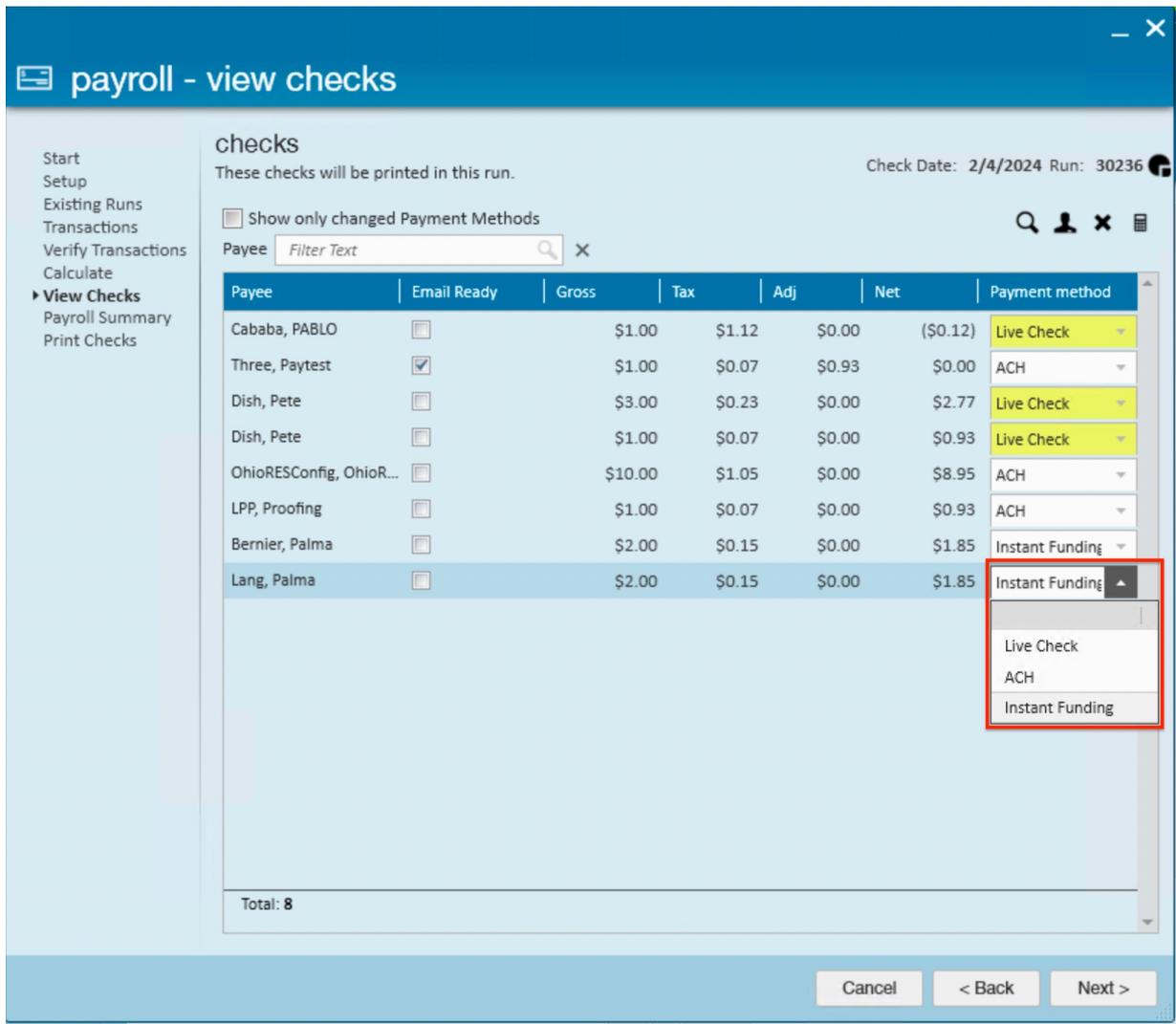
Within the "Payroll - View Checks" window, you will need to right-click on the blue header and select "Payment Method" from the list for the column to appear:

The screenshot shows the 'payroll - view checks' window. On the left is a navigation menu with 'View Checks' highlighted. The main area displays a table of checks with columns for Payee, Email Ready, Gross, Tax, Adj, Net, and Payment method. A context menu is open over the 'Payment method' column header, listing options: Payee, Email Ready, Gross, Tax, Adj, Net, and Payment method. The 'Payment method' option is selected and highlighted. The table data is as follows:

Payee	Email Ready	Gross	Tax	Adj	Net	Payment method
Cababa, PABLO	<input type="checkbox"/>				\$0.00 (\$0.12)	Live Check
Three, Paytest	<input checked="" type="checkbox"/>				\$0.93 \$0.00	ACH
Dish, Pete	<input type="checkbox"/>				\$0.00 \$2.77	Live Check
Dish, Pete	<input type="checkbox"/>				\$0.00 \$0.93	Live Check
OhioRESConfig, OhioR...	<input type="checkbox"/>				\$0.00 \$8.95	ACH
LPP, Proofing	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	ACH
Bernier, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding
Lang, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding

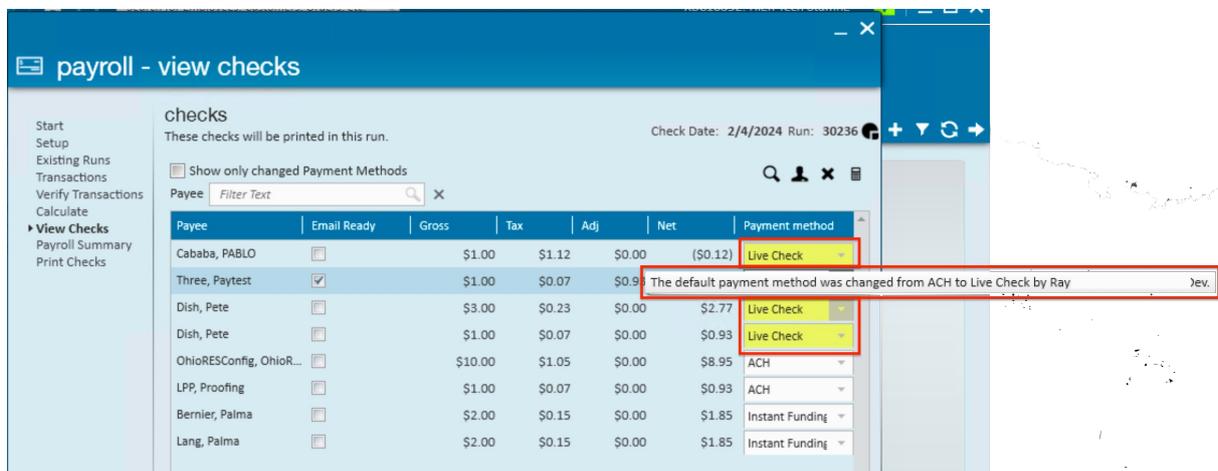
Total: 8

The Payment method field has the default employee payment method selected and all available payment methods for this employee are listed in the dropdown:



Note Live check is always available as an option.

Every check that has changed the Default Payment Method has a yellow background and a tooltip describing the change:



Note By selecting the "Show only changed Payment Methods" checkbox, the list of checks will filter to only show those with updated Payment Methods (indicated by the yellow background):

The screenshot shows the 'payroll - view checks' window. On the left is a navigation menu with options like 'Start', 'Setup', 'Existing Runs', 'Transactions', 'Verify Transactions', 'Calculate', and 'View Checks'. The main area is titled 'checks' and includes the text 'These checks will be printed in this run.' and 'Check Date: 2/4/2024 Run: 30236'. A checkbox labeled 'Show only changed Payment Methods' is checked and highlighted with a red box. Below it is a search bar for 'Payee' with the placeholder 'Filter Text'. A table of checks is displayed with columns: Payee, Email Ready, Gross, Tax, Adj, Net, and Payment method. The 'Payment method' column has yellow highlights for 'Instant Funding', 'Live Check', 'Live Check', and 'ACH'. The rows are: Cababa, PABLO; Three, Paytest; Dish, Pete; and Dish, Pete.

Payee	Email Ready	Gross	Tax	Adj	Net	Payment method
Cababa, PABLO	<input type="checkbox"/>	\$1.00	\$1.12	\$0.00	(\$0.12)	Instant Funding
Three, Paytest	<input checked="" type="checkbox"/>	\$1.00	\$0.07	\$0.93	\$0.00	Live Check
Dish, Pete	<input type="checkbox"/>	\$3.00	\$0.23	\$0.00	\$2.77	Live Check
Dish, Pete	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	ACH

Utilizing the "Payee" filter will filter to only show employees that match the criteria entered:

The screenshot shows the 'payroll - view checks' window. The 'Show only changed Payment Methods' checkbox is now unchecked. The 'Payee' search bar contains the text 'Pa'. The table of checks is filtered to show only those with 'Pa' in the payee name. The rows are: Cababa, PABLO; Three, Paytest; Bernier, Palma; and Lang, Palma. The 'Payment method' column has yellow highlights for 'Instant Funding', 'Live Check', and 'Instant Funding'.

Payee	Email Ready	Gross	Tax	Adj	Net	Payment method
Cababa, PABLO	<input type="checkbox"/>	\$1.00	\$1.12	\$0.00	(\$0.12)	Instant Funding
Three, Paytest	<input checked="" type="checkbox"/>	\$1.00	\$0.07	\$0.93	\$0.00	Live Check
Bernier, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding
Lang, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding

Utilizing both the "Show only changed Payment Methods" and "Payee" options will filter the results accordingly:

The screenshot shows the 'payroll - view checks' window. Both the 'Show only changed Payment Methods' checkbox and the 'Payee' search bar (containing 'Pa') are highlighted with red boxes. The table of checks is filtered to show only those with 'Pa' in the payee name and updated payment methods. The rows are: Cababa, PABLO and Three, Paytest. The 'Payment method' column has yellow highlights for 'Instant Funding' and 'Live Check'.

Payee	Email Ready	Gross	Tax	Adj	Net	Payment method
Cababa, PABLO	<input type="checkbox"/>	\$1.00	\$1.12	\$0.00	(\$0.12)	Instant Funding
Three, Paytest	<input checked="" type="checkbox"/>	\$1.00	\$0.07	\$0.93	\$0.00	Live Check

In the event the default payment method is not available during the payroll run, the Payment Method field will be marked in red with a tooltip stating that this payment method is not available:

The screenshot shows the 'payroll - view checks' window. The title bar reads 'payroll - view checks'. On the left is a navigation menu with options: Start, Setup, Existing Runs, Transactions, Verify Transactions, Calculate, View Checks (selected), Payroll Summary, and Print Checks. The main area is titled 'checks' and includes the text 'These checks will be printed in this run.' and 'Check Date: 2/4/2024 Run: 30236'. There is a checkbox for 'Show only changed Payment Methods' and a search box for 'Payee' with the placeholder 'Filter Text'. Below this is a table with columns: Payee, Email Ready, Gross, Tax, Adj, Net, and Payment method. The table contains 8 rows of data. The last row, 'Lang, Palma', has a red box around the 'Instant Funding' payment method. At the bottom right, there are three buttons: 'Cancel', '< Back', and 'Next >', with the 'Next >' button also highlighted with a red box.

Payee	Email Ready	Gross	Tax	Adj	Net	Payment method
Cababa, PABLO	<input type="checkbox"/>	\$1.00	\$1.12	\$0.00	(\$0.12)	Live Check
Three, Paytest	<input checked="" type="checkbox"/>	\$1.00	\$0.07	\$0.93	\$0.00	ACH
Dish, Pete	<input type="checkbox"/>	\$3.00	\$0.23	\$0.00	\$2.77	Live Check
Dish, Pete	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	Live Check
OhioRESConfig, OhioR...	<input type="checkbox"/>	\$10.00	\$1.05	\$0.00	\$8.95	ACH
LPP, Proofing	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	ACH
Bernier, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding
Lang, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding

Note If the default payment method is unavailable, you will be unable to continue through the payroll process.

In the following example, we have two employees with the Instant Funding payment method selected, Bernier with ADP Paycard and Lang with Rapid! Paycard.

Lang's payment method is marked as not valid (red), because the Rapid! license is not enabled. The Instant Funding payment method for Bernier is valid, because the ADP license is enabled.

payroll - view checks

checks

These checks will be printed in this run. Check Date: 2/4/2024 Run: 30236

Show only changed Payment Methods

Payee Filter Text

Payee	Email Ready	Gross	Tax	Adj	Net	Payment method
Cababa, PABLO	<input type="checkbox"/>	\$1.00	\$1.12	\$0.00	(\$0.12)	Live Check
Three, Paytest	<input checked="" type="checkbox"/>	\$1.00	\$0.07	\$0.93	\$0.00	ACH
Dish, Pete	<input type="checkbox"/>	\$3.00	\$0.23	\$0.00	\$2.77	Live Check
Dish, Pete	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	Live Check
OhioRESConfig, OhioR...	<input type="checkbox"/>	\$10.00	\$1.05	\$0.00	\$8.95	ACH
LPP, Proofing	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	ACH
Bernier, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Inst Instant Funding is not available as a payment method.
Lang, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	

Total: 8

Cancel < Back Next >

Bernier, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding
Lang, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	

Once the appropriate payment methods have been chosen, select "Next" to continue through the payroll process.

Note Navigating away from the "Payroll - View Checks" window when changes have been made to the payment methods will result in the following prompt:

TempWorks Enterprise

 Changes have not been saved.

Would you like to save your changes?

-  Save and Continue (recommended)
-  Discard Changes and Continue
This will cause any changes to be lost.
-  Cancel
Continue working on this record.

Related Articles
