

# Enterprise - How to Pay Transactions on a Separate Check

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By default, when an employee is being paid for multiple transactions in the same week, all transactions will be grouped onto one check (so long as they processed in the same payroll run). However, the system does allow for this default to be overridden and for transactions to be split up into separate checks.

For example, perhaps you would like a bonus or commission transaction paid separately.

**Step 1:** To pay a transaction on a separate check, begin by navigating to the transaction's (1.) detailed timecard.\*Note - (1.) double click a transaction line item to access the related detailed timecard.

**Step 2:** Once there, select the (2.) overrides tab and click to (3.) "Pay on Separate Check".

1. Bird, Larry Ryobi, Inc. Bon 0.00 0 \$16.50 \$10.00 7/31/201

1. Detailed Timecard

2. Overrides

3.  Pay on Separate Check

one time overrides other

Fed Withholding	<input type="text"/>	Branch	Memphis SE	Pay Hold	<input type="text"/>
State Withholding	<input type="text"/>	Acct Code	<input type="text"/>	Invoice Hold	<input type="text"/>
Pay Periods	<input type="text"/>	Location	<input type="text"/>	Cust Extra 1	<input type="text"/>
Check Delivery	<input type="text"/>	Cost Center	<input type="text"/>	Cust Extra 2	<input type="text"/>
<input type="checkbox"/> Do Not E-Pay		SubEntity	<input type="text"/>	Cust Extra 3	<input type="text"/>
<input checked="" type="checkbox"/> Pay on Separate Check		Req Number	<input type="text"/>	Invoice Text	<input type="text"/>
<input type="checkbox"/> Show Zero Bill on Invoice		Supervisor	Ryobi, George	Vend Inv Num	<input type="text"/>
		Start Date	7/25/2016	Sales Team	dwood
		End Date	7/31/2016	Worksite	Florida Plant

When selected, "Pay on Separate Check" will force this transaction to be processed in a

*separate* payroll run. It will not be available for payroll until the other transaction(s) for this employee have been paid.

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