

HOW TO PROCESS OFF-CYCLE OR ADDITIONAL PAYCHECK

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Prior to processing any off-cycle or additional paychecks we advise you speak with your tax advisor. Your tax adviser will be able to determine how your tax withholding might be affected.

We would also have to determine what kind of payment this is: i.e. Bonus, partial paycheck for salaried employee etc.

Once you have been advised and determined the type of check this is you can contact our support team via Chat Live or email for instructions on how to execute this in Payroll Mate if possible.