

M3 – Manual Check for Script Deduction Verification (Insurance/401K)

Follow the instructions below to verify deduction/earning scrip amounts such as insurance or 401K.

1. Open M3 and click on **Employees** and Select the **Employee name** you want to Verify.

2. Click on the **Information** tab.

3. Click on **Enter Manual Check**.

4. Check "**Pay \$xx.xx**", uncheck "**Block Automatic Pays**", and uncheck "**Block Deductions**". Enter **Code E01** and **Hours = "80"** (just to give the employee some wages in order for deductions to calculate.)

Code	Description	Hours	Rate	Amount
E01	Regular	80.00	0.00	0.00
		0.00	0.00	0.00

5. Click **Calculate**

(DO NOT HIT SAVE & NO PAY DETAIL WILL BE ADDED TO EMPLOYEE!)

Description	Hours	Rate	Amount

6. The Pay detail will now display at the bottom of the screen including Earnings, deductions and Taxes.

Hours: 0.00		Gross: 8,278.46		Taxes: 1,564.69		Deductions: 1,191.66	
Earnings	Hours	Amount	Deductions	Amount	Taxes		
01-Regular	0.00	8,278.46	01-401K	496.71	MED		
EPI-Employer Paid Insurance - Memo	0.00	155.24	02-Affac Pre Tax	42.47	FITW		
	0.00	8,278.46	05-Group Term Life	9.15	TX		
			07-Unreimbursed Medical	106.25			
			08-Dental	27.36			
			04-Health Insurance	418.36			
			03-United Way	75.00			
			19-LTC	16.36			
				1,191.66			

7. Once verified, click the back button to get back to the employee tab and out of the manual check.

