Separate Vacation Check Entry

PROGRAM NAME: PRVACHKS
MENU OPTION TITLE: Separate Vacation Check Entry
MAIN MODULE: PAYROLL
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program allows you to issue a separate vacation check manually and input it into the IBS Payroll system.

PROGRAM OPERATION

Employee ID: Enter a valid employee or find in the name field by scrolling.

Check ID: This is a unique ID such as 00, 01, etc. The system allows up to 99 manual vacation checks per pay period.

Period Date: The end of the period covered by this vacation check.

Check Date: The actual date of the check.

Regular Hrs, OT Hrs, Vacation Hrs, Sick Hrs, Other Hrs, Gross Amt: Enter these fields as they apply. You should always enter the vacation hours to provide for the automatic tracking of vacation hours per employee.