

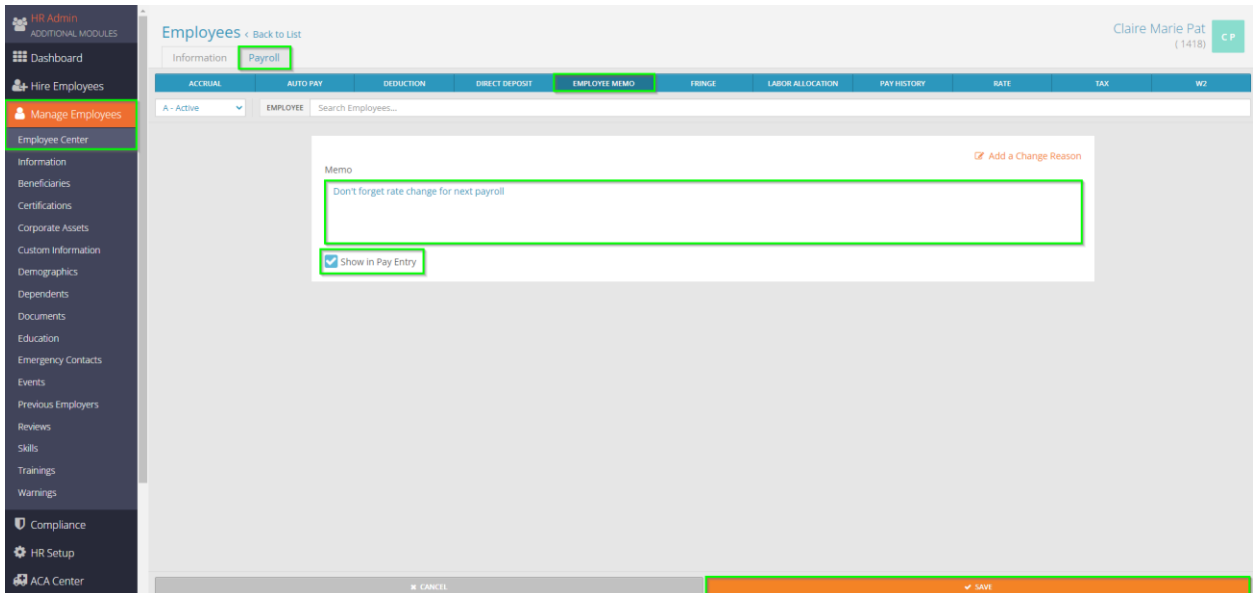
Employee Memos



A guide covering employee memos in Checkwriters

Adding an Employee Memo

1. The *Employee Memo* tool is a great asset for reminders when it comes time to enter your payroll.
2. Select the employee you would like to edit under **Manage Employees > Employee Center** in the *HR Admin* module.
3. Navigate to their **Employee Memo** tab.
4. You will see any current memo on the employee's profile here.
5. To input a new memo, select the *Memo* box and then type in your new message. In this example, a reminder for entering in a rate change was inputted.
6. Once the message is complete, check the *Show in Pay Entry* box so this will appear as a pop-up message in the payroll. Once finished, select **Save**.



The screenshot displays the HR Admin interface for an employee's profile. The left sidebar shows the navigation menu with 'Manage Employees' selected. The main content area is titled 'Employees < Back to List' and has tabs for 'Information' and 'Payroll'. The 'EMPLOYEE MEMO' tab is active. Below the tabs, there is a search bar and a list of tabs: ACCRUAL, AUTO PAY, DEDUCTION, DIRECT DEPOSIT, EMPLOYEE MEMO, FRINGE, LABOR ALLOCATION, PAY HISTORY, RATE, TAX, and W2. The 'EMPLOYEE MEMO' form contains a text area with the memo 'Don't forget rate change for next payroll' and a checkbox labeled 'Show in Pay Entry' which is checked. A red link 'Add a Change Reason' is visible in the top right of the memo box. At the bottom of the form, there are 'CANCEL' and 'SAVE' buttons.

7. In your next payroll, this message will now appear when you are on the employee's check.

Name Emp ID User Active Employees Pat. Claire Marie (1418) (A)

Department: 02 Rate Code: Hourly Rate: 50.00 Salary: 0.00 Accrual PTO: Hours: 5.00 Used: 1.63
 Location: 01 Base:

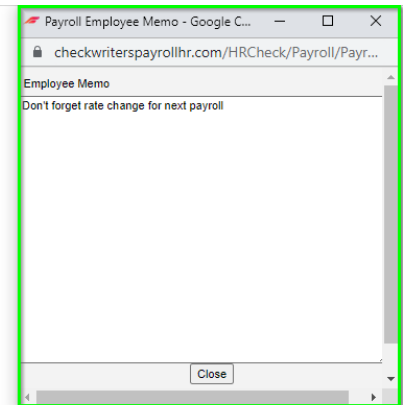
Freq: W Status: A Type: RFT
Employee Memo

Pay Check - 11/12/2021 Override Delete Check New Check New 3Pty Save Return

Check: Pay 1 of 2 Pay 0.00 Hours Pay Type: Regular Check Detail Quick Entry Field Selection

	Hours	Rate	Amount	Department	
E2Reg - Regular	0.00	0.00	0.00		X
EOT - Overtime	0.00	0.00	0.00		X
EVaca - Vacation	0.00	0.00	0.00		X
ESick - Sick	0.00	0.00	0.00		X
EHoli - Holiday	0.00	0.00	0.00		X
EPTO - Paid Time Off	0.00	0.00	0.00		X
EBonus - Bonus	0.00	0.00	0.00		X
EGift - Gift	0.00	0.00	0.00		X
ECashBonus - CashBonus	0.00	0.00	0.00		X
EJury - Jury Duty	0.00	0.00	0.00		X
ERetro - Retro Pay	0.00	0.00	0.00		X
D403b - 403b	0.00	0.00	50.00		X
EJury - Jury Duty	0.00	0.00	100.00		X

Total Hours: 0.00



8. You will notice there is an *Employee Memo* message (highlighted above), which also indicates that there is a memo set up for this employee. This message will appear every time you navigate to the employee's check. Only admin users/users with access to the payroll will see this message. The employee will not see this message.