MANUAL PAY BUILDER

COMPANY NUMBER	EMPLOYEE NUMBER		T C	PAGE NO	Employee Name (for reference only)
0 0	–				

CHECK NUMBER	
OLD CHECK NUMBER	
CHECK DATE	
BEGINNING DATE	
ENDING DATE	
TAX UNIT	
SUI STATE	
REASON	
METHOD	
PA STATE/LOCAL	
MISC AMT 1	.
Y/Q INDICATOR	

Screens Will Be Accessed In Following Order

Pays	HTMPA
Special Pays	HTMSP
Taxes and Deductions	HTMTD
Balance Details	HTMCK

Form PR-10.1
Rev 08/14