Button	Description
Filter	Click Filter to open a panel where you can filter the list of entries based on a set of filter options. See The Filter Button.
Add	Click Add to add a check entry to the list.
Copy	Click Copy to create a copy of the one or more checks that you have selected from the list.
Delete	Click Delete and then click Save to delete the check you selected from the list.
Terminated	Click Terminated to manually add a terminated employee to the pay run so that you can create pay entries for them. See Include Terminated Status Employees in Pay Runs (Data Entry).
Export	Click Export to export check entries that are currently displayed in the list to a CSV file. See Import and Export Items for Multiple Pay Runs.
Import	Click Import to open a menu where you can import entries from a CSV or TSV file, create an import template file, or view a list of past imports that you can filter by date. See Import and Export Items for Multiple Pay Runs.
	Click Import Status to view the status of imports that you have made in the last 24 hours. See Import and Export Items for Multiple Pay Runs.
Audits	Click Audits to view information about who has created, edited, or deleted entries. This button appears only in the Quick Entry, Checks, and Adjustments sub-tabs.
Balances	Select a check from the list and click Balances to view the associated employee's balances from the [redacted] for [redacted], such as sick days and personal days.