



HUMAN RESOURCES

HR-335 NO-TIME WARRANT

A “No Time” warrant is one in which only void and manual checks will be created. This provides a simple way to set up a warrant to process adjustments.

Select **Human Resources** ▶ **Payroll Processing** ▶ **Warrant/Create Timesheet Screen** ▶ **[5 Add Warrant]**:

Figure 1 shows the 'Add Warrant' dialog box. The 'No Timesheet Warrant' option is selected with a radio button.

The **[5 Add Warrant]** prompt includes the a “No Time Warrant: No Yes” selection.

Enter a “No Time” Pay Period (create a “No Time” Pay period in the **Tables** ▶ **Pay Period** table).

Select **Yes** to create a **No Time** warrant that will not require that time sheets be created.

Figure 1 Add Warrant prompt with new option for a No Time Warrant

Figure 2 shows the 'Warrant Pay Groups' screen. The 'No Timesheet' option is selected for the 'NoTimeSheet' field. The '4 Create Timesheets' button is highlighted.

Figure 2 the No Time button will be set to Yes; [4 Create Timesheets] will be inaccessible

Create as many manual and void checks as needed. When printing, select the no time warrant.

Figure 3 shows the 'Print Manual' dialog box. The 'Enter In-Process Warrant#' field contains '903062' and 'PAYR' is selected.

Select the no time warrant from the lookup each time a void or manual is printed.

Once all the manual/void checks are completed for the warrant, go to **HR** ▶ **Payroll Processing** ▶ **Release Timesheets by Warrant** to release the timesheets for processing.

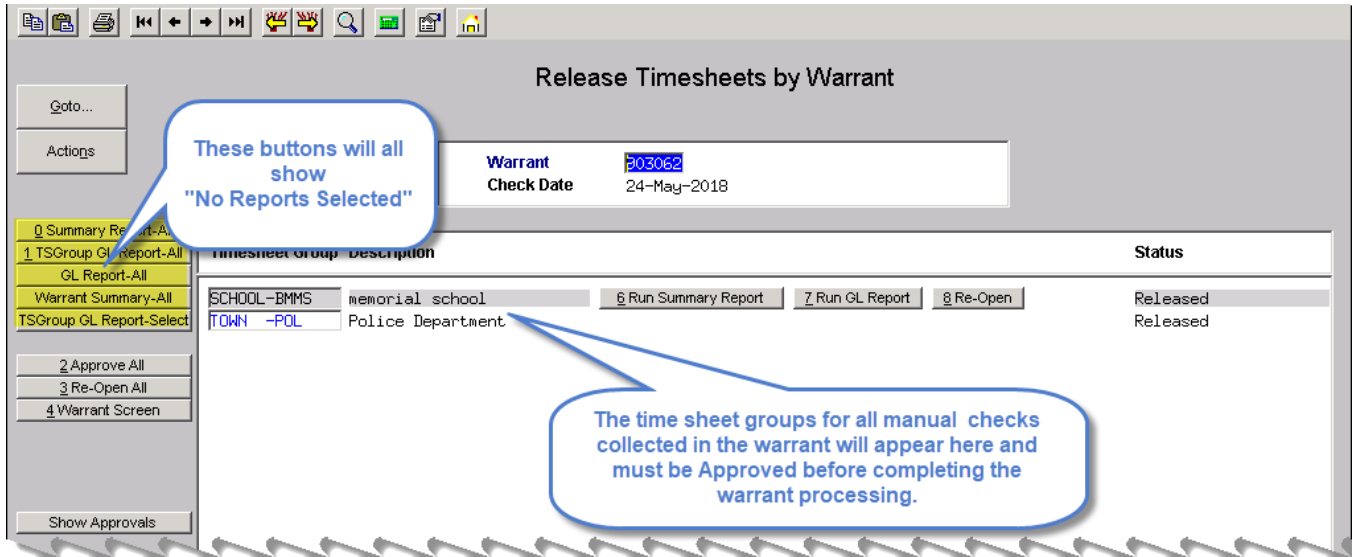


Figure 3 The time sheet groups for all void and manual checks in the warrant will appear here

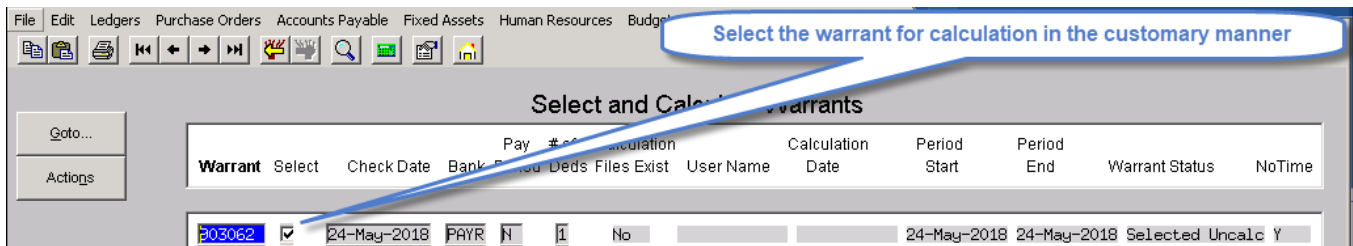


Figure 4 Select and Calculate Warrants Screen

Process the No-Time warrant as usual. Informational messages will appear during the **[Print Checks]**, **[Print Deposit Advices]** and **[Create Direct Deposit File]** steps if there are no records to process.