



# HUMAN RESOURCES

## HR-430 MANUAL CHECK PROCESSING

This document explains how to **create manual payroll checks**. The **Void & Manual** process also allows you to void payroll checks and to calculate pro-forma paychecks for an employee. This document will deal only with manual checks. For information on how to void checks and to figure pro-forma checks, see the documents:

- HR-410 Void Check Processing**
- HR-440 Figure Paychecks**

### GETTING STARTED

To create a manual check, you will need:

- A warrant number that is in-progress and has not been calculated (*can be a "No Time" warrant*)
- Employee #
- Position#

### Table of Contents

<b>1</b>	<b>OPTIONAL – CREATE A “NO-TIME” WARRANT .....</b>	<b>2</b>
<b>2</b>	<b>ACCESS THE VOID/MANUAL SCREEN.....</b>	<b>3</b>
<b>3</b>	<b>SELECT THE EMPLOYEE AND PAY PERIOD.....</b>	<b>4</b>
<b>4</b>	<b>ENTER CHECK INFORMATION.....</b>	<b>5</b>
4.1	Timesheets .....	5
4.2	Wages.....	5
4.3	Deduction Entry.....	6
4.4	Benefits .....	7
4.5	Base Bucket Adjustment .....	8
<b>5</b>	<b>RECALCULATE THE CHECK .....</b>	<b>10</b>
<b>6</b>	<b>PRINT PAY REGISTER .....</b>	<b>10</b>
<b>7</b>	<b>PRINT THE CHECK.....</b>	<b>11</b>
<b>8</b>	<b>PRINT MULTIPLE CHECKS .....</b>	<b>12</b>
8.1	Select Checks to Print.....	13
8.1.1	Errors.....	16
8.1.2	Printed Check .....	17
8.1.3	Printed Deposit Advice.....	18
8.1.4	Timeout .....	19
<b>9</b>	<b>PRINT THE VM WARRANT LIST .....</b>	<b>20</b>
<b>10</b>	<b>REMOVE CHECK .....</b>	<b>20</b>
<b>11</b>	<b>OPTIONAL–CONTINUE WITH THE “NO-TIME” WARRANT .....</b>	<b>21</b>



### CHECK ALREADY EXISTS

If you have previously voided a check and answered YES to re-issue the check, a manual check record will already exist. Skip the Add Manual step and go directly to the Enter Check Information step. This check will have been assigned a warrant of 000000 and a check number of 0000000.

Warrant	Period	to	---Tax Table---	Exemptions	Gross
000000					223.20
Employee	JEANNETTE		Fed		Deductions
Bank	SSBT	Check	State		46.89
Pay Period	WE	Figure	Other		Net Pay
		0000000			176.31
		07-Apr-2009			Benefits
		ISSUED			

## ENTER A MANUAL CHECK – STEP BY STEP

Often, a manual check may be processed and assigned to an existing, regular payroll warrant. In the event that the manual check should be segregated from a regular warrant, for example, to process adjustments, create a **No-Time Warrant**.

If the manual check is to be assigned to a regular payroll warrant, skip step **1 OPTIONAL – CREATE A “NO-TIME” WARRANT**.

### 1 OPTIONAL – CREATE A “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**.

Create a new warrant using the **[5 Add Warrant]** button on the **Warrant/Create Timesheet** screen:

Warrant#	Check Date	Post Date	Pay Period	Bank	Batch#	Start
903305	20-Feb-2020		BI	PAYR	2904	06-Feb-2020
903304	06-Feb-2020		BI	PAYR	2903	23-Jan-2020
903303	14-Feb-2020	30-Jan-2020	ME	PAYR	2902	01-Feb-2020
903302	15-Jan-2020		ME	PAYR		10-Jan-2020
903301	15-Jan-2020		BI	PAYR	2901	01-Jan-2020
903300	09-Jan-2020	20-Dec-2019	BI	PAYR	2900	27-Dec-2019
903299	31-Dec-2018		ME	PAYR		31-Dec-2018
903298	28-Dec-2018		ME	PAYR		28-Dec-2018
903297	26-Dec-2019		BI	PAYR		13-Dec-2019



A **“No-Time”** warrant may produce a direct deposit file that contains tax deposits but no employee direct deposits.



The Add Warrant prompt includes the option for a “**No Time Warrant: No/Yes**” selection. Select **Yes** to create a **No Time** warrant that will require no time sheets to be created.

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

Figure 2 [4 Create Timesheets] button is gray—if timesheets are needed, first change the NoTime radio button to allow timesheets to be created

## 2 ACCESS THE VOID/MANUAL SCREEN

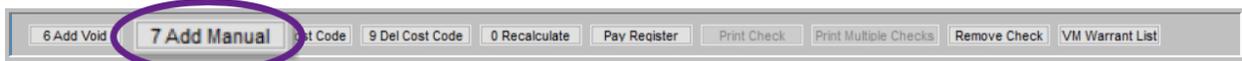
Click **Human Resources** ► **Void / Manual / Figure Paycheck**

The data entry screen appears; to begin, click the [7 Add Manual] button:

Any changes made on any of the manual check screens will affect only this paycheck and will not become a part of the employee’s permanent record.



### 3 SELECT THE EMPLOYEE AND PAY PERIOD



Click on the [7 Add Manual] button at the bottom of the screen to display this dialog box:

Parameter	Notes
<b>Required:</b> Enter Employee#	Enter the number of the employee for whom the check is intended. Click <b>Lookup</b> to locate an employee by name.
<b>Required:</b> Enter Position#	Enter the position required of the employee. Click <b>Lookup</b> to pick from a list. This list shows the positions that the employee holds.
<b>Required:</b> Enter Beginning Date	Enter the first date of the payroll period to figure pay for the employee. <b>NOTE:</b> The beginning and ending dates are the dates on which to calculate pay, deductions and benefits. The dates do not necessarily have to correspond to a particular payroll period. For example, to calculate pay for only a few days in the pay period, or simply figuring overtime for a particular day or days, enter only the dates affected.
<b>Required:</b> Enter Ending Date	Enter the last date of the payroll period for to figure pay for the employee.
<b>Required:</b> Enter Pay Period	Select the pay period – a “No-Time” pay period may be specified for end of year corrections
<b>Optional:</b> Enter Shift Override Code	If the <b>shift override</b> field is blank, the system will retrieve time records for the employee’s <b>default</b> shift code for the specified dates.  If doing a calculation for something other than the employee’s normal work schedule, use a different shift code (which has been previously set up in the Shift Code Table). This code will override the employee’s normal work schedule and bring in the records from the substituted shift code. For example, if the calculation is for longevity pay, no normal timesheet records are needed, instead enter a longevity pay code and amount.

After entering valid information, the system will calculate the employee’s time, pay, deductions and benefits, just as it would in a regular payroll. The screen will display the detailed information, including tabs for the [1 Timesheets], [2 Wages], [3 Deduction Entry], [4 Benefit Entry], and [5 Base Buckets].



## 4 ENTER CHECK INFORMATION

### 4.1 Timesheets

The timesheet portion of the manual check screen works like the timesheet screen used on a regular payroll.

When first accessing this screen, neither a  
1.) warrant # nor a  
2.) check # will have been assigned and the check status will show as  
3.) **CALCULATED**.

After making a change, it will show **UNCALCULATED** until the  
4.) **[0 Recalculate]** button is clicked.

On the **[1 Timesheets]** screen, add, change, or delete:

- pay code
- number of hours or days
- flat rate
- account number
- tax status and deductions
- Include police detail customer and reason (if the pay code permits)

Click **[0 Recalculate]** to have the system compute all wage and deduction information based on the changes made and display new values for gross and net pay.

### 4.2 Wages

This screen is for information purposes only. It displays a summary of the accounting for the pay codes. No changes are allowed on this screen.

Pay Code	Expense Account	Hours	Days	Amount	Category	Position	Working For
DREG	1000-300-2305-110-12-00-51260				REGULA	S012TERASST5-02	000 -00
OVT	1000-300-2305-110-12-00-51260	1,00		106,17	OVERTI	S012TERASST5-02	000 -00



### 4.3 Deduction Entry

On the **Deduction Entry** screen, add, change or delete:

- Cost code
- Deduction amount
- Direct deposit data

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
FICA	FICA		Y	5			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - % OF BASEBU
MT-PNS	MASS TEACHERS 5%		N	100			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - % OF BASEBU
FED	FEDERAL TAX		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
INS-BN	TOWN LIFE INSURANCE-BIWK-26 WK	.12	N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
MA	STATE TAX		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
EFTSV1	EFT SAVINGS	10.00	N	7	CH	80965	<input type="checkbox"/> Checking <input checked="" type="radio"/> Saving	INCLUDE IN ACH FILE
DIRDEP	DIRECT DEPOSIT	96.05	N	9999	MF	23890082	<input checked="" type="radio"/> Checking <input type="radio"/> Saving	INCLUDE IN ACH FILE
<b>Totals</b>		106.17						

Remove a net check direct deposit code using the **[9 Del Cost Code]** button if there will be a net paper check.

To blank out bank information on any other direct deposit deductions if the deductions will not apply for this check, click in the Amount field for the cost code and hit **{Spacebar}{Enter}**.

To change a deduction amount for a cost code that is automatically calculated by the cost code table, use a separate adjustment code.

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
NC-PNB	NORFOLK CTY PEN 5%	14.57	Y	100			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - % OF BASEBU
MPF-42	MPO BLUE FAN 10MTH SCHOOL AFSCDE	104.28	Y	102			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
REGU	REGISARE	.84	Y	106			<input type="checkbox"/> Checking <input type="checkbox"/> Saving	NOT EDITABLE - % OF BASEBU
FED*	ADDITIONAL FED TAX		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
INS-10	TOWN LIFE INS		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
UD-HFL	UNION DUES-H		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
DIS-FPSH	AMERICGRN HRK		N				<input type="checkbox"/> Checking <input type="checkbox"/> Saving	
<b>Totals</b>		119.69						

When a deduction cost code is entered that has a benefit attached, the benefit is added by the system to the **[4 Benefit Entry]** screen.

When a benefit cost code is added that has a corresponding deduction, the system adds the deduction code to the **[3 Deduction Entry]** screen.

**Figure 3—Error checking prevents a Benefit only code from being added to the Deduction entry tab**

Some cost codes are specifically **“Deduction Only”**, such as Union Dues, meaning that 100% of the cost is borne by the employee. Other cost codes are marked as **“Benefit Only”**, because 100% of the cost is borne by the employer. A **“Benefit Only”** code is not allowed to be entered on the **[3 Deduction Entry]** screen. A **“Deduction Only”** code is not allowed to be entered on the **[4 Benefit Entry]** screen.



**WARNING! CHANGING "TAXES"**

The exception to this is **taxes**: if changing a tax amount, the system will prompt to re-compute taxes when clicking on the **[0 Recalculate]** button. Check  **Yes** or  **No** to recalculate Fed, State, or Other Taxes as needed.

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
FICA	FICA		Y	5			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
MT-PN9	MASS TCH PEN 9%	163.51	Y	100			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
MT2X	MASS TEACHERS 2%	13.26	Y	100			<input checked="" type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
ALT26S	ALTUS IND SCHOOL 26		Y	102			<input checked="" type="radio"/> Checking <input type="radio"/> Saving	
PLGS26	PILGRIM SINGLE SCHOOL 26 PAYS		Y	102			<input type="radio"/> Checking <input type="radio"/> Saving	
MEDI	MEDICARE	26.34	Y	106			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
FED	FEDERAL TAX		N				<input type="radio"/> Checking <input type="radio"/> Saving	
MA	STATE TAX						<input type="radio"/> Saving	
JD-PRO	TEACHERS' DUES 26						<input type="radio"/> Saving	
DIRDEP	DIRECT DEPOSIT						<input checked="" type="radio"/> Saving	INCLUDE IN ACH FILE

**Recalculate Check**

Recalculate Federal Taxes:  Yes  No

Recalculate State Taxes:  Yes  No

Recalculate Other Taxes:  Yes  No

Lookup  Cancel Clear All

6 Add Void   7 Add Manual   8 Add Cost Code   9 Del Cost Code   **0 Recalculate**   Pay Register   Print Check   Print Multiple Checks   Remove Check   VM Warrant List

- Added 28-Jan-2020 By ANTHEA Changed by UP

### 4.4 Benefits

Use the **[4 Benefits Entry]** screen to change, add, or delete employer-paid benefit codes by clicking the buttons at the bottom of the screen.

**Manual Entry-Timesheets**

Goto...   Actions

Warrant: 000000   Period: 18-Dec-2018 to 18-Dec-2018

Employee: 007075   CEURVELS, LYNN

Bank:   Check: 0000000   Date:   Figure Check: UNCALCULATED   Base Adj.

Pay Period: WE

---Tax Table---   Exemptions   Gross: 161.90

Fed FED  S   Deductions: 119.69

State MA  SN   Net Pay: 42.21

Other    Benefits: .84

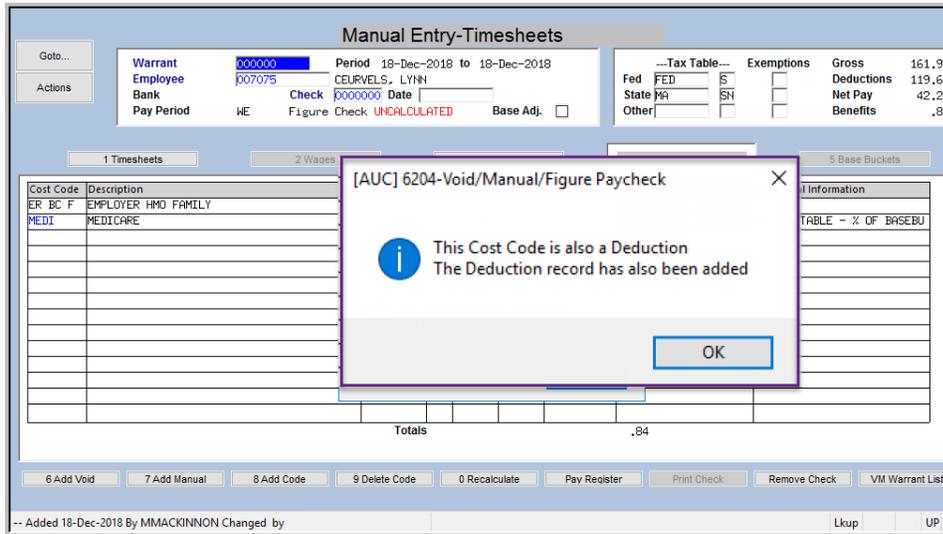
1 Timesheets   2 Wages   3 Deduction Entry   **4 Benefit Entry**   5 Base Buckets

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
ER BC F	EMPLOYER HMO FAMILY						<input type="radio"/> Checking <input type="radio"/> Saving	
MEDI	MEDICARE	.84	Y	106			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
XMEDI	MEDI ADJUSTMENT		N	1			<input type="radio"/> Checking <input type="radio"/> Saving	
<b>Totals</b>								.84

6 Add Void   7 Add Manual   **8 Add Code**   **9 Delete Code**   Pay Register   Print Check   Remove Check   VM Warrant List

-- Added 18-Dec-2018 By MMACKINNON Changed by Lkup UP

When a benefit cost code is added that has a corresponding deduction, the system adds the deduction code to the **[3 Deduction Entry]** screen; when a deduction cost code is entered that has a benefit attached, the benefit is added by the system to the **[4 Benefit Entry]** screen.



A deduction-only cost code cannot be added to the benefit tab.

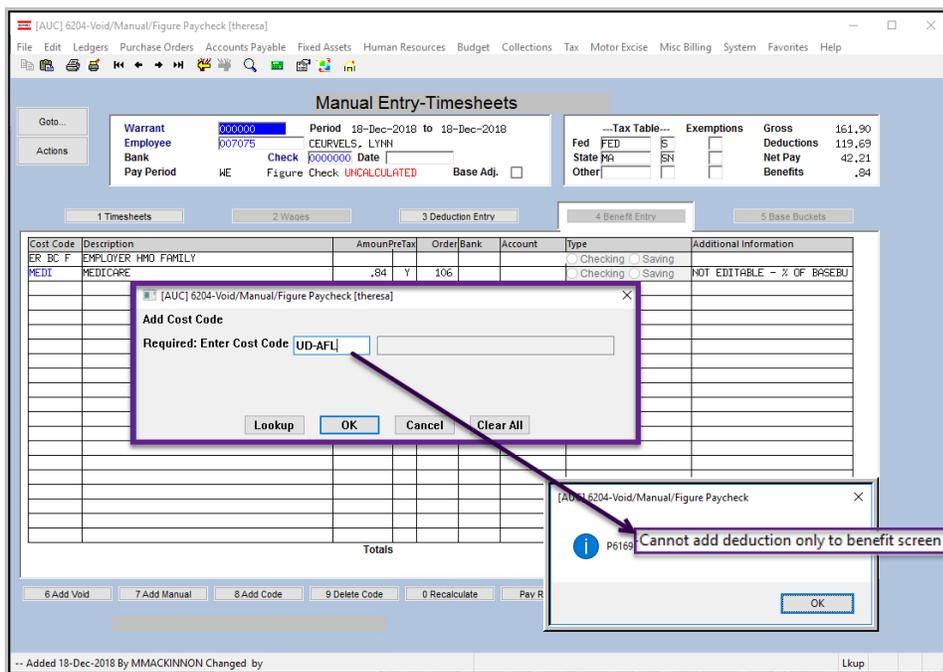


Figure 4–Error checking prevents a Deduction only code from being added to the Benefit Entry tab

## 4.5 Base Bucket Adjustment

In some situations, adjustments to the base bucket information is needed. This would occur, for example, if there were make-up adjustments for deductions or benefits that are calculated as a percentage of a base pay, such as Medicare or retirement. In that case, create a cost code specifically for adjustments. That code, however, will use a flat amount rather than a percentage, thus will not be related to the base bucket. If adjusting the deduction or benefit, also adjust the corresponding base bucket: in other words, if Medicare changes, then Medicare wages should also change.



Manual Entry-Timesheets

Warrant: 000000, Period: 18-Dec-2018 to 18-Dec-2018  
 Employee: 007075, CEURVELS, LYNN  
 Bank: 0000000, Check: 0000000, Date: [blank]  
 Pay Period: ME, Figure: Check, UNCALCULATED

Base Adj.

To enter a Base Bucket Adjustment, click in the "Base Adj." box to insert a checkmark.

The following example will show how to take Medicare when it was supposed to have been taken during previous payrolls. In our example, we need to take a \$14.50 additional Medicare deduction and benefit. This means that Medicare wages should be an additional \$1,000.

On the [3 Deduction Entry] screen, we add a Medicare Adjustment cost code "MEDIADJ" for \$14.50. This cost code will have to have been setup in the employee deduction screen prior to use here.

1 Timesheets      2 Wages      3 Deduction Entry

Cost Code	Description	Amount	Bank	Account
DIRDEP	DIRECT DEPOSIT	50.29	BF	25110341
DIS-AM	AMER HERITAGE NONDEF	6.88		024726607
EFTSV1	EFT SAVINGS	200.00	BF	02211787
FED	FEDERAL TAX	10.85		
INS-TW	TOWN AFSCME LIFE 10K	.30		
MA	STATE TAX	17.65		
MEDT	MEDICARE	4.83		
MEDIADJ	MEDICARE ADJUSTMENT	14.50		
NC-30+	NORFOLK CTY. 30+	.55		

2 Wages      3 Deduction Entry      4 Benefit Entry

Cost Code	Description	Amount
MEDT	MEDICARE	4.83
MEDIADJ	MEDICARE ADJUSTMENT	14.50

And finally, on the Base Buckets screen, add the \$1,000 adjustment to Medicare Wages.

5 Base Buckets

Buckets 1 - 20	Amount
Federal Tax Wages	299.80
Medicare Wages	1332.99
State Taxable Wages	332.99
Retirement Wages	362.64
Total Wages	2698.42

← Added \$1,000



If this example were simply an adjustment to Medicare, with no wages actually being paid, only dollars in the Medicare Wages would appear.

## 5 RECALCULATE THE CHECK



After all the changes are completed, click the **[0 Recalculate]** button at the bottom of the screen to re-compute wages, deductions and benefits based on those changes. The system will display a dialog box that looks like this:

**Recalculate Check**  
 Recalculate Federal Taxes:  Yes  No  
 Recalculate State Taxes:  Yes  No  
 Recalculate Other Taxes:  Yes  No

Buttons: Lookup, **OK**, Cancel

**Callout 1:**  Yes: If changes were made to the *tax status* or the *number of exemptions*, and the taxes should be recalculated, click  Yes.

**Callout 2:**  No: If changes were entered to the *tax amount(s)* on the deduction screen, the recalculation would overwrite the changes, click  No.

**Callout 3:** The selections for each tax type are independent of each other.

Run the **[0 Recalculate]** process as often as needed. This allows entering changes, recalculating, entering additional changes and recalculating again.

## 6 PRINT PAY REGISTER

Click the **[Pay Register]** button to print the detail for this check. Retain this printed record in the same manner that payroll registers are retained. This report also prints when the **[Print Check]** step is used.



### TIP

Retain this report in the payroll file for the next pay cycle. Cross-reference this report with the payroll register report(s) to confirm that the manual check was properly included in the payroll warrant.



Town of ADMINS  
Void/Manual Pay Register

Warrant: 000000  
Check Date: 30-Jun-2015  
Employee: 002855 MARSHALL, KEITH R

Gross Pay:	932.00	Federal Tax Wages	841.02	State Taxes	-49.40
Deductions:	932.00	Medicare Wages	932.00	Pension Plan Flag	-90.98
Net Pay:		State Taxable Wages	932.00		
		Retirement Wages	932.00		
Benefits:	13.51	Total Wages	932.00		
Net Direct Deposit:	658.36	Federal Taxes	-119.75		

Work Date	Pay Code	Hours	Days	Rate	Flat Amt	Pay Amount	Position	Account
18-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
19-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
20-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
23-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
24-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
25-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
26-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
27-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
30-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0LOFF 01	10002100000002000051150
01-Jul-2015	REGULAR - hours	8.00		23.3000		-745.60	T210P0LOFF 01	10002100000002000051150
01-Jul-2015	SICK ACCRUAL	10.00					T210P0LOFF 01	10002100000002000051150
01-Jul-2015	Holiday Day Forfeiture		16.00				T210P0LOFF 01	10002100000002000051150

----- Wages -----	Deductions -----	Benefits -----	Hours/Days -----
Holiday Day Forfe	DIRECT DEPOSIT	MEDICARE	Holiday Day Forfe
REGULAR - hours	FEDERAL TAX		REGULAR - hours
SICK ACCRUAL	STATE TAX		SICK ACCRUAL
	MEDICARE		
	NORFOLK CTY PEN 9		
	NORFOLK CTY 2*		

6207-HRPAYREGVOID.REP      Printed 30-Jun-2015 at 13:21:55 by THERESA      Page 2

Town of ADMINS  
Void/Manual Pay Register

Warrant: 000000  
Check Date: 30-Jun-2015

Base Buckets 1 thru 20	Base Buckets 21 thru 40
Federal Tax Wages	OJI/111F wages
Medicare Wages	Clothing non taxable
State Taxable Wages	car allowance
Retirement Wages	Clothing taxable
Total Wages	Senior Tax Gross Pay
Workers Comp	Senior Tax Net
Federal Taxes	Roth Contribution
State Taxes	
Reportable Health Care Cost	
TAXABLE BENEFITS	
Pension Plan Flag	
Deferred Comp Wages	
EFT Deductions	

Approved by \_\_\_\_\_

## 7 PRINT THE CHECK

6 Add Void   7 Add Manual   8 Add Cost Code   9 Del Cost Code   0 Recalculate   Pay Register   **Print Check**   File Checks   Remove Check   VM Warrant List

[AUC] 6204-Void/Manual/Figure Paycheck [theresa]

Print Manual

Required: Enter In-Process Warrant#

**Lookup**   OK   Cancel   Clear All

When all the entries are correct, click on the **[Print Check]** button to print a single manual check. A dialog box will appear. Enter a valid in-process warrant number or use **Lookup** to select from a list of available warrants.

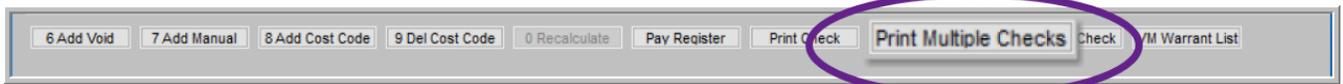
Warrants

Warrant	Start	End	Period	CheckDate	Bank	PostDate	EntryUser	NoTime	Tof
903267	08-Aug-2019	14-Aug-2019	WE	21-Aug-2019	PAYR		MNOGLAN	N	
903266	01-Aug-2019	07-Aug-2019	WE	14-Aug-2019	PAYR		JIDONIS	N	
903264	01-Aug-2019	07-Aug-2019	WE	14-Aug-2019	PAYR		MNOGLAN	N	
903261	01-Aug-2019	14-Aug-2019	BI	21-Aug-2019	PAYR		LVALANZOLA	N	

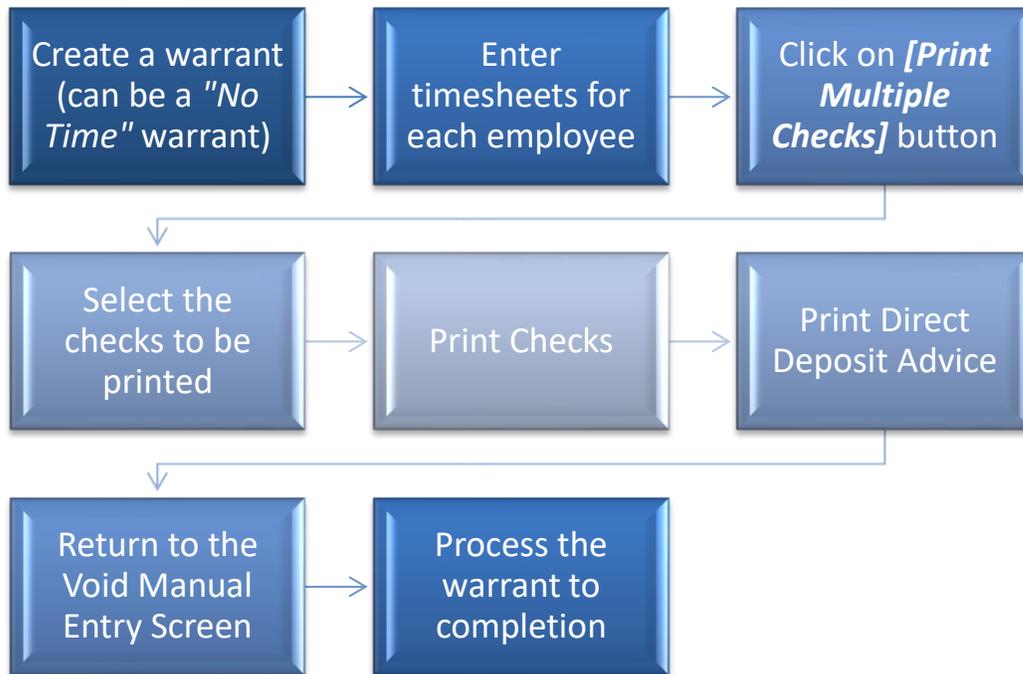
OK   Find   Search   Cancel   Help   Eof



## 8 PRINT MULTIPLE CHECKS



This is a process for printing multiple manual checks (for example, at the end of the year to account for the personal use of a municipal vehicle). The steps are as follows:



Click **[Print Multiple Checks]** to select any checks from the process that have been **CALCULATED** or **REISSUED** (limited to checks in timesheet groups to which the user has access). If another user is viewing a record where the status is **CALCULATED** or **REISSUED** – the record will not be selected since the record is **locked** by the other user.

Once a check has been selected for the **[Print Multiple Checks]** the status will change from **CALCULATED** or **REISSUED** to **SELECTED**. Checks that are **SELECTED** will not be editable or printable by any other user until the person running the **[Print Multiple Checks]** process either prints or releases the records. Checks are set to **MANUAL** if the check or deposit advice was printed via this step.

On exiting the **[Print Multiple Checks]** screen, unprinted checks and deposit advices will be released back to **CALCULATED** or **REISSUED** status.



## 8.1 Select Checks to Print

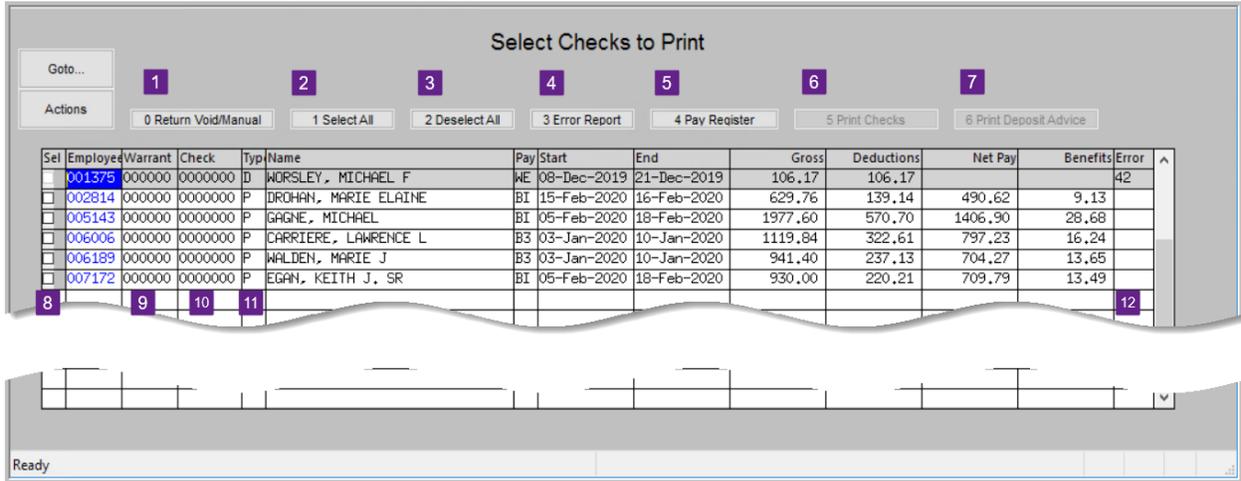
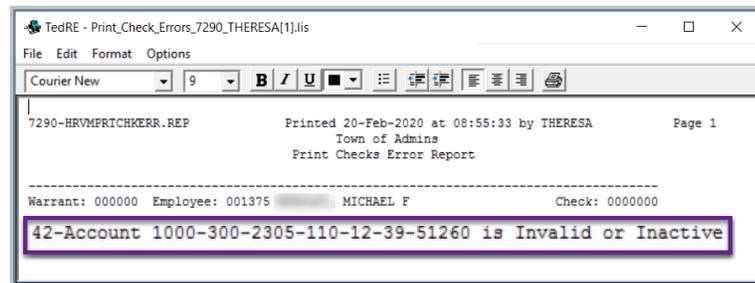


Figure 5 Print Checks Selection Screen

Select checks for printing on this screen. The screen elements are described in the table below:

Button or Column	Description / How Used
1. [Return Void/Manual]	Return to the <b>Void/Manual/Figure Check Entry</b> screen
2. [Select All]	Set the <b>Sel</b> column with a check <input checked="" type="checkbox"/> with these exceptions: <ul style="list-style-type: none"> <li>any manual check with an <b>error</b> in the <b>Error</b> column</li> <li>if the check has already been printed – a check# and warrant# is displayed – see #9 and #10 below</li> </ul>
3. [Deselect All]	Will remove the check <input checked="" type="checkbox"/> from all records
4. [Error Report]	Run this report to review errors; a manual check cannot be selected for printing until errors has been corrected. Any other check or direct deposit advice selected in the screen that is error-free may be printed.



Exit this screen, fix the error, return to the **[Print Multiple Checks]** screen; if there are errors indicated in the Error column, run the **[Error Report]** again. Continue with printing checks and direct deposit advices.

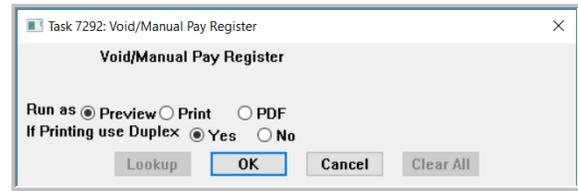


If a single check has an error, rather than returning to the multiples screen, just **[Print]** the check from the **[Void/Manual/Figure Check Entry]** screen.

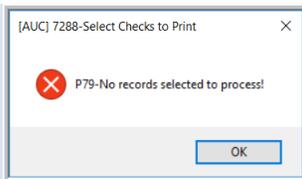
### 5. [Pay Register]

Runs the pay register for all selected checks (both printed and deposit advices together). This report is also produced when checks or deposit advices are printed.

*If there are no records selected for processing, and the Pay Register button is clicked, an information message will pop up:*



**[OK]** – will run the pay register  
**[Cancel]** – will cancel the process – nothing will be done



Work Date	Pay Code	Hour	Rate	Flat Amt	Pay Amount	Position	Amount
06-Jan-2020	REGULAR - hours	7.50	31.3800		235.35	9610LIREP -01 1000-610-0000-006-00-00-51121	
07-Jan-2020	REGULAR - hours	7.50	31.3800		235.35	9610LIREP -01 1000-610-0000-006-00-00-51121	
08-Jan-2020	REGULAR - hours	7.50	31.3800		235.35	9610LIREP -01 1000-610-0000-006-00-00-51121	
09-Jan-2020	REGULAR - hours	7.50	31.3800		235.35	9610LIREP -01 1000-610-0000-006-00-00-51121	

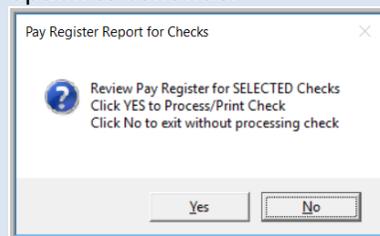
The pay register will begin each employee's record at the top of the page, so if there are seven checks, at minimum seven pages of pay register will be produced (employee records with a large number of cost codes and pay codes may require two pages.)

### 6. [Print Check]

For all selected records where the **TYPE** column is **"P"** **[Printed]**, first the pay register report will be displayed along with a prompt that gives the option to continue.

*The informational messages and prompts are the same for checks and deposit advices. The messages for checks are shown in the images provided here.*

If  **Yes**, the checks will print.

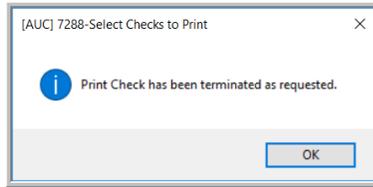


Selecting  **No** will return focus to the **"Select Checks to Print"** screen. An information message will confirm that the process was terminated.



7. **[Print Deposit Advice]** For all selected records where the **TYPE** column is **“D” [Direct Deposit]**, first the pay register report will be displayed along with a prompt that gives the option to continue.

*The informational messages and prompts are the same for checks and deposit advices. The messages for checks are shown in the images provided here.*



If  **Yes**, the deposit advice(s) will print. Selecting  **No** will return focus to the “Select Checks to Print” screen. An information message will confirm that the process was terminated.

*\*\* Please Note: The **[Print Check]** and **[Print Deposit Advice]** buttons will toggle on and off depending if any of those types of checks have been selected.*

8. **Sel** Column If there is an error – the record cannot be selected for processing. (this also applies to the select all)
9. **Warrant #** Column Will display the warrant# if the check/deposit advice has been printed
10. **Check #** Column Will display the check# if the check/deposit advice has been printed
11. **Type** Column The types are **“P”** for **Printed** and **“D”** for **Direct Deposit Advice**

***Note:** While the screen presents both checks and deposit advices, the two types cannot be processed simultaneously. If both types are present and selected in the screen, print the checks; on completion; it will return to this screen to allow printing the deposit advices. Once some of the checks or deposit advices are printed from the screen, the screen will show the **warrant and check#** of the checks.*

Select Checks to Print												
Goto:												
Sel	Employee	Warrant	Check	Type		Pay Start	End	Gross	Deductions	Net Pay	Benefit	Error
<input checked="" type="checkbox"/>	001378	000000	0000000	D								42
<input checked="" type="checkbox"/>	002814	000000	0000000	P								
<input checked="" type="checkbox"/>	005143	903302	0095823	P	L F	15-Feb-2020	16-Feb-2020	629.76	139.14	490.62		9.13
<input checked="" type="checkbox"/>	005158	903302	0095824	P	LAINE	05-Feb-2020	18-Feb-2020	1977.60	570.70	1406.90		28.68
<input checked="" type="checkbox"/>	006006	903302	0095825	P	E	14-Feb-2020	14-Feb-2020	541.67	87.70	453.97		7.85
<input checked="" type="checkbox"/>	006189	000000	0000000	F	NCE L	03-Jan-2020	10-Jan-2020	1119.84	322.61	797.23		16.24
<input checked="" type="checkbox"/>	007172	000000	0000000	F		03-Jan-2020	10-Jan-2020	941.40	237.13	704.27		13.65
<input checked="" type="checkbox"/>	010508	000000	0000000	F		05-Feb-2020	18-Feb-2020	930.00	220.21	709.79		13.49
<input checked="" type="checkbox"/>	070305	000000	0000000	D		03-Jan-2020	10-Jan-2020	1742.20	1742.20			25.26
<input checked="" type="checkbox"/>	070423	000000	0000000	F		05-Feb-2020	18-Feb-2020	412.80	412.80			5.99
<input checked="" type="checkbox"/>						09-Feb-2020	09-Feb-2020	139.68	8.69	130.99		2.03



## 12. Error Column

The **Error** column will list the error number – any time an error is listed, run the **[Error Report]** to comprehend the error.

*If there are errors noted on the screen, run the [Error Report] described in #4 above. The report will identify the error.*

1. Totals do not match – contact [support@admins.com](mailto:support@admins.com)
2. Negative net pay – correct the error causing the negative net
3. Account # missing – supply the account number on the employee maintenance screen
4. 4XXX – an error that starts with a 4 means that line# XXX will be an invalid account
5. 5XXX – any error that starts with a 5 means that line# XXX account cannot be a control account
6. 6XXX – any error that starts with a 6 means that line# XXX Cost Code **Bank** is set but is missing an account number or account type

7XXX – any error that starts with a 7 means that line# XXX Cost Code **Account** is set but is either missing the bank or bank account type or is a non-direct deposit code

Errors codes that begin with a “6” or “7” apply to the Bank, Account# and Account Type on the **[3 Deduction Entry]** tab of the **Void/Manual** screen

The screenshot shows the 'Manual Entry-Timesheets' interface. The '3 Deduction Entry' tab is selected. The table below shows various deductions with error codes highlighted in yellow and red circles.

Cost Code	Description	Amount	Pretax	Order	Bank	Account	Type	Additional Information
FICA	FICA		Y	5			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - X OF BASEBU
MI-PHS	MISS TEACHERS 5%		Y	100			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - X OF BASEBU
FED	FEDERAL TAX		N				<input type="radio"/> Checking <input type="radio"/> Saving	
INS-BW	TOWN LIFE INSURANCE-BIWK-26 WK	.12	N				<input type="radio"/> Checking <input type="radio"/> Saving	
MA	STATE TAX		N	7	FN	87965	<input type="radio"/> Checking <input checked="" type="radio"/> Saving	INCLUDE IN ACH FILE
EFTSV1	EFT SAVINGS	10.00	N				<input type="radio"/> Checking <input checked="" type="radio"/> Saving	INCLUDE IN ACH FILE
DIRDEP	DIRECT DEPOSIT	96.05	N	9999	MF	23880082	<input checked="" type="radio"/> Checking <input type="radio"/> Saving	INCLUDE IN ACH FILE
<b>Totals</b>		106.17						

### 8.1.1 Errors

In **Figure 5, #12**, an error code # “42” is listed. This error code indicates that line #2 has an **invalid account**. This identifies the precise line on which there is an error.



**Manual Entry-Timesheets**

Goto... Actions

Warrant: 000000    Period: 08-Dec-2019 to 21-Dec-2019  
 Employee: 001375    Note: WORSLEY, MICHEL F  
 Bank:    Check: 0000000    Date:    Base Adj.   
 Pay Period: ME Figure Check: CALCULATED

...Tax Table... Exemptions Gross 106.17  
 Deductions 106.17  
 Net Pay  
 Benefits

1 Timesheets    2 Waives    3 Deduction Entry    4 Benefit Entry    5 Base Buckets

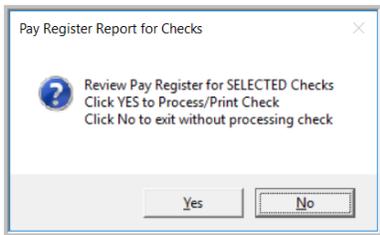
Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason
09-Dec-2019	DVT	1.00		106,1700		106,17	S012TERASST5-02	1000-300-2305-110-12-00-51260		
10-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-39-51260		
11-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-00-51260		
12-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-00-51260		
13-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-00-51260		
16-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-00-51260		
17-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-00-51260		
18-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-00-51260		
19-Dec-2019	DREG			300,5500			S012TERASST5-02	1000-300-2305-110-12-00-51260		
<b>Totals</b>		<b>1,00</b>				<b>106,17</b>				

Notes for this line    Note: Working For: 000 -00

6 Add Void    7 Add Manual    8 Add Line    Add Range    9 Delete Line    0 Recalculate    Pay Register    Print Check    Print Multiple Checks    Remove Check    VM Warrant List

Lkup    UP

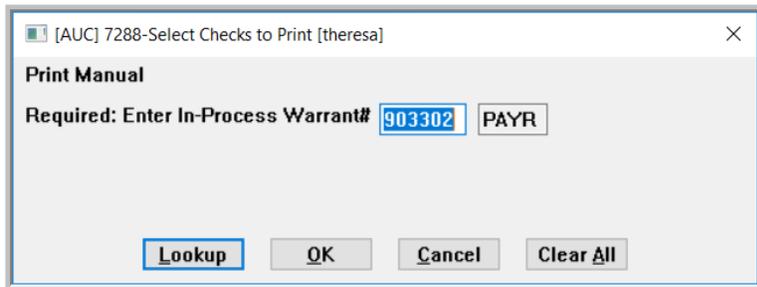
### 8.1.2 Printed Check



**[Yes]** – will continue the process and produce the check or deposit advice (depending on the button clicked)

**[No]** – will exit the process and display a message saying process terminated

If **[Yes]** is selected – close the pay register report and the following dialogue will be displayed:



Select an open warrant (this works the same way as the **[Print Check]** on the **Void/Manual** screen)

**[LKUP]** – will show all current in-progress warrants

**[OK]** – will continue the process and produce the check/deposit advice

**[Cancel]** – will terminate the process and nothing will be done

**[Clear All]** – will clear any existing warrant number

Click **[OK]** to build the check information and display the check on the screen



Town of Admins				EMPLOYEE EARNINGS STATEMENT					
219 Lewis Wharf Boston, MA 02001				Employee # 005143 Location: TOWN -DPW					
<b>Check #:</b> 095823	<b>Status</b>	<b># of Exemptions</b>		<b>Current</b>	<b>Year to Date</b>				
<b>Issue Date:</b> 02-20-2020	FEDERAL TAX M	0		Gross Pay 1,977.60	4,944.00				
<b>Period Ending:</b> 02-18-2020	STATE TAX MN	0		Withholding 570.70	1,445.75				
<b>Warrant #:</b> 903302				Net 1,406.90	3,498.25				
<b>WAGES</b>									
	<i>Hours</i>	<i>Days</i>	<i>Amt</i>	<i>Y-T-D</i>		<i>Hours</i>	<i>Days</i>	<i>Amt</i>	<i>Y-T-D</i>
Holiday Leave				197.76	Regular	80.00		1,977.60	4,746.24
<b>WITHHOLDINGS</b>									
Additional Fed Tax			20.00	80.00	Deferred Comp			16.00	64.00
Federal Tax			175.62	386.02	Life Insurance			14.07	56.28
Medicare			28.68	71.70	Norfolk County			205.99	497.68
State Tax			100.04	248.87	Town Insurance			0.30	1.20
Union Dues			10.00	40.00					

Once the check is printed, close the **ADMcrv** Crystal Reports Viewer– to be returned to the **Select Checks to Print Screen** (the screen will show the warrant and check# of what was just printed).

### 8.1.3 Printed Deposit Advice

Town of Admins				EMPLOYEE EARNINGS STATEMENT					
219 Lewis Wharf Boston, MA 02001				Employee # 002814 Location: TOWN -FIRE					
<b>Direct Deposit #:</b> 970510	<b>Status</b>	<b># of Exemptions</b>		<b>Current</b>	<b>Year to Date</b>				
<b>Issue Date:</b> 02-25-2020	FEDERAL TAX M	1		Gross Pay 440.84	2,645.00				
<b>Period Ending:</b> 03-03-2020	STATE TAX M	1		Withholding 440.84	979.66				
<b>Warrant #:</b> 903302				Net 0.00	1,665.34				
<b>WAGES</b>									
	<i>Hours</i>	<i>Days</i>	<i>Amt</i>	<i>Y-T-D</i>		<i>Hours</i>	<i>Days</i>	<i>Amt</i>	<i>Y-T-D</i>
Regular		2.00	440.84	2,645.00					
<b>WITHHOLDINGS</b>									
Deferred Comp			22.00	66.00	Federal Tax			6.76	149.70
Medicare			6.39	38.35	Net Direct Deposit			349.13	349.13
Norfolk County			39.68	259.06	State Tax			16.88	117.42
<b>DIRECT DEPOSIT</b>									
BANK OF AMERICA 122101706				349.13					

Once the deposit advice is printed, close the **ADMcrv** Crystal Reports Viewer– to be returned to the **Select Checks to Print Screen** (the screen will show the warrant and check# of what was just printed).



**Select Checks to Print**

Goto...  
Actions: 0 Return Void/Manual | 1 Select All | 2 Deselect All | 3 Error Report | 4 Pay Register | 5 Print Checks | 6 Print Deposit Advice

Sel	Employee	Warrant	Check	Typ	Name	Pay	Start	End	Gross	Deductions	Net Pay	Benefits	Error
<input checked="" type="checkbox"/>	005143	000000	0000000	P	GAGNE, MICHAEL	BI	19-Feb-2020	03-Mar-2020	1977.60	570.70	1406.90	28.68	
<input checked="" type="checkbox"/>	005158	000000	0000000	P	BERGERON, KEITH E	BI	01-Feb-2020	29-Feb-2020	541.67	87.70	453.97	7.85	
<input type="checkbox"/>	007172	903302	0970509		KEITH J. SR	BI	19-Feb-2020	03-Mar-2020					

Once printed and assigned a warrant/check#, it cannot be printed again, so the select checkbox will be grayed out for that record.

Print any other checks selected or select new checks to print. When finished printing the checks and direct deposits, either click return void/manual button or select a different option from the menu.

When returned to the **Void/Manual Entry** screen –the status will show **MANUAL** indicating that the check or deposit advice has been printed.

**Manual Entry-Timesheets**

Goto...  
Actions

Warrant: 903302 | Period 10 | Jan-2020  
Employee: 005143 | 0 Note: GAGNE, MICHAEL  
Bank: PAYR | Check: 0095823 | Date: 20-Feb-2020  
Pay Period: BI | Printed: **MANUAL** | Base Adj.

---Tax Table--- Exemptions Gross 1977.60  
Fed FED M Deductions 570.70  
State MA MN Net Pay 1406.90  
Other Benefits 28.68

1 Timesheets | 2 Waives | 3 Deduction Entry | 4 Benefit Entry | 5 Base Buckets

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason
05-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
06-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
07-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
10-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
11-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
12-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
13-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
14-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
17-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		
18-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130		

### 8.1.4 Timeout

Idling on the **Select Checks to Print** screen a long time could cause the session to time out. If timed out, the system will release checks from being locked. The **SELECTED** records will be set back to **CALCULATED** or **REISSUED**. Click the **[Print Multiple Checks]** to begin again.



## 9 PRINT THE VM WARRANT LIST

6 Add Void   7 Add Manual   8 Add Cost Code   9 Del Cost Code   0 Recalculate   Pay Register   Print Check   Print Multiple Checks   Remove Check   **VM Warrant List**

6208-HRVOIDMANUALEDT.REP   Printed 30-Jun-2015 at 13:30:42 by THERESA   Page 1  
Tom of ADMINS  
Timesheet Void and Manual Edit List

Work Date	Day	Pay Code	Account#	Hours	Days	Date	Flat \$	Amount
Warrant: 902875   Period Ending : 25-Mar-2015								
Employee : 001255   CREASIA, KAREN								
Position : T135HR OFPCR- HUMAN RESOURCES DIRECTOR								
01-Apr-2015	day	DREG	1000-135-0000-001-00-00-51115	-1.00		226.1000		-226.10
02-Apr-2015	day	DREG	1000-135-0000-001-00-00-51115	-1.00		226.1000		-226.10
03-Apr-2015	day	DREG	1000-135-0000-001-00-00-51115	-1.00		226.1000		-226.10
06-Apr-2015	day	DREG	1000-135-0000-001-00-00-51115	-1.00		226.1000		-226.10
07-Apr-2015	day	DREG	1000-135-0000-001-00-00-51115	-1.00		226.1000		-226.10
Total # record for Position				5	-5.00			-1,130.50
Total # record for Employee				5	-5.00			-1,130.50
Employee : 002855   MARSHALL, KEITH R								
Position : T210POLOFF - POLICE PATROL OFFICER								
18-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
19-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
20-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
23-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
24-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
25-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
26-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
27-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
30-Jun-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		186.40
01-Jul-2015	day	REG	1000-210-0000-002-00-00-51150	8.00		23.3000		-745.60
01-Jul-2015	day	SICKACCR	1000-210-0000-002-00-00-51150	10.00				
01-Jul-2015	day	FDHOLIDA	1000-210-0000-002-00-00-51150		16.00			
FORFEITED: Annual Max allowed is								
Total # record for Position				12	90.00	16.00		932.00
Total # record for Employee				12	90.00	16.00		932.00

The Void/Manual warrant list is not available for printing until the manual check is printed. This completes manual check entry and no further action is required on this screen. The check will be processed with the assigned payroll warrant. Note that the manual check record will remain accessible on this screen until the payroll warrant is posted.

Without leaving this screen, another manual check may be processed by clicking **[Add Manual]**.

## 10 REMOVE CHECK

6 Add Void   7 Add Manual   8 Add Cost Code   9 Del Cost Code   0 Recalculate   Pay Register   Print Check   Print Multiple Checks   **Remove Check**   Warrant List



### HOW DO I CANCEL THIS WITHOUT PRINTING AND POSTING?

Click **[Remove Check]** at any time before printing it to delete the record. If the check is viewed for printing, it is considered printed and must be voided in order to remove it.



## 11 OPTIONAL-CONTINUE WITH THE “NO-TIME” WARRANT



As shown in **Figure 2**, the “No Time” warrant is number **903062**. Create as many manual and void checks as needed. When printing, select the “No Time” warrant.

Warrant	Start	End	Period	CheckDate	Bank	PostDate	EntryUser	NoTime	Tof
903062	24-May-2018	24-May-2018	N	24-May-2018	PAYR		THERESA	Y	
903057	10-May-2018	10-May-2018	WE	10-May-2018	PAYR		WENDY	Y	
903052	08-May-2018	15-May-2018	WE	15-May-2018	PAYR		LUANN	Y	

**[AUC] 6202-Void/Manual/Figure Paycheck [theresa]**

Print Manual

Required: Enter In-Process Warrant#

Select the **No-Time** warrant from the lookup each time a void or manual is printed.

Release Timesheets by Warrant

Warrant:   
Check Date: 24-May-2018

*These buttons will all show "No Reports Selected"*

Timesheet Group	Description	Status
SCHOOL-BMMS	Memorial school	Released
TOWN -POL	Police Department	Released

*The time sheet groups for all manual checks collected in the warrant will appear here and must be Approved before completing the warrant processing.*

**Figure 6** The time sheet groups for all void and manual checks in the warrant will appear here

Select and Calculate Warrants

*Select the warrant for calculation in the customary manner*

Warrant	Select	Check Date	Bank	Post Date	Files Exist	User Name	Calculation Date	Period Start	Period End	Warrant Status	NoTime
903062	<input checked="" type="checkbox"/>	24-May-2018	PAYR	N	<input type="checkbox"/>			24-May-2018	24-May-2018	Selected	UnCalc Y

Proceed with the warrant steps. Informational messages will appear during the “check print”, “print deposit advices” and “create direct deposit file” if there are no records to process.