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#

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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.

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:

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
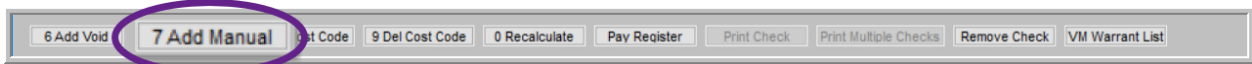
2 ACCESS THE VOID/MANUAL SCREEN
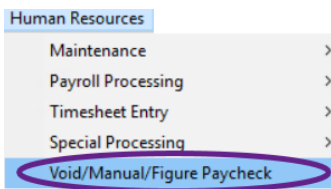
Click **Human Resources** ▸ **Void / Manual / Figure Paycheck**

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
Required: **Enter Employee#**	Enter the number of the employee for whom the check is intended. Click [Lookup] to locate an employee by name.
Required: **Enter Position#**	Enter the position number of the employee. Click [Lookup] to pick from a list. This list shows the positions that the employee holds.
Required: **Enter Beginning Date**	Enter the first date of the payroll period to figure pay for the employee. **NOTE:** 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.
Required: **Enter Ending Date**	Enter the last date of the payroll period for to figure pay for the employee.
Required: **Enter Pay Period**	Select the pay period – a "No-Time" pay period may be specified for end of year correcions
Optional: Enter Shift Override Code	If the **shift override** field is blank, the system will retrieve time records for the employee's *default* 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.

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4.3 Deduction Entry

On the **Deduction Entry screen**, add, change or delete:
- ❑ Cost code
- ❑ Deduction amount
- ❑ Direct deposit data

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.

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.

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.

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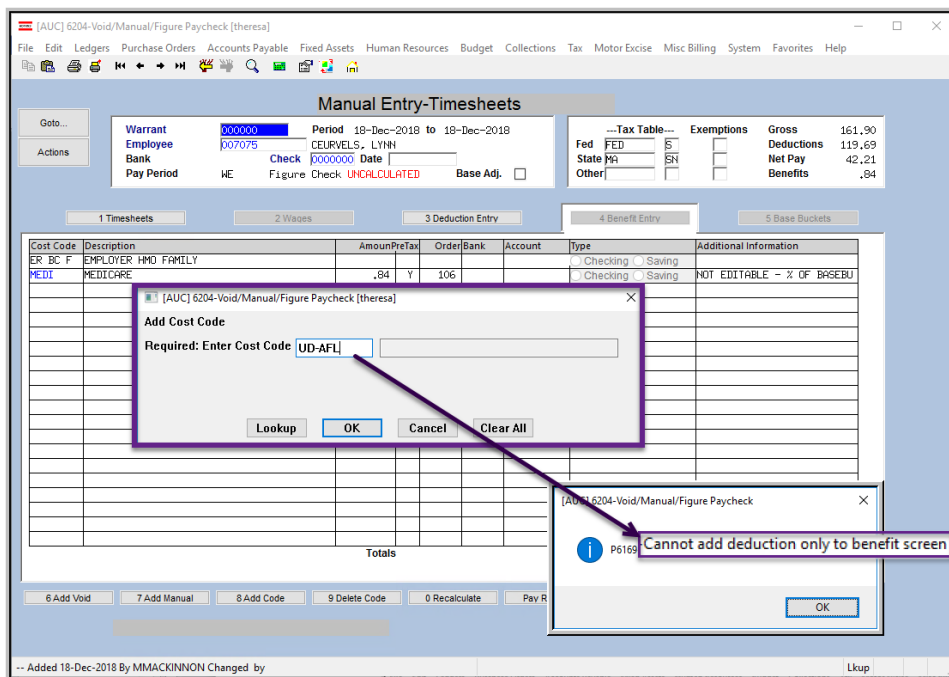
Figure 4–Error checking prevents a Deduction only code from being added to the Benefit Entry tab

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.

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.

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

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

| 6 Add Void | 7 Add Manual | 8 Add Cost Code | 9 Del Cost Code | 0 Recalculate | gister | Print Check | Print Multiple Checks | Remove Check | VM Warrant List |
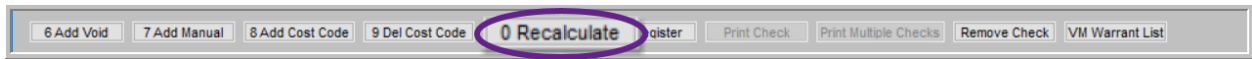
After all the changes are completed, click the **[0 Recalculate]** button at the bottom of the screen to re-compute wages, deductions and benefits based on those changes. The system will display a dialog box that looks like this:

MA	STATE TAX
UD–PRO	TEACHERS' DUES 26
DIRDEP	DIRECT DEPOSIT

[AUC] 6203-Void/Manual/Figure Paycheck [theresa]

Recalculate Check

Recalculate Federal Taxes: ⊙ Yes ○ No
Recalculate State Taxes: ⊙ Yes ○ No
Recalculate Other Taxes: ⊙ Yes ○ No

Lookup   OK   Cancel

| 6 Add Void | 7 Add Manual | 8 Add Cost Code | 9 Del Cost Code | 0 Recalculate | Pay Register |

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

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

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.

| 6 Add Void | 7 Add Manual | 8 Add Cost Code | 9 Del Cost Code | 0 Recalculate | Pay Register | Check | Print Multiple Checks | Remove Check | VM Warrant List |
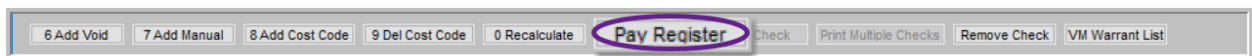
TIP
Retain this report in the payroll file for the next pay cycle. Cross-reference this report with the payroll register report(s) to confirm that the manual check was properly included in the payroll warrant.

To Do:

```
                                        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 T210POLOFF 01 1000210000002000051150
19-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
20-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
23-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
24-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
25-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
26-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
27-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
30-Jun-2015 REGULAR - hours               8.00          23.3000             186.40 T210POLOFF 01 1000210000002000051150
01-Jul-2015 REGULAR - hours               8.00          23.3000            -745.60 T210POLOFF 01 1000210000002000051150
01-Jul-2015 SICK ACCRUAL                 10.00                                     T210POLOFF 01 1000210000002000051150
01-Jul-2015 Holiday Day Forfeiture                16.00                            T210POLOFF 01 1000210000002000051150

|---------- Wages  ---------- | ---------- Deductions ------- | --------- Benefits --------- | --------- Hours/Days --------- |
Holiday Day Forfe              DIRECT DEPOSIT     658.36  MEDICARE            13.51  Holiday Day Forfe     16.00 Day
REGULAR - hours      932.00    FEDERAL TAX        119.75                             REGULAR - hours       80.00 Hrs
SICK ACCRUAL                   STATE TAX           49.40                             SICK ACCRUAL          10.00 Hrs
                               MEDICARE            13.51
                               NORFOLK CTY PEN 9   83.88
                               NORFOLK CTY 2%       7.10

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           841.02 |   0JI/111F wages
    Medicare Wages              932.00 |   Clothing non taxable
    State Taxable Wages         932.00 |   car allowance
    Retirement Wages            932.00 |   Clothing taxable
    Total Wages                 932.00 |   Senior Tax Gross Pay
    Workers Comp                       |   Senior Tax Net
    Federal Taxes              -119.75 |   Roth Contribution
    State Taxes                 -49.40 |
    Reportable Health Care Cost        |
                                       |
                                       |
    TAXABLE BENEFITS                   |
                                       |
                                       |
                                       |
                                       |
                                       |
    Pension Plan Flag           -90.98 |
    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** | le Checks | Remove Check | VM Warrant List |

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.
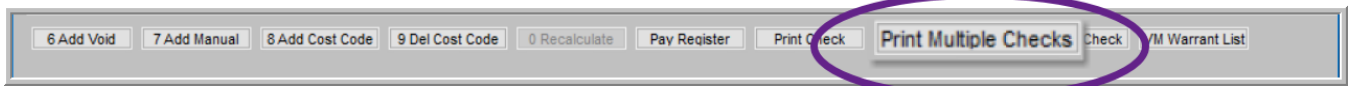
Warrants

Warrant	Start	End	Period	CheckDate	Bank	PostDate	EntryUser	NoTime	Tof
903267	08-Aug-2019	14-Aug-2019	WE	21-Aug-2019	PAYR		MNOWLAN	N	
903266	01-Aug-2019	07-Aug-2019	WE	14-Aug-2019	PAYR		JDIONIS	N	
903264	01-Aug-2019	07-Aug-2019	WE	14-Aug-2019	PAYR		MNOWLAN	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

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

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:

Create a warrant (can be a *"No Time"* warrant) → Enter timesheets for each employee → Click on *[Print Multiple Checks]* button

Select the checks to be printed → Print Checks → Print Direct Deposit Advice

Return to the Void Manual Entry Screen → Process the warrant to completion
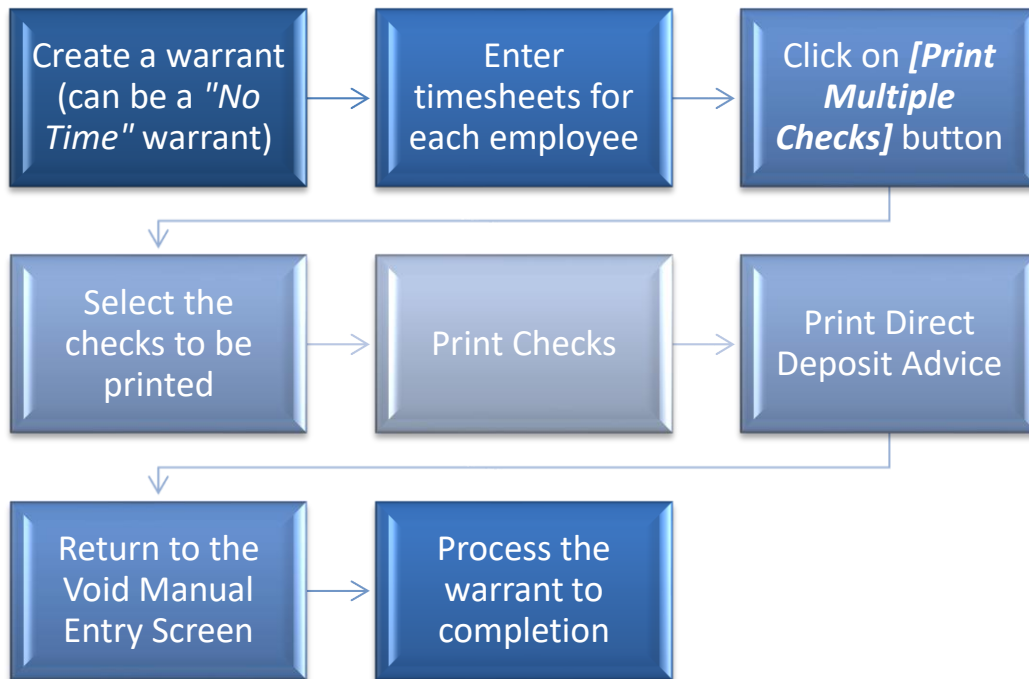
Click **[Print Multiple Checks]** to select any checks from the process that have been **CALCULATED** or **REISSUED** *(limited to checks in timesheet groups to which the user has access).* If another user is viewing a record where the status is **CALCULATED** or **REISSUED** – the record will not be 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.
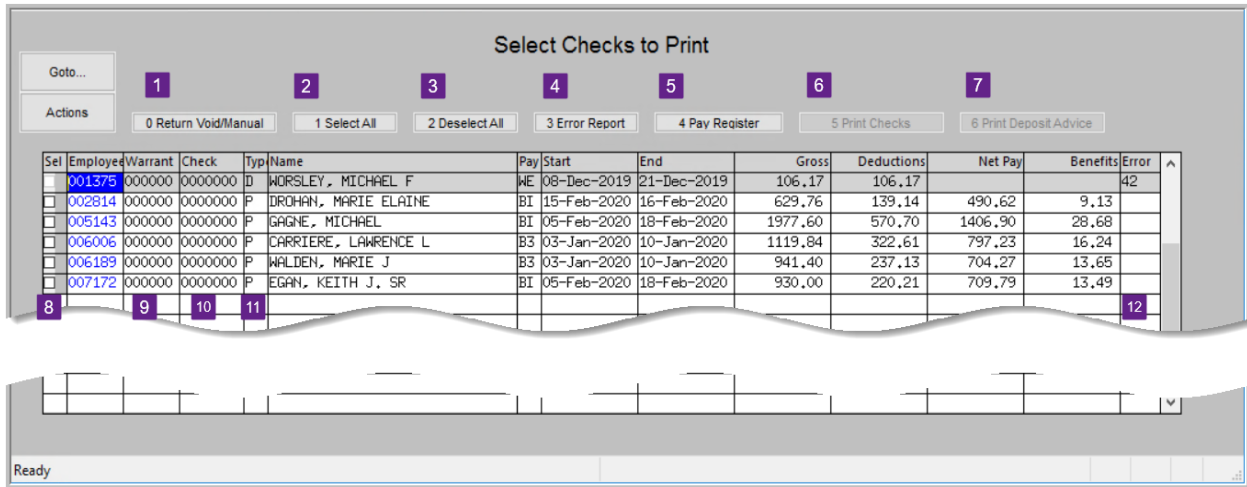
8.1 Select Checks to Print

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 **Void/Manual/Figure Check Entry** screen
2.	**[Select All]**	Set the **Sel** column with a check ☑ with these exceptions: • any manual check with an *error* in the **Error** column • if the check has already been printed –a check# and warrant# is displayed – see #9 and #10 below
3.	**[Deselect All]**	Will remove the check ☑ 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.
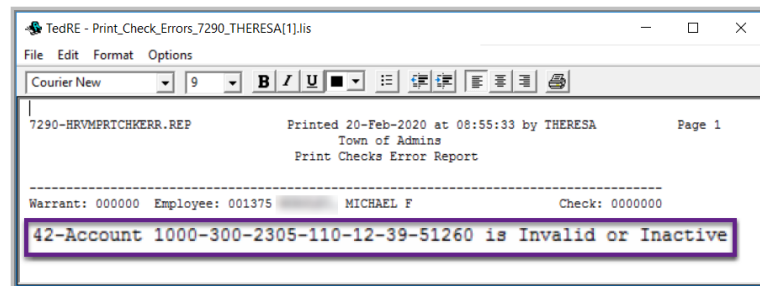
Exit this screen, fix the error, return to the **[Print Multiple Checks]** screen; if there are errors indicated in the Error column, run the **[Error Report]** again. Continue with printing checks and direct deposit advices.
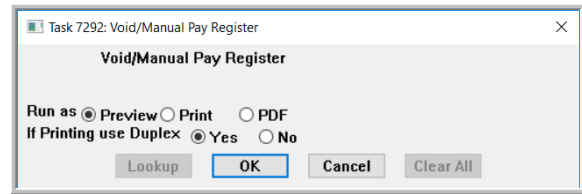
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If a single check has an error, rather than returning to the multiples screen, just [Print] the check from the [Void/Manual/Figure Check Entry] screen.

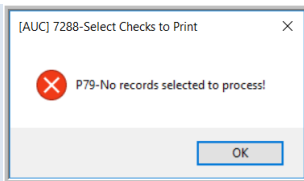|		
5. **[Pay Register]**	Runs the pay register for all selected checks (both printed and deposit advices together). This report is also produced when checks or deposit advices are printed.	

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
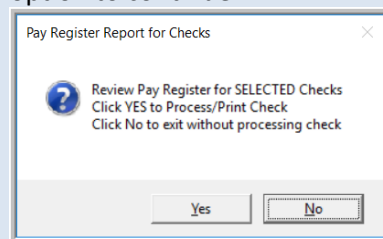**[Cancel]** – will cancel the process – nothing will be done

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.)

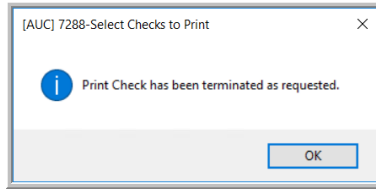|		
6. **[Print Check]**	For all selected records where the **TYPE** column is **"P" [Printed],** first the pay register report will be displayed along with a prompt that gives the option to continue.	
The informational messages and prompts are the same for checks and deposit advices. The messages for 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]**
The informational messages and prompts are the same for checks and deposit advices. The messages for checks are shown in the images provided here.

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.

[AUC] 7288-Select Checks to Print

Print Check has been terminated as requested.

OK

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.

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12. Error Column

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

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

1. Totals do not match – contact 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

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.

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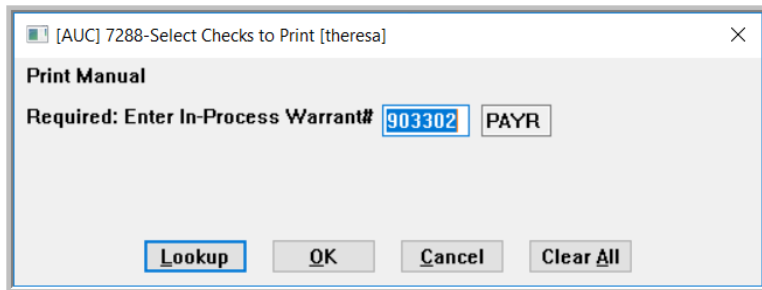
Select an open warrant (this works the same way as the **[Print Check]** on the **Void/Manual** screen)

> **[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
219 Lewis Wharf
Boston, MA 02001

EMPLOYEE EARNINGS STATEMENT

Employee # 005143
Location: TOWN -DPW

		Status	# of Exemptions		Current	Year to Date
Check #: 095823						
Issue Date: 02-20-2020	FEDERAL TAX	M	0	Gross Pay	1,977.60	4,944.00
Period Ending: 02-18-2020	STATE TAX	MN	0	Withholding	570.70	1,445.75
Warrant #: 903302				Net	1,406.90	3,498.25

WAGES	Hours	Days	Amt	Y-T-D		Hours	Days	Amt	Y-T-D
Holiday Leave				197.76	Regular	80.00		1,977.60	4,746.24
WITHHOLDINGS									
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
219 Lewis Wharf
Boston, MA 02001

EMPLOYEE EARNINGS STATEMENT

Employee # 002814
Location: TOWN -FIRE

		Status	# of Exemptions		Current	Year to Date
Direct Deposit #: 970510						
Issue Date: 02-25-2020	FEDERAL TAX	M	1	Gross Pay	440.84	2,645.00
Period Ending: 03-03-2020	STATE TAX	M	1	Withholding	440.84	979.66
Warrant #: 903302				Net	0.00	1,665.34

WAGES	Hours	Days	Amt	Y-T-D		Hours	Days	Amt	Y-T-D
Regular		2.00	440.84	2,645.00					
WITHHOLDINGS									
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
DIRECT DEPOSIT									
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).

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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.

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
                                              Town of ADMINS
                                      Timesheet Void and Manual Edit List


=========================== === ======== ==================================================== ======= ===== =========== ========= ============
            Work Date   Day Pay Code Account#                                                  Hours Days        Rate    Flat $       Amount
=========================== === ======== ==================================================== ======= ===== =========== ========= ============
Warrant: 902875      Period Ending : 25-Mar-2015
--------------------------------------------------
     Employee : 001255     CREASIA, KAREN
     -----------------------------------------------------------
        Position : T135HR OFCR- 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** | ant 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

6 Add Void	7 Add Manual	8 Add Line	9 Delete Line	0 Recalculate	Pay Register	Print Check	Remove Check	VM Warrant List
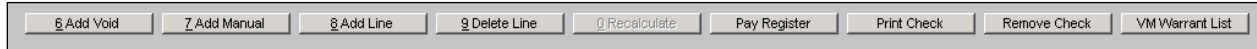
As shown in **Figure 2**, the **"No Time"** warrant is number **903062**. Create as many manual and void checks as needed. When printing, select the **"No Time"** warrant.

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

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

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.