

# **HUMAN RESOURCES**

# **HR-430 MANUAL CHECK PROCESSING**

This document explains how to **create manual payroll checks**. The **Void & Manual** process also allows voiding payroll checks and calculating 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 requires:

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

# **Table of Contents**

1	ОРТ	TIONAL – CREATE A "NO-TIME" WARRANT	2
2	ACC	CESS THE VOID/MANUAL SCREEN	3
3	SELI	LECT THE EMPLOYEE AND PAY PERIOD	4
4	ENT	TER CHECK INFORMATION	5
	4.1	Timesheets	5
	4.2	Wages	5
	4.3	Deduction Entry	6
	4.4	Benefits	7
	4.5	Base Bucket Adjustment	8
5	REC	CALCULATE THE CHECK	10
6	[RES	ESET ALL DEDS] BUTTON	10
	6.1	Example – Using the Button	11
7	PRI	INT PAY REGISTER	13
8	PRI	INT THE CHECK	13
9	PRI	INT MULTIPLE CHECKS	14
	9.1	Select Checks to Print	15
	9.1	1.1 Errors	19
	9.1	1.2 Printed Check	19
	9.1	1.3 Printed Deposit Advice	20
	9.1	1.4 Timeout	21
10	PRI	INT THE VM WARRANT LIST	22
11	REN	MOVE CHECK	22
12	ОРТ	TIONAL-CONTINUE WITH THE "NO-TIME" WARRANT	23



HELP

#### CHECK ALREADY EXISTS

If a previously voided check exists, and YES was selected 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.

1			Figur	e Check Entry-Time	esheet	S		
<u>G</u> oto	Warrant	000000	Period	to		Tax Table Exemptions	Gross	223,20
Actions	Employee Bank Pay Period	SSBT CHEC WE Figu	<u>e note</u> k 00000000	DATE D7-Apr-2009 		Fed	Deductions Net Pay Benefits	46.89 176.31
	<u>1</u> Timesheets	<u>2</u> Wa	ges	<u>3</u> Deduction Entry		4 Benefit Entry	<u>5</u> Base Buckets	3
Work Date	Pay Code Hours	Days Rate	Flat \$	Amount Position 55.80 S005CAEWRKR-02	2 12020-00	Account	Custome	r Reason

# ENTER A MANUAL CHECK – STEP BY STEP

Often, a manual check may be processed and assigned to an existing, regular payroll warrant. If 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.

Human Resources		
Maintenance	>	
Payroll Processing	> Warrant/Create Timesheet Scree	n

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

10									
	Goto	All			Warrant/C	reate	Tim	esheet	Screen
	Actions		2 Warrant#	3 Check Date	4 Post Date	Pay Period	Bank	Batch#	Start
I	E Add Warran								
I	SAdd Warran	Details	903305	20-Feb-2020		BI	PAYR	2904	06-Feb-2020
I			903304	06-Feb-2020		BI	PAYR	2903	23-Jan-2020
I	7 Edit List		903303	14-Feb-2020	30-Jan-2020	ИE	PAYR	2902	01-Feb-2020
I			903302	15-Jan-2020		WE	PAYR		10-Jan-2020
I	8 Timesheet Entry		903301	15-Jan-2020		BI	PAYR	2901	01–Jan–2020
I			903300	09-Jan-2020	20-Dec-2019	BI	PAYR	2900	27-Dec-2019
I			903299	31-Dec-2018		WE	PAYR		31-Dec-2018
1			903298	28-Dec-2018		WE	PAYR		28-Dec-2018
1			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.



0K

Lookup

The Add Warrant prompt includes the option for a "No Time Warrant: No/Yes" selection. Select <sup>O</sup> Yes to create a No Time warrant that will require no time sheets to be created.

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

Clear All

<b>BB M</b> +	+ м 🦉 🗎	1 🖬 🖬 🛋			
1			Warrant Pay (	Groups	
<u>G</u> oto Actio <u>n</u> s	Warrant Period Start End	203062 24-May-2018 Bank PAYR 24-May-2018 Batch	Period <u>N</u> #Pays/C NoTime 🧿	eds 1 Check Date 24-May-20	018 Status No Time Sheets Unposted Void/Manual
10 1 100 L	Sel Pay Group	•	Frequency	Sel Pay Group	Frequency
<u>1</u> Select All <u>2</u> Deselect All	□ 1095C	aca 1095c retiree reporti 12 Month School Weeklu	ng A W		
<u>3</u> Warrant Summary	□ 21 □ 26	21 Pays 26 Pays	B		
<u>4</u> Create Timesheets	□ 27 □ BI	27 pays Bi-Weekly	B		
5 Add Warrant 6 Delete Warrant	DPW	Dept Public Works Fire Department	W W		
	ELS .	dunp fun	B	h	

X

🔿 No 🖲 Yes

#### ACCESS THE VOID/MANUAL SCREEN 2

						Voi	d/Manual/	Figure Che	ck Entr	y-Timesheets			
Human Resources		Goto	Warrant		00000	Period		to		Tax Table E	xemptions	Gross	
Maintenance	>	Actions	Bank Day Darior	· '	Che	ck 000000	O Date	Raco Adi	_	State		Net Pay Report	15
Payroll Processing	>		PayPeriod	_				Dase Auj.			I	Bellelits	
Timesheet Entry	>		1 Timesheets		2 W	aqes		3 Deduction Entry		4 Benefit Entry		5 Base Buc	kets
Special Processing	>	Work Date	Pay Code Ho	urs Day	Rate	Flat S	Amoun	Position 000 -00	Account 0000-000	-0000-000-00-00-00000		Customer	Reason
Void/Manual/Figure Paycheck													
Click Human Resource	es ▶ Void /												
Manual / Figure Paych	eck												
The data entry screen a	ppears; to		Totals	+									
begin, click the <b>[7 Add</b>	Manual]	Notes for t	his line Note	1	0								
button:						Add Deeres	0 Dalata Lia	0.Deceloulate	Dave D	Delate Check	Demous Cha		

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.

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



# **3** SELECT THE EMPLOYEE AND PAY PERIOD

	6 Add Void	7 Add Manual	t Code 9 Del Cost Code 0 Recalculate Pay Register Print Check Print Multiple Checks Remove Check VM Warrant List
16			

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

[AUC] 6201-Void/Manual/Figure Paycheck [ther         Add Manual         Required: Enter Employee#         Required: Enter Position         Required: Enter Beginning Date (mmddyyy)         Required: Enter Ending Date (mmddyyyy)         Required: Enter Pay Period         Optional: Enter Employee Shift Code Over	esa] X 010771 MARINI, KAREN L S006SPDRSRC-08 BHS TEACHER YY) 12-Aug-2019 12-Aug-2019 N No Time ride YEAREND year end adjustments
Lookup	OK Cancel Clear All
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. <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.
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 <b>shift override</b> field is blank, the system will retrieve time records for the employee's <i>default</i> 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**

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

### 4.1 Timesheets

Goto Actions	Wat Em Ban Pay	rrant ployee ik Period		00000 2 Che 3 Figure 1 2 V	Man Period ( 0 Note eck 000000 Check 0	UALENTRY	-Timesheet to 10-Jan-2020 INCE A 3 Base Adj. 3 Deduction Entry	s	Tax Tat Fed FED State MA Other 4 Benefit Ent	ry Exemptions	Gross 1 Deductions 1 Net Pay Benefits	1742,20 1816,78 -74,58 26,34		When first accessing this screen, neither a
Work Date	Pay Code	Hour	s Days	Rate	Flat \$	Amount	Position	Account	00.0705 410.0	EADCO	Customer Reaso	on		1.) warrant # nor a
05-Jap-2	020 DREG		1.00	298,3100		298.31	5006TEAF0RL-02	1000-3	00-2305-110-06-00	-51260		_		2) chock # will have been
07-Jan-2	020 DREG	-	1.00	298,3100		298.31	S006TEAFORL-02	1000-3	00-2305-110-06-00	-51260				2.) CHECK # WIII Have been
08-Jan-2	020 DREG		1,00	298,3100		298,31	S006TEAFORL-02	1000-3	00-2305-110-06-00	-51260				accigned and the check status
09-Jan-2	020 DREG		1.00	298,3100		298,31	S006TEAFORL-02	1000-3	00-2305-110-06-00	-51260				assigned and the check status
10-Jan-2	020 DREG		.75	298,3100		223,73	S006TEAFORL-02	1000-3	00-2305-110-06-00	)-51260				will show as
10-Jan-2	020 LNG MTRS	i	-		26,92	26,92	SOOGTEAFORL-02	1000-3	00-2305-110-06-00	-51260				WIII SHOW dS
			-											
														J. CALCOLATED.
	_	_	-									_		
		-	-								+			After making a change it will
			-											Alter making a change, it will
														show <b>LINCALCUL ATED</b> until the
														Show Oncalcolated until the
	Totals		5.75	1	26.92	1742.20	1							4 ) <b>[0 Recalculate]</b> button is
												_		, Le metalatel satton is
Note	s for this line	Note		_			•							clicked.
Work	ing For	000	-0	0										
6 Add Va	d 7 Add Mar		8 Add Line	Add Day	Delei		alculate Day Rec	ieter	Print Chack Print N	Iuliola Chacks	Check VII Warr	ant List		
S Add Vo	A HOUMAN			Add Rai	Jule 1 2 Dele	I LANG A CORECT	Pay Rec	10101		Remov	VIII VIII VIIII	UTIL LIGE		
Deads													0	
Ready												U	P	

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

- **D** pay code
- □ number of hours or days
- □ flat rate
- $\Box$  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.

11	imesheets 2 Wages	3 Deduction	Entry	4 B	Benefit Er	ntry	5 Base I	Buckets
Pay Code	Expense Account	Hours	Days	Amount Ca	ategory	Position	Working For	
DREG	1000-300-2305-110-12-00-51260			RE	EGULA	S012TEASST5-02	000	-00
OVT	1000-300-2305-110-12-00-51260	1.00		106.17 OV	/ERTI	S012TEASST5-02	000	-00



### 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 [<u>3</u> 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 [<u>3</u> Deduction Entry] screen. A **"Deduction Only"** code is not allowed to be entered on the [<u>4</u> Benefit Entry] screen.





#### WARNING! CHANGING "TAXES"

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

Cost Code	Description		Amount	PreTax	Order Bank	Account	Туре	Additional Information
FICA	FICA			Y	5		O Checking O Saving	NOT EDITABLE - % OF BASEBU
MT-PN9	MASS TCH PEN 9%		163,51	Y	100		O Checking O Saving	NOT EDITABLE - % OF BASEBU
MT2%	MASS TEACHERS 2%		13,26	Y	100		Checking O Saving	NOT EDITABLE - % OF BASEBU
ALT26S	ALTUS IND SCHOOL 2	6		Y	102		Checking O Saving	
PLGS26	PILGRIM SINGLE SCH	IOOL 26 PAYS		Y	102		○ Checking ○ Saving	
MEDI	MEDICARE		26,34	Y	106		○ Checking ○ Saving	NOT EDITABLE - % OF BASEBU
FED	FEDERAL TAX			И			Checking O Saving	
MA	STATE TAX	I [AUC] 6203-Void/Manual/	Figure Paye	neck (th	eresal		× Saving	
UD-PRO	TEACHERS' DUES 26		rigare rayer	ieek [aii	cresuj		C Saving	
DIRDEP	DIRECT DEPOSIT	Recalculate Check					O Saving	INCLUDE IN ACH FILE
		Recalculate Fed	eral Ta	ixes				
					I Ca			
		Recalculate Stat	e Taxe	s:	Yes	s 🔿 No		
		Recalculate Oth	er Tax	es:	• Yes	5 O No		
				_				
		Lookup	OK		Cancel	Clear All		
				1				
6 Add Void	7 Add Manual 8 A	dd Cost Code 9 Del Cost Code	0 Recalcu	late	Pay Register	Print Check	Print Multiple Checks	emove Check VM Warrant List
- Added 28-Ja	an-2020 By ANTHEA Cha	nged by						UP

See also section 6 below for more information about deductions.

### 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.

		Ma	anual Er	ntry	/-Time	eshee	ets						
Goto       Warrant       D00000       Period       18-Dec-2018      Tax Table       Exemptions       Gross         Actions       Employee       007075       CEURVELS, LYNN       Fed       FED       S       Deduction         Bank       Check       0000000       Date       Date       SN       Net Pay         Pay Period       WE       Figure Check       UNCALCULATED       Base Adj.       Other       Benefits													
Cost Code	1 Timesheets	2 Waqes	AmounP	reTax	3 Deduc	tion Entry	Account	4 Benefit Entry	Additional Info	5 Base Buckets			
ER BC F	EMPLOYER HMO FAMILY		Anoun	TCTUX	oraci	Durik	Account		Additional inte	indition			
MEDI	MEDICARE		<b>.</b> 84	Y	106			Checking Saving	NOT EDITABL	.E - % OF BA	SEBU		
XMEDI	MEDI ADJUSTMENT			Ν	1			○ Checking ○ Saving					
6 Add Vo	id 7 Add Manual	8 Add Code	Totals	Del	ete Coo	ie	Pay Reg	.84	Remove Che	ck VM Wa	arrant List		
Added 18-D	ec-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.

			Manual Entr	y-Timeshe	ets				
Goto Actions	Warrant Employee Bank Pay Period	000000 007075 Check ( WE Figure (	Period 18-Dec-20: CEURVELS, LYNN 2000000 Date Check UNCALCULATE	18 to 18-Dec-20	18	Tax Table Fed FED S State MA SN Other I	Exemptions	Gross Deductions Net Pay Benefits	161.90 119.69 42.21 .84
Cost Code D ER BC F E MEDI M	1 Timesheets excirption MPLOYER HM0 FAMILY EDICARE	2 Wages	[AUC] 6204-	Void/Manual his Cost Cod he Deductior	/Figure P e is also a n record H	Paycheck a Deduction has also been added		5 Base Buckets formation	EBU
			Totals			.84			
6 Add Void	7 Add Manual	8 Add Code	9 Delete Code	0 Recalculate	Pay Regi	ister Print Check	Remove Ch	eck VM Wa	irrant List
Added 18-Dec	-2018 By MMACKINNON	Changed by						Lkup	UP

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

E [AUC] 6204-Void/Manual/Figure Paycheck [theresa] -	×
File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help	
· · · · · · · · · · · · · · · · · · ·	
Manual Entry-Timesheets	
Goto         Warrant         D00000         Period 18-Dec-2018 to 18-Dec-2018        Tax Table         Exemptions         Gross         161.90           Actions         Bank         CDLKVELS, L/NN         CLUKVELS, L/NN         State Pia         State Pia         N         Net Pay 42.21           Pay Period         WE         Figure Check UKCHLCULATED         Base Adj.         Other         Benefits        4	
1 Timesheets 2 Wages 3 Deduction Entry 4 Benefit Entry 5 Base Buckets	
Cost Code Description AmounPreTax OrderBank Account Type Additional Information	
VEDI VEDICARE	
E [AUC] 6204-Void/Manual/Figure Paycheck [theresa]	
Add Cost Code	
Required: Enter Cost Code UD-AFL	
Lookup OK Cancel Clear All	
100x 6204 Void/Manual/Figure Paycheck	
a pstol Cannot add deduction only to benefit scree	en
iotais	
6 Add Void 7 Add Manual 8 Add Code 9 Delete Code 0 Recalculate Pay R	
Added 18-Dec-2018 By MMACKINNON Changed by	

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
Goto	Warrant	000000		Period 18-Dec-2018 t	to 18-Dec-2018
Actions	Employee	007075		CEURVELS, LYNN	
Actions	Bank		Check	0000000 Date	Base Adi 📿
	Pay Period	WE	Figure	Check UNCALCULATED	Dube Huj.

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.

<u>1</u> Tir	nesheets	<u>2</u> Wages		<u>3</u> Dec	luction Entry	D
Cost Code	e Description		Amount	Bank	Account	
DIRDEP	DIRECT DEPOSIT		50,29	BF	25110341	
DIS-AM	AMER HERITAGE NONDE	F	6.88		024726607	
EFTSV1	EFT SAVINGS		200,00	BF	02211787	
FED	FEDERAL TAX		10,85			
INS-TW	]TOWN AFSCME LIFE 10	ĸ	.30			
MA	STATE TAX		17,65			
MEDT	MEDICARE		4.83			
MEDIADJ	MEDICARE ADJUSTMENT		14.50			
NC-30+	NORFULK CTY, 30+		,55			

<u>2</u> Wages	<u>3 Deduction Entry</u> <u>4 Benefit Entry</u>	>
Cost Code Description	Amount	
MEDT MEDICORE	4,83	
MEDIADJ MEDICARE ADJUSTN	MENT 14,50	

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

<u>5</u> Base Buckets



	Buckets 1 - 20 Federal Tax Wages	Amount	
	Medicare Wages	1332,99	Added \$1,000
1	State laxable Wages	352,99	
	Retirement Wages	362,64	
		700.04	

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 oister Print Check Print Multiple Checks Remove Check VM Warrant List

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

MA UD-PRO	STATE TAX TEACHERS' DUES 26	IQUC] 6203-Void/Manual/Figure Paycheck [theresa]	• Yes: If changes were made to the <i>tax</i>
DIRDEP	DIRECT DEPOSIT	Recalculate Check	status or the number of exemptions, and the
		Recalculate Federal Taxes: <ul> <li>Yes</li> <li>No</li> </ul>	taxes should be recalculated, click $oldsymbol{\odot}$ Yes.
		Recalculate State Taxes: <ul> <li>Yes O No</li> </ul>	
		Recalculate Other Taxes: <ul> <li>Yes O No</li> </ul>	• No: If changes were entered to the <i>tax</i>
			<i>amount(s)</i> on the deduction screen, the
			recalculation would overwrite the changes,
			click  ONo.
	1	Lookup OK Cancel	
		1	The selections for each tax type are
6 Add Void	1 7 Add Manual 8 A	dd Cost Code 9 Del Cost Code 0 Recalculate Pay Register	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 [RESET ALL DEDS] BUTTON

There is a button on the **Manual Check** screen that will remove all the deductions from the manual check and refresh them with the deductions from the employee's maintenance screen. Use this button if the manual check is created for an employee with an unknown weekly schedule. With an unknown schedule, no \$\$ amount are bought into the timesheets, therefore only tax and percentage-based deductions will be brought in.



400	🔤 [AUC]	6203	3-Void/Manual	/Figure	Paycheck								
					Ν	lanual Er	ntry-T	imeshe	ets				
	Goto		Warrant	000000	Pe	riod	to	07-Mar-20	21	Tax Table	Exemptions	Gross	2498,50
	Actions		Employee Bank	000040	Check 000	DRE, KEITH F		_		Fed FED2020 M State MA M	2	Deductions Net Pay	2498,50
			Pay Period	WE	Figure Che	ck UNCALCUL	ATED	Base Ad	i 🗆	Other		Benefits	34.57
		1 T	imesheets		2 Wages		3 D	eduction Entry	1	4 Benefit Entry		5 Base Bucket	5
	Cost Code	Descri	ption			Amount P	reTax C	order Bank	Account	Туре	Additional Inf	ormation	
	NC-PN8	NORFO	OLK CTY PEN 8%			199.88	V	100		Checking Souing	NOT EDITOR	E - 2 OF DO	CEDII
						100,000		100		O Checking O Saving	NOT EDITHE	LE = % UF DF	SEB0
	NC2%	NORFO	DLK CTY 2%			38,43	Y	100		Checking O Saving	NOT EDITABL	LE - % OF BF	SEBU
	NC2%	NORFO	DLK CTY 2%			38.43	Ý.	100	A state of the second state of	O Checking O Saving	NOT EDITABL		SEBU
	NC2%	NORFO	DLK CTY 2%			38.43	Ŷ	100	. And a little of a second second	Checking Saving	NOT EDITABL	LE - % OF BA	SEBU
	NC2X	NORFO	DLK CTY 2%			38.43	Ý	100		Checking Saving     Checking Saving		LE - % OF BF	SEEBU
		NORFO	FAMILY			38.43	Ý.			Checking Saving     Saving     Sevine		LE - X OF BA	SEED SEED
			SAMILY		Totals	38.43 1/1 d 2498.50	Y			Checking Saving			
			SEMILY 2%		Totals 0 Reca	2498.50	Rec	alc All De	ds	Checking Saving			
		ZAdd		oda 9.Da	Totals 0 Reca	2498.50	Rec	aic All De	ds	Checking Saving		LE - X OF BA	

-- Added 02-Apr-2021 By THERESA Changed by

Figure 5 The screen has a button to refresh the deductions from the employee maintenance screen

Use the button when time is added to the timesheet screen and the default deductions that use a table or flat rate can now be deducted from the known amount.



Note: Any deductions added on the manual check deductions tab that do not exist on the employee's maintenance screen will be removed and must be re-added manually if the [Reset All Deds] button is used.

### 6.1 Example – Using the Button

		Manua	Entry-Timesheets		
Goto	Warrant	000000 Period	to 07-Mar-2021	Tax Table Exemptions	Gross 124,93
Actions	Employee Bank Day Pariod	0000040 0 Note M00 Check 0000000 Da	RE, KEITH F	State MA M 2	Net Pay 124,93 Renefits
-					
	1 Timesheets	2 Wages	3 Deduction Entry	4 Benefit Entry	5 Base Buckets
ork Date	Pay Code Hours	Days Rate	Flat S Amount	20 0000 001 00 00 E1110	Customer Reason
1-nai-2021	DREG	.25 499.7000	124.93	22-0000-004-00-00-51110	
	Totais				
		.25	124.93		
	and a second sec				
Notes for t	his line Note				

A manual check is created for employee #40, who as an unknown schedule. After the first entry is made, the check is recalculated. This results in only percentage-based deductions and tax being taken out on the deductions screen.



IAUC1 6203-Void/Manual/Figure Paych Manual Entry-Timesheets ---Tax Table---Fed FED2020 M State MA M Goto. Period Warrant to 07-Mar-2021 Exemptions Gross 124,93 MOORE, KEITH F Deductions Employee Bank 124,93 2 Actions Net Pay Benefits Pay Period Check CALCULATED WE Figure Base Adj. 🗌 1.81 1 Timesheets 2 Wages C 3 Ded 4 Benefit Entry 5 Base Buckets Additional Information NOT EDITABLE - % OF BASEBU NOT EDITABLE - % OF BASEBU Cost Code Description NC-PN8 NORFOLK CTY PEN 8% Amount PreTax Order Bank 9,99 Y 100 Account Туре NORFOLK CTY 2% 100 NORFOLK CTY 2% PILGRIM FAMILY TOWN FULLTIME 046001084 MEDICARE MEDICARE OV FED 2020 TA TOWN LYPE PLGF TWN 10 105 106 NOT EDITABLE - % OF BASEBU NOT EDITABLE - % OF BASEBU 1.81 OVP None of the 113,13 TOWN LIFE flat rate or TOWN LIFE I STATE TAX ADDL STATE AIM FUND SE COLONIAL LI NEXTEL GAR table driven deductions are taken 9999 CI DIRECT DEPI 1310921358 O Checking () Saving Ν Total 124.9 6 Add Void 7 Add Manual 8 Add Cost Code 9 Del Cost Code 0 Recalculate Recalc AI Deds Pay Register Print Check Print Multiple Checks Remove Check VM Warrant List - Added 02-Apr-2021 By THERESA Changed by

Changes are made to the timesheets, adding dollars.



The results of using the **[O Recalculate]** button versus the new button are shown below:

(AUC] 6203-	Void/Manual/Figure Paycheck			📼 [AUC] 6203-Void/Manual/Figure Paycheck	1
	Ν	anual Entry-Timeshe	eets	Manual Entry-Timeshee	ts
Goto Actions	Warrant 200000 Per Employee 000040 M00 Bank Check 000 Pay Period KE Figure Che	riod to 07-Mar-20 DRE, KEITH F DOCODO Date ack CALCULATED Base Ac	021 <b>1</b> j. 🗆	Goto         Warrant         200000         Period         01-Mar-2021         to 07-Mar-202           Actions         Employee         000040         MODRE, KEITH F         MODRE, KEITH F           Bank         Check         0000000         Date         Date           Pay Period         KE         Figure Check         CALLATED         Base Adj.	
1 Time:	sheets 2 Wages	3 Deduction Entr	v	1 Timesheets 2 Wages 3 Deduction Entry	R
Cost Code Description NC-PNB NORFOLK NC22X NORFOLK PLGF THN PILORTH MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEXIEL MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MEDICAR MED	an CTY PEN 8X CTY 2X FFMILY TORN E 046001084 E 0VER #200,000 0 TEXT FABLES FE INS- PROF UNION 10K 10K RM ATE TRX/RDSEP ID SERV. L LIFE GRNUSH DEPOSIT	Amount PreTax         Order Bank           199,88         Y         100           38,43         Y         100           Y         102         Y           Y         105         36,23           Y         106         Y           492,99         N         119,73           N         N         5           N         5         1611,24           N         9999         CI	Accob.	Cost Code         Description         Amount/PreTax         Order(Bank           NC=PN8         NORFOLK CTY PEN 8X         199,88         Y         100           NC2X         NORFOLK CTY PEN 8X         199,88         Y         100           NC2X         NORFOLK CTY PEN 8X         139,88         Y         100           NC2X         NORFOLK CTY PEN 8X         38,43         Y         100           PLGF TMN PILGRIM FAMILY TOWN         114,49         Y         102           DEFVOL         FULLTIME 046001084         245,00         Y         106           MEDITARE         MEDICARE         34,67         Y         106           MEDITARE         4200,000         Y         106         Y         106           MEDITARE         MADILSTRITE INS- PROF UNION 10K 10K         .30         N         N           MA         STATE TAK/ADSEP         11,50         N         N           MA         STATE TAK/ADSEP         11,50         N         N           MA         ADL STATE TAK/ADSEP         11,50         N         N           MA         ADL STATE TAK/ADSEP         11,50         N         N           MA         ADL STATE TAK/ADSEP         11,50	Account
6 Add Void 7 Add Mar	alculate] button brings deductions and recalc Totals	2498,50 0 Recalculate Recalc All Deds Pa	v Reusie	New button brings in all deductions and recalculates tax           Totals         2498,50           6 Add Void         7 Add Manual         8 Add Cost Code         9 Del Cost Code         0 Recalculate         Recalc All Deds         Pay 5           0 Addred 02. Are 2021 But         Channed but         Channed but         Channed but         Channed but         Channed but	Register

Figure 6 The [O Recalculate] button and new button behavior impact the deductions



### 7 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.

			Town of A	DMINS		
			Void/Manual Pa	y Register		
Warrant: 000000						
Employee: 002855 MARSHALL, KEITH	I R	Gross Pay	7: 932.00	Federal Tax Wages	841.02 State Taxes	-49.40
		Deductions	s: 932.00	Medicare Wages	932.00 Pension Plan Flag	-90.98
		Net Pay	7:	State Taxable Wages	932.00	
				Retirement Wages	932.00	
		Benefits	s: 13.51	Total Wages	932.00	
		Net Direct Deposit	5: 658.36	Federal Taxes	-119.78	
Work Date Pay Code	Hou	rs Days I	Rate Flat Amt	Pay Amount Position	Account	
18-Jun-2015 REGULAR - hours	8.	00 23.3	3000	186.40 T210P0L0FF 01	1000210000002000051150	
19-Jun-2015 REGULAR - hours	8.	00 23.3	3000	186.40 T210P0L0FF 01	1000210000002000051150	
20-Jun-2015 REGULAR - hours	8.	00 23.3	3000	186.40 T210POLOFF 01	1000210000002000051150	
23-Jun-2015 REGULAR - hours	8.	00 23.3	3000	186.40 T210P0L0FF 01	10002100000002000051150	
24-Jun-2015 REGULAR - hours	8.	23.3	3000	186.40 T210POLOFF 01	10002100000002000051150	
25-Jun-2015 REGULAR - hours	8.	JU 23.3	3000	186.40 T210P0L0FF 01	10002100000002000051150	
25-Jun-2015 REGULAR - Hours	°.	DU 23.0 DO 22.0	2000	106.40 1210P0L0FF 01	1000210000002000051150	
30-Jun-2015 REGULAR - hours	8.	0 23.3	3000	186.40 T210P0L0FF 01	10002100000002000051150	
01-Jul-2015 REGULAR - hours	8.	00 23.3	3000	-745.60 T210P0L0FF 01	10002100000002000051150	
01-Jul-2015 SICK ACCRUAL	10.	00		T210POLOFF 01	10002100000002000051150	
01-Jul-2015 Holiday Day Forfeitu	ire	16.00		T210POLOFF 01	10002100000002000051150	
Wages	Deduc	tions	Benefit	s	Hours/Days	
Holiday Day Forfe	DIRECT DEPOSIT	658.36 MKI	DICARE	13.51 Holiday Day	7 Forfe 16.00 Day	
REGULAR - HOURS 932.00	STATE TAX	49.40		REGULAR - P	10urs 80.00 Hrs	
SICK ACCROAL	MEDICADE	13 51		SICK ACCROS	10.00 Hrs	
	NORFOLK CTY PEN 9	83.88				
	NORFOLK CTY 2%	7.10				
6207-HRPAIREGVOID.REP	Princed 30-Jun-20	15 at 13:21:55 by 1	Torm of a	DMTNG		Page 2
			Void/Manual Pa	v Register		
Warrant: 000000						
Check Date: 30-Jun-2015						
Base Buckets 1 thru 20		Base Buckets 21 t	hru 40			
Federal Tax Wages	841.02	OJI/111F wages				
Medicare Wages	932.00	Clothing non taxs	able			
State Taxable Wages	932.00	car allowance				
Retirement Wages	932.00	Clothing taxable	_			
iotai Wages Markara Carr	932.00	Senior Tax Gross	гау			
Workers Lomp Redevel Texes	-110 75	Senior lax Net				
State Taxes	-49 40	KOON CONCLEDUCION	•			
Reportable Health Care Cost						
-	i					
	1					
TAXABLE BENEFITS						
	1					
	i					
Pension Plan Flag	-90.98 I					
Deferred Comp Wages	1					
EFT Deductions	I.					
Approved by						

### 8 PRINT THE CHECK

6 Add Void 7 Add Manual 8 Add Cost Code 9 Del Cost Code 0 Recalculate Pay Register Print Check Be Checks Remove Check VM Warrant List					1		
	6 Add Void 7 Add Manual 8 Add Cost Code	9 Del Cost Code 0 Recalcu	ulate Pay Register	Print Check	Itigle Checks	Remove Check	VM Warrant List



.. .

the [Print

[AUC] 6204-Void/Manual/Figure Paycheck [theresa]	>	<	Nhen all th	ne entries are	e correct, c	lick on the [Prin
Print Manual			Check] butt	ton to print a	a single ma	anual check. A
Required: Enter In-Process Warrant#		d	lialog box	will appear.	Enter a va	alid in-process
		v	varrant nu	mber or use	Lookup	to select from a
Lookup <u>O</u> K <u>C</u> ancel	Clear <u>A</u> ll	l li	ist of avail	able warran	ts.	
Warrants		_			×	
Warrant Start	End Per:	iod CheckDate	Bank PostDate	EntryUser	NoTime <b>Tof</b>	
803267 08-Pug 903266 01-Pug 903264 01-Pug 903261 01-Pug	-2019 14-Aug-2019 WE -2019 07-Aug-2019 WE -2019 07-Aug-2019 WE -2019 07-Aug-2019 WE -2019 14-Aug-2019 BI	21-Aug-2019 14-Aug-2019 14-Aug-2019 21-Aug-2019	Payr Payr Payr Payr Payr	MNDALAN JDIONIS MNDALAN LVALANZOLA	× × ×	
			OK Find	Search Cancel	Help Eof	

#### 9 PRINT MULTIPLE CHECKS

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

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.

### 9.1 Select Checks to Print

Select Checks to Print													
Goto	1			2 3		4	5	6		7			
Actions	0 Ret	urn Void/Mai	ual	1 Select All 2 Deselect All		3 Error Report	4 Pay Reg	ister 5	Print Checks	6 Print Dep	oosit Advice		
Sel Emplo	oyeeWarrant	Check	Тур	Name	Pay	Start	End	Gross	Deductions	Net Pay	Benefits E	ror	1
0013	<mark>75</mark> 000000	0000000	D	WORSLEY, MICHAEL F	WE	08-Dec-2019	21-Dec-2019	106.17	106.17		4	2	
0028:	14 000000	0000000	Р	DROHAN, MARIE ELAINE	BI	15-Feb-2020	16-Feb-2020	629,76	139.14	490,62	9,13		
00514	43 000000	0000000	Ρ	GAGNE, MICHAEL	BI	05-Feb-2020	18-Feb-2020	1977.60	570,70	1406.90	28,68		
0060	06 000000	0000000	Ρ	CARRIERE, LAWRENCE L	B3	03–Jan–2020	10-Jan-2020	1119,84	322,61	797.23	16.24		
00618	89 000000	0000000	Ρ	WALDEN, MARIE J	B3	03–Jan–2020	10-Jan-2020	941,40	237.13	704.27	13.65		
0071	72 000000	0000000	Ρ	EGAN, KEITH J. SR	BI	05-Feb-2020	18-Feb-2020	930,00	220,21	709.79	13.49		
8	9	10	11									2	
	_	<u> </u>			1							~	<u>.</u>
tv.													

#### Figure 7 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]	<ul> <li>Set the Sel column with a check ☑ with these exceptions:</li> <li>any manual check with an <i>error</i> in the Error 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 🗹 from all records

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Button or Column

4. [Error Report]

Description / How Used

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]

If there are no records selected for processing, and the Pay Register button is clicked, an information message will pop up: Runs the pay register for all selected checks (both printed and deposit advices together). This report is also

I Task 7292: Void/Manual Pay Register	×
Void/Manual Pay Register	
Run as  Preview  Print  PDF If Printing use Duplex  Yes  No	
Lookup OK Cancel Clear All	

produced when checks or deposit advices are printed.

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

• P3-No records selected to process           • Max * 1000           • Max * 1000           • Max * 100           •	[AUC] 7288-Select Checks to Print ×	6207-HEFRYEETVOID.REP Printed 20-Feb-2020 at 10:30:03 by THERESA Page Town of Admine Void/Menual Pay Resister
OK         Norm         N	P79-No records selected to process!	Rarranti 00000 Claef, fata: 20-Pab-2020 Deployee: 001109 Deployee 001109 Deplo
Image: State of the state o	ОК	Construction         Construction<
vihitoser to.		Image: Second Processing Second Procesond Processing Second Processing Second Processing Second Process

#### Button or Column

#### **Description / How Used**

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]

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

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.



option to continue.

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

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

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.

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



If **O** Yes, the deposit advice(s) will print.

Selecting **O** 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.	<b>Sel</b> 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 <b>"P"</b> for <b>Printed</b> and <b>"D"</b> for <b>Direct Deposit Advice</b>

**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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#### **Button or Column**

#### **Description / How Used**

Goto					S	ele	ct Checks	to Print						
Sel	Employee	Warrant	Check	Тур										
ET.	001375	000000	0000000	D	2 Deselect All		3 Error Report	4 Pay Rec	ister	5 Print Checks	6 Print De	posit Advice		
	002814	000000	0000000	Ρ		Pay	Start	End	Gross	Deductions	Net Pay	Benefits	Error	1^
	005143	903302	0095823	P	LF	WΕ	08-Dec-2019	21-Dec-2019	106.17	106.17			42	
	000110	50000E	0000020	<u> </u>	LAINE	BI	15-Feb-2020	16-Feb-2020	629.76	139.14	490,62	9.13		1
	005158	903302	0095824	P		BI	05-Feb-2020	18-Feb-2020	1977.60	570.70	1406.90	28,68		1
	006006	907702	0095925		ΗE	BI	14-Feb-2020	14-Feb-2020	541.67	87.70	453,97	7.85		1
	0000000	505502	0000020		INCE L	B3	03-Jan-2020	10-Jan-2020	1119.84	322.61	797,23	16,24		1
	06189 00000	0 0000000 1	P			B3	03-Jan-2020	10-Jan-2020	941.40	237.13	704.27	13.65		1
	07172 00000	0 0000000 0	P			BI	05-Feb-2020	18-Feb-2020	930.00	220,21	709,79	13,49		1
	10508 00000	0 0000000	D	-		B3	03-Jan-2020	10-Jan-2020	1742,20	1742.20		25,26		1
	70305 00000	0 0000000	D			BI	05-Feb-2020	18-Feb-2020	412,80	412.80		5,99		1
	70423 00000	0 0000000 0	P	-		BI	09-Feb-2020	09-Feb-2020	139.68	8.69	130,99	2.03		1

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.

- 1. Totals do not match contact <a href="mailto:support@admins.com">support@admins.com</a>
- 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

	M	anual Ent	ry-Tim	esheets			
Goto	Warrant 000000 Peri Employee 001375 WDP	od 08-Dec-20:	19 <b>to</b> 21	-Dec-2019	Tax Table	Exemptions Gross	106.17
Actions	Bank Check 000			Base∆di. □	State MA M	2 Net Pay Benefits	100,17
		IN CHECOLATED				Denento	
	1 Timesheets 2 Wages		3 Deduc	ction Entry	4 Benefit Entry	5 Base Buckets	
Cost Code	Description	Amount PreT	ax Orde	Bank Account	Туре	Additional Information	
FICA	FICA		Y 5		Checking Saving	NOT EDITABLE - % OF BAS	SEBU
MT-PN5	MASS TEACHERS 5%		100		Checking O Saving	NOT EDITABLE - % OF BAS	SEBU
FED	FEDERAL TAX	1	4		Checking O Saving		
INS-BW	TOWN LIFE INSURANCE-BIWK-26 WK	.12	4		Checking O Saving		
MA	STATE TAX		4		Checking Saving		
EFTSV1	EFT SAVINGS	10,00	N 7	CN 80965	O Checking  Saving	INCLUDE IN ACH FILE	
DIRDEP	DIRECT DEPOSIT	96,05	1 9999	MF 2388008	Checking () Saving	INCLUDE IN ACH FILE	
6 Add Void	Totals	106.17	Pay De	print Ch	ack Drint Multiple Chacks D	emove Check VII Warrant List	
C Add Vol		- resalculate	Pay Re		our germanungie citecus ru		
Added 12	2-Dec-2019 By WENDY Changed by					Lkup	UP

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



#### **9.1.1 Errors**

In Figure 7, #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.

Goto Actions	Warr Empl Bank Pay F	rant loyee t Period	internet int	00000 01375 Chec E Figure C	Period 00 0 Note 1 ck 0000000 Check Cr	Jal Entry B-Dec-2019 JORSLEY, MIC Date BLCULATED	-Timesheet to 21-Dec-2019 CHAEL F Base Adj.	s	Tax Table Exe Fed FED M State MA M Other	mptions Gross 2 Deductio 2 Net Pay Benefits	106.17 ns 106.17
	1 Timesheet	\$		2 W	ages		3 Deduction Entry		4 Benefit Entry	5 Base Bu	ckets
Work Date	Pay Code	Hours	Davs	Rate	Flat S	Amount	Position	Account		Customer	Reason
09-Dec-2019	OVT	1.00		106.1700		106.17	S012TEASST5-02	1000-30	0-2705-110-12-00-51260		
10-Dec-2019	DREG		_	300,5500			S012TEASST5-02	1000-30	0-2305-110-12-39-51260	2	
11-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-30	0-2305-110-12-00-51260	-	
12-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-30	0-2305-110-12-00-51260	1	
13-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-30	0-2305-110-12-00-51260		
16-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-30	0-2305-110-12-00-51260		
17-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-30	0-2305-110-12-00-51260		
18-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-30	0-2305-110-12-00-51260		
19-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-30	0-2305-110-12-00-51260		
	Totals	1.00				106.17					
Notes for Working F 6 Add Void	his line or   7 Add Manu	Note 000 Jal 8 A	-00	Add Ran	qe 9 Delete	Line 0 Rec	siculate Pay Regi	ister	Print Check	Remove Check V	f Warrant List
										Lkup	UP

### 9.1.2 Printed Check

Pay Regist	er Report for Checks	×
0	Review Pay Register for SELECTED Checks Click YES to Process/Print Check Click No to exit without processing check	
	<u>Y</u> es	kuuni.

**[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:

I [AUC] 7288-Select Checks to Print [theresa]	×
Print Manual	
Required: Enter In-Process Warrant# 903302 PAYR	
Lookup <u>O</u> K <u>C</u> ancel Clear <u>A</u> ll	

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 <u>A</u>II] – will clear any existing warrant number



	Town of Admin	EMPLOYEE EARNINGS STATEMEN						
	Boston, MA 02001						Employ Location: 1	vee # 005143 'OWN -DPW
Gheck # Issue Date: Period Ending Warrant #	t 005823 : 02-20-2020 ; 02-18-2020 : 903302	FEDERAL STATE TA	.TAX M X MN	<u># of Exemptions</u> 0 0	Gross Pay 1 Withholding Net 1	<u>Current</u> ,977.60 <u>570.70</u> ,406.90	Ye	ar to Date 4,944.00 <u>1,445.75</u> 3,498.25
	COLUMN COLUMN							
WAGES	Hours	Days /	Amt Y-T-	D	Hours	Days	Amt	Y-T-D
Holiday Leave			197.7	6 Regular	80.00		1,977.60	4,746.24
WITHHOLDINGS								
Additional Fed Tax		2	0.00 80.0	0 Deferred Comp			16.00	64.00
Federal Tax		17	5.62 386.0	2 Life Insurance			14.07	56.28
Medicare		2	8.68 71.7	0 Norfolk County			205.99	497.68
State Tax		10	0.04 248.8	7 Town Insurance			0.30	1.20
Union Dues		1	0.00 40.0	0				

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).

#### 9.1.3 Printed Deposit Advice

٦	Fown of Admi	ns			EMPLOYEE EARNINGS STATEMENT						
2 B	19 Lewis Wharf Boston, MA 02001						I	Employ Location: T	e # 002814 OWN -FIRE		
Direct Depo Issue Date: Period Ending: Warrant #:	<b>DSIT #: 970510</b> 02-25-2020 03-03-2020 903302	FED STA	ERAL TAX TE TAX	<u>Status</u> M M	# of Exemptions 1 1	Gross Pay Withholding Net	<u>Current</u> 440.84 <u>440.84</u> 0.00	Yea	<u>r to Date</u> 2,645.00 <u>979.66</u> 1,665.34		
<u>WAGES</u> Regular	Hours	<b>Days</b> 2.00	<b>Amt</b> 440.84	<b>Y-T-D</b> 2,645.00		Hours	Days	Amt	Y-T-D		
WITHHOLDINGS Deferred Comp Medicare Norfolk County			22.00 6.39 39.68	66.00 38.35 259.06	Federal Tax Net Direct Deposit State Tax			6.76 349.13 16.88	149.70 349.13 117.42		
DIRECT DEPOSIT	101706		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	Actions O Patron Meidllanunt A Colord All 2 Parcelant All 2 Parcel Parcet All Parcel Parcet											
			S Error Report	4 Pay Key		5 Frint Checks	0 Phillipe	POSICAUVICE				
Sel Employ	eeWarrant Check TypeName	Pay	Start	End	Gross	Deductions	Net Pay	Benefits	Error	^		
005143	000000 0000000 P GAGNE, MICHAEL	BI	19-Feb-2020	03-Mar-2020	1977,60	570,70	1406,90	28,68				
005158	000000 0000000 P BERGERON, KEITH E	BI	01-Feb-2020	29-Feb-2020	541.67	87,70	453,97	7.85				
0071	72 903302 0970509 , KEITH J. SR	BI	19-Feb-2020	03-Mar-2020								
	/ E 1963302 1997 0309											
		-		-								

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	Warn Empl Bank Pay I	rant loyee k Period	303302     Period 10      Jan-2020       005143     IO Note   GAGNE, MICHAEL       PAYR     Check     0095823     Date 20-Feb-2020       BI     Printed     MANUAL     Base Adj.			Tax Tabl Fed FED State MA Other	e MN	Exemptions	Gross Deductior Net Pay Benefits	1977,60 IS 570,70 1406,90 28,68			
	1 Timesheet	S		2 V	Vaqes		3 Deduction Entry		4 Benefit Entry	/		5 Base Buc	kets
Work Date	Pay Code	Hours	Days	Rate	Flat S	Amount	Position	Account				Customer	Reason
05-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDROP-02	0200-45	0-0000-004-00-00-	-51130	)		
06-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDROP-02	0200-45	0-0000-004-00-00-	-51130	)		
07-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDR0P-02	0200-45	0-0000-004-00-00-	-51130	)		
10-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDR0P-02	0200-45	0-0000-004-00-00-	-51130	)		
11-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDR0P-02	0200-45	0-0000-004-00-00-	-51130	)		
12-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDR0P-02	0200-45	0-0000-004-00-00-	-51130	)		
13-Feb-2020	REG	8,00		24,7200		197.76	T422DPWDROP-02	0200-45	0-0000-004-00-00-	-51130	)		
14-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDR0P-02	0200-45	0-0000-004-00-00-	-51130	)		
17-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDR0P-02	0200-45	0-0000-004-00-00-	-51130	)		
18-Feb-2020	REG	8,00		24,7200		197,76	T422DPWDROP-02	0200-45	0-0000-004-00-00-	-51130	)		

#### 9.1.4 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.



# **10 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 N	lultiple Checks	Remove Che	W Warrant I	List
5208-HRVOIDMANUALEDT.REP	Printe	1 30-Jun-2015 at 1	3:30:42 by TH	IERESA					Page 1	
		-	Town of	ADMINS						
		Times	heet Void and	i Manual Edit Lis	t					
Work Date	Day Pay Code	Account#			Hours	Days	Rate	Flat \$	Amount	
arrant: 902875 Period	Ending : 25-1	far-2015								
Employee : 001255	CREASIA, KAREN	a 								
Position : T135HR	OFCR- HUMAN I	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 Posi	tion	5		-5.00			-1,130.50	
	Total	<pre># record for Empl</pre>	oyee	5		-5.00			-1,130.50	
Employee : 002855	MARSHALL, KEI	TH R								
Position : T210P0	LOFF - POLICE	PATROL OFFICER								
18-Jun-2015	dev DEC	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-Ju1-2015	day FDHOLIDA	1000-210-0000-002	-00-00-51150			16.00				
	FORFEITE	): Annual Max allo	wed is							
	Total	# record for P	tion 1	~		16.00			922 00	
	IOCAL	# record for POS1	cron 1		50.00	10.00			532.00	
	Total	<pre># record for Empl</pre>	oyee l	.2	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].

### **11 REMOVE CHECK**





#### 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.

### 12 OPTIONAL-CONTINUE WITH THE "NO-TIME" WARRANT

<u>6</u> Add Void <u>7</u> Add Manual <u>8</u> Add Line <u>9</u> Delete Line <u>0</u> 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.

🔳 Warran	:5							×
Warrant	Start	End	Period	CheckDate	Bank	PostDate	EntryUser	NoTime Tof
903062	24-May-2018	24-May-2018	Ν	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 to a
1036	0,	0), -2 ?	INF.	C	F		11.	
🔣 [AUC] 620	2-Void/Manual/Fi	gure Paycheck [t	heresa]			×		
Print Manu	al						Select the No	-Time warrant from
Dequired	Enter In-Draces	o Warrant# 🗔	2000				the lookup of	ach time a void or
Requireu.	Enter m-Proces	s warrant# 90	<u>3062</u>  P	AYH			the lookup ea	acti unite a void of
							manual is pri	inted.
	Lookup	ок	Cancel	Clear All				
	н <b>+ +</b> н <u>ж</u>	🍟 🔍 💻 🖭 .	<mark>i i</mark> i					
			Re	elease Timesh	eets by	/ Warrant		
<u>G</u> oto					-			
Actions	These butt	ons will all	Morrout					
	sh	ow	Check Dat	1 <b>e</b> 24-May-2018	8			
0 Summery Re	"No Report	s Selected"						
1 TSGroup GI Re	oort-All ninesneer	noah nescrihaou						Status
GL Report-A Warrant Summa	II SCHOOL-BMN	IS memorial sch	ool	6 Run Summary	Report	7 Run GL Report	8 Re-Open	Released
TSGroup GL Repor	t-Select TOWN -POL	Police Depar	tment					Released
2 Approve A	n (							
3 Re-Open A	.11							
4 vvarrant Sch	en		(	The time she	et grou	ps for all manu	al checks	
				must be Ar	oproved	l before complete	eting the	
					warrant	processing.		
Show Approv	als		-				D.D.D.D.	

Figure 8 The time sheet groups for all void and manual checks in the warrant will appear here

File Edit Ledgers	Purchase Orders Accounts Payable Fixed Assets Human R	esources Budge Select the	e warrant for calculation in	n the customary manner
	S6	elect and Calorina	rrants	
<u>G</u> oto Actio <u>n</u> s	Pay a Warrant Select Check Date Bank	tee acculation Ca Deds Files Exist User Name	alculation Period Perio Date Start End	d Warrant Status NoTime
	303062 🔽 24-May-2018 PAYR N	1 No	24-May-2018 24-M	ay-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.