



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#

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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.

Figure Check Entry-Timesheets

Warrant	000000	Period	to	---Tax Table---	Exemptions	Gross	223.20
Employee	00000	00000	00000	Fed	<input type="checkbox"/>	Deductions	46.89
Bank	SSBT	Check	00000000	State	<input type="checkbox"/>	Net Pay	176.31
Pay Period	WE	Figure	07-Apr-2009	Other	<input type="checkbox"/>	Benefits	

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

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason
22-Jan-2009	REG	4.00	1.00	13,9500		55.80	5005CAFWRKR-02	2020-000-3400-000-09-00-51130		

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 Screen**

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

All Warrant/Create Timesheet Screen

2 Warrant# 3 Check Date 4 Post Date Pay Period Bank Batch# Start

5 Add Warrant

7 Edit List 8 Timesheet Entry

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



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

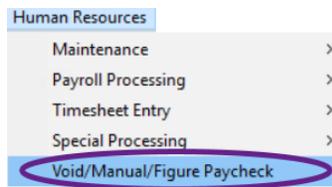


The Add Warrant prompt includes the option for a “**No Time Warrant: No/Yes**” selection. Select **Yes** to create a **No Time** warrant that will require no time sheets to be created.

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

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

2 ACCESS THE VOID/MANUAL SCREEN



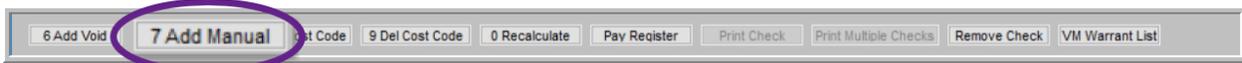
Click **Human Resources** ► **Void / Manual / Figure Paycheck**

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

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



3 SELECT THE EMPLOYEE AND PAY PERIOD



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

Parameter	Notes
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 required 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 corrections
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

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

4.1 Timesheets

The screenshot shows the 'Manual Entry-Timesheets' window. At the top, there are fields for Warrant # (000000), Employee # (810938), Bank (B3), and Check # (000000). The check status is 'UNCALCULATED'. Below this is a table with columns: Work Date, Pay Code, Hours, Days, Rate, Flat \$, Amount, Position, Account, Customer, Reason. The table contains several rows of data for dates from 03-Jan-2020 to 10-Jan-2020. At the bottom, there is a '0 Recalculate' button circled in red.

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

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

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

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

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

4.2 Wages

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

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



4.3 Deduction Entry

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

- Cost code
- Deduction amount
- Direct deposit data

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

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

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

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

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

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

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

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

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



WARNING! CHANGING "TAXES"

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

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
FICA	FICA		Y	5			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
MT-PN9	MASS TCH PEN 9%	163,51	Y	100			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
MT2X	MASS TEACHERS 2%	13,26	Y	100			<input checked="" type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
ALT26S	ALTUS IND SCHOOL 26		Y	102			<input checked="" type="radio"/> Checking <input type="radio"/> Saving	
PLGS26	PILGRIM SINGLE SCHOOL 26 PAYS		Y	102			<input type="radio"/> Checking <input type="radio"/> Saving	
MEDI	MEDICARE	26,34	Y	106			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
FED	FEDERAL TAX		N				<input type="radio"/> Checking <input type="radio"/> Saving	
MA	STATE TAX						<input type="radio"/> Checking <input type="radio"/> Saving	
JD-PRO	TEACHERS' DUES 26						<input type="radio"/> Checking <input type="radio"/> Saving	
DIRDEP	DIRECT DEPOSIT						<input checked="" type="radio"/> Saving	INCLUDE IN ACH FILE

Recalculate Check

Recalculate Federal Taxes: Yes No

Recalculate State Taxes: Yes No

Recalculate Other Taxes: Yes No

Lookup Cancel Clear All

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

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

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.

Manual Entry-Timesheets

Warrant: 000000 Employee: 007075 CEURVELS, LYNN Period: 18-Dec-2018 to 18-Dec-2018

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

---Tax Table--- Exemptions Gross: 161,90
 Fed FED \$ Deductions: 119,69
 State MA \$N Net Pay: 42,21
 Other Benefits: ,84

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

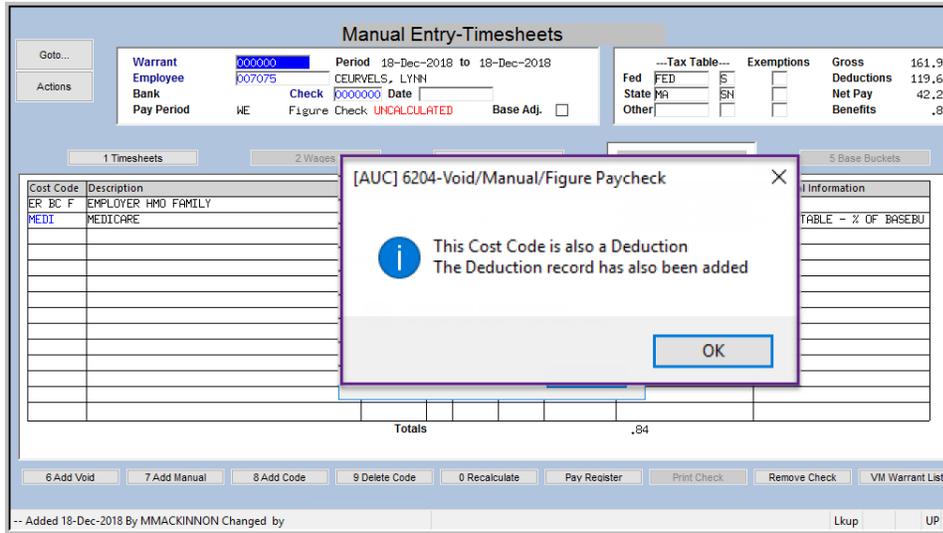
Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
ER BC F	EMPLOYER HMO FAMILY						<input type="radio"/> Checking <input type="radio"/> Saving	
MEDI	MEDICARE	,84	Y	106			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
XMEDI	MEDI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

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

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



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



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

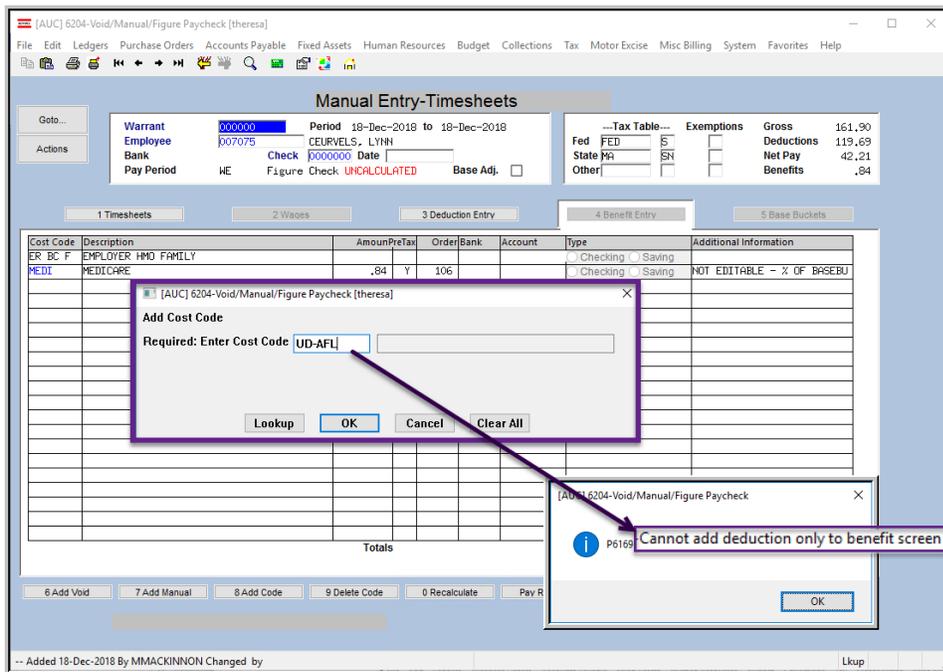


Figure 4—Error checking prevents a Deduction only code from being added to the Benefit Entry tab

4.5 Base Bucket Adjustment

In some situations, adjustments to the base bucket information is needed. This would occur, for example, if there were make-up adjustments for deductions or benefits that are calculated as a percentage of a base



pay, such as Medicare or retirement. In that case, create a cost code specifically for adjustments. That code, however, will use a flat amount rather than a percentage, thus will not be related to the base bucket. If adjusting the deduction or benefit, also adjust the corresponding base bucket: in other words, if Medicare changes, then Medicare wages should also change.

Manual Entry-Timesheets

Warrant: 200000, Employee: 007075, Bank: CEURVELS, LYNN, Pay Period: ME, Check Figure: 0000000, Date: UNCALCULATED

Base Adj.

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

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

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

1 Timesheets		2 Wages		3 Deduction Entry	
Cost Code	Description	Amount	Bank	Account	
DIRDEP	DIRECT DEPOSIT	50.29	BF	25110341	
DIS-AM	AMER HERITAGE NONDEF	6.88		024726607	
EFTSV1	EFT SAVINGS	200.00	BF	02211787	
FED	FEDERAL TAX	10.85			
INS-TW	TOWN AFSCME LIFE 10K	.30			
MA	STATE TAX	17.65			
MEDT	MEDICARE	4.83			
MEDIADJ	MEDICARE ADJUSTMENT	14.50			
NC-30+	NORFOLK CTY., 30+	.55			

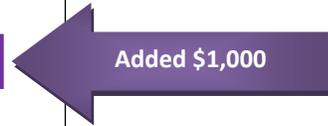
2 Wages		3 Deduction Entry		4 Benefit Entry	
Cost Code	Description	Amount			
MEDT	MEDICARE	4.83			
MEDIADJ	MEDICARE ADJUSTMENT	14.50			

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

5 Base Buckets



Buckets 1 - 20	Amount
Federal Tax Wages	299.80
Medicare Wages	1332.99
State Taxable Wages	332.99
Retirement Wages	362.64
Total Wages	269.64



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

5 RECALCULATE THE CHECK



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

MA	STATE TAX	[AUC] 6203-Void/Manual/Figure Paycheck [theresa]
JD-PRO	TEACHERS' DUES 26	
DIRDEP	DIRECT DEPOSIT	

Recalculate Check

Recalculate Federal Taxes: Yes No

Recalculate State Taxes: Yes No

Recalculate Other Taxes: Yes No

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.

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

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.



[AUC] 6203-Void/Manual/Figure Paycheck

Manual Entry-Timesheets

Warrant: 000000 Period: to 07-Mar-2021
 Employee: 000040 MOORE, KEITH F
 Bank: Check 0000000 Date
 Pay Period: WE Figure Check: UNCALCULATED Base Adj.

---Tax Table--- Exemptions Gross 2498,50
 Deductions 2498,50
 Net Pay
 Benefits 34,57

Fed FED2020 M
 State MA M 2
 Other

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

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
NC-PNB	NORFOLK CTY PEN 8%	199,88	Y	100			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
NC2%	NORFOLK CTY 2%	38,43	Y	100			<input checked="" type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
Totals		2498,50						

0 Recalculate Recalc All Deds

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

-- 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

[AUC] 6201-Void/Manual/Figure Paycheck

Manual Entry-Timesheets

Warrant: 000000 Period: to 07-Mar-2021
 Employee: 000040 MOORE, KEITH F
 Bank: Check 0000000 Date
 Pay Period: WE Figure Check: UNCALCULATED Base Adj.

---Tax Table--- Exemptions Gross 124,93
 Deductions
 Net Pay 124,93
 Benefits

Fed FED2020 M
 State MA M 2
 Other

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

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Customer	Reason
01-Mar-2021	DREG		.25	499,7000		124,93	422-0000-004-00-00-51110	
Totals			.25			124,93		

Notes for this line Note
 Working For 000 -00

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

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.



[AUC] 6203-Void/Manual/Figure Paycheck

Manual Entry-Timesheets

Warrant: 000000, Employee: 000040, Period: 01-Mar-2021 to 07-Mar-2021, MOORE, KEITH F

Bank: 00000000, Date: [blank], Check: CALCULATED, Base Adj. [blank]

---Tax Table--- Exemptions: Gross 124,93, Deductions 124,93, Net Pay [blank], Benefits 1,81

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

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
NC-PNS	NORFOLK CITY PEN BX	9,99	Y	100			Checking Saving	NOT EDITABLE - % OF BASEBU
NC2X	NORFOLK CITY 2X		Y	100			Checking Saving	NOT EDITABLE - % OF BASEBU
PLGF TWN	PILGRIM FAMILY TOWN		Y	102			Checking Saving	
DEFVOL	FULLTIME 046001084		Y	105			Checking Saving	
MEDI	MEDICARE	1,81	Y	106			Checking Saving	NOT EDITABLE - % OF BASEBU
MEDIOVR	MEDICARE OV		Y	106			Checking Saving	NOT EDITABLE - % OF BASEBU
FED2020	FED 2020 TA	113,13	N				Checking Saving	
INS-PU	TOWN LIFE I		N				Checking Saving	
MA	STATE TAX		N				Checking Saving	
MA-	ADDL STATE		N				Checking Saving	
AIM	AIM FUND SE		N	4			Checking Saving	
DS-COL	COLONIAL LI		N	5			Checking Saving	
WG-BEN	NEXTEL GARN		N	5			Checking Saving	
DIRDEP	DIRECT DEPOS		N	9999	CI	1310921358	Checking Saving	
Totals		124,93						

6 Add Void | 7 Add Manual | 8 Add Cost Code | 9 Del Cost Code | 0 Recalculate | Recalc All 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.

[AUC] 6201-Void/Manual/Figure Paycheck

Manual Entry-Timesheets

Warrant: 000000, Employee: 000040, Period: 01-Mar-2021 to 07-Mar-2021, MOORE, KEITH F

Bank: 00000000, Date: [blank], Check: CALCULATED, Base Adj. [blank]

---Tax Table--- Exemptions: Gross 2498,50, Deductions 2498,50, Net Pay [blank], Benefits 34,57

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

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Customer	Reason
01-Mar-2021	DREG		5,00	499,7000		2498,50	422-0000-004-00-00-51110	
Totals			5,00			2498,50		

Notes for this line: Working For: 000 -00

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

Ready

The results of using the [0 Recalculate] button versus the new button are shown below:

[AUC] 6203-Void/Manual/Figure Paycheck

Manual Entry-Timesheets

Warrant: 000000, Employee: 000040, Period: 01-Mar-2021 to 07-Mar-2021, MOORE, KEITH F

Bank: 00000000, Date: [blank], Check: CALCULATED, Base Adj. [blank]

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

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
NC-PNS	NORFOLK CITY PEN BX	199,88	Y	100			Checking Saving	
NC2X	NORFOLK CITY 2X	38,43	Y	100			Checking Saving	
PLGF TWN	PILGRIM FAMILY TOWN		Y	102			Checking Saving	
DEFVOL	FULLTIME 046001084		Y	105			Checking Saving	
MEDI	MEDICARE	36,23	Y	106			Checking Saving	
MEDIOVR	MEDICARE OVER #200,000		Y	106			Checking Saving	
FED2020	FED 2020 TAX TABLES	492,99	N				Checking Saving	
INS-PU	TOWN LIFE INS- PROF UNION 10K 10K		N				Checking Saving	
MA	STATE TAX	119,73	N				Checking Saving	
MA-	ADDL STATE TAX/NOSEP		N				Checking Saving	
AIM	AIM FUND SERV.		N	4			Checking Saving	
DS-COL	COLONIAL LIFE		N	5			Checking Saving	
WG-BEN	NEXTEL GARNISH		N	5			Checking Saving	
DIRDEP	DIRECT DEPOSIT	1611,24	N	9999	CI	1310921358	Checking Saving	
Totals		2498,50						

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

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

[0 Recalculate] button brings in only % based deductions and recalculates tax

[AUC] 6203-Void/Manual/Figure Paycheck

Manual Entry-Timesheets

Warrant: 000000, Employee: 000040, Period: 01-Mar-2021 to 07-Mar-2021, MOORE, KEITH F

Bank: 00000000, Date: [blank], Check: CALCULATED, Base Adj. [blank]

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

Cost Code	Description	Amount	PreTax	Order	Bank	Account	Type	Additional Information
NC-PNS	NORFOLK CITY PEN BX	199,88	Y	100			Checking Saving	
NC2X	NORFOLK CITY 2X	38,43	Y	100			Checking Saving	
PLGF TWN	PILGRIM FAMILY TOWN	114,49	Y	102			Checking Saving	
DEFVOL	FULLTIME 046001084	245,00	Y	105			Checking Saving	
MEDI	MEDICARE	34,57	Y	106			Checking Saving	
MEDIOVR	MEDICARE OVER #200,000		Y	106			Checking Saving	
FED2020	FED 2020 TAX TABLES	406,75	N				Checking Saving	
INS-PU	TOWN LIFE INS- PROF UNION 10K 10K	,30	N				Checking Saving	
MA	STATE TAX	101,76	N				Checking Saving	
MA-	ADDL STATE TAX/NOSEP	11,50	N				Checking Saving	
AIM	AIM FUND SERV.	100,00	N	4			Checking Saving	
DS-COL	COLONIAL LIFE	4,91	N	5			Checking Saving	
WG-BEN	NEXTEL GARNISH	5,00	N	5			Checking Saving	
DIRDEP	DIRECT DEPOSIT	1235,91	N	9999	CI	1310921358	Checking Saving	
Totals		2498,50						

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

-- Added 02-Apr-2021 By [blank] Changed by

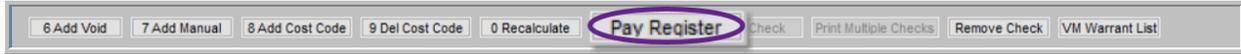
New button brings in all deductions and recalculates tax

Figure 6 The [0 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.

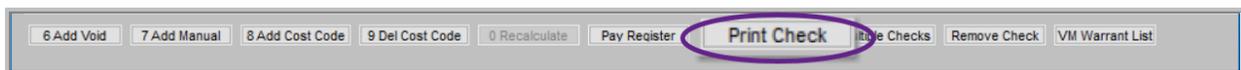


TIP

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

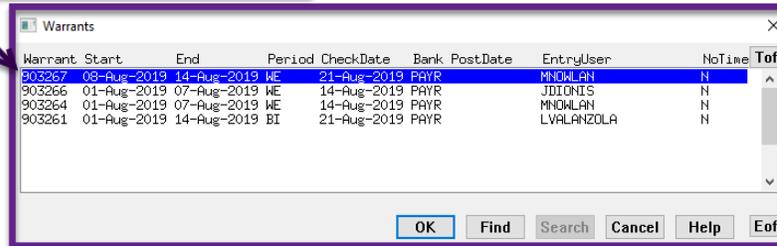
Town of ADMINS Void/Manual Pay Register										
Warrant: 000000										
Check Date: 30-Jun-2015										
Employee: 002855 MARSHALL, KEITH R										
		Gross Pay:		932.00	Federal Tax Wages		841.02	State Taxes		-49.40
		Deductions:		932.00	Medicare Wages		932.00	Pension Plan Flag		-90.98
		Net Pay:			State Taxable Wages		932.00			
		Benefits:		13.51	Retirement Wages		932.00			
		Net Direct Deposit:		658.36	Total Wages		932.00			
					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	T210P0L0FF 01	10002100000002000051150		
19-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
20-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
23-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
24-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
25-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
26-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
27-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
30-Jun-2015	REGULAR - hours	8.00		23.3000		186.40	T210P0L0FF 01	10002100000002000051150		
01-Jul-2015	REGULAR - hours	8.00		23.3000		-745.60	T210P0L0FF 01	10002100000002000051150		
01-Jul-2015	SICK ACCRUAL	10.00					T210P0L0FF 01	10002100000002000051150		
01-Jul-2015	Holiday Day Forfeiture		16.00				T210P0L0FF 01	10002100000002000051150		
----- Wages -----		Deductions -----		Benefits -----		Hours/Days -----				
Holiday Day Forfe		DIRECT DEPOSIT		MEDICARE		13.51		Holiday Day Forfe		16.00 Day
REGULAR - hours		FEDERAL TAX						REGULAR - hours		80.00 Hrs
SICK ACCRUAL		STATE TAX						SICK ACCRUAL		10.00 Hrs
		MEDICARE		13.51						
		NORFOLK CTY PEN 9		83.88						
		NORFOLK CTY 2%		7.10						
6207-HRPAYRECVOID.REP Printed 30-Jun-2015 at 13:21:55 by THERESA										
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 OJI/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										
Federal Taxes					-119.75 Senior Tax Net					
State Taxes					-49.40 Roth Contribution					
Reportable Health Care Cost										
TAXABLE BENEFITS										
Pension Plan Flag					-90.98					
Deferred Comp Wages										
EFT Deductions										
Approved by										

8 PRINT THE CHECK

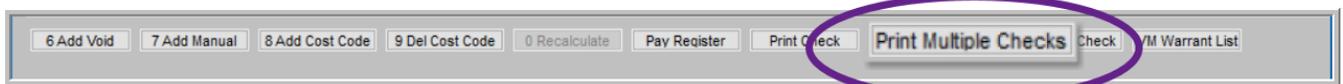




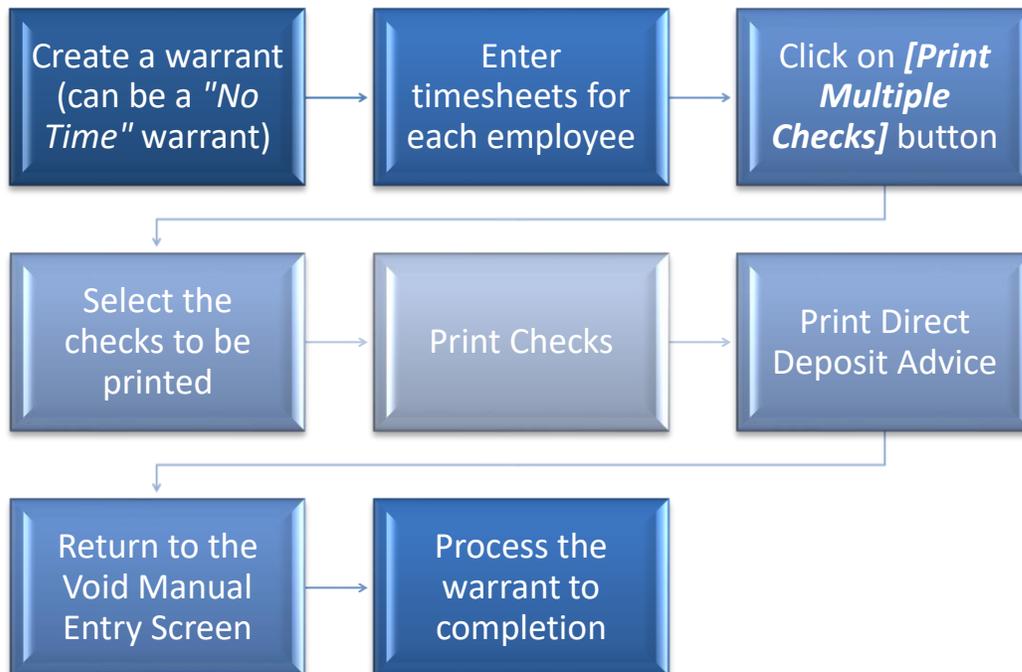
When all the entries are correct, click on the **[Print Check]** button to print a single manual check. A dialog box will appear. Enter a valid in-process warrant number or use **Lookup** to select from a list of available warrants.



9 PRINT MULTIPLE CHECKS



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



Click **[Print Multiple Checks]** to select any checks from the process that have been **CALCULATED** or **REISSUED** (limited to checks in timesheet groups to which the user has access). If another user is viewing



a record where the status is **CALCULATED** or **REISSUED** – the record will not be selected since the record is **locked** by the other user.

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

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

9.1 Select Checks to Print

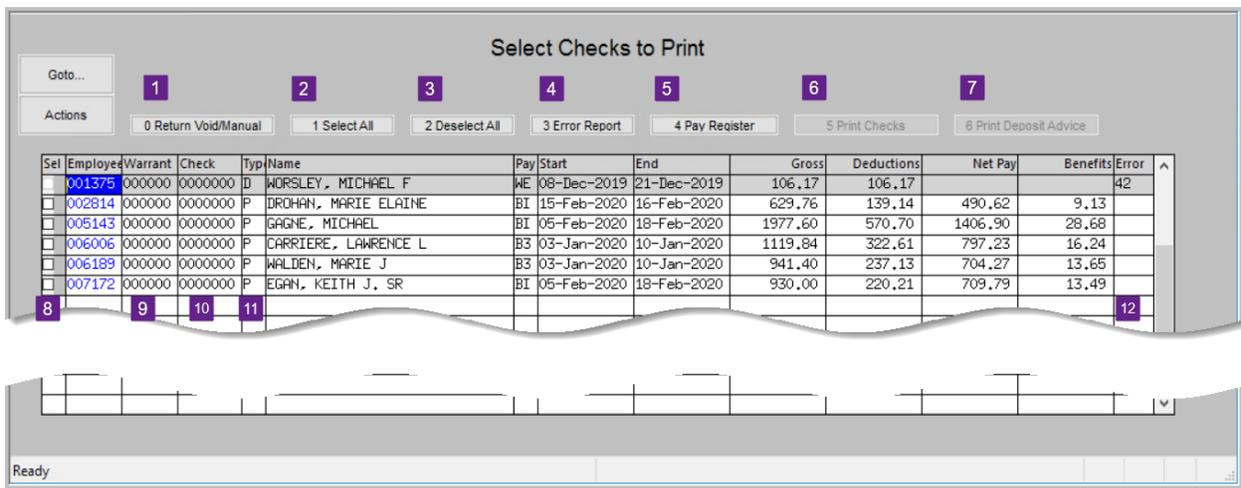


Figure 7 Print Checks Selection Screen

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

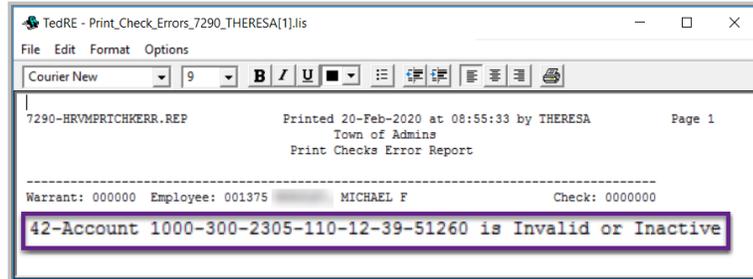
Button or Column	Description / How Used
1. [Return Void/Manual]	Return to the Void/Manual/Figure Check Entry screen
2. [Select All]	Set the Sel column with a check <input checked="" type="checkbox"/> with these exceptions: <ul style="list-style-type: none"> any manual check with an error in the Error 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 <input checked="" type="checkbox"/> from all records



Button or Column Description / How Used

4. [Error Report]

Run this report to review errors; a manual check cannot be selected for printing until errors has been corrected. Any other check or direct deposit advice selected in the screen that is error-free may be printed.

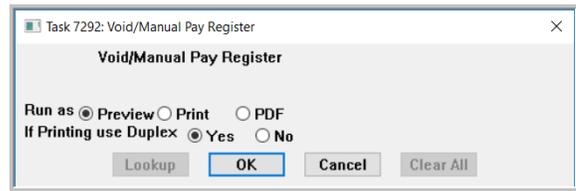


Exit this screen, fix the error, return to the [Print Multiple Checks] screen; if there are errors indicated in the Error column, run the [Error Report] again. Continue with printing checks and direct deposit advices.

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

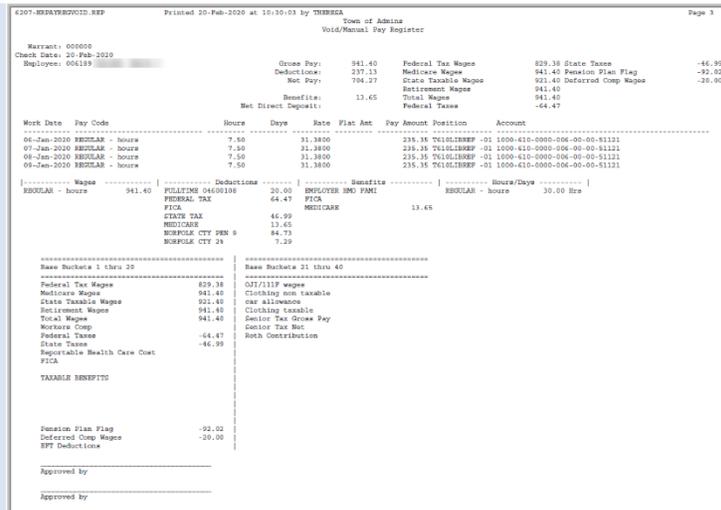
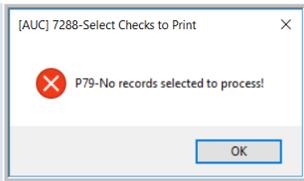
5. [Pay Register]

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



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

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





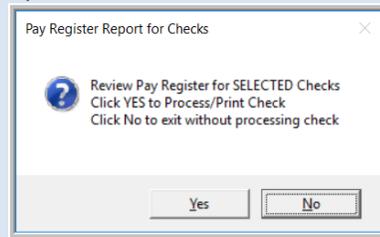
Button or Column	Description / How Used
------------------	------------------------

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.

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.



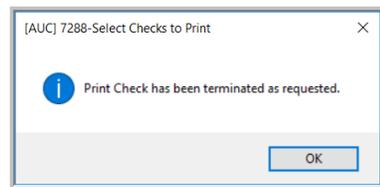
If **Yes**, the checks will print.

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.



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.



Button or Column Description / How Used

Sel	Employee	Warrant	Check	Type	Pay Start	End	Gross	Deductions	Net Pay	Benefits	Error
<input type="checkbox"/>	001375	000000	0000000	D							
<input checked="" type="checkbox"/>	002814	000000	0000000	P	18-Dec-2019	21-Dec-2019	106.17	106.17			42
<input checked="" type="checkbox"/>	005143	903302	0095823	P	15-Feb-2020	16-Feb-2020	629.76	139.14	490.62		9.13
<input checked="" type="checkbox"/>	005158	903302	0095824	P	15-Feb-2020	18-Feb-2020	1977.60	570.70	1406.90		26.68
<input checked="" type="checkbox"/>	006006	903302	0095825	P	14-Feb-2020	14-Feb-2020	541.67	87.70	453.97		7.85
<input checked="" type="checkbox"/>	006189	000000	0000000	F	03-Jan-2020	10-Jan-2020	1119.84	322.61	797.23		16.24
<input checked="" type="checkbox"/>	007172	000000	0000000	F	03-Jan-2020	10-Jan-2020	941.40	237.13	704.27		13.65
<input checked="" type="checkbox"/>	010508	000000	0000000	D	05-Feb-2020	18-Feb-2020	930.00	220.21	709.79		13.49
<input checked="" type="checkbox"/>	070305	000000	0000000	D	03-Jan-2020	10-Jan-2020	1742.20	1742.20			25.26
<input checked="" type="checkbox"/>	070423	000000	0000000	F	05-Feb-2020	18-Feb-2020	412.80	412.80			5.99
<input checked="" type="checkbox"/>					09-Feb-2020	09-Feb-2020	139.68	8.69	130.99		2.03

12. Error Column

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

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

1. Totals do not match – contact support@admins.com
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

Cost Code	Description	Amount	Pretax	Order	Bank	Account	Type	Additional Information
FICA	FICA		Y	5			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
HI-FHS	HI-FHS		Y	100			<input type="radio"/> Checking <input type="radio"/> Saving	NOT EDITABLE - % OF BASEBU
FED	FEDERAL TAX		N				<input type="radio"/> Checking <input type="radio"/> Saving	
INS-BN	TDWI LIFE INSURANCE-BIWK-26 WK	.12	N				<input type="radio"/> Checking <input type="radio"/> Saving	
MA	STATE TAX		N	7	FN	80965	<input type="radio"/> Checking <input checked="" type="radio"/> Saving	INCLUDE IN ACH FILE
EFTSV1	EFT SAVINGS	10.00	N	9999	MF	23880082	<input checked="" type="radio"/> Checking <input type="radio"/> Saving	INCLUDE IN ACH FILE
DIRDEP	DIRECT DEPOSIT	96.05	N					
Totals		106.17						



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.

Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason
09-Dec-2019	DVT	1.00		106,1700		106,17	S012TEASST5-02	1000-300-2305-110-12-00-51260		
10-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-39-51260		
11-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-00-51260		
12-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-00-51260		
13-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-00-51260		
16-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-00-51260		
17-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-00-51260		
18-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-00-51260		
19-Dec-2019	DREG			300,5500			S012TEASST5-02	1000-300-2305-110-12-00-51260		
Totals		1.00				106,17				

9.1.2 Printed Check

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

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

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

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

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

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

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

[Clear All] – will clear any existing warrant number



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

Town of Admins				EMPLOYEE EARNINGS STATEMENT				
219 Lewis Wharf Boston, MA 02001				Employee # 005143 Location: TOWN -DPW				
Check #: 005823		Status	# of Exemptions		Current	Year to Date		
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		
MICHAEL J. LAMORE TOWN OF ADMINS COMMERCIAL BANK								
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).

9.1.3 Printed Deposit Advice

Town of Admins				EMPLOYEE EARNINGS STATEMENT				
219 Lewis Wharf Boston, MA 02001				Employee # 002814 Location: TOWN -FIRE				
Direct Deposit #: 970510		Status	# of Exemptions		Current	Year to Date		
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		
MICHAEL J. LAMORE TOWN OF ADMINS COMMERCIAL BANK								
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).



Select Checks to Print														
Goto...														
Actions														
0 Return Void/Manual 1 Select All 2 Deselect All 3 Error Report 4 Pay Register 5 Print Checks 6 Print Deposit Advice														
Sel	Employee	Warrant	Check	Typ	Name	Pay	Start	End	Gross	Deductions	Net Pay	Benefits	Error	^
<input checked="" type="checkbox"/>	005143	000000	0000000	P	GAGNE, MICHAEL	BI	19-Feb-2020	03-Mar-2020	1977.60	570.70	1406.90	28.68		
<input checked="" type="checkbox"/>	005158	000000	0000000	P	BERGERON, KEITH E	BI	01-Feb-2020	29-Feb-2020	541.67	87.70	453.97	7.85		
<input type="checkbox"/>	007172	903302	0970509		KEITH J, SR	BI	19-Feb-2020	03-Mar-2020						

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

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

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

Manual Entry-Timesheets													
Goto...													
Actions													
Warrant		033302		Period 10		Jan-2020		---Tax Table---		Exemptions		Gross	1977.60
Employee		005143		0 Note		GAGNE, MICHAEL		Fed		M		Deductions	570.70
Bank		PAYR		Check		0095823		State		MN		Net Pay	1406.90
Pay Period		BI		Printed		MANUAL		Other				Benefits	28.68
1 Timesheets 2 Wages 3 Deduction Entry 4 Benefit Entry 5 Base Buckets													
Work Date	Pay Code	Hours	Days	Rate	Flat \$	Amount	Position	Account	Customer	Reason			
05-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
06-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
07-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
10-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
11-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
12-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
13-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
14-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
17-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					
18-Feb-2020	REG	8.00		24,7200		197.76	T422DPWDROP-02	0200-450-0000-004-00-00-51130					

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 Multiple Checks Remove Check **VM Warrant List**

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

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

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

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

11 REMOVE CHECK

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



HOW DO I CANCEL THIS WITHOUT PRINTING AND POSTING?

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



12 OPTIONAL-CONTINUE WITH THE “NO-TIME” WARRANT



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

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

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

Print Manual

Required: Enter In-Process Warrant#

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

Release Timesheets by Warrant

Warrant:
Check Date: 24-May-2018

These buttons will all show "No Reports Selected"

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

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

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

Select and Calculate Warrants

Select the warrant for calculation in the customary manner

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

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