Add a Paysheet

Payroll for North America > Payroll Processing USA > Update Paysheets > By Paysheet
Choose "Add a New Value" tab

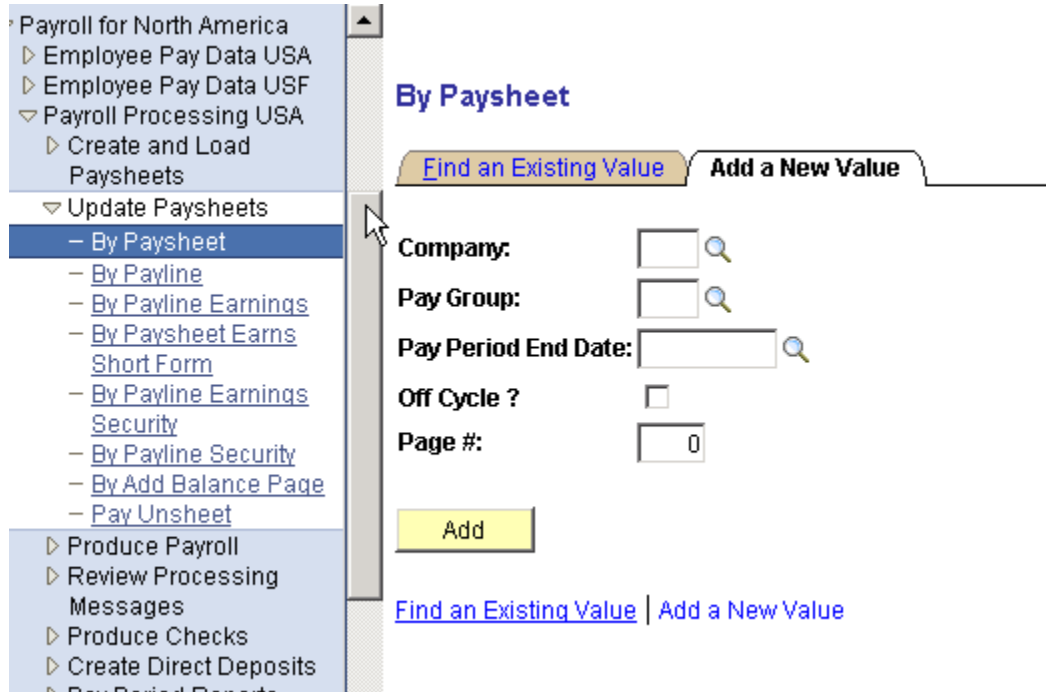|	
Company	From Overpayment Form
Pay Group	From Overpayment Form
Pay Period End Date	Enter current pay period end date that manual check will be processing in
Off Cycle?	**Leave blank** *Exception: If you need to have the manual check confirmed prior to the actual confirmation for the pay period end date you entered, then you may check Off Cycle. You *must* contact Brian Sanders or Christina Brown for authorization prior to checking the box).
Page #	Select from a range of page numbers available for your business unit. See Appendix.

Click ADD

MANUAL CHECK PROCESS – PS Version 8.9
(This example is when employee is repaying an amount)
Revised 5/30/06

Paysheet | One-Time Deductions | One-Time Garnishment | One-Time Taxes | Page Balances

Company: UM   **Pay Group:** BIW   **Pay Period End Date:** 06/03/2006   **Page:** 2501

Paysheet Details   Find   First ◄ 1 of 1 ► Last

Line	*ID	Empl Rcd#	Ben Rcd#	Name	☐ Manual Check	+ −
1		0	0			

Transaction Message   Check #   Check Date   Total Gross   Net Pay
No Message

Earnings   Find | View All   First ◄ 1 of 1 ► Last

☐ OK to Pay   ☐ Override Hourly Rate ☐ No Direct Deposit ☐ Gross-Up   + −

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Regular Salary

Earnings Begin/End Dates   *Shift   *State   Locality
05/21/2006 / 06/03/2006   N/A   Additional Data

Other Earnings   Customize | Find | View All   First ◄ 1 of 1 ► Last

*Code	Seq #	Rate Code	Hours	Rate	Amount	+ −

ID and Empl Rcd#	From Overpayment Form
Manual Check	Always click on and that will allow Check# and Check Date to open
Check #	Use smart numbering (see appendix)
Check Dt	Use the date of issue as shown on the original payroll check or advice. **When processing overpayment for multiple checks and the checks cross quarters, a manual check must be processed for each quarter.**
Total Gross	Always enter as a negative amount. From Overpayment Form
Net Pay	Always enter as a negative amount. From Overpayment Form
OK to Pay	Always click on
Other Earnings Code	From Overpayment Form
Hours	(if hourly earn code) From Overpayment Form – should be entered as negative hours
Rate	(if rate differs from employee's regular rate, eg, DF2) From Overpayment Form
Amount	(if earn code is by amounts) From Overpayment Form – should be entered as a negative amount

Click on **Additional Data**

Additional Data

*Business Unit:	[ ] 🔍		*Tax Periods:	[1]
*Department:	[ ] 🔍		Annl Tax Prds:	[ ]
Job Code:	[ ] 🔍		*Pay Frequency:	[B] 🔍 Biweekly
Position:	[ ]		*Tax Method:	[Annualized ▼]
			FICA Status:	[N] 🔍
				Edit ChartField
Combo Code:	[ ] 🔍			

[OK]   [Cancel]   [Refresh]

Enter the Combo Code from the Overpayment Form. Click OK

Additional Data

Business Unit:	COLUM	Tax Periods:	1
Department:	CSOCWORK	Pay Frequency:	Monthly
Job Code:	4715	Tax Method:	Annualized
Position:		FICA Status:	Exempt
GL Pay Type:			
Combination Code:	CF084704000		

[Return]

Here's an example of a finish Additional Data Combo Code.

Click on the Paysheet **One-Time Deductions** tab

MANUAL CHECK PROCESS – PS Version 8.9
(This example is when employee is repaying an amount)
Revised 5/30/06

| Paysheet | One-Time Deductions | One-Time Garnishment | One-Time Taxes | Page Balances |

Company: UM   **Pay Group:** BIW   **Pay Period End Date:** 06/03/2006   **Page:** 2501

Paysheet Details   Find | View All   First ◄ 1 of 1 ► Last

Line	ID	Empl Rcd#	Ben Rcd#	Name
1		0	0	

Transaction Message: No Message

Deductions   Find | View All   First ◄ 1 of 1 ► Last

☑ OK to Pay

*Benefit Deductions Taken None ▼   **Ben Ded Subset** 🔍   ***General Deductions Taken** None ▼   **Genl Ded Subset** 🔍

One-Time Deduction Data Override   Find | View All   First 1 of 1 Last

*Plan Type: [▼]   ***One-Time Code:** Override ▼

Benefit Plan: 🔍   **Flat/Addl Amt:**

*Ded Code/Class: 🔍 🔍   **Rate/Percent:**

*Sales Tax: B 🔍 None

*Deduction Calculation Routine: Flat Amount ▼

Benefit Deductions Taken: **Select None.** <u>Enter all the deductions from the original checks (or overpayment form)</u>.

General Deductions Taken: **Select None.** <u>Enter all the deductions from the original checks (or overpayment form)</u>.

Enter deductions as needed

One Time Code   Refund

GARNISHMENTS – The garnishment panel does not work correctly. To process this correction, you will need to use the Miscellaneous Deduction code specific to your campus on this screen and notify Central Payroll (Central Payroll will process the JE – Central Payroll needs to know for payment purposes).

For Mizzou Credit Union and 403b deductions – A manual check will not 'pull' the money back from these areas. To process this correction, you will need to use the Miscellaneous Deduction code specific to your campus on this screen. **If you will be able to process an on-line check to replace this negative amount within the same payroll schedule as the negative manual check, then the Miscellaneous Deduction code will not be needed.

**Optional (but not recommended): Select Deductions Taken if you wish to reverse all the employee's deductions. This must be decided during completion of the Overpayment Form.

To insert add'l rows for other deductions, click the [+] inside the One-Time Deduction Override Box

One-Time Deduction Data Override		Find | View All	First ◀ 1 of 1 ▶ Last
*Plan Type: [▾]	*One-Time Code:	Override ▾	[+] [−]

Click on the Paysheet **One-Time Taxes** tab

Paysheet	One-Time Deductions	One-Time Garnishment	**One-Time Taxes**	Page Balances

Company: UM **Pay Group:** BIW **Pay Period End Date:** 06/03/2006 **Page:** 2501

Paysheet Details				Find | View All	First ◀ 1 of 1 ▶ Last
Line	ID	Empl Rcd#	Ben Rcd#	Name	[+] [−]
1		0	0		

Transaction Message: No Message

Taxes	Find | View All	First ◀ 1 of 1 ▶ Last [+] [−]

☑ OK to Pay   ☑ Additional Taxes

One-Time Tax Data Override	Find | View All	First ◀ 1 of 1 ▶ Last [+] [−]

*State: [ ]🔍   ☐ Federal

Locality: [   ]🔍

*Tax Class: [▾]

*One-Time Code: [Override ▾]   One-Time Tax Amount: [   ]

State:	From Overpayment Form
Federal Box:	<u>Check this box when working with OASDI, Medicare and Federal Withholding taxes</u>.
Tax Class:	Select Withholding (unless you're working with OASDI/Medicare)
One-Time Code:	Select Refund (to achieve effect of negative amount)
One-Time Tax Amount:	From Overpayment Form (enter a positive amount)

To insert additional rows for other taxes, click on the [+] inside the One-Time Tax Data Override Box

One-Time Tax Data Override	Find | View All	First ◀ 1 of 1 ▶ Last [+] [−]

*State: [ ]🔍   ☐ Federal

Locality: [   ]🔍

*Tax Class: [▾]

*One-Time Code: [Override ▾]   One-Time Tax Amount: [   ]

<u>*Entries for Federal OASDI/**ER** and Federal MED/**ER** are only needed if the employee was previously terminated.</u>

Save the paysheet.

Save | **Refresh**   **Add** | **Update/Display**
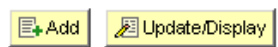
Paysheet | One-Time Deductions | One-Time Garnishment | One-Time Taxes | Page Balances

When the next pay calc has run, you will be able to view the calculated manual check by navigating to: Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

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Paycheck Earnings \ Paycheck Taxes \ Paycheck Deductions

EmplID: 01007370   **Name:** Dexter,Janet L

Company: UM   **Pay Group:** BIW   **Pay Period End:** 05/06/2006   **Page:** 500   **Line:** 1   **Separate Check:**

Paycheck Information

		Paycheck Totals	
Paycheck Status: Confirmed	**Paycheck Option:** Manual	**Earnings:**	-1,713.60
Issue Date: 05/06/2006	**Paycheck Number:** 6300008	**Taxes:**	-634.05
		Deductions:	0.00
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed		**Net Pay:**	-1,079.55

▶ **Earnings**

▶ **Special Accumulators**

Return to Search   **Previous in List**   **Next in List**

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

APPENDIX

Page #
Each business unit that is doing the data entry will select from a range of page numbers assigned to them. Select from the chart below. Each payroll should be considered independent and therefore each payroll the assigned pay range should be used unless otherwise specified by the Central Payroll Office. Maintain a log of page numbers used during each pay period, for each pay group.

Range of Page Numbers Available for each Business Unit

COLUM	2000	2099
HOSPT	2100	2199
KCITY	2200	2299
ROLLA	2300	2399
STLOU	2400	2499
UMSYS	2500	2599
RET	2600	2699
UWIDE	2700	2799
BENEFITS	2800	2899

Check #
Each business unit will need to maintain a log of manual check numbers assigned.

First Digit   All business units use the last digit of the current calendar year as the first digit. This indicates which year the manual check was processed in.

Second Digit   Select from the list below depending on the office doing the data entry.
COLUM uses 1 as the second digit.
HOSPT uses 2 as the second digit.
KCITY uses 3 as the second digit.
ROLLA uses 4 as the second digit.
STLOU uses 5 as the second digit.
UMSYS uses 6 as the second digit.
RET uses 7 as the second digit.
UWIDE uses 8 as the second digit.
BENEFITS uses 9 as the second digit.

Third – Seventh   Each business unit begins with 00001 and incrementally adds one for each manual check processed.

Example: The first manual check processed in calendar year 2006 by STLOU will be assigned Check# 6500001.

MANUAL CHECK PROCESS – PS Version 8.9
(This example is when employee is repaying an amount)
Revised 5/30/06

1. Typical reasons to process manual checks are:

    a. To record overpayments paid back through personal check
    b. To 'reverse' a check after the reversal window expires
    c. To record amounts incorrectly reported through Accounts Payable
    d. Reasons specific to a department

2. In order to process an overpayment, the employee must be set up in the database the same way he was when the actual overpayment occurred.

    a. Most common: Benefit program – Employees need not only to be set up in the same benefit program as they were when the overpayment occurred, but those benefits must also be turned back on.