9.2 Creating a Manual Check Entry

Purpose: Use this document as a reference for entering manual check data in ctcLink.

Audience: Payroll Administrator.

You must have at least one of these local college managed security roles:

- ZC Payroll Data Maintenance
- ZZ Payroll Data Maintenance

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

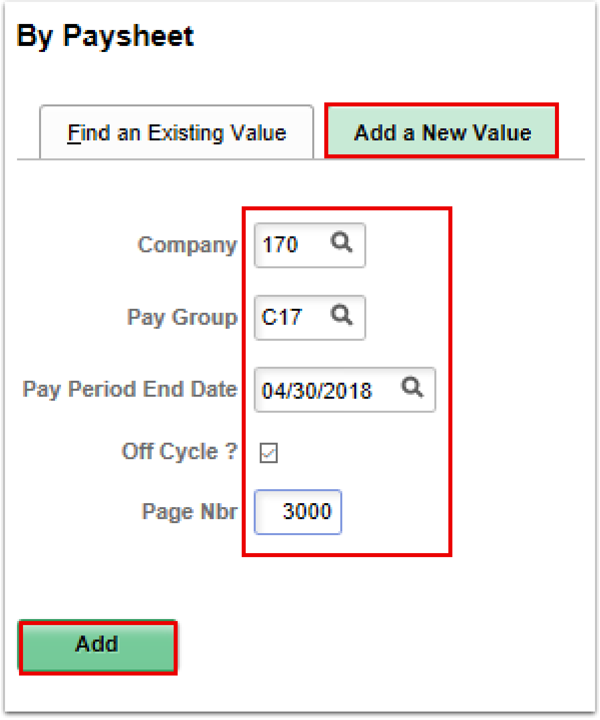
The Manual Check Entry process is used to enter payroll payments issued outside of the ctcLink Payroll Module. These are records only entries; no payments are issued on the payroll run for these entries through this process.

Creating a Manual Check Entry

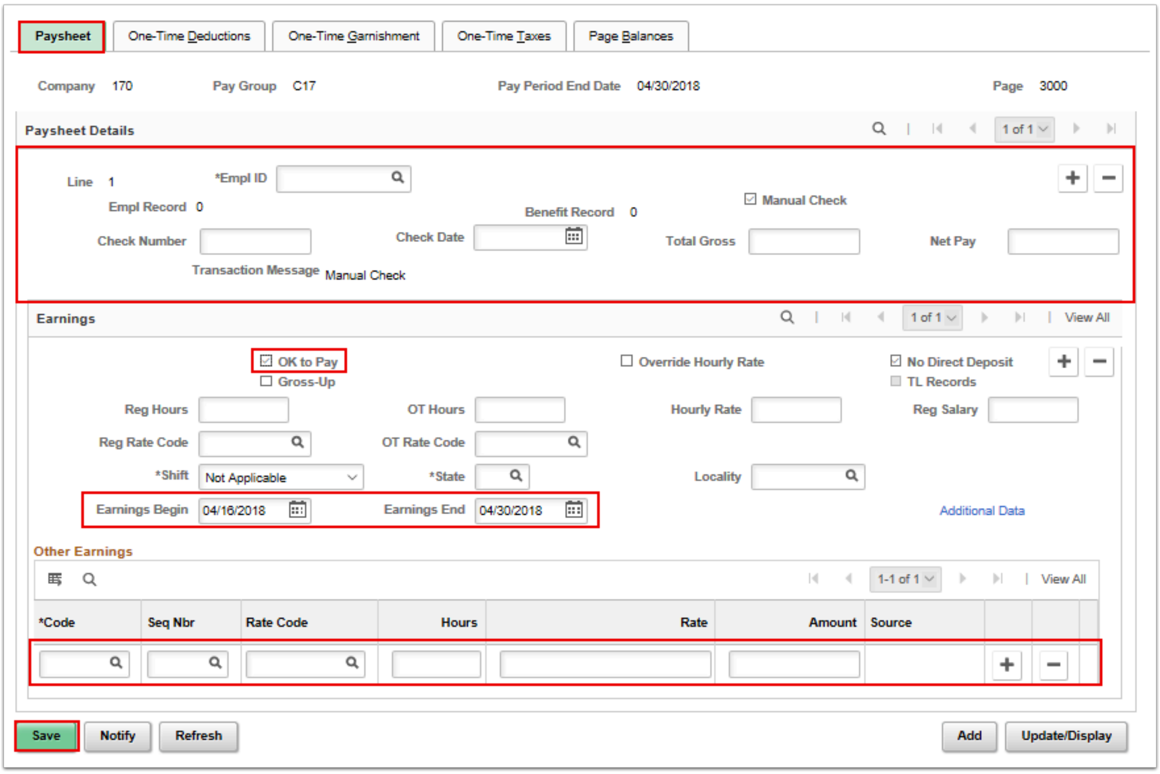
By Paysheet

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Paysheet

1. The **By Paysheet** search page displays.
2. Select the **Add a New Value** tab.
3. Enter a value in **Company** field.
4. Enter **Pay Group** data.
5. Enter the **Pay Period End Date**.
6. Check the **Off Cycle?** checkbox.
7. Enter a high number (ex. 3500) in the **Page Nbr** field. Consult local business processes for the appropriate range of numbers.
8. Select the **Add** button.



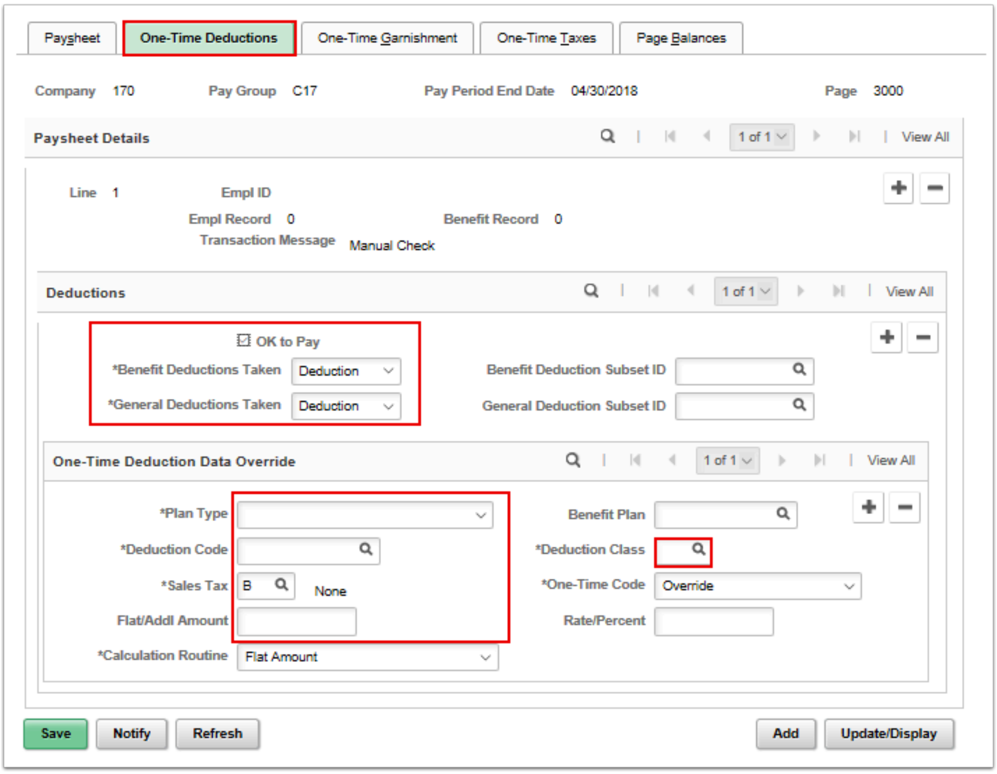
9. The **By Paysheet** page displays.
10. Enter the employee's **Empl ID**.
11. Select the **Manual Check** checkbox.
12. Enter the appropriate check number in the **Check Number** field.
13. Enter the check date in the **Check Date** field.
14. Enter the total gross pay amount in the **Total Gross** field.
15. Enter the net pay amount in the **Net Pay** field.
16. Select the **OK to Pay** checkbox.
17. If the default **hourly rate** is incorrect, select the **Override Hourly Rate** option (enter the correct hourly rate in the **Other Earnings** section in the **Rate** field).
18. Be sure to enter **the Earnings Begin** and **Earnings End** dates for the earnings being reported.
19. Use the **Other Earnings** section to report earnings amounts (do not use the Reg Hours/OT Hours/Reg Salary fields).
20. Select the **Save** button.



21. Select the **One-Time Deductions** tab.
22. The **One-Time Deductions** page displays.
23. The **OK to Pay** checkbox is selected by default.
24. The **Benefit Deduction Taken** and **General Deduction Taken** drop-down menus will populate with **Deduction**. Change to **NONE** if you do not want all of the Employer Contributions (Non-Taxable) benefits to populate.

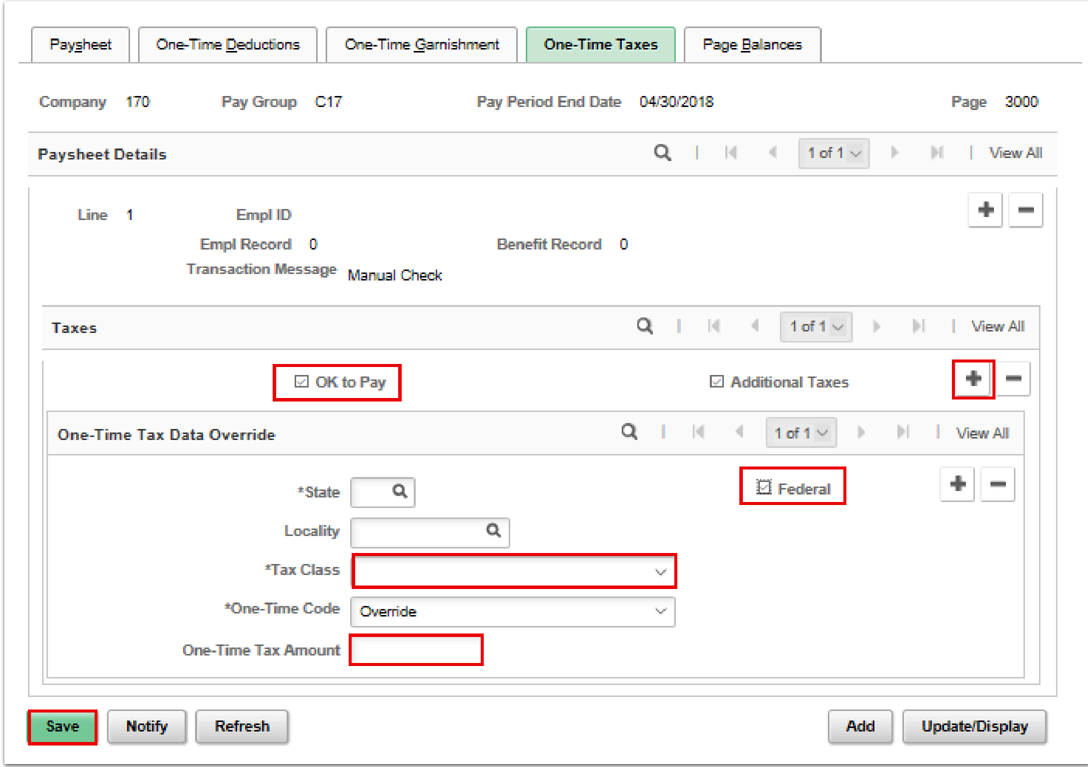
NOTE: If you are entering a manual check that has a Garnishment deduction, see the Additional Information section at the end of this document.

25. Select the appropriate deduction from the **Plan Type** field.
26. Enter the **Deduction Code**.
27. The **Sales Tax** field defaults to the appropriate deduction.
28. Enter the deduction amount in the **Flat/Addl Amount** field.
29. Enter the **Deduction Class**.
30. The **One-Time Code** defaults to **Override**. If the manual check is for an overpayment, select **REFUND** from the drop-down menu.



31. Select the **One-Time Taxes** tab.
32. The **One-Time Taxes** page displays.
33. The **OK to Pay** checkbox is selected by default.
34. Select the **Federal** checkbox.
35. Select the **Tax Class** drop-down menu and select the appropriate tax class.
36. Select the **One-Time Code** drop-down menu and select the appropriate option.
37. Enter the appropriate amount in the **One-Time Tax Amount** field.
38. Select the **Add a Row (+)** button to add additional taxes.
39. Select the **Save** button.

If Federal Withholding is zero, you must include an override of zero in order to include the earnings in taxable income.



39. When all manual checks have been entered, run the **Calculate Payroll** for the **Off Cycle Run**.
40. The process to create a manual check entry by paysheet is now complete.

Calculate Payroll

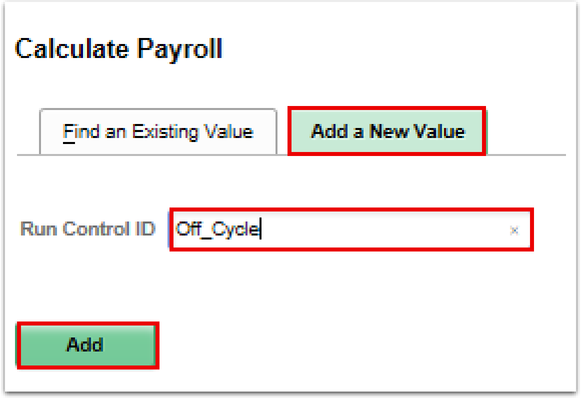
You must have at least one of these local college managed security roles:

- ZZ Payroll Processing

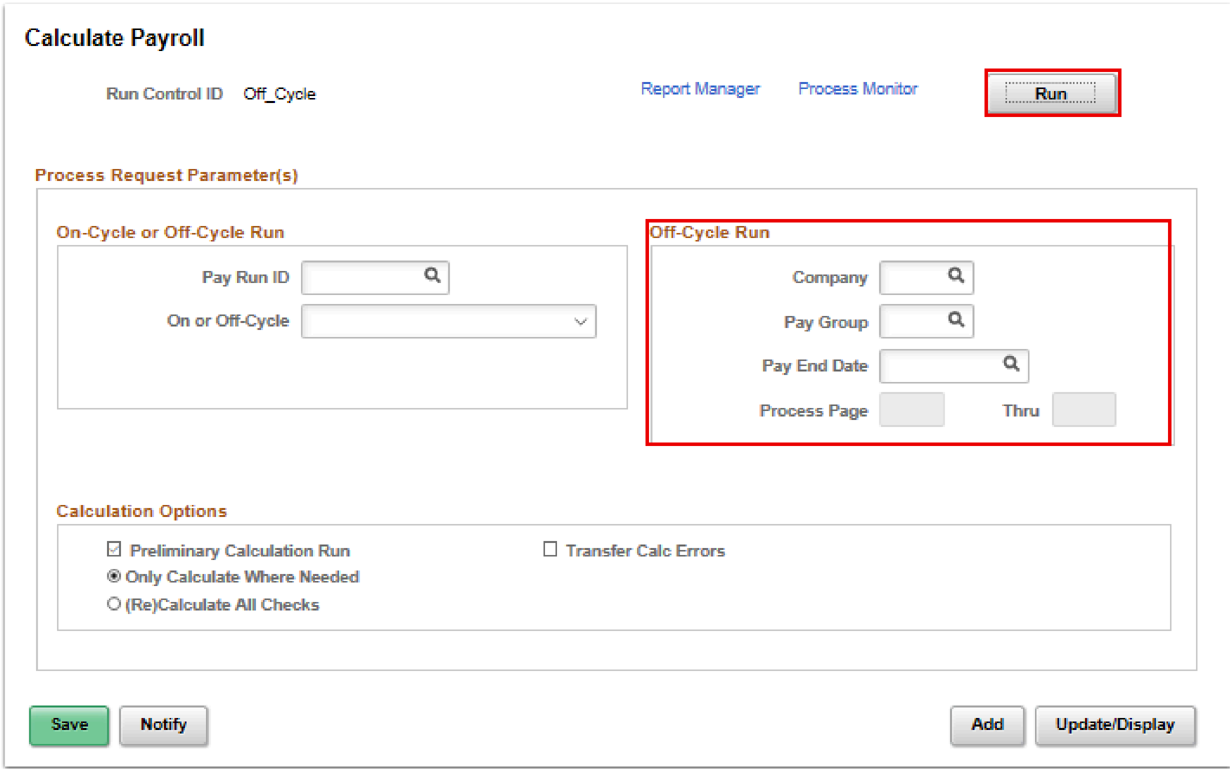
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Calculate Payroll

1. The **Calculate Payroll** search page displays.
2. Select the **Add a New Value** tab.
3. Enter the new **Run Control ID**.
4. Select the **Add** button.



5. The **Calculate Payroll** page displays.
6. Complete the following fields in the **Off-Cycle Run** section:
   - **Company**
   - **Pay Group**
   - **Pay End Date**
   - **Process Page**
7. Select the **Run** button.



8. The **Calculate Payroll** process is complete.
9. Next we will run the **Confirm Payroll** for the **Off Cycle Run** process.

Confirm Payroll

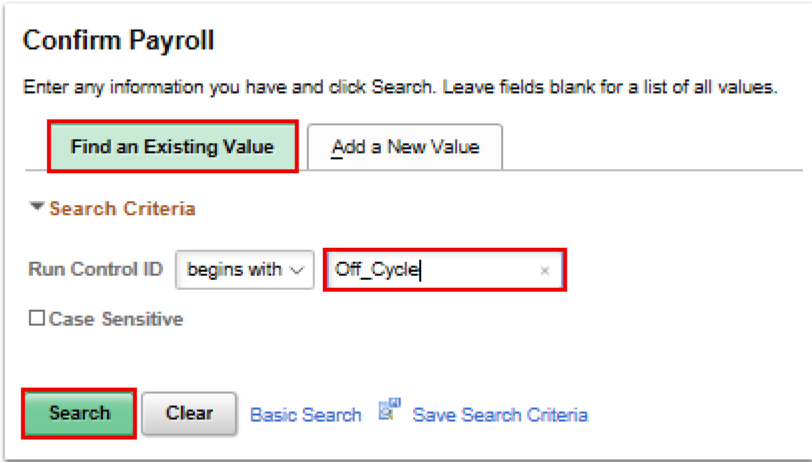
You must have at least one of these local college managed security roles:

- ZZ Payroll Processing

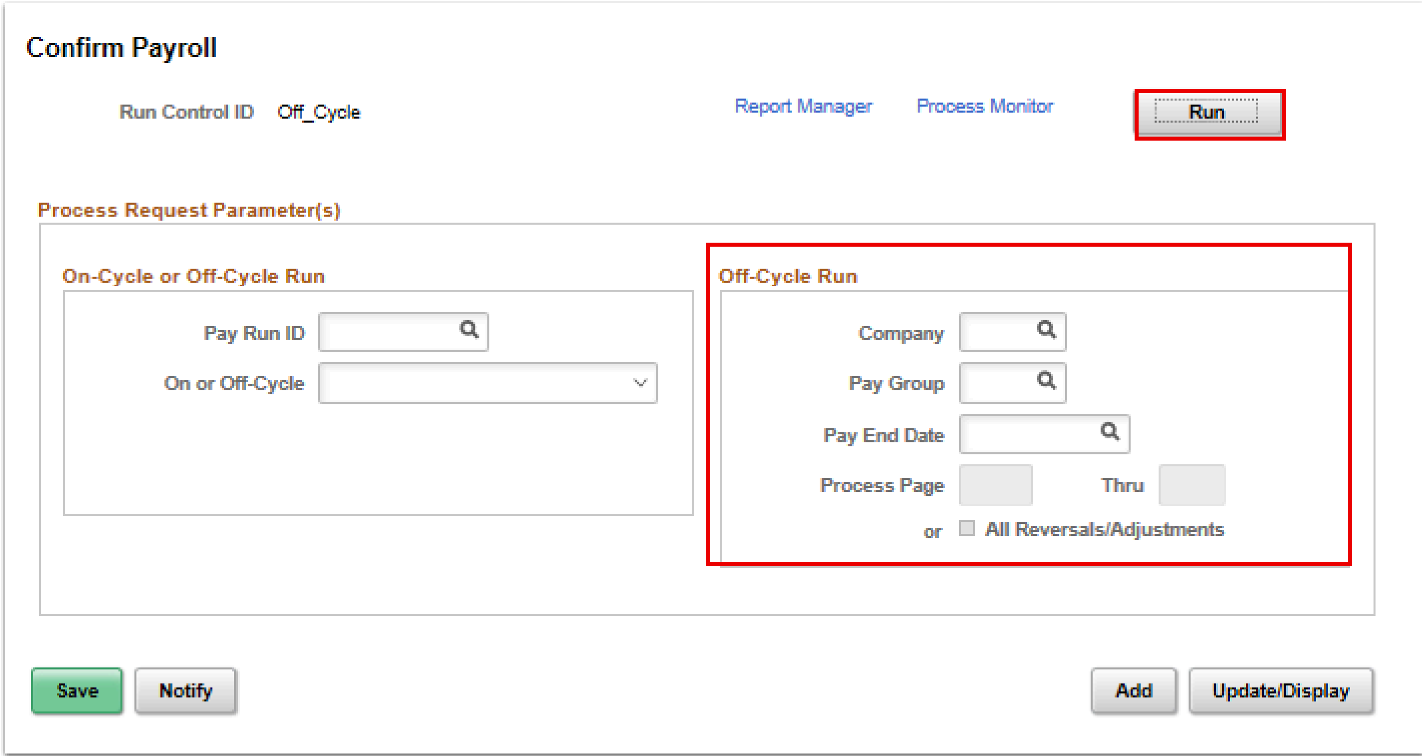
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Confirm Payroll

1. The **Confirm Payroll** search page displays.
2. Enter the existing **Run Control ID**.
3. Select the **Search** button.



4. The **Confirm Payroll** page displays.
5. Complete the following fields in the **Off-Cycle Run** section:
   - **Company**
   - **Pay Group**
   - **Pay End Date**
   - **Process Page**
6. Select the **Run** button.



7. The **Confirm Payroll** process is complete when the Run Status is **Success/Posted**.