

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.

By Paysheet

Find an Existing Value **Add a New Value**

Company 170

Pay Group C17

Pay Period End Date 04/30/2018

Off Cycle ? ☒

Page Nbr 3000

Add

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.

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

Company 170 Pay Group C17 Pay Period End Date 04/30/2018 Page 3000

Paysheet Details

Line 1 *Empl ID

Empl Record 0 Benefit Record 0 ☒ Manual Check

Check Number Check Date Total Gross Net Pay

Transaction Message Manual Check

Earnings

☒ OK to Pay ☐ Gross-Up ☐ Override Hourly Rate ☒ No Direct Deposit ☐ TL Records

Reg Hours OT Hours Hourly Rate Reg Salary

Reg Rate Code OT Rate Code

*Shift Not Applicable *State Locality

Earnings Begin 04/16/2018 Earnings End 04/30/2018 [Additional Data](#)

Other Earnings

*Code	Seq Nbr	Rate Code	Hours	Rate	Amount	Source		
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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.

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

Company 170 Pay Group C17 Pay Period End Date 04/30/2018 Page 3000

Paysheet Details 1 of 1 View All

Line 1 Empl ID
Empl Record 0 Benefit Record 0
Transaction Message Manual Check

Deductions 1 of 1 View All

☒ OK to Pay

*Benefit Deductions Taken Deduction Benefit Deduction Subset ID
*General Deductions Taken Deduction General Deduction Subset ID

One-Time Deduction Data Override 1 of 1 View All

*Plan Type Benefit Plan
*Deduction Code *Deduction Class
*Sales Tax B None *One-Time Code Override
Flat/Addl Amount Rate/Percent
*Calculation Routine Flat Amount

Save Notify Refresh Add Update/Display

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.

The screenshot displays the 'One-Time Taxes' tab within a payroll application. At the top, navigation tabs include 'Paysheet', 'One-Time Deductions', 'One-Time Garnishment', 'One-Time Taxes' (selected), and 'Page Balances'. Below these, header information shows 'Company 170', 'Pay Group C17', 'Pay Period End Date 04/30/2018', and 'Page 3000'. The 'Paysheet Details' section shows 'Line 1', 'Empl ID', 'Empl Record 0', 'Benefit Record 0', and 'Transaction Message Manual Check'. The 'Taxes' section contains a search bar, a '1 of 1' dropdown, and a 'View All' link. Below this are checkboxes for 'OK to Pay' and 'Additional Taxes'. The 'One-Time Tax Data Override' section includes a search bar, a '1 of 1' dropdown, and a 'View All' link. It also features a 'Federal' checkbox and several input fields: '*State', 'Locality', '*Tax Class' (a dropdown menu), '*One-Time Code' (a dropdown menu with 'Override' selected), and 'One-Time Tax Amount'. At the bottom of the form are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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.

Calculate Payroll

Find an Existing Value **Add a New Value**

Run Control ID Off_Cycle

Add

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.

Calculate Payroll

Run Control ID Off_Cycle Report Manager Process Monitor **Run**

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID

On or Off-Cycle

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page Thru

Calculation Options

☒ Preliminary Calculation Run
 ☐ Transfer Calc Errors
☒ Only Calculate Where Needed
☐ (Re)Calculate All Checks

Save **Notify** **Add** **Update/Display**

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.

Confirm Payroll

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Run Control ID begins with ▼ Off_Cycle x

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

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.

Confirm Payroll

Run Control ID Off_Cycle

Report Manager Process Monitor Run

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID

On or Off-Cycle

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page Thru

or ☐ All Reversals/Adjustments

Save Notify

Add Update/Display

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

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