

9.2 Creating a Manual Check Entry for Benefits

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

Audience: Benefits Administrator/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 personal checks received to cover for Benefits deductions. These are records only entries; no payments are issued on the payroll run for these entries through this process.

❗ **After the manual check is confirmed, make sure to clear the arrears balance, if any.**

If the check is for **pre-paying**, refer to the Quick Reference Guide (QRG): [PRE PAY SETUP WHEN RECEIVING PERSONAL CHECK FROM EMPLOYEE](#)

Creating a Manual Check Entry for Benefits

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.
NOTE: DO NOT enter a future date for this field.
14. Enter check amount in the **Total Gross** field.
15. Enter the net pay amount of **zero (0)** in the **Net Pay** field.
16. Select the **OK to Pay** checkbox.
17. Enter the appropriate **Earnings Begin** and **Earnings End** dates that the benefits should have been deducted.
18. Use the **Other Earnings** section to report check amount with earn code **BPB** (Benefit Pay Back).
19. Select the **Save** button.

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

Company 890 Pay Group C89 Pay Period End Date 07/31/2020 Page 3500

Paysheet Details

Line 1 Empl ID

Empl Record 0 Benefit Record 0 ☐ Manual Check

Check Number Check Date Total Gross Net Pay

Transaction Message No Message

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 07/16/2020 Earnings End 07/31/2020 [Additional Data](#)

Other Earnings

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

20. Select the **One-Time Deductions** tab.
21. The **One-Time Deductions** page displays.
22. The **OK to Pay** checkbox is selected by default.
23. The **Benefit Deduction Taken** and **General Deduction Taken** drop-down menus will populate with **Deduction**.

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

Transaction Message Manual Check

Deductions

☒ OK to Pay

*Benefit Deductions Taken Deduction Benefit Deduction Subset ID

*General Deductions Taken Deduction General Deduction Subset ID

One-Time Deduction Data Override

*Plan Type Benefit Plan

*Deduction Code *Deduction Class

*Sales Tax B None *One-Time Code Override

Flat/Add Amount Rate/Percent

*Calculation Routine Flat Amount

24. Select the appropriate deduction from the **Plan Type** field:
 - a. Select **Plan Type** as **Medical** when the check is for missed benefit deductions or deductions in arrears.
 - b. Select **Plan Type** as **General** when the check is for Pre-Paying the medical deductions in advance
25. Enter the **Deduction Code**. When using **Plan Type General**, use the appropriate pre-pay deduction code that starts with a **9**.

The screenshot shows the 'Deductions' form with the 'One-Time Deduction Data Override' section highlighted. The 'OK to Pay' checkbox is checked. The 'Plan Type' is set to 'General Deduction' and the 'Deduction Code' is '900040'. The 'Deduction Class' is 'A' and 'After-Tax'. The 'Sales Tax' is 'B' and 'None'. The 'Flat/Addl Amount' is '1000'. The 'Calculation Routine' is 'Flat Amount'.

The screenshot shows the 'One-Time Deduction Data Override' form. The 'Plan Type' is set to 'Medical' and the 'Deduction Code' is '000052'. The 'Deduction Class' is 'A' and 'After-Tax'. The 'Sales Tax' is 'B' and 'None'. The 'Flat/Addl Amount' is empty. The 'Calculation Routine' is 'Flat Amount'.

26. The **Sales Tax** field defaults to the appropriate deduction.
27. Enter the deduction amount in the **Flat/Addl Amount** field.
28. Enter the **Deduction Class After Tax**.
29. The **One-Time Code** defaults to **Override**.
30. When all manual checks have been entered, run the **Calculate Payroll** for the **Off Cycle Run**.
31. The process to create a manual check entry for Benefits by paysheet is now complete.

Calculate Payroll

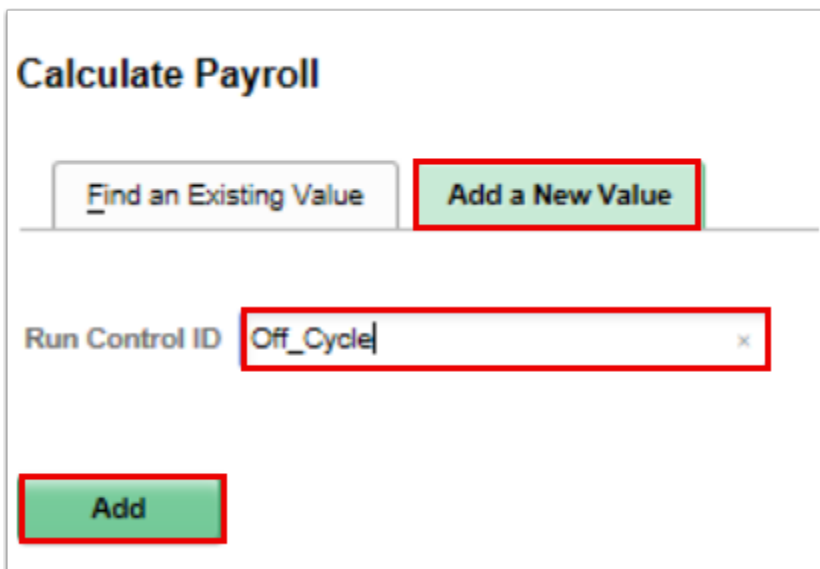
! You must have at least one of these local college managed security roles:

- 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.

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

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

Confirm Payroll

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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**.

Confirm Payroll

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

▼ **Search Criteria**

Run Control ID

☐ Case Sensitive

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

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

Confirm Payroll

Run Control ID Off_Cycle [Report Manager](#) [Process Monitor](#)

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

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