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: 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.
    NOTE: <u>DO NOT</u> 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.

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**.

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**.

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.
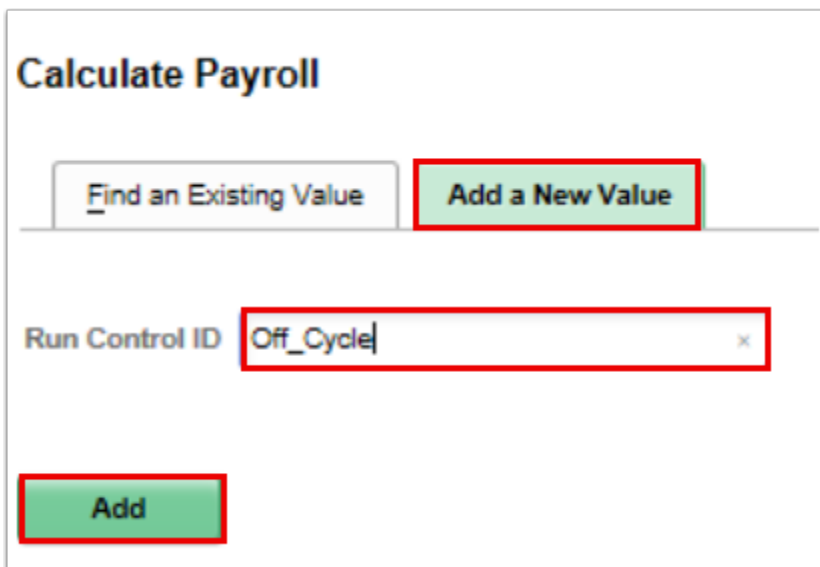
Calculate Payroll

⚠ 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.

8. The **Process Scheduler Request** page displays.
9. Select the appropriate process to run. In this case, select the checkbox for **Calculate Pay**, with the Process Name **PSPPYRUN**. It is the one that is <u>not</u> a PSJob.
10. Select the **OK** button to initiate the process.

11. The **Calculate Payroll** process is complete when the **Process Monitor** Run Status/ Distribution Status is **Success/Posted**..
12. 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. 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.

6. The **Process Scheduler Request** page displays.
7. Select the appropriate process to run. In this case, select the checkbox for **Pay Confirm (PNA)**, with the Process Name **PAYCONF**. This is a PSJob.
8. Select the **OK** button to initiate the process.

9. The **Confirm Payroll** process is complete when the **Process Monitor** Run Status/ Distribution Status is **Success/Posted**.