

## 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.

**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**.

**Deductions**

☒ OK to Pay

\*Benefit Deductions Taken Deduction

\*General Deductions Taken Deduction

Benefit Deduction Subset ID

General Deduction Subset ID

**One-Time Deduction Data Override**

\*Plan Type General Deduction

\*Deduction Code 900040

\*Sales Tax B None

Flat/Addl Amount 1000

\*Calculation Routine Flat Amount

Benefit Plan

\*Deduction Class A After-Tax

\*One-Time Code Override

Rate/Percent

**One-Time Deduction Data Override**

\*Plan Type Medical

\*Deduction Code 000052

\*Sales Tax B None

Flat/Addl Amount

\*Calculation Routine Flat Amount

Benefit Plan D

\*Deduction Class A After-Tax

\*One-Time Code Override

Rate/Percent

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

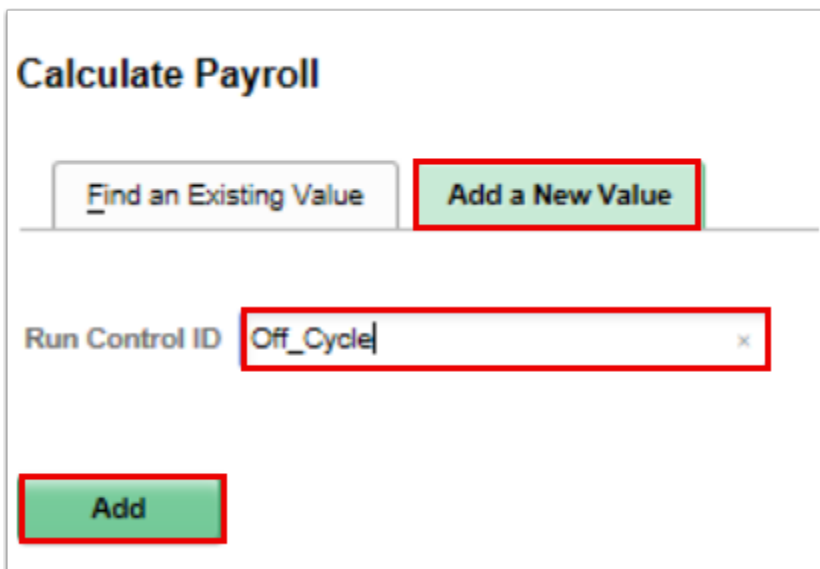
! You must have at least one of these local college managed security roles:

- 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 **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 not a PSJob.
10. Select the **OK** button to initiate the process.

**Process Scheduler Request** x   Help

User ID   CTC\_JLAMBERT      Run Control ID   Off\_Cycle

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Server Name       Run Date    
 Recurrence       Run Time         
 Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	ctcLink Final Calc Jobs	FINCALC	PSJob	(None) ▼	(None) ▼	Distribution
<input type="checkbox"/>	ctcLink First Pre Calc	PRECALC	PSJob	(None) ▼	(None) ▼	Distribution
<input checked="" type="checkbox"/>	Calculate Pay	PSPPYRUN	COBOL SQL	Web	TXT ▼	Distribution

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**.

**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

☐ Case Sensitive

**Search** **Clear** [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](#)   **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**

- The **Process Scheduler Request** page displays.
- 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.
- Select the **OK** button to initiate the process.

**Process Scheduler Request**

User ID   CTC\_JLAMBERT   Run Control ID   Off\_Cycle   [Help](#)

Server Name    Run Date

Recurrence    Run Time    [Reset to Current Date/Time](#)

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	ctcLink Pay Confirm Jobs	CONFIRM	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Pay Confirm (PNA)	PAYCONF	PSJob	(None)	(None)	Distribution

**OK**   **Cancel**

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