

(HR) Human Resources
(PA) Payroll
(MC) Manual Check

**Manual Check Overview**

Occasionally, calculation errors occur on checks and they need to be corrected. The Manual Check process is used to correct these errors and update payroll and budgetary records.

Note: This application is used for record keeping purposes only. No actual check is printed with Manual Check.

Items that may be adjusted with Manual Check include:

- Gross Amounts
- Taxable Grosses
- Deduction Amounts
- Benefit Amounts

It is important to follow these steps before using Manual Check:

1. Make sure that no other payrolls are currently being run. Manual Check does not have a Run Number application and will not allow any Manual Checks to be run while there is another payroll in progress.
2. If the check is being reissued, remember to use Quick Void or Void Check to void the original check(s).

(HR) Human Resources
(PA) Payroll
(MC) Manual Check
(SE) Select



Manual Check Selection

This tutorial demonstrates how to select checks that are going to be used for the Manual Check Process.

Human Resources: Main Screen 04.10.12.02.09 - 010275

Login Logoff Exit Preferences Utilities View My Security Personalize My Screen Help

User: ***** Sign In Time: 8:28:16 AM Entity: 000 Use Personal Settings SkyDoc Login Logoff Exit

Student Mngmt System Admin **Human Resources** Financial Mngmt Product Setup Run Web

Setup PProfile Emp Mgmt **Payroll** Time Off Salary Neg Sub Track Ins Track Data Mining Report Opt Saved Rptz

COdes Cur Payroll Reporting Mass Proc Quick Void Void Check **Manual Chk** Payroll pBts Acct Adj Utilities Year-End OckPok rpt

SElect Pre-Verify Calculate Post-vEnfy Chk Regtr Update

Click Human Resources, PAYroll, Manual Chk, SElect. + F1

Software Made in the U.S.A. 100% COMPLIANT VERSION 2.0 SKYWARD WSIPC Technology for Educational Communities

The screenshot shows a software window titled "HR\PA\MC\SE - 772 - Current Payroll Selection Parameters". At the top, there are three input fields: "Period End Date" with the value "06/07/2011", "Check Date" with the value "Unknown", and "# of Times to Pay" with the value "1". To the right of these fields are buttons for "OK", "Report", and "Close".

Below the header, there are two main sections: "Employee/Pay Record Parameters" and "Payroll Parameters (as changed for this payroll.)".

The "Employee/Pay Record Parameters" section includes a list of "Code Type" items: Employee Building, Employee Check Loc, Employee Range, Employee Type, Frequency, and Pay. Below this list are radio buttons for "All" and "Select", and an "Employee Range" section with "Low:" and "High: 2222222222" fields. There are also "Load" and "Reset Params." buttons.

The "Payroll Parameters" section contains two tables: "Codes" and "Benefit Codes".

Code	Description	Times
1FIT	Federal Income	1
1FIT*	FIT * Gross Gro	1
1FIT*	FIT * Federal C	1
1Med	Medicare	1
1Medx	Medicare Adjust	1
1Re0	SERS Plan 0	1

Code	Description	Times
1PIC	PICA	1
1MED	Medicare	1
1Medx	Medicare Adjust	1
1Re0	SERS Plan 0	1
1Re2	SERS Plan 2	1
1Re3	SERS Plan 3	1
1Re0	PERS Plan 0	1

At the bottom of the window, there are two lines of text: "This button allows you to enter the payroll's check date." and "Delete all transactions for the current run number." To the right of these lines are "SkyDoc" icons.

A yellow callout box is overlaid on the "Check Date" field, containing the text: "Enter the appropriate Period End Date. Click Check Date."

The screenshot shows a software window titled "HR\PA\MC\SE - 772 - Current Payroll Selection Parameters". At the top, there are fields for "Period End Date" (06/07/2011), "Check Date" (Unknown), and "# of Times to Pay" (1). Below this is another window titled "HR\PA\MC\SE - 772 - Processing Parameters for Run Number: MCHK / MANUAL CHECK". The main area contains several sections: "Payroll Update Parameters" with fields for "Payroll Posting Date" (06/08/2011) and "Retire Posting Date" (06/08/2011); "Budgetary Update Parameters" with fields for "Budgetary Posting Date" (06/08/2011) and "Override Posting Date" (No); and a "Bank Cash Account" field with "KEY BANK" and "KEYPR" values. A yellow box is overlaid on the screen with the following text: "Enter the appropriate **Check Date**. Verify or change the **Payroll Update Parameters** and the **Budgetary Update Parameters**. Flagging the **Override Posting Date** option to "Yes" will open up the data field to enter the new posting date. Click **OK**."

HR \PA\MC\SE - 772 - Current Payroll Selection Parameters

Period End Date: 06/07/2011 Check Date: 06/08/2011 # of Times to Pay: 1

Employee/Pay Record Parameters Deduction/Benefit Times to Pay

Default Parameters (as changed for this payroll.)

Code Type

- Employee Building
- Employee Check Loc
- Employee Range
- Employee Type
- Frequency
- Pay

All Select

Code	Description	Times
*ALL	All	

Default Ded/Ben Times (as changed for this payroll.)

Code	Description	Times
1FIC	FICA	1
1FIT	Federal Income	1
1FIT*	FIT * Gross Gro	1
1FIX*	FIT * Federal G	1
1Hed	Medicare	1
1Medx	Medicare Adjust	1
1ReEO	SERS Plan 0	1

Code	Description	Times
		1
		1
		1
		1
		1
		1

Parameter selections are made to narrow down the scope of employees you wish to work with once you proceed into the payroll work file.
 (Note: If you leave the parameters wide open, you will still be able to individually choose employees once in the work file area.)

Set the **Employee/Pay Record Parameters** by highlighting the appropriate **Code Type(s)**

HR \PA\MC\SE - 772 - Current Payroll Selection Parameters

Period End Date: 06/07/2011 Check Date: 06/08/2011 # of Times to Pay: 1

Employee/Pay Record Parameters

Default Parameters (as changed for this payroll.)

Code Type

- Employee Building
- Employee Check Loc
- Employee Range
- Employee Type
- Frequency
- Pay

Code	Description
*ALL	All

Deduction/Benefit Times to Pay

Default Ded/Ben Times (as changed for this payroll.)

Deduction Codes

Code	Description	Times
1FIC	FICA	1
1FIT	Federal Income	1
1FIT*	FIT * Gross Gro	1
1FIX*	FIT * Federal G	1
1Med	Medicare	1
1Medx	Medicare Adjust	1
1ReE0	SERS Plan 0	1

Benefit Codes

Code	Description	Times
1FIC	FICA	1
1MED	Medicare	1
1Medx	Medicare Adjust	1
1ReE0	SERS Plan 0	1
1ReE2	SERS Plan 2	1
1ReE3	SERS Plan 3	1
1ReP0	PERS Plan 0	1

Additional parameter options include:

- Save** = to store selected parameters for future use.
- Load** = to select previously saved parameter sets.
- Reset Params.** = will reset the Selected Codes to the default parameters.

Buttons: OK, Report, Close, Save, Load, Reset Deduction, Reset Benefit, SkyDoc

HR\PA\MC\SE - 772 - Current Payroll Selection Parameters

Period End Date: 06/07/2011 Check Date: 06/08/2011 # of Times to Pay: 1

Employee/Pay Record Parameters Deduction/Benefit Times to Pay

Default Parameters (as changed for this payroll.)

Code Type

- Employee Building
- Employee Check Loc
- Employee Range
- Employee Type
- Frequency
- Pay

Default Ded/Ben Times (as changed for this payroll.)

Code	Description	Times
1FIC	FICA	1
1FIT	Federal Income	1
1FSA	FSA - Cross-Cat	1
1MED	Medicare	1
1Medx	Medicare Adjust	1
1ReE0	SERS Plan 0	1
1ReE2	SERS Plan 2	1
1ReE3	SERS Plan 3	1
1ReP0	PERS Plan 0	1

Employee Range

Low: High: 2222222222

Choose "Select" to individually select codes.

delete all transactions for the current run number.

To include only employees within a certain alphabetical range, highlight **Employee Range** and set the **Low** and **High** values.

HR\PA\MC\SE - 772 - Current Payroll Selection Parameters

Period End Date: 06/07/2011 Check Date: 06/08/2011 # of Times to Pay: 1

OK Report Close


Employee/Pay Record Parameters

Default Parameters (as changed for this payroll.)

Click **Ind. Empl.** to make individual selections from a menu of available employees.

NOTE: This option will override any parameter selections made for **Employee Buildings, Employee Check Locations, and/or Employee Types.** These selections are reset to **All** and made inaccessible if this option is chosen.

Employee Range: Low: High: 2222222222

 Ind. Empl.

Deduction/Benefit Times to Pay

Default Ded/Ben Times (as changed for this payroll.)

Deduction Codes		
Code	Description	Times
1FIC	FICA	1
1FIT	Federal Income	1
1FIT%	FIT % Gross Gro	1
1FIX%	FIT % Federal G	1
1Med	Medicare	1
1Medx	Medicare Adjust	1
1ReE0	SERS Plan 0	1

Benefit Codes		
Code	Description	Times
1FIC	FICA	1
1MED	Medicare	1
1Medx	Medicare Adjust	1
1ReE0	SERS Plan 0	1
1ReE2	SERS Plan 2	1
1ReE3	SERS Plan 3	1
1ReP0	PERS Plan 0	1

Save Logoff Reset Deduction Reset Benefit

Choose "Select" to individually select codes.

Delete all transactions for the current run number.

SkyDoc

Period End Date: 06/07/2011
Check Date: 06/08/2011
of Times to Pay: 1

Employee/Pay Record Parameters

Default Parameters (as changed for this payroll.)

Code Type

Employee Building

Employee Check Loc

Employee Range

Employee Type

Frequency

Pay

Code	Description
*ALL	All

Deduction/Benefit Times to Pay

Default Ded/Ben Times (as changed for this payroll.)

Code	Description	Times
1FIC	FICA	1
1FIT	Federal Income	1
1FIT*	FIT * Gross Gro	1
1FIX*	FIT * Federal G	1
1Hed	Medicare	1
1Medx	Medicare Adjust	1
1ReE0	SERS Plan 0	1

Code	Description	Times
1FIC	FICA	1
1MED	Medicare	1
1Medx	Medicare Adjust	1
1ReE0	SERS Plan 0	1
1ReE2	SERS Plan 2	1
1ReE3	SERS Plan 3	1
1ReP0	PERS Plan 0	1

Verify or change the **Times** entry for **Deduction** and **Benefit Codes**. This is the number of times that a **Deduction** or **Benefit** will be applied to this process.

Use **Save** or **Load** as with Employee/Pay Record Parameters.

Reset Deduction and **Reset Benefit** will set the "Times" entry for the highlighted Deduction or Benefit Code to "1."

The screenshot shows a software dialog box titled "HR \PA\MC\SE - 772 - Current Payroll Selection Parameters". At the top, there are three input fields: "Period End Date" set to 06/07/2011, "Check Date" set to 06/08/2011, and "# of Times to Pay" set to 1. On the right side, there are buttons for "OK", "Report", and "Close".

A yellow callout box is overlaid on the dialog, containing the text: "Click OK to proceed to the payroll work file. (If desired, click Report to get a comprehensive report on the Selection Parameters.)".

The dialog is divided into several sections:

- Default Parameters:** A list of parameters including "Employee Building", "Employee Check Loc", "Employee Range", "Employee Type", "Frequency Type", and "Pay".
- Employee Range:** A section with "Low:" and "High: 2222222222" input fields, and a "Reset Params." button.
- Benefit Codes:** A table with columns "Code", "Description", and "Times".

Code	Description	Times
lFIT*	FIT * Gross Gro	1
lFIX*	FIT * Federal G	1
lMed	Medicare	1
lMedx	Medicare Adjust	1
lReE0	SERS Plan 0	1

Code	Description	Times
lPIC	PICA	1
lMED	Medicare	1
lMedx	Medicare Adjust	1
lReE0	SERS Plan 0	1
lReE2	SERS Plan 2	1
lReE3	SERS Plan 3	1
lReP0	PERS Plan 0	1

At the bottom of the dialog, there are instructions: "Choose 'Select' to individually select codes." and "Delete all transactions for the current run number." There are also "Ind. Empl" and "Reset Benefit" buttons, and "SkyDoc" logos.

HR\PA\MC\SE - 772 - Select for Payroll Run Number: MCHK / MANUAL CHECK

Current Parameter Selections
Parameter Set Description: Default Parameters (as changed for this payroll).
Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
Period End Date: 06/07/2011 Check Date: 06/08/2011 Times To Pay: 1

Selected Transactions

Name	Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number
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This message box indicates that certain items for this process will have to be entered manually.
Click OK to continue.

Please Note

When selecting records for this MANUAL CHECK payroll, it is important to note the following:

1. Factors/Hours are set to 1.00. This means that the total gross amount of each pay record must be entered in the pay record amount field.
2. Deductions/Benefits (percent and calculate types) are not calculated during this process. (taxes, etc...) This means that amounts must be entered for all deductions and benefits which are percentages or calculated.

Current Selected Transaction Info

Employee: _____
Rate/Amount: .0000
Hours/Factor: .0000
Total: .00

Employee Totals

Name Key: _____
Hours/Factor: .0000
Total: .00

Buttons: Edit, Delete, Time Off, Close, Purge, Import, Chg Sel Params, Indiv. Select, Mass Select

SkyDoc

NOTE: Manual Check is not to be used for Washington State retirement, because no Washington Retirement Transactions are created and no DRS Transmittal is generated for Manual Checks.

Instead, use the **Retirement Adjustments** screen on the **WESPaC Employee Profile Master** to adjust retirement.

The screenshot shows a software window titled "HR\PA\MC\SE - 772 - Change/Select Pay Record". The window contains a form for "Number of Times to Pay Deductions/Benefits" for employee "ALLYNETH000 ALLYN, ETHAN (TEACHING)".

The form has two main tables:

- Available Control File Bens:**

Code	Description
1ReT3	TRS Plan 3
1UC	Unemployment 00
1WC	Workers' Comp
A0D	MEDICAL ONE - B
D0N	DENTAL - HARTFO
HCA	HCA
L0C	VISION - SCPC
RT23	TRS 2 or 3 Adj
- Selected Transaction Benefits:**

Code	Description	Type	Amount/Rate	Times
1FIC	FICA	Amt	0.0000	1
1MED	Medicare	Amt	0.0000	1

Buttons for "Add", "Remove", "Add All", and "Rem All" are located between the tables. The right side of the window shows fields for "Amount" and "Factor".

A yellow instruction box is overlaid on the bottom half of the window, containing the following text:

Verify that all **Pay Record** information is correct or make any necessary changes.

Deduction and **Benefit** amounts must be entered manually here since **Manual Check** does not calculate their values. Click Deds or Bens to change values.

NOTE: If **Manual Check** is being used to adjust **taxable grosses** with **no adjustments to the related Deductions/Benefits** itself, the Deductions/Benefits still must be selected but with a **zero** entry. Otherwise, the **Gross Adjustments** screen will not be displayed.

Click **OK**.

HR\PA\MC\SE - 772 - Change/Select Pay Record

Name: ALLYNETH000 ALLYN, ETHAN (TEACHING) Period End Date: 06/07/2011

Check Date: 06/08/2011

Work Hours: 0.00 Workers' Compensation Hours: 0.00

Pay Code: C013 TEACH

Freq: Mo 12 total

Retirement Hours: 0.00

Account Number

10 E 530 0100 27 2000 000 00
10 E 530 0100 27 2000 110 00
10 E 530 2100 27 2030 000 00

Manual Check Parameters

Check Date: 06/08/2011

Check Number: 323

All selected transactions for this employee must have the same check date and check number.

The 1 to 9 digit check number.

Enter the appropriate Check Number.
Click OK.

Code	Amount	Type	Start	Stop
1FIC	0.0000	Amt		
1FIT	0.0000	Amt		
1Med	0.0000	Amt		

The OK button accepts all entries.

HR\PA\MC\SE - 772 - Individual Selection

Employee Name: ALLYNETH000 ALLYN, ETHAN (TEACHING) Info Totals

Name: ALLYN ETHAN Lookup: ALLYNETH000 Close

Active Pay Records						
Pay Code	Account Number	Rate/Amount	Hours/ Factor	Frequency Code	Freque	Pay/Y
C013	Multiple Accounts	3,172.7600	1.0000	M		
C063	10 E 530 9900 52 3000 150 0000 0000	485.8300	1.0000	M		
C064	10 E 530 9900 52 3000 000 0000 0000	485.8300	1.0000	M		

Selected Transactions						
Period End Date	Pay Code	Account Number	Rate/Amount	Hours/ Factor	Freque	Code
06/07/2011	C013	10 E 530 0100 27 2000 000 0000 0000	300.0000	1.0000	M	
06/07/2011	C013	10 E 530 0100 27 2000 110 0000 0000	400.0000	1.0000	M	
06/07/2011	C013	10 E 530 2100 27 2030 000 0000 0000	300.0000	1.0000	M	

Current Selected: Transaction Information: Rate/Amount: 300.0000 x Hours/Factor: 1.0000 = Employee Totals: Hours/Factor: 3.0000 Total: 1,000.00

Name key to reposition the SkyDoc

The Pay Record is now a **Selected Transaction**. Continue to select **Pay Records** as necessary.

When done selecting Pay Records, click **Close**.

The screenshot shows a software window titled "HR\PA\MC\SE - 772 - Individual Selection". At the top, it displays "Employee Name: ALLYNETH000 ALLYN, ETHAN (TEACHING)" and "Name: ALLYN ETHAN" with a "Lookup: ALLYNETH000" field. A "Manual Check Selection Information" dialog box is open in the center, containing the following text:

Total Transaction Pay Records Written: 3
Total Transaction Pay Records Overwritten: 0
Total Payment Records Deleted: 0

An "OK" button is visible in the dialog box. A yellow callout box is overlaid on the dialog box with the following text:

Selection Information is displayed.
This information may also be obtained
by clicking the **Totals** button
during **Individual Selection**.

Click **OK**.

At the bottom of the dialog box, it says "The Close button closes the window." and there is a "SkyDoc" logo.

The background window shows a table titled "Active Pay Records" with columns for "Pay Code", "Account Number", "Hours/Frequency", and "Frequency Pays/Y". The table contains three rows of data:

Pay Code	Account Number	Hours/Frequency	Frequency Pays/Y
C013	Multiple Acco		
C063	10 E 530 9900		
C064	10 E 530 9900		

Below the table, there is another table with columns for "Period End Date", "Pay Code", and "Ac":

Period End Date	Pay Code	Ac
06/07/2011	C013	10
06/07/2011	C013	10
06/07/2011	C013	10

Other visible elements include buttons for "Totals", "Auto Sel", "Chg/Sel", "Edit", and "Delete".

HR\PA\MC\SE - 772 - Select for Payroll Run Number: MCHK / MANUAL CHECK

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 06/07/2011 Check Date: 06/08/2011 Times To Pay: 1

Selected Transactions						
Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number	
ALLYNETH000	ALLYN, ETHAN					
ALLYNETH000	ALLYN, ETHAN					
ALLYNETH000	ALLYN, ETHAN					

Click Purge if you wish to remove all Selected Transactions.

Current Selected Transaction Information
 Employee: ALLYN, ETHAN
 Rate/Amount: 300.0000 x
 Hours/Factor: 1.0000 =
 Total: 300.00

Name Key: ALLYNETH000
 Employee Totals
 Hours/Factor: 3.0000
 Total: 1,000.00

Individually select transactions.

HR\PA\MC\SE - 772 - Select for Payroll Run Number: MCHK / MANUAL CHECK

Current Parameter Selections
Parameter Set Description: Default Parameters (as changed for this payroll).
Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
Period End Date: 06/07/2011 Check Date: 06/08/2011 Times To Pay: 1

Selected Transactions

Name Key	Employee Name																			
ALLYNETH000	ALLYN, ETHAN																			
ALLYNETH000	ALLYN, ETHAN	IMA	06/07/2011	C013	10	B	530	2100	27	2030	000	000								
ALLYNETH000	ALLYN, ETHAN																			

Use Edit to make changes to the highlighted transaction.

Current Selected Transaction Information
Employee: ALLYN, ETHAN
Rate/Amount: 300.0000 x
Hours/Factor: 1.0000 =
Total: 300.00

Name Key: ALLYNETH000
Employee Totals
Hours/Factor: 3.0000
Total: 1,000.00

Individually select transactions.

SkyDoc

HR\PA\MC\SE - 772 - Select for Payroll Run Number: MCHK / MANUAL CHECK

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 06/07/2011 Check Date: 06/08/2011 Times To Pay: 1

Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number
ALLYNETH000	ALLYN, ETHAN	1MA	06/07/2011	C013	10 E 530 0100 27 2000 000 004
ALLYNETH000	ALLYN, ETHAN	1MA	06/07/2011	C013	10 E 530 0100 27 2000 110 004
ALLYNETH000	ALLYN, ETHAN	1MA	06/07/2011	C013	10 E 530 2100 27 2030 000 004

Use Delete to remove the highlighted transaction.

Current Selected Transaction Information
 Employee: ALLYN, ETHAN
 Rate/Amount: 300.0000 x
 Hours/Factor: 1.0000 =
 Total: 300.00

Name Key: ALLYNETH000
 Employee Totals
 Hours/Factor: 3.0000
 Total: 1,000.00

Individually select transactions. SkyDoc

HR\PA\MC\SE - 772 - Select for Payroll Run Number: MCHK / MANUAL CHECK

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 06/07/2011 Check Date: 06/08/2011 Times To Pay: 1

Selected Transactions						
Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number	
ALLYNETH000	ALLYN, ETHAN	IMA	06/07/2011	C013	10 E 530 0100 27 2000 000 004	
ALLYNETH000	ALLYN, ETHAN	IMA	06/07/2011	C013	10 E 530 0100 27 2000 110 000	
ALLYNETH000	ALLYN, ETHAN	IMA	06/07/2011	C013	10 E 530 2100 27 2030 000 000	

Click to record **Time Off** for the highlighted employee.

Current Selected Transaction Information
 Employee: ALLYN, ETHAN
 Rate/Amount: 300.0000 x
 Hours/Factor: 1.0000 =
 Total: 300.00

Name Key: ALLYNETH000
 Employee Totals
 Hours/Factor: 3.0000
 Total: 1,000.00

Individually select transactions. SkyDoc

HR\PA\MC\SE - 772 - Select for Payroll Run Number: MCHK / MANUAL CHECK

Current Parameter Selections
 Parameter Set Description: Default Parameters (as changed for this payroll).
 Ded/Ben Parameter Set Description: Default Ded/Ben Times (as changed for this payroll).
 Period End Date: 06/07/2011 Check Date: 06/08/2011 Times To Pay: 1

Name Key	Employee Name	Employee Type	Period End Date	Pay Code	Account Number
ALLYNETH000	ALLYN, ETHAN	1MA	06/07/2011	C013	10 E 530 0100 27 2000 000 004
ALLYNETH000	ALLYN, ETHAN	1MA	06/07/2011	C013	10 E 530 0100 27 2000 110 000
ALLYNETH000	ALLYN, ETHAN	1MA	06/07/2011	C013	10 E 530 2100 27 2030 000 000

When all Pay Records have been chosen, click **Close**.

Current Selected Transaction Information
 Employee: ALLYN, ETHAN
 Rate/Amount: 300.0000 x
 Hours/Factor: 1.0000 =
 Total: 300.00

Employee Totals
 Hours/Factor: 3.0000
 Total: 1,000.00

Individually select transactions. SkyDoc

(HR) Human Resources
(PA) Payroll
(MC) Manual Check
(PV) Pre-Verify



Pre-Verification of Manual Checks

See **Skyward Skydoc** for a tutorial that demonstrates the reporting options that are available for verifying check information prior to running the calculations for a Manual Check.

(HR) Human Resources
(PA) Payroll
(MC) Manual Check
(CA) Calculate



Calculating Check Values

This tutorial demonstrates how to run the calculations for selected manual checks. It will also demonstrate how to adjust actual taxable grosses for the check, if they are different than the calculated taxable grosses.

Human Resources: Main Screen 04.10.12.02.09 - 010275

Login Logout Exit Preferences Utilities View My Security Personalize My Screen Help

User: ***** Sign In Time: 10:14:32 AM Entity: 000 Use Personal Settings SkyDoc Login Logout Exit

Student Mngmnt System Admin Human resources Financial Mngmnt Product Setup Run Web

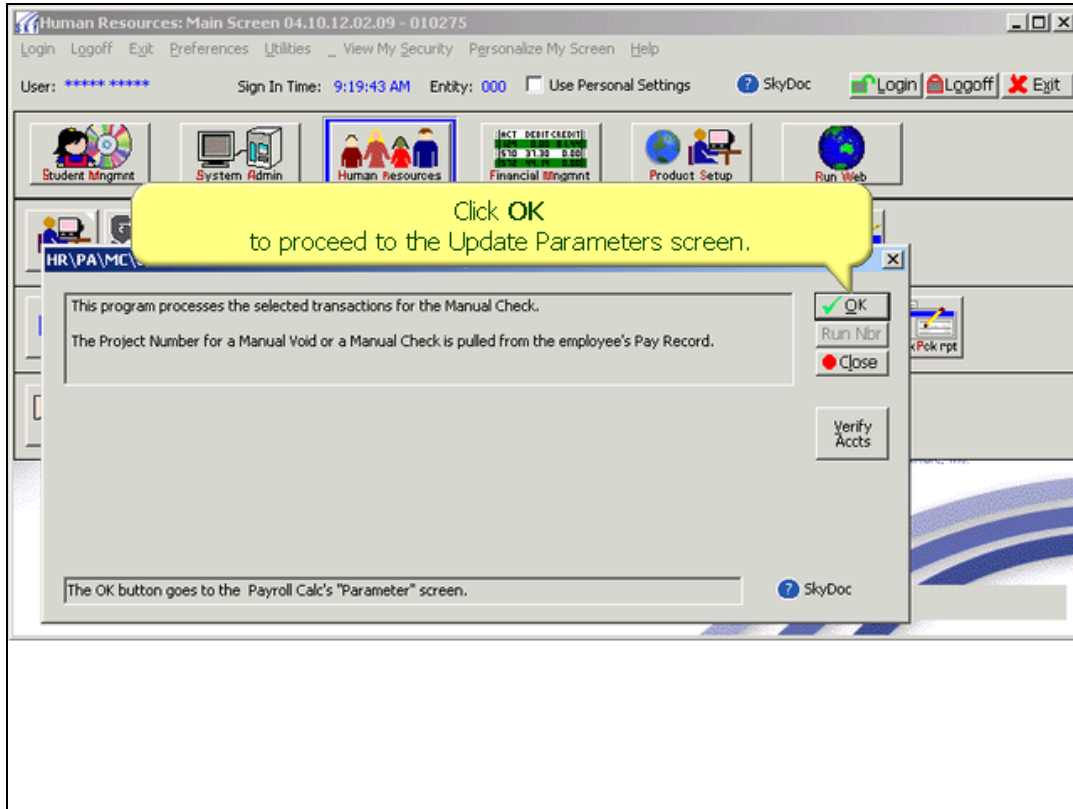
SETUP Profile Emp Mgmt Payroll Time Off Salary Neg Sub Track Ins Track Data Mining Report Opt Saved Rpts

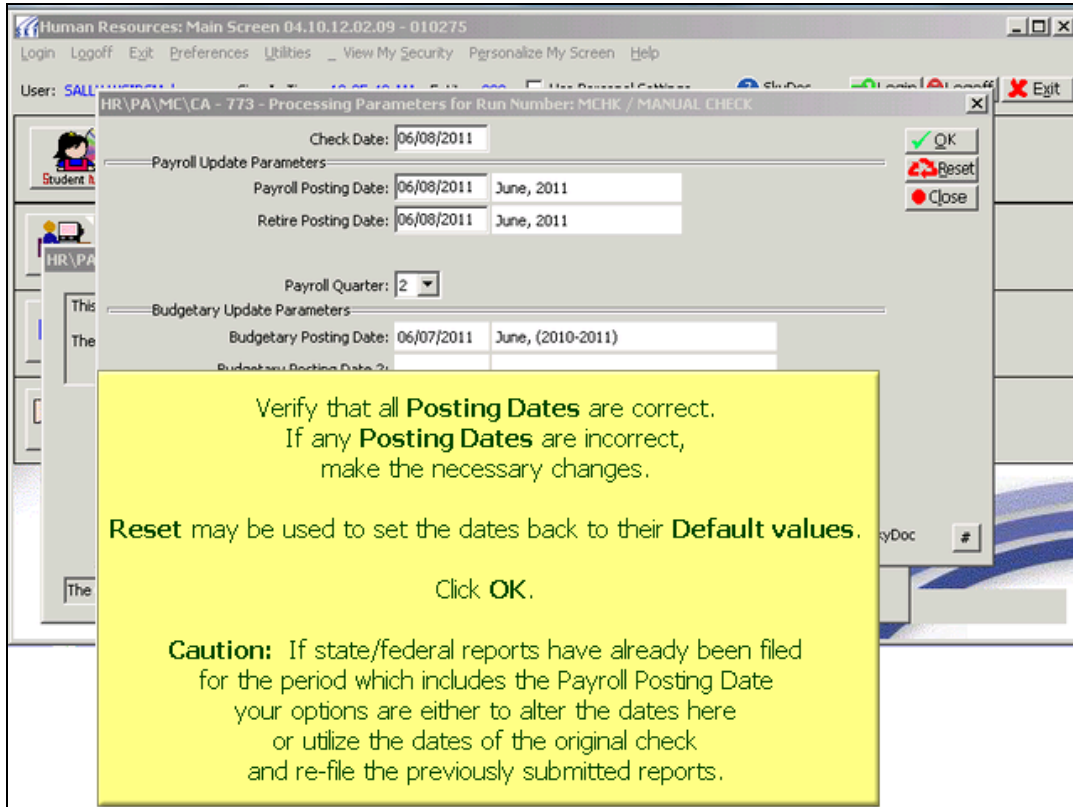
D0des Cur. Payroll Reporting Mass Proc. Quick Void Void Check Manual Chk Payroll pbls Acct Adj. Utilities Year-End Lock Pok rpt

SElect Pre-Verify CALculate Post-v-Enfy Chk Regstr Update

Click Human Resources, PAYroll, Manual Chk, CALculate.

Software Made in the U.S.A. SKYWARD WSIPC Technology for Educational Communities





Human Resources: Main Screen 04.10.12.02.09 - 010275
Login Logoff Exit Preferences Utilities View My Security Personalize My Screen Help

User: SALL

HR\PA\ME\CA - 773 - Processing Parameters for Run Number: MCHK / MANUAL CHECK

Check Date: 06/06/2011

Payroll Update Parameters

Payroll Posting Date: 06/06/2011 June, 2011

Retire Posting Date: 06/06/2011 June, 2011

Payroll Quarter: 2

Budgetary Update Parameters

Budgetary Posting Date: 06/07/2011 June, (2010-2011)

Budgetary Posting Date 2:

OK
Reset
Close

Verify that all **Posting Dates** are correct.
If any **Posting Dates** are incorrect,
make the necessary changes.

Reset may be used to set the dates back to their **Default values**.

Click **OK**.

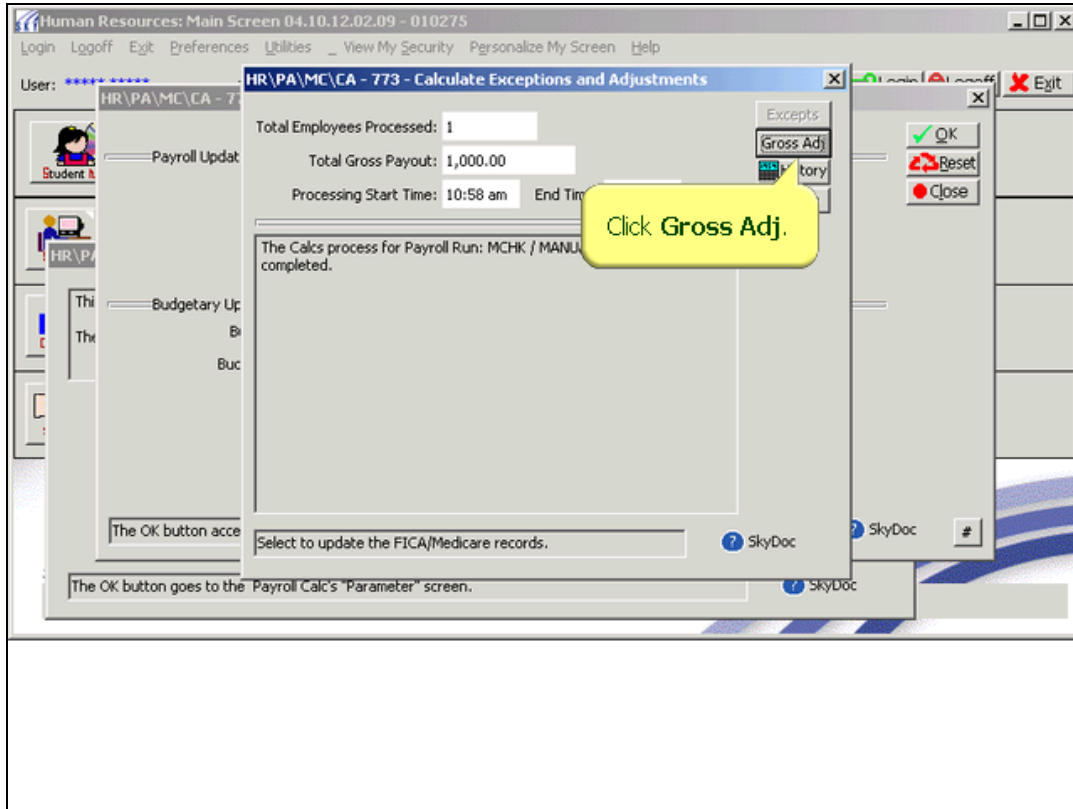
Caution: If state/federal reports have already been filed
for the period which includes the Payroll Posting Date
your options are either to alter the dates here
or utilize the dates of the original check
and re-file the previously submitted reports.

The screenshot shows a software window titled "Human Resources: Main Screen 04.10.12.02.09 - 010275". The main window displays "HR\PA\MC\CA - 773 - Calculate Exceptions and Adjustments" with fields for "Total Employees Processed: 1" and "Total Gross Payout: 1,000.00". A message box states: "The Calcs process for Payroll Run: MCHK / MANUAL CHECK successfully completed." An error dialog box titled "Payroll Can Not Continue" is overlaid, containing the message: "Gross adjustment records exist. Payroll can not continue until these adjustments are processed." A yellow callout box contains the following text:

Gross Adjustment Records exist and must be processed.

Click **OK** to process Gross Adjustments.

NOTE: Gross Adjustments will only occur if a tax Deduction/Benefit exists on a selected transaction.



The screenshot shows a software interface for 'Human Resources: Main Screen 04.10.12.02.09 - 010275'. A window titled 'HR\PA\MC\CA - 773 - Gross Adjustments' is open, displaying a table with the following data:

Key	Name	Chk Nbr
ALLYNETH000	ALLYN, ETHAN	323

Below the table, the 'Employee' field is set to 'ALLYNETH000'. A note states: '*Colored text indicates records have not been verified.' The first row of the table has blue text. A yellow callout box at the bottom of the screenshot contains the following text:

Blue text indicates that Gross Adjustments for a Record have not yet been verified.

Highlight a Record and click **Edit**.

HR\PA\MC\CA - 773 - Gross Adjustments

Employee: ALLYNETH000 ALLYN, ETHAN (TEACHING) Help
Close

Actual Amounts Verified

Federal				
Code	Desc	Amount	Calc Gross	Actual Gross
1FIT	Fed Inc Tax	0.00	1,000.00	1,000.00
Federal Totals:		0.00		1,000.00

Total Check Gross - Before and After Adjustments		
	Before	After
Federal:	1,000.00	1,000.00
State:	1,000.00	1,000.00
		1,000.00
		1,000.00
		1,000.00

Make adjustments to **Actual Grosses** and **Associated Benefits** as needed by clicking the data fields and entering the new values.

FICA				
Code	Desc	Amount	Calc Gross	Actual Gross
1FIC	FICA	0.00	1,000.00	1,000.00
FICA Totals:		0.00		1,000.00

Medicare				
Code	Desc	Amount	Calc Gross	Actual Gross
1Med	Medicare	0.00	1,000.00	1,000.00
Medicare Totals:		0.00		1,000.00

Unemployment				
Code	Desc	Amount	Calc Gross	Actual Gross
1UC	Unemployment 00	0.00	1,000.00	1,000.00
Unemployment Totals:		0.00		1,000.00

State Totals: 0.00 0.00

YTD Gross (Currently on History)

Federal: 26,422.44

State: 30,803.64

FICA: 28,403.64

Medicare: 28,403.64

Unemployment: 30,803.64

Check Number: 323

Tax State: WA

Check Gross: 1,000.00

Enter the actual gross amount. SkyDoc

HR\PA\MC\CA - 773 - Gross Adjustments

Employee: ALLYNETH000 ALLYN, ETHAN (TEACHING) ? Help
● Close

Actual Amounts Verified

Federal					Total Check Gross - Before and After Adjustments
Code	Desc	Amount	Calc Gross	Actual Gross	
IFIT					Before: 1,000.00 After: 1,000.00
State Totals:					FICA: 1,000.00 1,000.00
					Medicare: 1,000.00 1,000.00
					Unemployment: 1,000.00 1,000.00

This is a flag used to indicate that all Actual Amounts are Verified for this employee.

State				
Code	Desc	Amount	Calc Gross	Actual Gross
State Totals: 0.00 0.00				

FICA					
Code	Desc	Amount	Calc Gross	Actual Gross	Assoc Ben
IFIC	FICA	0.00	1,000.00	1,000.00	IFIC
FICA Totals: 0.00 1,000.00					

Medicare					
Code	Desc	Amount	Calc Gross	Actual Gross	Assoc Ben
IMed	Medicare	0.00	1,000.00	1,000.00	IMED
Medicare Totals: 0.00 1,000.00					

Unemployment				
Code	Desc	Amount	Calc Gross	Actual Gross
IUC	Unemployment 00	0.00	1,000.00	1,000.00
Unemployment Totals: 0.00 1,000.00				

YTD Gross (Currently on History)

Federal: 26,422.44

State: 30,803.64

FICA: 28,403.64

Medicare: 28,403.64

Unemployment: 30,803.64

Check Number: 323

Tax State: WA

Check Gross: 1,000.00

Are the actual gross adjustment amounts correct? ? SkyDoc

The screenshot shows a software window titled "HR\PA\MC\CA - 773 - Gross Adjustments". At the top, it displays "Employee: ALLYNETH000 ALLYN, ETHAN (TEACHING)". Below this is a table with columns "Code" and "Des". The table contains several rows with codes like "1FIT", "1FIC", "1Med", and "1UC".

An expanded help window titled "Manual/Voids/Prior Gross Adjustments - Expanded Help" is open in the center. It contains the following text:

The payroll calc process has pre-calculated the employee's Federal/State/FICA/Medicare gross based on the deductions and benefits on the employee's check. These pre-calculated amounts are shown in both the 'Calculated Gross' & 'Actual Gross' columns. This screen allows you to verify/change these pre-calculated gross amounts. If any of the amounts are incorrect, enter the correct gross amount in the 'Actual Gross' column.

FICA/Medicare Associated Benefit:
Normally, if a check has a FICA/Medicare deduction, the check will also have a FICA/Medicare benefit. The payroll calc program is loading the associated benefit with the deduction's associated benefit code from the setup table. If an associated benefit is shown, the benefit's gross amount will also be updated with the 'Actual Gross'. Please review each gross amount total, and FICA/Medicare associated benefit. If everything is correct, mark the 'Actual Amounts Verified' box.

NOTE: Each record must have the 'Actual Amounts Verified' box marked before you can select the 'Process' button to update the grosses to the current payroll transactions and continue with the payroll.

The Close button closes the window.

At the bottom of the help window, there is a "Close" button and a "SkyDoc" icon.

On the right side of the main window, there is a section for "Adjustments" with a list of values: "After", "1,000.00", "1,000.00", "1,000.00", "1,000.00", "1,000.00". Below this is a "History" section with a list of values: "422.44", "803.64", "403.64", "403.64", "803.64".

At the bottom right of the main window, there is a form with the following fields:

- Check Number: 323
- Tax State: WA
- Check Gross: 1,000.00

At the bottom of the main window, there is a "SkyDoc" icon.

A yellow box is overlaid on the bottom left of the screenshot with the following text:

Clicking the **Help** button will display an explanation of the **Gross Adjustments** process.

Click **Close** to return to the **Gross Adjustment** screen.

HR\PA\MC\CA - 773 - Gross Adjustments

Employee: ALLYNETH000 ALLYN, ETHAN (TEACHING) ? Help
● Close

Actual Amounts Verified

Federal				
Code	Desc	Amount	Calc Gross	Actual Gross
IFIT	Fed Inc Tax	0.00	1,000.00	1,000.00
Federal Totals:		0.00		1,000.00

State				
Code	Desc	Amount	Calc Gross	Actual Gross
State Totals:		0.00		0.00

FICA					
Code	Desc	Amount	Calc Gross	Actual Gross	Assoc Ben
IFIC	FICA	0.00	1,000.00	1,000.00	IFIC
FICA Totals:		0.00		1,000.00	

Medicare					
Code	Desc	Amount	Calc Gross	Actual Gross	Assoc Ben
IMed	Medicare	0.00	1,000.00	1,000.00	IMED
Medicare Totals:		0.00		1,000.00	

Unemployment				
Code	Desc	Amount	Calc Gross	Actual Gross
IUC	Unemployment 00	0.00	1,000.00	1,000.00
Unemployment Totals:		0.00		1,000.00

Total Check: 1,000.00

Fed: 1,000.00 State: 1,000.00

FICA: 1,000.00 Medicare: 1,000.00

Unemployment: 1,000.00

YTD Gross (Currently on History)

Federal: 26,422.44
State: 30,803.64
FICA: 28,403.64
Medicare: 28,403.64
Unemployment: 30,803.64

Check Number: 323
Tax State: WA
Check Gross: 1,000.00

Are the actual gross adjustment amounts correct? ? SkyDoc

Click Close to continue.

The screenshot shows a software window titled "HR\PA\MC\CA - 773 - Gross Adjustments". It features a table with the following data:

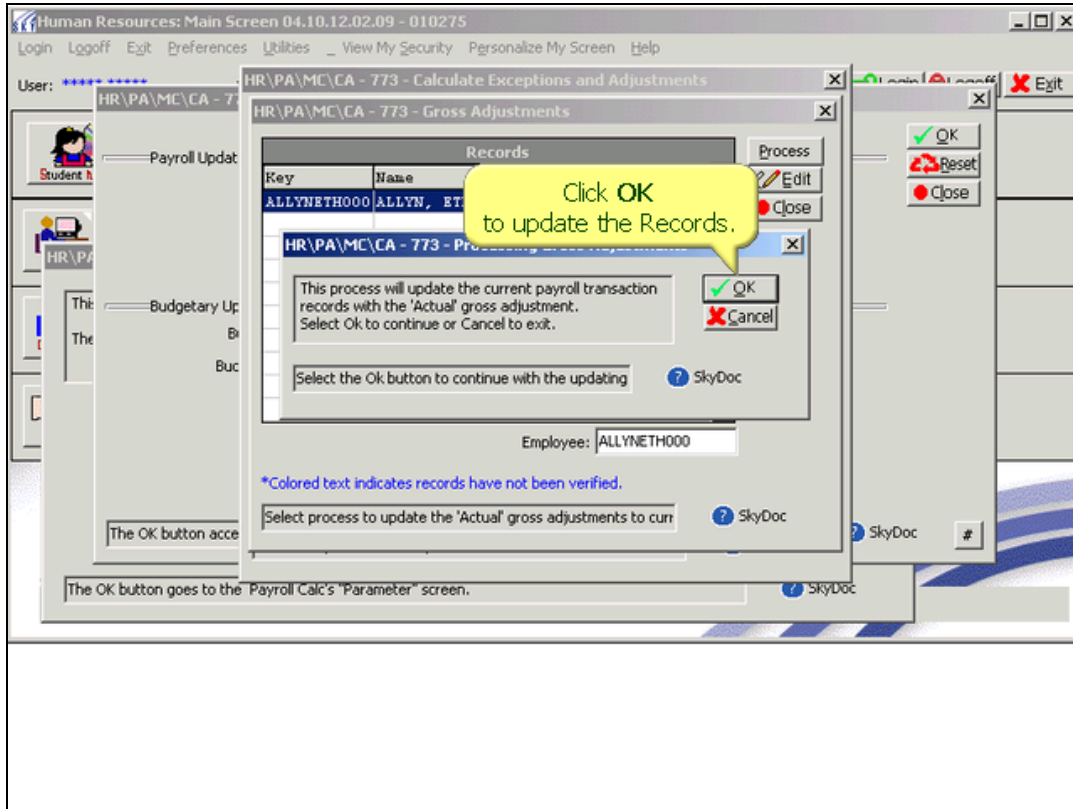
Key	Name	Chk Nbr
ALLYNETH000	ALLYN, ETHAN	323

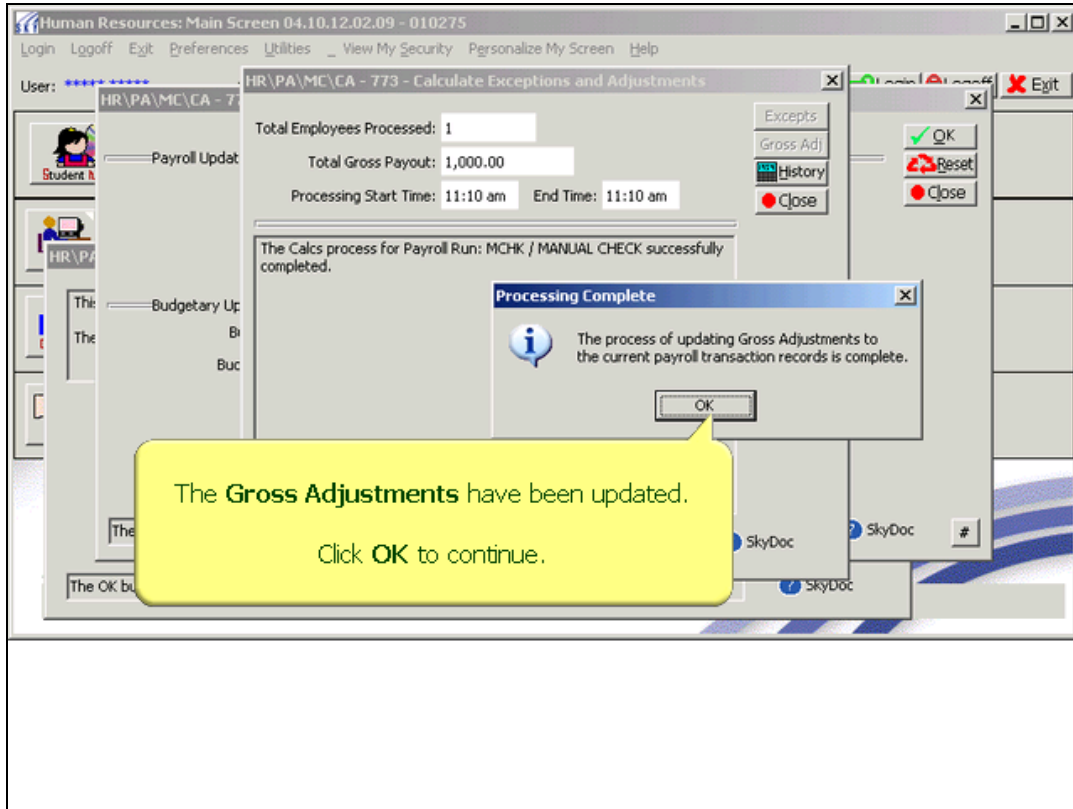
Buttons for "Process", "Edit", and "Close" are visible next to the table. A yellow callout box contains the following text:

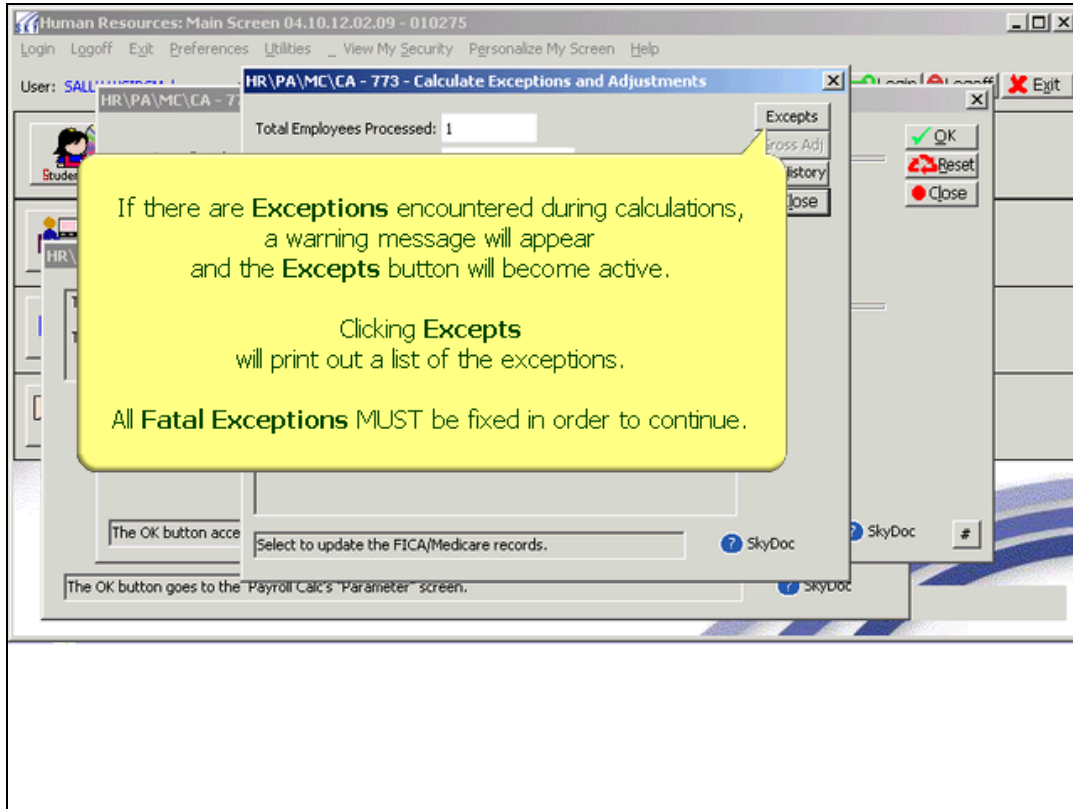
When **Gross Adjustments** have been made and verified, the **blue text** will become **black**.

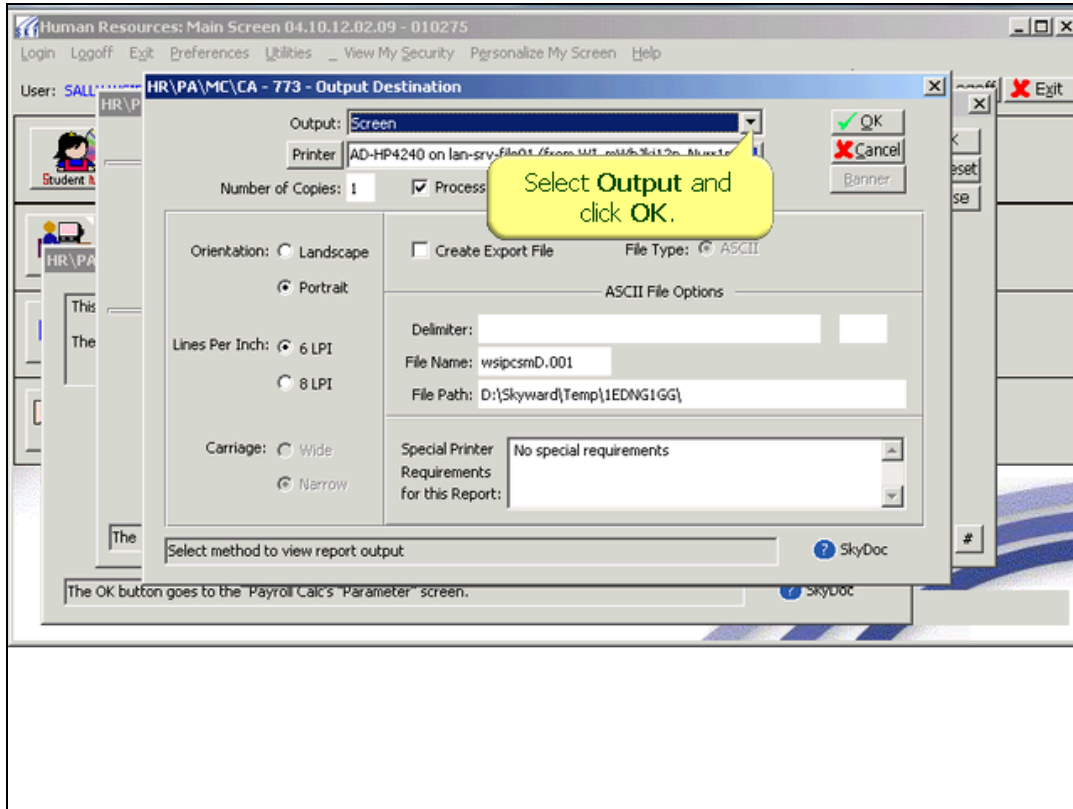
Once the **Gross Adjustments** have been verified for all listed employees, click **Process** to continue.

At the bottom of the window, there is a note: "The OK button goes to the Payroll Calc's 'Parameter' screen."









@pac1c09.p
04.10.12.00.00-010105

CASHMERE SCHOOL DISTRICT # 222
WESPac Payroll Exceptions

Warning - UC gross but no UC ded/ben.
 ALLYNETH000 ALLYN, ETHAN Pay Code: C023 Amount: 1000 UC Ded: 0 UC Ben: 0 Work Hours: 0

Warning - WC deduction does not exist on payroll transaction.
 ALLYNETH000 ALLYN, ETHAN Pay Code: C023 WC Hours: 0 UC Ded: 0 WC Ben: 0

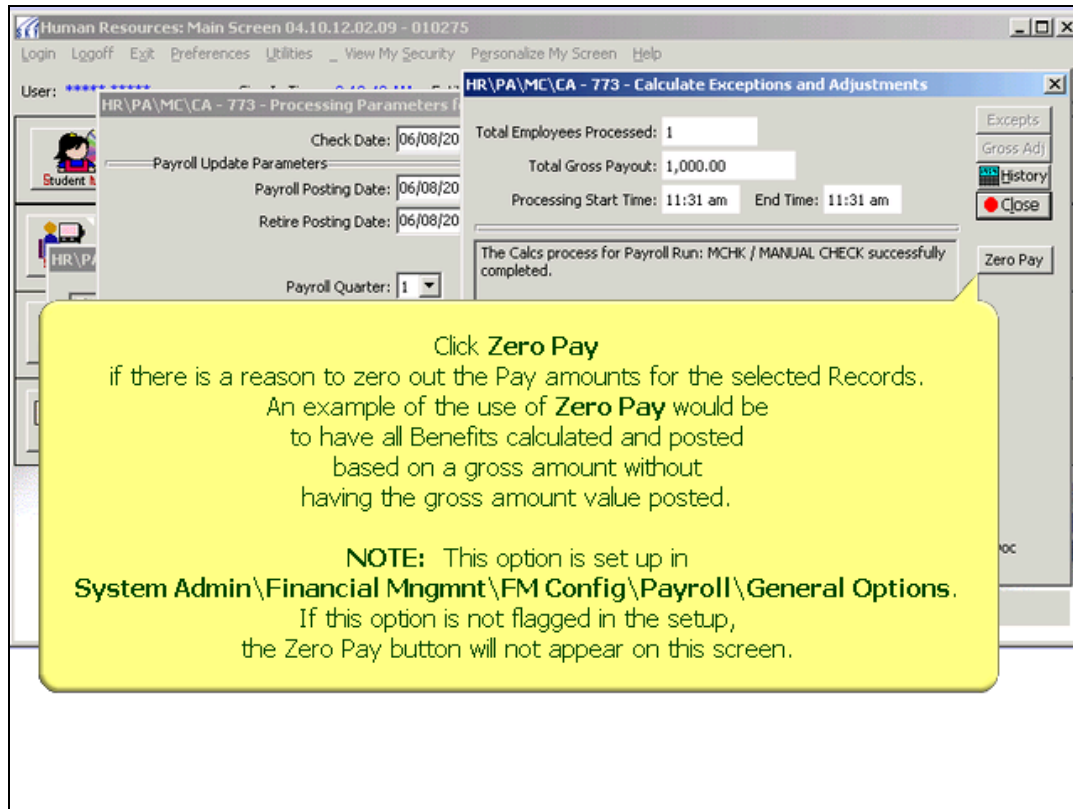
***** End of report *****

[Home Page](#) | [HR Product Setup](#) | [Payroll - PA](#) | [Codes - CO](#) | [HR Messages](#)

HR Messages - All HR Messages					
Message ID	Type	District Updatable	Display	Limit	Message
69	Warning	no	yes	0	WC Ded/Ben exists and there are no WC Hours, or there are WC Hours and no WC
70	Warning	no	yes	0	WC Hours & Amounts are included n WC reporting & contract balancing.
71	Warning	no	yes	0	Retirement Amounts will not be included in the DR5 Transmittal.
72	Warning	no	yes	0	UC Gross bu: no UC Ded/Ben.
73	Warning	no	yes	0	WC Deduction does not exist on Payroll Transaction.

The **WESPac Payroll Exceptions** report contains **Warning** messages related to the **Washington Feature Set (WFS)** fields:
Workers' Compensation,
Unemployment and
Retirement.

For an explanation of the conditions associated with each Warning message, see **Skydoc**
HR \Utilities \HR Messages
New HR Messages Enhanced Spreadsheet.



Human Resources: Main Screen 04.10.12.02.09 - 010275
Login Logoff Exit Preferences Utilities View My Security Personalize My Screen Help

User: *****

HR\PA\MC\CA - 773 - Processing Parameters

Check Date: 06/08/20

Payroll Update Parameters

Payroll Posting Date: 06/08/20

Retire Posting Date: 06/08/20

Payroll Quarter: 1

HR\PA\MC\CA - 773 - Calculate Exceptions and Adjustments

Total Employees Processed: 1

Total Gross Payout: 1,000.00

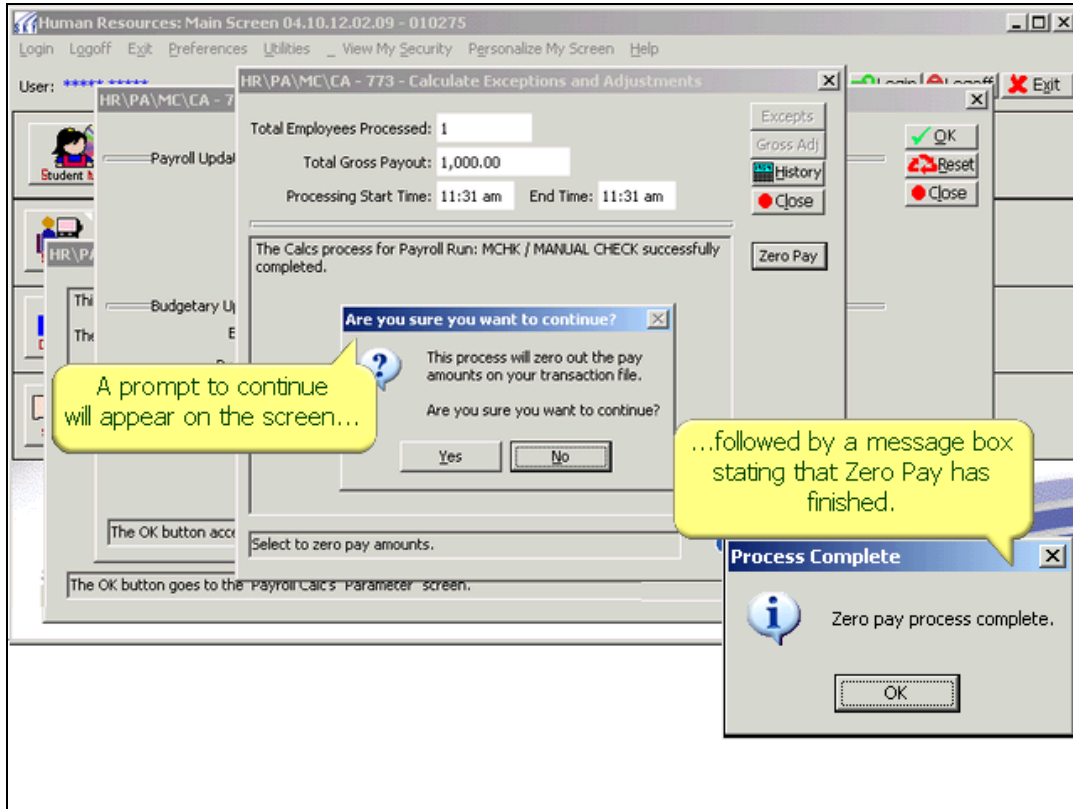
Processing Start Time: 11:31 am End Time: 11:31 am

The Calcs process for Payroll Run: MCHK / MANUAL CHECK successfully completed.

Buttons: Excepts, Gross Adj, History, Close, Zero Pay

Click Zero Pay
if there is a reason to zero out the Pay amounts for the selected Records.
An example of the use of **Zero Pay** would be
to have all Benefits calculated and posted
based on a gross amount without
having the gross amount value posted.

NOTE: This option is set up in
System Admin\Financial Mngmnt\FM Config\Payroll\General Options.
If this option is not flagged in the setup,
the Zero Pay button will not appear on this screen.



Human Resources: Main Screen 04.10.12.02.09 - 010275
Login Logoff Exit Preferences Utilities View My Security Personalize My Screen Help

User: *****

HR\PA\MC\CA - 773 - Calculate Exceptions and Adjustments

Total Employees Processed: 1
Total Gross Payout: 1,000.00
Processing Start Time: 11:10 am End Time: 11:10 am

Buttons: Excepts, Gross Adj, History, Close

Buttons: OK, Reset, Close

When the **Excepts** and **Gross Adj** button are disabled, the Calculate process has successfully completed.

Click **Close** to finish **Calculations**.

The OK button acc... Select to update the FICA/Medicare records. SkyDoc

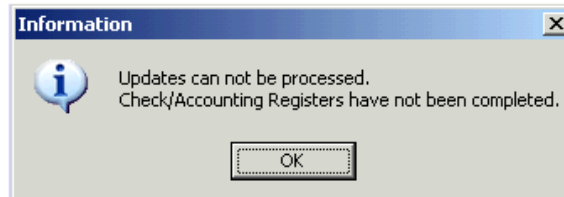
The OK button goes to the "Payroll Calc's" "Parameter" screen. SkyDoc

(HR) Human Resources
(PA) Payroll
(MC) Manual Check
(CR) Check Register



Running the Check Register

See **Skyward Skydoc** for a tutorial that demonstrates how to run the **Check Register** process. The **Check Register** process **MUST** be run before the **Update** process can be run.



(HR) Human Resources
(PA) Payroll
(MC) Manual Check
(UP) Update



Updating Records

See **Skyward Skydoc** for a tutorial that demonstrates how to update payroll and accounting records after running a Manual Check.

This concludes the tutorial.