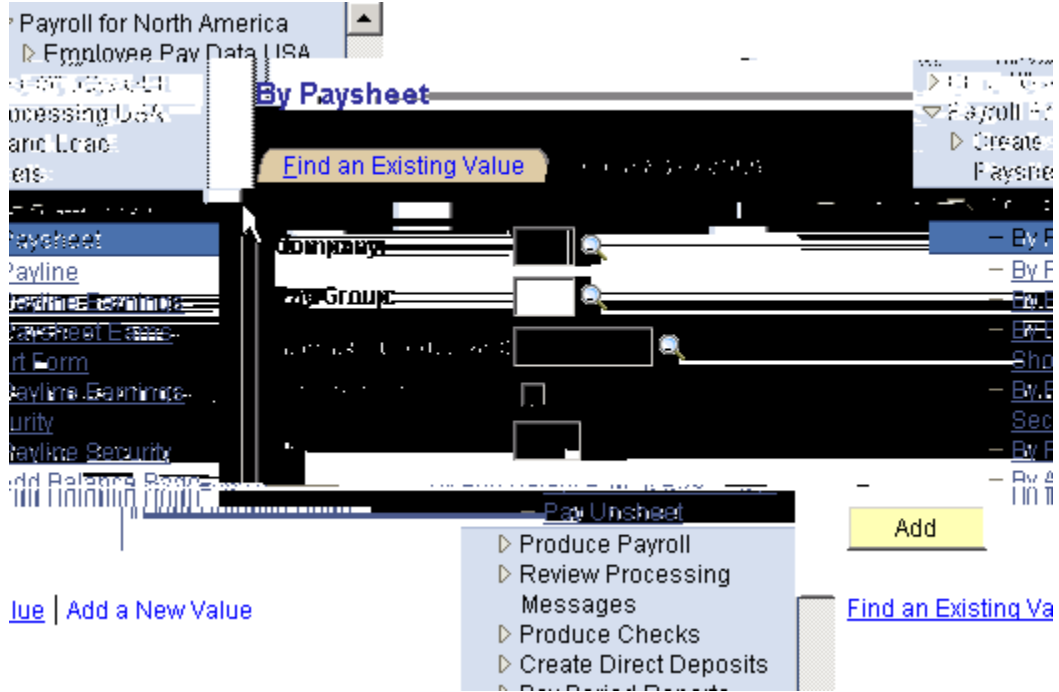(This example is when employee is repaying an amount)
Revised 5/30/06

Add a Paysheet

Payroll for North America > Payroll Processing USA > Update Paysheets > By Paysheet
Choose "Add a New Value" tab

Company	From Overpayment Form
Pay Group	From Overpayment Form
Pay Period End Date	Enter current pay period end date that manual check will be processing in
Off Cycle?	**Leave blank** *Exception: If you need to have the manual check confirmed prior to the actual confirmation for the pay period end date you entered, then you may check Off Cycle. You *must* contact Brian Sanders or Christina Brown for authorization prior to checking the box).*
Page #	Select from a range of page numbers available for your business unit. See Appendix.

Click ADD

MANUAL CHECK PROCESS – PS Version 8.9
(This example is when employee is repaying an amount)
Revised 5/30/06

Click on **Additional Data**

Enter the Combo Code from the Overpayment Form. Click OK

Additional Data

Business Unit:	COLUM	Tax Periods:	1
Department:	CROCWORK	Pay Frequency:	Monthly
HCA Status:	Exempt	Position:	

Return

Here's an example of a finish Additional Data Combo Code.

Click on the Paysheet **One-Time Deductions** tab

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

☑ OK to Pay

Benefit Deductions Taken	Ben Ded Subset	*General Deductions Taken	Genl Ded Subset
None ■	🔍	None ■	🔍

One-Time Deduction Data Override   Find | View All   First 1 of 1 Last

*Plan Type:	[▼]	*One-Time Code: [Override ▼]
Benefit Plan:	[ ] 🔍	Flat/Addl Amt: [ ]
*Ded Code/Class:	[ ] 🔍 [ ] 🔍	Rate/Percent [ ]
*Sales Tax:	B 🔍 None	
*Deduction Calculation Routine:	[Flat Amount ▼]	

Benefit Deductions Taken: **Select None**. Enter all the deductions from the original checks (or overpayment form).

General Deductions Taken: **Select None**. Enter all the deductions from the original checks (or overpayment form).

Enter deductions as needed

One Time Code   Refund

GARNISHMENTS – The garnishment panel does not work correctly. To process this correction, you will need to use the Miscellaneous Deduction code specific to your campus on this screen and notify Central Payroll (Central Payroll will process the JE – Central Payroll needs to know for payment purposes).

For Mizzou Credit Union and 403b deductions – A manual check will not 'pull' the money back from these areas. To process this correction, you will need to -0.002 Tc 0

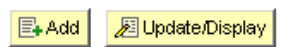# MANUAL CHECK PROCESS – PS Version 8.9

(This example is when employee is repaying an amount)

Revised 5/30/06

MANUAL CHECK PROCESS – PS Version 8.9

(This example is when employee is repaying an amount)

Revised 5/30/06

Save | **Refresh**   **Add** | **Update/Display**

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

When the next pay calc has run, you will be able to view the calculated manual check by navigating to: Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Paycheck Earnings | **Paycheck Taxes** | **Paycheck Deductions**

EmplID: 01007370   **Name:** Dexter,Janet L

Company: UM   **Pay Group:** BIW   **Pay Period End:** 05/06/2006   **Page:** 500   **Line:** 1   **Separate Check:**

Paycheck Information   **Paycheck Totals**

Paycheck Status: Confirmed   Paycheck Option: Manual   Earnings: -1,713.60

APPENDIX

Page #
Each business unit that is doing the data entry will select from a range of page numbers assigned to them. Select from the chart below. Each payroll should be considered independent and therefore each payroll the assigned pay range should be used unless otherwise specified by the Central Payroll Office. Maintain a log of page numbers used during each pay period, for each pay group.

Range of Page Numbers Available for each Business Unit

COLUM	2000	2099
HOSPT	2100	2199
KCITY	2200	2299
ROLLA	2300	2399
STLOU	2400	2499
UMSYS	2500	2599
RET	2600	2699
UWIDE	2700	2799
BENEFITS	2800	2899

Check #
Each business unit will need to maintain a log of manual check numbers assigned.

First Digit	All business units use the last digit of the current calendar year as the first digit. This indicates which year the manual check was processed in.
Second Digit	Select from the list below depending on the office doing the data entry.
	COLUM uses 1 as the second digit.
	HOSPT uses 2 as the second digit.
	KCITY uses 3 as the second digit.
	ROLLA uses 4 as the second digit.
	STLOU uses 5 as the second digit.
	UMSYS uses 6 as the second digit.
	RET uses 7 as the second digit.
	UWIDE uses 8 as the second digit.
	BENEFITS uses 9 as the second digit.
Third – Seventh	Each business unit begins with 00001 and incrementally adds one for each manual check processed.

Example: The first manual check processed in calendar year 2006 by STLOU will be assigned Check# 6500001.

(This example is when employee is repaying an amount)
Revised 5/30/06

1. Typical reasons to process manual checks are:

    a. To record overpayments paid back through personal check
    b. To 'reverse' a check after the reversal window expires
    c. To record amounts incorrectly reported through Accounts Payable
    d. Reasons specific to a department

2. In order to process an overpayment, the employee must be set up in the database the same way he was when the actual overpayment occurred.

    a. Most common: Benefit program – Employees need not only to be set up in the same benefit program as they were when the overpayment occurred, but those benefits must also be turned back on.