

# MANUAL CHECK PROCESS – PS Version 8.9

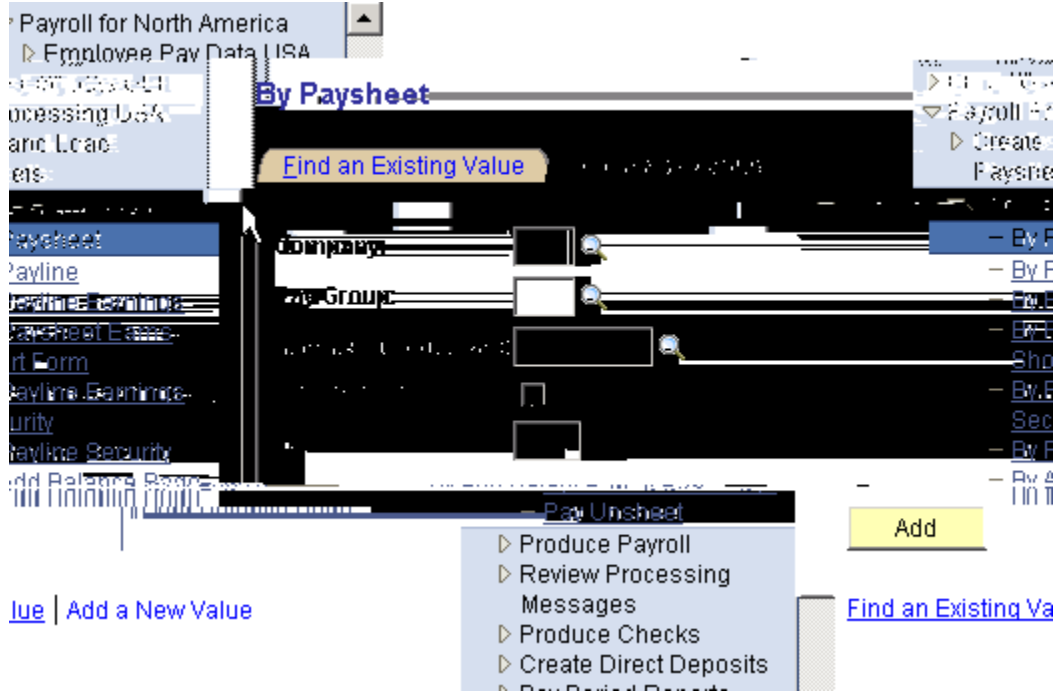
(This example is when employee is repaying an amount)

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  
Pay Group  
Pay Period End Date  
Off Cycle?

From Overpayment Form

From Overpayment Form

Enter current pay period end date that manual check will be processing in  
**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

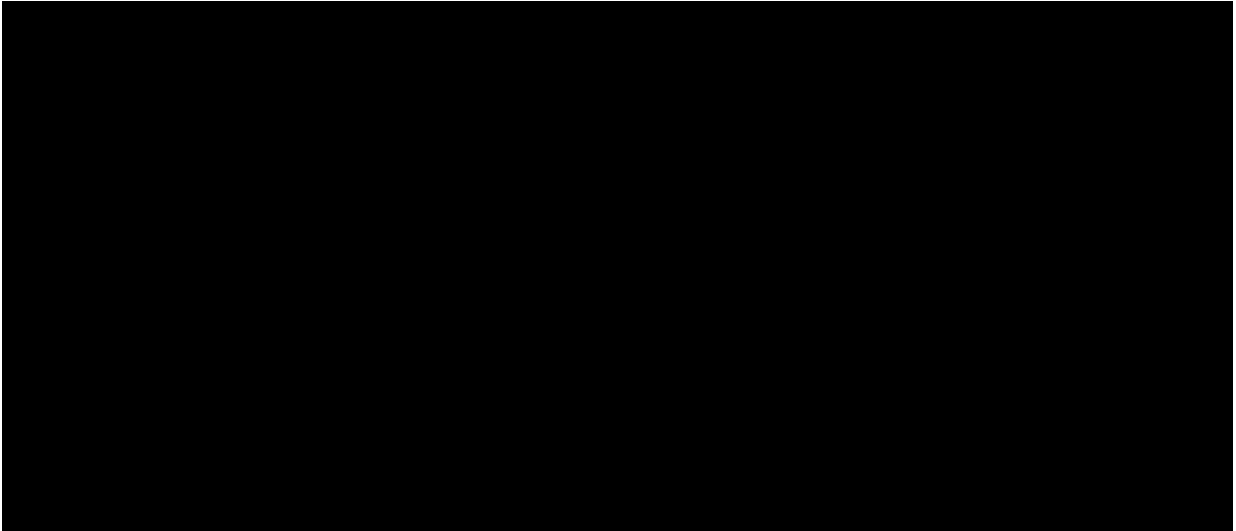
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Click on [Additional Data](#)



Enter the Combo Code from the Overpayment Form. Click OK

**Additional Data**

|                       |          |                       |         |
|-----------------------|----------|-----------------------|---------|
| <b>Business Unit:</b> | COLUM    | <b>Tax Periods:</b>   | 1       |
| <b>Department:</b>    | CSOCWORK | <b>Pay Frequency:</b> | Monthly |
| <b>Job Code:</b>      | 1745     | <b>Position:</b>      |         |
| <b>FICA Status:</b>   | Exempt   | <b>GII PAY TYPE:</b>  |         |

**Return**

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

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

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

File | Find | View All | First | 1 of 1 | Last | + | -

OK to Pay

Benefit Deductions Taken: None  Ben Ded Subset:  \*General Deductions Taken: None  Genl Ded Subset:

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:  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

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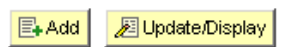
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[Paysheet](#) | [One-Time Deductions](#) | [One-Time Garnishment](#) | [One-Time Taxes](#) | [Page Balances](#)

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](#)

**EmpID:** 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  |           |
|-----------------------------------|--------------------------------|------------------|-----------|
| <b>Paycheck Status:</b> Confirmed | <b>Paycheck Option:</b> Manual | <b>Earnings:</b> | -1,713.60 |

A large black rectangular redaction box covering the lower portion of the screenshot.

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## 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.<br>COLUM uses 1 as the second digit.<br>HOSPT uses 2 as the second digit.<br>KCITY uses 3 as the second digit.<br>ROLLA uses 4 as the second digit.<br>STLOU uses 5 as the second digit.<br>UMSYS uses 6 as the second digit.<br>RET uses 7 as the second digit.<br>UWIDE uses 8 as the second digit.<br>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.

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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.