

15R1 Enterprise Check Correction

When an **Employee's Paycheck** has incorrect *Transactions* the following steps should be taken:
First look at the chart below to determine that a void or reverse is necessary for the **Paycheck** involved.



Was the Check Cashed?	Are the Transactions on the Check Correct?	Action to Take...
No	Yes	Reissue
No	No	Void
Yes	No	Reverse

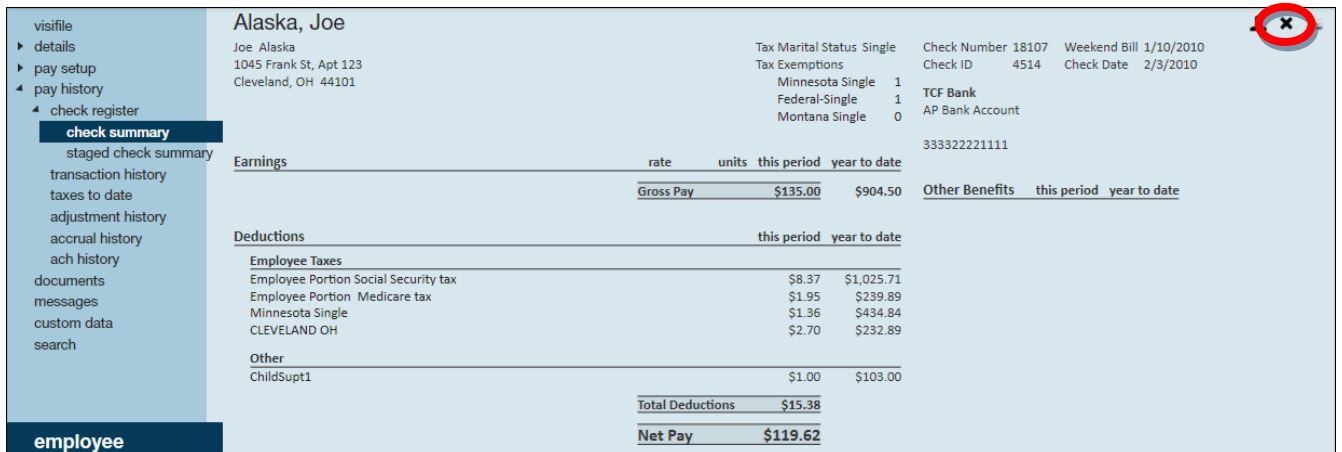
*Note – A void or reverse will only be used if the *Transactions* are not correct. If the *Transactions* are correct a reissue will be needed. The reissue process is covered in a separate document.

Voiding or reversing a check backs out all of the *Transaction* data including the *Net, Adjustments, and Taxes*. In addition, when a **Paycheck** is reversed the *Net* amount of the check is added as the total to an "AdvanceBnk" in the **Employee's Pay Setup/Adjustments** form.

A **Paycheck** can be voided or reversed by opening the **Employee's** record to the **Pay History** form and then selecting *Check Register* from the expansion menu or from the **Pay/Bill** section click on *Check Register* from the menu on the left. Select the **Paycheck** to be corrected and double-click to display the *Check Summary* screen.

1) Select Void/Reverse.

From the  drop down menu select *Void or Reverse Check* under *Form Actions* or click on the  button in the upper right of the screen (as circled) to open the *Void/Reverse Check Wizard*.

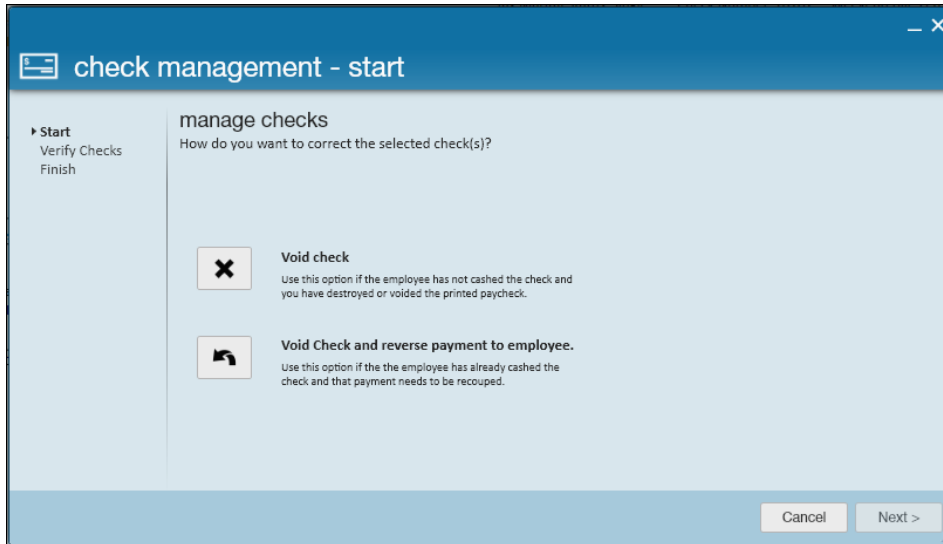


Earnings		rate	units	this period	year to date
Gross Pay				\$135.00	\$904.50

Deductions		this period		year to date
Employee Taxes				
Employee Portion Social Security tax		\$8.37		\$1,025.71
Employee Portion Medicare tax		\$1.95		\$239.89
Minnesota Single		\$1.36		\$434.84
CLEVELAND OH		\$2.70		\$232.89
Other				
ChildSupt1			\$1.00	\$103.00
Total Deductions				\$15.38
Net Pay				\$119.62

2) Choose to Void or Reverse the Paycheck.

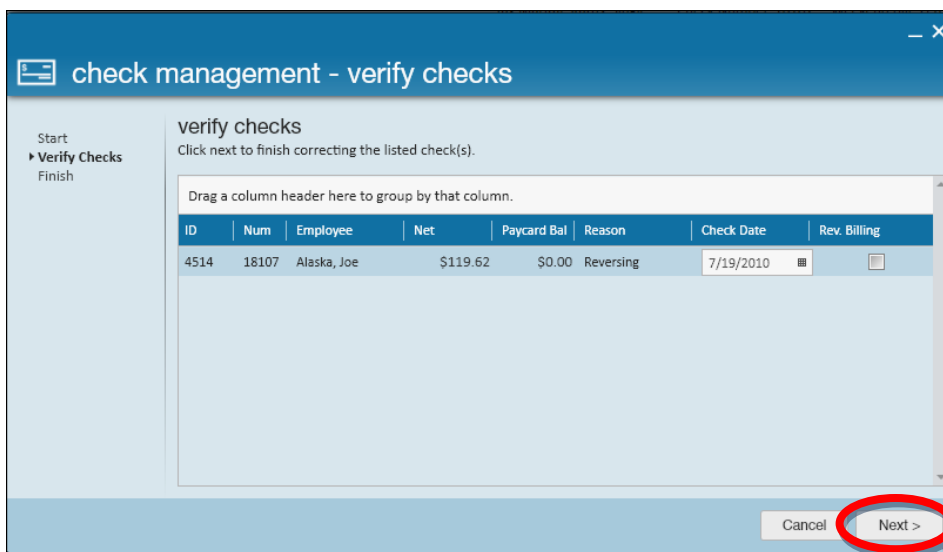
Select the *Void Check* option if the **Paycheck** has not been cashed. Choose *Void Check and Reverse Payment to Employee* if the **Paycheck** was cashed or if the **Employee** received the payment via a direct deposit to their account.



*Note – the reversing process creates an “AdvanceBnk” *Adjustment* in the **Employee’s** record. This *Adjustment* will be withheld from the **Employee’s** future **Paychecks** until the balance amount for the *Adjustment* is zero.

3) Verify checks.

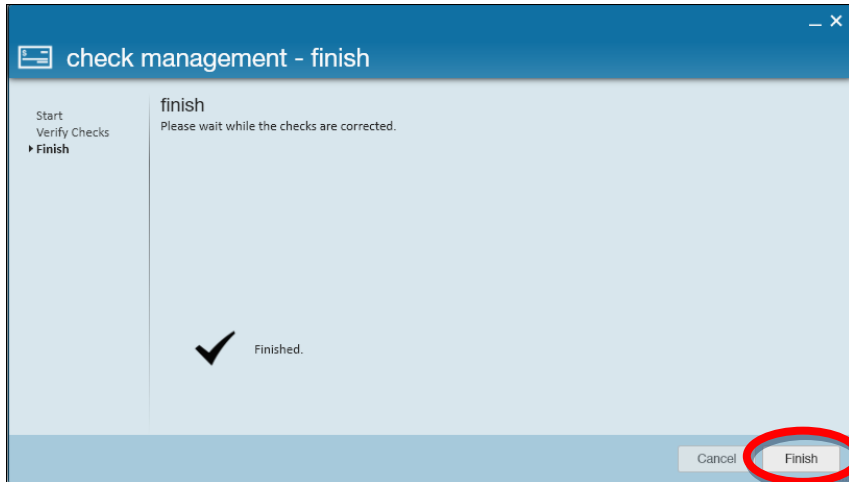
If the wrong check has been selected click the *Cancel* button. If it’s the right check then verify that the correct *Reason* has been selected (ie. Reversing or Voiding) and update the *Check Date* (if needed). If the **Invoice** is affected by this change click in the *Rev. Billing* box. This will insert a billing *Transaction* that will be included in the next **Invoice**. Then click *Next*.



*Note – The best practice is to handle the **Invoice** corrections separately from the **Paycheck** corrections because the next **Invoice** for this **Customer** will show a reversing (negative) *Transaction* (leave *Rev. Billing* unchecked).

4) Finish.

Once the *Void/Reverse Check Wizard* has inserted the correcting *Transactions* into **Time Entry** the last form appears to indicate that this part of the process is finished. Click on the *Finish* button to close the form.



*Note – It is always a good idea to log a *Message* with the *Check Number* on the **Employee's** record indicating that a **Paycheck** has been voided or reversed.

5) Reenter the corrected transaction.

Navigate to the **Pay/Bill** section and open the **Time Entry** spreadsheet. There will be a negative (correcting) *Transaction* inserted for the **Employee** whose **Paycheck** you just voided or reversed.

S.	Name	Customer	Department	Pay Co.	Shift	RT Hrs	OT Hrs	Bill	Pay	WE Date
✓	Finklestein, Grind...	Davis Inn and Re...	Primary	Reg		-32	0	\$0.00	\$15.00	6/13/2010
✓	Finklestein, Grind...	Davis Inn and Re...	Primary	Hol		-8	0	\$0.00	\$15.00	6/13/2010

Right-click on the negative *Transaction* and select *Create Duplicate Timesheet* from the drop down menu. This will insert a *Transaction* line with the same *WE Date* (Weekending Date) as the voided/reversed *Transaction*.

✓	Finklestein, Grind...	Davis Inn and Re...	Primary	Reg		-32	0	\$0.00	\$15.00	6/13/2010
✓	Finklestein, Grind...	Davis Inn and Re...	Primary	Hol		-8	0	\$0.00	\$15.00	6/13/2010
	Finklestein, Grind...	Davis Inn and Re...	Primary	Reg		30	0	\$0.00	\$15.00	6/13/2010

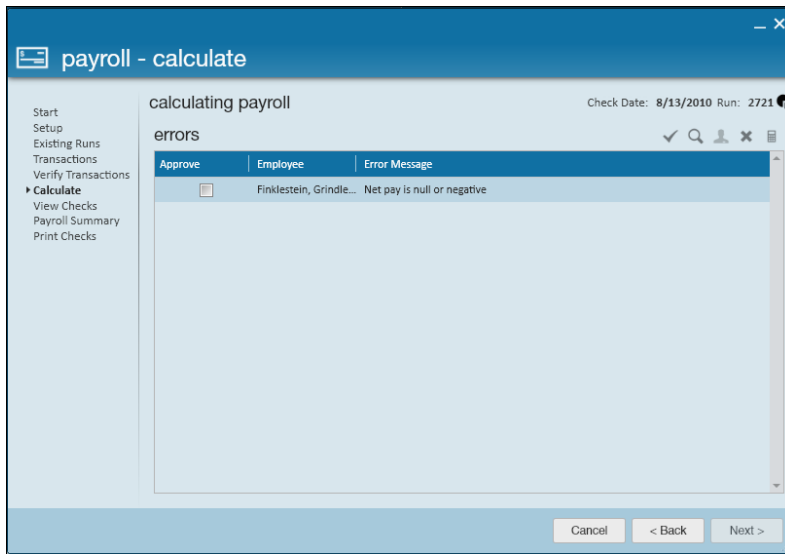
Enter the corrected *Transaction* information. Update *Rates, Hours, Adjustments*, etc. and then proceed to *Proofing*.

6) Proofing.

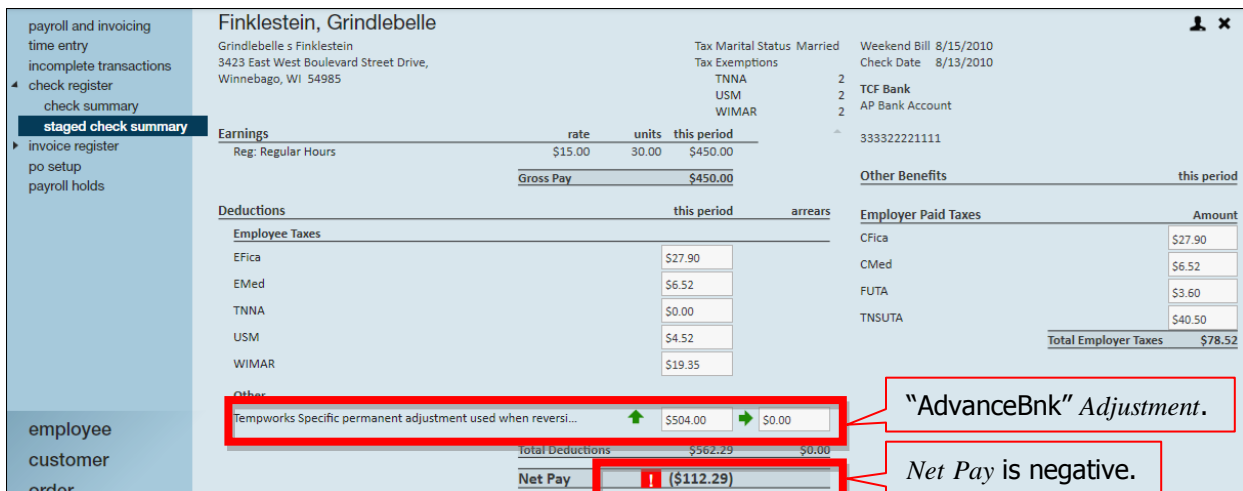
Follow the steps for *Proofing* as outlined in the Back Office Training manual for your version of Enterprise. Some common errors you will find when reentering corrected *Transactions* are "Txn already been processed for this Aident/weekend date", "Zero Bill and/or Zero Pay", and "One or more employees have Regular Pay hours for week > 40". Approve or fix the errors and continue with the *Proofing* process.

7) Payroll Processing.

Follow the steps from the Back Office Training Manual for **Payroll** processing. After calculating checks you may encounter calculation errors like the one below; right-click on the line and select *View Check* from the drop down menu.



This will open the *Staged Check Summary* form and will display the details of the check. If a reversing *Transaction* was used where an "AdvanceBnk" *Adjustment* was added, the check error is "Net pay is null or negative" as displayed to the left.



In the *Staged Check Summary* form click on the next to the *Adjustment* to place the difference (positive amount to offset the negative amount of the **Paycheck**) in **Arrears**.

Arrears are owed even if the **Employee** doesn't work or if they didn't make enough to pay for all *Adjustments*. Some examples of this would be **Employee**-paid benefit contributions, previously overpaid check amounts, and one-time *Adjustments* withholding for testing, equipment, and the like.

If the **Paycheck** is negative due to other weekly (or recurring) *Adjustments* (those that are set up in the **Employee/Pay Setup/Adjustments** form) like child support or garnishments, the amounts will need to be edited manually to bring the check up to a zero or positive amount. These types of *Adjustments* are not usually added to *Arrears* because the maximum amount that can be withheld for that *Adjustment* each pay period usually depends on the *Net* amount of the **Employee's Paycheck**.

Earnings	rate	units	this period
Reg: Regular Hours	\$15.00	30.00	\$450.00
Gross Pay			\$450.00

Deductions	this period	arrears
Employee Taxes		
EFica	\$27.90	
EMed	\$6.52	
TNNA	\$0.00	
USM	\$4.52	
WIMAR	\$19.35	
Total Deductions	\$450.00	\$112.29
Net Pay	\$0.00	

*Note – In the example above, after the button is used the new balance on the **Employee's** "AdvanceBnk" *Adjustment* would be \$112.29 (previously negative *Net Pay* amount). This amount will be tracked and withheld from the **Employee's** checks until the *Adjustment* amount is zero, at which point it will be deactivated.

Once the negative **Paycheck** has been fixed open the *Payroll Wizard* and click in the box under the *Approve* column. After all errors have been approved click *Next* and continue the *Payroll Wizard* as outlined in the Back Office Training Manual for your version of Enterprise.

*Note – If only zero amount **Paychecks** are included in the run select *Print this Payroll Run* and then choose the *Print to File* option in the printer selection form to save time, paper, and ink.

*Voiding or reversing a **Paycheck** from a previous quarter or year may cause a discrepancy between the mag media file and the SUTA reports. Contact Tempworks' support for options on how to address these issues.*

Still Have Questions?

For more information about correcting paychecks contact our customer support group at 651-452-0366 or by sending an email to support@tempworks.com.

To schedule training on paycheck corrections, submit suggestions on how to improve this document or to request documentation on other Enterprise functionality please contact Alisha Arnold (Corporate Trainer) at 651-287-8370 or by sending an email to Alisha@tempworks.com