


# Check Issue - HRS5200

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***Payroll > Payroll Processing > Payroll Adjustments > Check Issue***

This tab is used to correct payroll check errors in the current pay period or prior pay periods.

Any check that was omitted from the payroll run process or any replacement check for a voided check should be entered as an issue. The system allows you to enter the necessary deduction and distribution information for the payroll check. This must be calculated manually and must correspond to the amounts for the check.

- If a check issue process has already been done for the same pay date and the adjustment created for the check issue has not been interfaced to Finance, the **Run Payroll** default options are the previous check issue and cannot be changed.
- If **Regular** is selected and the amount entered for an employer's contribution represents a refund, the dollar amount should be preceded by a minus (-) sign. If **Supplemental** is selected, the employer's contribution deductions are not processed.
- If **Regular** is selected and the check being issued is for an employee with a nonstandard job (**TRS** flag selected on the Employee Job tab), the school YTD records are updated based on the current contract begin date for that job in relation to the pay date selected for the check issue. Therefore, care should be taken when issuing checks for employees with nonstandard jobs to ensure that the correct school year is being used for the accrual amounts. If **Supplemental** is selected, accruals are not calculated.
- If **Regular** is selected when an employee has either a taxable or nontaxable business allowance on his Pay Info tab, the supporting distribution records are displayed in the bottom grid. If an amount is entered in the account type B or T, it will decrement the associated business allowance remaining payments if the associated check box is selected.
- If an employee has an XTRA - Extra Duty job code on the Job Info tab, the supporting distribution records are displayed in the bottom grid. If an XTRA - Extra Duty job code does not exist on the employee's Job Info record, one can be created by clicking **+Add** and selecting XTRA - Extra Duty from the drop down, which will cause the selected row to be treated as an extra duty transmittal.
- If a regular payroll calculation is processed and an amount is entered in the XTRA - Extra Duty job code or account type S, at least one account type G must be entered. The calculation is treated as extra duty pay, will decrement the associated extra duty code remaining payments, and will reduce the remaining balance on the employee's Pay Info record if the associated check box is selected.
- If a supplemental payroll calculation is processed and an amount is entered in the XTRA - Extra Duty job code or account type S, it is treated as an extra duty transmittal and will not decrement the associated extra duty code remaining payments and will not reduce the remaining balance on the employee's Pay Info record.
- When account type **O (Overtime)** is selected, the program is set to an overtime code type of 1-1.5 times regular pay. O account types will only process through regular check issues. O account types will not process through supplemental check issues. If an account type O is being used, an account type G with an amount must be entered too. See Calculating Workers' Compensation for Overtime Payments.
- If the pay date chosen is the payoff date for a job, a message box is displayed indicating that the contract balance amount will be used rather than the amounts entered in the distribution portion of the page. If the job being paid off is the primary job and the employee has

amounts in his Pay Info page for taxable and nontaxable business allowances and/or extra duty type S remaining balances, it is the user's responsibility to make sure that these account types are paid with the correct amounts by entering the amounts in the distribution grid area of the page.
- If deduction checks have already been extracted for the pay date, then for each deduction associated with a check that has the **Deduct Chk** field selected on the Tables > Tax/Deductions >Deduction Codes tab, a transaction is added to the deduction liability check table for the amount of the deduction.
- If transfer transactions have already been extracted for the pay date, then for each transfer transaction associated with a check that has the **Wire** field selected on the Tables > Tax/Deductions > Deduction Codes tab, a transaction is added to the wire transfer table for the amount of the deduction.
- If additional records are added to the distribution grid area and the account type chosen is A - absence deduction, the amount entered is processed in the same way as a coded absence deduction on the Hours/Pay Transmittals > Cd Abs Ded tab. A positive amount is added to the employee's gross pay, and a negative amount is subtracted from the employee's gross pay.

The tab consists of a free-form area at the top and two grid areas (deductions and distributions) at the bottom.

## Issue a check:

| Field | Description |
|---|---|
| **Pay Date** | Click ⌄ to select a pay date. |
| **Employee Nbr** | Type the employee number, if known, and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.<br><br>Type data in one or more of the search fields.<br>Click **Search**. A list of data that matches the search criteria is displayed.<br>Select an employee name from the list. Otherwise, click **Cancel**. |

The following information is populated:

- The **Employee Nbr** and **Name** fields with employee number and name data from the Staff Demographic tab.
- The **Check Number** field with the next available check number.
  - If the user chooses to change the default check number, the value needs to be changed before **Calculate** is clicked since the check number is assigned to the history records during the calculation process.
  - The user should also be aware that the check number returns to the default each time **Reset** is clicked.
- In the free-form area, the system defaults all fields to 0.00.
- The deduction grid lists the employee's current deductions from the Staff Job/Pay Deductions tab.
- The distribution grid lists the employee's current payroll distribution data from the Staff Job/Pay Distributions tab.

❑ Under **Run Payroll**, select **Regular** or **Supplemental**:

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| **Regular** | If selected, select the field(s) to decrease the remaining payments by one. Clear the field(s) to not decrease the remaining payments by one.<br><br>Under **Reduce Remaining Payments**:<br><br>**Contract** - selected by default.<br>**Deductions** - selected by default.<br>**Workers' Comp** - selected by default.<br>**Bus Allowance Tax** - available only if the employee has a business allowance tax amount on the Pay Info tab.<br>**Bus Allowance Non-Tax** - available only if the employee has a business allowance nontax amount on the Pay Info tab.<br>**Extra Duty** - available only if the employee has an XTRA duty, account type S job in the job master. If selected, the remaining balance for the extra duty code is reduced by the payment amount. |
| **Supplemental** | If selected, the **Options** button is enabled. Click **Options**. The Supplemental Payroll Options pop-up window is displayed. Select the options associated with the supplemental payroll.<br><br>In the **Income Tax** field, click ⌄ to select whether the supplemental payroll calculation does not calculate income tax, calculates income tax at the regular rate, or calculates income tax at the flat rate. The system default is to not include the income tax deductions. |

In the free-form area, the system defaults the amount fields to 0.00.

**Note**: If the user chooses not to have the system calculate the amounts for the **Withholding Tax**, **Emp FICA Tax**, **Unemployment Tax**, **Medicare Tax**, **EIC Payment**, **TEA Contribution**, or **Accrued Pay** fields on this tab, the employees' records on the Maintenance > Staff Job/Pay Data > Pay Info tab need to be changed.

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| **Check Number** | The system is set to the next available check number. Type a new number or accept the default. If the check number is changed from the default entry and the check number has already been saved as a payroll or liability check, a warning message is displayed, however, the entry is accepted. |
| **Withholding Tax** | Leave the field set to zero, and the system calculates the value based on the employee's current Federal Income Tax withholding amount from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables **Reset** and **Calculate**. |
| **Emp FICA Tax** | Lave the field set to zero, and the system calculates the value based on the employee's current FICA withholding amount from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables **Reset** and **Calculate**. |
| **Emplr FICA Tax** | Leave the field set to zero, and the system calculates the value based on the employer's current FICA withholding amount from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables **Reset** and **Calculate**. |
| **Unemployment Tax** | Leave the field set to zero, and the system calculates the value based on the employee's current unemployment tax rate from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables the **Reset** and Calculate **buttons**. |

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| **Medicare Tax** | Leave the field set to zero, and the system calculates the value based on the employee's current medicare tax deduction from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables **Reset** and **Calculate**. |
| **EIC Payment** | Leave the field set to zero, and the system calculates the value based on the earned income credit payment the employee is eligible to receive from the Tax/Deductions page. Typing a new value in this field overrides the default and calculated amount, and enables **Reset** and **Calculate**. |
| **TEA Contribution** | Leave the field set to zero, and the system calculates the value based on the TEA state contribution to health insurance payment the employee is eligible to receive from the Maintenance > Staff Job/Pay > Deductions tab. Typing a new value in this field overrides the default and calculated amount, and activates the **Reset** and **Calculate** buttons. The field is protected when the **Supplemental** option is selected. |
| **Accrued Pay** | Leave the field set to zero, and the system calculates the value based on the employee's accrued pay from the Hours/Pay Transmittals page. Typing a new value in this field overrides the default and calculated amount, and enables **Reset** and **Calculate**. The field is protected when **Supplemental** is selected. |

In the deduction grid, the employee's current deductions are listed.

❑ Click **+Add** to include a new deduction.

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| **Deduction Code** | Click ⌄ to select the code for the deduction. |
| **Net Amount** | Type the amount for this deduction. |
| **Emplr Contrib** | Type the amount the employer contributes to this deduction. |
| **Remain Pymts** | Type the current number of deductions remaining.<br><br>**Notes**:<br><br>When **Deductions** is selected under **Reduce Remaining Payments** and the **Remain Pymts** field is changed to 0 or 99, the system does not update the employee deduction master. Otherwise, the system will update the deduction master record by using the new values and will decrement the **Remain Pymts** field by one.<br><br>When **Deductions** is not selected under **Reduce Remaining Payments**, the system uses the deduction amounts to calculate the check amount. The system does not use the employee deduction master. |
| **Refund** | Select if the deduction is a refund or not. |
| **Cafe 125** | Select if the deduction is cafeteria 125 eligible or not.<br><br>The following deduction codes cannot have Cafe 125 selected: AN, CU, D1, D2, R1, RI, SB, TR, TS, UD, UF, and WH. |
| **Emplr Contrib Factor** | Type the number of times (if more than one) the LEA's contribution(s) toward the deduction should be applied during the current pay period.<br><br>**Example**: An employee will not be receiving a paycheck during the summer months, and the employer wants to expense June, July and August employer contributions in the May paycheck. So you would enter a 4 here and that number of additional employer contribution payments are expensed. |

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| **TEA Contrib Factor** | Type the number of times (if more than one) the TEA State Health Insurance Contribution is to be applied during the current pay period.<br><br>**Example**: An employee and spouse are eligible for and participating in the Health Insurance program, and only one of them receive the TEA state contributions for both in their paycheck. So you would enter a 2 in this field for the employee with the Y in the health-insurance eligible flag and that number of TEA contribution payments are expensed. The spouse with an S in the health-insurance eligible flag has a zero in this field. |

In the distribution grid, the system displays the employee's current gross pay distribution.

❑ Click **+Add** to add a row.

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| **Job Code** | Click ⌄ to select the job code to which the employee is assigned. |
| **Account Code** | Type an account code, or with the cursor in the field, press F2 to display the Account Codes lookup.<br>To view a list of account code components, place the cursor in one of the account code component fields, and then click ⋮ or press F2.<br><br>Type the applicable account code components, or leave blank for all account codes, and then click **Search**. A list of available account code components is displayed.<br><br>Select an account code from the list. Otherwise, click **Cancel**. |
| **Description** | This field is display only and identifies the description associated with the budget code. |
| **Account Type** | Click ⌄ to select the code and description of the account type (e.g., standard gross pay, supplemental pay, or non-TRS pay) that best describes the portion of the pay for that job. |
| **Amount** | Type the amount of the employee's pay for each account code on the Maintenance > Staff Job/Pay > Distribution tab. This is the dollar value to be expended from the budget code. The system uses the data in this field to calculate the percent amount. If the employee's salary is derived from more than one account, the amount for each account must be entered. **Calculate** and **Reset** are enabled. |
| **Percent** | This field is calculated by the system per job, per account type. |
| **Activity Code** | Click ⌄ to select the code identifying the activity for which the employee is receiving pay according to the budget code and amount indicated. |
| **TRS Grant** | This field is display only and is populated based on entries in the Fund to Grant table. |
| **Expense 373** | Click ⌄ to select if the amount is included in the ABS distribution for TRS. The field is only available when account type G is selected. |
| **W/C Code** | Click ⌄ to select the employee's workers' compensation code. |
| **Employer Contribution** | Select to include the distribution as Employer Insurance Contribution eligible. The field is only available for account type G. |
| **Extra Duty Cd** | Click ⌄ to select the code and description if this distribution entry is for an additional job assignment. The field is only available when the job code is XTRA. |
| **Taxed Fringe Benefit** | Select to include the amount in the **Taxed Fringe Benefit** field on the of the Calendar YTD > Calendar YTD tab. The field is only available for account type L. |

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| **Suppl Tax** | Select to tax the amount at the supplemental tax rate. The field is only available for account types B, S, L, and O. |
| **Serv Rec Days Deduct** | The system will calculate the number of days automatically (based on the amount/employee daily rate of pay). This is only available when account type A is selected. Positive days are added to employee's service days; negative days are subtracted from the employee's service days. Users can override the amount. |
| **Adj Salary Cd** | If the account type is A, the user can click ⌄ to change the salary code. |
| **Performance Pay** | Select to indicate if the amount to be paid for this account should be included in the TRS deposits performance pay calculations. The checkbox should only be used for account types G or S. |
| **FICA Alternative** | Select to allow the extra duty transmittal to be subject to the 457 deferred compensation alternative retirement plan. The flag applies only when the transmittal is processed as part of a supplemental payroll process. The column is only available if the account type is S. |

❑ Click **Execute** to calculate the employee's check initially. If the check was calculated previously through this process, be aware that the **Tax** fields that were not reset to zero are not recalculated to new values. The system will then open the payroll calculations page starting at the actual calculations tab.

❑ Click **Run Calculations** to calculate the payroll, and continue the payroll process by clicking Next to print pre-post reports, preview the check, select check signatures, print the check, perform the backup, post the payroll, and view the after-post reports. The functionality is similar to running the actual payroll except that it will calculate the one employee entered on this tab. It is important to complete the process for one employee before starting the process for another employee.

**Note**: If calculations are processed, and the user exited the system without clicking **Cancel**, or if another user is performing a Payroll Adjustment - Check Issue process at the same time, a message is displayed offering the option to delete the rows and continue with the current check issue process or to cancel the current process and allow the previous check issue process to continue. If the user clicks **Yes**, processing will continue for the check issue, and the check issue being performed by another user will be discontinued. If the message is a result of improperly exiting the system (by you or another user that was processing Payroll Adjustment - Check Issue), the user should click **Yes** to cancel the previous check issue process and allow the user's process to continue. If the user clicks **No**, the user's process will be discontinued, and the user will not be able to continue until the other user (if any) has completed the process or until the user elects to discontinue the process by clicking **Yes**.

Before leaving the Payroll Adjustments page or selecting a new pay date, go to the Adjustment Reports tab and select the reports to generate for verifying that the checks were correctly issued. These reports can only be printed after the check has been posted.

## Other functions and features:

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| **Reset** | Click to clear current settings and return to the tab defaults for the selected employee. |
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |

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|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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