Frequently Asked Questions – Manual Payroll

1) I received a late timesheet from an employee. How do I get them paid?

Employee Underpaid or Not Paid

Option 1 – Reissue via Manual Payroll

- District Creates Manual Pay for employee
- District completes Manual Pay Request form and sends to SCOE with reports
- District reviews adjust pay to make sure there are no errors for this payroll
- SCOE submits manual payroll and employee is paid on next Manual Payroll cycle

Option 2 – Reissue via next open payroll cycle

- District pays the employee on the next open pay cycle for the employee and includes any applicable deductions and contributions

Option 3 – Reissue via Accounts Payable or Revolving

- District pays employee on AP or Revolving using REPAY procedures attached
- Employee is paid immediately (revolving) or during next AP cycle

https://www.scoe.org/files/Manual_Payroll_Procedures_Updated_09.05.pdf

2) An employee just told me he lost his paycheck. What can I do?

Employee Lost check

Option 1 – Reissue via Manual Payroll

- District sends completed Check Status Request form along with copy of check from pay history to SCOE (Pay history in Escape: HR Payroll --> Payroll --> Payroll History)
- District completes Manual Payroll Request form requesting a Reissue
- SCOE initiates Cancel/Re-Issue on next Manual Payroll cycle

Option 2 – Reissue via Accounts Payable or Revolving

- District sends completed Check Status Request form along with copy of check from pay history to SCOE
- District completes Manual Payroll Request form requesting a Cancel only
- SCOE initiates Cancel/Reverse on next Manual Payroll cycle
- District can either Reprocess Pay on the Manual Payroll (only when the employee has not been paid on a subsequent payroll) and establish the receivable using the Repay procedures attached,
- *OR* correct pay history on the next open pay cycle for the employee using the Repay procedures attached
- District pays employee on AP or with a Revolving check (code AP or revolving check to 01 . . . . 9213 . . - or your general fund if it differs from 01)

Option 3 – Reissue via next open payroll cycle

- *When next Payroll Cycle is soon enough,* District sends completed Check Status Request form along with copy of pay history to SCOE
- District completes Manual Payroll Request form requesting a Cancel only and includes a copy of the affidavit
- SCOE initiates Cancel/Reverse
- District pays employee on next Payroll Cycle and includes any applicable deductions and contributions

3) An employee resigned after payroll was submitted and will be overpaid. What do I do?

Employee Overpaid (prior to EE receiving pay)

- District sends completed Manual Payroll Request form requesting a Cancel only and includes the original check with VOID written across the check
- SCOE initiates Cancel/Reverse

Option 1 – Reprocess pay through Manual Payroll

- District can Reprocess Pay on the Manual Payroll (only when the employee has not been paid on a subsequent payroll) and pay the employee the corrected amount

Option 2 – Reprocess pay through next open payroll cycle

- District pays the employee on the employee's next open pay cycle and includes any applicable deductions and contributions

Employee Overpaid and Check Cashed

- Notify Employee and decide, in writing, to collect from the employee's pay either by the end of the fiscal year or within 12 months.
- Have employee sign written notice

Scenario 1: Employee was overpaid on regular assignment

- Double check system generated overpayment amount on the next payroll cycle
- Once it is confirmed that everything is correct with this overpayment, enter a negative Repay deduction for the negative net payroll (This is the amount the employee owes back)
    - Note: The net pay should come to zero when you enter this Repay deduction
    - When the overpayment is collected back from the employee, code the deposit to 01 . . . . 9213 . . (or your general fund if it differs from 01)

Scenario 2: Employee was overpaid by a manual entry into the system (supplemental payroll or additional items added to regular payroll)

- Reverse overpaid amount on the next available payroll cycle
- Enter a Repay deduction for the negative net payroll amount
- When the overpayment is collected back from the employee, code the deposit to 01 . . . . 9213 . . (or your general fund if it differs from 01)
  - If the overpayment is from the prior calendar year, please contact the Director, External Payroll and Finance to figure out if the employee's W-2 needs to be adjusted

4) I have created pay for an employee, but received this error: "PERS Matrix Error: Service period must be reporting period." How do I clear the error?

Anytime a manual payroll is entered into the system it is important to double check the dates. The effective date and retirement dates will always be incorrect for the manual payroll. Please make sure to point the effective date and retirement date to the correct period.

For Example:

Timecard is for work on August 15th, 2022. The proper retirement period for this should be August 1, 2022 – August 31, 2022. It needs to match the month the work was performed or there will be retirement errors. The effective date in this situation would be August 31, 2022.

5) If I paid the employee with a revolving check, why do I need to do a Manual Payroll Request?

Issuing a check via revolving does not create payroll history in Escape. In order for the payroll to be reported on the employee's W-2, it needs to flow through Escape. Once the earnings are entered into Escape in this situation, it's important to make sure you always enter a REPAY deduction whenever paying employees out of AP or Revolving. The net pay needs to come to zero or the employee will be overpaid as you will have paid via AP/Revolving and through payroll. The steps are on the SCOE website for this. (Starts on Page 4 at the link below)

https://www.scoe.org/files/Manual_Payroll_Procedures_Updated_09.05.pdf

6) When/Why do I need to use the REPAY deduction?

The REPAY deduction is used when an employee needs to be paid via Accounts Payable or Revolving. When the payroll is entered into Escape and calculated, the REPAY deduction is entered to bring the net pay to zero. This puts the net pay into the Accounts

Receivable account (Object 9213). Once this is done the employee can then be paid out of Accounts Payable or the Revolving account.

Another reason the REPAY deduction may need to be used is if an employee is overpaid. If an employee has a negative net pay, it is important to double check the calculation of the overpayment. If it is correct, you would enter a REPAY deduction to bring the negative net pay to zero. You will then have to work out a payment plan with this employee. Payroll cannot be processed with a negative net pay.

7) How do I review Manual Payroll in Adjust Pay?

Once the Manual Payroll is created on the Manual Payroll screen. You can leave this screen and go directly to Adjust payroll. Once in the Adjust payroll search screen, you would enter the employee who you created the manual payroll for. Then you would go to the pay cycle and choose "ETS" and hit Go. This employees Manual Payroll should be the first item on the search when you hit Go in Adjust payroll. You can also tell which one is the current manual payroll due to it not having a pay date populated. The pay date is not populated until we process it on our end at SCOE.

8) My employee was set up with the wrong step on the salary schedule. Can I pay them the corrected difference on Manual Payroll?

Yes! This is possible. *There are two ways to correct this.* Either way the first step is to Print out and Save the snapshot of the employee's next regular payroll in the system. This shows you the payroll before any changes have been made. Then you need to go into the employee's assignment in employee management and cancel the current assignment. Once this is cancelled you would create a new assignment with the correct step on the salary schedule. When this is done the system will recalculate the payroll for the employee and put the difference on the next Regular payroll.

In order to move this gross payroll difference to the manual payroll you would need to calculate the difference in gross payroll owed to the employee. Once you have figured out the difference owed, this would need to be subtracted from the Regular payroll. It's important to note that you need to use the Regular add on when completing this. On the next Regular payroll enter the Regular add-on with negative units and a positive pay rate for this employee. This will deduct the gross earnings from the regular payroll. Then you need to go into the Manual Payroll and enter the Regular add-on with positive units and a positive pay rate for this employee. Make sure that what is being removed from the Regular payroll is the exact same amount that is being added to Manual Payroll. Another really important part to add is that you need to make sure the effective date and retirement dates matches the timeframe for this work. Otherwise the retirement will be in the wrong month and this causes more problems down the road.

Example: If the employee was on the wrong step for August 2022, then you would need to make sure the effective date is entered as August 31, 2022 for these entries. You would then need to go into the retirement section of Adjust payroll and make sure the dates for retirement are August 1, 2022 – August 30, 2022.

Another way to handle this would be to move the Net Pay for this employee from the Regular payroll to the Manual Payroll using a REPAY deduction.

Again, the first step would be to Print out and Save the snapshot of the employees' next regular payroll in the system. Then you need to cancel the assignment in Escape. Next enter the assignment back to the beginning of the school year with the correct step and column. This will re-calculate the payroll for this employee and pay the difference on the next regular payroll. Print and Save the updated regular payroll and calculate the difference in net pay from before the change was made.

A positive REPAY deduction would need to be entered on the regular payroll to move this net pay due to the employee. Then a negative REPAY would need to be entered on the manual payroll to pay this employee the net difference due. You will also need to make sure to enter a No Gross add-on on the Manual Payroll as you are only dealing with net pay. You would enter this No Gross with the account code for the employee's regular assignment. It is recommended to put a description on the REPAY deduction to show the reason for the adjustment.

Please note, it might make more sense to the employee to move the Gross Pay as they will see Gross and Net Earnings this way. Otherwise they will only see the REPAY and might not know exactly how the Net pay was calculated. It would be a district decision as to which way they would like to proceed if they choose to move the earnings to the Manual payroll.

9) When do I use Reprocess Pay?

This is used when an employee's pay is incorrect. There is an option to reprocess the pay. The only time this can be used is if it is immediately after the original pay period. No pay periods can have been processed in between. First SCOE would cancel and reverse, then an LEA can Reprocess Pay. Once it is Reprocessed the district is able to modify or adjust the earnings for this employee.

10) Why do I need to do a Check Status Request/Stop Payment and a Manual Payroll Request form?

The Check Status/Stop payment only confirms if the check was cashed and puts a stop payment on it at the county bank. The Manual Payroll Request form initiates the cancelation/reversal of the payroll in Escape. This is how the actual payroll history is corrected for the employee. If this step is missed then the employee's W-2 will be incorrect at year end.

11) I did not create a manual payroll but I got checks. Why could this be?

The retirement technicians do corrections on the manual payroll. Sometimes an employee is due a refund because they were set up incorrectly for retirement purposes. In this case, Alli and Maria will reach out and give backup on why the refund was initiated. Feel free to reach out if you receive a check and did not receive an email regarding the reasoning for this check.

12) How do I view the errors in manual payroll?

It is recommended to create the manual payroll in the manual payroll screen and then go over to adjust payroll to finish the process. The manual payroll screen completes the action of setting up a manual payroll cycle for an employee. But the manual payroll screen is limited and can be confusing to work out of. Once you have created the manual payroll if you go over to Adjust payroll and look up the employee it will give you the normal screen to check your errors and other tabs.

Once in the Adjust payroll search screen, you would enter the employee who you created the manual payroll for. Then you would go to the pay cycle and choose "ETS" and hit Go. This employees Manual Payroll should be the first item on the search when you hit Go in Adjust payroll. You can also tell which one is the current manual payroll due to it not having a pay date populated. The pay date is not populated until we process it on our end at SCOE.

The errors will be easier to see from the Adjust payroll screen. If you really want to see the errors on the Manual payroll it is possible. You just need to hit tasks – open all tabs. If there are no errors there will be no errors tab when you open all tabs. It is recommended to check the adjust payroll screen just in case to make sure there are no errors or that you have explained all errors when you turn in the final paperwork for Manual payroll.