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Escape Manual Payroll

The Pay Manual Checks activity includes several actions that can be applied to a pay date or a single check. The actions are selected from a lookup. You can mix and match the actions. In one list, you can have a cancel and reverse, a manual pay, and a void and reissue.

The **Districts** can only perform the **“Create Manual Pay”** or **“Reprocess Pay”** Action.

<table>
<thead>
<tr>
<th>Action</th>
<th>Who performs</th>
<th>Description</th>
<th>Request Form Submitted to SCOE</th>
<th>Submit in Payroll Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel and Reissue Check</td>
<td>SCOE</td>
<td>Applies to checks only, generally used when someone loses their check.</td>
<td>District</td>
<td>SCOE</td>
</tr>
<tr>
<td>Cancel and Reverse Pay</td>
<td>SCOE</td>
<td>Used when a check is the wrong amount or made out to the wrong person. The check MUST have been printed, but not cashed, and should be in the hand of the person selecting this action.</td>
<td>District</td>
<td>SCOE</td>
</tr>
<tr>
<td>Create Manual Pay</td>
<td>District</td>
<td>Used to create manual pay in a Pay Cycle other than Regular or Supplemental. Generally used for late time sheet or adjustments.</td>
<td>District</td>
<td>SCOE</td>
</tr>
<tr>
<td>Reprocess Pay</td>
<td>District</td>
<td>This recalculates the original pay, MUST be done immediately after the original pay period, no pay periods in between. This action would be used to change a person's pay. First, SCOE would cancel and reverse, then District can choose Reprocess Pay.</td>
<td>District</td>
<td>SCOE</td>
</tr>
<tr>
<td>Void and Reissue Check</td>
<td>SCOE</td>
<td>Applies to ACH only. This action doesn't allow you to change payroll, just reissue the ACH as a check. The &quot;pay cycle&quot; points to the original pay detail, there are no journal entries created.</td>
<td>District</td>
<td>SCOE</td>
</tr>
</tbody>
</table>

The "pay date" is not set until it is submitted by SCOE Business Services for processing. As entries are made, the pay date always defaults to tomorrow’s date or the first open pay date. This means if you submit a manual payroll on Monday, the pay date will be Tuesday. This allows manual payrolls to comply with State Tax transmittal regulations.

**CAUTION**

Manual Payroll entries must **NOT** be made in Escape between the period of Regular and Supplemental pay dates.
Required Forms

Affidavit

The Affidavit form is used to obtain a duplicate of lost or destroyed check only; not needed just to create a Manual Payroll. The form can be found on the SCOE website or in Escape – SCOE Resources – Forms – External Payroll.


Keep Affidavit for District records – DO NOT send to SCOE
Check Status Request

This form is used when an employee has reported that their check has been lost, stolen or destroyed in order to verify that the check has not been cashed or not “cleared the bank”.

If the check has not cleared at the bank, then be sure to check the box to Stop Payment. This will only stop the payment at the bank.

When marked Yes, must complete the [Manual Payroll Request Form] to correct pay history in Escape.

Link to form: [https://www.scoe.org/files/Check_Status_Request_Form_04.22_fillableForm.pdf](https://www.scoe.org/files/Check_Status_Request_Form_04.22_fillableForm.pdf)
**Manual Payroll Request**

This form is used to correct Pay History in Escape.

Link to form: [https://www.scoe.org/files/Manual_Payroll_Request_Form-Rev_05.16.22v2.pdf](https://www.scoe.org/files/Manual_Payroll_Request_Form-Rev_05.16.22v2.pdf)

---

**A) CANCEL**

**PAYCHECK:** *(SCOE sets up)*

- *Check #*
- *Check date*
- *Check $*

1. **Check Status Request sent to SCOE to Stop Payment:**
   - **Yes**
   - **No**

2. **Please attach the following:**
   - a) Copy of original Payroll History Snapshot

3. **How was the Paycheck Reissued to the EE?**
   - a) EE Paid from: Revolving, AP, Sup Payroll

4. **When Reissue was paid through Revolving or AP, on which payroll has the Pay History been created?**

5. **REPROCESS PAY works when the EE has not subsequently been paid:**
   - a) Check Box when you want to Reprocess Pay on this Manual Payroll
   - b) Attach the Pay01

*Email form along with attachments to: carend@scoe.org, jliu@scoe.org, jsarsfield@scoe.org & tpham@scoe.org*

Signature needed on manual payroll request form, page 2

---

**Option A) CANCEL**

District would complete the form and email along with attachments for SCOE Business Services to set up in Manual Payroll Activity.
B) REISSUE Paycheck: *(SCOЕ sets up)*

Check #: ____________________________

Check date __________________________

Check $ ____________________________

1. Check Status Request sent to SCOЕ to Stop Payment: Yes [ ] or No [ ]

2. Please attached the following*:
   a) Copy of original Payroll History Snapshot

**Email form along with attachments to: careнд@scoe.org, jliу@scoe.org, jsарsfieд@scoe.org & tpham@scoe.org**

C) CREATE MANUAL PAY: *(District sets up but SCOЕ to "submit")*

Please attach the following*:

a) Pay 01a

b) Errors have been corrected or explained

Employee Name ____________________________

*Email form along with attachments to: careнд@scoe.org, jliу@scoe.org, jsарsfieд@scoe.org & tpham@scoe.org

Print Name of Authorized Signer: ____________________________

AUTHORIZED SIGNATURE:

_________________________________________ Date: ______________

By signing this form, I certify that I approve the above payroll transaction. I have validated correct compensation, retirement/payroll tax reporting, and reviewed the payroll reports as appropriate.
Option C) Create Manual Pay

This option is used for various reasons to create pay or correct pay history and is set up by the District.

Examples:

- Received a Timesheet after Payroll processed
- Employee resigned, final compensation needs to be corrected
- Mid-month new hire added after Payroll processed needs to be paid for days worked within that month
- Employee paid through Accounts Payable or District Revolving Account and pay history must be updated and repayment established using the REPAY Deduction Code

Pay Manual Checks to Generate Pay

Go to HR/Payroll – Payroll – Pay Manual Checks

- **Action**: Create Manual Pay
- **Employee Id**: Enter Employee Id or enter partial last name to select
- **Click Go** to get started

Districts can select
Create Manual Pay and Reprocess Pay
All other Actions are processed by SCOE Business Services
**Option 1:** Enter data in *Pay Manual Checks* Activity  
**OR**  
**Option 2:** Enter data in *Adjust Payroll* Activity  
Look for ETS or ETC Pay Cycle  
Advantage is seeing all Tabs and Payroll Errors

**Option 1: Create Manual Pay Make Entries in Manual Payroll**  
**Example:** Received Late Timesheet for a Substitute Teacher

- Click New to select addon SUBD (Substitute Daily) Can vary by District  
- Enter Units  
- **Effective Date:** Defaults to date of entry  
  - Enter End of period date in which service was performed  
- Enter Account code  
- **Close section 1 – Adjustment**  
  - Click on \( - \) minus sign

- **Open Section 3 – Retirement**  
  - Click on \( + \) plus sign  
  The fields are locked except the Retirement Override  
- Plan, Status, Plan Option will populate based on the employee record
- Notice Services Begin and End Dates; will need to be manually updated
- STRS Assignment Code will populate based on the employee record
- STRS Contribution Code: 3 {Earnings Adjustment Prior Period} is incorrect and would be considered 1 {Normal/Current} like Supplemental Payroll

Retirement Override

- Retirement Override: Yes
  - This will unlock the fields in order to edit and correct retirement coding
- Services Begin and End Dates: Enter dates in which service was performed
- STRS Contribution Code: Populates from the employee Retirement record
  - This example is a STRS Member 1 {Normal/Current}

- STRS Pay Code: Select option from menu:
  - This example is 0 {Annual/Special Comp}
STRS Members could be:
- 0 = Annual/Special Comp
- 1 = 12 Pay Periods
- 2 = 11 Pay Periods
- 3 = 10 Pay Periods
- 4 = Highest Annual
- 5 = Lowest Annual

STRS Non-Members can be Hourly or Daily

- **Pay Rate**: Scroll down to enter the correct pay rate based on the Pay Code of Annual, Daily, or Hourly
  - STRS Member: Annual Pay Rate (Calculated based on Daily Rate X Calendar Days)
  - STRS Non-Member: Daily or Hourly

  **Example**: STRS Member calculated Annual Pay Rate (Daily Rate X Calendar Days) 
  ($150 \times 186 = \$27,900$)

- Go to Tasks to select Calculate Pay Now

- Select Open All Tabs to add Deduction, Contribution, and Details Tab
Details Tab is where Payroll Errors can be found

**Payroll Errors**

Review Payroll Errors in the Details Tab in Payroll Errors section.
Example STRS Matrix Error:
Pay Rate appears to be too small for the given pay rate code.
Review the Addon and Retirement Section, scroll down to review Pay Rate field.

Example STRS Matrix Errors
Pay Rate appears to be too small for given pay rate code.
STRS Pay Code: 0 (Annual)
Pay Rate: 150.00
The Pay Rate must be an annual pay rate when the STRS Pay Code is 0
(Daily Rate x Calendar Days)

Section 3 – Retirement
- Retirement Override: Yes to unlock fields
- Pay Rate: Enter Annual Pay Rate ($150/day x 186 Calendar Days) = 27,900
- Save/Close
Review Pay 99 Employee Payroll Snapshot

- Click the Preview Button in the Form or List Tabs to review the Employee Payroll Snapshot to verify pay and retirement reporting as expected

Review the payroll snapshot Earnings, Reductions (Pretax), Taxes, Deductions/Contributions (Post Tax) and Net pay to verify it has calculated as expected.

- Be sure to scroll down to review all the snapshot pages
- Review Retirement Detail to verify reporting as expected
- Must report in period services were performed
• Be sure to scroll down to review all the snapshot pages
• Review Labor Distribution to verify account information

NOTE: To search for a record already created in Pay Manual Checks that has not been processed yet click GO to get a list of items in Open Status. Do not enter Action again, this will create a duplicate record.

If an Employee Id is entered, Go will not be illuminated.
Option 2: Create Manual Pay Make Entries in Adjust Payroll

Example: Received Late Timesheet for a Classified Extra Hours

- **Action**: Create Manual Pay
- **Employee Id**: Enter Employee Id or type partial last name to select
- **Click Go** to get started

- This will establish the ETS Pay Cycle in Adjust Payroll in the Employee record

- Close the Pay Manual Checks activity
- Go to Adjust Payroll
  - OR Enter the employee id in the activity search for **Quick Start** to Adjust Payroll
Go to HR/Payroll – Payroll – Adjust Payroll

- Enter the Employee Id or first two characters of last name
- Click Go to get a list of Pay Dates

Notice the ETS Pay Cycle is at the top of the list since the Pay Date is not established until processed by SCOE Business Services.

- Open the ETS Pay Cycle to enter earnings

Enter the Adjustment information same as supplemental pay cycle

- **Addon:** Select from menu
- **Units:** Hours worked
- **Effective Date:** Enter end of period date in which the work was performed
- **Description:** Reason for adjustment
- **Account Code:** Enter if account number if not associated with the employee’s Position
Review Retirement Section of the Addon

- Collapse Section 1 and 2
- Open Section 3 – Retirement
  - Click on plus sign
    - The fields are locked except the Retirement Override field
  - Service Begin and End Dates: Must have period dates when services were performed

- Scroll down to review all fields in the Retirement Section

- **PERS Work Schedule**: Must be populated or will cause error for PERS reporting
  - If the PERS Work Schedule is missing, override here and go to the Retirement Record in Employee Management to correct for future reporting
- **PERS Contribution Code**: Current or Prior Period Adjustment
- **PERS Pay Code**: Based on Salary Schedule (Typically 400 Hourly 400 or
- **Pay Rate**: Scroll down to enter the correct pay rate based on Salary Schedule
Retirement Override

- **Retirement Override**: Yes
  This will unlock the fields in order to edit and correct retirement reporting

- **Services Begin and End Dates**: Enter dates in which service was performed
- **PERS Work Schedule**: 400 {Hourly}
- **PERS Contribution Code**: 13 {Prior Period Earnings}
- **PERS Pay Code**: 4 {Hourly}
- **Pay Rate**: Enter Prior Period Pay Rate
- **Small Save/Close**

- Go to Tasks to select Calculate Pay Now

**Review Payroll Errors**

Review if there are errors in Adjust Payroll in the Payroll Errors Tab or run the Pay22 Payroll Errors Report. If there is a number next to the Payroll Errors, open to review detail.
Review Pay99 Employee Payroll Snapshot

- Click the Preview Button in the Form or List Tabs to review the Employee Payroll Snapshot to verify pay and retirement reporting as expected.

- Review Earnings, Reductions (Pre-Tax Deductions), Taxes, Deductions (Post-Tax), Net Pay.

Notice in this example there are no Federal and State Withholdings. This is because Manual Payroll uses the Annual Tax Tables for this pay cycle only.

- Scroll down to review all pages of the snapshot.
- Review Retirement Detail to verify reporting as expected.
- Must report in period services were performed.
- Scroll down to review all pages of the snapshot
- Review Labor Distribution to verify account information

```
<table>
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<th>RSRC</th>
<th>Y-GOAL</th>
<th>FUNC</th>
<th>OBJ</th>
<th>SCH</th>
<th>MGMT</th>
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<th>Credit</th>
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</table>

Labor Distribution Total: 767.58
```

“Trouble Shooting Payroll Errors” – must be logged into Escape Production to activate this link:
Establish Payroll Accounts Receivable

When “Net” payment is processed through Accounts Payable or the District Revolving Fund, then Pay History must be updated in Escape without generating a check to the employee. This can be done on a Manual Payroll or Supplemental Payroll using the REPAY Deduction Code to establish a Payroll Receivable using the 9213 Object Code. It’s also used for repayment once the agreement is made with an employee for the amount and time period.

The Manual Payroll is “outside” of the normal Pay Cycle; therefore, it doesn’t create the same tax withholdings when creating manual pay.

We recommend using the Escape Training Database to calculate the earnings and net pay on a Supplemental Payroll that does not already have earnings entered in order for Federal and State Withholding to calculate based on the Annual Tax Tables to combine with all taxable earnings for the pay period. Use the Training Payroll Snapshot to enter into Manual Payroll.

When payment is processed in Accounts Payable or District Revolving Account, the same 9213 Object “Payroll Account” with Blank Account Components must be used to generate an AP Check or reimburse the Revolving Account offsetting the REPAY Deduction that was used to create the AR.

**Generate AP Check or District Revolving Reimbursement using**

Payroll AR Account GF 01 - - - 9213 - -

Compute Gross and Net Pay

*Go to Escape Training: HR/Payroll – Payroll – Adjust Payroll*

Be sure you are in Escape Training:

- **Employee Id:** Enter partial last name; use the drop down to select from the list
- **Pay Date:** Enter the next Supplemental Pay Date
- **Click Go** to enter earnings

- Go to the Addons Tab, Open the current Addon or Click New to add other Addons
Training Database - Calculate Earnings in Adjust Payroll

- Click New to select the Addon
- Enter Units
- Verify the Rate 1 Amount
- Save/Close

- Go to Tasks to Calculate Pay Now

- Review the Employee Payroll Snapshot to get the Net Pay
  - Click on the Preview Button
  - Select Employee Payroll
Review Pay 99 Employee Payroll Snapshot

Review the payroll snapshot Earnings, Reductions (Pretax), Taxes, Deductions/Contributions (Post Tax) and Net pay to verify it’s calculated as expected.

### Pay99

<table>
<thead>
<tr>
<th>EARNINGS</th>
<th>Employee</th>
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<tbody>
<tr>
<td>POSITION #9-12(0)/1AV/S(ABC)</td>
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<tr>
<td>ADD-ON (TIC) Teacher in Charge</td>
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<tr>
<td>ADJUST (OFFS) Off Schedule</td>
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<td>SUBD Substitute</td>
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<table>
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<tr>
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</table>

- **Verify the Total Earnings have calculated as expected**
- **Review Deductions/Contributions**
  - Use “Adjustment” codes that will **not** generate a Vendor Check
  - Check with SCOE IT if you are not sure
- **Get the Net Pay to process payment through Accounts Payable or District Revolving using the Payroll Account 9213 Object code with Blank Account Components**

- **Use the snapshot as back up for Check Request in AP or Revolving**
- **Provide copy of the snapshot for the employee**
Production: Create Manual Pay with REPAY Deduction

**Go to HR/Payroll – Payroll – Pay Manual Checks**

- **Action:** Select Create Manual Pay
- **Employee Id:** Enter the employee Id or partial last name to select
- **Click Go** to get started

![Image of HR/Payroll interface]

- Enter the Addon(s) or select from drop down
- Enter Units
- **Effective Date:** Defaults to date of entry
  - Enter End of period date in which service was performed
- Enter Account code or leave blank if Addon uses the Position Account
- **Small Save/Close**
Retirement Override

Review the Retirement Section for Service Begin and End Dates, override with periods when services were performed.

- **STRS Assignment**: Default from the Employee’s Retirement Record
- Review the STRS Contribution Code

- **Pay Rate**: Annual Rate for STRS Member with STRS Assignment Code 54 {Subs-daily/hrly} (Daily Rate X Calendar Work Days)
- Save/Close
REPAY Deduction Code

When “Net” payment is made through Accounts Payable or District Revolving Account, the REPAY Deduction Code is used to establish a Payroll Receivable using the 9213 Object Code. It’s also used for repayment once the agreement is made with an employee for the amount and time period.

- Go to Tasks to select Open All Tabs
- Go to the Deduction Tab
- Click New to add deduction code

Since the Manual Pay Cycle is “outside” the normal Pay Cycle, only these earnings are used to calculate the Tax Withholdings; therefore, FIT and SIT may need to be manually entered.

- **Effective Date:** 5/31/2021  
- **Deduction:** FIT  
- **Amount:** 127.59  
- **Small Save/Close**

- **Effective Date:** 5/31/2021  
- **Deduction:** SIT  
- **Amount:** 68.86  
- **Small Save/Close**
REPAY Deduction Code

- **Effective Date:** End of period when services performed
- **Deduction:** REPAY {Repay District}
- **Amount:** Enter the Net Pay Amount from the Pay99 Snapshot
- **Description:** Is Locked in the Pay Manual Checks Activity
  - Go into Adjust Payroll to edit the Description
- **Save/Close**
- Go to back to Tasks to select Calculate Pay Now

- Review the Pay99 Employee Snapshot to verify the Net Pay is 0.00

- Scroll down to review all pages of the snapshot
Review the Labor Distribution to verify the REPAY is using 9213 Object Code.

- This will offset the payment made in AP or District Revolving Account

<table>
<thead>
<tr>
<th>LABOR DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FD- RSRC- Y- GOAL- FUNC- OBJ- SCH- MDMT</strong></td>
</tr>
<tr>
<td>01-0000-0-1110-1000-1140-600-0100</td>
</tr>
<tr>
<td>01- - - - 9213- -</td>
</tr>
<tr>
<td>01- - - - 9542- -</td>
</tr>
<tr>
<td>01- - - - 9548- -</td>
</tr>
<tr>
<td>01- - - - 9543- -</td>
</tr>
<tr>
<td>01- 0000-0- -9110- -</td>
</tr>
<tr>
<td>01- - - - 9110- -</td>
</tr>
<tr>
<td>01- 0000-0-1110-1000-3331-600-0100</td>
</tr>
<tr>
<td>01- 0000-0-1110-1000-3101-600-0100</td>
</tr>
<tr>
<td>01- 0000-0-1110-1000-3501-600-0100</td>
</tr>
<tr>
<td>01- 0000-0-1110-1000-3601-600-0100</td>
</tr>
<tr>
<td>01- - - - 9558- -</td>
</tr>
<tr>
<td>01- - - - 9551- -</td>
</tr>
<tr>
<td>01- - - - 9555- -</td>
</tr>
<tr>
<td>01- - - - 9556- -</td>
</tr>
<tr>
<td>01- 0000-0- -9110- -</td>
</tr>
<tr>
<td>01- - - - 9110- -</td>
</tr>
</tbody>
</table>

**Important**

When payment is processed through Accounts Payable or District Revolving, use the same “Payroll Account” with Blank Account Components

**General Fund 01- - - -9213- - .**
Establish Payroll Accounts Receivable for Overpayment

When an overpayment to an employee is discovered, a Payroll Accounts Receivable must be established and a repayment plan set up with the employee. The District cannot automatically deduct the overpayment of earnings, except when there is a deduction to cover health and welfare or pension plan contributions is expressly authorized by a collective bargaining or wage agreement.

- **California Labor Code Section 224** Prohibits any deduction from an employee’s wage which is not either authorized by the employee in writing or permitted by law

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=LAB&sectionNum=224

Compute Gross and Net Pay

Once the overpayment of Gross earnings is calculated, you will need to determine the Net Amount owed by the employee to be able to set up the repayment plan.

**Example:** Incorrect Salary Placement caused an overpayment of ($495.10).

**Go to Escape Training – HR/Payroll – Payroll – Adjust Payroll**

- Go to the next available Supplemental Payroll
- Enter Positive earnings in order to calculate Federal and State Withholdings
  - Negative earnings do not calculate withholdings on the Annual Tax Tables
- Click New in the Addons Tab
- Enter the Addon or select from the menu
- Small Save/Close
- Go to Tasks to Calculate Pay Now
Review Pay99 Employee Payroll Snapshot in Training

Review the Employee’s snapshot to get the calculated amounts and Net Pay to enter in Production as Negative Earnings to establish the Payroll Accounts Receivable.

<table>
<thead>
<tr>
<th>EARNINGS</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION #9-12(0)/1AVS(ABC)</td>
<td></td>
</tr>
<tr>
<td>POSITION #9-13(0)/1AVS(ABC)</td>
<td></td>
</tr>
<tr>
<td>ADD-ON (TICH) Teacher in Charge</td>
<td></td>
</tr>
<tr>
<td>ADJUST (OFFS) Off Schedule</td>
<td></td>
</tr>
<tr>
<td>ADJUST (REGULAR) Base Pay</td>
<td>495.10</td>
</tr>
<tr>
<td>Total</td>
<td>495.10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REDUCTIONS</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(STRS) STRS</td>
<td>50.75</td>
</tr>
<tr>
<td>Total</td>
<td>50.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAXES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(FIT) [M 0 +$800.00] Federal Withholding</td>
<td>97.76</td>
</tr>
<tr>
<td>(SIT) [S 1:0] State Withholding</td>
<td>45.46</td>
</tr>
<tr>
<td>(MEDICARE) Medicare</td>
<td>7.18</td>
</tr>
<tr>
<td>(SUI) Unemployment Ins</td>
<td></td>
</tr>
<tr>
<td>(WORKCOMP) Workers Comp</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>150.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEDUCTIONS / CONTRIBUTIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NET</td>
<td></td>
</tr>
<tr>
<td>Deposited at Bank Of The West</td>
<td>293.95</td>
</tr>
<tr>
<td>Warrant #</td>
<td></td>
</tr>
<tr>
<td><strong>Net Pay</strong></td>
<td>293.95</td>
</tr>
</tbody>
</table>

- Use the snapshot as back up for Check Request in AP or Revolving
- Provide copy of the snapshot to include in letter to notify the employee of the over payment and create a repayment plan.
Sample Notification Letter for Overpayment

Districts must do its due diligence to collect the overpayment otherwise this is a gift of public funds.

SAMPLE NOTIFICATION LETTER

Date
Employee Name
Address
City State and Zip Code

Re: Salary Overpayment

Dear __________ (employee name):

This letter is to advise you that you have been overpaid on your salary. On __________, (date of overpayment), you received a salary overpayment of $___________ (amount of overpayment) in error.

Please contact ____________ (contact name) in the Payroll Department to discuss a repayment plan at (XXX)XXX-XXXX (telephone).

Sincerely,

Name
Title

cc: Payroll Department

ABC School District
Pay Manual Checks - Enter Negative Earnings in Production

Once the Net Pay in calculated, the Negative earnings need to be entered in Production in Manual Payroll or in Supplemental Payroll to establish the Payroll Accounts Receivable. Deductions and Contributions may need to be entered manually as a negative amount to balance to the Net Pay.

**Go to HR/Payroll – Payroll – Pay Manual Checks**

- Go to the Addons Tab
- Enter an Addon
  - REGULAR (Lump Sum)
  - REGH (Hourly)
  - REGD (Daily)
- **Units**: Negative
- **Rate Amount**: Positive *(Must be positive Pay Rate for Retirement Reporting)*
- **Effective Date**: Period of Overpayment
- **Description**: Overpayment
- Small Save/Close
- Go to Tasks to Calculate Pay Now
Retirement Override

The negative earnings must be decreased from prior period retirement reported; therefore, you must review what Pay Code and Pay Rate were reported in prior period and verify in SEW or PERS.

**Go to HR/Payroll – Payroll – Adjust Payroll**

**Example:** Pay99 STRS Reported 8/2021 Regular (Prior Period)

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Pay Rate</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>99,700.00</td>
<td>100.00</td>
</tr>
<tr>
<td>57</td>
<td>9,970.00</td>
<td>9,970.00</td>
</tr>
</tbody>
</table>

Retirement Total: 10,070.00

Contributions: 1.021.93

Service Begin Date: 08/01/21
Service End Date: 08/31/21

**Pay Manual Checks**

Now that the prior period Pay Code and Pay Rate have been verified, this will need to be overridden in the Manual Payroll in the Addon Retirement Override.

**Go to HR/Payroll – Payroll – Pay Manual Checks**

- **Retirement Override:** Yes
- **Service Begin Date:** 8/1/2021
- **Service End Date:** 8/31/2021
- **STRS Contribution Code:** 1 {Normal/Current}
- **STRS Pay Code:** 1 {12 Months}

**Scroll down to enter the Pay Rate for prior period**
Review Pay99 Snapshot in Production

Click on the Preview Button to review the employee’s Pay99 Snapshot for the calculated amounts. Notice that Federal and State Withholdings do not calculate on Negative Earnings. These amounts must be entered manually as a Negative Amount.

- Close the snapshot and go to Tasks to select Open All Tabs to enter the Deductions Manually

**Earnings**
- Adjust (Regular) Overpayment July 2021: 495.10-
- Total: 495.10-

**Reductions**
- (STRS) STRS: 50.75-
- Total: 50.75-

**Taxes**
- (FIT) [M 0 +$800.00]: Federal Withholding
- (SIT) [S 1 :0]: State Withholding
- (MEDICARE) Medicare: 7.18-
- (SUI) Unemployment Ins
- (WORKCOMP) Workers Comp: 7.18-
- Total: 7.18-

**Net**
- Warrant #: 437.17-
- Net Pay: 437.17-

Taxes do not calculate on Negative Earnings
A Manual Adjustment is needed

Net Pay is incorrect
Enter Deductions

Typically, we recommend to let the system calculate taxes, but always want to verify withholdings, and enter manually as needed. Be mindful of Voluntary Deductions/Contributions that affect a vendor check and use appropriate “Adjustment” Codes when applicable.

- Go to the Deductions Tab to enter the Taxes that were calculated in the Training Database
- Click New to add the Deduction Codes
- **Effective Date**: Period of Overpayment
- **Deduction**: FIT {Federal Income Tax}
- **Deduction**: SIT {State Income Tax}
- Amount is Negative

- Go to Tasks to Calculate Pay Now and review the snapshot
Review Pay99 Employee Payroll Snapshot

Review the earnings, deductions and Net Pay to verify they are the same as Training with a negative net amount. Negative Gross is allowed, but Payroll will not process with Negative Net Pay.

Use the REPAY Deduction Code with the Negative Net Pay to offset to 0.00 and establish the Payroll Accounts Receivable.

<table>
<thead>
<tr>
<th>EARNINGS</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUST (REGULAR) Overpayment July 2021</td>
<td>495.10-</td>
</tr>
<tr>
<td>Total</td>
<td>495.10-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REDUCTIONS</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(STRS) STRS</td>
<td>50.75-</td>
</tr>
<tr>
<td>Total</td>
<td>50.75-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAXES</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(FIT) [M 0 +$800.00] Federal Withholding</td>
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</tr>
<tr>
<td>(SIT) [S 1 :0 ] State Withholding</td>
<td>45.46-*</td>
</tr>
<tr>
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<td>7.18-</td>
</tr>
<tr>
<td>(SUI) Unemployment Ins</td>
<td></td>
</tr>
<tr>
<td>(WORKCOMP) Workers Comp</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>150.40-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET</th>
<th>Warrant #</th>
<th>293.95-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Net Pay</td>
<td>293.95-</td>
</tr>
</tbody>
</table>
• Go to the Deductions Tab to enter the negative net amount to offset to 0.00
  ▪ **Effective Date**: Period when serves were performed
  ▪ **Deduction**: REPAY {Repay District}
  ▪ **Amount**: ($293.95)
  ▪ **Description is locked**: Go to Adjust Payroll if need to change from default
  ▪ **Save/Close**

• Go to Tasks to Calculate Pay Now

• Review on the Earnings are negative and 0.00 Net

---

**Review Payroll Errors in Details Tab**

• Errors must be corrected or explained
• In this case, the negative earnings error is accurate and Payroll can process with this error
• Check with SCOE Retirement Analysts if not sure
Enter Repayment Plan in Employee Management

Once the repayment plan is established and the amount of the deduction is agreed upon in writing by the employee, then enter the REPAY Deductions in Employee Management.

**Go to HR/Payroll – Employment – Employee Management**

- Go to the Deductions Tab
- Begin Date: Current Period
  - Deduction Id: REPAY {Repay District}
  - Description: Repay
  - Deduction Amount: Agreed Amount Per Month
  - Deduction Amount Goal: Total amount owed
    - Deduction will stop when goal is met

Review set up and REPAY in the Pay34 Payroll Deduction and Contribution Detail Report
Reprocess Pay

This option recalculates the original pay and must be done immediately after the original period or an error will generate. Changes are allowed in Earnings, Deductions and Contributions if needed. This can be used if a check needs to be canceled and reissued for a different amount. Keep in mind this option only works if no other earnings in between periods.

For example, if an employee reports they lost their Regular end of month Payroll and were then paid additional earnings on the Supplemental Payroll, then the Reprocess Pay is not an option.

**NOTE: First the Cancel and Reverse option would need to be done by SCOE Business Services prior to selecting the Reprocess Pay Option**

Go to HR/Payroll – Payroll – Pay Manual Checks

- **Action:** Reprocess Pay
- **Printed Check #:** Enter check # to be replaced
  - Check Amount, Name and Id will auto fill
- **Click Go to get started**

- Open the Reprocess Pay line if changes need to be made otherwise be sure that all forms have been submitted to SCOE Business Services to process the manual payroll
Reports

Pay01 Payroll Summary

The Pay01 must be submitted with the Manual Payroll Request form. Since the Pay Date is not established until SCOE Business Services submits, then the Starting Pay Date and Ending Pay Date would need to be a range for the month of entry and select the Pay Cycle ETS Manual Payroll.

Go to HR/Payroll – Report – Payroll – Pay01 Payroll Summary

- **Starting Pay Date**: Use Mnemonics {BCM} Begin of Current Month
- **Ending Pay Date**: Use Mnemonics {ECM} End of Current Month
- **Pay Cycle**: ETS Manual Payroll
- **Click Go** to generate the report

Save as a Favorite to Save Time!
Example Pay01 Payroll Summary

Email the Pay01 and required forms to SCOE Business Services listed on the forms. The Pay Date will not display the Pay Date until the Manual Payroll is submitted by SCOE Business Service.

- Review that there is not any Negative Net Pay
  - Payroll will not process with Negative Net Pay

---

### Pay01a Payroll Summary by Org

**Pay Date 12/31/2079**

**EARNINGS by Earnings Code**

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Income</th>
<th>Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>750.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 750.00

**EARNINGS by Group**

<table>
<thead>
<tr>
<th>Group</th>
<th>Income</th>
<th>Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub</td>
<td>750.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 750.00

**EARNINGS**

<table>
<thead>
<tr>
<th>Type</th>
<th>Person Type</th>
<th>Female Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cent</td>
<td>1</td>
<td>1 750.00</td>
</tr>
</tbody>
</table>

**TOTAL** 1 750.00

**Vendor Summary for Pay Date 12/31/2079**

- Vendor Checks
- Vendor Liabilities

**BALANCING DATA**

<table>
<thead>
<tr>
<th>Gross Earnings</th>
<th>750.00</th>
<th>662.24 Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Liability</td>
<td>151.14</td>
<td>151.14 Contributions</td>
</tr>
</tbody>
</table>

**NET**

<table>
<thead>
<tr>
<th>Direct Deposits</th>
<th>662.24</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial Net ACH</td>
<td>662.24</td>
<td>1</td>
</tr>
<tr>
<td>Negative Net</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Holds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zero Net</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 662.24 1

---

**TAXES**

<table>
<thead>
<tr>
<th>Tax Code</th>
<th>Employee</th>
<th>Employer</th>
<th>Total</th>
<th>Subject Grosses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Withholding</td>
<td>673.12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Withholding</td>
<td>673.12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicare</td>
<td>10.88</td>
<td>10.88</td>
<td>21.76</td>
<td>750.00</td>
</tr>
<tr>
<td>Unemployment Ins</td>
<td>9.23</td>
<td>9.23</td>
<td>750.00</td>
<td></td>
</tr>
<tr>
<td>Workers Comp</td>
<td>5.90</td>
<td>5.90</td>
<td>700.00</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL** 40.89

**REDUCTIONS**

<table>
<thead>
<tr>
<th>Reduction Code</th>
<th>Employee</th>
<th>Employer</th>
<th>Total</th>
<th>Subject Grosses</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRS</td>
<td>76.86</td>
<td>121.13</td>
<td>198.01</td>
<td>750.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 198.01

**DEDUCTIONS**

<table>
<thead>
<tr>
<th>Reduction Code</th>
<th>Employee</th>
<th>Employer</th>
<th>Total</th>
<th>Subject Grosses</th>
</tr>
</thead>
</table>

**SUBTOTAL**

**TOTALS** 87.76 151.14 238.90

**Cancel/Reissue for Process Date 12/31/2079**

- Reissued
- Cancel Checks
- Void ACH
Pay34 Payroll Deduction and Contribution Detail

Review the set up of the REPAY Deduction to verify the repay Goal Amount has been met. When the REPAY AR is set up in the Manual Payroll you will have to wait until the Pay Date is closed to see on the Pay34 report, the total amount should be 0.00 by the end of the Fiscal Year depending on the agreement.

Example Pay34:

This example the REPAY was set up in a Manual Payroll, therefore you can only see the REPAY Deductions, not the original Payroll AR until the manual payroll is closed.
Option 2: Entries in Adjust Payroll

Once the Manual Payroll is created, you have the option to go into Adjust Payroll to make entries as usual for earnings, deductions and contributions.

Go to HR/Payroll – Payroll – Adjust Payroll

- **Employee Id:** Enter Id or partial Last Name to select
- **Pay Cycle:** ETS Manual Payroll
- **Click Go** to get started

Entries in Adjust Payroll will show all Tabs and Payroll Errors
Notice the Pay Date is blank, this is because the date is not established until Manual Payroll is submitted by SCOE Business Services for processing.

- Open the Pay line to enter earnings, deductions and contributions as needed

- Enter the Addon or select from the menu
- Add Units
- Verify Rate
- Effective Date must be a prior period
- Enter Account or leave blank if addon uses position
- Small Save/Close; Go to Deductions and Contributions as needed

- Review Payroll Errors Tab
Resources

Tools are available in every activity
Escape Documentation or Tutorials

We recommend that users review the Tutorial for Pay Manual Checks that can be found in:

Online Resources > Videos / Handouts > Table of Contents > Payroll > Pay Manual Checks

OR in the Pay Manual Checks activity in Tools > Tutorials

This is a 14 minute video to review the options available and tips creating manual payroll.

• Pay Manual Checks 14:12
  Reviews canceling, voiding, reprocessing, and creating manual paychecks.

SCOE Resources

Manual Payroll Procedures


Still have questions, send an email to Helpdesk@scoe.org