

Sonoma County Office of Education

Manual Payroll Procedures

Returned ACH (incorrect banking information in payroll system)

- SCOE notified by county of returned deposit (can be within 2-5 days of pay date)
- SCOE creates manual check (using C-Series system)
- Check with Accounting Analyst or Director, External Payroll & Finance on when the replacement check will be available
- No Manual Payroll Request Form needed for this process

Employee ACH Reversal (Note: SCOE is able to reverse the ACH of an employee ONLY if they are overpaid)

- Must receive ACH reversal document signed by CBO by 2:00PM the day before pay day
- The reversal can occur anytime within 2-5 days of pay date
- Once we receive confirmation that the funds have been reversed by the bank, the district will be notified and can recalculate the correct payroll to this employee
- District completes Manual Payroll Request form requesting a Cancel
- SCOE initiates Cancel/Reverse on next Manual Payroll cycle

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)

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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

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

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

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Option 3 – Reprocess pay through Accounts Payable or Revolving

- District pays employee on AP or Revolving using REPAY procedures attached

Employee Overpaid and Check Cashed

- Notify Employee and make arrangements, 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

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Employee REPAY — paid from Revolving account

Go to: HR/Payroll – Payroll – Adjust Pay

Performed by Payroll Person

- Find next open payroll cycle for employee (or **create on Manual Payroll**)
- Enter add-ons for employee
- Enter any necessary deductions or contributions
- Go to Tasks – Calculate pay now
- Print snapshot to capture Net Pay for employee
- Add new deduction — REPAY
 - Amount is net pay amount (Entered as a positive)
 - Vendor is “district general fund”
- Save/Close
- Verify that net pay is **ZERO** after adding the Repay
- Pay employee net pay amount from revolving account
- Replenish revolving account out of object 9213 (The repay entered in adjust payroll hits this account)

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Employee REPAY — paid from next AP cycle

From HR/Payroll – Payroll – Adjust Pay

Performed by Payroll Person

- Find next open payroll cycle for employee (or **create on Manual Payroll**)
- Enter add-ons for employee
- Enter any necessary deductions or contributions
- Go to Tasks – Calculate pay now
- Print snapshot to capture Net Pay for employee
- Add new deduction — REPAY
 - Amount is net pay amount (Entered as a positive)
 - Vendor is “district general fund”
- Save/Close
- Verify that net pay is **ZERO** after adding the Repay
- Pay employee net pay amount from Accounts Payable

From Finance – AP – Enter Employee Payments

Performed by AP Person

Note: Payroll department should supply AP clerk with the payroll snapshot showing the net pay amount due to the employee

- Enter first few characters of employee’s last name and press <F4>. Choose employee from list
- Amount is net pay from snapshot
- Account number is general fund, object 9213. (For example: 01- -- - -9213- -)
- Enter remaining payment fields as necessary. It’s a good idea to reference pay cycle in either invoice number or comment fields. For example, make invoice number = PR042821 if repay is on 4/30/21 pay cycle
- Submit payment

Employee is paid net amount on next AP cycle