

## Escape - Manual Payroll Workshop

This session is for Escape HR/Payroll Users to learn the Manual Payroll process and procedures. Manual Payroll is used to create pay or to make adjustments to Pay History. These adjustments can be very complicated.

**Topics to be covered include:**

- Manual Payroll Procedures
- Required Forms
- Manual Payroll Scenarios
  - Create Pay
  - Overpayment with REPAY Deduction
- Retirement Implications
- Review Errors
- Reports

**When** Wednesday September 13, 2023  
9:00 am - 11:00 am

**Location** Hybrid - Zoom and SCOE Madrone Room. Zoom Link and Documentation will be sent to registered participants prior to the date.

**Presenter** SCOE Business Services and SCOE IT

**Cost** Free

**Audience** Escape HR/Payroll Users

**Registration** [http://scoe.org/pub/htdocs/class.html?class\\_id=10938](http://scoe.org/pub/htdocs/class.html?class_id=10938)  
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