

Manual Check Process

The manual check process can be used to pay an employee who was missed when processing the original pay run. All checks created using the manual check process will be associated with the pay run chosen when beginning the manual check process.

Step-by-step guide

1. Access Manual Checks using the menu (HR/Entry & Processing) or the search box.
2. Verify (change if not using the most recent pay run) the pay run details displayed on the screen and then click the green 'OK' button.

3. Click 'Yes' after verifying this is the pay run you wish to work with.


4. Add the first employee.
 - a. Use the magnifying glass to find and select the employee.
 - b. Click the green 'OK' to move the cursor to the timecard section of the screen.
 - c. Enter (or verify) the employee's timecard data.
 - d. Click the green 'OK' to move the cursor to the hours/days/weeks field below the timecard grid.
 - e. Enter days and weeks if necessary for the employee.
 - f. Click the green 'OK' to move the cursor to the check info tab.

5. Enter the payroll check number and check date you wish to use for this check. Manual checks will be entered in eFP as normal checks. Even if the employee is paid via direct deposit, eFP will not append a V suffix to the check number.

Check Info Deduction Frequencies Accruals

Enter Check Information

Check Number * x

Issue Date * 

6. Click on the 'Deduction Frequencies' tab.

- a. Check the boxes for the deduction frequencies you wish to have deducted from this check.
- b. Uncheck the 'Exclude Direct Deposit' check box if you will be paying the employee using their direct deposit accounts.

Check Info Deduction Frequencies Accruals

Select Deduction Frequencies to Include in Calculations

E
 M

Direct Deposit
 Exclude Direct Deposit *

7. Click on the 'Accruals' tab.

- a. Uncheck the 'Decrease Encum Remaining' check box.
- b. Check the 'Accrue Leave' check box if you wish to accrue leave for the employee during the check run.
- c. Uncheck any of the remaining five check boxes for which you don't want this check to be accrued against.
 - i. If the check is for the current pay run just completed, leave all five of the other check boxes (current, MTD, QTD, YTD and FTD) checked.
 - ii. If the check is not for the current pay run, but is in the same month, uncheck the current box.
 - iii. If the check is for an earlier month in the same quarter, uncheck the current and MTD check boxes.
 - iv. If the check is for an earlier quarter in the same calendar year, uncheck the current, MTD and QTD check boxes.
 - v. If the check is not for the current calendar year, uncheck the YTD check box.
 - vi. If the check is not for the current fiscal year, uncheck the FTD check box.
- d. Click the green 'OK' button to calculate the pay.

Check Info Deduction Frequencies Accruals

Enter Accruals Information

Accrue Leave

Current

Month to Date

Quarter to Date

Year to Date

Fiscal to Date

Decrease Encum Remaining

8. Verify the pay and deduction information and click 'OK' if it is correct.

Employee	100003714						
Check Number	11807	Date	10/05/2017	Net	0.00		
	Pay Type	Hours	Earnings		Deduction	Amount	Benefit
005	HOURLY	58.50000	629.46	*FM	MEDICARE	9.13	9.13
				*FT	FEDERAL	0.00	0.00
				*SOH	STATE TAX	5.61	0.00
				*T0302	HLSDALE SD	7.08	0.00
				0020	SERS	62.95	0.00
				0021	SERS BOE	0.00	88.12
				9999	HUNTINGTON	544.69	0.00
Totals							
Hours	58.50000	Earnings	629.46	Amount	629.46	Benefit	97.25

9. Click 'Yes' to post the manual check to FAM.

Post Manual Check



Click 'Yes' to post check or 'No' to exit.

10. Click 'OK' to print a report of the manual check.

Print - ██████████ - Live

00011807m.rpt

Destination	File Options
<input type="radio"/> File <input checked="" type="radio"/> Screen	<p>File Name <input style="width: 90%;" type="text" value="H:/rpt/00011807m.rpt"/></p>

11. This is an example of the report.

SUNGARD K-12 DATE: 10/05/2017 TIME: 14:17:19	<div style="background-color: black; width: 100px; height: 15px; margin: 0 auto;"></div> MANUAL CHECK JOURNAL PAY RUN 007 20171005RPR	PAGE NUMBER: 1 MODULE NUM: MANCHK13 PAY PERIOD END 09/20/17 CHECK DATE 10/05/17																																																																																																			
ACCUALS UPDATED: CURRENT: Y MONTH TO DATE: Y QUARTER TO DATE: Y YEAR TO DATE: Y FISCAL TO DATE: Y																																																																																																					
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12. Repeat the above steps for any additional employees who require a manual check for the same pay run. If you wish to create a manual check for a different pay run, you must exit and restart the manual check process.

13. After entering all manual checks, click the 'Print' link to print the physical checks.

Print

Employee

Pay Run: 007 20171005RPR Period Dates: 09/06/2017 - 09/20/2017

Employee Number *

14. Click 'Next' after placing checks in the printer.

Information

Use the Print Line Up button to print the check line up. When the checks are aligned properly, select Next to proceed.

Check Print Control


Print Line Up

Controls


Previous **Next** **Finish**


15. Enter the beginning and ending check numbers you wish to print. Leave the 'New Check Date' and 'New Check Number' fields blank. These are only used if you want to change information from what is already entered on the check that was created. Click 'Print' to print the checks.

Information


 Enter the manual/adjustment check set up information and select print to generate the checks.

Selection Criteria

Beginning Check Number * 

Ending Check Number * 


Print Setup

New Check Date 

New Check Number

Controls

16. Exit out of the manual check process.


 **FAM posting file and Batch Accounts Payable file**


The manual check process creates a FAM posting file and a batch accounts payable file. These files will be suffixed with an 'M' for manual checks. The FAM posting file will be named PMMDDYYM where MMDDYY is the ending date of the pay period. The batch accounts payable file will be named PAYXXXM where XXX is the pay run number

17. The FAM posting file must be posted using the same process you use when posting your normal payroll posting file. (FAM Periodic Routines Automated Payroll Interface)

Control Number	Pay Run	Description
P092017M	007	20171005RPR

18. The batch accounts payable file must be posted using the same process you use when posting your accounts payable file from a normal pay run. (FAM Entry&Processing Batch Accounts Payable)

Control Number	Entered By	Amount	Status	Year	Period
PAY007M		546.43	Entry	18	4

 **Include PAYXXXM control number when processing Vendor Checks**

The PAYXXXM accounts payable control number must be included when processing vendor checks for any payroll deduction checks run for any deductions withheld during the manual check run. The pipe symbol, |, should be used to separate multiple control numbers.