

# NEOGOV

## **Manual Pays Guide**

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## Preface

Any modifications to this document, as the document exists within NEOGOV's body of documentation, are the sole responsibility of the entity modifying the document. By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

## Overview

This guide is for authorized HR users processing payroll. This document focuses on the reversal pay, manual pay, and supplemental pay.

## Reversal Pay

Pay reversals are performed when it is necessary to back out an individual employee's pay that has been issued, either because it was issued in error or because it is being replaced with a different pay.

## Restrictions

Do not use a **Reversal Pay** to issue a replacement check. NEOGOV recommends voiding the original outstanding pay and entering a new manual pay when a replacement is needed. For example, use this process when you have overpaid an employee or when an employee should not have been paid at all.



**Important:** You may reverse **Closed** and **Disbursed** pay headers only.

Before processing a **Reversal Pay**, take note of the following restrictions:

- The **Reversal Pay Category** must be set up to process a reversal. Contact your NEOGOV representative if it is not set up.
- **Reversal Pay** cannot be reversed.
- **Reversal Pay** cannot cross years. For example, if your company disbursed the original paycheck on 12/28/2021, it cannot be reversed on 01/04/2022.
- **Reversal Pay** negates all **Pay Component** amounts. NEOGOV does not perform calculations on reversal pay.
- **Reversal Pay** reinstates arrears as **Sundry** transactions. Delete unnecessary transactions.
- **Reversal Pay** does not interact with **Replace statistical Pay Components**. The **Pay Calculation Exception Report** issues an exception message reminding you to make manual adjustments when required.
- **Reversal Pay** is not for corrections of vacation time.
- **Reversal Pay** does not create leave lines.
- **Reversal Pay** must be done one at a time.
- **Reversal Pay** does not reverse the use of vacation or leave time. Time taken is not placed back in the employee's bank and must be adjusted manually.

## Process

To complete the **Reversal Pay** process complete the following steps:

1. Go to the **Payroll Dashboard**.
2. In the **Admin** menu, go to **Batch and Transactions > Administer Batches**, or you may search for **Page Code IPBE**.
3. Add a new batch by clicking the **+ Add** button or click the **+ (Add Record)** button above the **BATCHES** table.

4. Click the **Batch #** toggle, turning it **ON**.
5. Enter a **Batch Code**.
6. Select **Active** as the **Batch Status**.
7. Select **Pay Header** as the **Batch Type**.
8. Select **REVERSAL** as the **Pay Category** and click **OK**.

Pay Category	Category Type	Description
ADJUSTMENT	Adjustment	10/Date Adjustments
OPEN ENROLLMENT	Open Enrollment	Open Enrollment
REGULAR PAY	Regular Pay	Regular Pay
<b>REVERSAL</b>	Reversal	Reversal

9. In the **Details** tab, select **IPBE (PPH Records)** as the **Batch Source**.

10. Select the pay period for the reversal from the **Pay Period** date picker.



**Important:** Note the **Batch #**, you will need this information for the **Maintain Employee Pays (IPPH)** process.

11. Click **Save**.

12. From the top navigation menu, go to **Processing > Manage > Maintain Employee Pays**, or search for **Page Code IPPH**.

13. From the **LIST OF EMPLOYEES** index, focus on the appropriate employee.

- Note the **Pay #** and **Pay Period** in the **Pay Header** table below the **LIST OF EMPLOYEES** index.

NEOGOV PR Payroll IPPH

Home Processing Admin Reports


### Maintain Employee Pays (IPPH)

EE #	Last Name	First Name	Middle Name	Entity	Info
5				RUNWATERS	TERMINATED Employee 12-Nov-2021 17:4
11000	Dedman	Glory	A	RUNWATERS	ACTIVE Employee 03-Sep-1972

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+ Filter by:

Pay #	Period	Payroll	Group	Unit	Stage	Seq #
5	202126	BI-WEEKLY	FULL TIME	NON_UNION	To Be Audited	N/A
4	202126	BI-WEEKLY	FULL TIME	NON_UNION	Cancelled	N/A



When reversing a pay for a prior period you can add the prior period reversal to the current pay period batch for processing, however, **Reversal Pays** must be completed one at a time.

14. Add a new **Pay Header** by clicking the **+ (Add Record)** button.

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### Maintain Employee Pays (IPPH)

+ Filter by:

Pay #	Add Record	Payroll	Group
5	202126	BI-WEEKLY	FULL TIME
4	202126	BI-WEEKLY	FULL TIME
6		BI-WEEKLY	FULL TIME
3	202126	BI-WEEKLY	FULL TIME
2	202124	BI-WEEKLY	FULL TIME
1	202123	BI-WEEKLY	FULL TIME



When reversing a pay for a prior period you can add the prior period reversal to the current pay period batch for processing.

15. In the **Pay Header** table, complete the following required fields.

- **Batch Number** – Enter or select the **Batch Number** of the pay to be reversed.
  - This is the **Batch #** you created on **IPBE**.
- **Pay Period, Assignment, Work State, and Home State** – NEOGOV populates these fields when you choose the appropriate **Batch Number**.
- **Category**- Select **Reversal**.
  - The **Reversal #** field appears after the **REVERSAL** category is chosen.



**Important:** Pay close attention to the **Pay Issue** date. This date must reflect the date of the pay being reversed. If you have NEOGOV Payroll Services, contact them to override this date when necessary.

The screenshot shows the 'Pay Header' form with the following fields highlighted by red boxes:

- Assignment: PRIMARY
- Batch #: 19
- Pay Period: 202126 (Starting: 28-Nov-2021, Ending: 11-Dec-2021)
- Category: REVERSAL
- Pay Point Set: REVERSALS
- Trace Level: 0-Exception
- FLSA Audit Text: 1st Pay in Period, 1st Pay in Month
- Work State: North Dakota, USA
- Home State: North Dakota, USA
- Reversal #: (Empty field)

Other visible fields include: Sundry Attached, Journalized, Journalized Fund, Time Sheet Returned, Posted Retirement, Pay By, Check Amount, Pay Issue Date: 12/17/2021, Check #, Hand Check, Final Pay Method, Tax Weeks: 2, and Retro Header.



The **1<sup>st</sup> Pay in Period** and **1<sup>st</sup> Pay in Month** toggles negate each other when the **Reversal Pay** process is complete. When a pay is reprocessed for the same period, NEOGOV assumes that the pay run is the first in the period.



16. In the **Reversal #** field enter or search for and select the **Pay Number** of the pay to be reversed.

The screenshot shows a form with several fields. A red box highlights the 'Reversal #' field, which contains a search icon. To the left, there is a 'Final Pay Method' dropdown menu and a 'Tax Weeks' input field containing the number '2'. Below the 'Reversal #' field, the text 'Retro Header' is visible.



**Important:** When you search for the **Reversal #** you will see pays that match the selected **Pay Period**.

17. Click **Save**.

18. Complete the following steps as you would for a typical pay run.

- a. **Payroll Batch Audit Report (UPAUDT):** This process reverses all transactions and pay amounts from the **Closed** pay.
  - Confirm that transactions (PC Codes) are now in the negative on the Pay Header in the Maintain Employee Pays (IPPH) page.
- b. **Pay Calculation Report (UPCALC):** The report indicates that it has not made any **Attendance** or **Benefit** adjustments.
- c. **Current Pay Register:** Review for accuracy.
- d. **Close a Pay Run (UPCLOZ):** Closes the pay run.
- e. **Disburse Pay (UPDISB):** Disburse pay for the current pay run.



Once the reversal is complete the employee will no longer see the reversed check number as part of their **Dashboard**.

## Considerations

When completing a **Reversal Pay** for an employee consider the following.

- How taxes will be collected?
- If the payment has been completed and transferred to the employees bank how those funds will be collected?
  - The reversal process does not create and ACH.
- How will paid leave will be paid back to the employees leave bank?

When a pay is reprocessed paid leave time taken will be removed from the leave bank again and accruals will be reprocessed. Balances must be manually corrected.

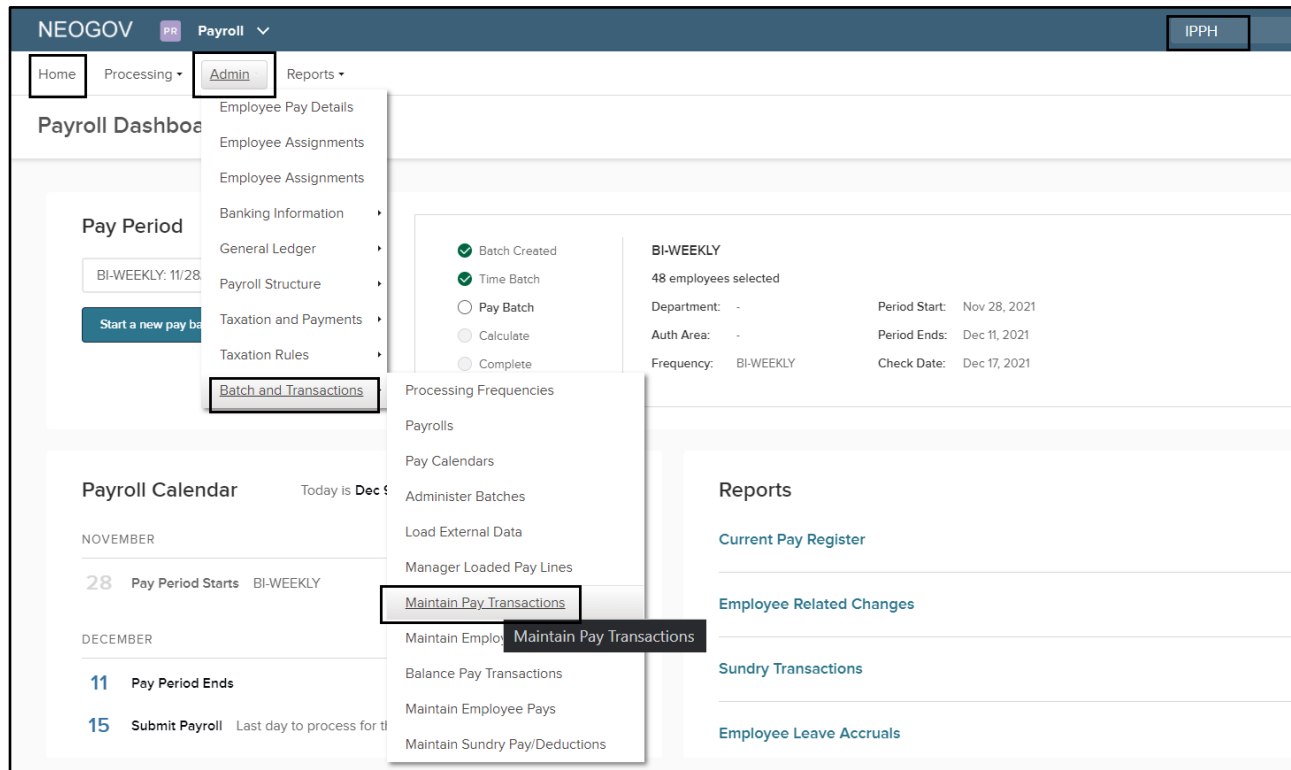
## Manual Checks

A **Manual Check** may be needed when a check must be cut immediately, for example, in California when an employee terminates employment, they must receive a check the day of their termination (also known as an **AP Check**).

## Process

To process a manual check, follow these steps.

1. Go to the **Payroll Dashboard**.
2. In the **Admin** menu, go to **Batch and Transactions > Maintain Employee Pays** or search for **Page Code IPPH**.



3. **Search** for the employee using the search bar at the right of the page above the **LIST OF EMPLOYEES**, or **focus** on a specific employee from the **LIST OF EMPLOYEES**.



4. Add a **Pay Header** by clicking the **+** (**Add Record**) above the **Pay** list.

5. When the following is not already complete or requires modification, complete the **Pay Header** tab by making your selections for the following required fields:

- **Assignment**
- **Batch #**
- **Pay Period**
- **Category**
- **Work State**
- **Home State**

6. Make the following selections for optional fields in the **Checks**.

- **Pay By:** Choose **Pay by Check**.
- **Check Amount:** Enter the net amount paid on the manual check.
- **Pay Issue Date:** The pay issue date of the check.
- **Check #:** Enter the most current check number.

The screenshot displays the 'Pay Header' tab in the NEOGOV system. The interface includes several sections for data entry:

- Assignment Section:** Fields for 'Assignment' (PRIMARY), 'Batch #' (19), and 'Pay Period' (202126) are highlighted with a black box.
- Category Section:** The 'Category' field (Manual Check) is highlighted with a black box.
- CHECKS Section:** Fields for 'Pay By' (Pay by Chec), 'Check Amount' (400.00), 'Pay Issue Date' (12/17/2021), and 'Check #' (200) are highlighted with a black box.
- LOCATION Section:** Fields for 'Work State' (North Dakota, USA), 'Work Jurisdiction' (Fargo), 'Home State' (North Dakota, USA), and 'Home Jurisdiction' (Fargo) are visible.
- Other Fields:** 'Pay Point Set' (REGULAR PAY), 'Trace Level' (0-Exception), and 'Sundry Attached' options are also present.

7. Enter all **earnings** and **deduction** amounts as Transactions on **Pay Lines**.

- Use this tab when a premium is manually attached to a pay line. These premiums are picked up during the **Audit (UPAUDT)** process and turned into Pay Line Details for the **Calculation (UPCALC)** process.

8. Perform trial calculations and adjust the **Pay Lines** until the net is correct.

9. Continue with the **Regular Pay** process.



The **Audit (UPAUDT)** will not mark the batch as **Prepared** unless the Gross to Net computes appropriately.

## Considerations

After the manual check process is complete, the **Pay Calculation Report (UPCALC)** process may create an **Advance** amount, this is the difference between the amount the employee was paid and the amount they should have been paid for this period.

- Net pay is **less** than the amount of the issued check: A **Negative** advance is recorded, and the amount is sent to the **Sundry** file in the **Advance Recovered Pay Component** to be paid back to the employee on the next qualified pay.
- Net pay is **greater** than the amount of the issued check: A **Positive** advance is recorded, and the amount is sent to the **Sundry** file in the **Advance Recovered Pay Component** to be recovered from the employee on the next qualified pay.

## Off Cycle and Supplemental Checks

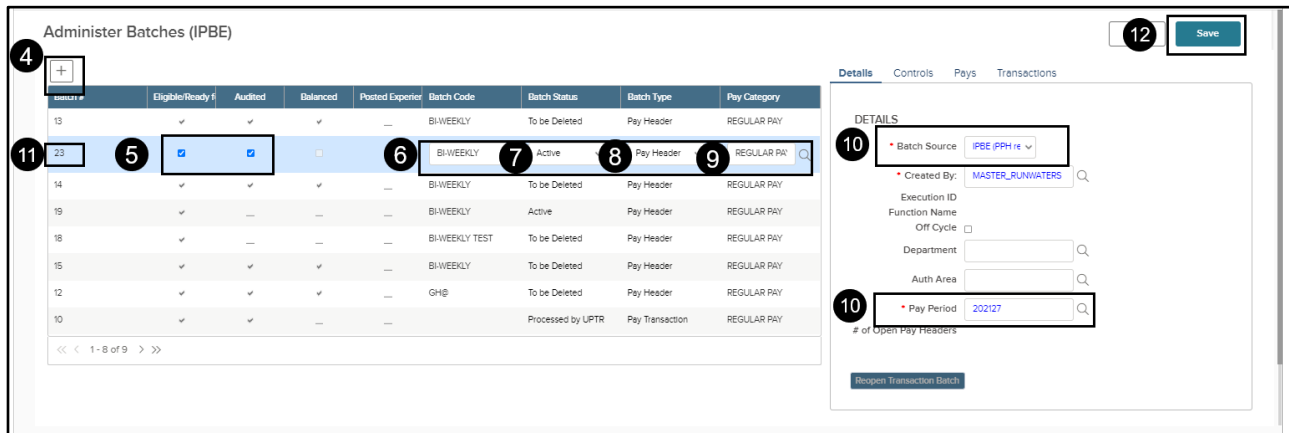
Use this process when an additional off cycle or supplemental check (for example, a bonus) is needed.

## Process

To process an off cycle or supplemental check, complete the following steps.

1. Go to the **Payroll Dashboard**.
2. In the **Admin** menu, go to **Batch and Transactions > Administer Batches** or search for **Page Code IPBE** using the **Page Code** search.
3. Focus on the appropriate payroll (for example, **BI-WEEKLY** or **WEEKLY**) in the **LIST OF PAYROLLS FOR FIND**.
4. In the **BATCHES** area click the **+ (Add Record)** button.
5. Toggle **ON Eligible/Ready for Payroll** and **Audited**.
6. Enter the **Batch Code** (this can be any code to help you recognize the batch).
7. Set the **Batch Status** to **Active**.
8. Set the **Batch Type** to **Pay Header**.
9. Set the **Pay Category** to **REGULAR PAY**.
10. Complete the **Details** tab:
  - **Batch Source: IPBE (IPPH Records)**
  - Toggle **ON Off Cycle**
  - **Pay Period:** A pay period in the past, one prior to the upcoming pay period. Do not use a future pay period.

11. Note the **Batch #**.



12. Go back to the **Payroll Dashboard**.

13. In the **Admin** menu, go to **Batch and Transactions > Maintain Employee Pays** or search for **Page Code IPPH**.

14. Like the [Manual Check Process](#), search for the employee using the search bar at the right of the page above the **LIST OF EMPLOYEES**, or focus on a specific employee from the **LIST OF EMPLOYEES**.

15. Add a **Pay Header** by clicking the **+** (**Add Record**) above the **Pay list**.

16. When the following is not already complete or requires modification, complete the **Pay Header** tab by making your selections for the following required fields:

- **Assignment**
- **Batch #** (use the **Batch #** noted from the **Administer Batches (IPBE)** screen)
- **Pay Period**
- **Category**
- **Work State**
- **Home State**

17. Override the **Pay Issue Date** if necessary.

- If this is not done the deduction collection may not be correct.

18. Click **Save**.

19. Enter all **earnings** and **deduction** amounts as **Transactions** on **Pay Lines**.

20. Perform trial calculations and adjust the **Pay Lines** until the net is correct.

21. Continue with the **Regular Pay** process.

## Considerations

Ensure deductions are taken from the employee’s main check, not the supplemental check.

If you have added a second pay to the **Batch** with a second check, confirm that the main transactions (for example, deductions) are taken from the lower pay number. If this is not done there may not be enough pay to collect deductions on the second check.

For example:

- **Pay # 5** (main check)- **Check Amount** is listed as \$1,050.00
- **Pay # 6** (bonus or supplemental check)- **Check Amount** is listed as \$500.00

Deductions total \$600.00. Ensure that these deductions are taken from **Pay Number 5** as the **Check Amount** can support the deduction total.