Payroll – Manual Checks and Custom Grids

Handout Manual
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Key Points: Manual Checks

Key Points about Using QuickCalc to Pay a Manual Check

- You do not need to make paydata batch entries to create a manual check.
- You must be in the Pay Employees step.
- Use QuickCalc to calculate the manual check amount automatically.
- You can print a manual QuickCalc check from your PC using preprinted manual check stock.

Key Points about Reversing a Check Using CheckView

- Void or reverse a check using CheckView.
- To reverse a check from a previous quarter, contact your ADP representative for assistance.
- Be sure to stop payment on a check that was already issued and reverse a direct deposit.
Knowledge Check: Manual Checks

1. In which of the following situations could you use a manual check? (Select all that apply.)
   a. Nonrecurring situations or exceptions to regular pay
   b. Pay an employee who resigns or is terminated
   c. Standard payroll processing
   d. Pay an employee an additional amount to regular pay, such as a cash award
   e. Reimbursement for an expense

2. Which of the following are true about entering manual checks in Payroll using QuickCalc? (Select all that apply.)
   a. You use a paydata batch to create a manual check.
   b. Your QuickCalc request is sent to ADP.
   c. ADP returns current taxes, deductions, and net pay.
   d. You can enter a manual check in Payroll before you start a new payroll cycle.
   e. You cannot print a manual check from your own printer.

3. CheckView is a feature that you can use to do which of the following? (Select all that apply.)
   a. Add new employees.
   b. Pay employees.
   c. Verify paydata entries prior to submitting a payroll to ADP.
   d. View pay details for checks previously issued to an employee.
   e. Reverse a previously issued check, including a manual check.
Key Points: Custom Grids

Key Points about Creating and Using a Custom Paydata Grid

- You can create a custom paydata grid containing only the fields you need in the order you need them.
- You can easily:
  - Select fields for your custom grid as well as create customized heading labels
  - Change the location of fields
- While creating a grid, you can set up selected fields so that corresponding paydata batch columns allow entries for that field only or for multiple values.
- A custom paydata grid is a template.
Knowledge Check: Custom Grids

1. Which of the following are true about setting up and using a custom paydata grid? (Select all that apply.)
   a. You can use a custom grid for creating manual checks.
   b. If you edit a grid by adding a new field, the new field will automatically display in a paydata batch you have previously created.
   c. For selected fields, you have the option of entering a fixed Code/Type when setting up the grid or entering from a list during paydata entry.
   d. You can change column headings when setting up a grid or during paydata entry.
   e. With the exception of File Number, you can change the order of fields in a grid by dragging them to a new location.
Practice: Create a Custom Paydata Grid for Salaried Employees

Scenario

You need to create a custom grid to enter regular earnings for salaried employees whose paydata has changed. Set up the grid to provide:

- Fixed column headings for retroactive pay and United Way contributions
- A compound column allowing you to enter multiple codes for an Adjust Deduction

Instructions

Creating the Grid

Use the following information:

1. Go to the Add New Paydata Grid page and type the following:
   - In the Grid Name field, type **Salaried Employees**.
   - In the Description field, type **Basic Salary Changes**.
2. In the Available Fields section, select the following options:
   - Name
   - Home Cost Number
   - Pay #
   - Regular Earnings
   - Cancel Automatic Pay
   - Other Earnings > Retroactive Pay
   - Replace Deduction > United Way
   - Adjust Deduction > Enter at Runtime

Using the Grid

1. Create a batch with the following:
   - In the Batch ID field, type **Reg Sal**.
   - In the Grid list, select **Salaried Employees**.
2. Perform the following actions:
   - Select the **Salary** filter.
   - Select **Gary Barrow** and **Mary Grady**.
   - Sort the batch by File # in ascending order. (Hint: Click in the **File #** heading to display a menu list.)
3. Click in an **Adjust Deduction - Code/Type** cell to see the list of specific codes you can enter for an employee.
4. Cancel out of the paydata batch.

**Note:** If working on a real batch, be sure to save the batch and verify batch totals.
Additional Information

For more information on the procedures covered in this practice, refer to “Using Custom Paydata Grids” in the online User Guide.
Practice Results

Custom Grid - Start

Custom Grid - Select Fields

Using the Grid
Continuing Education Credits

Introduction

ADP is an approved provider of recertification credit hours (RCHs) by the American Payroll Association (APA) and continuing professional education (CPE) credits by the National Association of State Boards of Accountancy (NASBA), and is an authorized provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. Most ADP courses are eligible for RCHs, CPE credits, and continuing education units (CEUs).

RCHs, CPE credits, and CEUs provide recognition for updating or broadening professional competencies and may be used to maintain certifications such as the Certified Payroll Professional (CPP), Certified Public Accountant (CPA), or the Society for Human Resource Management (SHRM). Professional organizations establish their own certification procedures, which are subject to change.

Professional organizations often require documentation of class objectives, agenda, and duration, along with a certificate of completion. This information is provided on the following pages. At your request, your instructor may provide you with a certificate of completion at the end of this class.
Payroll – Manual Checks and Custom Grids (71125)

Program Content

This course prepares participants to create manual checks and voids and custom paydata grids. Topics for creating a manual check include an overview of a manual check, calculating a manual check, and voiding or reversing an existing check. Topics for creating a custom paydata grid include an overview of a custom paydata grid and creating and using a custom paydata grid.

Objectives

Upon completing this course, participants will be prepared to:

- Pay employees with a manual check
- Void or reverse an existing check
- Create and use a custom paydata grid

Participant Materials

For instructor-led training, the Payroll – Manual Checks and Custom Grids handout manual will be distributed in class. For virtual class, participants need to print the Payroll – Manual Checks and Custom Grids handout manual prior to class.

Method of Presentation

Instructor-led and virtual class

Duration

1 hour, 30 minutes
Continuing Education Credits for This Course

This course may be eligible for recertification credit hours (RCHs), continuing professional education (CPE) credits, and continuing education units (CEUs).

RCH: 1.5
CPE: 1.5
CEU: .2

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted on a 50-minute hour.

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