Creating Manual Checks

Handout Manual

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Contents

Course Introduction
Navigating WebEx ................................................................. 1
Course Purpose ........................................................................ 2
Course Agenda ........................................................................ 2
TheBridge.adp.com .................................................................. 2

Overview of Manual Checks
What Is a Manual Check? .............................................................. 3

Calculating a Manual Check
Overview .................................................................................. 4
The QuickCalc Feature .............................................................. 4
Issuing a Manual Check ............................................................. 4
Recording Manual Checks .......................................................... 4
Activity: Creating a Manual Check Using QuickCalc ....................... 5
Explore: Selecting Multiple Employees in QuickCalc ....................... 8
Activity: Creating a Manual Check without Using QuickCalc ............. 10

Voiding or Reversing an Existing Check
What Conditions May Require Reversing a Check? ......................... 13
Activity: Reversing a Check ....................................................... 15

Verifying Manual Check and Reversal Entries
Overview .................................................................................. 17
Activity: Verifying Manual Check Entries ...................................... 17

Continuing the Payroll Process
Sending Payroll Information to ADP ........................................... 19
Accessing Online Help for Manual Checks and Reversals Job Aid ........ 20
Knowledge Check ...................................................................... 21

Course Closing
How to Access Support Job Aid .................................................. 22
How to Access TheBridge.adp.com Job Aid ................................... 23
Training Evaluation ................................................................. 24
Course Introduction

Welcome

Welcome to Creating Manual Checks in ADP Workforce Now. This training includes U.S. spellings and the date construct of month/day/year. You will see your expected spellings and date constructs in your solution back on the job.

Navigating WebEx
Course Purpose

This course prepares you to create manual checks and voids.

Course Agenda

- Overview of Manual Checks
- Calculating a Manual Check
- Voiding or Reversing an Existing Check
- Verifying Manual Check and Reversal Entries
- Continuing the Payroll Process
Overview of Manual Checks

What Is a Manual Check?
A manual check is special pay that you issue to an employee outside of the regular payroll-processing schedule.

Example
You issue a manual check to an employee under these circumstances:

- When an employee resigns or is terminated before the payroll cycle ends
- When you need to pay an employee in addition to regular pay; for example, for a bonus for performance
- When you need to pay an employee who was paid incorrectly; for example, when you paid the employee for six hours instead of eight hours
- When you need to reimburse expenses

Manual Check Types and Descriptions
The following table describes the types of manual checks that you can create in ADP Workforce Now.

<table>
<thead>
<tr>
<th>Manual Check Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Check</td>
<td>Select this option to manually enter check information and to issue your own paper check or printed check to an employee.</td>
</tr>
<tr>
<td>Manual Check using QuickCalc</td>
<td>Select this option to use QuickCalc to automatically calculate check information and to issue your own paper check or printed check to an employee.</td>
</tr>
<tr>
<td>Live Check Payable to Employee</td>
<td>Select this option to indicate that you want ADP to include a check for an employee with your payroll delivery.</td>
</tr>
<tr>
<td>Live Check Payable to Company</td>
<td>Select this option to indicate that you want ADP to deliver a check to redeposit to your company for an amount paid to an employee.</td>
</tr>
<tr>
<td>Void/Reverse Check</td>
<td>Select this option to manually void or reverse a check.</td>
</tr>
<tr>
<td>Reverse an Existing Check</td>
<td>Select this option to automatically void or reverse a check.</td>
</tr>
</tbody>
</table>

Important Information
When you issue a manual check, be sure that the earnings statement that is issued with it includes all of the pay information that the employee's lived-in state requires. This information may include your business name, address, and telephone number; the employee’s name; a portion of the employee's tax identification number; total hours worked; period start/end date; gross/net wages; deductions; and rates and basis of pay.

Additional Resources
For more information about manual check types, see the online Help topic Selecting a Transaction Type.
Calculating a Manual Check

overview
To calculate a manual check amount, you need to know the gross pay and then manually calculate taxes and deductions to calculate the net pay, record the details so that year-to-date totals are accurate, and so on.

The QuickCalc Feature
Calculating manual check amounts using manual calculations is labor-intensive. You can use the QuickCalc feature to quickly calculate manual checks and immediately issue them.

Example
You can use the QuickCalc feature to automatically calculate an employee's gross pay, tax, deduction, and net pay amounts. QuickCalc uses the most current information from ADP to give you accurate calculations.

Issuing a Manual Check
After you have calculated your manual check amount, you can do one of the following:

- Write a paper check.
- Print the manual check on preprinted manual check stock.
- Print the manual check on blank check stock.
- Let ADP print the manual check for you. In this case, you will receive the printed manual check along with your other payroll output at the end of the payroll cycle.

Example
Once you calculate an employee's gross pay, tax, deduction, and net pay amounts, you can write a paper check using your company's in-house check stock.

Recording Manual Checks
Regardless of the method that you use to calculate and issue manual checks, you must include the manual check details in ADP Workforce Now. This will ensure that the current payroll and the employees' year-to-date information include the manual check details. You create manual checks during the Entering Payroll Information phase of the payroll cycle, after you have started a new payroll cycle.

Example
After you have calculated your check amount using QuickCalc, you must save the information as a manual check in order to include it with your payroll processing.
Activity: Creating a Manual Check Using QuickCalc

Overview

Assume that you have already started a new cycle for our training company. You have also made several employee information changes and entered paydata in paydata batches. While you are in the Enter Paydata step, you can also enter the manual check details.
Scenario

Stephen Carr worked 25 hours in the last pay period. However, his hours were not entered in a batch, and he did not receive his pay. The error was discovered after the payroll was processed.

Instructions

Pay Stephen Carr the unpaid 25 hours from the last pay period in a manual check using QuickCalc.
## Limiting Amounts

You can establish a limit on the manual check gross amount using custom business rules. Gross amounts entered in excess of the established limit will generate an error message indicating that the manual check gross amount exceeds the maximum specified in your company's business rules.

You can create a custom business rule by selecting Setup > Tools > Custom Business Rules.

## Important Information

In order to print manual checks on blank check stock, you will need to first set up bank details, bank accounts, payers, and printer details.

## Additional Resources

- For more information about the Total Hours Worked field, see online Help.
- For more information about custom business rules, see online Help.
- For more information about printing manual checks, see online Help and the *Printing a Manual Check* learning byte available within ADP Workforce Now from the (learning bytes) icon and from the (support) icon.
- For more information about QuickCalc, see online Help and the *Using QuickCalc* learning byte available within ADP Workforce Now from the (learning bytes) icon and from the (support) icon.
Explore: Selecting Multiple Employees in QuickCalc

You can select multiple employees in QuickCalc by selecting the check box next to each employee's name. In addition, by clicking Auto-Populate Requests, you can designate the same value for each selected employee.

On the Auto-Populate Requests page, you can populate the employees’ QuickCalc requests with existing employee values (such as standard hours and deductions), as well as common values (such as a $500 bonus for all of the selected employees). When you use Auto-Populate Requests, the same parameters will be applied to every employee that you have selected.
Additional Resources

For more information about selecting multiple employees when creating a manual check using QuickCalc, see online Help and the Using QuickCalc learning byte available in ADP Workforce Now from the ⌂ (learning bytes) icon and from the Ⓢ (support) icon.
Activity: Creating a Manual Check without Using QuickCalc

Overview
The easiest way to create a manual check is with QuickCalc. However, at times, you may need to enter specific tax and other withholdings that do not conform to the usual tax rates (for example, a year-end bonus with specific taxing requests). You would create a manual check without QuickCalc.

Scenario
Alice Hoffman is an employee of Geneva Video Games. You want to issue her an in-house manual check for a $1,000 bonus payment. You have the gross-to-net tax breakdown information that your payroll manager provided, and you want to enter the information in ADP Workforce Now.

Instructions, Part 1: Selecting an Employee
Starting Point: Process > Payroll > Payroll Cycle

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On the company ID bar, select Geneva Video Games.</td>
</tr>
<tr>
<td>2</td>
<td>In the Inputs Summary section, click Add Check.</td>
</tr>
<tr>
<td>3</td>
<td>Click Select One or More Employees from a List.</td>
</tr>
<tr>
<td>4</td>
<td>Select HoffmanX, Alice, where X represents the last letter of your user name, as shown in the upper-right corner of the application.</td>
</tr>
<tr>
<td>5</td>
<td>Click Next.</td>
</tr>
<tr>
<td>6</td>
<td>Click Next.</td>
</tr>
</tbody>
</table>
### Instructions, Part 2: Entering Earnings and Voluntary Deductions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Click **Use Current Pay Cycle Dates Above on this Manual Check**.  
      **Note:** Failure to select a pay period option will result in the following error message: Select the option you want for the pay period dates. |
| 2    | In the **Check Number** field, enter **687**. |
| 3    | In the **Hours/Earnings Code** field, select **B - Bonus**. |
| 4    | In the **Earnings** field, enter **1000**. |
| 5    | In the **Deduction Code** field, select **K - 401k $**. |
| 6    | In the **Amount** field, enter **50**. |

### Important Information

To display Total Hours Worked, turn on the settings on the Company Options page at the beginning of a payroll cycle.
Instructions, Part 3: Entering Statutory Deductions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In the <strong>Federal</strong> field, enter <strong>237.50</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>In the <strong>Social Security</strong> field, enter <strong>62</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>In the <strong>Medicare</strong> field, enter <strong>14.50</strong>.</td>
</tr>
<tr>
<td>4</td>
<td>In the <strong>SUI/SDI</strong> field, enter <strong>6.75</strong>.</td>
</tr>
<tr>
<td>5</td>
<td>In the <strong>State Worked In</strong> field, enter <strong>66.50</strong>.</td>
</tr>
</tbody>
</table>

Instructions, Part 4: Entering Memo Code Information

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In the <strong>Memo Code</strong> field, select <strong>K - 401(k) Match</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>In the <strong>Amount</strong> field, enter <strong>3</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>Click <strong>Done</strong>.</td>
</tr>
</tbody>
</table>

Additional Resources

For more information about creating a manual check without using QuickCalc, see online Help and the *Creating a Manual Check* and *Printing a Manual Check* learning bytes available in ADP Workforce Now from the 🔗 (learning bytes) icon and from the 📞 (support) icon.
# Voiding or Reversing an Existing Check

## What Conditions May Require Reversing a Check?

### Overview
You may need to reverse a check under circumstances such as these:

- The check was issued for an incorrect amount.
- A terminated or leave of absence (LOA) employee received a check in error. For example, if an employee's Automatic Pay status is not changed to Terminated or LOA, the employee will receive Automatic Pay for that payroll.

### Pay Statements
After you process a payroll, ADP updates the information in your system, including employee pay statement information such as hours, earnings, taxes, deductions, and so on. Access to this information is helpful in responding to inquiries from employees, managers, HR professionals, financial institutions, and government agencies. Select People > Pay > Pay Profile > View All Pay Statements to use the Pay Statements page to view this information.

Paycheck detail information cannot be reversed on the Pay Statements page. You can automatically reverse paycheck detail information that is displayed on the Pay Statements page using the Manual Checks page. To reverse a check, select Process > Payroll > Manual Checks.

### Stop Payment on a Check or Reverse a Direct Deposit
Depending on your company's setup, you can reverse the distribution of funds directly from ADP Workforce Now. Your request will be submitted to the bank for a stop payment or direct deposit reversal.

On the Pay Statements page, click Check/Deposit Status. The Check & Deposit Status page lists the checks and direct deposits associated with your selected pay statements. If a check cannot be stopped or a direct deposit cannot be reversed, it cannot be selected for Stop Payment.

Stopping the payment or direct deposit from this page does not reverse the amounts in the employee record. In addition to stopping the funds disbursement, you also need to reverse the paycheck detail information.
Check Reversal Guidelines

You can automatically reverse a check for an employee using the Manual Checks page. You do not need to enter the pay detail information manually because the automatic reversal process updates the year-to-date totals. However, you may need to stop payment on an issued check or initiate a direct deposit reversal.

**Note:** When you reverse a check in ADP Workforce Now, only the payroll information, quarterly report information, and Form W-2 (for United States employees) and T4 (for Canadian employees) are updated. Depending on your company’s setup, you can also stop the distribution of funds from within ADP Workforce Now. If you are not set up to do this, then you must follow the appropriate banking procedures to stop payment on a check.

For situations requiring manual entries, the following rules apply:

- All amounts for a manual check are positive, including the taxes.
- All amounts for a reversed check are negative, including the taxes.

However, the user can make the following types of entries with the following results:

- A negative earnings amount on a positive manual check reduces the gross pay.
- A negative tax on a positive manual check increases the net pay.
- A positive earnings amount on a manual check reversal increases the gross pay.
- A positive tax on a manual check reversal reduces the net pay.

When Can You Reverse a Check?

Just as when you enter manual check information, to reverse a check, you need to be in the Enter Paydata step of your regular payroll cycle. Note that you need to have started the cycle.

If you need to reverse a check that was issued in a previous quarter, contact your ADP representative for assistance. Adjustments for a previous quarter can result in a tax amendment for that quarter.
Activity: Reversing a Check

Scenario
Charlie Bontempo is an employee in Geneva Entertainment. His check was generated incorrectly.

Instructions
Starting Point: Process > Payroll > Payroll Cycle

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>On the company ID bar, select <strong>Geneva Entertainment</strong> and click <strong>Start New Cycle</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Click <strong>Continue</strong>. <strong>Result:</strong> The payroll cycle is started, and you are returned to the Payroll Dashboard.</td>
</tr>
<tr>
<td>3</td>
<td>In the <strong>Inputs Summary</strong> section, click <strong>Add Check</strong>.</td>
</tr>
<tr>
<td>4</td>
<td>In the <strong>Enter a Last Name</strong> field, enter <strong>BontempoX</strong>, where X represents the last letter of your user name, as it appears in the upper-right corner of the application. <strong>Note:</strong> You can also use a wildcard, such as bont* or bontempo.*</td>
</tr>
<tr>
<td>5</td>
<td>Select <strong>Charlie Bontempo</strong> and click <strong>Next</strong>.</td>
</tr>
<tr>
<td>6</td>
<td>In the <strong>Reversal of Existing Check</strong> section, select <strong>Void/Reverse Check</strong> and <strong>Reverse an Existing Check</strong>.</td>
</tr>
<tr>
<td>7</td>
<td>Select a week number and click <strong>Next</strong>. <strong>Result:</strong> The Summary page is displayed.</td>
</tr>
<tr>
<td>8</td>
<td>Click <strong>Done</strong>. <strong>Result:</strong> The Manual Checks page is displayed, which summarizes Charlie's check reversal.</td>
</tr>
</tbody>
</table>

Important Information
- When you reverse a check in ADP Workforce Now, the payroll information, quarterly report information, and Form W-2 (for United States employees) or T4 (for Canadian employees) are updated. You must either submit a stop payment request from within ADP Workforce Now or follow the appropriate banking procedures to stop payment on a check or initiate a direct deposit reversal entry.
- Employees can access their pay statements by selecting Myself > Pay > Pay and Annual Statements. When you void or reverse a check, you may also need to delete that statement or adjustment from the employee's Pay Statements view. You can do so using the iPay Statement Admin feature, accessed from Process > Additional Services > Pay Statement Admin. For example, you may need to delete a pay statement if a payroll processed in error or if you voided a check.
Additional Resources

- For more information about voiding and reversing checks, see online Help and the Reversing a Check learning byte available from the (learning bytes) icon and from the (support) icon.

- For more information about issuing a stop payment or initiating a direct deposit reversal, see online Help or the Support page.

- For more information about deleting erroneous pay statements, see online Help, the Support page, or the The Pay Statements Feature for ADP Workforce Now course.
Verifying Manual Check and Reversal Entries

Overview

After you have entered all of your employee changes and paydata information for the pay period, created manual checks, and reversed checks as needed, you are ready to verify your information before submitting your payroll for processing.

You can use the Payroll Dashboard to verify your manual check and reversal entries online in real time for the selected company code. You can use standard reports to verify your entries for all company codes at once.

Activity: Verifying Manual Check Entries

Scenario

Before finalizing your payroll information, you would like to verify the manual check entries that you just made.

Instructions: Using the Payroll Dashboard

Starting Point: Process > Payroll > Payroll Cycle

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scroll down to the <strong>Input Summary</strong> section.</td>
</tr>
<tr>
<td>2</td>
<td>Under <strong>Other Inputs</strong>, click <strong>Manual Checks</strong>.  &lt;br&gt;<strong>Result</strong>: A summary of the manual check information that you entered for this company code is displayed in real time.</td>
</tr>
<tr>
<td>3</td>
<td>Verify your entries and then click <strong>Close</strong>.</td>
</tr>
</tbody>
</table>

Important Information

To print results from the Payroll Dashboard, you must first export the results as an Excel or PDF file.

Additional Resources

For more information about verifying your entries, review the *Verifying Input* learning byte available from the Support page or complete the *Using Payroll-Related Reports in ADP Workforce Now* course.
Continuing the Payroll Process

Sending Payroll Information to ADP

Overview
All of your paydata, including your manual checks, will be included in one payroll file.

After you verify input, you submit your payroll information to ADP to generate your Preview Payroll. The manual checks and reversal entries are also submitted at this time.

You continue the payroll process by previewing your payroll reports and accepting your payroll.

Payroll Process Output
After you accept your payroll, you will receive the payroll output. The payroll output reports summarize the current payroll including the manual check and void/reversal entries. For example, payroll output can include the following:

- Employee paychecks
- Master Control
- Payroll Register
- Payroll Summary

In addition, within ADP Workforce Now, the employee-to-date accumulators and pay statements are updated with the current payroll cycle information. These amounts will reflect the manual check and void/reversal entries made in the current payroll cycle.

If you elected to let ADP print your manual checks along with the regular payroll, you will receive them with your payroll output.
### Accessing Online Help for Manual Checks and Reversals Job Aid

#### Instructions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select Process &gt; Payroll &gt; Payroll Cycle.</td>
</tr>
<tr>
<td>2</td>
<td>Click 📜 (help).</td>
</tr>
</tbody>
</table>
Knowledge Check

1. You want to enter an employee's manual check information, but you are not able to enter anything on the Manual Checks page. Which task did you forget to complete?
   b. You did not start a new payroll cycle.
   c. You did not create a paydata batch.
   d. You did not preview your payroll results.

2. Which of the following are true about entering manual checks 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 before you start a new payroll cycle.
   e. You cannot print a manual check from your own printer.

3. You can reverse a check on the Pay Statements page.
   a. True
   b. False

4. You want to enter an employee's manual check information without using QuickCalc, and you want ADP to print the check and include it with your payroll delivery. Which manual check transaction type will you select?
   a. Live Check Payable to Company
   b. Live Check Payable to Employee
   c. Manual Check via QuickCalc
   d. Manual Check
Course Closing

The Bridge

The Bridge is an online community for payroll and HR professionals where you can ask questions, share knowledge, make connections, and learn from industry experts and peers about a broad range of human capital management topics. You can access TheBridge.adp.com (United States) or TheBridge.adp.ca (Canada) to do the following and more:

- Learn how other professionals are getting more from their ADP solutions with time-saving resources and helpful features.
- Join community spaces or topics of interest, including tax, payroll, HR and benefits, and time and labor management.
- Connect with other payroll practitioners, HR professionals, featured industry representatives, and ADP subject matter experts.
- Share your experiences.
- Check the Frequently Asked Questions or ask the community.

How to Access The Bridge Job Aid

Instructions

If you are logged on to ADP Workforce Now, at the top of any page, click (The Bridge). If you are not logged on, complete the following instructions.

<table>
<thead>
<tr>
<th>If You Are A</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Log on using your ADP Workforce Now user name and password.</td>
</tr>
<tr>
<td></td>
<td>3. Select Products &gt; ADP Workforce Now.</td>
</tr>
<tr>
<td></td>
<td>5. Log on using your ADP Workforce Now user name and password.</td>
</tr>
<tr>
<td></td>
<td>6. Select Products &gt; Workforce Now.</td>
</tr>
</tbody>
</table>
How to Access Support Job Aid

ADP provides various resources to help you perform your tasks after class.

Instructions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>At the top of any page, click 🕵️ (support).</td>
</tr>
<tr>
<td>2</td>
<td>In the Search field, enter a topic and then click 🔍 (search). <strong>Result:</strong> The available online Help and training are displayed.</td>
</tr>
<tr>
<td>3</td>
<td>Review the available resources. United States practitioners:</td>
</tr>
<tr>
<td></td>
<td><strong>If You Want To</strong></td>
</tr>
<tr>
<td></td>
<td>Read online Help</td>
</tr>
<tr>
<td></td>
<td>Access a learning byte</td>
</tr>
<tr>
<td></td>
<td>Canadian practitioners:</td>
</tr>
<tr>
<td></td>
<td><strong>If You Want To</strong></td>
</tr>
<tr>
<td></td>
<td>Read documentation</td>
</tr>
<tr>
<td></td>
<td>View step-by-step instructions</td>
</tr>
<tr>
<td></td>
<td>View learning bytes</td>
</tr>
<tr>
<td>4</td>
<td>To close the Support page, click Back.</td>
</tr>
</tbody>
</table>

Additional Resources and Training

For more information about manual checks, see online Help and the Support page. You can also view the learning bytes from within ADP Workforce Now and from the Support page.
Training Evaluation

Please take a moment to complete the evaluation.