ADP

EasyPayNet℠

Manual and Void Check Entries

EasyPayNet^{SM} Manual and Void Check Entries

✓ For more information about the procedures in this document, refer to the *EasyPayNet Quick Reference Guide* available on the EasyPayNet Home page or refer to EasyPayNet's online help. Look for the help link in the upper right corner of any EasyPayNet screen. See the illustration below.

✓ Please review the payroll tutorial that is available in the EasyPayNet application. You can access the tutorial by clicking the tutorial link at the bottom of the EasyPayNet Home page.

To add a manual check, see below. To void a check, see the next page.

Adding a manual check

You can capture information from manual checks that you recently distributed. This allows you to adjust employee records (e.g., year-to-date totals) for checks issued by your company, but *not* recorded by ADP.

✓ You can use the Paycheck Calculator link on the Record a Manual Check page to calculate manual check amounts using employees' actual EasyPay withholding and deduction data.

To access the Record a Manual Check tab:

1. On the EasyPayNet Home page, place the cursor on the **Payroll** tab. A list of options appears.

2. Select the **Manual Check** option. The Record a Manual Check page appears.

3. From the employee list, select the employee for whom you want to enter a manual check.

Important points to remember about the Record a Manual Check page:

• The Check Number field is a required field; it is located in the Selected Check section.
• Net pay will automatically be calculated as entries or changes from Paycheck Calculator are made in the Earnings and Withholdings sections.
• Earnings dollars are not calculated by the application automatically (hour and dollar data is stored separately and has no relationship to each other). Manually multiply hours by rate and enter dollars.

To enter a manual check:

1. Enter all earnings, withholding, and deduction amounts for the check. You do not have to enter a negative amount for deductions. Then, in the Check Number field, type the check number with a prefix "A." A check number is required.

    – OR –

    Click **Paycheck Calculator** to calculate the check amounts. After accepting the calculated check information, in the Check Number field on the Manual Check page, type the check number with a prefix "A." A check number is required.

2. When done entering or calculating the check amounts, click **Save**.

3. To enter another manual check for this employee, click **Create New Check**. Then, follow steps 1 and 2 above.

4. To enter a manual check for a different employee, select another employee from the employee list. Then, follow steps 1 through 3 above.

Voiding a check

You can make void check entries to adjust employee records (e.g., quarter-to-date totals) for checks that must be canceled after being issued and recorded by ADP.

Important points to remember about voiding checks:

*   Only checks processed in the current quarter will appear on the page.
*   If a check must be voided from a previous quarter, please contact your ADP service representative.
*   If the check to be voided was an ADPCheck or a Direct Deposit, only the gross pay and taxes will be voided. Please contact your ADP service representative to void the Net Pay amounts.

To void a check:

1. On the EasyPayNet Home page, place the cursor on the **Payroll** tab. A list of options appears.

2. Select the **Void Checks** option. The Void a Check page appears.

3. From the employee list, select the employee for whom you want to void a check.

4. If any checks are available for voiding, they will be listed in the Checks Available for Voiding section on the page. Click the check to void. The detail information for the selected check will appear on the right side of the page.

5. Click the **Void This Check** button.

To cancel voiding a check:

1. Click the appropriate voided check image here. The detailed information for this check appears on the right side of the page.

2. Click the **Cancel Voiding of This Check** button.