



EasyPayNetSM

Manual and Void Check Entries

EasyPayNetSM 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.

The screenshot displays the 'Record a Manual Check' interface. At the top, there are navigation tabs: 'Employees', 'Payroll', and 'Reporting & Printing'. The 'Payroll' tab is active. Below the tabs, there's an 'EMPLOYEE LIST' on the left with a search bar and a list of employees. The main area shows details for 'ANDERSON, JASON L' (Employee 0014, STORE 3). There are buttons for 'Pay Details', 'Void Check', 'Manual Check', and 'Pre-Calc Check'. A 'Check - (new)' dropdown is set to '\$0.00'. Below that is a 'Selected Check' section with a 'Check Number' field and a 'Net Pay' field showing '\$0.00'. To the right is a 'Labor Distribution' table with columns for Labor Number, Associated Hours, and Associated Net Pay. Below these are sections for 'Earnings' and 'Withholdings'. At the bottom, there are buttons for 'Add a New Employee', 'Save', 'Undo Changes', 'Create New Check', and 'Delete Check'. A callout box points to the 'Help' link in the top right corner, stating 'The link for online Help appears on every screen.'

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 ADP Check 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.

The screenshot shows the ADP EasyPayNet interface for voiding a check. The page title is "ADP EasyPayNet >> Void A Check" and the client ID is "PC SUPPORT TEST CLIENT A520 - B45". The user is logged in as "ANDERSON, JASON L" (Employee 0014, STORE 3) with a status of "Active".

The interface includes an "EMPLOYEE LIST" on the left with 14 active employees. The selected employee, ANDERSON, JASON L (0014), is highlighted. Below the list, there are buttons for "Pay Details", "Void Check", "Manual Check", and "Pre-Calc Check".

The "Voided Checks" section shows a message: "No checks have been voided for this employee this pay period." Below this, a table titled "Checks Available for Voiding" lists one check:

Check #	Type	Net Pay	Check Date
33	Regular	\$ 399.10	07/09/2008

The "Earnings" section shows a summary for Wednesday, July 09, 2008:

Name	Hours	Amount
SALARY	0.00	\$ 812.50

The "Withholdings" section shows the following amounts:

Name	Amount
FED WT	\$ 268.13
FICA	\$ 52.15
STATE	\$ 83.12

A "Void This Check" button is located at the bottom of the summary box. At the bottom of the page, there is a "Sort:" dropdown menu and an "Add A New Employee" button.

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:

EMPLOYEE LIST

Active (14)	
ANDERSON, JASON L	0014
ANDERSON, JASON S	0116
CASTRO, STEPHANIE	0008
GA, TEST	0125
IN, TEST	0128
JONES, JERRY J	0016
LA, TEST	0126
LOMAS, DANIEL S	0129
MS, TEST	0127
NELSON, TALON	0117
ROBIN'S LAWN CARE	0130
SMITH, ARRY	0123
SMITH, WILL U	0122
THOMAS, JR.	0007

ANDERSON, JASON L
Employee 0014 STORE 3 Status: Active

Pay Details Void Check Manual Check Pre-Calc Check

Please call the Service Center when voiding checks with Direct Deposit or ADP Check for instructions on refunding Net Pay.

VOIDED
33
ANDERSON, JASON L
\$ 399.10

VOIDED CHECKS

Check #	Amount
1	\$399.10

Checks Available for Voiding
No results exist for Checks Available for Voiding.

Earnings

Name	Hours	Amount
SALARY	NaN	\$ 812.50

Withholdings

Name	Amount
FED WT	\$ 268.13
FICA	\$ 62.15
STATE	\$ 83.12

Cancel Voiding Of This check

Sort: [v] [u]

Add A New Employee