



EasyPayNet<sup>SM</sup>

# Manual and Void Check Entries

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# EasyPayNet<sup>SM</sup> Manual and Void Check Entries

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 shows the 'Record a Manual Check' page for employee ANDERSON, JASON L. (Employee 0014, STORE 3). The page is divided into several sections:

- EMPLOYEE LIST:** A list of employees with ANDERSON, JASON L. (0014) selected.
- Selected Check:** A form with a 'Check Number' field (value: 1) and a 'Net Pay' field (value: \$ 0.00).
- Labor Distribution:** A table with columns for Labor Number, Associated Hours, and Associated Net Pay. Values: Labor Number AZ30, Associated Hours 0.00, Associated Net Pay \$ 0.00.
- Earnings:** A table with columns for Earnings Type, hours, and dollars. Rows include REGLAR, O/TIME, SALARY, 1099, VACADJ\*, VACTION, SICK, SICADJ\*, and 8DGSAL.
- Withholdings:** A table with columns for Withholding Type and dollars. Rows include Taxes (FICA, O P T, CITY, FED WT, E I C, DISAB., STATE) and Deductions.

Buttons at the bottom include 'Add A New Employee', 'Save', 'Undo Changes', 'Create New Check', and 'Delete Check'.

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.

The screenshot displays the ADP EasyPayNet interface for voiding a check. The main header shows 'ADP EasyPayNet >> Void A Check' and 'PC SUPPORT TEST CLIENT A520 - B45'. The page is divided into three tabs: 'Employees', 'Payroll', and 'Reporting & Printing'. The 'Employees' tab is active, showing an 'EMPLOYEE LIST' with 14 active employees. The selected employee is 'ANDERSON, JASON L' (Employee 0014, STORE 3). The 'Void Check' button is highlighted. Below the employee list, there is a 'Voided Checks' section with a table of checks available for voiding. The table has columns for 'Check #', 'Type', 'Net Pay', and 'Check Date'. Check 33 is highlighted, showing a 'Regular' type, a 'Net Pay' of \$399.10, and a 'Check Date' of 07/09/2008. To the right of the table, there is a detailed view of check 33, showing the date 'Wednesday, July 09, 2008' and the net pay amount '\$399.10'. Below this, there are sections for 'Earnings' and 'Withholdings' with their respective amounts.

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

Name	Hours	Amount
SALARY	0.00	\$ 812.50

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

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.