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# Manual Cheque | 2015



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## Overview

The **Manual Cheque** option allows you to calculate the Net Pay for a manual cheque required for an employee. You would use this option when you need to pay an employee right away (that is, it cannot wait until payday) for any number of reasons:

- To pay out money owing to an employee you are terminating before the next pay run and to complete the Record of Employment.
- To pay an employee who was missed on the regular run.
- To run “what if” scenarios, in which you are not actually paying monies to the employee but rather wish to calculate what the source deductions would be on a particular earnings amount. (At the end of the **Manual Cheque** procedure, you will be given the choice of updating the year-to-date information or not.)

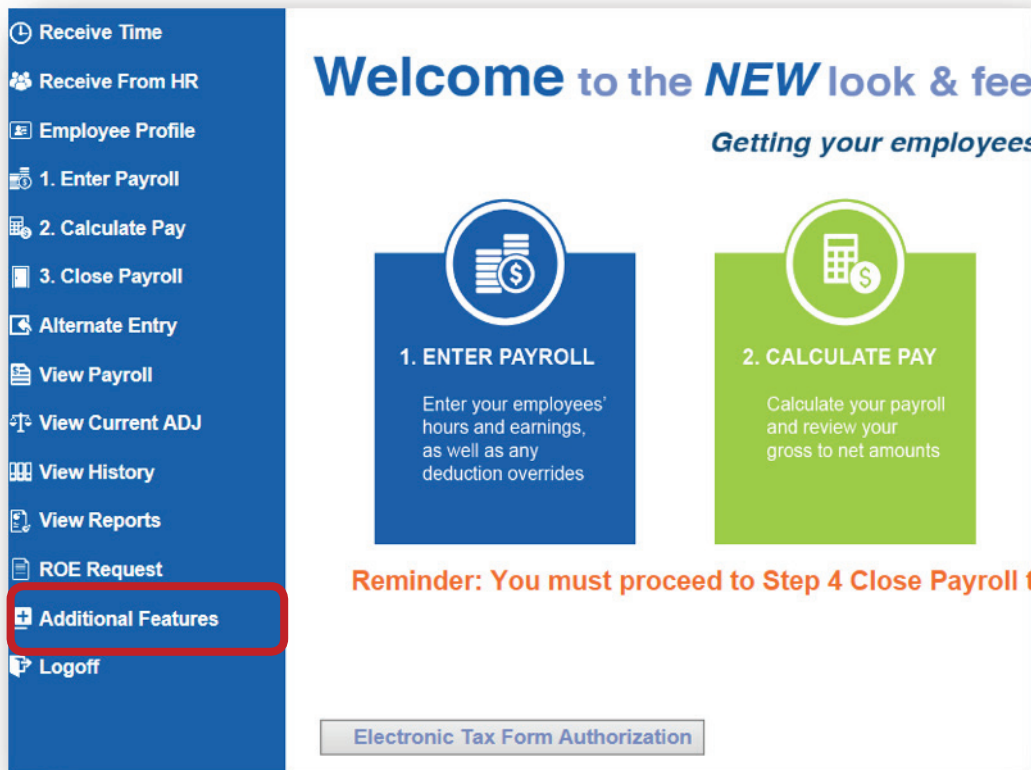
**NOTE:** You may only use this option if you are going to pay the employee by cheque (i.e., not direct deposit).

**You will be responsible for issuing a cheque to the employee even though the pay stub will read “direct deposit.”**

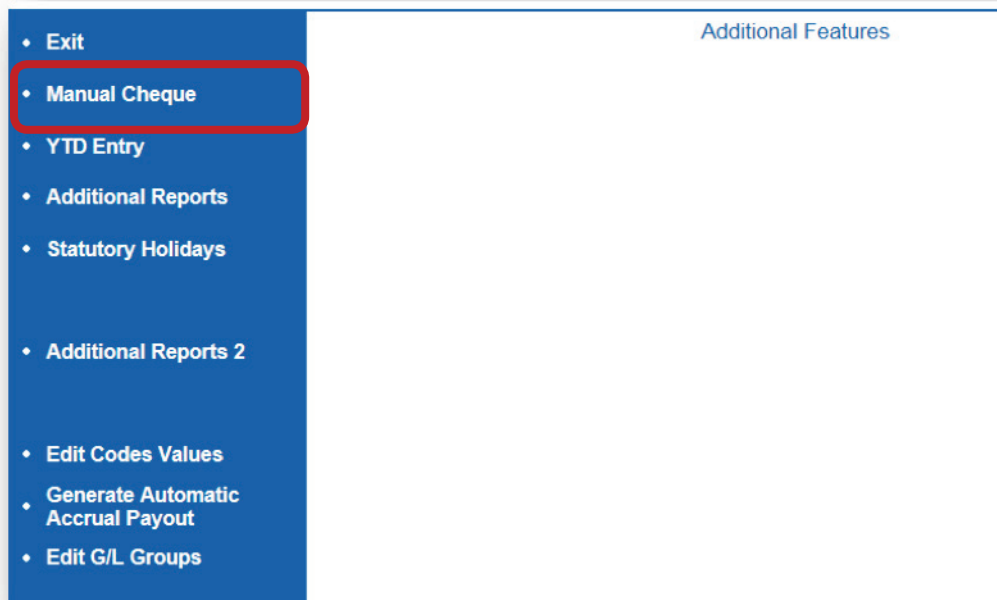
If you wish to pay the employee via direct deposit, you will need to do an additional payroll run. Please see the **Additional Payroll Runs** section for details.

# Manual Cheque Procedure

From the **Main Menu**, click the **Additional Features** button.



From the **Additional Features** menu, click **Manual Cheque**.



If you are paying an employee within the **CURRENT** pay period, verify the **End of Period Date**. If the date is correct click **Enter** to advance to the next screen.

**Payroll Run Options**

- Enter
- Change Options
- Cancel and Exit

Top Up  Top Up to a previously closed pay

E-Stub

**End of Period Date**  (mm/dd/yy)

Cheque Date  (mm/dd/yy)

If you want to issue a manual cheque for a **PREVIOUS** pay period, click the search button. This displays all of the valid **Pay Ending Dates** for your payroll, as shown in the screen at left. Simply click on the required **Pay Ending Date** to select – you may scroll up or down to view further **Pay Ending Dates**.

**Payroll Run Options**

Pay Period End Date	Cheque Date	Status
March 29,2015	April 02,2015	Closed
April 12,2015	April 17,2015	Closed
April 26,2015	May 01,2015	Closed
May 10,2015	May 15,2015	Closed
May 24,2015	May 29,2015	Closed
June 07,2015	June 12,2015	Closed
June 21,2015	June 26,2015	Closed
July 05,2015	July 10,2015	Closed
July 19,2015	July 24,2015	Closed
August 02,2015	August 07,2015	Closed
August 16,2015	August 21,2015	
August 30,2015	September 04,2015	
September 13,2015	September 18,2015	
September 27,2015	October 02,2015	
October 11,2015	October 16,2015	
October 25,2015	October 30,2015	
November 08,2015	November 13,2015	
November 22,2015	November 27,2015	
December 06,2015	December 11,2015	
December 20,2015	December 24,2015	

**REMEMBER:** Pay Ending Dates are preset in the system when **NEBS PAYweb.ca** activates your company profile. Make sure to select the correct **Pay Ending Date** from your preset pay schedule, based on the Pay Period the cheque applies to.

The **End of Period Date** field will be populated with your selection. When you select a **Pay Ending Date** for a PREVIOUS pay period, a **Top Up** field displays at the top of the **Payroll Run Options** screen, as shown at left. You may leave the default value of **No** only if you missed paying an employee on the original payroll run.

**IMPORTANT:** You **MUST** use the **TOP UP** option when you are adding earnings to a previously-closed pay period in which the employee has already received earnings. The system will calculate all source deductions correctly.

- Click on the **Change Options** button
- Change the **Top Up** field to **Yes**
- Click **Enter** to save and advance to the next screen.

You may leave the **Cheque Date** field and the **Month End (Yes/No)** field as they are.

If you need to override any of these deductions you will be able to do that on the **Deduction Overrides** or **Additional Overrides** screens – which you will be able to access from the **Manual Cheque Hours & Earnings Entry – Employee Selection** screen. Click **Enter** to advance to this screen.

The screenshot shows the 'Payroll Run Options' screen. On the left is a blue sidebar with 'Enter' and 'Cancel and Exit' buttons. The main area is titled 'Payroll Run Options' and contains two sections: 'Select Deductions' and 'Select Taxable Benefits'. Each item in these sections has a dropdown menu with 'Yes' or 'No' options.

Select Deductions	
PENSION 1	Yes
GRP INS 3	No
PURCHASE 5	No
MISC DED 7	No
CSB 9	No
UNION 11	Yes
FAM SUP 13	Yes
UNION 15	Yes
CONT FND17	Yes
TEST BEN 19	Yes
OPT PENS 2	No
EXPENSES 4	No
ADVANCES 6	No
SOCIAL 8	No
CHARITY 10	No
UNION2 12	Yes
FAM ARR 14	Yes
R.R.S.P. 16	Yes
PENSION 18	Yes
EXPENSES20	Yes

Select Taxable Benefits	
TEST	No
Tax Ben2	No
Tax Ben3	No
CO RRSP	No
PENSION	No

On the **Manual Cheque Hours and Earnings Entry – Employee Selection** screen that appears next, select the employee or key in the employee number of the first employee for whom you want to calculate a manual cheque, and click **Enter**.

Manual Cheque

Employee No  Position To

List Name that Contains

	By Empl No	Name	Type	Hours	Entered Amount
<input type="checkbox"/>	1	EMPLOYEE, ONE	Salary		
<input type="checkbox"/>	2	EMPLOYEE, TWO	Salary		
<input type="checkbox"/>	3	EMPLOYEE, THREE	Salary		
<input type="checkbox"/>	6	EMPLOYEE, SIX	Hourly		
<input type="checkbox"/>	9	EMPLOYEE, NINE	Hourly		
<input type="checkbox"/>	10	EMPLOYEE, TEN	Hourly		
<input type="checkbox"/>	12	EMPLOYEE, TWELVE	Hourly		
<input type="checkbox"/>	13	EMPLOYEE, THIRTEEN	Hourly		
<input type="checkbox"/>	14	EMPLOYEE, FOURTEEN	Salary		
<input type="checkbox"/>	4026	EMPLOYEE, 4026	Hourly		
<input type="checkbox"/>	4027	EMPLOYEE, 4027	Salary		

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**TIP/WARNING:** We suggest that you calculate a manual pay for one employee at a time. If you select multiple employees and one was wrong you would have to re-do **ALL** the entries again.

## Hours and Earnings

### Periodic

Enter the Code **Earnings Type**, then Hours or Amount, and click **Enter** to save.

Employee No  EMPLOYEE, SIX Total Hours 80.00

Access Additional Input Fields

Earnings Type	Hours	Amount Override	Rate Override	G/L Account
<input type="text" value="1"/> REGULAR	<input type="text" value="80.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Non-Periodic

Click **Other Earnings** to enter an **Earning Type** that doesn't have a two-digit code. (Also known as **Amount ID Earnings Types**).

Click the magnifying glass button next to the **Earnings Type** field (ID1) and select from the list of **Amount ID Earnings Types**, (click on the Earnings Type text) then enter the **Amount**.

ID1	ID2	ID3	Desc	Amount	G/L Account
RETIREALLW					

For Example: if you are creating a Manual Cheque for a Termination you may want to use the **SEVERANCE** (Severance Pay) or **RETIREALLW** (Retiring Allowance) Amount ID Earnings Type.

As with all data you input to PAYweb.ca screens, click **Enter** to save before leaving these screens.

## Overriding Deductions

### Periodic

Click **Deduction Overrides** to modify any necessary deductions for this cheque using the **Display/Edit TimeCard Deduction Overrides** screen.

If you don't want a deduction to come off for this manual cheque, select "**Zero Override**" in the **Override Code** field to force the override of the deduction to zero. (The **Override Deduction** field must also be empty).

If you want to change a deduction amount, type an **Override Deduction** amount, overwriting any amount in the **Employee Deduction** field for that deduction.



Entering an amount into the **Override Deduction** field and an **“Add to”** into the **Override Code** field adds the amount in the **Override Deduction** field to the Amount in the **Employee Deduction** field.

<ul style="list-style-type: none"> <li>• Exit</li> <li>• Refresh</li> <li>• Hours And Earnings</li> <li>• Other Earnings</li> <li>• Deduction Overrides</li> <li>• Additional Overrides</li> <li>• Terminate</li> <li>• Other Adjustments</li> <li>• Other Overrides</li> <li>• Totals</li> <li>• Employee Profile</li> </ul>	Pay Period End	08/16/2015	Rate	11.250	Hours
	Employee No	<input type="text" value="6"/>	EMPLOYEE, SIX		
	Deduction Name	Employee Deduction	Override Deduction	Override Code (blank = Override)	
	PENSION		<input type="text"/>	<input type="text"/>	
	OPT PENS		<input type="text" value="10.00"/>	<input type="text"/>	
	GRP INS	10.06	<input type="text" value="5.00"/>	Add To <input type="text"/>	
	EXPENSES		<input type="text"/>	<input type="text"/>	
	PURCHASE	50.00	<input type="text"/>	Zero Override <input type="text"/>	
	ADVANCES		<input type="text"/>	<input type="text"/>	
	MISC DED		<input type="text"/>	<input type="text"/>	
SOCIAL	5.00	<input type="text"/>	<input type="text"/>		
CSB		<input type="text"/>	<input type="text"/>		
CHARITY		<input type="text"/>	<input type="text"/>		
UNION		<input type="text"/>	<input type="text"/>		

### Non-Periodic

You can use this field to enter deductions on **one-time-only** payments such as **Bonuses**, **Retirement Allowances**, or **Severance Payments**.

For specific Deductions, on the far right-hand-side of the above screen (**Display/Edit TimeCard Deduction Overrides**), there is a field labeled **Deduct from Non-Periodic Payment**. This field allows you to enter an override amount that will reduce Taxable Earnings on one-time payments made to an Employee. This field is not available for Deductions 1 through 10. Contact PAYweb support if needed.

Pay Period End	08/16/2015	Rate	15.000	Hours/Pay
Employee No	<input type="text" value="9"/>	EMPLOYEE, NINE		
Deduction Name	Employee Deduction	Override Deduction	Override Code (blank = Override)	Deduct From Non-Periodic Payment
PENSION		<input type="text"/>	<input type="text"/>	
OPT PENS		<input type="text"/>	<input type="text"/>	
GRP INS		<input type="text"/>	<input type="text"/>	

## Additional Overrides

Click Additional Overrides to modify any taxable benefits and any additional statutory deductions. If you need to STOP any taxable benefits from calculating on this cheque, select “**Zero Override**” in the **Override Code** field to override the taxable benefit to zero.

If you want to change an amount, key an amount in the field beside the taxable benefit with a new amount.

Edit TimeCard Additional Overrides			
Manual Cheque			
Pay Period End	08/16/2015	Rate	15.000
Employee No	9	EMPLOYEE, NINE	
		Override Code	
		(blank = Override)	
Income Tax		Zero Override	▼
CPP			▼
EI			▼
Quebec Tax			▼
TEST			▼
CO RRSP	50.00		▼
PENSION			▼
Work Weeks			
EI Hours			
Payout Vacation			▼

See user manual **Processing Your Payroll** section on **Additional Overrides** for more information on how to use this screen.

As with all data you input to PAYweb.ca screens, click **Enter** to save before leaving these screens.

## Termination/Layoff

Click **Terminate** if you need to terminate or lay-off an employee. Complete this screen as per the instructions in the **Terminations** section. To complete the ROE Request, refer to **ROE Request**.

- Enter
- Exit
- Refresh
- Hours And Earnings
- Other Earnings
- Deduction Overrides
- Additional Overrides
- Terminate
- Other Adjustments
- Other Overrides
- Totals
- Employee Profile
- Next Employee

### Terminate Employee

Manual Cheque

Pay Period End 08/16/2015

Employee No  EMPLOYEE, NINE

Termination Code

Payout Vacation

Last Day for which Paid - mmddyyyy

Upon completion of the Close of your payroll, select the ROE Request button on the main menu to finalize the termination process.

## Other Adjustments

If you need to make any adjustments to accruals for this manual pay, click **Other Adjustments**.

- Enter
- Exit
- Refresh
- Hours And Earnings
- Other Earnings
- Deduction Overrides
- Additional Overrides
- Terminate
- Other Adjustments
- Other Overrides
- Totals
- Employee Profile
- Next Employee

### Other Current Adjustments

Manual Cheque

Pay Period End 08/16/2015

Employee No  EMPLOYEE, NINE

Position To

ID1	ID2	ID3	Description	Amount	Unit of Measure
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

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## Other Overrides

If you want to override an accrual for this manual pay, click **Other Overrides**.

ID1	ID2	ID3	Description	Override Amount	Unit of Measure
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

If you do not want an Accrual to calculate, leave the **Amount** field **blank**.

If you want to override a calculation, enter an amount in the **Amount** field.

If you need the Flat amount to calculate enter the amount here, however **please note** that Flat amounts are only calculated on the **first** payroll of a pay period.

As with all data you input to PAYweb.ca screens, click **Enter** to save before leaving these screens.

## Totals

Click **Totals** to view an overview of the Earnings Type(s) and Hours being calculated.

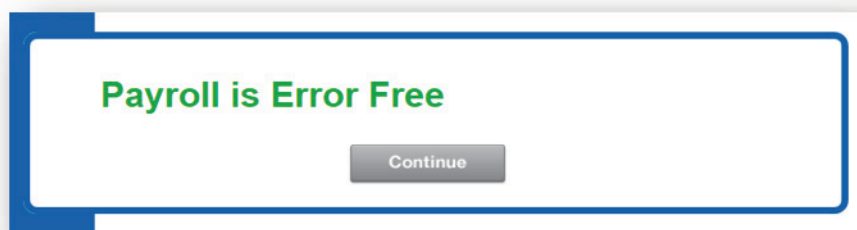
**NOTE:** Although you may have entered Code Earnings Types on the **Hours & Earnings Entry** screen, and Amount ID Earnings Types on the Other Earnings screen, the system combines their totals at the top of the **Display Employee Totals** screen into a single Total Earnings amount.

Earnings Type	Hours	Earnings
REGULAR		
OVT 1.5		
OVT.5		
DBLOVT		
STAT HOL		
PAY ADJ		
VACATION		
COMMISSION		
BONUS		
TIPS		
PROFIT		
AUTOVAC 4%		

Click **Enter** to save any changes made.

Click **Exit**, you will now see the **Hours and Earnings Entry – Employee Selection** screen again, this time with the hours and/or earnings of your Manual Cheque displayed next to the employee’s name. Click **Exit** to start the Audit process.

If the manual cheque function has completed without payroll errors, you will see the message **PAYROLL IS ERROR FREE**. This means your payroll has no error or warning messages. If there are errors, you will need to review the reports to determine the cause. Press **Continue** to proceed.



The **View Reports** screen will appear. The Group will be **MAN CHQ** and the AUDIT, PAYSTUBS, ADJUSTMT and any WARNINGS, ERRORS and/or AUDERROR reports will be displayed. Investigate any issues that are on the **WARNINGS, AUDERROR** or **ERRORS** reports before continuing. Print/save your reports, and click **Exit** to continue.

Group	Name	Report Description	Run Date
<input type="checkbox"/> MAN CHQ	ADJUSTMT	Employee Year To Date Adjustments	Oct20/15
<input type="checkbox"/> MAN CHQ	AUDIT	Time Cards - Audit & Calculation Report	Nov17/15
<input type="checkbox"/> MAN CHQ	PAYSTUBS	PAYSTUBS	Nov17/15

If there is a problem with these reports and you do not want to update Employee Profile Information enter **No** when the message “**Would you like to Update Employee Profile YTD Information?**” appears at the end of this option.

You will now see the **Display All Employees** screen, showing a list of Manual Cheques. The **Gross Pay** and **Net Pay** are shown, as well as the **Hours Worked**. Click on an Employee’s Name to view details of their Manual Cheque.

Empl	Name	Vac Code	Term Code	EI Red.	Pay Period	Net Pay	Hours Worked	Gross Pay
1	EMPLOYEE, ONE				8/02/15	3744.89	80.00	6000.00

## Display Employee Current Pay Details

The Display Employee Current Pay Details screen will appear. Confirm the Gross and Net Pay amounts. To view the accruals that will be paid out and/or accrued on this pay click **Other Amounts**.

Display Employee Current Pay Details								
Enter	Employee No	1	Date	8/02/15	Dept No	100	Hourly Rate	75.000
Exit	EMPLOYEE, ONE		Regular	Overtime	Other		Total	
<b>Other Amounts</b>	Pers Exempt	11327	Hours	80.00				80.00
PageUp			Earnings	6000.00				6000.00
PageDown	<b>Adjustment</b>		Vacation Paid - Hours=		Earnings=			
	EI Earn	6000.00			Commission Earn=			
	Tax Ben		Income Tax =	1851.97	Gross Earn=			6000.00
	Vac.Acc.		CPP=	290.34	EI =	112.80		
	TEST		PENSION		UNION			
			OPT PENS		UNION2			
			GRP INS		FAM SUP			
	CO RRSP		EXPENSES		FAM ARR			
	PENSION		PURCHASE		UNION			
	EI Hours	80.00	ADVANCES		R.R.S.P.			
	Vac Earn	6000.00	MISC DED		CONT FND			
	Misc. 1		SOCIAL		PENSION			
	Misc. 2		CSB		TEST BEN			
	Vac/Term	/	CHARITY		EXPENSES			
	Pen Earn		Quebec Tax=		Deductions			<u>2255.11</u>
	CPPE Cde 1	Work Weeks	2	EI Reduced	ChequeNo	000000	Net Pay =	<b>3744.89</b>

Click **Exit** to continue (you may have to click more than one **Exit** button depending on what screen you are leaving from), until the system displays the following message:

If the net pay calculation is correct, select "CONTINUE do update" option below. Once selected, this option updates the Employee Profile Year to Date information and creates an ADJUSTMT report for you to save or print. The adjustment is applied when your next payroll is closed.

If the net pay calculation is not correct or you do NOT want to update the Employee Profile select "CANCEL do not update" option below.

Please select one of the options below

When you receive the message above, If you want the system to update all the Employee Profile Year-To-Date information select **CONTINUE do update** and click **Enter**. If you do not wish to update the Employee Profile Year-To-Date information, select **CANCEL do not update** and click **Enter**.

An example of when you would select **CANCEL** is if you are not actually paying out any monies to the employee but were simply running a *“what if”* scenario to calculate what the source deductions would be on a particular earnings amount.

If we pay your statutory deductions on your behalf, the amounts owing to us will be processed when you close your next payroll run. From the **Additional Features** menu, click **Exit** to return to the **Process Payroll** menu.

**NOTE:** If you need to view the Manual Cheque details again (and provided you have chosen the **CONTINUE do update** option to update the Employee Profile Year-To-Date information), use the **View Current ADJ** option on the **Main Menu**. For details on this option, see section **6.0 – View Current ADJ**.

## Reports

The reports that may be generated as part of the **Manual Cheque** option are listed in the **Group** column as part of the **“MAN CHQ”** group. A description of these reports follows:

Report Name	Report Description	Details
ADJUSTMT	Employee Year to Date Adjustments	Lists employee year-to-date adjustments.
AUDERROR	Error Report – Time Cards	Lists time card audit errors.
AUDIT	Audit and Calc Report – Time Cards	Lists employees by department with their hours and earnings.
EIREPORT	E.I. Record of Employment (ROE) Detail	Detailed E.I. history used as reference when generating/calculating the Actual ROE.
ERRORS	Error Messages	Lists any error messages for the current payroll.
OVERRIDES	Employee Overrides Listing	Gives you a total of all of the benefit, deduction and accrual overrides for a current payroll run.
PAYSTUBS	Statement of Earnings and Deductions (Pay Stubs)	A one page report for each employee, listing the earnings and deduction details with current and year-to-date balances.
WARNINGS	Warning Messages	List any warning messages that may or may not need to be corrected.

The reports highlighted above in **yellow** must be checked before proceeding.

The reports highlighted above in **green** are provided for all manual cheques.

For possible report error messages refer to **4.1 - Errors and Warnings**.





A DELUXE COMPANY

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## Contact Us

### Customer Support

7:00am – 8:00pm Eastern Time

(519) 621-3570

1-866-7PAYweb (1-866-772-9932)

[support@payweb.ca](mailto:support@payweb.ca)

[www.PAYweb.ca](http://www.PAYweb.ca)

Signon – Log In

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<https://logint.PAYweb.ca>