



Unicorn HRO

Miscellaneous Payments

Manual Payments:

The payment is submitted to history immediately, without going through the pay cycle process. Fields are updated (MTD, QTD, YTD, G/L) and the payment is written to Payment History.

Examples of when Manual Payments are issued:

- Employee is hired at end of pay cycle, after the pay checks have been printed. A manual check is created, printed and given to the employee.
- An employee requested a change to her 401(k) deduction from 4% to 6%. The payroll department entered it incorrectly as 60%. The employee receives her check with a small amount of net pay, and brings it to Payroll. Payroll voids the original check, corrects the deduction, and issues a new Manual Payment for the employee.
- An employee's check is lost. Payroll voids the original check and issues a Manual Payment to the employee.

It can be used to perform “what if” calculations without processing payments. Taxes and deductions can be adjusted to see the effect on net pay. For example, an employee's 401(k) deduction could be changed. The taxes will be recalculated and the Net Pay can be communicated to the employee.

It is used for adjustments to change prior payments, without printing check. For example, An employee takes a vacation day during the pay cycle, and is paid. During the next pay cycle, he tells his manager that he wanted it to be a Floater rather than Vacation. Payroll issues a manual check with –8 hours of Vacation, and 8 hours of Floater. This corrects the entitlement balances. No check is printed, but the adjustment has an audit trail.

New clients use Manual Payments to record year-to-date information that was calculated on their prior system. If they do not want to write a migration program to get their data into iCON (and they don't have thousands of employees), they will enter one Manual Payment containing the year-to-date pay, taxes and deductions for the employee. This is necessary if go “live” other than on January 1st. They use Manual Payments because taxes and deductions can be overridden here; they cannot be overridden during the Payroll Feeder. For each employee, one Manual Payment is entered with the YTD amount of each pay type. For each tax, the YTD amount is overridden, if necessary. For each deduction, the YTD amount is entered.

Fields:

Tax Year: The system will check the legal entities that this employee works in for this year. It checks to the EE_Payroll table.

Legal Entity: Only the entities for which an Employee Payroll record exists for the Tax Year will appear.

No Taxes: If no taxes are to be withheld for this payment, click on this checkbox. Normally, you must tax all payments. An example of when this feature would be used is if the company wants to give a small payment to employees, say a \$10 safety award, without reducing the net amount. The wages will be added to taxable wages, so employees will pay taxes on it when they send in their 1040s. Ceiling taxes such as SUI and FUTA will “catch up” on the employees' next pay checks.

No Deductions: If this checkbox is on, no deductions are calculated. The same example above would apply for this feature.

Payroll Processing Group: The employee's group from Employee Payroll is displayed here for the legal entity that you entered.

Scheduled Date: Right click on this field to get a list of valid pay dates from the Pay Calendar.

Print As System Check: If this checkbox is "on", the payment will appear in the Check Print function and can be printed. If this checkbox is "off", a check will not be printed. You will then be required to select the Check Stock, Payment Number and Issuance Date for the payment.

Standard Payment: If this payment represents time worked by the employee, this checkbox should be "on". It will then be counted for Weeks Worked during the SUI process. If this checkbox is on, entitlements that accrue by Hours Worked and Pay Period will accrue. If this checkbox is off, they will not accrue. All other entitlement accrual types will accrue according to plan rules, regardless of this checkbox. If this checkbox is on and there is not enough net pay available to take deductions that are set up for arrears, the system will put the amount into arrears. If this checkbox is on and a deduction already has an arrears amount in Deduction Accumulators, and there is enough net pay to take some or the entire arrears amount, the system will do so. If this checkbox is off, no arrears will be processed.

Override Direct Deposit: Select this option if you do not want to pay this earning into an employee's direct deposit account. A paper check will be generated.

Manual Adjustment: This checkbox will only be available if Print Payment Document is not selected. If you are entering a payment that has already been produced from another system, e.g., your Accounts Payable system, and it is not to be printed or associated with a bank account on the system, select this checkbox.

Deposit to Balance Bank Account: If this employee has direct deposit account(s), and you want the net pay for this payment to only go to the "balance" bank account, select this checkbox. The system considers the balance bank account to be the one that either has 100% set up to be deposited, or has the Deposit Balance checkbox selected.

Display in ESS: If you selected the Manual Adjustment checkbox, this checkbox will become available and will automatically be selected. When selected, it will cause this payment to appear in Paycheck Information in Employee Self Service. Clear this checkbox if you do not want this payment to appear in ESS.

Void Process

To void a previously issued payment, use this function. The system will ask you which to quarter to post it to. If you are still in same quarter as the issued payment, you would void it in the same quarter. If you are in a later quarter, you would void it to the quarter you are in. This is done so that the voided (negative) amounts are combined with your current quarter's amounts, so that you don't have to adjust the prior quarter's reported wages. The net result is reported to government authorities. When a payment is voided, all fields are immediately updated (MTD, QTD, YTD, G/L). The status of the payment is changed to "V".

Net To Gross Calculator

Employee information is entered. The Net Pay is entered, rather than the Gross Pay. The system calculates what the gross pay must be in order to subtract taxes and arrive at the net pay you entered. When you process the payment, you will be asked if you want to Print As System Check, the same as in Manual Payments. You also have the option to Override Direct Deposit. If this checkbox is "on", and the employee is set up for direct deposit, a check will be printed instead of a voucher.

On Demand Payments

For one-time or special payments such bonuses and commissions, the On Demand Payment Feeder is used instead of the Payroll Feeder. Whereas the Payroll Feeder uses source data from the EE_Payroll, TA_Data, TA_Exmpt and Lump_Sums (where Check Print Option is blank or “S”), the On Demand Payment Feeder will only process Lump Sums where the Check Print Option is “X”. You can run a specific pay types, or all pay types. Below is the required sequence of events for both types of pay cycles.

