

MAINTAINING EMPLOYEE DATA

Overview

All employee information, both personal and job-related, must be kept current in the payroll system. Maintaining existing employee data in PayServ is an ongoing process. Viewing General Deductions and adding or changing Additional Pay will also be addressed in this chapter.

Objectives

By the end of this chapter, you will be able to:

- Process an Address/Name Change
- Add a Check Address
- View General Deductions
- Review an Employee's Savings Plan Elections
- Process Mid-Pay Period Changes to Additional Pay



OBJECTIVE:

- Review the objectives of the chapter.

TALKING/KEY POINTS:

- Maintaining employee data is the process of adding or updating current employee information.
- The exercises in this chapter will cover changing an employee's name and address, reviewing general deductions, reviewing an employee's Savings Plan Elections and processing mid-pay period changes to additional pay, and the recovery of overpayments.

Maintaining Existing Employee Data

Introduction

Maintaining payroll data is the process of adding or updating current employee information. Personal data is submitted, such as name and address changes. Additional Pay is entered and General Deductions are added and changed.

Exercises in Maintaining Employee Data:

Exercise 1 – Change Employee’s Name and Address & Add a Check Address

Exercise 2 – View General Deductions for an Employee

Exercise 3 – Review an Employee’s Savings Plan Elections

Exercise 4 – Mid-Pay Period Changes to Additional Pay

Exercise 5 – Enter an Overpayment Recovery for an Inactive Employee



OBJECTIVE:

- Review how to change Personal Data using multiple effective dates.

TALKING/KEY POINTS:

- Remind students that they will not be saving any data.
- Have students navigate to the Personal Data *Search* page:
Workforce Administration > Personal Information > Modify a Person.
- Enter Cheryl Snyder's Empl ID.
- Remind the students that the **Include History** checkbox must be checked in order to see all of the employee's records.

Exercise 1: Change Employee's Name and Address & Add a Check Address



Scenario: Cheryl Snyder has submitted a name and address change effective 08/10/2015. Please enter the information into PayServ.

Step 1. Navigate to Personal Data

Navigate to: *Workforce Administration > Personal Information > Modify a Person* to go to the *Personal Information Search* page.

Click the **Include History** checkbox. Enter the Empl ID and click **Search**.

- Enter Cheryl Snyder's Empl ID.

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:	begins with	N01932778
Name:	begins with	
Last Name:	begins with	
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

Include History

Search Clear Basic Search Save Search Criteria



OBJECTIVE:

- Review how to change an employee name using effective date.

TALKING/KEY POINTS:

- Names are effective-dated.
- Insert a new effective-dated row by clicking on the  button in the Name area.
- Enter effective date and select Edit Name.
- Select the **OK** button and then **Save**.
- We will use the name type of Primary.
- Change the last name.

Exercise 1 (continued)

Step 2. Enter the name change information

The *Biographical Details* page displays after the search is completed.

SNYDER, CHERYL Person ID: N01932778

Name Find | View All First 1 of 1 Last

Effective Date: 07/31/2015 + -

Format Type: English

Display Name: CHERYL SNYDER View Name

- Click  to the right of the Effective Date to insert an additional effective-dated row.
- Enter effective date of the change. In this activity, use the date of 08/10/2015.

SNYDER, CHERYL Person ID: N01932778

Name Find | View All First 1 of 3 Last

*Effective Date: 08/10/2015 + -

*Format Type: English

Display Name: CHERYL SNYDER Edit Name

- Select **Edit Name**.
- In the **Last Name** field, enter the last name as Kennedy.

Edit Name

English Name Format

Prefix: []

First Name: CHERYL

Middle Name: []

Last Name: KENNEDY

Suffix: []

Display Name: CHERYL KENNEDY

Formal Name: CHERYL KENNEDY

Name: KENNEDY, CHERYL

Refresh Name

OK Cancel Refresh

- Click **OK**.



OBJECTIVE:

- Review how to change an employee's address using effective dates and new rows.

TALKING/KEY POINTS:

- Reinforce that a new row is required to add a new address, even if a new row is also inserted on the *Biographical Details* page.
- Review the *Data Navigation* bar for multiple scroll areas.
- The **Email** and **Phone** fields are optional and can be used by the agency, but may not be supported during system upgrades.
- Inform students that this process is for updating an existing address type. If another address type is to be entered, insert a row in the *Current Addresses* area, and select the appropriate **Address Type** from the drop-down list. Then proceed with the steps outlined in the exercise.

Exercise 1 (continued)

Step 3. Enter the address change information

- Click the *Contact Information* tab.

CHERYL KENNEDY				Person ID:	N01932781				
Current Addresses				Personalize	Find	View All	First	1 of 1	Last
Address Type	As Of Date	Status	Address						
Home	07/31/2015	A	123 Main Street Schenectady, NY 12304 Schenectady	View Address Detail <input type="button" value="+"/> <input type="button" value="-"/>					

- Click [View Address Detail](#). The *Address History* page is available for data entry.
- Click the to the right of the **Effective Date** field to enter a new effective-dated row.
- Enter the effective date 08/10/2015.
- Click [Add Address](#).
- Change the **Address** to: 459 Meadow Lane. The City, Postal and State fields will remain the same.

Edit Address

Country: United States

Address 1: 459 Meadow Lane

Address 2:

City: Schenectady **State:** NY

Postal: 12304

County: Schenectady

- Click **OK**.
- Upon return to the *Contact Information* page, click **Save**.
- The employee's name and address change is saved.



An error message will be received if the user attempts to save an incomplete address.



OBJECTIVE:

- Give the employee a Check Address.

TALKING/KEY POINTS:

- **All employees are required to have a HOME address (entered in Personal Data).**
- **Review Message:**

Message

CHECK Address Form must be completed before moving forward. (22000,104)

You have opened a CHECK Address input form. It must be completed before changing to another section of this page. The required data should consist of at least: Street (Line 1), City, State, and Zip code.

- If an employee wants a different address (other than Home) printed on their check/advice, the information can be entered either on the Payroll Data or Personal Data component. If it is entered on Personal Data, the Check Address radio button in Payroll Data must also be selected.
- If the employee wants the check mailed to his or her home address there is no need to complete this step.
- The Check Address will appear on the Personal Data component after this step is completed.
- If the employee wants a different address on his or her W-2, this change must be made on Personal Data. Add a row, select Mailing as the **Address Type** and enter the address.
- Check Address – Additional address printed on check or advice.
Mailing Address – Additional address for W-2's. W-2's will be mailed to the Home Address if the mail address is inactive.

Exercise 1 (continued)

Cheryl would like her check mailed to an address other than her Home address. To do this, set up a Check Address for Cheryl.

Navigate to: *Payroll for North America > Employee Pay Data USA > Update Payroll Options* and enter Empl ID N01932778, Cheryl Kennedy, in the **Search** field.

- Click the **Check Address** radio button.
- Click the [Update Check Address](#) hyperlink.
- Enter the **Effective Date, Status and Country** for the transaction.
- Click the **Edit Address** push button.
- Enter the address information.
- Click **OK**.

Payroll Options 1 | Payroll Options 2

KENNEDY, CHERYL EmplID: N01932778 Empl Rcd Nbr 0 Company:

Paycheck Delivery Option Company Distribution Postal Service

Distribution Mail Option

Home Address Mailing Address Check Address [Update Check Address](#)

Update Check Address

Current and Future Addresses Find | View All First 1 of 1 Last

*Effective Date:	08/10/2015	*Status:	Active	+ -
Country:	USA United States			
Address:	PO Bos 55 Schenectady, NY 12304 Schenectady			

[Edit Address](#)

- Save the transaction.
- The Check Address now appears on the Contact Information tab.

Biographical Details | Contact Information | Regional

[KENNEDY, CHERYL](#) Person ID: N01932778

Current Addresses Personalize | Find | View All First 1-2 of 2 Last

Address Type	As Of Date	Status	Address		
Home	08/10/2015	A	459 Meadow Lane Schenectady, NY 12304 Schenectady	View Address Detail	+ -
Check	08/10/2015	A	PO Bos 55 Schenectady, NY 12304 Schenectady	View Address Detail	+ -



OBJECTIVE:

- Review the *General Deductions* page. Note that Deferred Compensation deduction code (416) will be viewed on the *Savings Plans* page.

TALKING/KEY POINTS:

- Scroll through general deductions for Kelly Green, Empl ID N09001076.
- Have students click the **View All** link to display all the general deductions for the employee.
- Also point out that the user can click on the arrows to scroll through the rows.
- Remind students that Deduction Code 416 (Deferred Compensation) is not considered a General Deduction, but will be viewed on the *Savings Plan Elections* page in Benefits. This will be covered in the next exercise.
- Sample of agency direct enter: SEFA, Fingerprinting Fees, Retirement Loans and Union Dues –when switching from Agency shop to a membership. Remind students that the first day of the pay period should be used as the effective date, not the check date when starting or stopping General Deductions.

Exercise 2: View General Deductions for an Employee



Step 1. View General Deduction Data

Navigate to: *Payroll for North America > Employee Pay Data > Deductions > Genl Deduction Data (Agency)* and enter Empl ID N09001076, Kelly Green, in the **Search** field.

Genl Deduction Data (Agency)

Create General Deductions

General Deduction

GREEN,KELLY Empl ID: N09001076 Empl Record: 0
 Company: NYS STATE OF NEW YORK

General Deduction Find | View All First 1-4 of 4 Last

*Deduction Code: 410 Health Care Spending Account

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 01/03/2013 Take on all Paygroups:

*Deduction Calculation Routine: Flat Amount

Deduction End Date: 12/04/2013 Deduction Rate or %:

Loan Interest %:

Flat/Addl Amount: \$83.33

Goal Amount: \$1,999.92 Current Goal Balance: \$249.99

Ded stopped by Self Serv User:

This data was last updated by System Data last updated on 02/06/2013

*Deduction Code: 421 NYS-Ride Pre-Tax

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 10/25/2012 Take on all Paygroups:

*Deduction Calculation Routine: Flat Amount

Deduction End Date:

Deduction Rate or %:

Loan Interest %:

Flat/Addl Amount: \$62.50

Goal Amount:

Current Goal Balance:

Ded stopped by Self Serv User:

This data was last updated by System Data last updated on 11/09/2012

*Deduction Code: 422 NYS-Ride Post-Tax

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 10/25/2012 Take on all Paygroups:

*Deduction Calculation Routine: Flat Amount

Deduction End Date:

Deduction Rate or %:

Loan Interest %:

Flat/Addl Amount: \$12.50

Goal Amount:

Current Goal Balance:

Ded stopped by Self Serv User:

This data was last updated by System Data last updated on 11/09/2012

*Deduction Code: HIBTRG Regular Before Tax Health

Deduction Details Find | View All First 1 of 1 Last

*Effective Date: 12/06/2012 Take on all Paygroups:

*Deduction Calculation Routine: Flat Amount

Deduction End Date:

Deduction Rate or %:

Loan Interest %:

Flat/Addl Amount: \$44.89

Goal Amount:

Current Goal Balance:

Ded stopped by Self Serv User:

This data was last updated by System Data last updated on 12/07/2012



When starting or stopping a General Deduction use the first day of the pay period for your effective date. Do not use the check date.



OBJECTIVE:

- Introduce the *Savings Plans* page in PayServ.

TALKING/KEY TALKING POINTS:

- Navigate to the *Savings Plans* Page.
Benefits > Enroll in Benefits > Savings Plans.
- Enter Empl ID N09001076.
- This page is view-only and defines Section 457 Plan elections.
- An outside vendor file updates the deferred compensation election information.

Exercise 3: Review an Employee's Savings Plan Elections



Step 1. Review the Savings Plan Elections page

The *Savings Plan Elections* page is used for viewing Saving Plan elections.

Navigate to: *Benefits > Enroll in Benefits > Savings Plans*.

- Enter Empl ID N09001076 on the *Search* page. The *Savings Plan Elections* page returns once a search by Empl ID is completed.

Savings Plan Elections

Savings Plans

GREEN, KELLY Employee ID: N09001076 Benefit Record: 0

Highly Compensated

Plan Type Find | View All | First | 1 of 1 | Last

Plan Type: 49 Section 457

Coverage Find | View All | First | 1 of 1 | Last

Coverage Begin Date: 01/19/2012 Deduction Begin Date: 01/19/2012

Coverage Election

Elect Waive Terminate Election Date: 01/19/2012

Benefit Program: 86M M/C Judici

Benefit Plan: OSC457 Deferred Comp

Option Code:

Before Tax Investment	After Tax Investment
Flat Amount:	Flat Amount:
Percent of Earnings: 17.000	Percent of Earnings:
Annual Excess Credits:	

Payroll Status: Active

Dependent/Beneficiaries Personalize | Find | 1 of 1

ID	Name	Relationship to Employee	Beneficiary Percentage	Flat Amount	Excess	Contingent
					<input type="checkbox"/>	<input type="checkbox"/>

Total Primary Percent: Total Contingent Percent:

Investments Personalize | 1 of 1

Investment Option	Description	Investment Percent

Total Investment Percentage:

Rollover Options

Rollover Options: None

Before Tax

Plan Type:	Benefit Plan:	Deduction Code:	Deduction Class:

After Tax

Plan Type:	Benefit Plan:	Deduction Code:	Deduction Class:



The *Savings Plan Elections* page is view-only and defines an employee's Section 457 Plan information.



OBJECTIVE:

- Introduce the *Savings Management* page in PayServ.

TALKING/KEY POINTS:

- Navigate to the Savings Management page from the *Savings Plan* page.
Benefits > Enroll in Benefits > SavingsManagement.
- The *Savings Management* page displays for Kelly Green.
- This page is view-only and stores the employee's 457 Plan Catch-Up information on a calendar year basis.
- An outside vendor file updates the Catch-Up election information.

Exercise 3 (continued)

Step 2. Review the Savings Management page

Navigate to: *Benefits > Enroll in Benefits > Savings Management* to review Kelly Green's *Savings Management* information.

Savings Management										
GREEN,KELLY										
Person ID: N09001076										
Limit Exceptions										
Company	Calendar Year	Limit Type	Exception Reason	Description	Extension Election	Adjustment Amount	Limit Amount Override	457 Adjust	Updated on	User ID
NYS	2013	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,500.00		457 Adjust	12/21/2012	INT901
NYS	2012	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,500.00		457 Adjust	12/27/2011	INT901
NYS	2011	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,500.00		457 Adjust	12/24/2010	INT901
NYS	2010	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,500.00		457 Adjust	12/24/2009	INT901
NYS	2009	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,500.00		457 Adjust	12/26/2008	INT901
NYS	2008	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,000.00		457 Adjust	03/07/2008	INT901
NYS	2007	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,000.00		457 Adjust	12/29/2006	INT901
NYS	2006	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	5,000.00		457 Adjust	12/30/2005	INT901
NYS	2005	457	A	Catch Up - Extend Limit	<input checked="" type="checkbox"/>	4,000.00		457 Adjust	12/30/2004	INT901



- The *Savings Management* page is view-only and stores the employee's Section 457 Plan Catch-Up information on a calendar year basis.



OBJECTIVE:

- Review process for ending Additional Pay mid-pay period.
- Refer students to Additional Pay Adjustments handout.

TALKING/KEY POINTS

- If changing an employee to a Part-Time Percentage, make sure to cancel any Additional Pays before completing the percentage change.
- Additional Pay is used to pay recurring payments and one-time payments.
- Remind students to use the last day the employee is eligible to receive the earning as the effective date. Additional Pay is close of business
- Edits for required fields recognize minimum and maximum amounts based on the Earnings Code selected.
- If an Annual Earnings on Additional Pay is ended mid-pay period and there is no pay status change on Job Data, the money must be left in the **Annual Earnings** field. The overpayment must be recovered using the appropriate adjustment code in Additional Pay.
- At the same time the Annual Earnings is ended, an appropriate adjustment Earnings Code must be submitted on the *Additional Pay* page to recover the money not due.
- The system will not prorate the earnings and will calculate and pay for the whole pay period.
- All earnings are in the earnings drop-down box; ineligible earnings for an employee will receive error messages.

Exercise 4: Enter Mid-Pay Period Changes to Additional Pay



Scenario: Abby Normal, Empl ID N09001101, will be switching to days as of 08/18/2015 and will no longer be receiving Inconvenience Pay as of that date. This change will occur three days into the pay period, so an adjustment will be required.

REMEMBER: Effective dates are always close of business for Additional Pay.

Step 1. Enter an effective-dated row to end the deduction

Navigate to: *Payroll for North America > Employee Pay Data USA > Additional Pay (Agency)*.

- Click on the **Find** link located on the Additional Pay data navigation bar and enter Earnings Code IPF to bring that row to the first page.

Enter the information listed in the bullets below:

- Click the **+** to the right of the **Effective Date** field to enter a new effective-dated row for the existing Inconvenience Pay - Full Earnings Code.
- Enter the effective date of 08/17/2015 in the **Effective Date** field.
- The **Annual Addl Earnings** field remains the same with the amount of 575.00.
- Enter the effective date of 08/17/2015 in the **End Date** field.
- Save.

Additional Pay 1

Create Additional Pay

NORMAL,ABBY EMP ID: N09001101 Empl Record: 0

Additional Pay Find | View All First 4 of 5 Last

*Earnings Code: IPF Inconvenience Pay - Full

Effective Date Find | View All First 1 of 2 Last

Effective Date: 08/17/2015

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr: 1	End Date: 08/17/2015
Rate Code:	Reason: None
Annual Addl Earnings: 575.00	Employee Work %: 1.0000
Hours:	Hourly Rate:
Goal Amount:	Goal Balance:
Sep Check Nbr:	<input type="checkbox"/> Disable Direct Deposit
<input checked="" type="checkbox"/> OK to Pay	<input checked="" type="checkbox"/> Prorate Additional Pay
Action Date: 08/19/2015	

Applies To Pay Periods

First Second Third

Job Information



OBJECTIVE:

- Review steps for entering an adjustment to Additional Pay when it ends in the middle of a pay period.
- Demonstrate the *Additional Pay Summary* page.

TALKING/KEY POINTS:

- Earnings** and **Goal Amount** are required fields and should be the same amount.
- Earnings do not automatically prorate when they end mid-pay period with no corresponding status change removing the employee from the payroll. The system will pay the earnings for the entire pay period even if only a portion is due.
- Regardless of the effective date, the first day of the pay period is always used when reporting an adjustment. When applicable, a general comment is needed to explain the adjustment.
- A negative sign must precede an amount to be deducted.
- The collapsible data field, **Job Information**, contains the employee's Compensation Rate/Frequency and the Employee Type as of the effective date.

Exercise 4 (continued)

Step 2. Adjust Inconvenience Pay

Navigate to *PayServ Custom > Employee History Information > Additional Pay Summary* to view the employee's earnings amount and biweekly payment amounts.

Employee History Information		Additional Pay Summary							
NORMAL, ABBY		ID	N09001101	Empl	0	Rcd#			
		SSN	105-00-1101						
EmCd	Eff Dt	Earnings	Biw Pmt	OT Eff Dt	End Dt	Goal Amt	Goal Bal	Action Dt	OkPay
Additional Pay Summary Find View All First 5 of 16 Last									
IPF	08/17/2015	\$575.00	\$22.05		08/17/2015			08/19/2015	<input checked="" type="checkbox"/>
Agency Links					OSC Links				
Job Data Agency Time Entry Agency Additional Pay Agency					Job Data (OSC) Job Approvals Time Entry Additional Pay				

Enter the information listed in the bullets below on the employee's *Additional Pay* page:

- Click the  to the right of the **Earnings Code** field to enter a new Earnings Code.
- Enter the earnings code AIF (Adjust Inconvenience Pay Full) in the **Earnings Code** field.
- Enter the effective date of the first day of the pay period – 08/13/2015 in the **Effective Date** field.
- Enter an amount of negative 15.40 (-15.40) in the **Earnings** field and in the **Goal Amount** field. \$2.20 a day X 7 days = \$15.40.
- The data entry is complete on this page. Do not click the **Save** button.

Additional Pay 1	
Create Additional Pay	
NORMAL, ABBY	EMP ID: N09001101 Empl Record: 0
Additional Pay Find View All First 1 of 5 Last	
*Earnings Code: AIF 	Adj Inconvenience Pay Full 
Effective Date Find View All First 1 of 2 Last	
Effective Date: 08/13/2015 	Comments 
Payment Details Find View All First 1 of 1 Last	
*Addl Seq Nbr: 1	End Date: 
Rate Code: 	Reason: None
Earnings: \$-15.40	Employee Work %: 1.0000
Hours: <input type="text"/>	Hourly Rate: <input type="text"/>
Goal Amount: \$-15.40	Goal Balance: <input type="text"/>
Sep Check Nbr: <input type="text"/>	<input type="checkbox"/> Disable Direct Deposit
<input checked="" type="checkbox"/> OK to Pay	<input type="checkbox"/> Prorate Additional Pay
Action Date: 08/19/2015	
Applies To Pay Periods	
<input checked="" type="checkbox"/> First <input checked="" type="checkbox"/> Second <input checked="" type="checkbox"/> Third	
Job Information	



OBJECTIVE:

- Review with class the field edits that are in place.

TALKING/KEY POINTS:

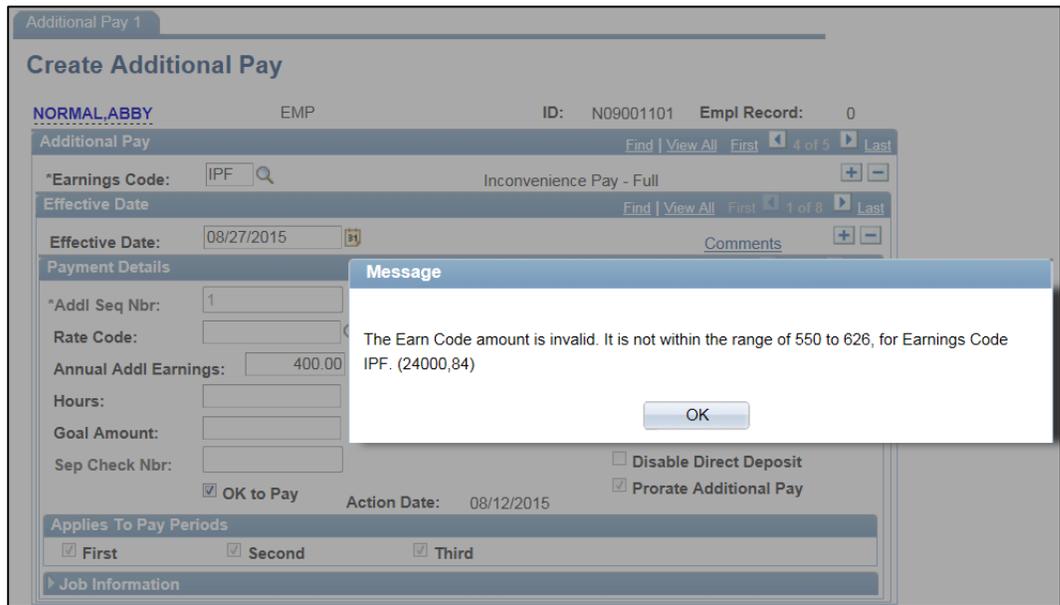
- Annual Addl Earnings** is a required field.
- Minimum/Maximum amounts are in effect for this earnings code.
- There are also edits for minimum and maximum amounts allowed in the fields for specific Earnings Codes.

Exercise 4 (continued)

Step 3. Restart Annual Additional Earnings

Enter the information listed in the bullets below:

- Locate the Earnings Code (IPF - Inconvenience Pay Full) to be restarted.
- Click the  to the right of the **Effective Date** field to enter a new effective-dated row.
- Enter the effective date 08/27/2015 in the **Effective Date** field.
- Change the amount in the **Annual Addl Earnings** field to 400.00.
- Click **Save**. A system edit will result in the error message below.



The screenshot shows the 'Create Additional Pay' form for employee 'NORMAL, ABBY'. The form is partially filled out with the following information:

- *Earnings Code:** IPF (Inconvenience Pay - Full)
- Effective Date:** 08/27/2015
- *Addl Seq Nbr:** 1
- Annual Addl Earnings:** 400.00
- OK to Pay:**
- Action Date:** 08/12/2015
- Disable Direct Deposit:**
- Prorate Additional Pay:**

An error message dialog box is displayed over the form, stating: "The Earn Code amount is invalid. It is not within the range of 550 to 626, for Earnings Code IPF. (24000,84)".

- Enter the correct earnings amount, 575.00 in the **Annual Addl Earnings** field.
- Click **Save**.



The **Earnings Amount** cannot be left blank because it is a required field. System edits recognize the minimum and maximum amounts allowed for specific Earnings Codes.



OBJECTIVE:

- Review the process of entering an overpayment recovery in PayServ.

TALKING /KEY POINTS:

'Q' Codes for Overpayment Recovery

- There is a different 'Q' code for each calendar year. If an employee has incurred an overpayment for the current year, the 'Q' code is 'Q'15. Current year overpayments are always collected first.
- Previous year overpayments are collected first from the oldest year that falls within the current IRS Tax statute of limitations (4 years retroactive plus the current calendar year). Example: an overpayment for the current year, 'Q'15, is collected first, then 'Q'12, 'Q'13, 'Q'14. An overpayment for 'Q'11 is collected last because it is beyond the timeframe in which a refund can be collected. (There is no statute of limitations on the recovery of overpayments.)
- Agencies are required to enter all employee overpayments in the Additional Pay page as soon as they become aware of them, whether the employee is active or inactive.
- For active and inactive employees, enter 10% of the employee's bi-weekly amount for the earnings amount. The 'Q' code goal amount is the entire amount owed for that calendar year.
- For Inactive Employees only: If the employee returns to work (in any state agency), the amount owed will be recovered at 10% per paycheck until the overpayment is satisfied. If the employee does not return to service, but is later owed money (due to a retroactive payment, miscellaneous payment, a separate check, etc.), the amount owed will be applied to the overpayment before any funds are paid to the employee. If the amount owed does not cover the full value of the overpayment, the 'Q' code goal amount will be updated with the reduced overpayment balance.
- If a 'Q' code already exists for the current year and there have either been no moneys recovered or if the entire goal amount has been recovered, a new 'Q' code must be set up with the Goal Balance blank.
- If a 'Q' code already exists for the current year, and there is still a goal balance owed, a new 'Q' code must be set up.
- Add the old goal amount to the new goal amount and enter the total in the new **Goal Amount** field.
- Enter the amount from the old **Goal Balance** field into the new **Goal Balance** field.
- If paying an employee back via a 'Q' code, the repayment must be made using the current year 'Q' code.
- General Comments must be completed for each 'Q' code entered.
- Although all Earnings are in the **Earnings** drop-down, if an employee is ineligible for the earnings, the message "Earn Code not valid for employee" is displayed when saved.
- Required fields will display for all Earnings. The page cannot be saved if a required field is missing.

Exercise 5: Enter an Overpayment Recovery for an Inactive Employee



Scenario: Enter an overpayment for an inactive employee. Bob Tannersville was terminated on 05/01/2015. Enter an Overpayment Recovery to collect the money owed.

Step 1. Enter the Additional Pay Information.

Navigate to: *Payroll for North America > Employee Pay Data USA > Additional Pay (Agency)* and enter Bob Tannersville's Empl ID, N09001373, in the *Search* field. The *Additional Pay (Agency)* page returns once a search by Empl ID is completed. Enter the information listed in the bullets below.

- To enter a new row, click **+** to the right of the **Earnings Code** field.
- Enter the earnings code of 'Q' 15 (Overpayment Recovery 2015) in the **Earnings Code** field.
 - If a record exists for the same year with different earnings, click **+** to the right of the **Effective Date** field to insert a new row.
 - If a record exists for a different year, click **+** to insert a new row.
- Enter the first day of the current pay period as the effective date of the overpayment recovery, 05/01/2015, in the **Effective Date** field.
- Enter the amount of the earnings to be deducted per pay period in the **Earnings** field, **-322.01**, and the **Goal Amount**, **-1610.05**.
 - If more than one year of overpayment recovery is set up, all **Goal Amounts** should be set up, but **ONLY** enter the amount of the earnings for the 'Q' code transactions you currently want to recover.
- Enter General Comments for each 'Q' code entered.
- The data entry is now complete on the page. Do not click the **Save** button.

Additional Pay 1

Create Additional Pay

TANNERSVILLE,BOB EMP ID: N09001373 Empl Record: 0

Find | View All First 2 of 4 Last

***Earnings Code:** Overpaid in 2015 + -

Find | View All First 1 of 1 Last

Effective Date: Comments + -

Find | View All First 1 of 1 Last

*Addl Seq Nbr: <input type="text" value="1"/>	End Date: <input type="text"/>
Rate Code: <input type="text"/>	Reason: None
Earnings: <input type="text" value="\$-322.01"/>	Employee Work %: 1.0000
Hours: <input type="text"/>	Hourly Rate: <input type="text"/>
Goal Amount: <input type="text" value="\$-1,610.05"/>	Goal Balance: <input type="text"/>
Sep Check Nbr: <input type="text"/>	<input type="checkbox"/> Disable Direct Deposit
<input type="checkbox"/> OK to Pay	<input type="checkbox"/> Prorate Additional Pay
Action Date: 08/18/2015	

Applies To Pay Periods

First
 Second
 Third

Job Information



General Comments must be entered for all overpayments.



OBJECTIVE:

- Review the Chapter Key Points.

TALKING/KEY POINTS:

- Name History* and *Address History* pages are effective-dated.
- Review all general deductions assigned to an employee by clicking on **View All**.
- The **View All** feature is available on many pages.
- Additional Pay* is where overpayment recoveries are set up. Other earnings set up here include: Location Pay and Salary Withholding Program.
- On the *Additional Pay* page, edits use Minimum and Maximum values on Earnings and Annual Addl Earnings. These will aid accuracy in keying.
- If an Annual Earning on *Additional Pay* is ended mid-pay period and there is no pay status change on *Job Data*, the money must be left in the Annual Earnings field. The overpayment must be recovered using the appropriate adjustment code in *Additional Pay*.
- In all instances of changing Annual *Additional Pay*, the amount of earnings must be left in the **Earnings** field.
- When recovering an overpayment for an inactive employee, the Earnings amount reported is 10% of the normal biweekly payment. The Goal Amount will be the entire amount owed.

Chapter Key Points

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This is the last page of the chapter.

Does anyone have any questions?

Instructor Notes