Manual Check to Adjust Wages for a Deceased Employee

NOTE: Run the following query to identify all deceased employees for the year:

0PY030_DECEASED_EMPLOYEES   0PY030_Deceased_Employees

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Scenario: Your employee passed away during the night of 12/15/XX. The employee did receive and cash his 12/15/XX pay check. However, the beneficiary was sent a check for $4,432.80 in outstanding wages. Your goal is to enter manual check using earnings code DEC to adjust the deceased employee's record for the money sent to the beneficiary.

Step 1:   Add a Paysheet page:

Step 2:   Enter the information for a manual check

Other Earnings Code:	DEC
Amount:	-$4,432.80(enter as negative)
Deductions taken:	None
Paysheet One time taxes:	Check the additional tax OFF

Step 3:   Process Pay Calc Off-Cycle Only for your manual check.
Run the process on the Server PSUNX.

Step 4:   Check for error messages. Make sure necessary corrections. If corrections are made, process Calc Off Cycle Only for your manual check.

Step 5:   View Pay check Data for Manual check.

Check Results:

Step 6: Process Pay Confirm Off-Cycle Only for your manual check.