

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:

Paycheck Earnings | [Paycheck Taxes](#) | [Paycheck Deductions](#)

EmpID: 00999999 Name: John Doe
Company: 999 Pay Group: SS1 Pay Period End: 12/12/2006 Page: 1000 Line: 1 Separate Check:

Paycheck Information		Paycheck Totals	
Paycheck Status: Calculated	Paycheck Option: Check	Earnings: 0.00	
Issue Date: 12/30/2006	Paycheck Number:	Taxes: 0.00	
<input checked="" type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed		Deductions: 0.00	
		Net Pay: 0.00	

Earnings Find | View All First 1 of 1 Last

Begin Date: 12/12/2006 End Date: 12/12/2006 Addl Line #: Reason: Not Specified
Employment Record Number: 0 Benefit Record Number: 0 [Additional Data](#)

Salaried	Hourly	Overtime
Hours: 0.00	Hours: 0.00	Hours: 0.00
Rate: 21.268598	Rate: 0.000000	Rate: 0.000000
Earnings: 0.00	Earnings: 0.00	Earnings: 0.00
	Rate Code:	Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:
State: GA Locality:

Other Earnings Customize | Find | View All | First 1 of 1 Last

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount
DEC	Deceased Income Adj - 1099MISC	Hourly Rate			-4,432.80

Special Accumulators Customize | Find | View All | First 1 of 1 Last

Code	Description	Hours	Earnings	Empl Rcd #
				0

[Return to Search](#) [Notify](#)

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

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