

2008
OSPS YEAR END
MINI-CONFERENCE

GROSS PAY
CORRECTIONS
PRESENTATION
HANDOUTS

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Cancel a September Paycheck

Worksheet for Year-End Decisions

Scenario:

In mid-December, an employee's manager sends you an old check from September for an employee who terminated in August. The employee is not due any wages from September so you want to cancel the check.

Standard Questions	Answer
What is today's date?	
Where does this fall within payroll runs?	
Where does this fall within the calendar year?	
Has there been a P190 set for the pay period yet?	
What tax year is the original P190 set in?	
Is there a pending set reversal?	
Are there November or December dates on the P010 screen?	CIRCLE ONE: No Yes, November Yes, December
What are you correcting?	
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage?	CIRCLE ONE: INCREASE DECREASE

Other relevant questions:

Look at where this date falls within payroll runs. Can you still set a September corrective?

Look at where this date falls within payroll runs. Can you still reverse a September check using normal procedures?

Is it too late to change OSPA for 2008?

Solution:

RESOURCES

- OSPS Processing Calendar
- Flow Chart: None
- Recommended Practice: Year End Payroll Processing

SOLUTION

Worksheet for Year-End Decisions

Scenario:

In mid-December, an employee's manager sends you an old check from September for an employee who terminated in August. The employee is not due any wages from September so you want to cancel the check.

Standard Questions	Answer
What is today's date?	~ 12/15/08
Where does this fall within payroll runs?	After Nov Run 2, Before Dec Run 1
Where does this fall within the calendar year?	2008
Has there been a P190 set for the pay period yet?	Yes
What tax year is the original P190 set in?	2008
Is there a pending set reversal?	No
Are there November or December dates on the P010 screen?	CIRCLE ONE: <input type="radio"/> No <input type="radio"/> Yes, November <input type="radio"/> Yes, December
What are you correcting?	Remove September time
Will your correction <u>increase</u> or <u>decrease</u> the employee's taxable wage?	CIRCLE ONE: INCREASE <input type="radio"/> DECREASE <input checked="" type="radio"/>

Other relevant questions:

Look at where this date falls within payroll runs. Can you still set a September corrective? NO

Look at where this date falls within payroll runs. Can you still reverse a September check using normal procedures? NO

Is it too late to change OSPA for 2008? NO

Solution:

Cannot fix by setting a corrective, so must make wage adjustments in November or December P050 screens. You would also make P070 adjustments for whatever deductions were originally done. You also need to compare the P370 calculation for taxes to the original check stub or payroll register and then request adjustments if necessary. All that activity will create a negative in the current month. How you pay the negative is to request a Vendor or Employee Check Rewrite off of the old check. Have it made payable to DAS. Then submit a Return of Overpayment to be applied to the current negative. You will need to set November or December 2008 check dates as applicable. If you used November, you will also need to set a November corrective.