# Payroll

## Requesting Online Checks

Procedure

For this simulation, you will follow step by step instructions for requesting an online check in the SHARP system.  The online check will simulate a scenario where the employee's pay rate changes and he receives a bonus.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |
| 1.
 | Click the **Payroll Processing USA** link. |
| 1.
 | Click the **Create Online Checks** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Create Online Check** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Pay Period End Date** field. Enter "**09/03/2011**". |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Click the **Search** button. |
| 1.
 | Click the **Yes** button. |
| 1.
 | Click the **No** button. |
| 1.
 | Click the **Override Hourly Rate** option. |
| 1.
 | Enter the desired information into the **Hourly Rate** field. Enter "**20.00**". |
| 1.
 | Enter the desired information into the **Reg Salary** field. Enter "**1600.00**". |
| 1.
 | Enter the desired information into the **Code** field. Here you will be entering a bonus, so enter "**BON**". |
| 1.
 | Enter the desired information into the **Amount** field. Enter "**500.00**". |
| 1.
 | Click the **Add a new row** option. |
| 1.
 | The **Taxable Group Life** earnings will need to be entered when doing an online check because the online check functionality does not calculate imputed income.  Enter the earnings code for this into the **Code** field. Enter "**TGL**". |
| 1.
 | Enter the desired information into the **Amount** field. Enter "**.94**". |
| 1.
 | Click the **OK to Pay** button. |
| 1.
 | Click the **Show next row** button. |
| 1.
 | Make sure the **OK to Pay** option is selected on the second page.  Also, notice the **Other Earnings** section includes the Additional Contractual Pay that was entered in an previous section. |
| 1.
 | Click the **Save and Calculate** button. |
| 1.
 | Click the **Expand section** object. |
| 1.
 | Review the information.Click the **Collapse section**button again to remove it from display. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Expand Section** object. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Review the information.Click the **Collapse section** button. |
| 1.
 | Click the **Expand section** button. |
| 1.
 | Click the **Collapse section** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Delete** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Congratulations!  You have successfully completed Requesting Online Checks.**End of Procedure.** |