

How Do I? Model Pay Changes Using the Online Check Page

Timing: Whenever advising employees regarding payroll ‘What-if’ scenarios or preparing adjustment forms.

Note:

- 1) The Online Check functionality is not available during pay calculation week after paysheets are created (normally days 4 through 6 on the payroll timeline).
- 2) The security settings in SHARP will not allow a user to change his/her own tax data or create an online check for himself/herself. The user must ask another user to perform these tasks for him/her.
- 3) For more detailed instructions on the Online Check page and examples to complete Form DA-180, Sharp Paycheck Reversal/Adjustment/Supplemental, refer to the Payroll Procedures and Forms page at <http://da.ks.gov/ar/payroll/payforms.htm>.

Model an Employee’s Pay Changes:

Step 1: If modeling tax changes that calculate based on a percentage of pay, i.e., W-4 changes, the employee’s tax data must be changed first using the Employee Tax Data pages (Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data**). Be sure to use a **future effective date** (agencies can only delete a future dated data row) so that the data row used for modeling can be deleted afterwards. Refer to the Employee Tax Data chapter for detailed instructions.

Step 2: Access the Online Check page using the following path:
Main Menu > Payroll for North America > Payroll Processing USA > Create Online Checks > Create Online Check.
Type the Pay Period End Date (**Note:** the pay end date must be for a pay period that has not been confirmed.) and the employee’s ID in their corresponding fields, then click on Search.

Step 3: The system will ask if you want to use the Paysheet creation process to create a paysheet for online use. Answer "Yes" for current employees, and "No" for terminated employees. For terminated exempt employees, the system will create one row representing the two weeks pay period. You may need to change the earnings end date and add a second row to correctly model the two weeks of pay.

Step 4: On the Online Check page, you may have to click on the Show Next Row button to locate the desired data row, then make the changes:

If Modeling Pay Rate Changes: First click on the Override Hourly Rate check box. For nonexempt employees, change the Hourly Rate; for exempt employees, change the Reg Salary amount.

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If Modeling Additional Earnings (other than overtime hours, which is entered in the OT Hrs field): Click on the Lookup button by the Code field in the Other Earnings box to locate and select the desired earnings code, then type in the Hours, Compensation Rate, or Amount as appropriate. For each additional earnings code, click on the Add Row button corresponding to the Other Earnings box to add a new row.

If Modeling Changes/Additions to the Employee's Existing Deduction Data: Click on the One-Time Deductions link to access that page to enter the changes/additional deduction data. The One-Time Code generally should be "Override" except for arrears payback overrides, which must be "Arrears Payback".

Note: The Online Check functionality does not calculate imputed income. The employee's Taxable Group Life amount must be entered as Other Earnings using Earnings Code GTL, in order for the taxes to calculate correctly. Use the amount from the employee's last paycheck unless the employee is receiving a change in pay. If the rate of pay is increasing/decreasing, the amount will need to be hand calculated.

Click on the OK to Pay check box for all of the rows that will be included in the online pay calculation. You may have to click on the Show Next Row/Show Previous Row button to locate the rows.

Click on the Save and Calculate button.

- Step 5:** When the calculation is completed, the Online Results page will display. The Earnings, Deductions, and Taxes details can be viewed by clicking on the triangle on the appropriate expandable band.
- Step 6:** If modeling a different scenario, click on the Change Data button to return to the Online Check page to enter the data for the next modeling scenario - refer to Steps 4 and 5 above for procedures.
- Step 7:** After viewing the last results, click on the **Delete** button on the Online Results page to delete the Online Check. **If the online check is not deleted, the system will not calculate another check.**
- Step 8:** If the employee's tax data was changed for the modeling, return to the Employee Tax Data page (Path: **Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data**) to delete the data row created for modeling to return the employee's tax data to its original state. Refer to the Employee Tax Data chapter for detailed instructions.

Note: The system does not allow an online check to model different tax scenarios. If modeling a different tax scenario, you must delete the first online check, change the employee tax data, then recreate the online check for the second scenario.