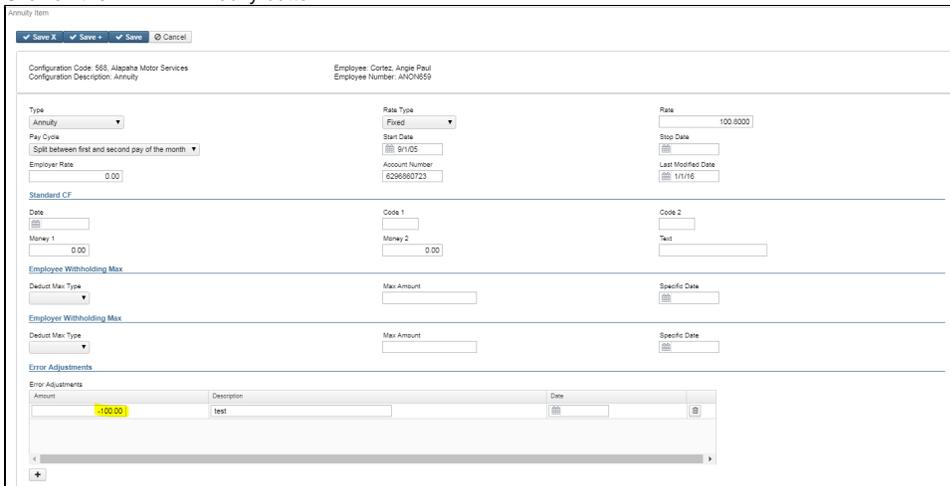# Payroll Item Refund

Payroll Item Refund - Employee

Payroll Item Refund is used to process a refund of a Payroll Item for an employee. For example, a Payroll Item Refund would be necessary if an employee had an insurance deduction withheld for $80.00 and it should not have been deducted. The Payroll Item Refund allows you to reimburse the total amount or a portion to the employee and reduce the amount sent to the deduction company.

To refund an employee who is no longer being paid or a refund needs to be processed before the next regular payroll is ran the following process will need to be performed:

Go to **Core/Payroll Items**

- Click on the modify button

On the **Payroll Item** screen you will click the under the Error Adjustment field

- You will enter the refund amount in the **Amount** field as a negative figure (ex. -80.00)
- Description of this refund can be entered in the **Description** field
- A particular **Date** for this refund to be paid can be entered in or chosen(Between Beginning and Ending Date) of payroll. If left blank the refund can be processed immediately.

- Click

Process a Payroll Item Refund

To process a refund go to **Processing/Payroll Item Refund**

Click on 'View' **to view the Payroll Item to be refunded or 'Edit'** **to update the refund record.**

Select the employee to be refunded by enter a in the check box:

Then click on OR

To refund all employees, click on the *checkbox* under **Unpaid Error Adjustments**. All records will be selected:

Then click on **Refund Selected Payroll Items**

Payment Option:
- ● Check Payment
- ○ ACH Electronic Payment

Bank Account:
Default Bank Account ▽

Starting Check Number:

Transaction Date: *
▦ 2/2/18

Output Format:
- ○ XML (Export)
- ● PDF (Print)

Pay Plan:
Semi-monthly ▼

File Name:
PayrollItemRefund2018-09-26.pdf

⬆ Process Refunds

To create the file for check printing:

- Choose your **Payment Option**
  - Check Payment (Check Payment is defaulted)
  - ACH Electronic Payment

- **Bank Account:** Can use the ⌄ to select Bank Account for processing

- **Starting Check Number:** Leave blank to automatically increment highest current number
- **Transaction Date**: Current date is default (If adding a date it must be within the current posting period)
- Choose your **Output Format**
  - XML (Export)
  - PDF (Print)

- Select a **Pay Plan**:
  - Biweekly
  - Semi-monthly
  - Monthly

- **File Name**: A File Name will be automatically entered 'PayrollItemRefund201X-XX-XX.xml' or this can be modified by the user.

- Click ⬆ Process Refunds to process the output file for printing.

Example of an .XML Check Payment:

```xml
<?xml version="1.0"?>
- <CompleteRefunds>
  - <CompletePaymentTransactions>
    - <checkPaymentDetail>
        <number>546781</number>
        <organizationName>JUNIT CITY SCHOOLS</organizationName>
        <organizationIRN>999999</organizationIRN>
      - <organizationAddress>
          <street1>SCHOOL ST</street1>
          <street2/>
          <city>SAMPLE CITY</city>
          <state>OH</state>
          <postalCode>4444</postalCode>
          <foreignAddress>false</foreignAddress>
        </organizationAddress>
        <name>GREENSPAN, ALAN E.</name>
        <reportName>ALAN E GREENSPAN</reportName>
      - <address>
          <state>OH</state>
          <postalCode>44332</postalCode>
          <foreignAddress>false</foreignAddress>
        </address>
        <employeeSsn>777777777</employeeSsn>
        <employeeNumber>777777777</employeeNumber>
        <amount>80.00</amount>
        <payDate>2017-08-08T00:00:00-04:00</payDate>
        <written1>Eighty Dollars and 00/100 Cents</written1>
        <voidMessage>Void After 90 Days</voidMessage>
      </checkPaymentDetail>
  </CompletePaymentTransactions>
</CompleteRefunds>
```

Example of a PDF Check Payment:

02/02/2018			ANON659	Angie Paul Cortez
	22013			

Ninety-Five Dollars and 76/100 Cents   95.76

Cortez, Angie P.
1332 Parkview Heights
Mount Zion, OH   99308

This refund amount will then show in **Processing/Processing Outstanding Payables/Payables by Item Detail** to adjust the Payroll Item payable:

Core/Adjustments

Under **Core**, an **Adjustment** journal entry will be created for this refund:

Create ACH Electronic Payment for Refund of Payroll Item

Select Employee and click on Refund Selected Payroll Items

To create the file for an **ACH Electronic Payment:**

- **Payment Option:** Use the [dropdown] to select ACH source for processing
- **Transaction Date:** Current date is default (If adding a date it must be within the current posting period)
- **ACH Source**: Choose the ACH Source from the drop down *(default source record is HSAACH Source)*
- Select **Pay Plan:**
    - Biweekly
    - Semi-monthly

- Monthly
- **File Name:** A File Name will be automatically entered 'PayrollItemRefund201X/XX/XX.XML' or this can be modified by the users.
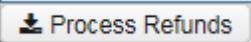
- Click on [**± Process Refunds**] to process the output file for printing.

Example of an ACH Payment:

Process Refund during regular payroll

Processing a refund of a deduction during a regular payroll:

On the **Payroll Item** screen you will click the [**+**] under the Error Adjustment field

- You will enter the refund amount in the **Amount** field as a negative figure (ex. -80.00).
- A description of this refund can be entered in the **Description** field.
- A particular **Date** for this refund to be paid can be entered in or chosen. If left blank the refund can be processed immediately.
- Click [**✔ Save**]
- The refund amount will be listed under **Processing/Payroll Item Refund screen.**
- Process through your regular payroll as usual.
- The refund amount will be listed on the Pay Report under the Payroll Items for the employee in red.
- After the payroll has processed, the Processing/Payroll Item Refund screen will be blank.

Payroll Item Refund - Employer

If employee is being paid in the regular payroll, then the Employer refund portion can be included on the Employer Error Adjustment field in the Payroll Item. If the employee is **NO** longer being paid, then you would use the **Processing/Process Outstanding Payables/Payables Adjustments** option.

- Enter in the refund amount as a negative

			Pos #	Number	Name	Employee Amount	Employer Amount	Description	Number
									anon180
👁	✎	⊗		20620444	Whitmarsh Island Accounting	0.00	-50.00	test	ANON180

Payables by Item Detail example for Employer Amount:

	Name	Code	Employee Amount	Employer Amount	First Name	Last Name	Number	Pos #
		609						
☐	Eldorado Motor Services	609	0.00	187.44	Sue	William	ANON139	
☐	Eldorado Motor Services	609	0.00	492.80	Randi	Jackson	ANON177	
☐	Eldorado Motor Services	609	-50.00	-50.00	Sam	Allen	ANON180	
☐	Eldorado Motor Services	609	0.00	187.44	John	James	ANON205	