

# Payroll Item Refund

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## Payroll Item Refund - Employee

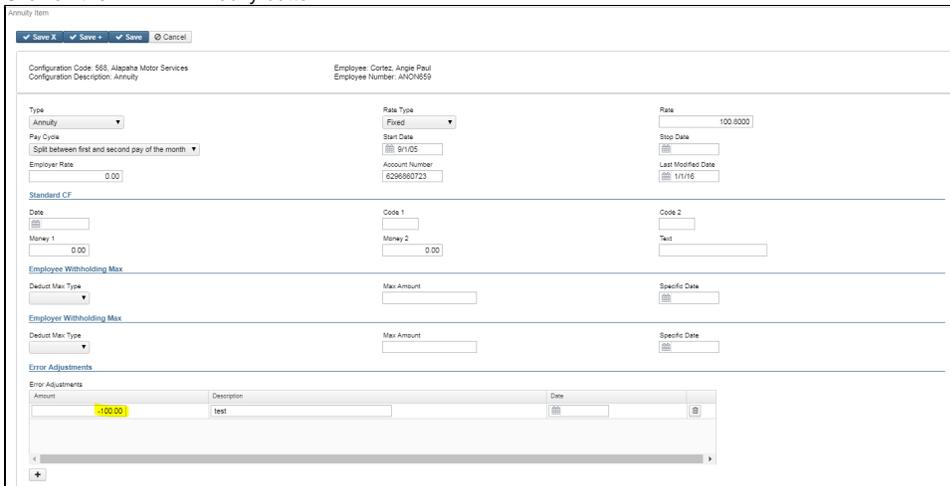
**Payroll Item Refund** is used to process a refund of a Payroll Item for an employee. For example, a Payroll Item Refund would be necessary if an employee had an insurance deduction withheld for \$80.00 and it should not have been deducted. The Payroll Item Refund allows you to reimburse the total amount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



The screenshot shows a web-based form for processing a Payroll Item Refund. At the top, there are buttons for 'Save X', 'Save +', 'Save', and 'Cancel'. The form is titled 'Activity Item' and contains the following sections:

- Configuration:** Configuration Code: 568, Alapaha Motor Services; Configuration Description: Annuity; Employee: Cortez, Angie Paul; Employee Number: ANON659.
- Type:** Annuity; Rate Type: Fixed; Rate: 100.0000.
- Pay Cycle:** Split between first and second pay of the month; Start Date: 01/05; Stop Date: (blank).
- Employer Rate:** 0.00; Account Number: 6296880723; Last Modified Date: 1/1/16.
- Standard CF:** Date: (blank); Code 1: (blank); Code 2: (blank); Money 1: 0.00; Money 2: 0.00; Text: (blank).
- Employee Withholding Max:** Deduct Max Type: (blank); Max Amount: (blank); Specific Date: (blank).
- Employer Withholding Max:** Deduct Max Type: (blank); Max Amount: (blank); Specific Date: (blank).
- Error Adjustments:** A table with columns for Amount, Description, and Date. The Amount field contains '-100.00', Description contains 'test', and Date is blank.



On the **Payroll Item** screen you will click the plus sign 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 

Configuration Code: 568, Alapaha Motor Services  
 Configuration Description: Annuity

Employee: Cortez, Angie Paul  
 Employee Number: ANON659

Type: Annuity  
 Rate Type: Fixed  
 Rate: 100.6000

Pay Cycle: Split between first and second pay of the month  
 Start Date: 8/1/05  
 Stop Date:

Employer Rate: 0.00  
 Account Number: 6296860723  
 Last Modified Date: 1/1/16

**Standard CF**

Date: Money 1: 0.00  
 Code 1: Money 2: 0.00  
 Code 2: Text:

**Employee Withholding Max**

Deduct Max Type: Max Amount: Specific Date:

**Employer Withholding Max**

Deduct Max Type: Max Amount: Specific Date:

**Error Adjustments**

Amount	Description	Date
-100.00	test	

## Process a Payroll Item Refund

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

Payroll Item Refund

Unpaid Error Adjustments: Refund Selected Payroll Items

Number	Last Name	First Name	Pos #	Code	Type	Name
<input type="checkbox"/>	ANON774	Flynn	Jimmy	567	Annuity	Hamilton Travel
<input type="checkbox"/>	ANON741	Hudson	Casey	815	OSDI Tax	Council Services
<input checked="" type="checkbox"/>	ANON659	Cortez	Angie	568	Annuity	Alapaha Motor Services
<input type="checkbox"/>	ANON572	Strickland	Steve	564	Annuity	Cusseta Motor Services
<input type="checkbox"/>	ANON572	Strickland	Steve	565	Annuity	Osterfield Engineering

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:

Payroll Item Refund

Unpaid Error Adjustments: Refund Selected Payroll Items

Number	Last Name	First Name	Pos #	Code	Type	Name
<input type="checkbox"/>	ANON774	Flynn	Jimmy	567	Annuity	Hamilton Travel
<input type="checkbox"/>	ANON741	Hudson	Casey	815	OSDI Tax	Council Services
<input checked="" type="checkbox"/>	ANON659	Cortez	Angie	568	Annuity	Alapaha Motor Services
<input type="checkbox"/>	ANON572	Strickland	Steve	564	Annuity	Cusseta Motor Services
<input type="checkbox"/>	ANON572	Strickland	Steve	565	Annuity	Osterfield Engineering

**Refund Selected Payroll Items**

Then click on **OR**

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

Payroll Item Refund

Unpaid Error Adjustments: Refund Selected Payroll Items

Number	Last Name	First Name	Pos #	Code	Type	Name
<input checked="" type="checkbox"/>	ANON774	Flynn	Jimmy	567	Annuity	Hamilton Travel
<input checked="" type="checkbox"/>	ANON741	Hudson	Casey	815	OSDI Tax	Council Services
<input checked="" type="checkbox"/>	ANON659	Cortez	Angie	568	Annuity	Alapaha Motor Services
<input checked="" type="checkbox"/>	ANON572	Strickland	Steve	564	Annuity	Cusseta Motor Services
<input checked="" type="checkbox"/>	ANON572	Strickland	Steve	565	Annuity	Osterfield Engineering
<input checked="" type="checkbox"/>	ANON572	Strickland	Steve	566	Annuity	Alapaha Motor Services
<input checked="" type="checkbox"/>	ANON565	Ballard	Chelsea	567	Annuity	Hamilton Travel

Refund Selected Payroll Items

Then click on

Payment Option: + X

Check Payment  
 ACH Electronic Payment

Bank Account:  
Default Bank Account ▼

Starting Check Number:  
[Empty text box]

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  to process the output file for printing.

**Example of an .XML Check Payment:**

```

<?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>77777777</employeeSsn>
  <employeeNumber>77777777</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	22013	ANON859	Angie Paul Cortez
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:

Payables by Payee   Payables by Item Type   **Payables by Item Detail**   Payables by Item Full Detail   Payables Adjustments

Select Payroll Cycles Available: None, Every Payroll, Monthly, Quarterly. Selected: Payable Reports

Name	Code	Employee Amount	Employer Amount	First Name	Last Name	Number	Pos #
Alapaha Motor Services	568	-100.00	0.00	Angie	Cortez	ANON659	

## Core/Adjustments

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

Adjustments

Include Concealed

Employee #	Last Name	First Name	Adjustment Type	Transaction Date	Amount	Description	Payroll Item Type
ANON659	Cortez	Angie	Amount Withheld	02/02/2018	0.73	Refund of Annuity (568) deduction	OSDI Tax
ANON659	Cortez	Angie	Taxable Gross	02/02/2018	100.00	Refund of Annuity (568) deduction	Medicare Tax
ANON659	Cortez	Angie	Amount Withheld	02/02/2018	1.45	Refund of Annuity (568) deduction	Medicare Tax
ANON659	Cortez	Angie	Taxable Gross	02/02/2018	100.00	Refund of Annuity (568) deduction	OSDI Tax
ANON659	Cortez	Angie	Taxable Gross	02/02/2018	100.00	Refund of Annuity (568) deduction	City Tax
ANON659	Cortez	Angie	Taxable Gross	02/02/2018	100.00	Refund of Annuity (568) deduction	Federal Tax
ANON659	Cortez	Angie	Taxable Gross	02/02/2018	100.00	Refund of Annuity (568) deduction	Ohio State Tax
ANON659	Cortez	Angie	Amount Withheld	02/02/2018	-100.00	Refund of Annuity (568) deduction	Annuity
ANON659	Cortez	Angie	Amount Withheld	02/02/2018	1.50	Refund of Annuity (568) deduction	City Tax
ANON659	Cortez	Angie	Board's Amount of payroll item	02/02/2018	1.45	Refund of Annuity (568) deduction	Medicare Tax
ANON659	Cortez	Angie	Amount Withheld	02/02/2018	0.56	Refund of Annuity (568) deduction	Ohio State Tax

## Create ACH Electronic Payment for Refund of Payroll Item

Select Employee and click on **Refund Selected Payroll Items**

Payroll Item Refund

Unpaid Error Adjustments: Refund Selected Payroll Items

Number	Last Name	First Name	Pos #	Code	Type	Name
ANON1359	Workman	Catherine		570	Health Savings Account	Withers Medical supplies

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

Payment Option:

Check Payment

ACH Electronic Payment

Transaction Date: \*

5/22/18

ACH Source:

Destination: Southwest Feder, Type: Heal

Pay Plan:

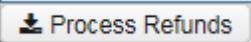
Biweekly

File Name:

ACH\_SouthwestFeder.txt

Process Refunds

- **Payment Option:** Use the  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  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 
- 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

Payables by Payee									
Payables by Item Type		Payables by Item Detail		Payables by Item Full Detail		Payables Adjustments			
<input type="checkbox"/>	Pos #	Number	Name	Employee Amount	Employer Amount	Description	Number		
<input checked="" type="checkbox"/>		20620444	Whitmarsh Island Accounting		0.00	-50.00 test	ANON180		

### Payables by Item Detail example for Employer Amount:

Payables by Payee									
Payables by Item Type		Payables by Item Detail		Payables by Item Full Detail		Payables Adjustments			
Select Payroll Cycles Available: None, Every Payroll, Monthly, Quarterly									
<input type="checkbox"/>	Name	Code	Employee Amount	Employer Amount	First Name	Last Name	Number	Pos #	
<input type="checkbox"/>	Eldorado Motor Services	609	0.00	187.44	Sue	William	ANON139		
<input type="checkbox"/>	Eldorado Motor Services	609	0.00	492.80	Randi	Jackson	ANON177		
<input type="checkbox"/>	Eldorado Motor Services	609	-50.00	-50.00	Sam	Allen	ANON180		
<input type="checkbox"/>	Eldorado Motor Services	609	0.00	187.44	John	James	ANON205		