

Create Additional Checks for the Next Payroll

You can create a new check that will be delivered to the employee as part of the next pay cycle.

Used less frequently than the scenario above, the steps you would take in this scenario are primarily the same as the ones listed above; however, you do not enter a check number. The system assigns the check number as it does to all the others when you process the payroll.

Record Checks Written Outside of the System

You can record a check that was manually written outside of the system and given to an employee.

This scenario typically occurs when the check is needed immediately and the payroll department does not have access to Millennium.

When you enter the check information, you start with a blank check and copy all of the information *exactly* as it appeared on the original check—even if it was incorrect. You must select a bank account and enter a check number. You are allowed to save the check instead of printing it.

Write Adjustment Checks (Corrections to Payroll History)

You can create a “check” that, when processed into your system, modifies payroll history numbers.

Millennium does not allow you to directly modify values in the payroll history detail table (`EPayHistDetail`). The system is designed this way deliberately. The payroll history is a record of what the employee was given; therefore, it should never be changed once checks have been distributed.

Occasionally, you may need to modify values—just not ones that would change an employee’s pay. For example, a check was created using the **Reg** earning code when the **Sa1**, earning code should have been used. Another example is if the **MA** tax code was used instead of the **CT** tax code.

In such scenarios, you can use the check calculator to create a “check” to take \$*x.xx* from code A and put it into code B. The net check will be \$0.00 and the system will not print anything, but the history will be updated and the audit trail will be preserved.

When you save the adjustment check, you must:

- Select a bank account.
- Enter a check number.

Many service bureaus simply enter 1 or 99999 as the check number to identify the entry as an adjustment check.

Perform Gross-to-Net & Net-to-Gross Calculations

You can create a check, with all the proper deductions and taxes, based on what you dictate is either the original gross pay or the intended net pay. You can give the check to the employee immediately or with the next payroll.

The previous scenarios all describe gross-to-net calculations: you enter the gross pay, indicate the deductions and taxes, and this tool produces a check with the proper net amount.

In addition, if you know what you want the employee to take home, the Check Calculator can figure out the deductions and taxes in reverse to indicate the gross amount that is required to end up with the net amount you entered.

For example, you want the employee to receive a \$500 bonus, but you want them to bring home \$500 rather than a smaller amount after deductions and taxes have been taken out. The Check Calculator can figure out the gross amount that would result in \$500 net pay and produce the check accordingly.

See the Results of What-If Scenarios

You can figure out what an employee's net pay would be if they changed various factors. You can inform them of the result—without actually producing a check or actually changing an employee's pay records.

For example, an employee asks a payroll person what the employee's paycheck will look like if they:

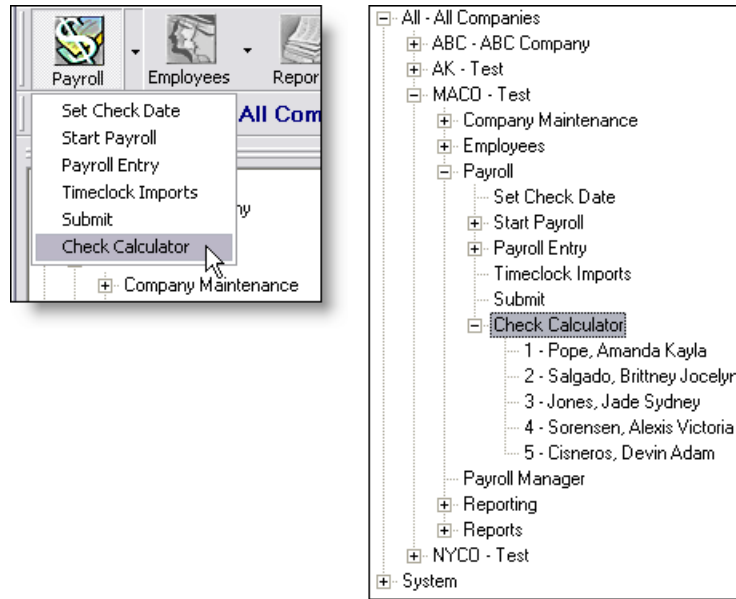
- Claim one less child
- Move to a different place, so their local taxes change
- Increase or decrease their 401(k) contributions
- Get married
- Any other number of possible reasons they'd change something that affects their net pay

Check Calculator Page

To see the check calculator, perform the following steps:

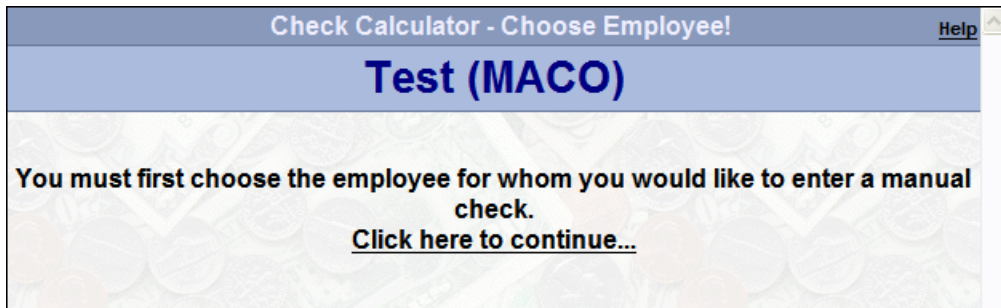
1. Select **Payroll > Check Calculator**, either from the module bar or the tree view, as shown in **FIGURE 1**:

Figure 1: Selecting from the module bar (left) or the tree view (right)



The system displays the message shown in **FIGURE 2**:

Figure 2: Choose Employee message



2. Either select an employee from the tree view (as shown in **FIGURE 1**) or the “Click here to continue” link in the Choose Employee message (as shown in **FIGURE 2**).

The system displays the Check Calculator page, as shown in **FIGURE 3**, which is an expanded view of the entire page:

Figure 3: The Check Calculator page and its six sections

The Check Calculator page is comprised of six sections, each one spanning the width of the page. Each section is noted with a red rectangle in **FIGURE 3**.

From top to bottom, the sections are: Global Settings, Earnings, Employee Deductions, Employee Taxes, Employee Fringe Benefits, and Results.

Explanations of the fields on the Check Calculator page follow, divided by those six sections.

Global Settings

From top-to-bottom and left-to-right, the fields within the Global Settings section are as follows:

Figure 4: Left most fields of the Global Settings section

Net to Gross Put a check in this checkbox to perform net-to-gross calculations. If you leave this checkbox empty, the system performs gross-to-net calculations.

Check Type Allows you to select the kind of check you want to create. Valid entries from the drop-down list include:

- **Manual** — Use for calculating a regular check.
- **Nocalc** — Use for entries that modify payroll history. Prevents Millennium from calculating taxable wage numbers.

Figure 5: Global Overrides area of the Global Settings section

The Global Overrides area contains fields that override default check calculations.

FITW, SITW Allows you to override the default percentages used for federal and state withholdings. If the employee works for more than one state, this amount overrides all states.

Deduction Multiplier Allows you to multiply the deductions by a whole number. The multiplier does not affect deductions that use a “calc code,” such as percentages. For example, an employee receives weekly pay but deductions were missed one week. You enter 2 in this field and the system calculates two weeks worth of deductions for the current check.

Weeks Worked Allows you to specify the number of weeks worked covered by this check. Typically used for tax filing and quarterly reporting. If this field is blank, the system figures out the number of weeks worked. This field acts as an override; so, this field is generally left alone, except for particular situations. However, if you are writing a bonus check, enter **0** (zero) in this field blank, so as not to record extra weeks the employee did not actually work. In other words, the bonus was earned simultaneously during a pay period whose weeks are already recorded.

Block Direct Deposits Put a check in this checkbox to prevent direct deposits from being created and leaving the method of payment as a paper check only. If you leave this checkbox empty and this employee is set up for direct deposit, the system creates a direct deposit entry for this employee.

The columns to the left of this checkbox are associated with this employee’s direct deposit information.

You can block individual line items and have the remaining items create direct deposit entries.

Note

When you block a deduction code or a tax code, you are blocking all occurrences of that code from the calculation—not just that item in the grid. Therefore, be careful what you block.

For example, if you have pre-defined child support deductions for an employee, you cannot block one of those payments in a regular manual check in Millennium. In that situation, you should use a Nocalc check.

Block Labor Allocations Put a check in this checkbox to prevent labor allocations from being recorded in association this check.

Special Payment Put a check in this checkbox to indicate a check separate from anything defined as a regular payment in the system. Works in conjunction with the **Special** value of the *Supplemental* field under **Employees > Taxes** tab.

Tax Frequency Allows you to select the check’s frequency type. Possible entries from the drop-down list could include:

- **B** — Bi-weekly
- **M** — Monthly
- **O** — One time
- **S** — Semi-monthly
- **W** — Weekly

You define frequencies in **Company Maintenance > Master Company Setup > Frequencies** tab. Those frequencies you define are listed in this field.

Check Stub Memo For short explanations to be included on the check stub.

Notes For notes to yourself or others in your organization concerning this check.

Figure 6: Buttons of the Global Settings section



Clear All Use this button to clear all information from all six sections of the page; in other words, start over again with a fresh, blank check.

Statement Use this button to print out an earnings statement based on the information and calculations you see on the page. See **“SEE THE RESULTS OF WHAT-IF SCENARIOS” ON PAGE 3.**

- Calculate** Use this button to recalculate the check based on whatever entries you have made or changed on the page.
- Print Check Now** Use this button to print out the calculated check. An entry is made to a Void/Manual (V/M) batch. An update is made to payroll history only when the V/M batch is processed. See **“WRITE CHECKS IMMEDIATELY, BEFORE THE NEXT PAYROLL” ON PAGE 1.**
- Print with Payroll** Use this button to record the information a V/M batch. Payroll history is updated when the V/M batch is processed. The check will not be printed until the next payroll. See **“CREATE ADDITIONAL CHECKS FOR THE NEXT PAYROLL” ON PAGE 2.**
- Save Only (no print)** Use this button to record the information in a V/M batch. The next time payroll runs, the information is added to the payroll history. No check or earnings statement is produced. See **“WRITE ADJUSTMENT CHECKS (CORRECTIONS TO PAYROLL HISTORY)” ON PAGE 2.**

Earnings

From left to right, the fields within the Earnings section are as follows:

- Add Earnings** Use this button to add a single earnings code to the next available blank line in the Earnings section.
- Get Regular Pay** Use this button to tell the system to populate all sections with the default paycheck information for this employee.
- Delete** Put a check in this checkbox then click anywhere else on the page to remove this particular line item.
- Block** Put a check in this checkbox to block this particular line item from the check calculations. The lettering in this line turns red to give you a visual indication that it has been blocked.
- Code** The code or ID that represents an earning (should begin with the letter **E**).
- Description** An explanation of what the value of the *Code* field represents.
- Amount** The flat amount of this line item. The value in this field overrides whatever other value would be derived from the other fields in this line.
For example, if the *Hours*, *Rate*, and *Shift* fields contain values, they are used to calculate an amount. However, if you enter a value in this field, the system ignores the calculated value of the other fields.
- Hours** The number of hours worked by this employee during this pay period.
- Rate** The rate at which this employee worked during this pay period.

- Shift** The shift on which the employee worked during this pay period.
- Rate Code** The code or ID that represents a pre-defined rate associated with this earning.
- You can set up rate codes by selecting **Company Setup > Misc** tab, then selecting **Rates** from the drop-down list. At this location, you give the rate code an ID and a brief description.
- You can assign rate codes in the following places:
- **Payroll > Pay Detail**
 - **Company Setup > Departments**, levels 1–5
 - **Company Setup > Earnings**
 - **Company Setup > Jobs**
 - **Employees > Auto Pays**
 - **Employees > Fringe**
 - **Employees > Rates/Reviews**
- The last place in the list is where a rate code is assigned a value that will affect a payroll calculation.
- Department** The code or ID that represents the department in which the employee worked during this pay period. You can create department codes by selecting **Company Setup > Departments** tab.
- Job Code** The code or ID that represents the job on which the employee worked. You can create job codes by selecting **Company Setup > Jobs** tab.
- WCC** The code or ID that represents the Workers' Compensation rate associated with this employee. You can define these codes by selecting **Company Setup > Work Comp** tab.
- Agency** The organization to which this earning is paid or sent. You can set up agencies by selecting **Company Maintenance > Company Setup > Agencies** tab.
- Comment** Any comments meant for you or the client company concerning this line item. Anything you enter in the field appears in the database and is used for reporting, but does not show up on a check.

Employee Deductions

From left to right, the fields within the Employee Deductions section are as follows:

- Modify Ded.** Use this button to add a single Employee Deduction code to the next available blank line in this section.

- Override Deductions** [Appears if you click the *Get Regular Pay* button.] Put a check in this checkbox to allow blocks and changes to be made to any of the items in this section.
- Delete** Put a check in this checkbox then click anywhere else on the page to remove this particular line item.
If this button is grayed out, the deduction is part of the employee’s regular pay and must be “blocked” to remove it from the pay calculation.
- Block** Put a check in this checkbox to block this particular line item from the check calculations. The lettering in this line turns red to give you a visual indication that it has been blocked.
- Code** The code or ID that represents a deduction (should begin with the letter **D**).
- Description** An explanation of what the value of the *Code* field represents.
- Amount** The flat amount of this line item. The value in this field overrides whatever other value would be derived from the other fields in this line.
- Hrs./Units** The number that represents either hours or other units (percentage or whatever), depending on the type of deduction.
- Rate** The fixed charge per hour or unit of quantity multiplied by the hours or units to produce a deduction amount.
- Calc Code** The code or ID that represents the type of calculation for this deduction. The default code provided with the system is **%**. You can define calculation codes by selecting **Company Maintenance > Company Setup > Deductions** tab, then select **Calc Codes** from the drop-down list.
- Auto Drop** Put a check in this checkbox to indicate that the system should not include this deduction—the system should “drop” it—automatically if there is not enough money to support this deduction.
You dictate whether auto-drops are allowed by selecting **Company Maintenance > Company Setup > Deductions** tab, then select **Deductions** from the drop-down list, then using the fields on the Deduction Setup sub-tab.
- Partial Drop** Put a check in this checkbox to indicate that the system apply only part of this deduction (and “drop” the rest) automatically if there is not enough money to support the full deduction.
You dictate whether partial drops are allowed by selecting **Company Maintenance > Company Setup > Deductions** tab, then select **Deductions** from the drop-down list, then using the fields on the Deduction Setup sub-tab.

Auto MakeUp Put a check in this checkbox to indicate that the system apply past full or partial drops are added to subsequent paychecks that can support the amount of the deduction.

For example, an employee deduction requires \$50. Paycheck A can only support a partial drop, so only \$25 is deducted. If this box is checked and the next paycheck can support a higher deduction amount, then the \$25 that is still owed from paycheck A is added to the normal \$50 required for every check on paycheck B. Therefore, paycheck B has a \$75 deduction.

You dictate whether auto-make-ups are allowed by selecting **Company Maintenance > Company Setup > Deductions** tab, then select **Deductions** from the drop-down list, then using the fields on the Deduction Setup sub-tab.

Agency The organization to which this earning is paid or sent. You can set up agencies by selecting **Company Maintenance > Company Setup > Agencies** tab.

MiscInfo Any comments meant for you or the client company concerning this line item. Anything you enter in the field appears in the database and is used for reporting, but does not show up on a check.

Block All Put a check in this checkbox to block all line items that are currently listed in this section from the check calculations. If you add a line item after using this checkbox, the new item will not be blocked.

This checkbox is a quick, convenient way to block or unblock all **current** line items.

Employee Taxes

From left to right, the fields within the Employee Taxes section are as follows:

Modify EE Tax Use this button to add a single Employee Tax code to the next available blank line in this section.

Override Employee Taxes [Appears if you click the *Get Regular Pay* button.] Put a check in this checkbox to allow blocks and changes to be made to any of the items in this section.

Delete Put a check in this checkbox then click anywhere else on the page to remove this particular line item.

Block Put a check in this checkbox to block this particular line item from the check calculations. The lettering in this line turns red to give you a visual indication that it has been blocked.

Code The code or ID that represents a tax (should begin with the letter **T**).

Description An explanation of what the value of the *Code* field represents.

Filing Status	<p>The employee's tax filing status. The filing status varies, based upon the tax code. For example, valid entries can include:</p> <ul style="list-style-type: none"> • S — Single • M — Married • NRA — Non-Resident Alien
Exemption 1	<p>Corresponds to the number of exemptions the employee claimed on their W-4 form for FITW or other forms for state and local taxes.</p>
Amount Withheld	<p>This field displays a figure that is calculated by the system. It is not a field in which you enter a value.</p>
Exemption 2	<p>Corresponds to a supplemental exemption amount claimed by the employee, as allowed by a relatively small number of states and territories: California, Georgia, Illinois, Indiana, Massachusetts, Missouri, Virginia, and Puerto Rico.</p> <p>For example, this field represents the Massachusetts exemption for blindness.</p>
Override Calc	<p>Works in conjunction with the <i>Additional Amount</i> and <i>Additional Percent</i> fields.</p> <p>Put a check in this checkbox to indicate that the value of either of those two fields overrides the normal tax amount for this line item. If you leave this checkbox empty, the value of either of those two fields is added to normal tax amount for this line item.</p>
Additional Amount	<p>Works in conjunction with the <i>Override Calc</i> field but is mutually exclusive with the <i>Additional Percent</i> field.</p> <p>The value you enter in this field is a flat amount that is either added to or replaces the normal tax for this line item, depending on whether the <i>Override Calc</i> box is checked.</p>
Additional Percent	<p>Works in conjunction with the <i>Override Calc</i> field but is mutually exclusive with the <i>Additional Amount</i> field.</p> <p>The value you enter in this field is a percentage that is either added to or replaces the normal tax for this line item, depending on whether the <i>Override Calc</i> box is checked.</p>
Apply Tax Credit	<p>Put a check in this checkbox to indicate that the employee will receive the Low Wage Credit. Tax credits are used in few states where some kind of low wage credit program is available, such as Arkansas SITW. To work with tax credits for employees, select Employees > Taxes tab.</p>
Supplemental Check Calc	<p>A value in this field indicates that this tax has a supplemental setting. To work with supplemental taxes for employees, select Employees > Taxes tab.</p>

Comment Any comments meant for you or the client company concerning this line item. Anything you enter in the field appears in the database and is used for reporting, but does not show up on a check.

Block All Put a check in this checkbox to block all line items that are currently listed in this section from the check calculations. If you add a line item after using this checkbox, the new item will not be blocked.

This checkbox is a quick, convenient way to block all *current* line items.

Employee Fringe Benefits

From left to right, the fields within the Employee Fringe Benefits section are as follows:

- Override Fringe Benefits** [Appears if you click the *Get Regular Pay* button.] Put a check in this checkbox to allow blocks and changes to be made to any of the items in this section.
- Block** Put a check in this checkbox to block this particular line item from the check calculations. The lettering in this line turns red to give you a visual indication that it has been blocked.
- Code** The code or ID that represents a benefit (should begin with the letter **E**, because fringe benefits are treated as an earning in Millennium).
- Description** An explanation of what the value of the *Code* field represents.
- Amount** The flat amount of this line item. The value in this field overrides whatever other value would be derived from the other fields in this line.
- Units** The number that represents the units (percentage or whatever) earned for this benefit.
- Rate** The fixed payment per unit of quantity multiplied by the units to produce a benefit amount.
- Calc Code** The code or ID that represents the type of calculation for this benefit. The default code provided with the system is **%**. You can define calculation codes by selecting **Company Maintenance > Company Setup > Earnings** tab, then select **Calc Codes** from the drop-down list.
- Rate Code** The code or ID that represents a pre-defined rate associated with this benefit. You can set up rate codes by selecting **Company Setup > Misc** tab, then selecting **Rates** from the drop-down list.
- Agency** The organization to which this earning is paid or sent. You set up agencies by selecting **Company Maintenance > Company Setup > Agencies** tab.

MiscInfo Any comments meant for you or the client company concerning this line item. Anything you enter in the field appears in the database and is used for reporting, but does not show up on a check.

Block All Put a check in this checkbox to block all line items that are currently listed in this section from the check calculations. If you add a line item after using this checkbox, the new item will not be blocked.

This checkbox is a quick, convenient way to block all **current** line items.

Results

The Results section contains the information in which you are interested—the answers you were looking for when you chose to use the Check Calculator.

The top line is highlighted in blue and presents a summary of the resulting amounts for the hours, gross pay, taxes, deductions, and net pay.

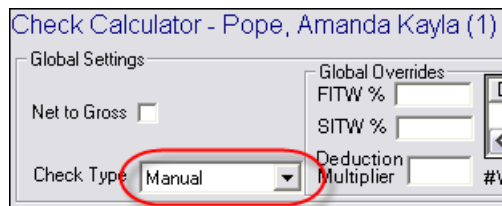
The remaining information looks similar to what you would find on a check stub.

How to Calculate Gross-to-Net Checks

To calculate gross-to-net, perform the following:

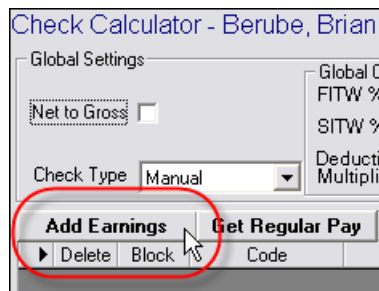
1. Select an employee.
2. Ensure the selection in the *Check Type* field is **Manual**, as shown in **FIGURE 7**:

Figure 7: Manual check type



3. Click the *Add Earnings* button, as shown in **FIGURE 8**:

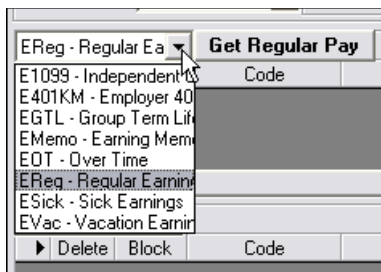
Figure 8: Add Earnings button



The field immediately becomes a drop-down list of values.

- Use the drop-down list to select the type of earnings, as shown in **FIGURE 9**:

Figure 9: Add Earnings drop-down list



- Press the **[Tab]** key or click in the dark gray area below the *Add Earnings* button. The system adds a line item for the type of earnings you selected.
- Enter the values you want calculated: *Amount*; or *Hours*, *Rate*, and *Shift*, *Rate Code*; or whatever you want.

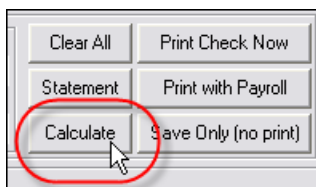
For example, you enter **200** in the *Amount* field to represent \$200.00, as shown in **FIGURE 10**:

Figure 10: A value entered in the Amount column

Add Earnings		Get Regular Pay		Earnings					
Delete	Block	Code	Description	Amount	Hours	Rate	Shift	Rate Code	
<input type="checkbox"/>	<input type="checkbox"/>	EReg	Regular Earnings	200					

- Click the *Calculate* button, as shown in **FIGURE 11**:

Figure 11: Calculate button



The system performs the calculations and displays the results at the bottom of the page.

- Review the net pay results in the *Results* area, as shown in the example in **FIGURE 12**:

Figure 12: Calculated regular earnings, gross-to-net

Earnings		Hours	Amount	Deductions	Amount	Taxes	Taxable	Amount
Reg-Regular Earnings		0.00	200.00	(No Deductions)		MED	200.00	2.90
		0.00	200.00			SS	200.00	12.40
						FITW	200.00	0.00
						MA	200.00	5.58
								20.88

Notice that you can skim the top blue line in the *Results* area (which summarizes the hours, gross pay, taxes, deductions, and net pay) if you do not want to wade through the detailed information.

9. Change blocks and/or overrides, as needed, and click the *Calculate* button to review the results. For more information, see **“HOW TO USE BLOCKS AND OVERRIDES” ON PAGE 17.**
10. If you want to see an earnings statement while you work—without printing an actual check—click on the *Statement* button.
11. When you are satisfied with the amounts, you can then either cancel, print, or save:
 - a. To cancel, simply leave the screen or press the *Clear All* button.
 - b. To print the check, click on either the *Print Check Now* or *Print with Payroll* button.
 - c. To save, click the *Save Only* button.

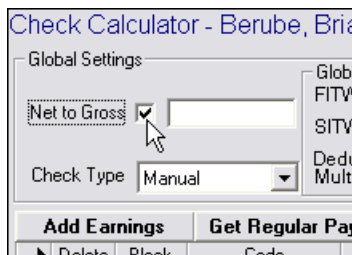
For explanations of these buttons, see **FIGURE 6 ON PAGE 7** and the explanations that follow it.

How to Calculate Net-to-Gross Checks

To calculate net-to-gross, perform the following:

1. Select an employee.
1. Click the *Net to Gross* checkbox so a checkmark appears, as shown in **FIGURE 13:**

Figure 13: selecting the Net-to-Gross box



A field appears to the right of the *Net to Gross* checkbox, as shown in **FIGURE 13.**

2. Enter the desired net amount of the check in the new field.
3. Ensure the selection in the *Check Type* field is **Manual**, as shown in **FIGURE 14**:

Figure 14: Net pay amount entered and check type selected

4. Click the *Calculate* button.
5. Review the net pay results in the *Results* area, as shown in the example in **FIGURE 15**:

Figure 15: Calculated regular earnings, net-to-gross

Hours: 0.00		Gross: 789.17		Taxes: 239.17		Deductions: 50.00		Net Pay: 500.00	
Earnings	Hours	Amount	Deductions	Amount	Taxes	Taxable	Amount		
Reg-Regular	0.00	789.17	401k-401k	50.00	FITW	739.17	105.50		
	0.00	789.17		50.00	MED	789.17	11.44		
					SS	789.17	48.93		
					MA	739.17	37.14		
					AR	739.17	36.16		
							239.17		

6. Change blocks and/or overrides, as needed, and click the *Calculate* button to review the results. For more information, see **“HOW TO USE BLOCKS AND OVERRIDES” ON PAGE 17**.
7. If you want to see an earnings statement while you work—without printing an actual check—click on the *Statement* button.
8. When you are satisfied with the amounts, you can then either cancel, print, or save:
 - a. To cancel, simply leave the screen or press the *Clear All* button.
 - b. To print the check, click on either the *Print Check Now* or *Print with Payroll* button.
 - c. To save, click the *Save Only* button.

For explanations of these buttons, see **FIGURE 6 ON PAGE 7** and the explanations that follow it.

How to Use Blocks and Overrides

Blocks and overrides allow you to change the outcome of the check calculation by manipulating the “usual” items. In the check calculator, *item* is the generic term for earnings, deductions, taxes, and fringe benefits because they are line items in each of the Earnings, Employee Deductions, Employee Taxes, and Employee Fringe Benefits sections on the page.

Overrides

To override the value of an item (earning, deduction, tax, or fringe benefit), perform the following:

1. You have already selected an employee and have line items in any or all of the sections on the page.

With the exception of the Earnings section, you cannot enter any overriding values until you put a check in the appropriate *Override* checkbox. The *Override* box for those sections is shown in **FIGURE 16**:

Figure 16: The three main Override checkboxes

The screenshot shows a software interface with three main sections, each containing a table of items and an 'Override' checkbox circled in red:

- Add Earnings:** Contains a table with columns 'Delete', 'Block', 'Code', and 'Description'. Items include 'EReg' (Base Pay S), 'EVac' (Vacation), and 'Override Deductions' checkbox.
- Modify Ded.:** Contains a table with columns 'Delete', 'Block', 'Code', and 'Description'. Items include 'D401k' (401k) and 'Override Employee Taxes' checkbox.
- Modify EE Tax:** Contains a table with columns 'Delete', 'Block', 'Code', and 'Description'. Items include 'TFITW' (Federal Inc), 'TMED' (Medicare), 'TSS' (OASDI), and 'Override Fringe Benefits' checkbox.

2. Put a check in a section's *Override* checkbox.

In this example, you click on the *Override Deductions* checkbox. As shown in **FIGURE 17**, the system enables the *Modify Ded* button when its associated checkbox is checked:

Figure 17: Result of checking the Override Deductions checkbox

The close-up shows the 'Modify Ded.' button is now active (highlighted in grey) because the 'Override Deductions' checkbox is checked. A red arrow points to the 'Modify Ded.' button.

The same would be true of the *Modify EE Tax* button if you had checked the *Override Employee Taxes* checkbox.

Adding a New Line Item

1. To add a new line item, click the *Modify Ded* button.

The button becomes a drop-down list, similar to the example in **FIGURE 18**:

Figure 18: Deductions drop-down list



The same would be true if you clicked on the *Add Earnings* or *Modify EE Tax* buttons.

2. Select the item code you wish to add and click anywhere else on the page.

The system adds a new, blank, similar to the example in **FIGURE 19**:

Figure 19: Newly added line item

Modify Ded.		<input checked="" type="checkbox"/> Override Deductions									
Delete	Block	Code	Description	Amount	Hrs./Units	Rate	Calc Code	Auto Drop	Partial Drop	Auto Mak	
<input type="checkbox"/>	<input type="checkbox"/>	D401k	401k	0		5 %		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	DChild	Child Support	0	0	0		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

3. Click the *Calculate* button and review the results.

Add as many items as you'd like.

Deleting a Line Item

If you delete a line item that is displayed in a bold font, that item will still be used in the check calculation if the value of the *Check Type* field is **Manual**.

To omit an employee's regular check deductions, taxes, and fringe benefits from the check calculation, you must block them first. The *Delete* checkbox only removes the line item from the grid. This is the reason why the *Delete* checkbox is disabled on line items displayed with a bold font attribute.

However, you can **always** delete an earnings code—even if that line is displayed with the bold font. When an earnings code is deleted from the grid of line items, the system removes it from the display **and** from the check calculation.

1. To remove a line item, click in the *Delete* checkbox of that line item, similar to the example in **FIGURE 20**:

Figure 20: Delete checkbox checked

Modify Ded.		<input checked="" type="checkbox"/> Override Deductions									
Delete	Block	Code	Description	Am							
<input type="checkbox"/>	<input type="checkbox"/>	D401k	401k								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DChild	Child Support								

2. Click anywhere else on the page.

The system deletes that line, as shown in the example in **FIGURE 21**:

Figure 21: Line deleted

Modify Ded.		<input checked="" type="checkbox"/> Override Deductions			
Delete	Block	Code	Description	Amount	
<input type="checkbox"/>	<input type="checkbox"/>	D401k	401k		

3. Click the *Calculate* button and review the results.

Delete as many items as you'd like.

Changing the Value of an Item

1. To override a line item by changing a value, click within the appropriate field, similar to the example in **FIGURE 22**:

Figure 22: Clicking a line item value

Modify Ded.		<input checked="" type="checkbox"/> Override Deductions						
Delete	Block	Code	Description	Amount	Hrs./Units	Rate	Calc Code	Auto Drop
<input type="checkbox"/>	<input type="checkbox"/>	D401k	401k	0		5%		<input checked="" type="checkbox"/>

The visual indication that you can edit this field is the border around the field.

2. Simply type the new value—you do not need to wand over or highlight the value itself—as shown in the example in **FIGURE 23**:

Figure 23: Newly changed field value

Modify Ded.		<input checked="" type="checkbox"/> Override Deductions						
Delete	Block	Code	Description	Amount	Hrs./Units	Rate	Calc Code	Auto Drop
<input type="checkbox"/>	<input type="checkbox"/>	D401k	401k	0		7%		<input checked="" type="checkbox"/>

3. Click the *Calculate* button and review the results.

Override as many values as you'd like.

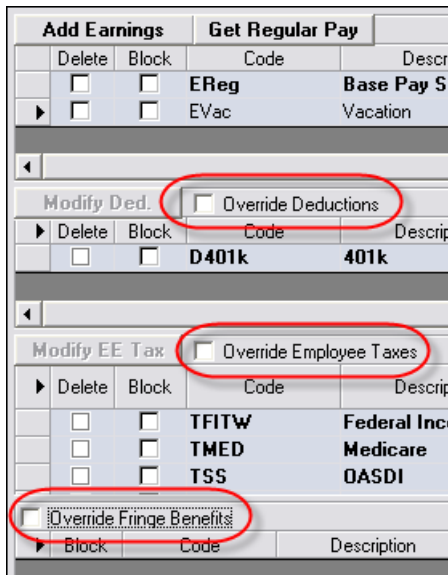
Blocks

To block an item (earning, deduction, tax, or fringe benefit), perform the following:

1. You have already selected an employee and have line items in any or all of the sections on the page.

You can block any items you want, whether you put a check in the appropriate *Override* checkbox or not (however, the example that follows does include it). The *Override* boxes are shown in **FIGURE 24**:

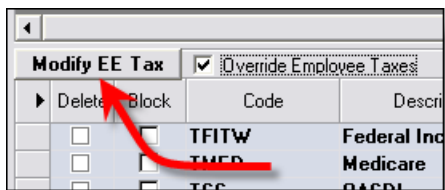
Figure 24: The three main *Override* checkboxes



- 2. Put a check in a section's *Override* checkbox.

In this example, you click on the *Override Employee Taxes* checkbox. As shown in **FIGURE 25**, the system makes the *Modify EE Tax* button active when its associated checkbox is checked:

Figure 25: Result of checking the *Override Employee Taxes* checkbox



The same would be true of the *Modify Ded* button if you had checked the *Override Deductions* checkbox.

- 3. Click in the *Block* checkbox of the line item you want to leave out of the check calculations, similar to the example in **FIGURE 26**:

Figure 26: Block checkbox checked

Modify EE Tax		<input checked="" type="checkbox"/> Override Employee Taxes							
Delete	Block	Code	Description	Filing Status	Exemption 1	Amount Withheld	Exemption 2	Override Calc	
<input type="checkbox"/>	<input type="checkbox"/>	TMED	Medicare	N/A	0	0	0	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	TSS	OASDI	N/A	0	0	0	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TMA	Massachusetts SI...	M	1	0	0	<input type="checkbox"/>	

- Click anywhere else on the page.

The system changes the lettering in that line to red to give you an additional visual clue that something is different in your line items, similar to the example in **FIGURE 27**:

Figure 27: Highlighted lettering in the blocked line item

Modify EE Tax		<input checked="" type="checkbox"/> Override Employee Taxes							
Delete	Block	Code	Description	Filing Status	Exemption 1	Amount Withheld	Exemption 2	Override Calc	
<input type="checkbox"/>	<input type="checkbox"/>	TMED	Medicare	N/A	0	0	0	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	TSS	OASDI	N/A	0	0	0	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TMA	Massachusetts SI...	M	1	0	0	<input type="checkbox"/>	

Blocking an item is a shortcut way of leaving an item out of the calculations. You can see what the results are without actually deleting this particular line item.

- Click the *Calculate* button and review the results.

You can block or unblock as many items as you'd like.

You can also use the *Block Direct Deposits* and *Block Labor Allocations* checkboxes in the General Settings section. These boxes prevent direct deposits from being created and prevent labor allocations from being recorded, respectively.

Editing the V/M Batch

You can edit the Void/Manual (V/M) batch created by the Check Calculator like any other payroll batch.

Producing a “What If” Scenario

To calculate the result of a “what if” scenario, perform the following:

- Select an employee.
- Click the *Get Regular Pay* button.
- Change any value, block any line item, or add any item, according to the scenario.
- Click the *Calculate* button.

Millennium calculates the deductions, taxes, and net amount of the simulated paycheck and displays the information in the *Results* section at the bottom of the page.

5. If you or the employee would like a hardcopy of the results, use plain paper in your printer and click the *Statement* button to print an simulated earnings statement.
6. Click the *Clear All* button.

WARNING

Do **not** click the *Print Check Now*, *Print with Payroll*, or *Save Only* buttons!

- If you do click one of these buttons, the system displays a dialog that requests account information and check number (if required). Click *Cancel* to close the dialog and prevent a transaction from being created.
 - However, if you provide the account information and check number, the system creates an entry in a Void/Manual (V/M) batch; the payroll history when the V/M batch is processed. This is **not** recommended.
-

Troubleshooting

Manual Checks Do Not Calculate Taxes

While you are entering a manual check using the Check Calculator, the tool was not calculating any taxes for the manual check.

In this situation, perform the following:

- Ensure that the employee's taxes are current and active.
- Ensure that the company taxes for FUTA are checked and that the end date for FUTA is after the current check date of the payroll.

Your safest bet is set the FUTA end date to "forever" (such as 12/31/2100 or something similar).

Manual Checks Are Printing with the Payroll

While you are printing a payroll, you notice manual checks are included.

In this situation, the person creating the manual checks is not entering a check number for each manual check. If you do not want a manual check to print with the rest of the payroll, be sure to enter a check number. To print the manual check, select **Tools > Print Manual Checks**.

