

HOW TO CORRECT A PAYROLL ERROR

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Before attempting to correct a payroll error, it is important that you understand the impact of what action you need to take to make the correction.

Payroll forms and reports are populated with figures pulled directly from the payroll checks.

If you need to correct a payroll error such as edit amounts or the pay date, the only way accomplish that is to recreate the check. You will need to delete and recreate the check.

NOTE: You will need to delete all the checks created for an employee after the deleted check.

You will then need to recreate all deleted checks in the correct chronological order.

It is VERY IMPORTANT that you follow the directions carefully.

Before you delete anything, you will want to back up your company data.
We highly recommend printing hard copies of your employee's paystubs as reference as well.

IMPORTANT REMINDER:

Before you delete anything, you will want to back up your company data.
We highly recommend printing hard copies of your employee's paystubs as reference as well.

Make sure you are in the correct company.

1. Click **Checks**
2. **Select the check** from the list to be deleted
3. Click **Delete**

Click Checks

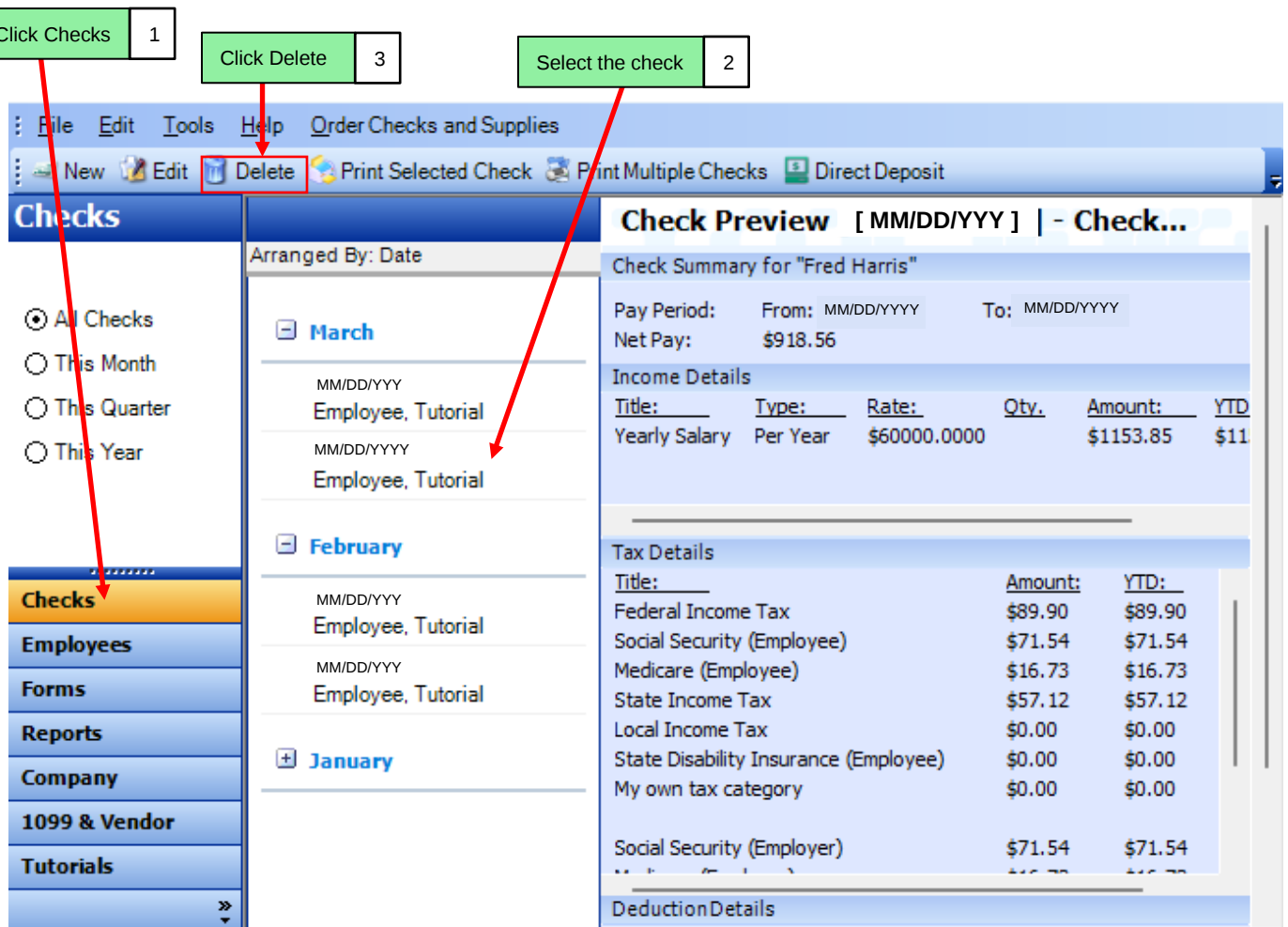
1

Click Delete

3

Select the check

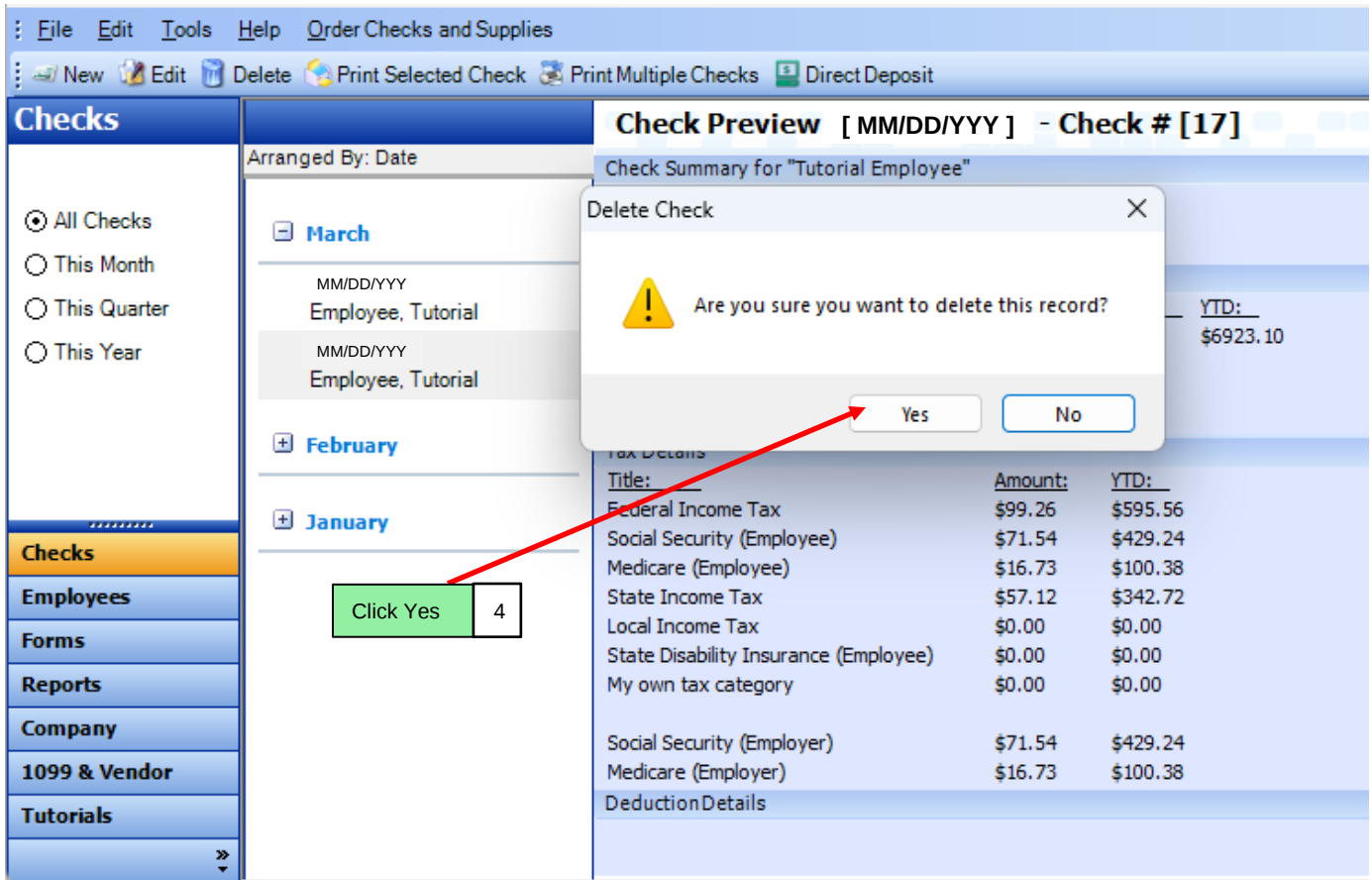
2



The screenshot shows the Payroll Mate software interface. The left sidebar has a menu with 'Checks' highlighted. The main window displays a list of checks arranged by date, with tabs for March, February, and January. A red arrow points from the 'Delete' button in the toolbar to the 'Delete' button. Another red arrow points from the 'Select the check' instruction to a specific check entry in the list. A third red arrow points from the 'Click Checks' instruction to the 'Checks' menu item in the sidebar.

Check Summary for "Fred Harris"					
Pay Period:	From: MM/DD/YYYY	To: MM/DD/YYYY			
Net Pay:	\$918.56				
Income Details					
Title:	Type:	Rate:	Qty.	Amount:	YTD
Yearly Salary	Per Year	\$60000.0000		\$1153.85	\$11
Tax Details					
Title:		Amount:		YTD:	
Federal Income Tax		\$89.90		\$89.90	
Social Security (Employee)		\$71.54		\$71.54	
Medicare (Employee)		\$16.73		\$16.73	
State Income Tax		\$57.12		\$57.12	
Local Income Tax		\$0.00		\$0.00	
State Disability Insurance (Employee)		\$0.00		\$0.00	
My own tax category		\$0.00		\$0.00	
Social Security (Employer)		\$71.54		\$71.54	
Deduction Details					

4. Click **Yes** to delete this record



Check Preview [MM/DD/YYYY] - Check # [17]

Check Summary for "Tutorial Employee"

YTD: \$6923.10

Delete Check

Are you sure you want to delete this record?

Yes No

Tax Details

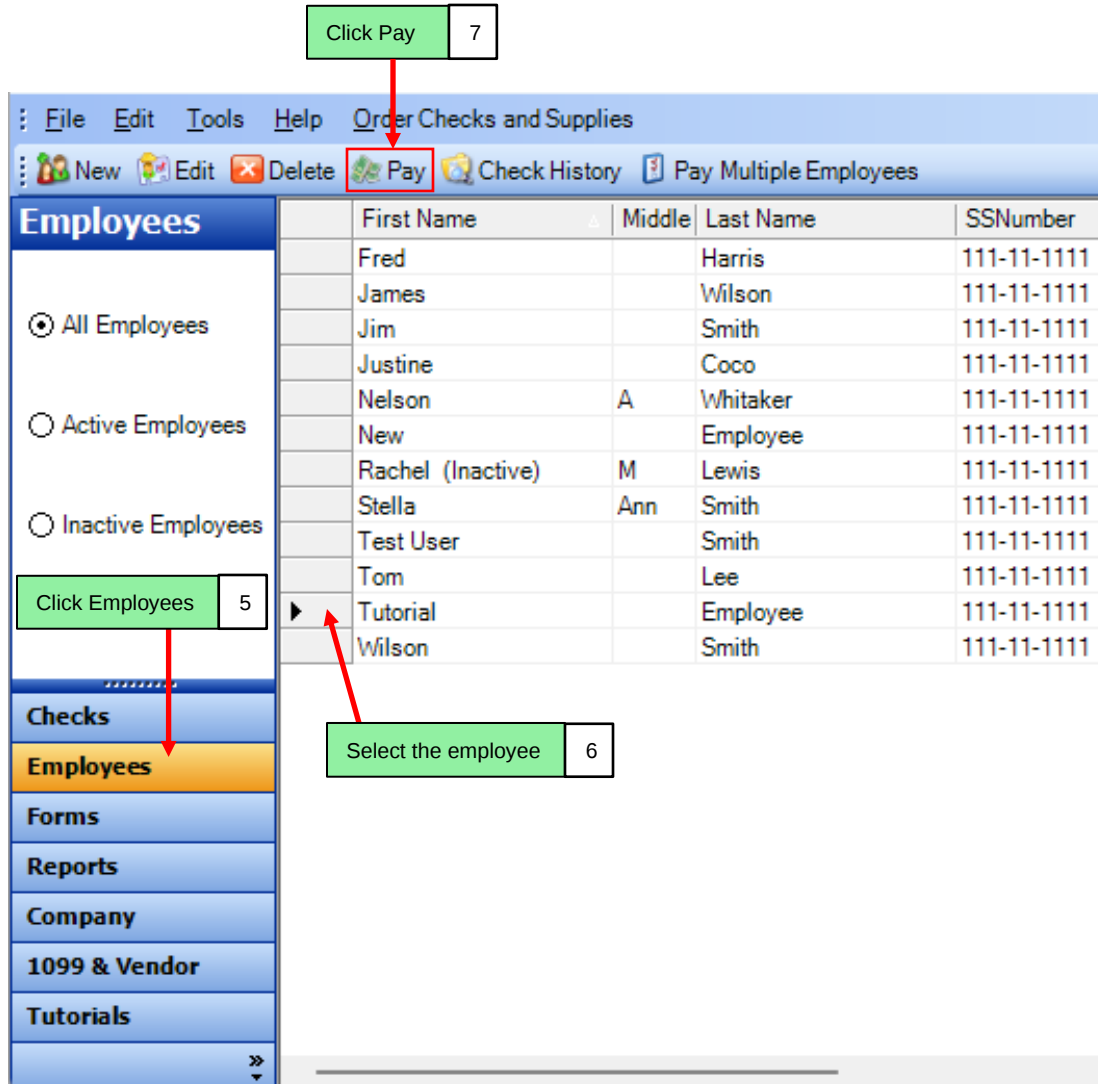
Title:	Amount:	YTD:
Federal Income Tax	\$99.26	\$595.56
Social Security (Employee)	\$71.54	\$429.24
Medicare (Employee)	\$16.73	\$100.38
State Income Tax	\$57.12	\$342.72
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
My own tax category	\$0.00	\$0.00
Social Security (Employer)	\$71.54	\$429.24
Medicare (Employer)	\$16.73	\$100.38
DeductionDetails		

IMPORTANT REMINDER:

You will need to delete all the checks created for this employee **after** the deleted check. You will then need to recreate all deleted checks in the correct chronological order.

5. Click **Employees**
6. **Select the employee**
7. Click **Pay**

Click Pay 7



Click Employees 5

Select the employee 6

Employees				
	First Name	Middle	Last Name	SSNumber
☒	Fred		Harris	111-11-1111
☐	James		Wilson	111-11-1111
☐	Jim		Smith	111-11-1111
☐	Justine		Coco	111-11-1111
☐	Nelson	A	Whitaker	111-11-1111
☐	New		Employee	111-11-1111
☐	Rachel (Inactive)	M	Lewis	111-11-1111
☐	Stella	Ann	Smith	111-11-1111
☐	Test User		Smith	111-11-1111
☐	Tom		Lee	111-11-1111
☐	Tutorial		Employee	111-11-1111
☐	Wilson		Smith	111-11-1111

Make sure you recreate the checks in sequential order.
Pay special attention to the Pay Date of each check.

8. Recreate the paycheck

9. Click OK

Recreate the paycheck

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Check Details

General Information Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Employee, Tutorial Begin Date: Month DD, YYYY

Check #: 18 Pay Date: Month DD, YYYY End Date: Month DD, YYYY Recalculate

Income Details **Vacation / Sick Hours**

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Yearly Salary	60000.0000	Per Year	N/A	2500.00	3653.85

	Amount:	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00

[Learn how to rollover hours from last year](#)

Tax Details **Deduction Details**

Tax:	Amount:	YTD:
Federal Income Tax	215.06	314.32
Social Security (Employee)	155.00	226.54
Medicare (Employee)	36.25	52.98
State Income Tax	123.75	180.87
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax category	0.00	0.00

Deduction:	Amount:	YTD:
Social Security (Employer)	155.00	226.54
Medicare (Employer)	36.25	52.98
Fed Unemployment (Employer)	15.00	21.92
State Unemployment (Employer)	37.50	54.81
State Disability Insurance (Employer)	0.00	0.00
Retirement Savings	100.00	200.00

Other Optional Details **Check Summary**

	Amount:	YTD:		Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	.00	This Check:	2500.00	530.06	0.00	1969.94
Weeks Worked	0.00	.00	YTD:	3653.85	774.71	0.00	2879.14

MEMO:

OK Cancel

Click OK

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10. **Read the notice carefully.** If Payroll Mate detects ANY checks created out of sequential order, you will receive this notice.
11. Click **Yes** if you would like to continue.
This will cause the check to be created out of sequential order

Check Details

General Information

Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Employee, Tutorial

Begin Date: Month DD, YYYY

Check #: 18

Pay Date: Month DD, YYYY

End Date: Month DD, YYYY

Recalculate

Income Details

Income:	Rate:	Type:	Quantity:	Amount:	YTD:	Vacation / Sick Hours
Yearly Salary	60000.0000	Per Year	N/A	2500.00	3653.85	
						Vac. hours earned 0.00 0.00
						Vac. hours used 0.00 0.00
						Sick hours earned 0.00 0.00
						Sick hours used 0.00 0.00

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	215.06	314.3
Social Security (Employee)	155.00	226.5
Medicare (Employee)	36.25	52.98
State Income Tax	123.75	180.8
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax category	0.00	0.00
Social Security (Employer)	155.00	226.5
Medicare (Employer)	36.25	52.98
Fed Unemployment (Employer)	15.00	21.92
State Unemployment (Employer)	37.50	54.81
State Disability Insurance (Employer)	0.00	0.00
Personal Exemptions	100.00	200.00

Other Optional Details

	Amount:	YTD:
Hours Worked	0.00	.00
Weeks Worked	0.00	.00

Check Summary

	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
This Check:	2500.00	530.06	0.00	1969.94
YTD:	3653.85	774.71	0.00	2879.14

MEMO:

OK

Cancel

Attention

Payroll Mate has detected the following:

The "Pay Date" you picked will cause Payroll Mate to create a check that is out of sequential order. This will cause calculation problems for taxes and deductions with wagebase and cutoff limits. These problems might appear in this check or in subsequent checks.

Are you sure you want to continue?

Click Yes

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Yes

No

12. Warning will appear. **Read warning carefully.**
13. **Click in the box** next to: "I have checked with the IRS or a tax professional and I would like to proceed. I understand this change might cause issues." That will place a large X in the box.
14. Click **Proceed**

Read warning carefully

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Check Details

General Information

Employee: Employee, Tutorial

Check #: 18

Pay Freq: Semi-Monthly (24 Pay Periods)

Begin Date: Month DD, YYYY

Pay Date: Month DD, YYYY

End Date: Month DD, YYYY

Recalculate

Income Details

Income:	Rate	Days	Amount	YTD:
Yearly Salary	60000.0000	Per Year	N/A	2500.00 3653.85

Vacation / Sick Hours

	Amount	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00



Warning!

This change might cause payroll errors and issues with your tax forms.

I have checked with the IRS or a tax professional and I would like to proceed. I understand this change might cause issues.

Cancel

Proceed

Tax Details

Tax:	Amount	YTD:
Federal Income Tax	213.36	31.36
Social Security (Employee)	155.00	255.00
Medicare (Employee)	36.25	54.38
State Income Tax	123.75	180.87
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax	0.00	0.00
Social Security (Employer)	155.00	226.54
Medicare (Employer)	36.25	52.93
Fed Unemployment (Employer)	15.00	21.92
State Unemployment (Employer)	37.50	54.81
State Disability Insurance (Employer)	0.00	0.00
Retreat Fund	100.00	100.00

Check Summary

	Amount	YTD:
Hours Worked	0.00	.00
Weeks Worked	0.00	.00
Total Incomes:	2500.00	
Total Taxes:	530.06	
Total Deductions:	0.00	
Net Pay:	1969.94	
YTD:	3653.85	774.71

MEMO:

OK

Cancel

Click in the box

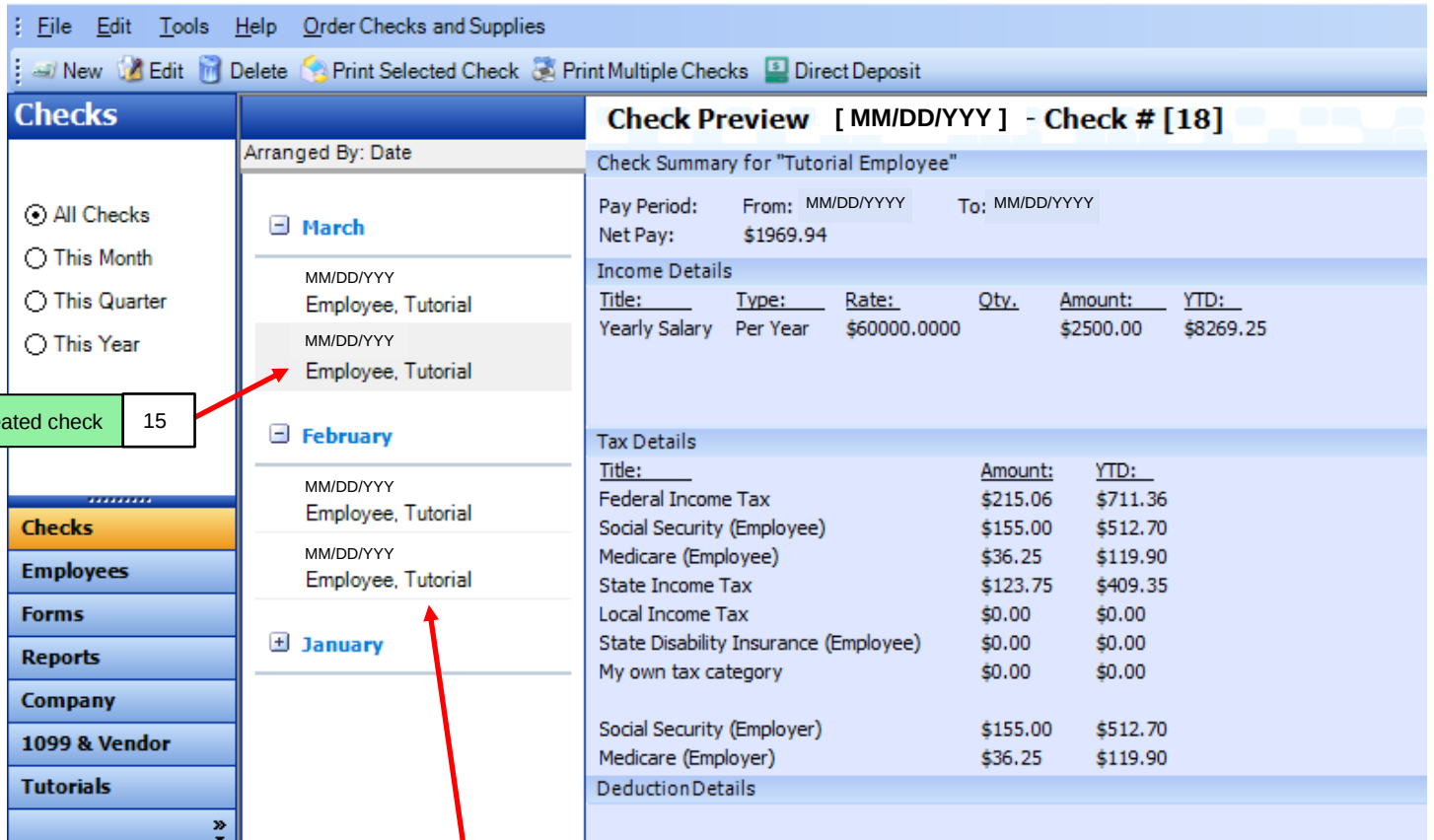
13

Click Proceed

14

15. **Recreated check** is now visible in the check list

16. **Find any additional check(s)** in the check list that will need to be deleted and recreated - Delete and recreate as needed.



The screenshot shows the Payroll Mate software interface. On the left is a sidebar with a 'Checks' section containing radio buttons for 'All Checks', 'This Month', 'This Quarter', and 'This Year'. Below this is a list of months: March, February, and January. A red arrow points from a green box labeled 'Recreated check' with the number '15' to the 'March' section of the checks list. Another red arrow points from a green box labeled 'Find any additional check(s) that will need to be deleted and recreated' with the number '16' to the 'January' section of the checks list. The main area displays a 'Check Preview' for 'Tutorial Employee' for check #18. It includes a 'Check Summary' with 'Pay Period' and 'Net Pay' (\$1969.94), 'Income Details' table, 'Tax Details' table, and 'Deduction Details'.

Title	Type	Rate	Qty	Amount	YTD
Yearly Salary	Per Year	\$60000.0000		\$2500.00	\$8269.25

Title	Amount	YTD
Federal Income Tax	\$215.06	\$711.36
Social Security (Employee)	\$155.00	\$512.70
Medicare (Employee)	\$36.25	\$119.90
State Income Tax	\$123.75	\$409.35
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
My own tax category	\$0.00	\$0.00
Social Security (Employer)	\$155.00	\$512.70
Medicare (Employer)	\$36.25	\$119.90

Note: If you view any payroll check created out of sequential order, you may see that those figures are NOT included in the YTD for that field.