

Enterprise - How to Correct Authority Checks

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If you find an adjustment that was set up incorrectly after an authority payroll run has been run or have a need to reverse an Authority check, you will need to use the following process to void and complete payroll.

Part 1: Void the Authority Check

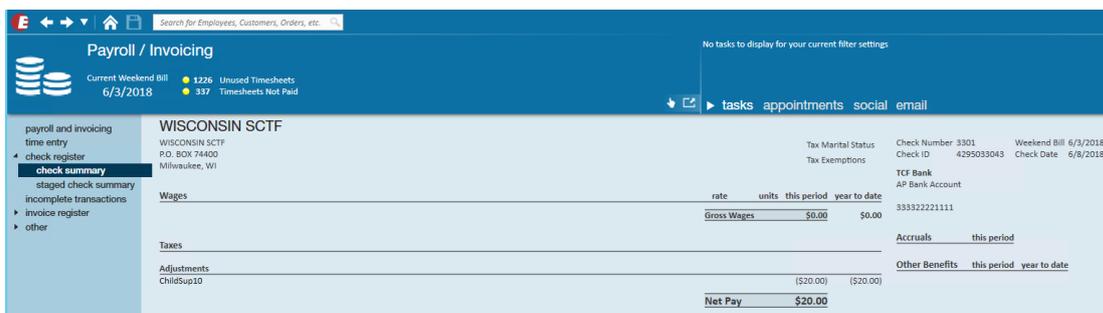
Authority checks do not have the option to reverse so if they have already been cashed you will need adjust the adjustment on the employee record or work with the Authority to fix the issue. If the check has not been cashed but is still incorrect, use the following steps to void the check.

To void an authority check:

1. Navigate to Pay/Bill
2. Select Check Register in the upper left



3. Locate the authority check you wish to void
4. Double click to open the check summary



WISCONSIN SCTF
WISCONSIN SCTF
P.O. BOX 74400
Milwaukee, WI

Current Weekend Bill 6/3/2018
1226 Unused Timesheets
337 Timesheets Not Paid

Check Number 3301
Check ID 4295033043
Weekend Bill 6/3/2018
Check Date 6/8/2018

Wages

rate	units	this period	year to date
		\$0.00	\$0.00
Gross Wages			

Taxes

Adjustments	this period	year to date
ChildSup10	(\$20.00)	(\$20.00)
Net Pay		\$20.00

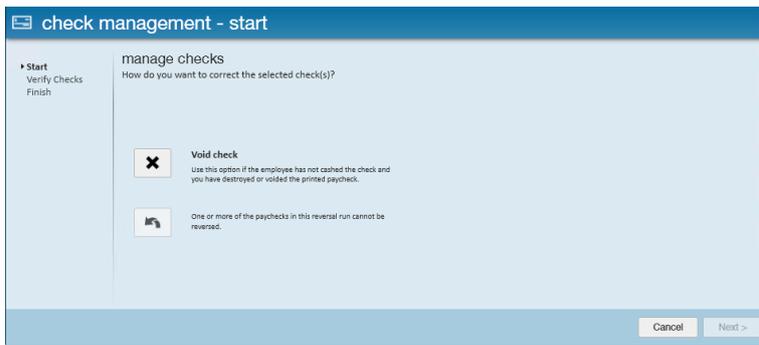
Accruals this period

Other Benefits this period year to date

5. Select X icon in upper right



6. Select void check and choose next



7. Verify check and select next
8. Once you are on the confirmation screen, select Finish

Part 2: (optional) Correct the Adjustment

Step 1: Void and/or Reverse the Employee Check

If you are voiding the authority check because an adjustment was incorrect, you will need to void and/or reverse the employee check as well to correct the issue.

For steps on voiding/reversing employee checks see [How to Void and/or Reverse Checks](#).

Step 2: Update the Adjustment on the Employee Record

If the adjustment is incorrect, you will need to correct the adjustment from the employee record.

Common adjustment corrections include:

- Changing the authority to whom the adjustment should be paid
- Changing the amount of the adjustment to be collected
- Deactivating the adjustment

For more information on adjustments see [How to Set Up Garnishments](#) or [How to Setup Child Support Garnishments](#)

Step 3: Re-do the Employee Time Card

If you Voided or Reversed the employee check you will need to process a new time card to recalculate the adjustment for the authority.

In time entry you will see the original time card entry and a voided time card entry:

1. Right click and duplicate the timecard
2. Enter the correct hours (Note the 0 dollar bill rate ensures that the invoice is not affected by the additional time card)

WebCenter Status	Status	Name	Customer	Department	Pay Co.	RT Hrs	OT Hrs	Bill	Pay	OT P.	DT Pay	Units	Unit Pay	WE Date
		Yancy, Sara	Toro Company	Distribution	Reg	40	2	\$28.00	\$16.00	\$24.00	\$32.00	0	\$0.00	6/3/2018 12:00:00 AM
		Yancy, Sara	Toro Company	Distribution	Reg	-40	-2	\$0.00	\$16.00	\$24.00	\$32.00	0	\$0.00	6/3/2018 12:00:00 AM
		Yancy, Sara	Toro Company	Distribution	Reg	40	2	\$0.00	\$16.00	\$24.00	\$32.00	0	\$0.00	6/3/2018 12:00:00 AM
						0.00	0.00					0.00		

3. Navigate to Proofing and proof the new time card you created. You should expect a few proofing error messages such as zero bill and or Zero pay rate and Txn for this weekenddate entered elsewhere included in the picture below

Approved	Employee	Customer	Error
<input type="checkbox"/>	Yancy, Sara	Toro Company	Employee does not have an ACA hire date.
<input type="checkbox"/>	Yancy, Sara	Toro Company	Txn for this weekenddate entered elsewhere.
<input type="checkbox"/>	Yancy, Sara	Toro Company	Txn already been processed for this Aident/weekend date.
<input type="checkbox"/>	Yancy, Sara	Toro Company	Zero bill and/or Zero Pay For OT Hours.
<input type="checkbox"/>	Yancy, Sara	Toro Company	Zero Bill and/or Zero Pay

4. Run Payroll for the time card you proofed to complete the process.

Part 3: Re-run the Authority Check

To create a new check for the authority once corrections have been made, run a new check authority run with the new transaction

For more information see: [How to Complete Authority Check Runs](#)

Related Articles