


15R1 Enterprise Authority Checks

Authorities are those agencies or companies who would receive money which is withheld from an Employee's pay such as: Child Support agencies, Financial Institutions holding 401Ks, Collection Agencies who have issued garnishment orders, etc.


Adding Authorities

From the **Administration** form (only "SA" – System Admin users have access to this form) click on the option for **Authorities** on the far left side of the screen. **Authorities** that are set up in this form are available in the **Employee/Pay Setup/Adjustments** form when using the *Add Adjustment Wizard*. When an "AuthCheck" *Run Type* is selected in the *Payroll Wizard* the *Authority Name* and address that is set up in this form will be printed on the check.

The screenshot shows the 'Administration' section of the software. On the left, there is a sidebar with a list of categories including 'authorities', 'branch', 'company', 'custom data', 'gls bank account', 'interest code', 'message', 'multiplier code', 'owner', 'sales team', 'service rep', 'skill code', and 'worker comp code'. The 'authorities' category is selected, and a search bar labeled 'Find an authority' is present. Below the search bar, a list of 35 items is displayed, including 'Ingham County', 'Test', 'Test Authority', 'Another Test', 'Saint Lucie County', 'zz1Test', 'zz1Test', 'zzzzzzz', 'Smith Barney', 'Puerto Rico', 'State of Nevada', 'Dakota County Child Support', 'Solomon, Smith and Barney', 'Phoenix', 'Scott County Child Support', and 'Training Authority'. To the right of the list, the 'Main Authority Info' form is displayed, showing fields for 'Authority Name' (Ingham County), 'Authority Other', 'Street' (1234 Main Street), 'City' (Mason), 'State' (MO), and 'Zip Code' (48234). There is also a 'Require Case Number' checkbox which is checked.


On the left the list of current **Authorities** is displayed. Limit the list displayed by entering the Authority name in the *Find an Authority* field. Click on an **Authority** from the left to display the details in the Main Authority Info section. Once displayed in the Main Authority Info section the **Authority** info can be edited. Once complete click on the  button at the top of the screen or *Ctrl – S* on your keyboard to save the changes.

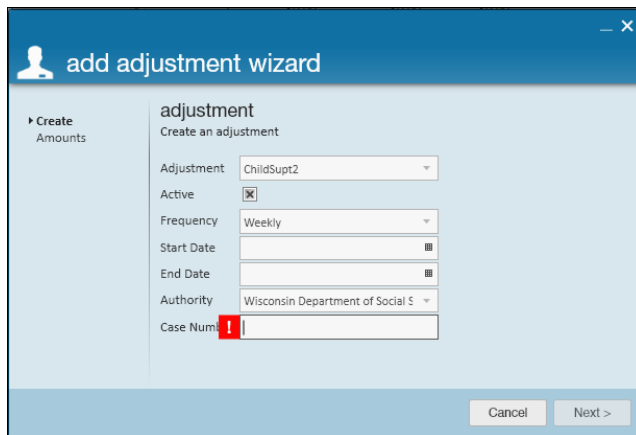
This is a close-up of the 'Main Authority Info' form. It contains the following fields: 'Authority Name' (New Authority), 'Authority Other', 'Street', 'City', 'State' (with a dropdown arrow and a red exclamation mark icon), 'Zip Code', and 'Require Case Number' (checkbox). The form is designed for editing or adding a new authority.

Click on the  button in the upper right to add a new **Authority**. Enter the *Authority Name, Street, City, State, and Zip Code*.

If a *Case Number* is required when this **Authority** is selected, click in the *Require Case Number* check box.

Main Authority Info	
Authority Name	Wisconsin Department of Social Services
Authority Other	
Street	5840 Federal Ave.
City	Madison
State	WI
Zip Code	53703
Require Case Number	<input checked="" type="checkbox"/>

Once complete click on the  button at the top of the screen or *Ctrl – S* on your keyboard to save the information and add this **Authority** to the SQL table.

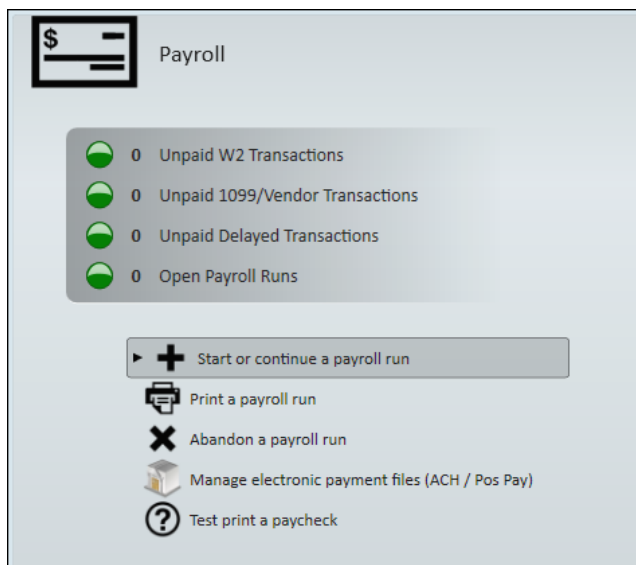


If the *Authority* selected from the drop down menu in the *Add Adjustment Wizard* has been set up with the *Require Case Number* checked, the *Case Number* will be a required field as shown left. The *Case Number* will need to be entered before the user can continue with creating the *Adjustment*.

Issuing Authority Checks

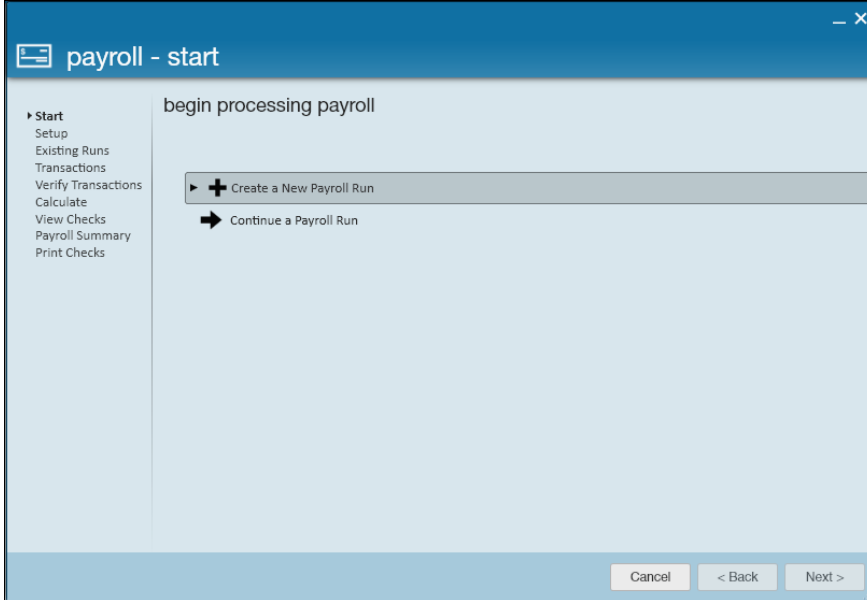
Once **Paychecks** have been posted where recurring **Employee Adjustments** [with **Authorities**] were withheld, an **Authority** check run can be completed in the **Pay/Bill** section.

1) Start Authority Check Run



From the *Payroll* option in the **Payroll and Invoicing** form select *Start or Continue a Payroll Run*. This will open the *Payroll Wizard*.

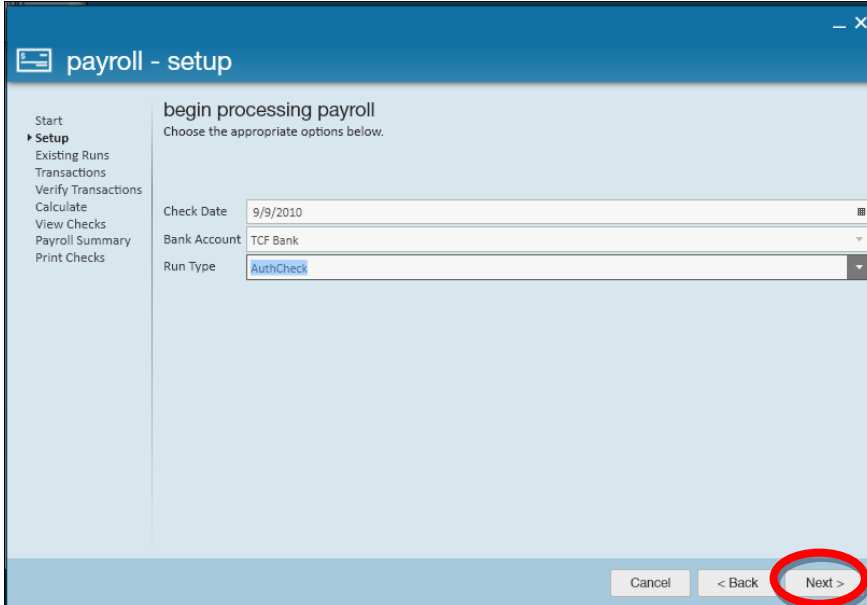
2) Create a New Payroll Run.



The screenshot shows a software window titled "payroll - start". On the left is a navigation menu with options: Start, Setup, Existing Runs, Transactions, Verify Transactions, Calculate, View Checks, Payroll Summary, and Print Checks. The main area is titled "begin processing payroll" and contains two buttons: "Create a New Payroll Run" (with a plus icon) and "Continue a Payroll Run" (with a right arrow icon). At the bottom right are "Cancel", "< Back", and "Next >" buttons.

Select *Create a New Payroll Run* on the *Payroll – Start* form of the *Payroll Wizard*.

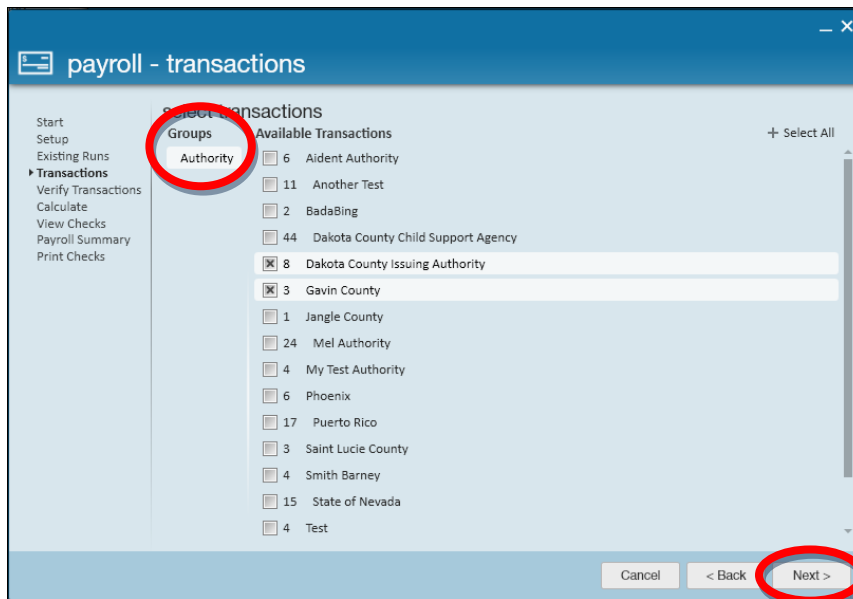
3) Choose Authority Run Type.



The screenshot shows a software window titled "payroll - setup". On the left is a navigation menu with options: Start, Setup, Existing Runs, Transactions, Verify Transactions, Calculate, View Checks, Payroll Summary, and Print Checks. The main area is titled "begin processing payroll" and contains the instruction "Choose the appropriate options below." followed by three fields: "Check Date" (9/9/2010), "Bank Account" (TCF Bank), and "Run Type" (AuthCheck). At the bottom right are "Cancel", "< Back", and "Next >" buttons, with the "Next >" button circled in red.

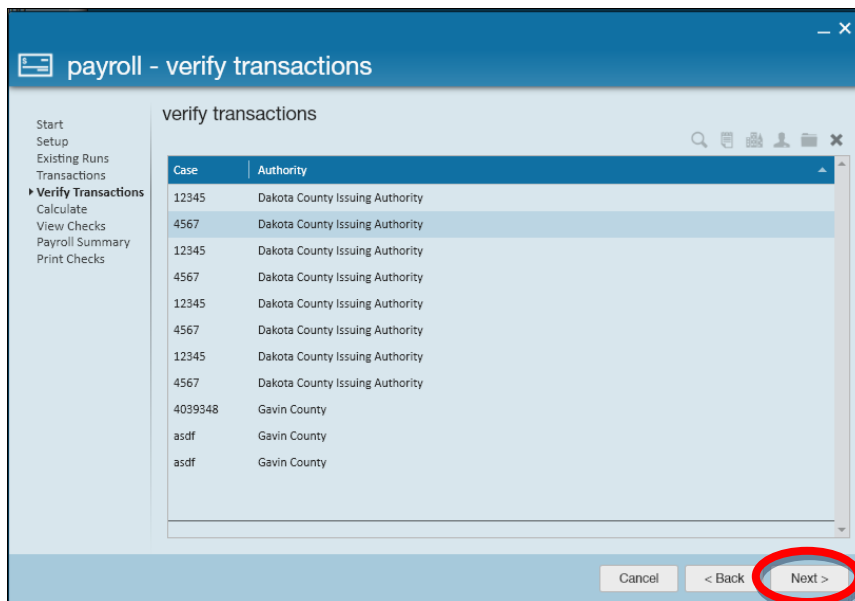
In the *Payroll – Setup* form verify the *Check Date* (prints on checks), *Bank Account* (checks are issued from) and select a *Run Type* of "AuthCheck". Then click *Next* at the bottom of the form.

4) Choose Authorities to Pay.



In the *Payroll – Transactions* form select *Authority* from the list under Groups to display outstanding **Authority** check *Transactions*. Click in the check box to select individual **Authorities** or click on *Select All* to include all outstanding **Authority** *Transactions*. Then click *Next*.

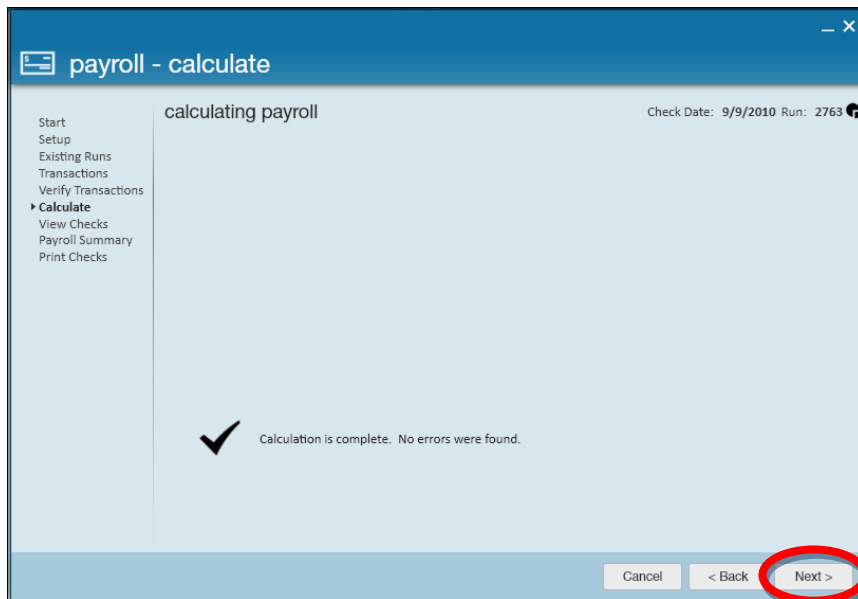
5) Verify Selected Authority Transactions.



In the *Payroll – Verify Transactions* form it will display the *Transactions* that have been selected for this run. To remove individual *Transactions* select them and click on the button or right-click and choose *Remove Transaction*. Once *Transactions* have been verified, click *Next*.

*Note – Removing the **Authority** *Transaction* from the run will not delete it from the system. It will be available when selecting *Transactions* in the next "AuthCheck" run conducted.

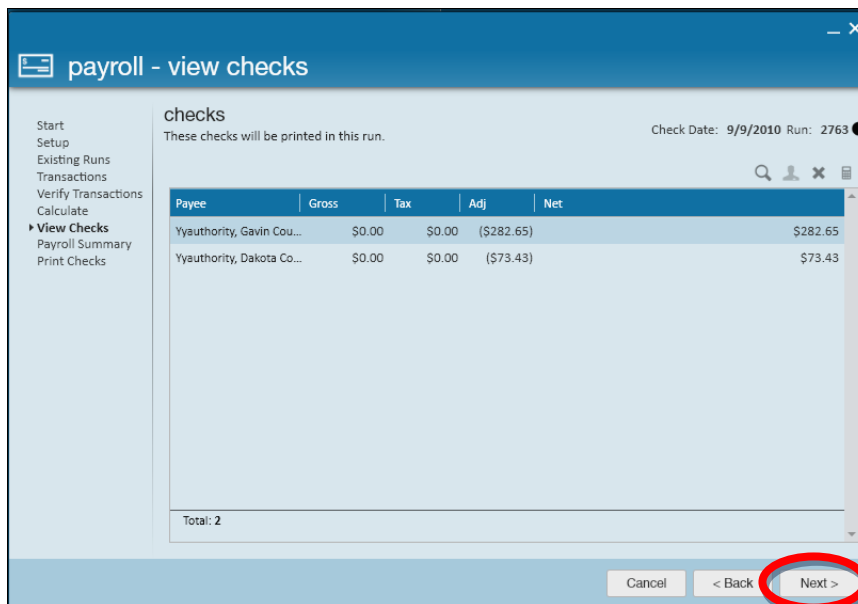
6) Calculate Checks.



The screenshot shows the 'payroll - calculate' window. The title bar reads 'payroll - calculate'. The main area is titled 'calculating payroll' and displays a checkmark and the message 'Calculation is complete. No errors were found.' The status bar at the bottom right shows 'Check Date: 9/9/2010 Run: 2763'. The 'Next >' button is circled in red.

Once *Next* is selected on the previous form in the *Payroll Wizard* the **Authority** checks will be calculated. If no errors occurred during the calculation process the *Payroll - Calculate* form will appear as it does to the left. Click *Next* to continue with the run.

7) View Checks.



The screenshot shows the 'payroll - view checks' window. The title bar reads 'payroll - view checks'. The main area is titled 'checks' and displays the message 'These checks will be printed in this run.' The status bar at the bottom right shows 'Check Date: 9/9/2010 Run: 2763'. The 'Next >' button is circled in red.

Payee	Gross	Tax	Adj	Net
Yyauthority, Gavin Cou...	\$0.00	\$0.00	(\$282.65)	\$282.65
Yyauthority, Dakota Co...	\$0.00	\$0.00	(\$73.43)	\$73.43

Total: 2

In the *Payroll - View Checks* form the **Authority** checks will be displayed. To remove a check from the run select the check then click on the in the upper right. Or right-click on the line and select *Remove Check* from the drop down menu. If checks are correct click *Next*.

8) Verify Starting Check Number.

payroll - payroll summary

Start
Setup
Existing Runs
Transactions
Verify Transactions
Calculate
View Checks
► Payroll Summary
Print Checks

payroll summary
Please verify the information below. Check Date: 9/9/2010 Run: 2763

numbering

Starting Check Number Do not print EPay check stub
Starting EPay Check Number Use EPay check numbers only
Check Sort
Stub Memo

summary

Bank Account	AP Bank Account	Payroll Run Type	AuthCheck
Check Date	9/9/2010	Weekend Date	9/5/2010
Checks	2	Payroll Run ID	2763

Cancel < Back **Next >**

In the *Payroll – Payroll Summary* form verify the *Starting Check Number* in the *Numbering* area and the *Bank Account, Check Date,* and number of *Checks* in the *Summary* area. If everything is correct, click *Next*.

9) Print Checks.


payroll - print checks

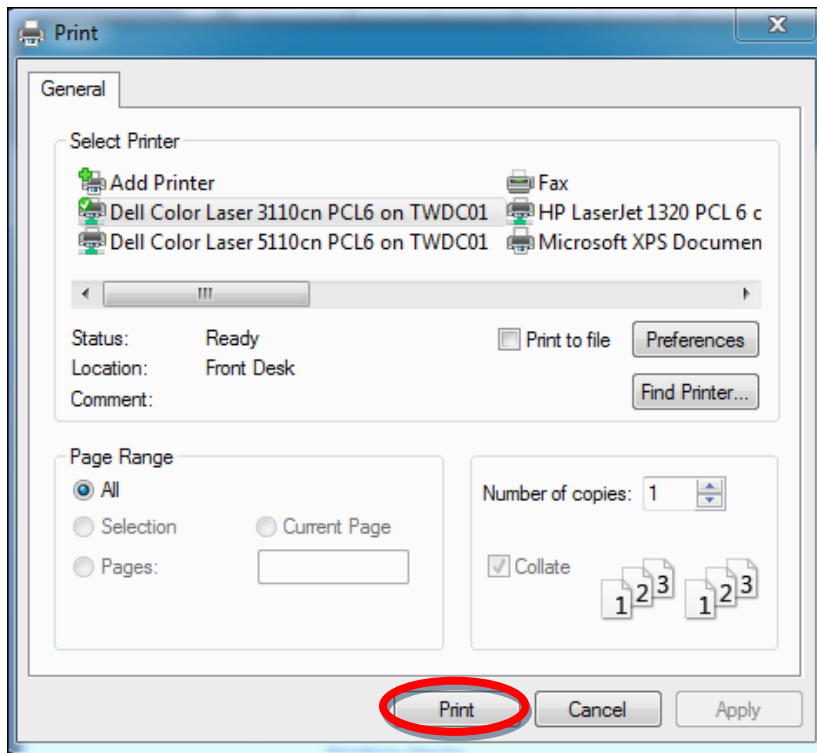
Start
Setup
Existing Runs
Transactions
Verify Transactions
Calculate
View Checks
Payroll Summary
► Print Checks

print checks
Check Date: 9/9/2010 Run: 2763

Print this payroll run
 Post payroll but do not print.

Cancel Finish

In the *Payroll – Print Checks* form click on the  button to print this **Authority** check run. Enterprise will number the checks and open the printer selection as shown in the next step.

10) Select Printer.

Choose the printer from the list under the Select Printer area and then click *Print*.

Name: Yyauthority, Aident Authority Social Security Number: XXX-XX- Check Date: 10/08/2010

Earnings	Rate	Hrs	OT Rate	OT Hrs	This Period	Tax	Tax	YTD Tax	AWH	Adj	Amt	YTD
										AuthAdj	(\$2,107.83)	(\$2,107.83)
Accrual												
		Amount		Balance								
Gross				\$0.00								
Net				\$2,107.83								
Year To Date Gross				\$0.00								
						Total						
						\$0.00						
						\$0.00						
						Total						
						(\$2,107.83)						
						(\$2,107.83)						

Allowances

Company Name	Bank Name	Check No
123 West Company Address	Bank Address 123 W Street	18234

Two Thousand One Hundred Seven DOLLARS and Eighty Three CENTS

Date	Amount
10/08/2010	2107.83

Aident Authority
123 Main St
Eagan, MN 55121

AUTHORIZED SIGNATURE(S)

⑈0000018234⑈ ⑆678992345⑆ 33332221111⑈

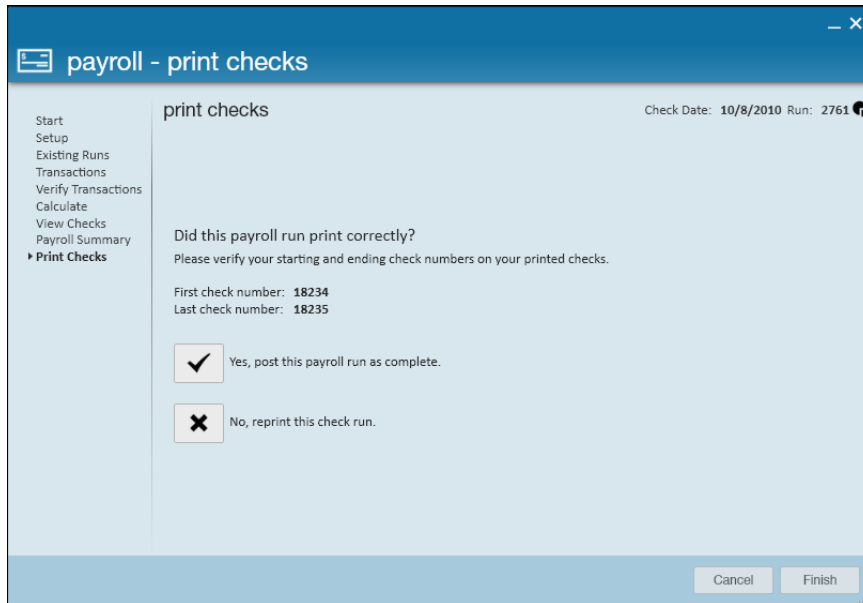
Company Address
123 West Company Address

Aident Authority
123 Main St
Eagan, MN 55121

10/8/2010
18234

Above is an example of what the **Authority** check will look like when it's printed. An additional report will be printed that should be included with the checks because it contains the *Case Numbers* and *Amounts* to be applied to each.

11) Post Checks.



If the **Authority** checks printed correctly, click on the button to post or click on the button to reprint.

Clicking the button will close the *Payroll Wizard*. The **Authority** check run is now complete.

Still Have Questions?

For more information on authority checks contact our customer support group at 652-452-0366 or by sending an email to support@tempworks.com.

To schedule training on authority checks, submit suggestions on how to improve this document or to request documentation on other Enterprise functionality please contact our Training Department at trainers@tempworks.com.