On-Demand Checks
Housekeeping

• Do not place us on hold
• Close other programs
• Ask questions by raising your hand or by using Chat
• You may be asked to interact during the session, including: Chat, Status Icons, and Activity Report Outs
Course Introduction
On Demand Checks

At the end of this session you, will be able to:

• Process an on-demand check
• Review the check
• Calculate the check
On Demand Payment
Reflection
Overview

- On Demand checks can be calculated and completed at any time
- *Add detail about direct deposit or vs printed checks*
- Can be picked up by the on-cycle calculation
On Demand Process

The process follows the same flow as On-Cycle

- Enter On Demand Payment Info
- Calculate
- Review (Fix Errors and Recalculate if needed)
- Complete Pay Calculation
- Settle (Individually or with On-Cycle)
Enter On Demand Payment Info

1. Type the worker’s name in the search box and open the Worker’s Profile
Enter On Demand Payment Info (Cont.)

2. Click the Related Actions icon to display the Actions
3. Select Payroll > Run On Demand Payment
Enter On Demand Payment Info (Cont.)

Fill in all * (mandatory) fields

4. Enter pay **Period** dates
5. Enter **Pay Group Detail**: Biweekly A or B
6. Enter **Worker**
Enter On Demand Payment Info (Cont.)

7. Click **Create Additional Payment**

Create **Replacement Payment** should only be used if you are replacing an existing physical check, such as if it was lost or destroyed.

8. Click **OK**. The next screen will display
Enter On Demand Payment Info (Cont.)

Fill in all * (mandatory) fields

9. Recommended: Enter a **Batch ID**
10. Select the **Reason** for the On Demand Payment from the menu
Enter On Demand Payment Info (Cont.)

Scroll down and fill in all * (mandatory) fields

11. **Payment Date** will default to today’s date. Change if needed.
12. Enter a number in **Priority**. (Type in 1, 2, 3, etc.) If you are creating more than one payment for a worker, **Priority** sets the order in which will the payments will process.
Enter On Demand Payment Info (Cont.)

Scroll down and complete if you need to override Tax Frequency or Payment Elections.
Enter On Demand Payment Info (Cont.)

Tax Frequency Override
Number: 0
Pay Periods: select one

Override Payment Elections
Current Payment Elections: 1 - Biweekly Check
Payment Type:
Worker Bank Account:

Reference Worktags
Retro Results

Payment Type:
Enter On Demand Payment Info (Cont.)

13. Scroll down to the Input line. Click in the Pay Component field.
Enter On Demand Payment Info (Cont.)

14. Select the **Pay Component** from the menu.
15. The **Position** field will populate. If the colleague has more than one position, click in the **Position** field and select the appropriate position.
Enter On Demand Payment Info (Cont.)

16. Scroll to the right. Under **Input Details**, click the + icon to open a new line of input.
Enter On Demand Payment Info (Cont.)

17. Under **Value**, enter the amount of the check.
Calculate Check

1. When you have entered all the information, click **OK**. This will run the process to calculate the check.
Check Status of Completed Check

The **Background Process** screen will display when you run a process. Click **Refresh** to check the status.
Check Status of Completed Check (Cont.)

Completed calculation

Process: Payroll On Demand Pay Calculation (Job)
Request Name: Payroll On Demand Pay Calculation (Job) - Sun-Sat, Pay Friday Week T (01/04/2015 - 01/17/2015)
Status: Completed
Current Processing Time: 00:00:01

Background Process Criteria: Payroll On Demand Pay Calculation (Job) - Sun-Sat, Pay Friday Week T (01/04/2015 - 01/17/2015)
Period: 01/04/2015 - 01/17/2015 (Sun-Sat, Pay Friday Week T)
Pay Run Groups and/or Pay Group Details: Pay Group T: Regular (Bi-weekly)
Calculate Options: In Progress, Not Yet Started
Review Check

Scroll down the page to review that the Additional Payment is **In Progress**. Click on the “1” under **In Progress** to open the details.
Review Check (Cont.)

Review paycheck information (draft mode)
Complete Pay Calculation

1. Next, you must complete the Pay Calculation. Click the worker to open the record.
Complete Pay Calculation (Cont.)

2. Click the Related Actions icon
Complete Pay Calculation (Cont.)

3. Select Pay Calculation > Complete
Complete Pay Calculation (Cont.)

4. Click OK
Complete Pay Calculation (Cont.)

5. Verify the check is complete
6. Click Done
Settlement

Checks must be “settled” in order for the payment information to be sent to the bank.

You must have the “Settlement Specialist Role” to be able to settle.

ADD SETTLEMENT PROCESS or instructions for on the fly. Who CAN DO THIS.
Lesson Practice

Login to the training tenant
  • (login instruction)

Practice
  • Create an On Demand Payment
  • Calculate
  • Complete

It’s Your Turn!
Course Conclusion
Summary

You should now be able to:

• Process an on-demand check
• Review the check
• Calculate the check
Questions