On Demand Check Process

This job aid describes the process of creating an On Demand Check.

1. Enter On Demand Payment Info
2. Calculate Check
3. Review (Fix Errors and Recalculate if needed)
4. Complete Pay Calculation
5. 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 the actual check the employee should have received in that pay period (such as termination). If replacement is selected, no other payments will process for that pay period.

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.)

13. Scroll down to the Input line. Click in the Pay Component field.
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.
16. Scroll to the right. Under **Input Details**, click the + icon to open a new line of input.
17. Under **Value**, enter the amount of the 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.
Completed calculation
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.

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Run Category</th>
<th>Pay Cycle Type</th>
<th>Action Reason</th>
<th>In Progress</th>
<th>Requires ReCalculation</th>
<th>Pending Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group T</td>
<td>Regular</td>
<td>On-cycle</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Off-cycle</td>
<td>Additional Payment</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Review Check (Cont.)

Review paycheck information (draft mode)

<table>
<thead>
<tr>
<th>Payroll Result</th>
<th>Worker</th>
<th>Position</th>
<th>Company</th>
<th>Type</th>
<th>Period</th>
<th>Payment Date</th>
<th>Pay Group Detail</th>
<th>Additional Pay</th>
<th>Gross Amount</th>
<th>Net Amount</th>
<th>Result Process Entry Moment</th>
<th>Result Changed Moment</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI Absence (5100010): 01/17/2015 (Regular - On Demand Payment Additional) - In Progress</td>
<td>157901 SO HR Leave Administrator ARC_T0498 - AI Absence (5100010)</td>
<td>Trinity Health Corporation</td>
<td>On Demand Payment</td>
<td>01/04/2015 - 01/17/2015 (Sun-Sat, Pay Friday Week T)</td>
<td>01/15/2015</td>
<td>Pay Group T (Regular)</td>
<td>Yes</td>
<td>1,000.00</td>
<td>814.08</td>
<td>03/17/2016 01:14:34.684 PM</td>
<td>03/17/2016 01:14:34.68 PM</td>
<td></td>
</tr>
</tbody>
</table>

Job Aid: On Demand Checks

Updated 9/8/2017
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.)

The data shown below represents the current calculation (prior to action being taken).

Worker: Al Absence (5100010)
Position: 157901 SO_HR Leave Administrator ARC_T0498 - Al Absence (5100010)

Result Details
Period: 01/04/2015 - 01/17/2015 (Sun-Sat, Pay Friday)
Pay Group Detail: Pay Group T (Regular)
Company: Trinity Health Corporation

Payment Details
Payment Date: 01/17/2015
Gross: $1,000.00
Net: $814.00

Status Details
Pay Calculation Status: In Progress
Payroll Accounting Status: Draft
Settlement Status: Not Yet

Off Cycle Details
Result Type: On Demand Payment
Reason: Additional Payment
Payment ID: OD3
Priority: 1

4. Click OK
Complete Pay Calculation (Cont.)

Payroll Result  Al Absence (5100010): 01/17/2015 (Regular - On Demand Payment Additional) - Complete

<table>
<thead>
<tr>
<th>Worker</th>
<th>Al Absence (5100010)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>157901 SO_HR Leave Administrator ARC_T0498 - Al Absence (5100010)</td>
</tr>
</tbody>
</table>

Result Details

<table>
<thead>
<tr>
<th>Period</th>
<th>01/04/2015 - 01/17/2015 (Salary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group Detail</td>
<td>Pay Group T (Regular)</td>
</tr>
<tr>
<td>Company</td>
<td>Trinity Health Corporation</td>
</tr>
</tbody>
</table>

Payment Details

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>01/15/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Net</td>
<td>814.08</td>
</tr>
<tr>
<td>Pay Group Currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

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

Off Cycle Details

<table>
<thead>
<tr>
<th>Result Type</th>
<th>On Demand Payment - Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Additional Payment</td>
</tr>
<tr>
<td>Payment ID</td>
<td>OD3</td>
</tr>
<tr>
<td>Priority</td>
<td>1</td>
</tr>
</tbody>
</table>

Status Details

<table>
<thead>
<tr>
<th>Pay Calculation Status</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Accounting Status</td>
<td>Complete</td>
</tr>
<tr>
<td>Settlement Status</td>
<td>Not Yet Started</td>
</tr>
</tbody>
</table>
Settlement

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

You must have the “Settlement Specialist Role” to be able to settle payments or print checks.

Settlement Job Aids

Run and View Settlement
Printing Off-Cycle Checks