



## **QuickStart Guide**

### **Supplemental Checks**

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## Supplemental Checks

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to create supplemental checks.*

- A supplemental check differs from a regular check in the following way:
  1. The fixed deductions are taken according to the rules in the S column on the second screen of the employee master record under Pay Period to Take Deduction.

### 1. Open a payroll batch.

- a. Take option **1=Perform Payroll** from the Payroll & Personnel Management menu to display the open payroll batch.
  - If no batch is open, the Payroll Batch window displays.
- b. Select the payroll dates.
  - Enter the dates without slashes.
- c. Position to the Selection fields and key in the Pay Class, Pay Period, and/or Department codes;
- d. Or hit F4 to display the Employee Display Selection window and take option **1=Select** by employee class, pay period type, and/or department you want to include in this payroll and press [ENTER] to save.
- e. Give the payroll a description if desired and press [ENTER] to create the batch.
- f. Take option **1=Select** by the new batch to enter.

### 2. First create all non-supplemental checks for employees being paid.

- a. Take option **1=Select** by an employee to display the Payroll Entry screen.
- b. Add any other pay.
- c. Add any additional deductions.
- d. Press [ENTER] to save the check.
- e. Repeat step 4a – 4d for each non-supplemental check.

### 3. Override the pay period for the supplemental checks.

- a. Use function **F17=PPO** to display the Pay Period Override window.

- b. Key in the period code and press [ENTER] to save.
- For example, if you are doing supplement checks for all your bi-weekly employees, select the Bi-Weekly pay period override code.
  - Every check selected after overriding the pay period will be considered a supplemental check.
  - If you need to produce supplemental checks for employees with different pay period types, take the following steps:
    1. Open a payroll batch and sort the employees by Pay Period.
      - a. Use function **F13=Sort** and take option **1=Select** by Pay Period.
    2. Override the Pay Period for the first type of employees, for example, bi-weekly.
      - a. Use function **F17=PPO** to display the Pay Period Override window and enter the Pay Period Code, (B=Bi-Weekly).
    3. Create checks for all the employees on that pay period.
      - a. Take option **1=Select** by each employee that needs a check.
    4. Repeat steps 2 and 3 for each pay period type that you need to produce checks for.