



Stop/Cancel Payment

Overview

At times, it may be necessary to cancel certain payments being generated through the regular payroll process.

Only A & H roles have the ability to cancel a payment.

Guidelines

The following guidelines apply to canceling payments.

- Cancellation of payments can only be processed after the File 1 Preliminary has run and prior to the Final File 1.
 - **Payments can not be cancelled once the Final File 1 has run.**
 - Supplemental payments (i.e., Overtime, On-Call, etc.) will need to be cancelled after the Preliminary Supplemental Payroll run.
 - Payments associated with transactions processed after the Preliminary File 1 runs will not be displayed and therefore can not be cancelled.
 - Cancelled payments can be reinstated if the request has not been processed (i.e., prior to the Final File 1 being processed).
 - Canceling a payment for a wage type will stop the entire payment regardless of any cost assignment splits.
 - Cancelled payments will reflect on the Gross Pay screen.
-

History

The Cancel Leave/OT and Cancel OPS payment screens will now be accessed through this screen. These options have been removed from the Time and Payroll drop down menu. Cancelled payments will continue to display on this screen to provide historical records. Click on the radio button for a particular payroll run to view the cancelled payments for that run date. All payments that were not cancelled will no longer display on this screen once the Final File 1 has run for that payroll run date.

Key Activities

The following activities will be covered in this section of the Payroll Information User Guide

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Stop/Cancel Payment, Continued

Cancel Pay Screen

This section contains the employee's personal information.

This section provides information on all payments.

This section provides the details of payroll runs.

Key Fields

The following table provides details on the key fields found on the Cancel Pay screen.

Key Field	Description
Status	Indicates whether the payment is to be paid or stopped.
Wage Type	Indicates the wage type associated with each payment.
Description	Provides the text of the wage type.
Begin Rate	Indicates the rate of pay at the beginning of the pay period.
Begin Hours	Indicates the beginning hours of the pay period.
End Date	Indicates the rate of pay at the end of the pay period.
End Hours	Indicates the ending hours of the pay period.
Total Gross	Indicates the total amount for that wage type.
FTE	Indicates the Full Time Equivalent for that position.
Period Begin	Indicates the beginning date of that pay period.
Period End	Indicates the ending date of that pay period.

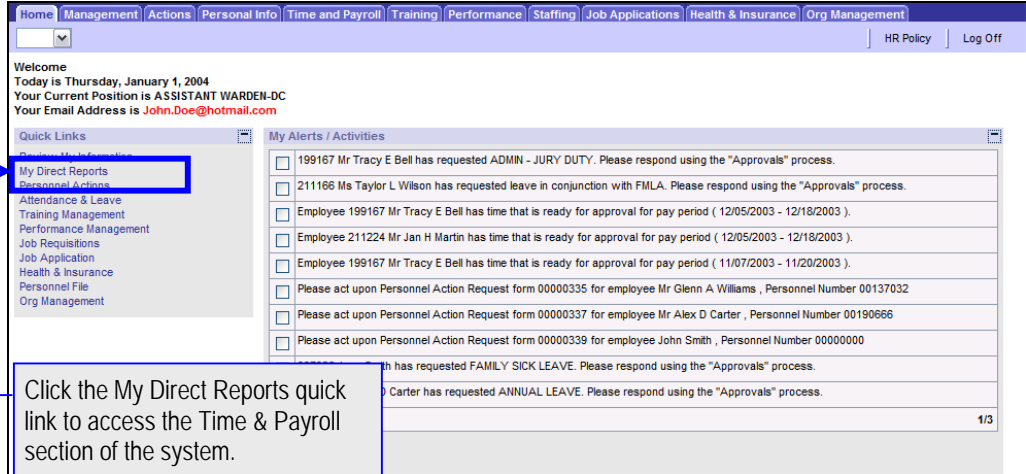
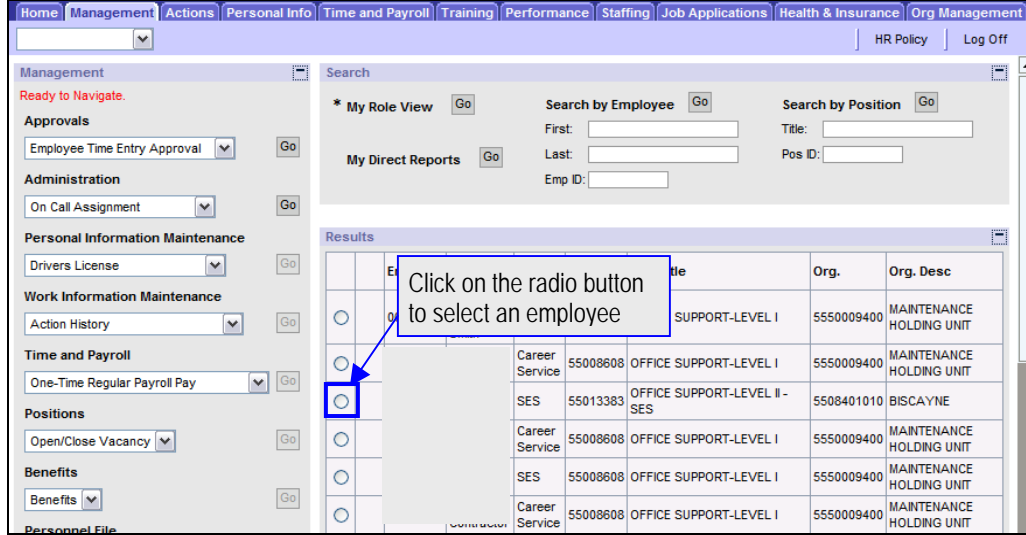
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Stop/Cancel Payment, Continued

Accessing The Screen


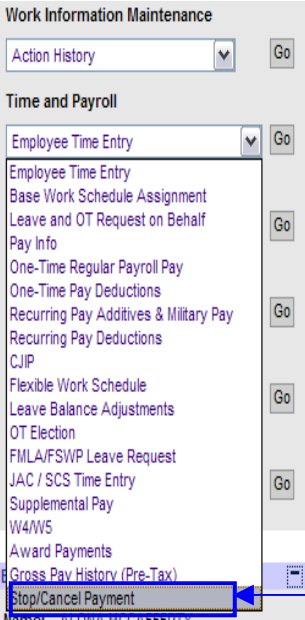
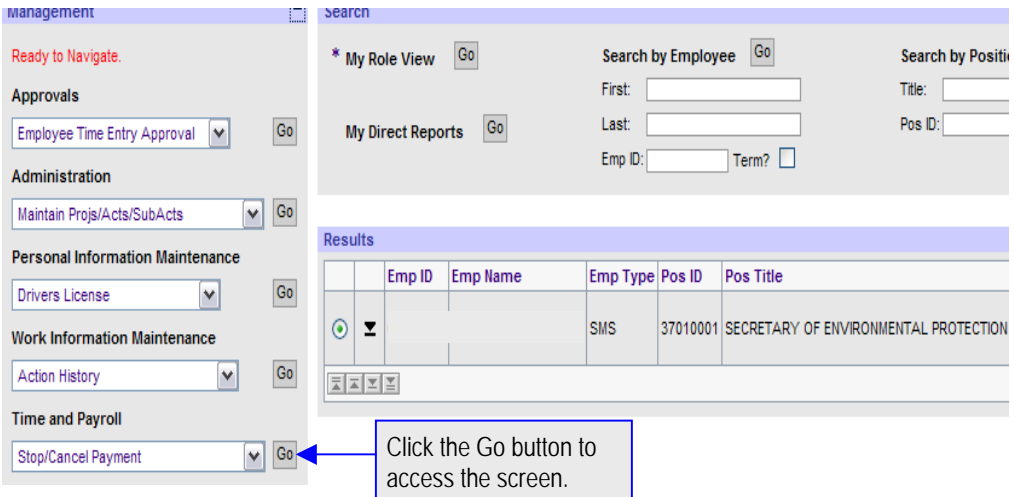
Follow the steps below to access the Cancel Pay screen.

Step	Action
1	<p>Click on the My Direct Reports link from the Quick Links list on the People First Home Page. The Time and Payroll Menu screen will be displayed.</p>  <p>NOTE: For information on logging in to the People First system, refer to the Navigating the People First Web Site User Guide located in the On-Line Training Tool.</p>
2	<p>Click the radio button (circle) to the left of the employee's information on the Management menu to select the employee.</p>  <p>NOTE: If there is no Employee Name or Employee ID, then the position is vacant. While you still maintain this position, no one currently holds it.</p>

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Stop/Cancel Payment, Continued

Step	Action
3	<p>Select Stop/Cancel Payment from the Time and Payroll drop down menu, by clicking the  button.</p>  <p>Select Stop/Cancel Payment option.</p>
4	<p>Click the Go button. The Stop/Cancel Payment screen will be displayed.</p>  <p>Click the Go button to access the screen.</p>

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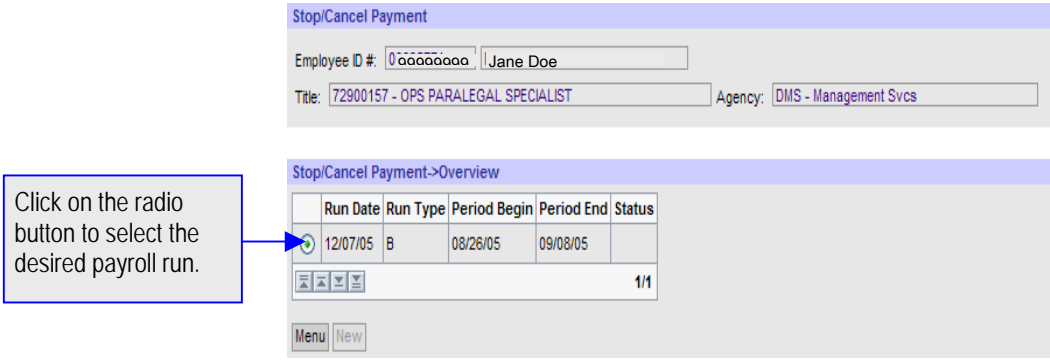
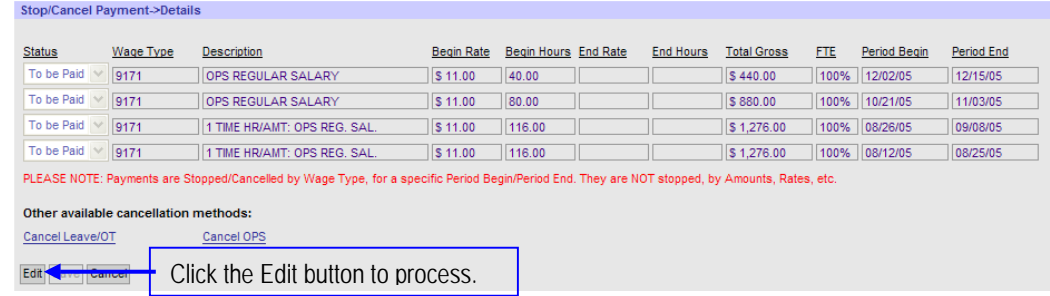
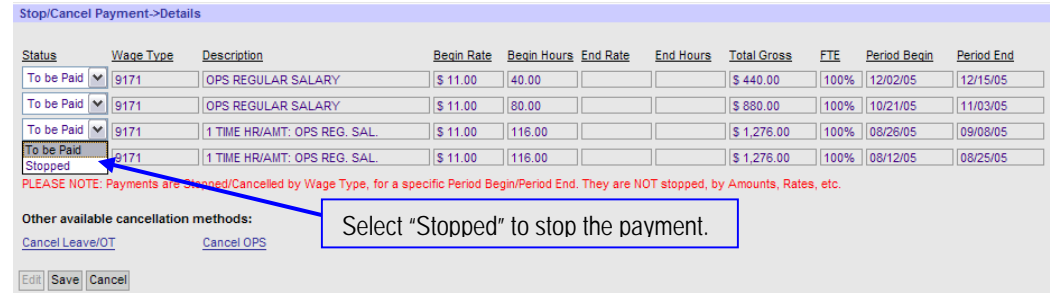


Stop/Cancel Payment, Continued

Cancel A Payment

Follow the steps below to cancel a Payment.

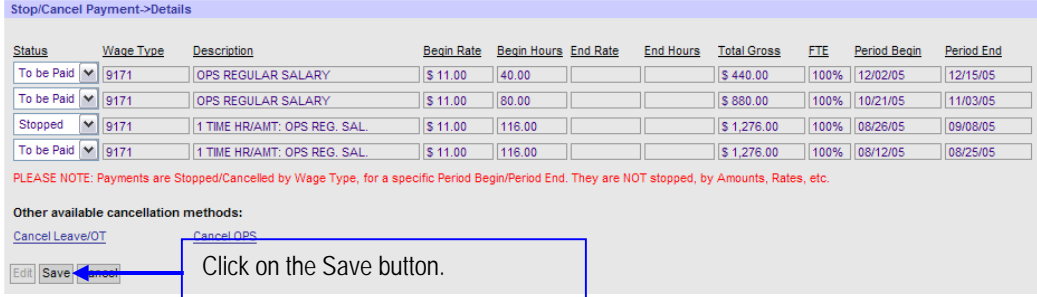

NOTE: Refer to the Accessing The Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the radio button to the left of the run date in the Overview box. The various payments associated with the payroll run will display in the Details box.</p> 
2	<p>Click on the Edit button in the Details box. The Status field for all the Wage Types will “open” to allow for editing or click on the links to access the Cancel Leave/OT or Cancel OPS screens.</p> 
3	<p>Select “Stopped” from the Status drop down menu for those payments to be cancelled.</p>  <p>NOTE: Cancel a payment for a wage type will stop the entire payment regardless of any cost assignment splits.</p>

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Stop/Cancel Payment, Continued

Step	Action
4	<p>Click on the Save button. The payment will be stopped.</p> 
5	<p>Verify that the payment is now showing "Stopped".</p> 

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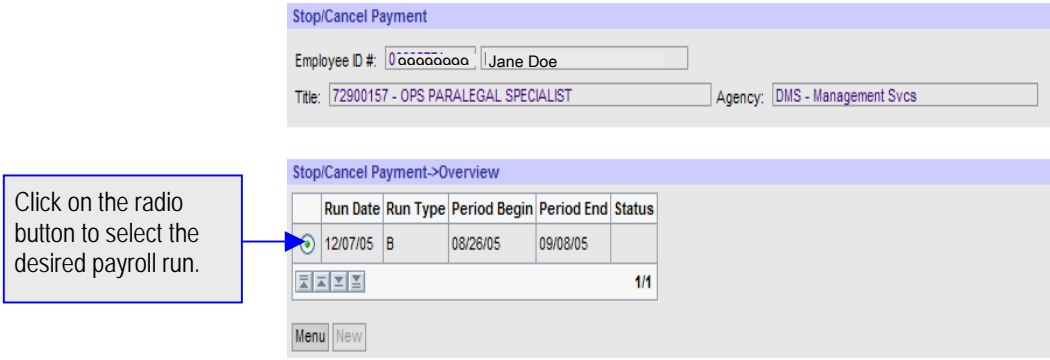
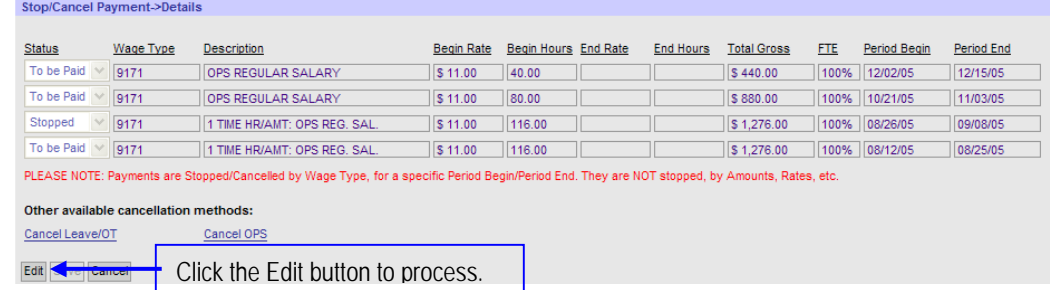
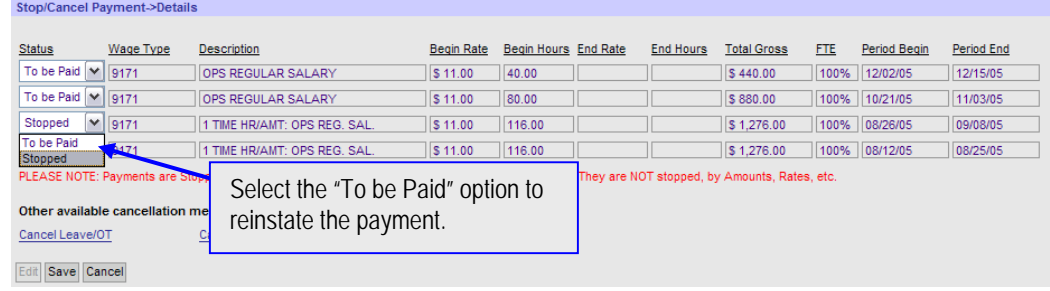


Stop/Cancel Payment, Continued

Reinstate A Payment

Follow the steps below to reinstate a payment that has already been cancelled.

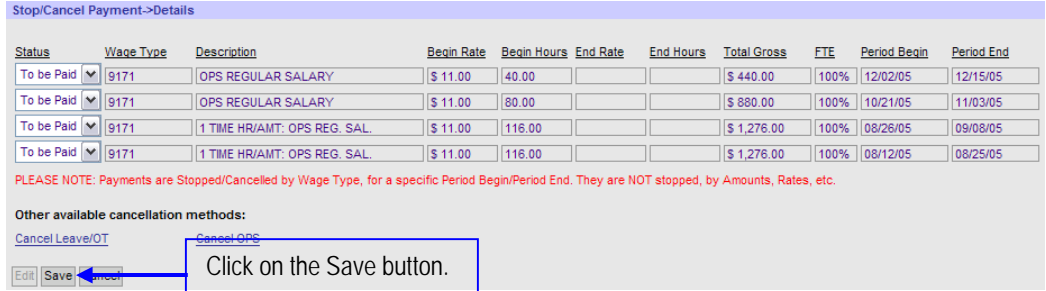
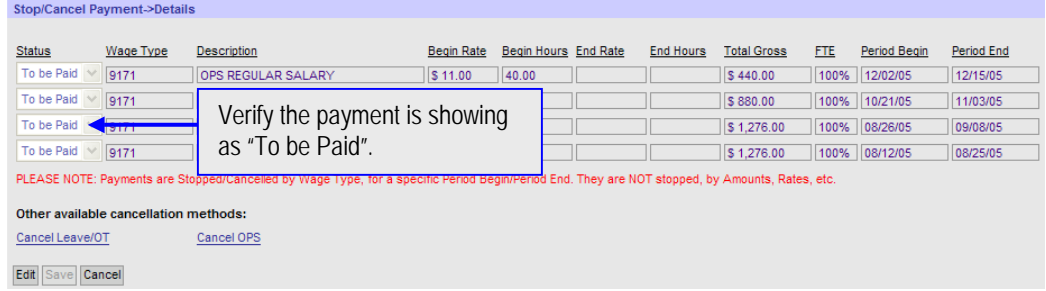
NOTE: Refer to the Accessing The Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the radio button to the left of the run date in the Overview box. The various payments associated with the payroll run will display in the Details box.</p>  <p>Click on the radio button to select the desired payroll run.</p>
2	<p>Click on the Edit button in the Details box. The Status field for all the Wage Types will "open" to allow for editing.</p>  <p>Click the Edit button to process.</p>
3	<p>Select "To be Paid" from the Status drop down menu for those payments to be reinstated.</p>  <p>Select the "To be Paid" option to reinstate the payment.</p>

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Stop/Cancel Payment, Continued

Step	Action																																																							
4	<p>Click on the Save button. The payment will be reinstated.</p>  <p>Stop/Cancel Payment->Details</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Wage Type</th> <th>Description</th> <th>Begin Rate</th> <th>Begin Hours</th> <th>End Rate</th> <th>End Hours</th> <th>Total Gross</th> <th>FTE</th> <th>Period Begin</th> <th>Period End</th> </tr> </thead> <tbody> <tr> <td>To be Paid</td> <td>9171</td> <td>OPS REGULAR SALARY</td> <td>\$ 11.00</td> <td>40.00</td> <td></td> <td></td> <td>\$ 440.00</td> <td>100%</td> <td>12/02/05</td> <td>12/15/05</td> </tr> <tr> <td>To be Paid</td> <td>9171</td> <td>OPS REGULAR SALARY</td> <td>\$ 11.00</td> <td>80.00</td> <td></td> <td></td> <td>\$ 880.00</td> <td>100%</td> <td>10/21/05</td> <td>11/03/05</td> </tr> <tr> <td>To be Paid</td> <td>9171</td> <td>1 TIME HR/AMT: OPS REG. SAL.</td> <td>\$ 11.00</td> <td>116.00</td> <td></td> <td></td> <td>\$ 1,276.00</td> <td>100%</td> <td>08/26/05</td> <td>09/08/05</td> </tr> <tr> <td>To be Paid</td> <td>9171</td> <td>1 TIME HR/AMT: OPS REG. SAL.</td> <td>\$ 11.00</td> <td>116.00</td> <td></td> <td></td> <td>\$ 1,276.00</td> <td>100%</td> <td>08/12/05</td> <td>08/25/05</td> </tr> </tbody> </table> <p>PLEASE NOTE: Payments are Stopped/Cancelled by Wage Type, for a specific Period Begin/Period End. They are NOT stopped, by Amounts, Rates, etc.</p> <p>Other available cancellation methods: Cancel Leave/OT Cancel OPS</p> <p><input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	Status	Wage Type	Description	Begin Rate	Begin Hours	End Rate	End Hours	Total Gross	FTE	Period Begin	Period End	To be Paid	9171	OPS REGULAR SALARY	\$ 11.00	40.00			\$ 440.00	100%	12/02/05	12/15/05	To be Paid	9171	OPS REGULAR SALARY	\$ 11.00	80.00			\$ 880.00	100%	10/21/05	11/03/05	To be Paid	9171	1 TIME HR/AMT: OPS REG. SAL.	\$ 11.00	116.00			\$ 1,276.00	100%	08/26/05	09/08/05	To be Paid	9171	1 TIME HR/AMT: OPS REG. SAL.	\$ 11.00	116.00			\$ 1,276.00	100%	08/12/05	08/25/05
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