



How to Make One-Time Only Changes in *IOIPay*[®]

The **Paycheck Options** Screen, which is located under **Hours and Dollars**, has many functions and all of them have a **'One Time'** effect. Once the payroll with these changes has been processed, the employee's set up will go back to the default setting. After each transaction below, click **"Save"** and then be sure to **Preview** your payroll to confirm that

Pay Check Options:

Hours & Dollars: Pay Check Options - Blocking a Salary

To block a salaried employee from getting a salary for one pay period, choose the Pay Control option **"Do not pay."**





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Hours & Dollars: Pay Check Options - Salary Override

Salary	Hourly Rate1	Hourly Rate2	Hourly Rate3	Service Rate			
\$2,255.00							
Check Information							
Check Type	Pay Control	Cycle Override					
Regular	Salary Override						
Tax Override Setup							
Sit Override		Fit Override					
EarnCd	Reg	Ovt	Dbl	RateCtl	SPRate	Otheam	Labor Dist
- R - REGULAR	80					3755.00	

1. A salaried employee will be paid, but he will receive a different amount than normal. In this example, the employee is normally paid \$2,255 per pay. The location wants to add an extra \$1,500 to the employee's paycheck, for a total of \$3,755.00. Choose the Pay Control option "**Salary Override.**"
2. On the first pay line, choose the appropriate **EarnCd**, and then enter the combined/ total payment amount under the "**Otheam**" field.



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Hours & Dollars: Pay Check Options - Creating a 2nd Check

In certain circumstances, an employee will need two checks for the same pay date. An example could be a bonus payment. The check options can either be a “special” or “gross up” check. Both options will skip all voluntary deductions, unless specified. (See note below regarding 401(k) deductions.)

Paycheck Options

Check Num:

ck On Demand **Preview Check**

Include salary in preview?

Pay Cycle:

Pay Code:

Dept:

Salary:

Hourly Rate1:

Hourly Rate2:

Hourly Rate3:

Service Rate:

Check Information

Check Type:

Pay Control:

Cycle Override:

Tax:

Fit Override:

1. Creating a 2nd Check for an Employee.

- a. Click “**Save**” for their regular check, labeled “**Check 1.**”
- b. Click the Icon that looks like a piece of paper to “**Create New.**” This will begin the creation for check 2.
- c. The “**Check Type**” is now a Special Check (Spl Check).

Note: Special Checks default is to not withhold any voluntary deductions. You also can change the “check type**” to gross up the check, meaning that the net amount would equal the amount you entered into the “Othearn” field.*

- d. Go to Line 1 and enter in the appropriate Earnings Code along with the gross dollar amount in “**Othearn.**”

EarnCd	Reg	Ovt	Dbl	RateCtl	SPRate	Othearn	Labor Dist	State - Locality
BONS - R - BONUS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	500	<input type="text"/>	<input type="text"/>



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Deduction Overrides

Effective January 1, 2016, all earnings other than imputed income are considered 401(k) Plan eligible. Therefore, 401(k) deductions should be taken from all special checks unless employees notify you in writing that they do not wish to have 401(k) deductions taken. Scroll down to the **“Deduction and direct deposit overrides”** section on the Paycheck Options screen.

Hours & Dollars: Paycheck Options - Forcing a Deduction

Deduction and direct deposit overrides				
Take All Deductions				
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct
MDFA	MEDFAMAFTERTAX		0.00	309.16
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct
OFFT	OFFERTORY	Force regardless of	25.00	25.00

To force a deduction on a special check, scroll down to **Deduction and direct deposit overrides** and select **“Force regardless of frequency”** under the **“Take”** field.

Hours & Dollars: Paycheck Options - Blocking a Deduction

Deduction and direct deposit overrides					
Take All Deductions					
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct	Arrears
MDFA	MEDFAMAFTERTAX		0.00	309.16	0.00
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct	Arrears
OFFT	OFFERTORY	Block in all cases	0.00	25.00	0.00

To block a deduction on a regular employee check, scroll down to **Deduction and direct deposit overrides** and select **“Block in all cases”** under the **“Take”** field.



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Hours & Dollars: Paycheck Options - Doubling a Deduction

Deduction and direct deposit overrides					
Take All Deductions					
<input type="text"/>					
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct	Arrears
MDFA	MEDFAMAFTERTAX	<input type="text"/>	0.00	309.16	0.00
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct	Arrears
OFFT	OFFERTORY	Force regardless of	50.00	25.00	0.00

To double an employee's deduction, scroll down to **Deduction and direct deposit overrides** and select "**Force regardless of frequency**" in the "**Take**" field and enter the doubled deduction amount in the **Override Amt/Pct** field (in the above example, $\$25 \times 2 = \50).

Hours & Dollars: Paycheck Options - Deduction Pay Back

Deduction and direct deposit overrides					
Take All Deductions					
<input type="text"/>					
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct	Arrears
MDFA	MEDFAMAFTERTAX	<input type="text"/>	0.00	309.16	0.00
Deduction	Description	Take	Override Amt / Pct	Original Amt / Pct	Arrears
OFFT	OFFERTORY	Force regardless of	-25.00	25.00	0.00

To pay back an employee who has overpaid a deduction, scroll down to **Deduction and direct deposit overrides** and select "**Force regardless of frequency**" under the "**Take**" field. Then enter the negative deduction amount into the **Override Amt/Pct** field.

***Note:** This process works for pre-tax and after-tax deductions. However, for pre-tax deductions that were overpaid in any prior calendar year, please call *IOIPay* Customer Service.



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1. For all the scenarios above, you will need to finish with the following steps:
 - e. Click "**save**" for each transaction.
 - f. Preview the check –click "**Preview Check**" at the top of the screen to double check your work.

- g. After clicking the "**Preview Check**" button, the following screen will appear.

- h. Choose "**Report 051-Payroll Register**" to see your Special Check or overrides to verify.



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Direct Deposit Overrides

The Paycheck Option screen allows you to do a one-time override on direct deposits. You can force a direct deposit or you can block a direct deposit.

Hours & Dollars: Paycheck Options - Forcing a Direct Deposit

The screenshot shows the 'Deduction and direct deposit overrides' section. It includes a 'Take All Direct Deposits' dropdown, an 'Account Type' field with 'C' selected, a 'Description' field with 'Checking' selected, and a 'Take' dropdown menu. The 'Take' dropdown is highlighted with a red circle and shows the option 'Force regardless of frequency'.

To force a direct deposit for a special check. Scroll down to **Deduction and direct deposit overrides** and select **"Force regardless of frequency"** under the **"Take"** field.

Hours & Dollars: Paycheck Options - Blocking a Direct Deposit

The screenshot shows the 'Take All Direct Deposits' section. It includes a 'Take All Direct Deposits' dropdown, an 'Account Type' field with 'C' selected, a 'Description' field with 'Checking' selected, and a 'Take' dropdown menu. The 'Take' dropdown is highlighted with a red circle and shows the option 'Do not take even if it falls in frequency'.

To block a direct deposit, scroll down to **Deduction and direct deposit overrides** and select **"Do not take even if it falls in frequency"** under the **"Take"** field.