Practice Example 1

- Late notification that employee went on Leave of Absence
- Employee went on LOA 7/15/19
- Overpaid a total of 8 days
- Claims Single 0 for Federal Withholdings
- Claims Single 0 for State Withholdings
- No Local Withholdings
- 606 ERS Retirement Before Tax at 3%
- 233 PEF Member at 0.9%

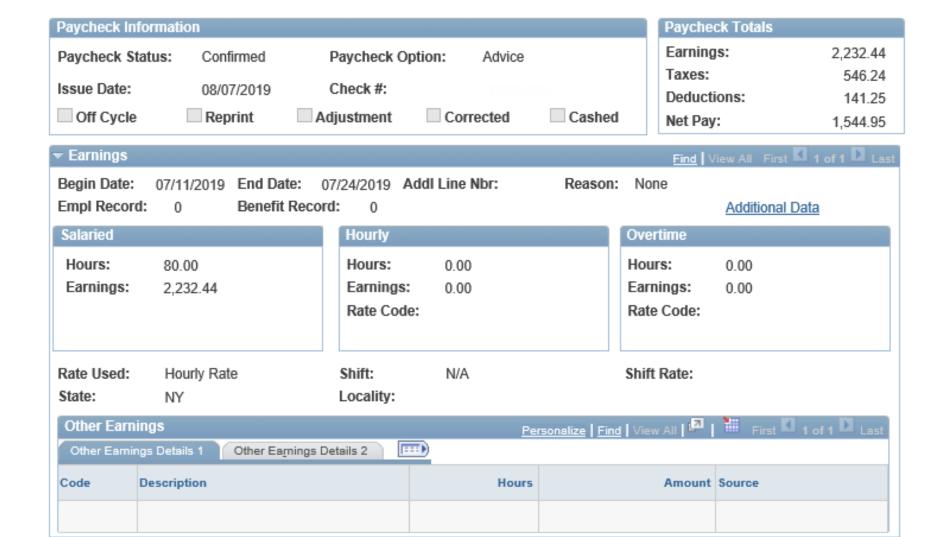
Using printouts from Review Paycheck in PayServ and PayCheckCity.com

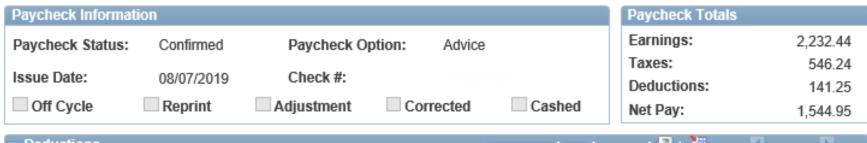
- Recreate the original paycheck
- Determine what the employee should have been paid
- Determine what the employee was overpaid
- Enter the information into the AC230 Worksheet

AC230 WORKSH	EET	ORIGINAL CHECK	SHOULD RECEIVE*	RETURN			TAX STATUS EXEMPTION
EMPL ID	GROSS						
EMPL NAME	FED TAX				Verify	Fed=	
	NYS TAX				Withholding	State=	
LOST TIME (days)	FLI				Status &	NYC=	
FROM DATE	LOCAL TAX				Exemptions		
TO DATE	SS TAX (FICA) 6	.2%				_	
	MEDICARE 1.459	%					
PAY GROUP	RETIREMENT						
PAGE #	RETIREMENT LO	OAN					
PAGE LINE #	HEALTH INS. (A	/T)					
	HEALTH INS. (B)	/T)					
REMARKS:	233 PEF MEMBE	R.					
	NET						
*Calculate the tax and deduction	ons for the "Should Receive" col	umn by using using l	PaycheckCity.	com or a sim	nilar paycheck	calculat	tion tool.
		, , ,	J		1 2		
	Calculated by						
	Verified by						

Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Original Amount minus (-)Should Receive Amount equals (=) Return Amount





▼ Deductions Deduction Details 1	Deduction Details 2 Deduction Deta		lize Find View All 🗖	First 1 1-3 of 3 Last
Deduction Code	Description	Class	Amount	Calculated Base
606	ERS Retirement Before Tax	Before-Tax	66.97	2,232.44
233	PEF Member	After-Tax	20.09	
HIBTRG	Regular Before Tax Health	Before-Tax	54.19	

Paycheck Information

Paycheck Status: Confirmed Paycheck Option: Advice

Issue Date: 08/07/2019 Check #:

Off Cycle Reprint Adjustment Corrected Cashed

 Paycheck Totals

 Earnings:
 2,232.44

 Taxes:
 546.24

 Deductions:
 141.25

 Net Pay:
 1,544.95

▼ Taxes Personalize Find View All □ Ⅲ First □ 1-6 of 6 □ Last Tax Details 1 Tax Details 2 Tax Tips □ □ □							
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	2,178.25	31.59
US Federal					Med/ER	2,178.25	31.59
US Federal					OASDI/EE	2,178.25	135.05
US Federal					OASDI/ER	2,178.25	135.05
US Federal					Withholdng	2,111.28	273.04
State	NY	Υ			Withholdng	2,178.25	106.56

AC230 WO	RKSHEET
EMPL ID	
EMPL NAME	
LOST TIME (days)	
FROM DATE	
TO DATE	
PAY GROUP	
PAGE #	
PAGE LINE #	
REMARKS :	

	ORIGINAL	SHOULD		
	CHECK	RECEIVE*	RETURN	
GROSS	2232.44	446.48	1785.96	
FED TAX	273.04	23.27	249.77	V
NYS TAX	106.56	4.31	102.25	V
FLI			0.00	S
LOCAL TAX			0.00	Е
SS TAX (FICA) 6.2%	135.05	24.32	110.73	
MEDICARE 1.45%	31.59	5.69	25.90	
RETIREMENT	66.97	13.39	53.58	
RETIREMENT LOAN			0.00	
HEALTH INS. (A/T)			0.00	
HEALTH INS. (B/T)	54.19	54.19	0.00	
233 PEF DUES	20.09	4.02	16.07	
			0.00	
			0.00	
			0.00	
			0.00	
NET	1544.95	317.29	1227.66	

Fed= ____

TAX STATUS/

Verify Fed=
Withholding State=
Status & NYC=

1227.66

*Calculate the tax and deductions for the "Should Receive" column by using using PaycheckCity.com or a similar paycheck calculation tool.

Calculated by _____

Verified by _____

Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Original Amount minus (-)Should Receive Amount equals (=) Return Amount

Practice Example 2

- Late notification of employee termination
- Employee was termed 5/13/19
- Overpaid a total of 3 days
- Claims Single 0 for Federal Withholdings
- Claims Single 0 for State Withholdings
- No Local Withholdings
- 222 UUP Member 26P at 1%
- FLI will be off by a small amount in PayCheckCity.com

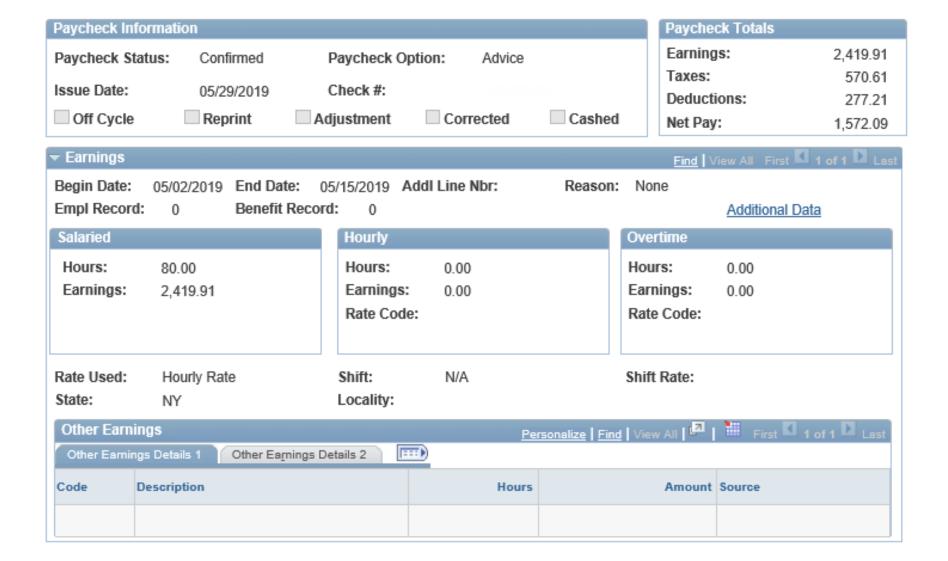
Using printouts from Review Paycheck in PayServ and PayCheckCity.com

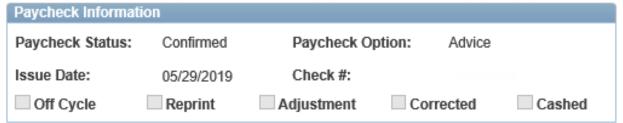
- Recreate the original paycheck
- Determine what the employee should have been paid
- Determine what the employee was overpaid
- Enter the information into the AC230 Worksheet

						7		
AC230 WO	RKSHEET		ORIGINAL CHECK	SHOULD RECEIVE*	RETURN			TAX STATUS
EMPL ID		GROSS						
EMPL NAME		FED TAX				Verify	Fed=	
		NYS TAX				Withholding	State=	=
LOST TIME (days)		FLI				Status &	NYC=	=
FROM DATE		LOCAL TAX				Exemptions		
TO DATE		SS TAX (FICA) 6.2%					_	
		MEDICARE 1.45%						
PAY GROUP		RETIREMENT						
PAGE#		RETIREMENT LOAN						
PAGE LINE #		HEALTH INS. (A/T)						
		HEALTH INS. (B/T)						
REMARKS:		222 UUP						
		429 Parking				1		
						1		
						1		
						1		
						1		
		NET				1		
*Calculate the tax and	d deductions for the	"Should Receive" column b	v using using]	PavcheckCity.	com or a sin	nilar pavcheck	calcula	tion tool.
			<i>,</i> 8 8			Fugit		
		Calculated by						
		Verified by						

Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Original Amount minus (-)Should Receive Amount equals (=) Return Amount





Paycheck Totals	
Earnings:	2,419.91
Taxes:	570.61
Deductions:	277.21
Net Pay:	1,572.09

▼ Deductions Deduction Details 1	Deduction Details 2 Deduction Deta		lize Find View All 🔼	First 1 1-5 of 5 Last
Deduction Code	Description	Class	Amount	Calculated Base
601	TIAA Retirement Before Tax	Before-Tax		2,419.91
601	TIAA Retirement Before Tax	Nontaxable	314.59	2,419.91
222	UUP Member 26P	After-Tax	24.20	
429	SUNY Parking Services	After-Tax	27.92	
HIBTRG	Regular Before Tax Health	Before-Tax	225.09	

Paycheck Information Paycheck Totals Earnings: Paycheck Status: Confirmed Paycheck Option: Advice Taxes: Issue Date: Check #: 05/29/2019 Deductions: Off Cycle Adjustment Corrected Cashed Reprint Net Pay:

▼ Taxes Personalize Find View All □ □ First □ 1-7 of 7 □ Last Tax Details 1 Tax Details 2 Tax Tips □ □ □							
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	2,194.82	31.82
US Federal					Med/ER	2,194.82	31.82
US Federal					OASDI/EE	2,194.82	136.08
US Federal					OASDI/ER	2,194.82	136.08
US Federal					Withholdng	2,194.82	291.42
State	NY				FLI/EE	2,419.91	3.70
State	NY	Υ			Withholdng	2,194.82	107.59

2,419.91

570.61

277.21

1,572.09

AC230 WO	<u>RKSHEET</u>
EMPL ID	
EMPL NAME	
LOST TIME (days)	
FROM DATE	
TO DATE	
PAY GROUP	
PAGE #	
PAGE LINE #	
REMARKS :	

	ORIGINAL	SHOULD		
	<u>CHECK</u>	RECEIVE*	<u>RETURN</u>	
GROSS	2419.91	1693.93	725.98	
FED TAX	291.42	151.26	140.16	7
NYS TAX	107.59	62.50	45.09	1
FLI	3.70	2.25	1.45	\square S
LOCAL TAX			0.00	F
SS TAX (FICA) 6.2%	136.08	91.07	45.01	
MEDICARE 1.45%	31.82	21.30	10.52	
RETIREMENT			0.00	
RETIREMENT LOAN			0.00	
HEALTH INS. (A/T)			0.00	
HEALTH INS. (B/T)	225.09	225.09	0.00	
222 UUP DUES	24.20	16.94	7.26	
429 SUNY PARKING	27.92	27.92	0.00	
			0.00	
			0.00	
			0.00	
NET	1572.09	1095.60	476.49	

EXEMPTIONS
Fed=

TAX STATUS/

 Verify
 Fed=

 Withholding
 State=

 Status &
 NYC=

 Exemptions
 NYC=

476.49

*Calculate the tax and deductions for the "Should Receive" column by using using PaycheckCity.com or a similar paycheck calculation tool.

Calculated by _____

Verified by _____

Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Original Amount minus (-)Should Receive Amount equals (=) Return Amount

Practice Example 3

- Late notification of employee termination
- Employee was termed on 4/3/19
- Overpaid a total of 5 days
- Claims Single 0 for Federal Withholdings
- Claims Single 1 for State Withholdings
- Claims Single 1 for Local Withholdings
- 622 NYE Retirement Before Tax at 3% of gross
- 400 CUNY 403(b) ROTH at 10% of gross less before tax deductions

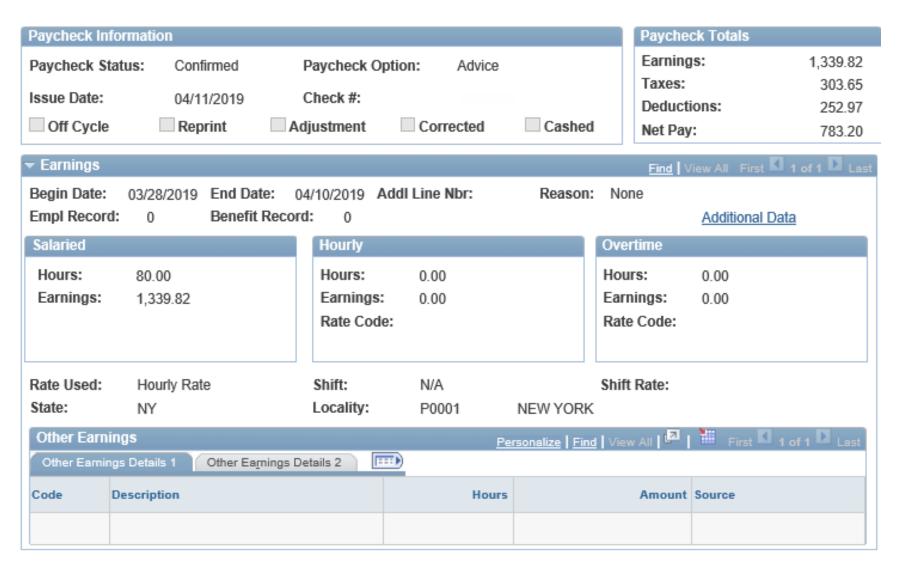
Using printouts from review paycheck and PayCheckCity.com

- Recreate the original paycheck
- Determine what the employee should have been paid
- Determine what the employee was overpaid
- Enter the information into the AC230 Worksheet

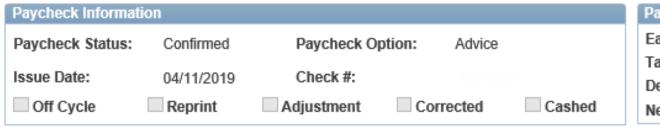
AC230 WOI	DKCHEET		ORIGINAL		DETUDN			TAX STATUS
EMPL ID	KKSIILELI	GROSS	<u>CHECK</u>	RECEIVE*	KETUKN	ł		EXEMPTION
EMPL ID EMPL NAME		FED TAX				Verify	Fed=	
EWIPL NAME						Withholding		
LOST TIME (days)		NYS TAX FLI				Status &	NYC=	
FROM DATE		LOCAL TAX				4 1	IN I C-	
TO DATE						Exemptions	_	
TODATE		SS TAX (FICA) 6.2% MEDICARE 1.45%				1		
DAY CDOUD						1		
PAY GROUP		RETIREMENT				1		
PAGE #		RETIREMENT LOAN			ļ			
PAGE LINE #		HEALTH INS. (A/T)						
		HEALTH INS. (B/T)						
<u>REMARKS</u> :]		
		NET						
*Calculate the tax and	d deductions for the	"Should Receive" column b	v using using l	PavcheckCity.	com or a sin	ı ıilar pavcheck	calcula	tion tool.
			<i>J</i> **** <i>B</i> **** <i>B</i>	y		ruj		
		Calculated by						
		Verified by						

Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Original Amount minus (-)Should Receive Amount equals (=) Return Amount

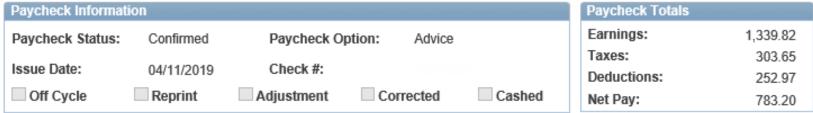


▶ Special Accumulators



Paycheck Totals	
Earnings:	1,339.82
Taxes:	303.65
Deductions:	252.97
Net Pay:	783.20

▼ Deductions		Personaliza	e <u>Find</u> View All 🎑	First 1-6 of 6 Last
Deduction Details 1	Deduction Details 2 Deduction Details	· · · · · ·		
Deduction Code	Description	Class	Amount	Calculated Base
622	NYE Retirement Before Tax	Before-Tax	40.19	1,339.82
259	District Co 37 Loc 384	After-Tax	26.60	
400	CUNY 403(b) ROTH	After-Tax	123.91	
438	CUNY Pre Tax Transit Benefit	Before-Tax	60.50	
440	CUNY Admin Fee Transit Benefit	After-Tax	1.77	,
BTX04A	Med Team Indiv Basic Bef Tx	Before-Tax		



			,			Net Fay.		103.20
▼ Taxes					<u>Personalize</u>	Find View All	☑ III First 【	1-7 of 7 Last
Tax Detail	s 1 Tax D	et <u>a</u> ils 2 Tax T	īp <u>s</u>					
Tax Entity	State	Resident	Locality	Locality Name	Tax Class		Taxable Gross	Tax Amount
US Federa	ıl				MED/EE		1,279.32	18.55
US Federa	ıl				Med/ER		1,279.32	18.55
US Federa	ıl				OASDI/EE	Ξ	1,279.32	79.32
US Federa	ıl				OASDI/EF	2	1,279.32	79.32
US Federa	ıl				Withholdn	g	1,239.13	123.70
State	NY	Υ			Withholdn	g	1,279.32	48.35
State	NY	Υ	P0001	NEW YORK	Withholdn	g	1,279.32	33.73
▼ 1042 Ta	ixes				<u>Personaliz</u>	e <u>Find</u> View All	First	1 of 1 Last
State	Country	Tax Rate	Taxable Gros	s Tax Amount II	ncome Code I	ncome Type	Withholding Alle	owance
		0.000000		0.00				

AC230 WO	RKSHEET
EMPL ID	
EMPL NAME	
LOST TIME (days)	
FROM DATE	
TO DATE	
PAY GROUP	
PAGE #	
PAGE LINE #	
REMARKS:	

	ORIGINAL	SHOULD		
	<u>CHECK</u>	RECEIVE*	<u>RETURN</u>	
GROSS	1339.82	669.91	669.91	
FED TAX	123.70	45.72	77.98	V
NYS TAX	48.35	11.45	36.90	V
FLI			0.00	S
LOCAL TAX	33.73	8.51	25.22	Е
SS TAX (FICA) 6.2%	79.32	37.78	41.54	
MEDICARE 1.45%	18.55	8.84	9.71	
RETIREMENT	40.19	20.10	20.09	
RETIREMENT LOAN			0.00	
HEALTH INS. (A/T)			0.00	
HEALTH INS. (B/T)			0.00	
259 DC37 Dues	26.60	26.60	0.00	
400 CUNY 403(b)	123.91	58.93	64.98	
438 CUNY Transit	60.50	60.50	0.00	
440 CUNY Transit	1.77	1.77	0.00	
			0.00	
NET	783.20	389.71	393.49	

EXEMPTIONSed=

TAX STATUS/

Verify Fed=
Withholding State=
Status & NYC=
Exemptions

393.49

*Calculate the tax and deductions for the "Should Receive" column by using using PaycheckCity.com or a similar paycheck calculation tool.

Calculated by _____

Verified by _____

Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Original Amount minus (-)Should Receive Amount equals (=) Return Amount

Practice Example 4

- Late notification of employee termination
- Employee was termed on 7/2/19
- Overpaid a total of 7 days
- Claims Single 0 for Federal Withholdings
- Claims Single 0 for State Withholdings
- Does not have Local Withholdings
- 606 ERS Retirement Before Tax at 3%
- 416 Deferred Comp at 3% of gross less any other before tax deductions

Using printouts from review paycheck and PayCheckCity.com

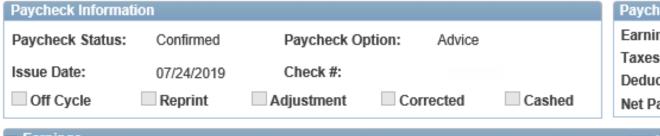
- Recreate the original paycheck
- Determine what the employee should have been paid
- Determine what the employee was overpaid
- Enter the information into the AC230 Worksheet

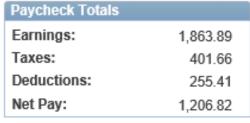
AC230 WOI	DKCHEET		ORIGINAL		DETUDN			TAX STATUS
EMPL ID	KKSIILELI	GROSS	<u>CHECK</u>	RECEIVE*	KETUKN	ł		EXEMPTION
EMPL ID EMPL NAME		FED TAX				Verify	Fed=	
EWIPL NAME						Withholding		
LOST TIME (days)		NYS TAX FLI				Status &	NYC=	
FROM DATE		LOCAL TAX				4 1	IN I C-	
TO DATE						Exemptions	_	
TODATE		SS TAX (FICA) 6.2% MEDICARE 1.45%				1		
DAY CDOUD						1		
PAY GROUP		RETIREMENT				1		
PAGE #		RETIREMENT LOAN			ļ			
PAGE LINE #		HEALTH INS. (A/T)						
		HEALTH INS. (B/T)						
<u>REMARKS</u> :]		
		NET						
*Calculate the tax and	d deductions for the	"Should Receive" column b	v using using l	PavcheckCity.	com or a sin	ı ıilar pavcheck	calcula	tion tool.
			<i>J</i> **** <i>B</i> **** <i>B</i>	y		ruj		
		Calculated by						
		Verified by						

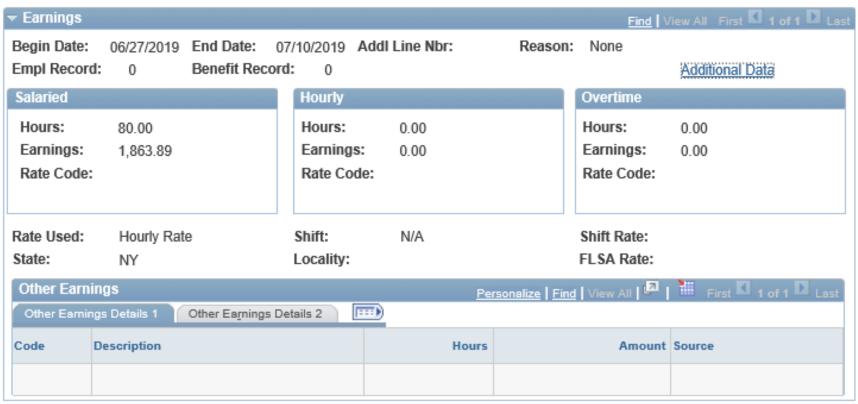
Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

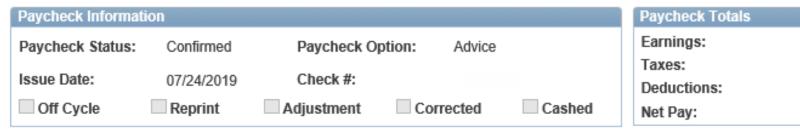
Original Amount minus (-)Should Receive Amount equals (=) Return Amount

A COPY OF THE AC230 WORKSHEET SHOULD BE ATTACHED TO ALL PARTIAL PAYCHECK RETURNS AND EXCHANGES.









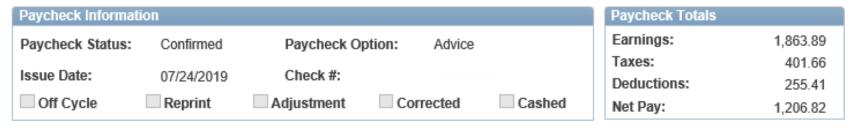
▼ Deductions Deduction Details 1	Deduction Details 2 Deduction Details		e <u>Find</u> View All 🔼	First 1-6 of 6 Last
Deduction Code	Description	Class	Amount	Calculated Base
416	Deferred Comp	After-Tax		
416	Deferred Comp	Before-Tax	52.61	
606	ERS Retirement Before Tax	Before-Tax	55.92	1,863.89
201	Civil Service Employees Assoc	After-Tax	28.69	
610	ERS Loans	After-Tax	64.00	
HIBTRG	Regular Before Tax Health	Before-Tax	54.19	

1,863.89

401.66

255.41

1,206.82



▼ Taxes Personalize Find View All 🛂 🛗 First 🚺 1-6 of 6 🔘 Last							
Tax Details 1	Tax Details 1 Tax Details 2 Tax Tips						
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	1,809.70	26.24
US Federal					Med/ER	1,809.70	26.24
US Federal					OASDI/EE	1,809.70	112.20
US Federal					OASDI/ER	1,809.70	112.20
US Federal					Withholdng	1,701.17	182.82
State	NY	Υ			Withholdng	1,757.09	80.40

A C(220 M)	DIZGIIDEM
<u>AC230 WO</u>	<u>KKSHEET</u>
EMPL ID	
EMPL NAME	
LOST TIME (days)	
FROM DATE	
TO DATE	
PAY GROUP	
PAGE #	
PAGE LINE #	
REMARKS:	

	ORIGINAL	SHOULD	DEFENDA	
	<u>CHECK</u>	RECEIVE*	<u>RETURN</u>	
GROSS	1863.89	559.17	1304.72	
FED TAX	182.82	32.74	150.08	1
NYS TAX	80.40	8.23	72.17	V
FLI			0.00	S
LOCAL TAX			0.00	E
SS TAX (FICA) 6.2%	112.20	31.31	80.89	
MEDICARE 1.45%	26.24	7.32	18.92	
RETIREMENT	55.92	16.78	39.14	
RETIREMENT LOAN	64.00	64.00	0.00	
HEALTH INS. (A/T)			0.00	
HEALTH INS. (B/T)	54.19	54.19	0.00	
416 Deferred Comp	52.61	14.65	37.96	
201 CSEA Dues	28.69	28.69	0.00	
			0.00	
			0.00	
			0.00	
NET	1206.82	301.26	905.56	

EXEMPTIONS red=

TAX STATUS/

Verify Fed=
Withholding State=
Status & NYC=
Exemptions

905.56

*Calculate the tax and deductions for the "Should Receive" column by using using PaycheckCity.com or a similar paycheck calculation tool.

Calculated by _____

Verified by _____

Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Original Amount minus (-)Should Receive Amount equals (=) Return Amount

A COPY OF THE AC230 WORKSHEET SHOULD BE ATTACHED TO ALL PARTIAL PAYCHECK RETURNS AND EXCHANGES.