

USER GROUP SESSION SUMMARY

*Voiding Checks & Making Adjustments
in UKG Pro*

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OVERVIEW:

This User Group session showed the process of voiding checks and making adjustments in UKG Pro. Our presenter, Sability's Jen Brothers, walked through sample processes and outlined key differences between the void and reversal functionalities and standard and guided adjustments.

SUMMARY:

Jen Brothers shared her payroll expertise and began by explaining void and reversal functionalities, as well as standard and guided adjustments. Voids are used to correct a payment issued in error or a payment not received, negates the entire transaction, is removed from employee view, and posts to current open payroll. Instant checks are used during the void process and can be used for situations when voiding only and not reissuing, voiding and reissuing, or voiding and manual post only. Reversals are used to remove a prior quarter or prior year transaction, negatives earnings, deductions, and taxes, leaves the original transaction visible to the employee, and posts to an adjustment payroll. Standard adjustments are used only during reversals for the prior quarter or year, not voids, and are used to rekey a reversed check. Guided adjustments are used in specific situations such as changes in work-tax locations or if an employee's FICA exemption changes. Guided adjustments do not reverse the original check.

TOP REMINDERS:

- Instant checks must be loaded and posted to the payroll in order for payroll to be finished.
- Reversing entries and standard adjustments are only for closed, prior quarter payrolls.
- There are various UKG Community Resources available for additional assistance!



PRESENTER



JEN BROTHERS

Sability Payroll Specialist

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USER GROUP:

If you're interested in participating in our next User Group session, join our LinkedIn Group "Sability UKG User Group" or reach us at customersuccess@sability.com