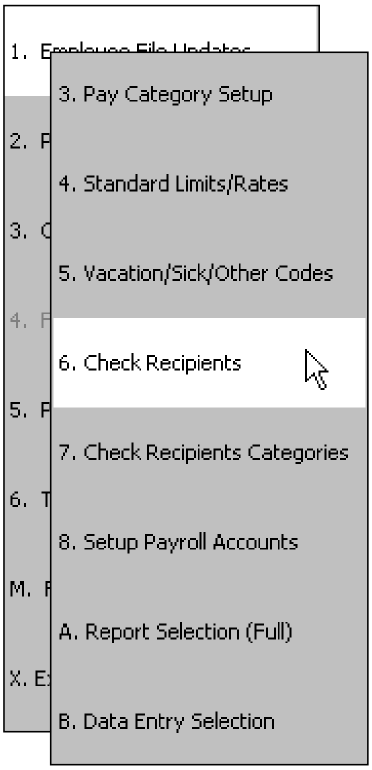
A Division of Harris Computer Systems

PAYROLL: SETTING UP CHECK RECIPIENTS



To generate a deduction check during the payroll process, a check recipient for that deduction must be set up and then configured in the Check Recipient Categories table. Follow the steps below to correctly set up a Check Recipient in the Payroll program.

Creating a Check Recipient

1. From the **General Entry** menu, select **7. Payroll > 6. Table and File Setups > 6. Check Recipients**.
2. Once on this screen, click on the *File* menu and select *New*.
3. This will create a new line below. Fill in all the information on this line. Select how often this recipient needs to have a check generated in the *Frequency* column. *Weekly* recipients will get a check each time a payroll is done, *Monthly* recipients will get a check during the last payroll of a month, and *Quarterly* recipients will get a check generated during the last payroll of a quarter.
4. If information to this recipient is sent electronically, check off the *Electronic Funds Transfer (EFT)* check box to the far right. This option makes it so that when a check is generated for this recipient, it prints out with **VOID** printed on the right hand side of the check and **EFT** printed in several locations.
5. Run through these steps for all the recipients that need to be set up and press **F12** to save this screen.

Associating a Check Recipient to a Deduction

1. From the main menu in Payroll, go to **6. Table and File Setups > 7. Check Recipient Categories**. If this is the first time accessing this screen, notice that there are already five lines here for *Federal Tax, FICA, Medicare, State Tax* and *Local Tax*. If TRIO should generate checks for these tax deductions, assign the appropriate check recipient in the *Recipient* column. If these checks are done manually, leave a "*0*" in this field.
2. To add a new deduction to this list, go to the *File* menu and select *New*.
3. This will create a new line below. Select the deduction number in the first field from the dropdown list. This will cause the deduction's description to appear in the field directly to the right.

Ded Code	Deduction Name	Recipient	Freq	Name	Address
	Federal Tax	1	Weekly	CNB	
	Fica	1	Weekly	CNB	
	Medicare	1	Weekly	CNB	
	State Tax	2	Weekly	TREASURER OF STATE	MAINE REVENUE SERVICES
	Local Tax	0			
1 - MS	MSRS (EMPLOYEE)	3	Monthly	MSRS	
9 - ICN	ICMA (EMPLOYEE)	4	Weekly	ICMA	VANTAGE POINT TRANSFER AGENTS
10 - M	- MSRS (EMPLOYER)	3	Monthly	MSRS	
13 - M	- MSRS (PAYBACK)	3	Monthly	MSRS	
14 - M	- MSRS (LIFE INSURANCE)	3	Monthly	MSRS	

4. Select the recipient that this check needs to go to in the *Recipient* column. Once it is selected, some information about that recipient will appear to the right.
5. Follow steps 2 through 5 for all deductions that TRIO should generate a check for and press **F12** to save this screen.