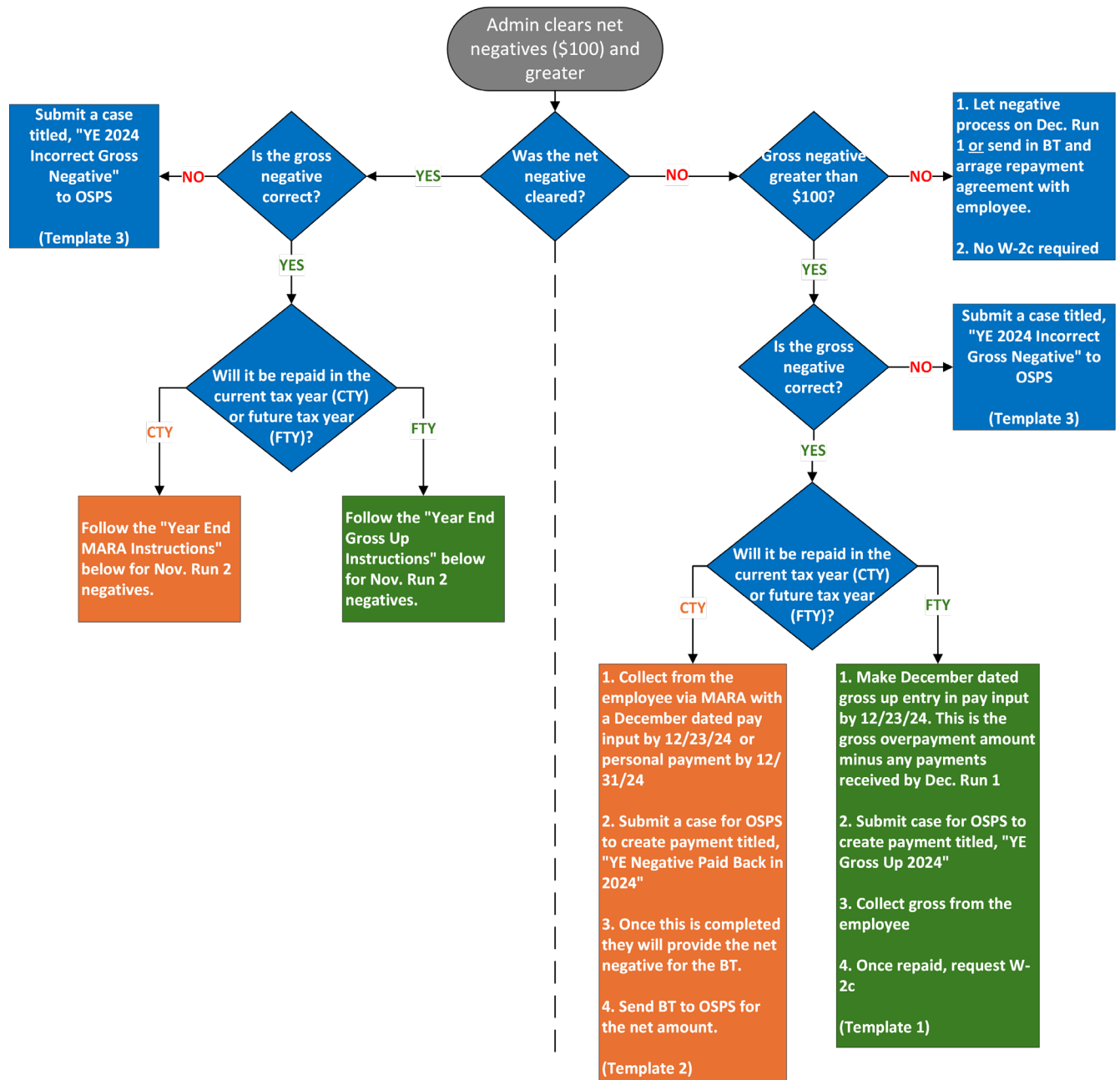


2024 Nov. Run 2 Centrally Cleared Negatives



Cleared Net Negatives Year End Instructions

Year End MARA Instructions for Nov. Run 2 Negatives Cleared Centrally

1. Run the report **"Pay Calculation Results - Deduction Register"**

- a. Use the December 2024 pay period
 - b. Search for deduction code “**Miscellaneous - Central Clearing of R2 YE Negatives**”
 - c. This will provide a list of employees that had Run 2 negatives cleared Centrally
2. If the employee would like the net overpayment to deduct from their December R1 check a Pay Input for a MISC Agency Repayment Agreement (MARA) deduction needs to be entered by 12/23/24.
 - a. If an agency has more than 20 to enter, a case can be submitted to Payroll Admin by the morning of 12/23/24.
3. DAS will invoice agencies for cleared negatives

Year End Gross Up Instructions for Run 2 Negatives Cleared Centrally

Agency Steps:

1. Run the report “**Pay Calculation Results - Deduction Register**”
 - a. Use the December 2024 pay period
 - b. Search for deduction code “**Miscellaneous - Central Clearing of R2 YE Negatives**”
 - c. This will provide a list of employees that had Run 2 negatives cleared Centrally
2. If the employee will not pay the wages back by 12/31/24 or a MARA entry is not being made to deduct from December paid January pay date you must
 - a. Obtain the gross pay amount on the completed pay results “**On Demand Payment Additional**” (12/13/2024) Payment Date

Results

Input

Pay Group

Costing Allocations

Withholding Orders

Current FLSA Calendar for Worker

Sunday - Saturday

Pay Calculation by Period 18 Items

Payroll Result	Result Type	Period	Payment Date/Reversal D
Q	On Demand Payment - Additional	12/01/2024 - 12/31/2024 (New Monthly Pay Schedule)	12/13/2024
Q		11/01/2024 - 11/30/2024 (New Monthly Pay Schedule)	11/29/2024

- b. In Pay Input enter a one-time adjustment for the earning code “**Year End Gross Up Wages**” for the gross amount in the payroll set
3. Open a case titled, “**2024 Nov. Run 2 Gross Up**” for OSPS to generate the gross up payroll set in the 2024 tax year
 4. Collect gross overpayment amount from the employee (follow your normal agency process for recouping an overpayment)
 5. Once repaid, request W-2c
 6. DAS will invoice agencies for cleared negatives

OSPS Case Steps for “2024 Nov. Run 2 Gross Up”:

1. Pull up employees’ profile
2. Go to Actions>Payroll>Run on demand payment
3. Generate an additional on demand payment
 - a. In the on-demand payment, make sure retro results are not pulled in
 - b. Refresh Pay Input in the results but remove anything but the gross up
4. After the payment is made, a net pay positive will show
 - a. Edit the payment and add “**Miscellaneous- Agency Gross Up Offset**” for the net pay positive amount

5. Complete payment and respond to case and resolve

