Scenario 1 – Jane Q. Employee: A returned check for an employee who is not entitled to any of the paycheck.

Paycheck Taxes

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID: N01234567   Name: Jane Q. Employee
Company: NYS   Pay Group: IL9   Pay End Dt: 04/16/2014   Page: 1102   Line: 4   Separate Check:

Paycheck Information

Paycheck Status:	Confirmed	Paycheck Option: Advice
Issue Date:	05/01/2014	Check #: 34551082
☐ Off Cycle	☐ Reprint	☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings:	1,415.60
Taxes:	333.45
Deductions:	137.66
Net Pay:	944.49

▼ Taxes   Personalize | Find | View All | 🔲 | 🔳   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	1,342.05	19.46
US Federal					Med/ER	1,342.05	19.46
US Federal					OASDI/EE	1,342.05	83.21
US Federal					OASDI/ER	1,342.05	83.21
US Federal					Withholdng	1,299.58	141.72
State	NY	Y			Withholdng	1,342.05	53.41
State	NY	Y	P0001	NEW YORK	Withholdng	1,342.05	35.65

Paycheck Deductions

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID: N01234567   Name: Jane Q. Employee
Company: NYS   Pay Group: IL9   Pay End Dt: 04/16/2014   Page: 1102   Line: 4   Separate Check:

Paycheck Information

Paycheck Status:	Confirmed	Paycheck Option: Advice
Issue Date:	05/01/2014	Check #: 34551082
☐ Off Cycle	☐ Reprint	☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings:	1,415.60
Taxes:	333.45
Deductions:	137.66
Net Pay:	944.49

▼ Deductions   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1-8 of 9 ▶ Last

Deduction Details 1	Deduction Details 2	Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
606	ERS Retirement Before Tax	Before-Tax	42.47	1,415.60
201	Civil Service Employees Assoc	After-Tax	89.19	
HIBRTG	Regular Before Tax Health	Before-Tax	73.55	

STATE OF NEW YORK
REPORT OF CHECK RETURNED FOR REFUND OR EXCHANGE
OFFICE OF THE STATE COMPTROLLER

1	Dept ID: 01234	Dept. Name: NYS Agency		2	Agency AC 230 Number: 3
3	Original Check Number: 34551082	4	Employee's Name (First Name, M.I., Last Name, Suffix): Jane Q. Employee	5	NYS EMPLID (not SSN): N01234567

*The entire form must be completed by Agency for all returned checks or will be returned to agency for correction.

Please read and check appropriate boxes.

☐ The employee is still **actively employed** by your agency or any other State agency.

☐ The employee is due any **regular and/or lump sum payments** which are equal to or exceed the amount to be refunded.

*DO NOT return any payroll check to OSC for a **partial refund** if either of the above boxes is checked.

*All form information can be obtained from PayServ: Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

	Warrant Information							
6	Admin.	Inst. X	Paycheck Issue Date: 05/01/14					

18	Returned Amount (Amount employee not entitled to minus Unrecoverable amounts.)	1,415.60

Deduction Amounts (Difference between old and new deduction amounts if partial refund, or whole amount if complete refund.)

	Returned Time Information					
7	Returned Time: 10	8	From Date (MM/DD/YY): 04/03/14	9	To Date (MM/DD/YY): 04/16/14

10	**Other Earnings / PayServ Review Paycheck**		
Earnings Code	Amount	Earnings Code	Amount
RGS	1,277.48	IPF	22.05
LOC	116.07		

			Code	Amount
19	Social Security Tax (OASDI/EE) (2011 & 2012 Rate=.042) (Prior to 2011 & Current Rate=.062)		OASDI	83.21
20a	Medicare Tax (MED/EE) (.0145)		FICA	19.46
20b	Additional Medicare Tax (ADDL MED) (.09 of amount over $200,000)		FICA	
21	Withholding Tax - Federal			141.72
22	Withholding Tax - State			53.41
23	Withholding Tax - NYC			35.65
24	Withholding Tax - Yonkers			0.00
25	Retirement - Normal Contribution		606	42.47
26	Retirement - Loan			0.00
27	State Health Insurance (A/T = Taxable)			0.00
28	State Health Insurance (B/T=Non-Taxable)		HIBTRG	73.55
29	Other Health Insurance			0.00

11	Company: NYS	12	Pay Group: AL5
13	Position #: 00139064	14	Job Code #: 002445
15	Page #: 1127	16	Line #: 2	17	Empl Record #: 0

Agency Justification/Remarks
(Include explanation in PayServ General Comments and attach AC230 Worksheet for partial check returns.)

Employee did not work. Returning 10 days pay with AC 230 for check dated 5/1/2014.

[Explanation]

Enter other deductions below (code must be entered as numeric digits or letters as shown in Review Paycheck page).

	Description		Code	Amount
30	- Union Dues		201	21.64
31	Description			
32	Description			
33	Description			
34	Description			
35	Description			

For Payroll Agency Use - Certified Correct

Preparer's Name	
Title	Date
E-Mail	
Phone Number	
Authorizing Signature	

36	Total of Deductions Refunded (19 thru 35)	471.11
37	Refund amount less deductions refunded (18 minus 36)	944.49
38	Net Amount of Check being Returned	944.49
39	Balance Due to Employee (38 minus 37)	0.00

For OSC Use Only

	Date	By
Entered		
Audited		

40	Name of Payee	Jane Q. Employee

Scenario 2 – Susan Doe: A returned check for an employee not entitled to any of the paycheck who has an unrecoverable deduction.

Paycheck Taxes

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID: N12345678   Name: Susan Doe
Company: NYS   Pay Group: AL5   Pay End Dt: 04/16/2014   Page: 1127   Line: 2   Separate Check:

Paycheck Information

Paycheck Status:	Confirmed	Paycheck Option:	Advice
Issue Date:	05/01/2014	Check #:	445588123
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ Cashed

Paycheck Totals

Earnings:	1,990.98
Taxes:	572.51
Deductions:	609.16
Net Pay:	809.31

▼ Deductions   Personalize | Find | View All | ⬈ | 🎟 | First ◄ 1-8 of 9 ► Last

Deduction Code	Description	Class	Amount	Calculated Base
610	ERS Loans	After-Tax	174.00	
HIBRTG	Regular Before Tax Health	Before-Tax	45.32	
201	CSEA Dues	After-Tax	25.19	
307	CSEA ACC/HTH	After-Tax	62.14	
358	CSEA Prem Life	After-Tax	21.28	
390	CSEA Personal Lines	After-Tax	90.23	

Paycheck Deductions

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID: N12345678   Name: Susan Doe
Company: NYS   Pay Group: AL5   Pay End Dt: 04/16/2014   Page: 1127   Line: 2   Separate Check:

Paycheck Information

Paycheck Status:	Confirmed	Paycheck Option:	Advice
Issue Date:	05/01/2014	Check #:	445588123
☐ Off Cycle	☐ Reprint	☐ Adjustment	☐ Corrected	☐ Cashed

Paycheck Totals

Earnings:	1,990.98
Taxes:	572.51
Deductions:	609.16
Net Pay:	809.31

▼ Taxes   Personalize | Find | View All | ⬈ | 🎟 | First ◄ 1-6 of 6 ► Last

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	1,945.66	120.63
US Federal					Med/ER	1,945.66	120.63
US Federal					OASDI/EE	1,945.66	28.21
US Federal					OASDI/ER	1,945.66	28.21
US Federal					Withholdng	1,945.66	269.35
State	NY	Y			Withholdng	1,945.66	99.63
State	NY	Y	P0001	NEW YORK	Withholdng	1,945.66	54.69

STATE OF NEW YORK
REPORT OF CHECK RETURNED FOR REFUND OR EXCHANGE
OFFICE OF THE STATE COMPTROLLER

	Dept ID	Dept. Name		Agency AC 230 Number
1	12345	NYS Agency	**2**	6

	Original Check Number		Employee's Name (First Name, M.I., Last Name, Suffix)		NYS EMPLID (not SSN)
3	445588123	**4**	Susan Doe	**5**	N12345678

*The entire form must be completed by Agency for all returned checks or will be returned to agency for correction.

Please read and check appropriate boxes.

☐ The employee is still <u>actively</u> <u>employed</u> by your agency or any other State agency.

☐ The employee is due any <u>regular and/or lump sum payments</u> which are equal to or exceed the amount to be refunded.

*DO NOT return any payroll check to OSC for a <u>partial refund</u> if either of the above boxes is checked.

*All form information can be obtained from PayServ: Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

	Warrant Information						
	Admin.	Inst.	Paycheck Issue Date		**18**	Returned Amount (Amount employee not entitled to minus Unrecoverable amounts.)	1,784.16
6		X	05/01/14			**Deduction Amounts** (Difference between old and new deduction amounts if partial refund, or whole amount if complete refund.)	

	Returned Time Information									
	Returned Time		From Date (MM/DD/YY)		To Date (MM/DD/YY)				Code	Amount
7	10	**8**	04/03/14	**9**	04/16/14					
10	Other Earnings / PayServ Review Paycheck					**19**	Social Security Tax (OASDI/EE) (2011 & 2012 Rate=.042) (Prior to 2011 & Current Rate=.062)	OASDI	107.81

Earnings Code	Amount	Earnings Code	Amount				
LOC	116.07	IPF	22.05	**20a**	Medicare Tax (MED/EE) (.0145)	FICA	25.21
				20b	Additional Medicare Tax (ADDL MED) (.09 of amount over $200,000)	FICA	
				21	Withholding Tax - Federal		269.35
				22	Withholding Tax - State		99.63

	Company		Pay Group			
11	NYS	**12**	AL5	**23**	Withholding Tax - NYC	54.69
13	Position # 00139064	**14**	Job Code # 002445	**24**	Withholding Tax - Yonkers	0.00
				25	Retirement - Normal Contribution	0.00

	Page #		Line #	**17**	Empl Record #			
15	1127	**16**	2		0	**26**	Retirement - Loan	610	174.00

Agency Justification/Remarks		
(Include explanation in PayServ General Comments and attach AC230 Worksheet for partial check returns.)	**27**	State Health Insurance (A/T = Taxable)	
	28	State Health Insurance (B/T=Non-Taxable)	HIBTRG	45.32
Employee did not work. Terminated 04/03/14.	**29**	Other Health Insurance	

Enter other deductions below (code must be entered as numeric digits or letters as shown in Review Paycheck page).

	Description		Code	Amount
30	Description	CSEA DUES	201	25.19
31	Description	CSEA ACC/HTH	307	62.14
32	Description	CSEA PREM LIF	358	21.28
33	Description	CSEA PERS LIN	390	90.23
34	Description			
35	Description			

For Payroll Agency Use - Certified Correct		
Preparer's Name		
Title	Date	**36**	Total of Deductions Refunded (19 thru 35)	974.85
E-Mail		**37**	Refund amount less deductions refunded (18 minus 36)	809.31
Phone Number		**38**	Net Amount of Check being Returned	809.31
Authorizing Signature		**39**	Balance Due to Employee (38 minus 37)	0.00

For OSC Use Only					
	Date	By			
Entered			**40**	Name of Payee	Susan Doe
Audited					

Scenario 3 – Samuel Adams: A returned check for an employee who is entitled to a portion of the paycheck.

Paycheck Taxes

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID: N23456789　　Name: Samuel Adams
Company: CNY　　Pay Group: IC2　　Pay End Dt: 06/25/2014　　Page: 1726　　Line: 5　　Separate Check:

Paycheck Information

Paycheck Status:	Confirmed	Paycheck Option:	Advice
Issue Date:	07/20/2014	Check #:	4567891

☐ Off Cycle　☐ Reprint　☐ Adjustment　☐ Corrected　☐ Cashed

Paycheck Totals

Earnings:	828.34
Taxes:	121.33
Deductions:	14.60
Net Pay:	692.41

Taxes

Personalize | Find | View All | 🗗 | 🔢　First ◀ 1-3 of 3 ▶ Last

Tax Details 1 | Tax Details 2 | Tax Tips

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					Withholdng	822.02	79.99
State	NY	Y			Withholdng	822.02	25.08
State	NY	Y	P0001	NEW YORK	Withholdng	822.02	16.26

Paycheck Deductions

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions

Empl ID: N23456789　　Name: Samuel Adams
Company: CNY　　Pay Group: IC2　　Pay End Dt: 06/25/2014　　Page: 1726　　Line: 5　　Separate Check:

Paycheck Information

Paycheck Status:	Confirmed	Paycheck Option:	Advice
Issue Date:	07/20/2014	Check #:	4567891

☐ Off Cycle　☐ Reprint　☐ Adjustment　☐ Corrected　☐ Cashed

Paycheck Totals

Earnings:	828.34
Taxes:	121.33
Deductions:	14.60
Net Pay:	692.41

Deductions

Personalize | Find | View All | 🗗 | 🔢　First ◀ 1-8 of 9 ▶ Last

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
470	PSC Dues	After-Tax	8.28	
HIBTCU	Health Ins.	Before-Tax	6.32	

PayCheck City Calculation

Salary Paycheck Calculator

Your Pay Check Results		Calculation Based On	
Bi-weekly Gross Pay	$745.51	Tax Year	2010
Federal Withholding	$68.51	Gross Pay	$745.51
Social Security	$0.00	Pay Frequency	Bi-weekly
Medicare	$0.00	Federal Filing Status	Single
New York	$20.34	# of Federal Exemptions	0
City Tax	$13.35	Additional Federal W/H	$0.00
PSC Dues	$7.83	State	New York
		Filing status	Single
Net Pay	$635.48	Allowances	0
		Additional State W/H	$0.00
		NYC Allowances	0
		City Tax	NYC Resident
		PSC Dues	1.05%

New Calculation   Print Options

Receive this information

Enter this information

Completed AC 230 Worksheet

	ORIGINAL CHECK	SHOULD RECEIVE*	RETURN
GROSS	828.34	745.51	82.83
FED TAX	79.99	68.51	11.48
NYS TAX	25.08	20.34	4.74
NYC TAX	16.26	13.35	2.91
LOCAL TAX			0.00
SS TAX (FICA) 6.2%	0.00	0.00	0.00
MEDICARE 1.45%	0.00	0.00	0.00
RETIREMENT 3%			0.00
RETIREMENT LOAN			0.00
HEALTH INS. (A/T)			0.00
HEALTH INS. (B/T) HIBTCU	6.32	6.32	0.00
OTHER DED PSC Dues	8.28	7.83	0.45
OTHER DED			0.00
OTHER DED			0.00
OTHER DED			0.00
OTHER DED			0.00
NET	692.41	629.16	63.25

AC 230 (Rev. 01/13)

STATE OF NEW YORK
REPORT OF CHECK RETURNED FOR REFUND OR EXCHANGE
OFFICE OF THE STATE COMPTROLLER

	Dept ID	Dept. Name		Agency AC 230 Number
1	23456	NYS Agency	**2**	4

	Original Check Number		Employee's Name (First Name, M.I., Last Name, Suffix)		NYS EMPLID (not SSN)
3	4567891	**4**	Samuel Adams	**5**	N23456789

*The entire form must be completed by Agency for all returned checks or will be returned to agency for correction.

Please read and check appropriate boxes.

☐ The employee is still _actively_ _employed_ by your agency or any other State agency.

☐ The employee is due any _regular and/or lump sum payments_ which are equal to or exceed the amount to be refunded.

*DO NOT return any payroll check to OSC for a _partial refund_ if either of the above boxes is checked.

*All form information can be obtained from PayServ: Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck

Warrant Information

6	Admin.	Inst.	Paycheck Issue Date
		X	07/10/14

Returned Time Information

7	Returned Time	**8**	From Date (MM/DD/YY)	**9**	To Date (MM/DD/YY)
	1		06/12/14		06/25/14

10 Other Earnings / PayServ Review Paycheck

Earnings Code	Amount	Earnings Code	Amount

	Company		Pay Group
11	CNY	**12**	IC2

	Position #		Job Code #
13	90969563	**14**	015925

	Page #		Line #		Empl Record #
15	1726	**16**	5	**17**	0

Agency Justification/Remarks

(Include explanation in PayServ General Comments and attach AC230 Worksheet for partial check returns.)

EE overpaid 1 full day. Daily rate is 82.83.

For Payroll Agency Use - Certified Correct

Preparer's Name	
Title	Date
E-Mail	
Phone Number	
Authorizing Signature	

For OSC Use Only

	Date	By
Entered		
Audited		

18	Returned Amount (Amount employee not entitled to minus Unrecoverable amounts.)		82.83

Deduction Amounts (Difference between old and new deduction amounts if partial refund, or whole amount if complete refund.)

			Code	Amount
19	Social Security Tax (OASDI/EE) (2011 & 2012 Rate=.042) (Prior to 2011 & Current Rate=.062)		OASDI	
20a	Medicare Tax (MED/EE) (.0145)		FICA	
20b	Additional Medicare Tax (ADDL MED) (.09 of amount over $200,000)		FICA	
21	Withholding Tax - Federal			11.48
22	Withholding Tax - State			4.74
23	Withholding Tax - NYC			2.91
24	Withholding Tax - Yonkers			
25	Retirement - Normal Contribution			
26	Retirement - Loan			
27	State Health Insurance (A/T = Taxable)			
28	State Health Insurance (B/T=Non-Taxable)			
29	Other Health Insurance			

Enter other deductions below (code must be entered as numeric digits or letters as shown in Review Paycheck page).

			Code	Amount
30	Description PSCDues(1.05%)		470	0.45
31	Description			
32	Description			
33	Description			
34	Description			
35	Description			
36	Total of Deductions Refunded (19 thru 35)			19.58
37	Refund amount less deductions refunded (18 minus 36)			63.25
38	Net Amount of Check being Returned			692.41
39	Balance Due to Employee (38 minus 37)			629.16
40	Name of Payee	Samuel Adams		

7