



QUICK REFERENCE GUIDE REVERSING A PAYRUN

MEGABUS HELPLINE

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An Adjustment Payrun can be used to reverse an incorrect payrun for one or more employees. A second Adjustment Payrun can then be performed to pay employees correctly.

Adjustment Payruns do not accrue leave or pre-enter an employee's default earnings, allowances, or deductions.

1. Update Employee Details (access via Employee Mnt favourite)

- If you have changed any details since finalising the incorrect payrun (eg. Pay rate), change them back now.

2. Create Leave Entries (access via Leave Entry favourite)

- If an employee being reversed had a leave entry on the incorrect payrun, create an Adjustment Leave Entry with the same date(s) and hours but tick the Increase Balance box (to put the leave back on the employee's balance).

3. Initialise the Payrun (access via Payrun favourite)

- Insert USB backup stick.
- Select Pay Frequency (eg. Weekly) & set Pay Type to Adjustment Pay.
- Enter the same Pay To date used on the incorrect payrun and enter the Pay date.
- Select the employees to be included in this reversal Adjustment Payrun.
- If Leave Entries are involved, ensure that there is a red 'Yes' in the Leave Pending column for these employees.
- Initialise the payrun.

4. Review & Finalise the Payrun (access via Payrun favourite)

You need to enter all of the same details as on the incorrect payrun but the hours and amounts must all be entered as negatives, by selecting Reduce Hours or Reduce Amount, so that they cancel out the figures on the incorrect payrun.

- Enter all the same Earnings, Allowances and Deductions figures as on the incorrect payrun but as negatives.
- Ensure that all amounts, except for Leave Accrued, are identical to the incorrect payrun but negative.
 - The Accrued Leave will not be reversed by this reversal payrun but when you perform the correct payrun after this reversal it will not perform the leave accruals again.
- If all amounts match but the Tax figure is different, adjust it by clicking on the Tax field then on the Tax Adjustment field.
- Ensure the Net Pay figure is the same as on the incorrect payrun, but negative, then Finalise the payrun.

Tip: If the incorrect payrun was the most recent one finalised for this employee, click on the Last column to see the hours and amounts on that payrun. Then click on the This column and enter the same figures as negatives to reverse them. Click on the Print icon to view an Interim Payrun Analysis Report and check all figures before finalising the payrun.

5. Performing The Correct Payrun (access via Payrun favourite)

The reversal Adjustment Payrun has cancelled out the incorrect payrun and you are now ready to pay employees correctly. Because a Normal Payrun was already performed for this pay period you will need to use another Adjustment Payrun.

- Make any necessary changes to employee details in employee maintenance (eg. Pay rates).
- Create any leave entries as Adjustment Leave Entries (tick Reduce Balance).
- Open the payrun screen, select Adjustment Pay as payrun type and again use same Pay To date as the incorrect payrun.
- Process the payrun as you would a normal payrun and thoroughly check all figures before finalising.

6. Payrun Journals

If your Marlin HR is linked to your Marlin TX/GTX there will now be three payrun journals in your inbox, one for each of the incorrect Normal Payrun, the reversal Adjustment Payrun and the correct Adjustment Payrun.

The first two journals will cancel each other out if you reversed all employees but we recommend you post all three of the journals so that there is a complete audit trail for future reference and no missing payrun numbers.