

## AC230 Worksheet for Paycheck Reversal

### Purpose:

The purpose of this job aid is to provide agencies with instructions for completing the new AC230 Worksheet for Paycheck Reversal.

### Selecting AC230 Worksheet:

The AC230 Worksheet for Paycheck Reversal is replacing Form AC 230 – Report of Check Returned for Refund or Exchange. There are two worksheets available. The agency must choose one and complete it as described below.

### Worksheet Option 1, AutoTaxCalc:

This tab is the AC230 AUTO TAX CALC WORKSHEET. If you are new to AC-230's or struggle with calculating taxes, we recommend using this worksheet. This worksheet will calculate the taxes using the tax rates from the original check.

### Worksheet Option 2, ManualTaxCalc:

This tab is the AC230 MANUAL TAX CALC WORKSHEET. If you are experienced and comfortable with calculating taxes on a reversal, you may use this worksheet.

### Header Information:

The agency must provide the following information for every reversal request.

- Employee ID: Enter the 8 characters that follow the N for the Employee ID.
- # of Paychecks: Enter the number of paychecks you are requesting a reversal for. Each form has room for three paycheck reversals.
- Company: Enter the Company for the paycheck(s) being reversed (i.e. NYS, CNY).
- Empl at SS Max\*: Enter Yes if the employee has reached the annual social security max as of their most recent paycheck. Enter No if they have not yet met the annual social security max. You can verify the social security max by comparing the current years limit to the year-to-date OASDI/Disability -EE balance for taxable gross in PayServ.
- Empl Record: Enter the employee record number for the paycheck(s) being reversed.
- Dept ID: Enter the department ID for the paycheck(s) being reversed.
- Agcy Contact Name: Enter your name/payroll officer name.
- Agcy Contact Email: Enter your email address/payroll officer email address.
- Reason for Request: Enter the reason you are requesting the reversal of the paychecks. (e.g. Employee terminated retroactively and is not entitled to XX days.) Please be as detailed and specific as possible to avoid having this Worksheet returned to request more information.

### Original Check Information:

The agency must provide the detailed earnings, tax, and deduction information for the original paycheck as described below.

- Paycheck Number: This is the original paycheck number that the employee was overpaid in.
- Pay Group: This is the pay group found on the original paycheck (e.g. IE3, ALB).
- Total Days Overpaid: This is the total number of days the employee is NOT entitled to in this specific paycheck. (e.g. If the employee was paid 10 days and was terminated retroactively only working 3 days, you would enter 7 in this field.)

- Dates Overpaid: This is the dates within the pay period that the employee was paid and not entitled to. (e.g. using the same example above, the employee was paid 10 days from 9/12/2024 – 9/25/2024 and terminated retroactively effective 9/17/2024, you would enter 9/17 – 9/25/2024 in this field.)
- EARNINGS:
  - Earnings Code: List each Earnings Code on the original paycheck, including RGS for salaried employees.
  - Original Earnings: Enter the earnings amount for each Earnings Code from the original paycheck.
  - Gross amounts will automatically populate based on data entered within the Earnings section.
- TAXES:
  - Tax Type: Most taxes are listed here. If the employee has local tax, please select the locality. If the employee has other taxes, please describe the other tax.
  - Original Tax: Enter the amount withheld for each type of tax (e.g. FED TAX, NYS TAX, etc.).
- DEDUCTIONS
  - Deduction Code: Enter the Deduction Codes from the original paycheck. Note: Unrecoverable deductions will display as red in this column and must be included in the entitled column.
  - Tax Class: Enter the Tax Class for each Deduction Code from the original paycheck. These include the following options:
    - B (EE) – Before-Tax employee share/deduction
    - A (EE) – After-Tax employee share/deduction
    - N/P (ER) – Non-Taxable employer share.
  - Original Ded: Enter the deduction amount for each deduction code from the original paycheck.
- Repeat for each additional check if applicable.

### Entitled Check Information:

The agency must provide the detailed earnings, tax, and deduction information that the employee is entitled to/should have been on the check if processed correctly/timely in the “Entitled To” column as described below.

- EARNINGS:
  - Entitled To Earnings: Enter the amount of earnings for each Earnings Code that the employee is entitled to.
- TAXES:
  - Entitled to Tax: If you are using the AutoTaxCalc Worksheet you will only need to enter Other TAX or PFL (FLI) if applicable. The rest of the Entitled To Tax amounts will automatically calculate for you. If you are using the ManualTaxCalc Worksheet, calculate the taxes using the earnings and deductions and enter what the taxes should have been in the Entitled To Tax amounts fields.
- DEDUCTIONS:
  - Entitled To Ded: Enter the amount of deductions for each deduction code that the employee is entitled to. Note: If you have an unrecoverable deduction, you must enter the full amount in this field. If you do not it will be flagged as an error.
- Repeat for each additional check.

### Return/Reversed Check Information:

This data will calculate based on the Original and Entitled Check Information fields.

- EARNINGS:
  - Return Earnings: The earnings you are requesting to be reversed.
- TAXES:
  - Return Tax: The taxes you are requesting to be reversed.
    - If you are using Worksheet Option 1, AutoTaxCalc, Federal, State, and Local taxes will calculate automatically. You will only need to calculate PFL or other taxes.
    - If you are using Worksheet Option 2, ManualTaxCalc, you will have to calculate taxes manually or using a tax calculator such as the [salary calculator at paycheck city.com](https://www.salarycalculatoratpaycheckcity.com).
- DEDUCTIONS:
  - Return Ded: The deductions you are requesting to be reversed.
- NET Return: The total net owed has a blue background. This is the total amount the employee should return to successfully complete the reversal.

### **Saving & Submitting to OSC**

Once completed the agency should verify the worksheet, save and submit to OSC as described below.

- Save the worksheet using the following information separated by an underscore.
  - Paygroup – IL1, AL2, IC4
  - Employee ID
  - Paycheck date of the first check you are requesting reversal for in the worksheet.

Example: AL2\_N01111111\_09-11-2024

- Email the saved worksheet to the Payroll Reversal and Exchange mailbox with a subject of “AC230-EMPLID”.
- Example: AC230-N01234567
- Please do not include the employee’s name in the email or form.

### **Questions**

If you have any issues with the worksheet or need more rows, please contact the Payroll Reversal & Exchange Mailbox.