

RESTITUTION

To report restitution, you'll want to utilize the **multiple paychecks** option under **Paycheck- Deductions, Payments, and Notes** towards the bottom of the payroll record on the week the work was done:

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
500.000	0.000	Base Hourly	Overtime Hourly	Doubletime Hourly	0.000
		50.000	0.000	0.000	

Classifications								
Hours Worked Each Day for This Project Only								
	Sunday 1/28/2018	Monday 1/29/2018	Tuesday 1/30/2018	Wednesday 1/31/2018	Thursday 2/1/2018	Friday 2/2/2018	Saturday 2/3/2018	Total Hours
Regular Time	0.00	2.00	3.00	0.00	5.00	0.00	0.00	10.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	2.00	3.00	0.00	5.00	0.00	0.00	10.00

Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)					
Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions for all Projects
0.000	0.000	0.000	0.000	0.000	Pension 0.000 Medical 0.000

Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

Single Paycheck **Multiple Paychecks**

Paycheck Totals								
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	Total Deductions
100.000	50.000	25.000	25.000	0.000	0.000	0.000	0.000	200.000

Payments (If included in paycheck(s))		
Trav/Subs	Total Gross	Paycheck Totals
0.000	2500.000	2300.000

Original paycheck information (green arrow points to 'Regular' in table below)

Paycheck Number	Check Gross Pay	Total Deductions	Trav/Subs	Paycheck Amount	Payment Date	Paycheck Reason	Edit	Remove
DD	2500.000	200.000	0.000	2300.000		Regular		

Restitution paycheck information (red arrow points to 'Add Paycheck' button)

And just be sure to mark the second check as restitution:

Add Paycheck

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	Total Deductions
20.000	10.000	5.000	5.000	1.000	0.000	0.000	0.000	41.000

Payments (If included in paycheck)

Trav/Subs	Check Gross Pay	Paycheck Amount	Check Number *	Payment Date
0.000	200.000	159.000	DD	

Notes

Other Deduction Notes

Regular
Restitution
Adjustment (red arrow points to this dropdown menu)

Then simply make adjustments to your **Gross Employee Pay This Project**, **Hourly Rates Of Pay**, and possibly **Fringes** to reflect what was paid after all was said and done:

Gross Employee Pay This Project (Usually No Fringes) <input type="text" value="500.000"/>	Wages Paid in Lieu of Fringes (Total Cash Fringes) <input type="text" value="0.000"/>	These fields are Hourly rate fields (Usually No Fringes) <table border="1"> <tr> <td>Base Hourly</td> <td>Overtime Hourly</td> <td>Doubletime Hourly</td> </tr> <tr> <td><input type="text" value="50.000"/></td> <td><input type="text" value="0.000"/></td> <td><input type="text" value="0.000"/></td> </tr> </table>	Base Hourly	Overtime Hourly	Doubletime Hourly	<input type="text" value="50.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	Rate in Lieu of Fringes (Cash Fringes) <input type="text" value="0.000"/>
Base Hourly	Overtime Hourly	Doubletime Hourly							
<input type="text" value="50.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>							
Classifications									
Hours Worked Each Day for This Project Only									
	Sunday 1/28/2018	Monday 1/29/2018	Tuesday 1/30/2018	Wednesday 1/31/2018	Thursday 2/1/2018	Friday 2/2/2018	Saturday 2/3/2018	Total Hours	
Regular Time	<input type="text" value="0.00"/>	<input type="text" value="2.00"/>	<input type="text" value="3.00"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="10.00"/>	
Overtime at 1.5	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Double-Time	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
Total	<input type="text" value="0.00"/>	<input type="text" value="2.00"/>	<input type="text" value="3.00"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="10.00"/>	
Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)									
Vac / Hol / Dues <input type="text" value="0.000"/> More...	Health & Welf <input type="text" value="0.000"/>	Pension <input type="text" value="0.000"/> More...	All Other <input type="text" value="0.000"/>	Training <input type="text" value="0.000"/>	Voluntary Contributions for all Projects Pension <input type="text" value="0.000"/> Medical <input type="text" value="0.000"/>	<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>			
Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)									
<input type="radio"/> Single Paycheck <input checked="" type="radio"/> Multiple Paychecks									
Paycheck Totals									
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	Total Deductions	
<input type="text" value="120.000"/>	<input type="text" value="60.000"/>	<input type="text" value="30.000"/>	<input type="text" value="30.000"/>	<input type="text" value="1.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="241.000"/>	
Payments (If included in paycheck(s))									
Trav/Subs	Total Gross	Paycheck Totals							
<input type="text" value="0.000"/>	<input type="text" value="2700.000"/>	<input type="text" value="2459.000"/>							
Paycheck Number	Check Gross Pay	Total Deductions	Trav/Subs	Paycheck Amount	Payment Date	Paycheck Reason			
DD	2500.000	200.000	0.000	2300.000		Regular	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	
DD	200.000	41.000	0.000	159.000		Restitution	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	
								<input type="button" value="Add Paycheck"/>	