

Lump Sum Prior Pay

- 1) Enter student's Appt ID, with Appt ID circle selected.
- 2) Click on "Paymaster" button.
- 3) Click "Add Prior Lump Sum Wages."
- 4) Place a check mark in appropriate box, next to missed pay period. The dates are also shown here.
- 5) Enter appropriate dollar amount to be paid – do not enter \$.
- 6) Click "Accept."
- 7) You will be back at the normal Lump Sum payment screen.
- 8) This screen will show payments for the prior pay and the normal payments.
- 9) Select the "Browse/Save" tab and you are all done.
- 10) When you print your "Payroll Exception Report," the payments will appear on here, with the corresponding pay period dates.