Scheduling a duplicate payment transaction in ESS.

The Employer has selected the individual transaction to pay (or used the Schedule Payments Button). The amount is pre-populated (can be overwritten), a date is entered and optional Description.

Make Payment Wizard

1. **Transactions**   2. Payment Method   3. Confirm & Review

One Time Payment

◉ Select Transactions to pay for

Payment Amount:	5,624.30	Apply
Payment Date:	03/23/2023	
Description:	Sch #1	

☐	Activity Date	Trans #	Type	Identifier	Status	Due Date	Due	Payment	Scheduled Payment
☑	02/01/2023	3178616	Work Report	03/15/2023 P0365*	Open	03/15/2023	$5,624.30	$5,624.30	$0.00

A payment method is selected (not shown) and step 3: confirmed.

Make Payment Wizard

1. Transactions   2. Payment Method   3. **Confirm & Review**

One Time Payment

Pay By:	Transactions		Fund:	Cash Fund
Payment Amount:	$5,624.30		Bank Name:	BANGOR SAVINGS BANK
Payment Date:	03/23/2023		Bank Account Type:	Checking
Description:	Sch #1		Bank Routing Number:	211274382
			Bank Account Number:	XXXX63997

Selected Transactions

Activity Date	Trans #	Type	Identifier	Status	Due Date	Total Balance	Scheduled Payment
02/01/2023	3178616	Work Report	03/15/2023 P0365*	Open	03/15/2023	$5,624.30	$5,624.30

View of pending schedules via the Payment History button

Payment History

Close

Schedules   History

Tools	Bank Account	Description	Frequency	Payment Date	Payment Amount
Actions	BANGOR SAVINGS BANK(Checking) XXXX63997	Sch #1	One-Time Payment	03/23/2023	$5,624.30

If the same transaction is selected again prior to the payment batch being run to apply the payment, the Employer will see an amount in the <u>Scheduled Payment</u> column.

Make Payment Wizard

1. **Transactions**   2. Payment Method   3. Confirm & Review

One Time Payment

◉ Select Transactions to pay for

Payment Amount:	5,624.30	Apply
Payment Date:	mm/dd/yyyy	
Description:		

☐	Activity Date	Trans #	Type	Identifier	Status	Due Date	Due	Payment	Scheduled Payment
☑	02/01/2023	3178616	Work Report	03/15/2023 P0365*	Open	03/15/2023	$5,624.30	$5,624.30	$5,624.30

If they enter a date and optional Description….

Make Payment Wizard

| 1 **Transactions** | 2 Payment Method | 3 Confirm & Review |

One Time Payment

◉ Select Transactions to pay for

Payment Amount:	5,624.30	Apply
Payment Date:	03/23/2023	
Description:	Sch # 2	

	Activity Date	Trans #	Type	Identifier	Status	Due Date	Due	Payment	Scheduled Payment
☑	02/01/2023	3178616	Work Report	03/15/2023 P0365*	Open	03/15/2023	$5,624.30	$5,624.30	$5,624.30

They can repeat the same process as the initial scheduling.

Make Payment Wizard

| 1 Transactions | 2 Payment Method | 3 **Confirm & Review** |

One Time Payment

Pay By:	Transactions		Fund:	Cash Fund
Payment Amount:	$5,624.30		Bank Name:	BANGOR SAVINGS BANK
Payment Date:	03/23/2023		Bank Account Type:	Checking
Description:	Sch # 2		Bank Routing Number:	211274382
			Bank Account Number:	XXXX63997

Selected Transactions

Activity Date	Trans #	Type	Identifier	Status	Due Date	Total Balance	Scheduled Payment
02/01/2023	3178616	Work Report	03/15/2023 P0365*	Open	03/15/2023	$5,624.30	$5,624.30

Result: Two scheduled payments for the same transaction (They can see this in Payment History).

Payment History

Close

Schedules   History

Tools	Bank Account	Description	Frequency	Payment Date	Payment Amount
Actions	BANGOR SAVINGS BANK(Checking) XXXX63997	Sch #1	One-Time Payment	03/23/2023	$5,624.30
Actions	BANGOR SAVINGS BANK(Checking) XXXX63997	Sch # 2	One-Time Payment	03/23/2023	$5,624.30

ESS EFT Scheduled Payment Report

Exp[

Print

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Public Employees
Retirement System

ESS EFT Scheduled Payments Report
From 03/23/2023 - 03/23/2023

EFT ER	EFT ER Location Code	EFT ER Location Name	EFT Payment Status	EFT Effective Date	EFT Payment Amount	EFT Payor Account Number	Bank Routing Number	Account Start Date
P0365	P0365	Anson-Madison Sanitary District	Scheduled	03/23/2023	$ 5,624.30	7063997	211274382	08/01/2017

Description : Sch #1 Transaction # 3178616 Trans Type WH

| P0365 | P0365 | Anson-Madison Sanitary District | Scheduled | 03/23/2023 | $ 5,624.30 | 7063997 | 211274382 | 08/01/2017 |

Description : Sch # 2 Transaction # 3178616 Trans Type WH

| | Count = 2 | | Total = | $ 11,248.60 |