

## Correcting Paychecks 10R2

Was the Check Cashed?	Are the Transactions on the Check Correct?	Action to Take...
No	Yes	Reissue
No	No	Void
Yes	No	Reverse

### How to Reissue a Check

A check is Reissued when the transactions are correct but the check has not been cashed. To create a Reissuing check run click on the **NRS** button from the **PayrollRun** Tab. In the *Payroll Run Quick Add* Screen choose a *RunType* of "Reissue" and click on the *Go to Full Record* button.

The screenshot shows a form with the following fields and values:

- WeekendBill: 2/19/2006
- CheckDate: 3/7/2006
- BankID: 491
- RunType: Reissue
- EINC: 0
- StubMemo: (empty)

The 'Go to full record' button is circled in red.

Once the Payroll run has been created, the user should navigate to the **Reissues** tab as shown.

The screenshot shows the 'Reissue Checks' screen with the following content:

**Reissue Checks**

Reissue checks when the original check was issued correctly but was lost, stolen or destroyed before the employee was able to cash it. Reissues differ from reversals. Reversals reverse tax, adjustments, and accruals, and they don't necessarily involve the reissuing of another check. Reissues reverse the net pay from the original check and create a new check for that same net pay. Deactivate the E-Pay on the employee record to print a live check.

1. Create a payroll run  
2. Enter Chkld's to be reissued and supply the reason code for the reissue  
3. Click 'Generate staged checks'  
4. Click 'Print checks to reissue'

Buttons: Generate staged checks with net pay to reissue, Print checks to reissue

Enter Check#

ReissuedChkId	ReasonCode	EmpName	Net	E-Pay	Reissue Fee
96	StaleDate			<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Note – The *E-Pay* check box will automatically populate if this Employee is set up to receive direct deposit. To reissue a live check remove the check from this box. A standard reissue fee can be created in the tables and if the *Reissue Fee* box is checked Tempworks will deduct the fee from the net amount of the Employee's check.

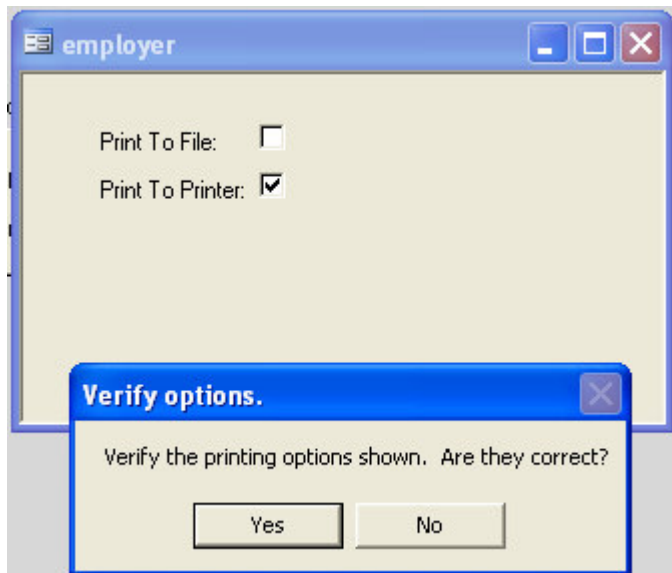
Enter the *Check ID* (unique number created by Tempworks for the check) in the *ReissuedChkID* field and the reason the check is being Reissued from the *ReasonCode* drop down menu. To pull in the information from this check click the cursor in the next available line. This also prepares the system for the next step and allows the user to verify that the *Check ID* has been entered correctly.

\*Note – Only one check per AIdent can be processed in a Reissuing or Reversing check run.

\*Note - The *Enter Check #* button will bring up a window where the number printed on the check can be entered.

Once the check information has been verified and the user is ready to continue processing the Reissuing Payroll run the next step is to click on the *Generate staged checks with net pay to reissue*. Once this is completed a window will come up that says "Complete". Click on the *OK* button to clear this prompt.

The final step is to click on *Print checks to reissue*.

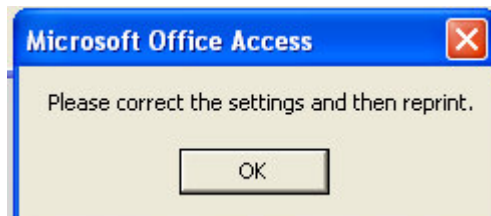


If the printing options shown (Print to File or Print to Printer) are correct then click on the *Yes* button.

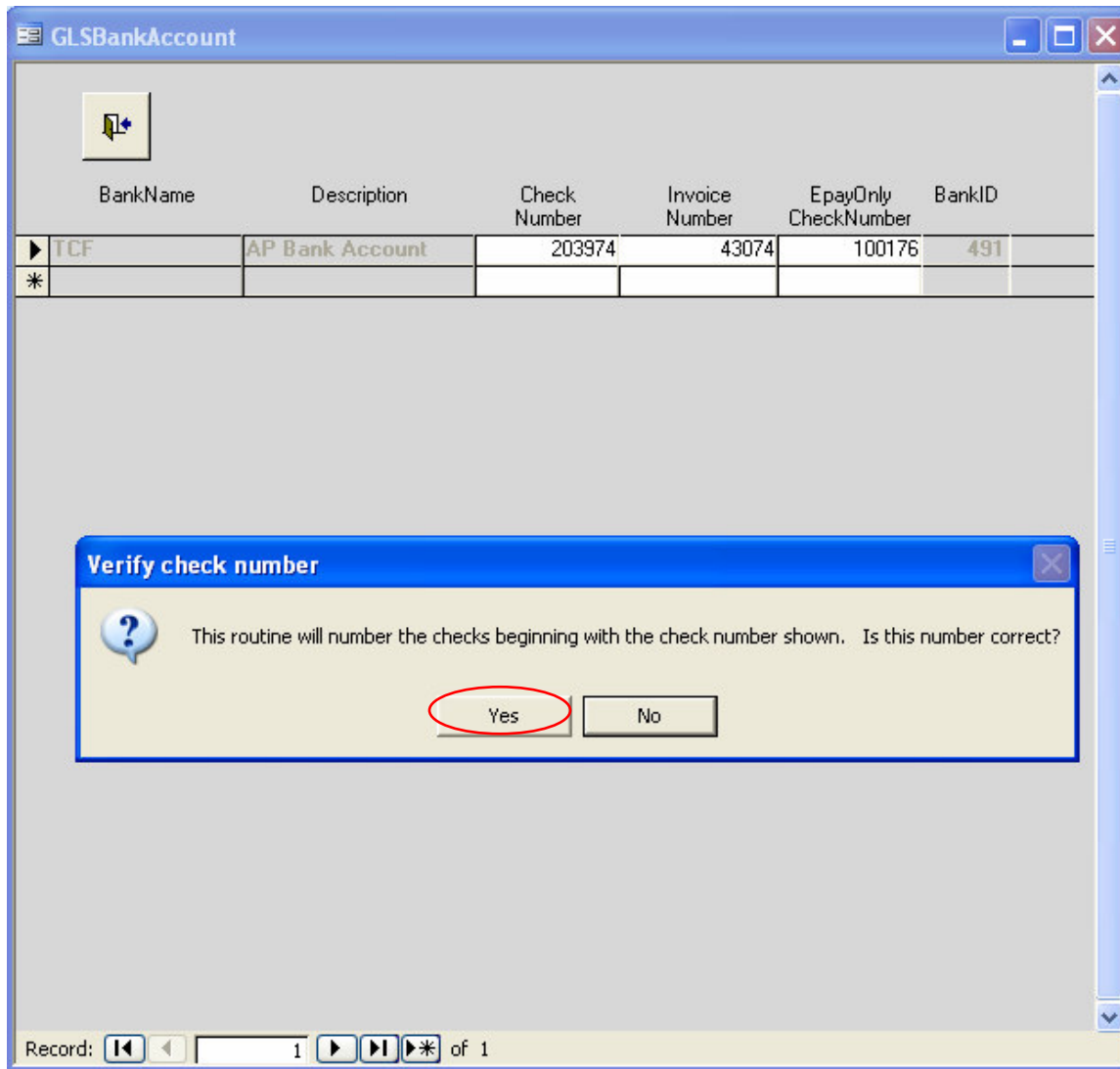
If a change needs to be made click on the *No* button.

At this point the *Verify options* window will disappear and the window below will prompt the user to select the correct setting. Click on the *OK* button to clear this window.

Once the correct print output is selected click on the *X* in the upper right corner of the window. Then click on the *Print checks to reissue* button again. Now the correct option should be selected and the *Yes* button can be selected.

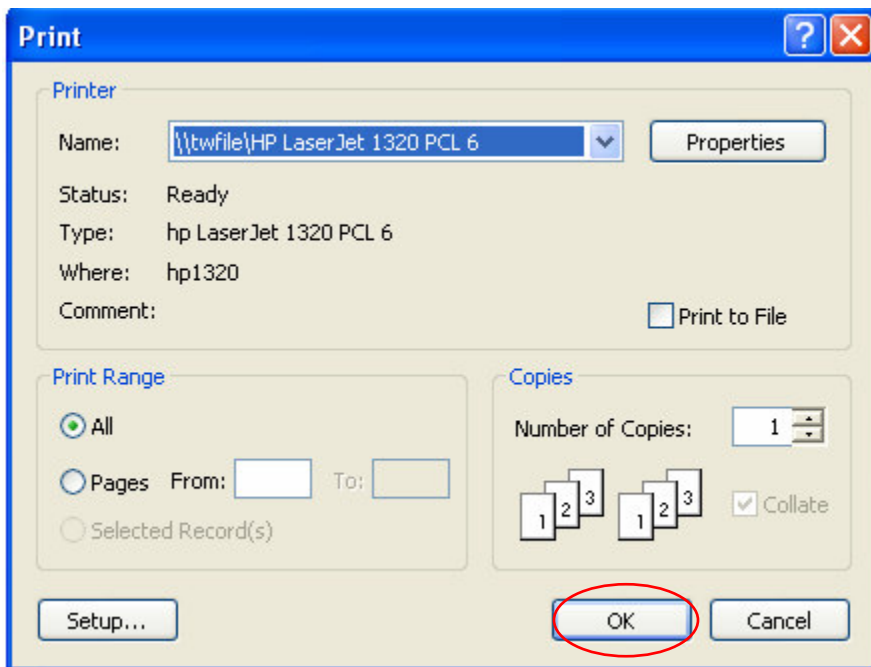


The following window will be displayed where the user can view and/or change the preprinted check stock number or view the next check that will be printed on the laser printer. This view also shows the next available Invoice number and EPay (Direct Deposit) Only check number.



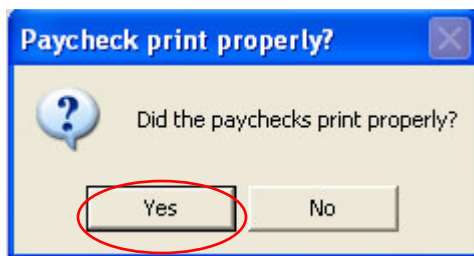
**\*Note – If any of the information in this view is incorrect, click on the *No* button and change it in the appropriate fields by highlighting the incorrect field and typing in the correct information.**

Once this information has been verified and printing can continue click on the *Yes* button and the printer information will be displayed like in the following view.



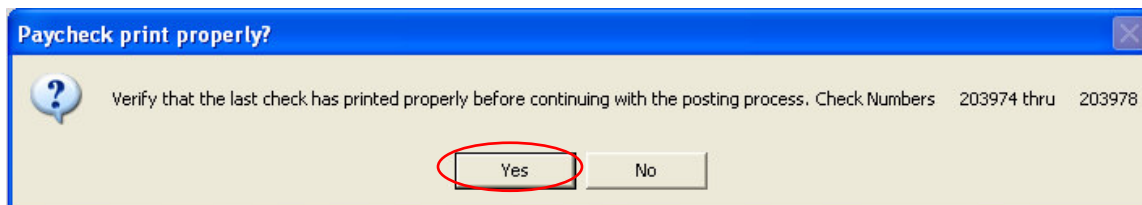
Select the appropriate printer from the drop down and then click on the *OK* button to send checks to the printer.

The Tempworks system will give the user two prompts to make sure that checks have printed correctly before posting the transactions.



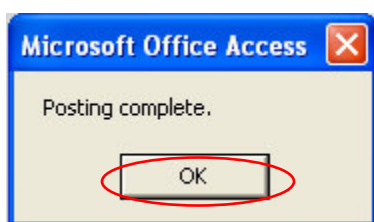
If the checks have printed correctly click on the *Yes* button.  
If the check numbers are off (preprinted check stock only), the printer ran out of paper or there was a paper jam click on the *No* button which will allow the user to reprint the checks.

**\*Note – Wait until all checks have printed before clicking on the *Yes* button.**



This is the second prompt that the user will see after the checks have printed. Verify the starting and ending numbers for the checks to determine if any checks were missed. If the check numbers match those listed in the window, click on the *Yes* button, if not click on the *No* button to reprint.

**\*Note – This is the last prompt that the user will receive before the Reissue Payroll run is posted to transaction history.**



The final process in the Payroll run is posting the Payroll transactions to history. The Tempworks system automatically completes this step for the user after the printing prompts have been cleared. Click on the *OK* button to clear this final Payroll run prompt.

## How to Void or Reverse a Check

A check is Reversed when the transactions are incorrect and the check has already been cashed. A check is Voided when the transactions are incorrect but the check has not yet been cashed. Both of these types of processes are done from a Reversing check run. To create a Reversing check run click on the **NRS** button from the **PayrollRun** Tab. In the *Payroll Run Quick Add* Screen choose a *RunType* of "Reverse" and click on the *Go to Full Record* button.

Once the Payroll run has been created the user should navigate to the **Reversals** tab as shown.

ReversedChkId	ReasonCode	Empname	Net	ReverseBilling
93	Reversing	Abron, Jill	\$204.83	<input checked="" type="checkbox"/>
94	Voiding	Barnes, Stephen	\$10.00	<input checked="" type="checkbox"/>
				<input checked="" type="checkbox"/>

Enter the *Check ID* (unique number created by Tempworks for the check) and choose if the check is being Voided (check has not been cashed) by selecting the "Voiding" option from the drop down menu or Reversed (check has been cashed) by selecting the "Reversing" option from the drop down menu.

**\*Note – Any paychecks that were issued via direct deposit have to be processed as "Reversing" transactions because the money has already been deposited into the Employee's account.**

To pull in the information from this check click the cursor in the next available line. This also prepares the system for the next step and allows the user to verify that the *Check ID* has been entered correctly. The billing can be corrected at the same time by leaving a check mark in the *ReverseBilling* check box, or Invoices can be corrected separately in the Accounts Receivable (A/R) section.

**\*Note – The "Best Practice" for reversing checks is to remove the check mark from the *ReverseBilling* check box and to process invoice corrections separately (if corrections need to be applied to the Invoice).**

\*Note - The *Enter Check #* button will bring up a window where the number printed on the check can be entered.

Once the check information has been verified and the user is ready to continue processing the Reversing Payroll run the next step is to click on the *Generate reversing transactions*. Once this is completed a window will come up that says "Complete". Click on the *OK* button to clear this prompt.

The next step is to click on the *Process reversals* button. Once this is completed a window will come up that says "Complete". Click on the *OK* button to clear this prompt.

The last step in a Reversing Payroll run is to click on the *Post Payroll* button. This finalizes the Reversing and Voiding transactions and backs out all of the Gross, Adjustments, and Taxes for the selected paychecks and in the case of a Reversing transaction, creates an advanced bank that will be withheld from the Employee's next paycheck.

\*Note – Only one check per AIdent can be processed in a Reissuing or Reversing check run.

To enter the corrected transactions go into either the timecard spreadsheet or fullscreen views and Insert a transaction line that matches the original line processed; then enter the corrected data and process in a Payroll run as normal.