

12R6 Enterprise Check Reissue

When an **Employee's Paycheck** needs to be reprinted the following steps should be taken:


First look at the chart below to determine that a reissue is necessary for the **Paycheck** involved.

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

*Note – A reissue will only be used if the check was not cashed and the *Transactions* are correct. If the *Transactions* are not correct a void or reverse will be needed. The void and reverse process is covered in a separate document.

A **Paycheck** can be reissued by opening the **Employee's** record to the **Pay History** form and then selecting **Check Register** from the expansion menu or from the **Pay/Bill** section click on **Check Register** from the menu on the left. Select the **Paycheck** to be reissued and double-click to display the **Check Summary** screen.

1) Select Reissue.

From the *Actions* drop down menu select *Reissue Check* under *Form Actions* or click on the  button in the upper right of the screen.



Payroll / Invoicing

Current Weekend Bill
2/14/2010

- 240 Unused Timesheets
- 15 Timesheets Not Paid

payroll and invoicing
time entry
incomplete transactions
check register
▶ check summary
staged check summary
invoice register
po setup

White, Lynette

Tax Marital Status S
Tax Exemptions
Tennessee - No State Withholding 1
Federal-Single 1

Check Number 682371
Check ID 4577
Weekend Bill 2/14/2010
Check Date 2/22/2010

TCF Bank
AP Bank Account

33332221111

Earnings	rate	units	this period	year to date
Reg: Regular Hours	\$11.00	40.00	\$440.00	\$440.00
Gross Pay			\$440.00	\$440.00

Deductions	this period	year to date
Employee Taxes		
Employee Portion Social Security tax	\$27.28	\$27.28
Employee Portion Medicare tax	\$6.38	\$6.38
Federal-Single	\$31.66	\$31.66
Total Deductions	\$65.32	
Net Pay		\$374.68

Other Benefits this period year to date

2) Verify the Paycheck.

Click in the *Fee* box if a reissue fee should apply to this **Paycheck** (the fee amount is pre-set for the system by an administrator) and select the *Reason* from the drop down menu. If the **Employee** is currently set up for direct deposit the *EPay* box will be checked. Click *Next* to continue with the reissue process.

ID	Num	Employee	Net	Fee	Reason	EPay
4158	10190	Aardson, Steve	\$270.49	<input checked="" type="checkbox"/>	StopLost	<input checked="" type="checkbox"/>

*Note - To cut a "live" check for an **Employee** that's set up for direct deposit you will first need to deactivate the ACH account in the **Pay Setup/Electronic Pay** form. Then open/reopen the reissue wizard and select the *Reason* from the drop down menu.



3) Verify the Check Number (Payroll Summary).

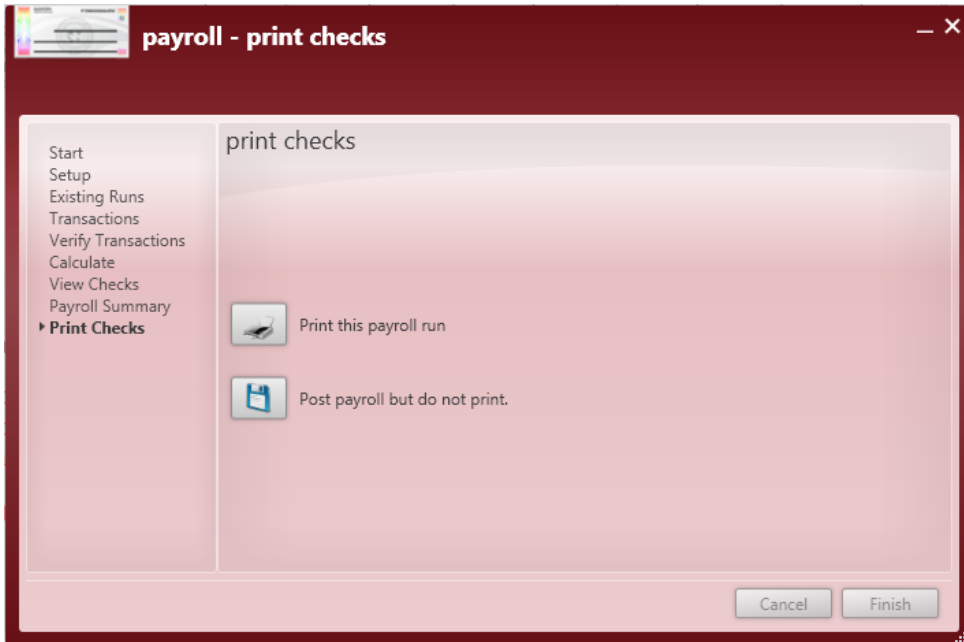
The *Starting Check Number* field will automatically pull the next available *Check Number*. If pre-printed check stock is being used verify that the number is correct, and if not, fix it before clicking *Next*.

check numbering	
Starting Check Number	10197
Starting EPay Check Number	639
<input type="checkbox"/>	Use EPay check numbers only

check run summary			
Bank Account	AP Bank Account	Payroll Run Type	
Check Date	3/11/2009	Weekend Date	3/8/2009
Checks	1	Payroll Run ID	1829

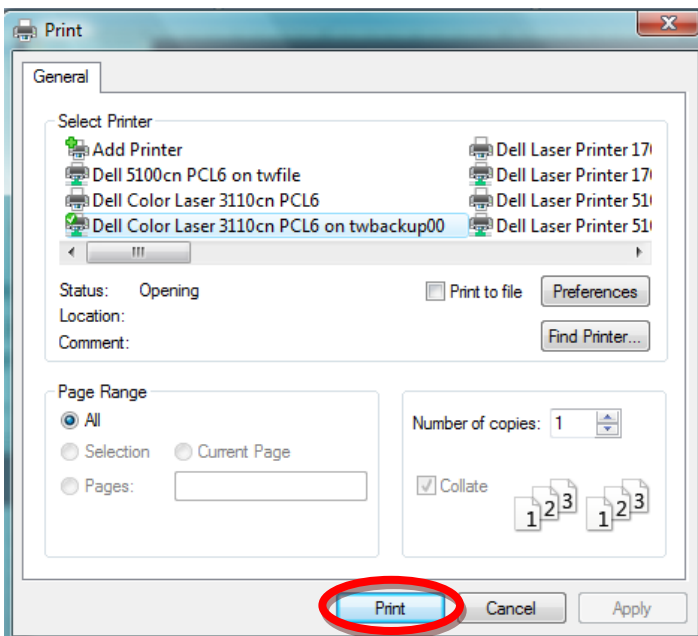
4) Print Checks.

Select the  button to bring up the printer select prompt and print checks. Click the  button if printing to a remote location or for an ACH only *Transaction* where the **Employee** is going to be viewing their check stub from the WebCenter Employee Portal.




*Note – The WebCenter Employee Portal is an ancillary product, please contact a TempWorks' representative for more information about this web solution.

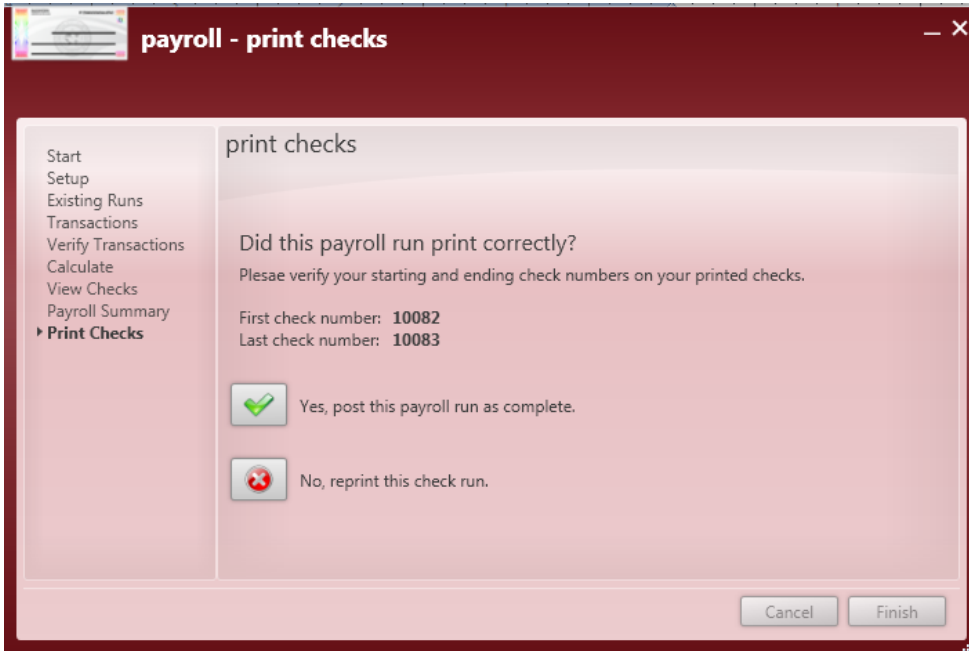
*Note – if the **Employee's** original **Paycheck** was direct deposited and the account information was wrong it should be updated in the **Pay Setup/Electronic Pay** form prior to running the reissue process. This will avoid having the ACH file created with incorrect direct deposit account information.




Select the printer from the list and then click *Print*.

5) Post Checks or Reprint.

Once the check is done printing verify that there wasn't a paper jam and then match the check numbers to the ones listed on this screen. If everything is correct, click on the  button to post the **Paycheck**. Posting the run will close the payroll wizard. Reissue is now complete.



*Note – A reissued check will only have the net amount of the check and the reissue fee (if applied) listed as a one-time adjustment. For the *Tax* break down and any other *Adjustment* information review the *Check Summary* screen.

If numbers don't match or if a paper jam (or any other type of printing error occurred) select the  button to reprint the run. The next form will offer two options:



Reprint the entire payroll run.

To reprint the entire run -- Or --



Reprint a portion of the payroll run.

to enter the numbers to reprint.

numbering

What was the last check number that printed correctly?

What check number should reprinting start at?

Enter the last check that printed correctly, and the *Check Number* that should start the reprint. Then click *Next*.

*Note – It is always a good idea to log a *Message* with the *Check Number* on the **Employee's** record indicating that a **Paycheck** has been reissued and why.

