

16R2 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.

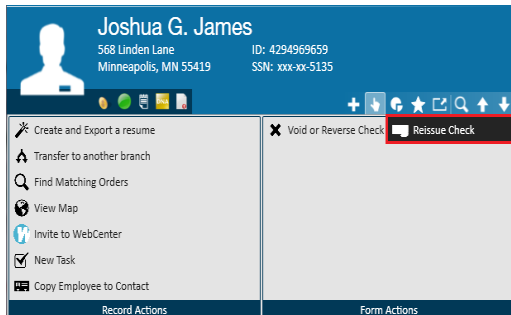
Was the Check Cashed?	Are the Transactions on the Check Correct?	Action to Take...
No	Yes	Reissue
No	No	Void
Yes	No	Reverse

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



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
4294969729	53	James, Joshua G.	\$55.00	<input type="checkbox"/>	StopDestr	<input 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 Check Wizard** and select the *Reason* from the drop down menu. Finally, click *Next* to continue with the reissue process.



3) Verify the Check Number (Payroll Summary).

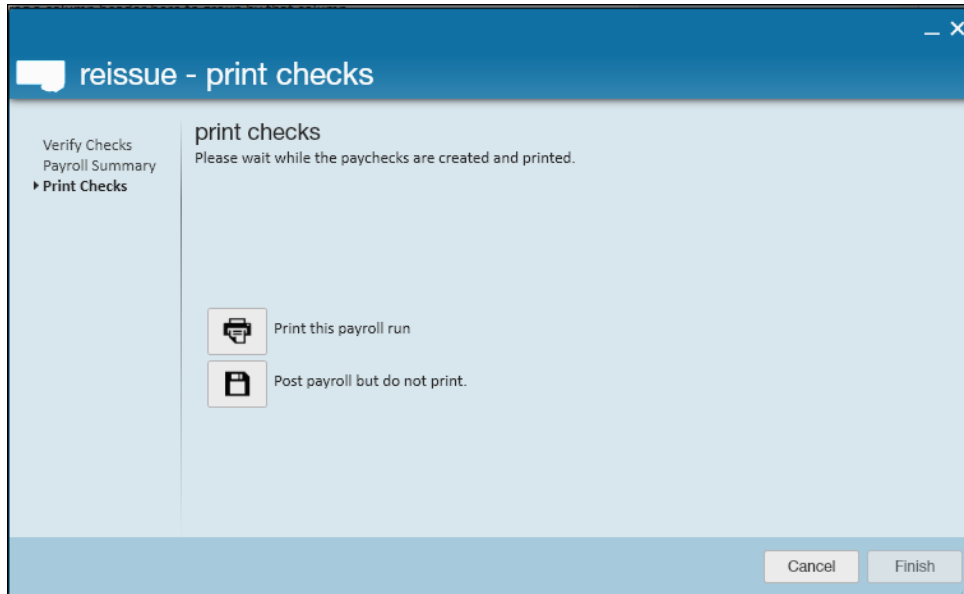
The *Starting Check Number* field will automatically pull the next available *Check Number*. If pre-printed check stock is being used verify that the number is correct, and if not, fix it before clicking *Next*.

check numbering	
Starting Check Number	69
Starting EPay Check Number	0

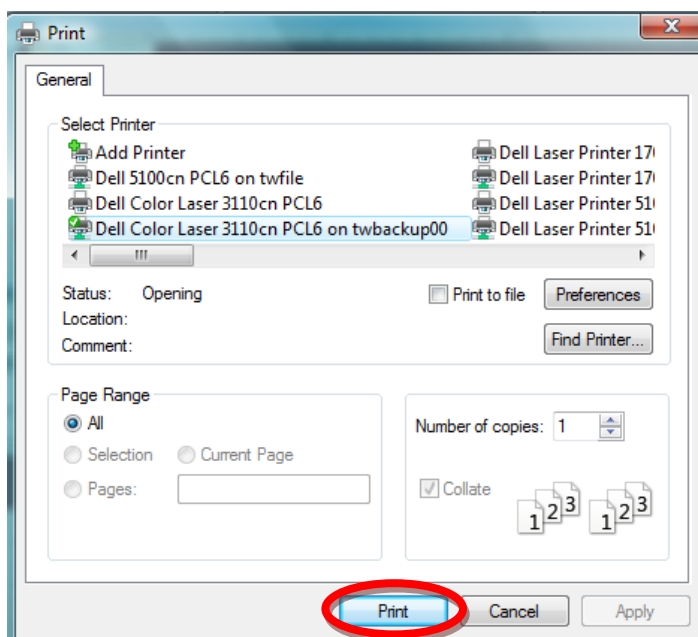
check run summary	
Bank Account	TempWorks Sales
Check Date	9/14/2011
Checks	1
Epay	1

4) Print Checks.

Select the  button to bring up the printer select prompt and print checks. Click the  button to post so that the **Paycheck** can be printed to a remote location.



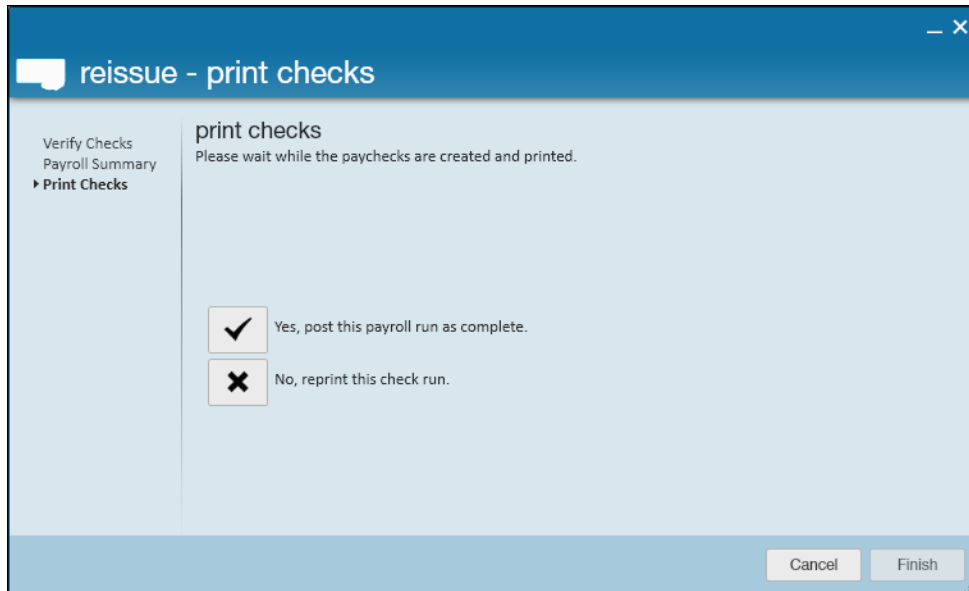
*Note – if the **Employee's** original **Paycheck** was direct deposited and the account information was wrong it should be updated in the **Pay Setup/Electronic Pay** form prior to running the reissue process. This will avoid having the ACH file created with incorrect direct deposit account information.



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

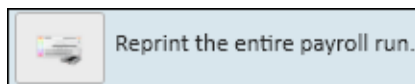
5) Post Check or Reprint.

Once the check is done printing, verify that there wasn't a paper jam. If everything is correct, click on the button to post the **Paycheck**. Posting the run will close the *Reissue Check 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 entire run and select check number to start reprint). Since only one check is included in the run select the option below to reprint the entire run:



*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.

