

CHECK CORRECTIONS

Was the check cashed?	Are the transactions on the check correct?	What to do...
NO	NO	VOID
YES	NO	REVERSE
NO	YES	REISSUE

Steps to Void a Check

YOU CANNOT VOID A CHECK THAT WAS PROCESSED FOR DIRECT DEPOSIT, YOU MUST REVERSE IT.

You are voiding a check because it has not been cashed and one of the transactions is incorrect.

1. Make sure the check has not been cashed.
2. From the employee's record (Pay tab/history sub tab/Pay History Button), take note of the check id of the check that will be voided.

	Check Number	Check Id	Check Status	Replaces Chk#	Pay Code	Check Date	Process Date	Delivery Code	Gross	Net Pay	THours
See Check	396	47			Reg	8/3/2003	7/31/2003	T #Mail#	\$2,600.00	\$1,760.10	40

3. Open a new payroll run.
4. Select **REVERSAL** as your payrollrun run type.

WeekendBill	8/10/2003	Go to full record
CheckDate	8/26/2003	
BankID	1	
RunType	Reversal	
EINC	U	
StubMemo		

5. Go to the Reversals tab.
6. Enter the check id in the appropriate field.
7. Select **VOID** from the reason code drop down menu.
8. **UNCHECK THE REVERSE BILLING CHECK BOX.**
9. Click in the row beneath the last check id you entered.

ChkId	ReasonCode	EmpName	Net	ReverseBilling
47	Voiding	Baltmer, Michael J	\$1,760.10	<input type="checkbox"/>

10. Click the Generate Reversing Transactions button.
11. Click the Process Reversals button.
12. Click the Post Payroll button.

Generate reversing transactions
Process reversals
Post payroll

13. Open the Employee's file and verify the check was voided in their check history.

Check Number	Check Id	Check Status	Replaces Chk #	Pay Code	Check Date	Process Date	Delivery Code	Gross	Net Pay	THours
-396	56	Voiding		Reg	8/26/2003	7/31/2003	T #Mail#	(\$2,600.00)	(\$1,760.10)	-40
396	47	Voided		Reg	8/3/2003	7/31/2003	T #Mail#	\$2,600.00	\$1,760.10	40

14. Make any corrections to the employee's file necessary-exemptions, state withholding, garnishments, etc.

15. Go to the timecard spreadsheet or timecard full screen.

16. Pull up the employee's time record.

17. Insert a line from the record with the current weekending date (unless necessary, do not insert a line from a negative transaction. You also want to leave the current week's line to enter hours for this week).

EmpName	CustomerName	Shift	PayCode	RHours	OHours	BillRate	PayRate	Weekend Date
Battmer, Michael	Ewing Indust	1	Reg	0	0	\$124.00	FullScreen	Insert
Battmer, Michael	Ewing Indust	1	Reg	-40	0	\$0.00	FullScreen	Insert

18. Enter the correct amount of hours (if the employee was overpaid, enter the amount he/she should have been paid for).

19. Change the weekending date to what it was for the transactions on the voided check.

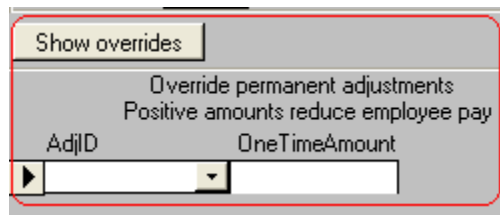
20. Change the bill rate to \$0.00. The invoice will be fixed via a Reverse/Rebill in the AR section of TempWorks.

21. Go to the overrides tab of the CTXNS Full Screen and select **N** from the **NoElecPay** drop down.

The screenshot shows the 'One-time Overrides' section of a software interface. At the top, there are tabs for 'Hours/Rates', 'Overrides', 'Commands', 'Lookup', and 'InstantPay'. The 'Overrides' tab is active. Below it, the 'One-time Overrides' form contains several input fields and a dropdown menu. The 'NoElecPay' dropdown menu is highlighted with a red box and shows the letter 'N' selected. Other fields include 'FedW/H', 'StateW/H', 'PayPeriods', 'NetToGross', 'DT PayFactor' (set to 1.5), and checkboxes for 'Separate check' and 'DoNotPushSubPay'. There is also a 'PayHoldCode' dropdown and a 'Show overrides' button at the bottom.

22. Click on the **Show Overrides** button.

23. Click on the AdjId drop down menu to verify the employee has not had any new deductions added since the original check.



The screenshot shows a software interface with a 'Show overrides' button at the top. Below the button, there is a section titled 'Override permanent adjustments' with the subtext 'Positive amounts reduce employee pay'. Underneath, there is a table with two columns: 'AdjID' and 'OneTimeAmount'. The 'AdjID' column contains a dropdown menu with a right-pointing arrow on the left and a downward-pointing arrow on the right. The 'OneTimeAmount' column is an empty text input field.

24. If there are new deductions, select them and enter \$0.00 in the One Time Amount field. This will override the deduction so that it is not withheld from this check.
25. If there are transactions for multiple weekending dates, insert another record and repeat steps above.
26. Once all of the transactions are entered, proof the session and calculate payroll.
27. View the check by clicking on the check tab and the see check button before printing to ensure all transactions were included and that you received the result you were looking for.
28. TempWorks will display an error if the new check results in a net of \$0.00 or a negative amount. \$0.00 amount checks are ok, as long as that is result you were expecting. This \$0.00 net check can then be sent to the employee for his/her records of ytd amounts for taxes, wages, etc.
29. If the check is a negative amount, it needs to be set to zero by adding the amount of the check to the advance bank amount (found on the adjustments tab) and changing the amount of advance bank on the adjustment tab. Example: Net amount of the check is -\$13.54. Amount on Adjustments tab for Advance bank is \$250.00. $-13.54 + 250.00 = \$236.46$. \$236.46 is what you would change the \$250.00 to on the adjustments tab.
30. Create an invoice run.
31. Click on the SeeTxns tab to ensure that only the transactions from your voided check are pulled in. If others are there, click the Remove button to remove them from the invoice run.
32. On the Actions tab, click the button that says "Flag transactions containing no invoiceable data" as the invoice completes. Run must consist of exclusively non-invoiceable transactions.
33. This will clear the invoices from your partially complete transaction report.

Steps to Reverse a Check

The check is being reversed because it has been cashed and one of the transactions is incorrect.

1. Make sure the check has been cashed or is a Direct Deposit.
2. From the employee's record (Pay tab/history sub tab/Pay History Button), take note of the check id from the check that will be reversed.
3. Open a new payroll run.
4. Select **REVERSAL** as your payrollrun type.
5. Go to the Reversals tab.
6. Enter the check id in the appropriate field.
7. Select **REVERSAL** from the reason code drop down menu.
8. **UNCHECK THE REVERSE BILLING CHECK BOX.**
9. Click in the row beneath the last check id you entered.
10. Click the Generate Reversing Transactions button.
11. Click the Process Reversals button.
12. Click the Post Payroll button.
13. Open the Employee's file and verify the check was reversed in their check history (see above to view check history).
14. Make any corrections to the employee's file necessary-exemptions, state withholding, garnishments, etc.
15. Go to the timecard spreadsheet or timecard full screen.
16. Pull up the employee's time record.
17. Insert a line from the record with the current weekending date (unless necessary, do not insert a line from a negative transaction. You also want to leave the current week's line to enter hours for this week).
18. Enter the correct amount of hours (if the employee was overpaid, enter the amount he/she should have been paid for).
19. Change the weekending date to what it was for the transactions on the check that was reversed.
20. Change the bill rate to \$0.00. The invoice will be fixed via a Reverse/Rebill in the AR section of TempWorks.

21. Go to the overrides tab and select **N** from the **NoElecPay** drop down.
22. Click on the **Show Overrides** button.
23. Click on the AdjId drop down menu to verify the employee has not had any new deductions added since the original check.
24. If there are new deductions, select them and enter \$0.00 in the One Time Amount field. This will override the deduction so that it is not withheld from this check.
25. If there are transactions for multiple weekending dates, insert another record and repeat steps above.
26. Once all of the transactions are entered, proof the session and calculate payroll.
27. View the check by clicking on the check tab and the see check button before printing to ensure all transactions were included and that you received the result you were looking for.
28. TempWorks will display an error if the new check results in a net of \$0.00 or a negative amount. \$0.00 amount checks are ok, as long as that is result you were expecting. This \$0.00 net check can then be sent to the employee for his/her records of ytd amounts for taxes, wages, etc.
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30. Create an invoice run.
31. Click on the SeeTxns tab until only the transactions from your voided check are pulled in. If others are there, click the Remove button to remove them from the invoice run.
32. On the Actions tab, click the button that says "Flag transactions containing no invoiceable data" as the invoice completes. The run must consist of exclusively non-invoiceable transactions.
33. This will clear the invoices from your partially complete transaction report.

Steps to Reissue a Check

A Reissue would be processed only if the check was not cashed and everything was correct on the check. Keep in mind, a reissue will not recreate the original check stub; it is just a copy of the net amount of the original check. For the following circumstances you would need to process a reissue: the check was destroyed, the check was stolen, the check was lost or any other reason you would call the bank to stop payment on a check.

1. From the employee's record (Pay tab/history sub tab/Pay History Button), take note of the check id from the check that will be reissued.
2. Create a new payroll run.
3. Select **REISSUE** as the payrollrun run type.
4. Click on the Reissue tab.
5. Enter the check id that needs to be reissued in the appropriate field.
6. Select the correct reason code from the drop down menu.
7. Click the Generate Staged Checks with Net Pay to Reissue button.
8. Click the Print Checks to Reissue button.