

# How to Unpost Employee Paycheck

1. Click **Paychecks** from **Payroll** module.
2. Select a **posted paycheck** from the grid.
3. Click **Open** toolbar button.

Paycheck											
<div> <div>New Open Refresh Export Close</div> <div> <div>Layout</div> <div>Filter Records [F3]</div> <div>129 records [1 selected]</div> </div> </div>											
	Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
<input checked="" type="checkbox"/>	PKCHK-130	CLLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/>	PKCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PKCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/>	PKCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
<input type="checkbox"/>	PKCHK-126	MMORALES	Mery	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PKCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/>	PKCHK-124	LJOBRIEN	Linda	O'Brien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PKCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/>	PKCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
<input type="checkbox"/>	PKCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PKCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PKCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PKCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
<input type="checkbox"/>	PKCHK-117	TACKRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<input type="checkbox"/>	PKCHK-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
<input type="checkbox"/>	PKCHK-115	JBLORES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
<input type="checkbox"/>	PKCHK-114	HNGOINER	Helen	Grider	6/9/2016	1/31/2016	2/13/2016	1,040.00	31.20	167.65	80
								170,422.50	4,699.28	35,388.62	14,810.29

4. Selected paycheck's screen will be opened.
5. Click **Unpost** toolbar button.

Paycheck - PCHR-130

New Save Search Delete Undo Process **Unpost** Bank Info Employee Recalculate Recap Close

Employee No: CLOWE Name: Carol Lowe Pay Period: Bi-Weekly Paycheck No: PCHR-130

Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: Direct Deposit

Details Summary Timesheet History Attachments (0)

Earnings

+ Add X Remove

<input type="checkbox"/> Earning ID	Department	Hours	Rate	Amount
<input type="checkbox"/> REG		80.00	16.00	1,280.00
NET \$1,045.38		Hours: 80	Gross:	\$1,280.00

Employee Taxes

+ Add X Remove

<input type="checkbox"/> Tax ID	Description	Amount
<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	18.00
<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	76.98
<input type="checkbox"/> FIT	Federal Income Tax	101.24
		Total: \$196.22

Deductions

+ Add X Remove

<input type="checkbox"/> Deduction ID	Calculation Type	Amount
<input type="checkbox"/> 401K	Percent	38.40
		Total: \$38.40

Company Taxes

+ Add X Remove

<input type="checkbox"/> Tax ID	Description	Amount
<input type="checkbox"/> SUTA	State Unemployment Tax	6.58
<input type="checkbox"/> FUTA	Federal Unemployment Tax	9.93
<input type="checkbox"/> FICA MED Company	FICA Medicare Company	18.00
<input type="checkbox"/> FICA SS Company	FICA Social Security Company	76.98
		Total: \$111.49

Print Save Email **Posted**

Page 1 of 1

6. **Post** toolbar button will replace the **Unpost** toolbar button.

**paycheck - PCHK-130**

New Save Search Delete Undo Process **Post** Bank Info Employee Recalculate Recap Close

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Employee Name: CLOWE      Name: Carol Lowe      Pay Period: Bi-Weekly      Paycheck No: PCHK-130  
Bank Account: 12152015      Pay Date: 6/9/2016      Period From: 1/31/2016      Period To: 2/13/2016      Check No:      Direct Deposit

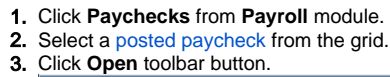
**Details Summary Timesheet History Attachments (0)**

Earnings					Employee Taxes		
+ Add X Remove					+ Add X Remove		
Earning ID	Department	Hours	Rate	Amount	Tax ID	Description	Amount
REG		80.00	16.00	1,280.00	FICA MED Employee	FICA Medicare Employee	18.00
					FICA SS Employee	FICA Social Security Employee	76.98
					FIT	Federal Income Tax	101.24
<b>NET: \$1,045.38</b>				<b>Gross: \$1,280.00</b>	<b>Total: \$196.22</b>		

Deductions			Company Taxes		
+ Add X Remove			+ Add X Remove		
Deduction ID	Calculation Type	Amount	Tax ID	Description	Amount
401K	Percent	38.40	SUTA	State Unemployment Tax	6.58
			FUTA	Federal Unemployment Tax	9.83
			FICA MED Company	FICA Medicare Company	18.00
			FICA SS Company	FICA Social Security Company	76.98
		<b>Total: \$38.40</b>	<b>Total: \$111.49</b>		

If the Paycheck being unposted is already cleared or reconciled in [Bank Reconciliation](#), this message will be shown:



4. Selected paycheck's screen will be opened.
5. Click **Unpost** toolbar button.

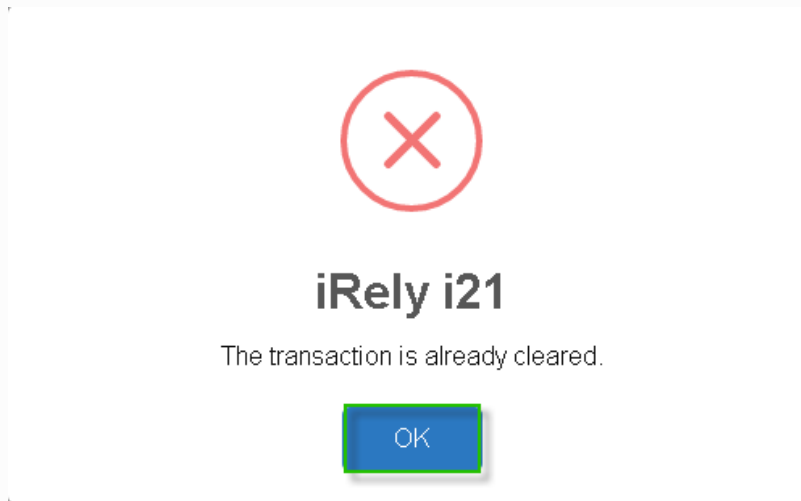
[illegible]

6. **Post** toolbar button will replace the **Unpost** toolbar button.

The screenshot shows the 'Paycheck - PCHK-130' window. The toolbar at the top includes buttons for New, Save, Search, Delete, Undo, Process, **Post** (highlighted), Bank Info, Employee, Recalculate, Recap, and Close. The main area displays employee information (Employee No: CLOWE, Name: Carol J Lowe, Pay Period: Bi-Weekly, Paycheck No: PCHK-130) and a summary of earnings, deductions, and taxes. The status bar at the bottom indicates 'Ready'.

**i** Paycheck information can be edited once it is unposted.

If the Paycheck being unposted is already cleared or reconciled in [Bank Reconciliation](#), this message will be shown:

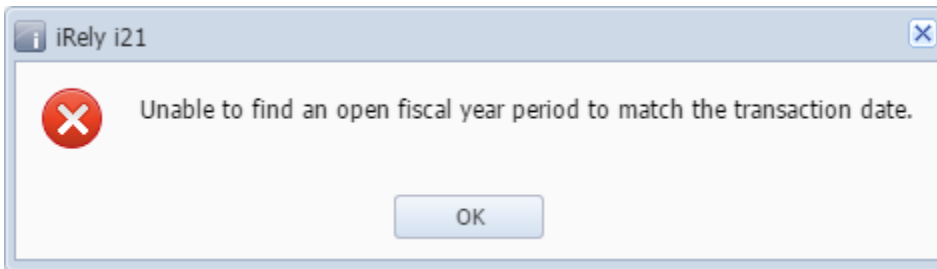



1. Open an existing Posted Employee Paycheck. See [How to Post Employee Paycheck](#)
2. Click the Unpost toolbar button.

The screenshot shows the 'Paycheck - PCHK-12' window. The toolbar at the top includes buttons for New, Save, Search, Delete, Undo, Print, **Unpost** (highlighted), Bank Info, Employee, Recalc, Timesheet, Recap, and Close. The main area displays employee information (Employee No: JDBary, Pay Date: 07/15/2015, Period From: 07/01/2015, Period To: 07/14/2015, Bank Account: 06292015, Check No: To be printed, Paycheck No: PCHK-12) and a summary of earnings, deductions, and taxes. The status bar at the bottom indicates 'Posted'.

3. **Post** toolbar button is available.  
Status indicator will display 'Ready'.

 If the Paycheck you are trying to unpost does not exist or is closed in Fiscal Year, this message will be shown.



 If the Paycheck you are trying to unpost is cleared or reconciled in [Bank Reconciliation](#), this message will be shown.

