

How to Delete Employee Paycheck

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

Paycheck

New **Open** Refresh Export Close

Filter Records (F3) 130 records (1 selected)

Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
<input checked="" type="checkbox"/> PCHK-133	0001005166	Steve	Mills	6/9/2016	1/31/2016	2/13/2016	2,500.00	75.00	739.57	217.44
<input type="checkbox"/> PCHK-130	CJLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111.11
<input type="checkbox"/> PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104.00
<input type="checkbox"/> PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97.00
<input type="checkbox"/> PCHK-127	RHORTIZ	Ramona	Oritz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111.11
<input type="checkbox"/> PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76.00
<input type="checkbox"/> PCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111.11
<input type="checkbox"/> PCHK-124	LJOBRIEN	Linde	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104.00
<input type="checkbox"/> PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69.00
<input type="checkbox"/> PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69.00
<input type="checkbox"/> PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76.00
<input type="checkbox"/> PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104.00
<input type="checkbox"/> PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76.00
<input type="checkbox"/> PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76.00
							172,922.50	4,774.28	36,128.19	15,028.05

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

Paycheck - PCHK-133

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

Employee No: 0001005166 Name: Steve Mills Pay Period: Bi-Weekly Paycheck No: PCHK-133

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	
Earning ID	Department	Hours	Rate	Tax ID	Description
SAL		0.00	2,500.00	FIT	Federal Income Tax
NET: \$1,685.43 Hours: 0 Gross: \$2,500.00				FICA SS Employee	FICA Social Security Employee
				FICA MED Employee	FICA Medicare Employee
				MI-Local	Michigan City Tax
				MI-State Tax	Michigan State Tax
				Total: \$739.57	

Deductions			Company Taxes	
Deduction ID	Calculation Type	Amount	Tax ID	Description
IRA	Percent	75.00	FICA SS Company	FICA Social Security Company
401K	Percent	75.00	FICA MED Company	FICA Medicare Company
Total: \$150.00			FUTA	Federal Unemployment Tax
			SUTA	State Unemployment Tax
			Total: \$217.76	

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6. A confirmation message will be displayed.
7. Click **Yes** button.



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Are you sure you want to delete this record?

Yes

No

8. Deleted paycheck screen will close and paycheck record will be removed from the grid.

Paycheck											
New Open Refresh Export Close											
Layout Filter Records (F3) 129 record(s)											
Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes	
<input type="checkbox"/> PCHK-130	CLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111	
<input type="checkbox"/> PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104	
<input type="checkbox"/> PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97	
<input type="checkbox"/> PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111	
<input type="checkbox"/> PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76	
<input type="checkbox"/> PCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111	
<input type="checkbox"/> PCHK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104	
<input type="checkbox"/> PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69	
<input type="checkbox"/> PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69	
<input type="checkbox"/> PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76	
<input type="checkbox"/> PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104	
<input type="checkbox"/> PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76	
<input type="checkbox"/> PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76	
<input type="checkbox"/> PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97	
<input type="checkbox"/> PCHK-116	KPCOX	Kendra	Cox	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111	
<input type="checkbox"/> PCHK-115	JBFLORES	Judy	Flores	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104	
<input type="checkbox"/> PCHK-114	HNYGINFO	Helen	Griffin	6/9/2016	1/31/2016	2/13/2016	1,600.00	11.76	167.64	60	
							170,422.50	4,699.28	35,388.62	14,810.29	

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

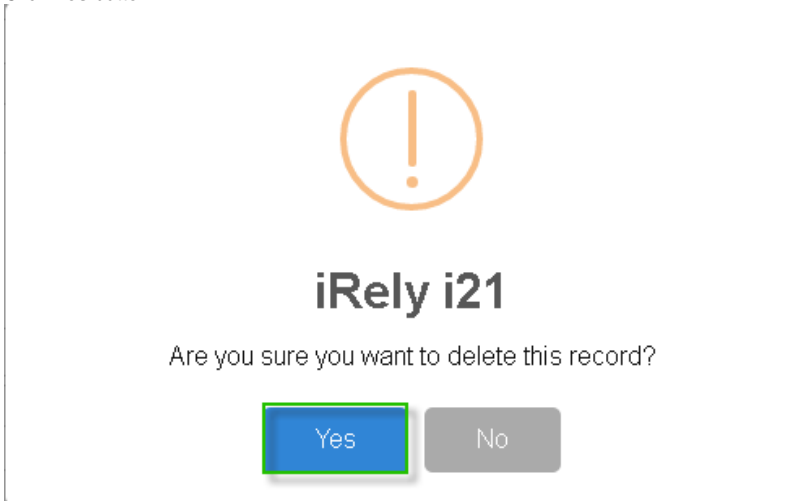
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New Open Refresh Export Close											
Layout Filter Records (F3) 130 records (1 selected)											
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5. Click **Delete** toolbar button.

Paycheck - PCHK-133																						
New Save Search Delete Undo Process Post Bank Info Employee Recalculate Recap Close																						
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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																
<input type="checkbox"/> Earning ID	Department	Hours	Rate	Amount		<input type="checkbox"/> Tax ID	Description	Amount														
<input type="checkbox"/> SAL		0.00	2,500.00	2,500.00		<input type="checkbox"/> FIT	Federal Income Tax	421.90														
						<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	150.35														
						<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	35.16														
						<input type="checkbox"/> Mi-Local	Michigan City Tax	29.10														
						<input type="checkbox"/> Mi-State Tax	Michigan State Tax	103.06														
NET: \$1,685.43				Hours: 0	Gross: \$2,500.00	Total: \$739.57																
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<input type="checkbox"/> 401K	Percent	75.00																				
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						<input type="checkbox"/> FICA MED Company	FICA Medicare Company	35.16														
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Ready Page 1 of 1																						

6. A confirmation message will be displayed.

- Click **Yes** button.

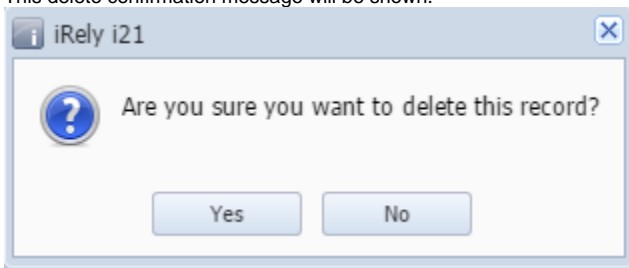


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<input type="checkbox"/> PCHK-114	HYCDINHO	Helen	Cintra	6/9/2016	1/31/2016	2/13/2016	1,600.00	48.00	297.60	128
							170,422.50	4,699.28	35,388.62	14,816.29

- From **Payroll module** > single click the **Paychecks**
- Select an existing unposted Paycheck.
- Click the **Delete** toolbar button to proceed with deleting the Employee Paycheck.

4. This delete confirmation message will be shown.



5. Clicking the **Yes** button will delete the Paycheck and it will close the Paycheck screen.