

How to Void Employee Paycheck

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

Paycheck

New **Open** Refresh Export Close

Layout Filter Records (F3) 129 records (1 selected)

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	231.15	104
<input checked="" 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	WVGOSS	William	Goss	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
							170,422.50	4,699.28	35,386.97	14,810.29

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

Paycheck - PCHK-128

New Save Search Delete Undo Print **Void** Bank Info Employee Recalculate Recap Close

Employee No: RKBERENDS Name: Rebecca K Berends Pay Period: Bi Weekly Paycheck No: PCHK-128

Bank Account: 12152015 Pay Date: 6/9/2016 Period From: 1/31/2016 Period To: 2/13/2016 Check No: 00000087

Details Summary Timesheet History Attachments (0)

Earnings				Employee Taxes	
Earning ID	Department	Hours	Rate	Amount	
REG		80.00	14.00	1,120.00	
NET: \$871.18 Hours: 80 Gross: \$1,120.00				Total: \$215.22	

Deductions			Company Taxes	
Deduction ID	Calculation Type	Amount	Tax ID	Description
401K	Percent	33.60	SUTA	State Unemployment Tax
Total: \$33.60			FUTA	Federal Unemployment Tax
			FICA MED Company	FICA Medicare Company
			FICA SS Company	FICA Social Security Company
			Total: \$97.56	

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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 void this record?

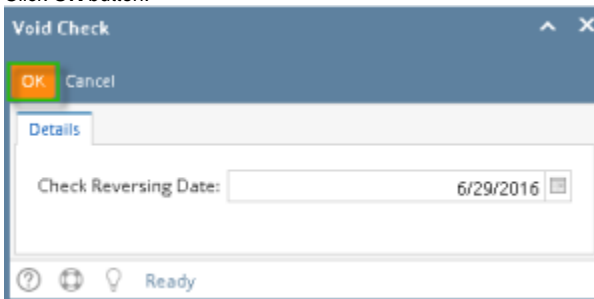
Yes No

8. **Void Check** mini screen will be displayed.
9. Select **Reversing Date** from the date picker.

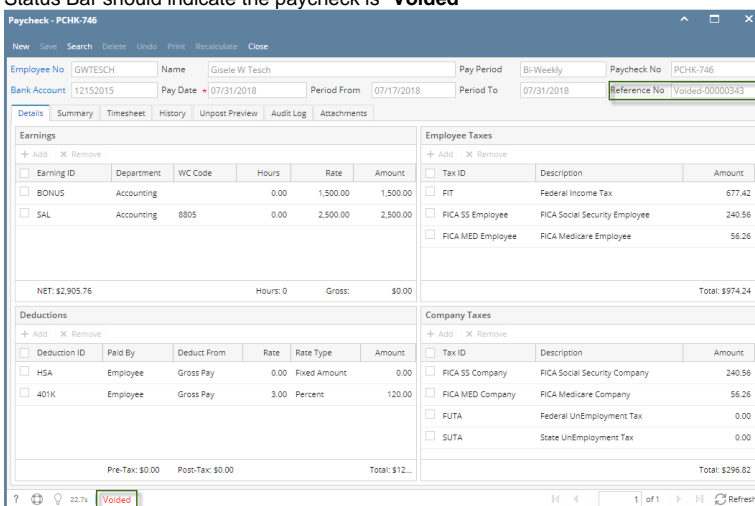


Back dates are allowed until the last bank reconciliation of the paycheck's bank.

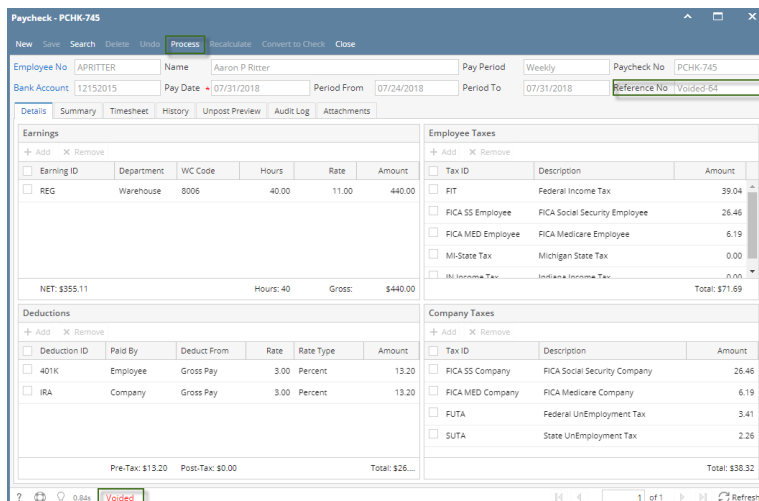
- Click **OK** button.



- Reference No will display "Voided-[Reference no]"
- Other buttons will be disabled.
- Status Bar should indicate the paycheck is "Voided"



- If the voided paycheck is a direct deposit, after voiding paycheck needs to be reprocessed.
- Click Process button



- Process Paycheck screen is displayed and voided paycheck is checked
- Select File Format and click Generate
- Bank file for voided paycheck is generated
- Voided paycheck is displayed in Archive tab

- Click **Paychecks** from **Payroll** module.
- Select **committed paycheck** from the grid.

- Click **Open** toolbar button.

Paycheck											
New Open Refresh Export Close											
Layout Filter Records (F3) 129 records (1 selected)											
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	QLOWE	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	231.15	104	
<input checked="" 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	O'Brien	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	
							170,422.50	4,699.28	35,386.97	14,810.29	

- Selected paycheck's screen will be opened.
- Click **Void** toolbar button.

Paycheck - PCHK-128											
New Save Search Delete Undo Print Void Bank Info Employee Reconciled Recap Close											
Employee No: RKBERENDS		Name: Rebecca K Berends		Pay Period: Bi-Weekly		Paycheck No: PCHK-128					
Bank Account: 12152015		Pay Date: 6/9/2016		Period From: 1/31/2016		Period To: 2/13/2016		Check No: 00000087			
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"/> REG		80.00	14.00	1,120.00		<input type="checkbox"/> FICA MED Employee	FICA Medicare Employee	15.75			
						<input type="checkbox"/> FICA SS Employee	FICA Social Security Employee	67.36			
						<input type="checkbox"/> FIT	Federal Income Tax	132.11			
NET: \$171.18 Hours: 80 Gross: \$1,120.00						Total: \$215.22					
Deductions						Company Taxes					
+ Add X Remove						+ Add X Remove					
<input type="checkbox"/> Deduction ID	Calculation Type	Amount				<input type="checkbox"/> Tax ID	Description	Amount			
<input type="checkbox"/> 401K	Percent	33.60				<input type="checkbox"/> SUTA	State Unemployment Tax	5.76			
						<input type="checkbox"/> FUTA	Federal Unemployment Tax	8.69			
						<input type="checkbox"/> FICA MED Company	FICA Medicare Company	15.75			
						<input type="checkbox"/> FICA SS Company	FICA Social Security Company	67.36			
Total: \$33.60						Total: \$97.56					
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- A confirmation message will be displayed.
- Click **Yes** button.



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Are you sure you want to void this record?

Yes

No

- Void Check** mini screen will be displayed.
- Select **Reversing Date** from the date picker.



Back dates are allowed until the last bank reconciliation of the paycheck's bank.

10. Click **OK** button.

Void Check

OK

Cancel

Details

Check Reversing Date: 6/29/2016

?

Ready

11. Check No will display "Voided-[check number]"
12. Other buttons will be disabled.
13. Status Bar should indicate the paycheck is "Voided"

Paycheck - PCHK-128

New

Save

Search

Delete

Undo

Print

Bank Info

Employee

Recalculate

Close

Employee No: RBERENDS

Name: Rebecca K Berends

Pay Period: Bi-Weekly

Paycheck No: PCHK-128

Bank Account: 12152015

Pay Date: 6/9/2016

Period From: 1/31/2016

Period To: 2/13/2016

Check No: Voided-00000087

Details

Summary

Timesheet

History

Attachments (0)

Earnings

+ Add - X Remove

Earning ID	Department	Hours	Rate	Amount
REG		80.00	14.00	1,120.00

NET: \$871.18 Hours: 80 Gross: \$1,120.00

Deductions

+ Add - X Remove

Deduction ID	Calculation Type	Amount
401K	Percent	33.60

Total: \$33.60

Employee Taxes

+ Add - X Remove

Tax ID	Description	Amount
RICA MED Employee	RICA Medicare Employee	15.75
RICA SS Employee	RICA Social Security Employee	67.36
FT	Federal Income Tax	132.11

Total: \$215.22

Company Taxes

+ Add - X Remove

Tax ID	Description	Amount
SUTA	State Unemployment Tax	5.76
FUTA	Federal Unemployment Tax	8.69
RICA MED Company	RICA Medicare Company	15.75
RICA SS Company	RICA Social Security Company	67.36

Total: \$97.56

Voided

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