How to Void Employee Paycheck

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

New Open Rer	resh Export Clos	æ								
맘 Layout Q	Filter Records (F3)	129 rec	ords (1 selected)							
Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
PCHK-130	CJLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	231.15	104
PCHK-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
PCHK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
•	1000V		~		101011			70.10		· · · · · ·
							170,422.50	4,699.28	35,386.97	14,810.2

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

mployee No: RKBERE	ENDS	Name:	Rebecca K Ber	rends			Pay Period:	Bi-Weekly	Paycheck No:	PCHK-128
ank Account: 121520	015	Pay Date	6/9/2016	Pe	riod From: 1/	31/2016	Period To:	2/13/2016	Check No:	0000087
Details Summary	⊤imesheet	History	Attachments (0)							
Earnings						Employee Tax	es			
+ Add × Remove						+ Add X R				
Earning ID	Departm	ent	Hours	Rate	Amount	Tax ID		Description		Amount
REG			80.00	14.00	1,120.00	FICA MED	Employee	FICA Medicare Employ	yee	15.
					FICA SS Employee		FICA Social Security Employee		67	
						- PICK 33 EII	proyee	, , , , , , , , , , , , , , , , , , , ,	mpioyee	
NET: 1871 18			Hours: 80	Gross:	\$1.120.00	ET	proyee	Federal Income Tax	inproyee	132 Total: \$215
NET: \$871.18 Deductions			Hours: 80	Gross:	\$1,120.00	Company Tax	es	Federal Income Tax	mproyee	132 Total: \$215
NET: \$871.18 Deductions + Add × Remove			Hours: 80	Gross:	\$1,120.00	Company Tax	es remove	Federal Income Tax		132 Total: \$215
NET: \$871.18 Deductions + Add X Remove Deduction ID		alculation T	Hours: 80	Gross:	\$1,120.00 Amount	Company Tax + Add X R Tax ID	es emove	Federal Income Tax		Total: \$215
NET: 3871.18 Deductions + Add X Remove Deduction ID 401K	1	alculation T	Hours: 80 /pe	Gross:	\$1,120.00 Amount 33.60	Company Tax + Add X R Tax ID SUTA	es remove	Federal Income Tax Description State UnEmployment	Тах	132 Total: \$215 Amoun 5.
NET: \$871.18 Deductions + Add × Remove Deduction ID 401K	a contraction of the second seco	Talculation T	Hours: 80 /pe	Gross:	\$1,120.00 Amount 33.60	Company Tax + Add X R Tax ID SUTA FUTA	es emove	Federal Income Tax Description State UnEmployment Federal UnEmployment	TBX Int Tax	132 Total: \$215 Amoun 5 8
NET: 1871.18 Deductions + Add X Remove Deduction ID 401K	1	Talculation T	Hours: 80 /pe	Gross:	\$1,120.00 Amount 33.60	Company Tax + Add x R Tax ID SUTA FUTA FICA MED	es emove Company	Federal Income Tax Description State UnEmployment Federal UnEmployment FICA Medicare Compre	Tax mt Tax my	Total: \$215 Amoun 5 8 15
NET: 5871.18 Deductions + Add × Remove Deduction ID 0 401K	ſ	Calculation T	Hours: 80 vpe	Gross:	\$1,120.00 Amount 33.60	Company Tax + Add × R - Tax ID - SUTA - FICA MED - FICA SC CO	es remove Company mpany	Federal Income Tax Description State UnEmployment Federal UnEmployment FICA Medicare Compe	Tax nrt Tax any ompany	Total: \$215 Amoun 5. 8. 15. 67.

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





9. 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.



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

mployee No	GWTESO	СН	Name	Gisele W	/ Tesch			Pay Period	Bi-Weekly	Paycheck No	PCHK-746
ank Account		15	Pay Date 🔸	• 07/31/20	018	Period From		Period To	07/31/2018	Reference No	Voided-000003
Details Sun	mmary	Timesheet	History U	Inpost Prev	iew Audit	Log Attachment	s				
Earnings								Employee Taxes			
+ Add ×	Remove							+ Add × Remove			
Earning I	D	Departmen	t WC Cod	de	Hours	Rate	Amount	Tax ID	Description		Amou
BONUS		Accounting			0.00	1,500.00	1,500.00	E FIT	Federal Incom	e Tax	67
			0005								
SAL		Accounting	0005		0.00	2,500.00	2,500.00	FICA SS Employee	FICA Social Sec	curity Employee	24
SAL		Accounting	0005		0.00	2,500.00	2,500.00	FICA SS Employee	FICA Social Sec	Employee	24
NET: \$2,5	905.76	Accounting	6605		0.00 Hours: 0	2,500.00 Gross:	\$0.00	FICA SS Employee FICA MED Employee	FICA Social Sec	Employee	24 5 Total: \$97
NET: \$2,5 Deductions	905.76	Accounting	0003		0.00 Hours: 0	2,500.00 Gross:	\$0.00	FICA SS Employee FICA MED Employee Company Taxes	FICA Social Sec	Employee	24 5 Total: \$97
NET: \$2,9 Deductions + Add ×	905.76 Remove	Accounting	0003		0.00 Hours: 0	2,500.00 Gross:	2,500.00 \$0.00	FICA SS Employee FICA MED Employee FICA MED Employee Company Taxes + Add X Remove	FICA Social Sec	Employee	24 5 Total: \$97
NET: \$2,5 Deductions + Add X Deductio	905.76 Remove an ID	Accounting Paid By	Deduct	: From	0.00 Hours: 0 Rate	2,500.00 Gross: Rate Type	2,500.00 \$0.00 Amount	FICA SS Employee FICA MED Employee FICA MED Employe FICA MED Employe Add X Remove Tax ID	FICA Social Sec FICA Medicare Description	Employee	24 5 Total: \$97 Amou
NET: \$2,5 Deductions + Add × Deductio HSA	P05.76 Remove on ID	Accounting Paid By Employee	Deduct Gross P	: From	0.00 Hours: 0 Rate 0.00	2,500.00 Gross: Rate Type Fixed Amount	2,500.00 \$0.00 Amount 0.00	FICA SS Employee FICA MED Employee FICA MED Employe Company Taxes + Add X Remove Tax ID FICA SS Company	FICA Social Sec FICA Medicare FICA Medicare Description FICA Social Sec	unity Employee	24 5 Total: \$97 Amou 24
NET: \$2,5 Deductions + Add × Deductio H5A 401K	Remove	Accounting Paid By Employee Employee	Deduct Gross P Gross P	: From Pay	0.00 Hours: 0 Rate 0.00 3.00	2,500,00 Gross: Rate Type Fixed Amount Percent	2,500.00 \$0.00 Amount 0.00 120.00	FICA SS Employee FICA MED Employe FICA MED Employe FICA MED Employe Taxts Add X Remove Tax ID FICA SS Company FICA MED Company	FICA Social Sec FICA Medicare Description FICA Social Sec FICA Medicare	unity Employee Employee unity Company Company	24 5 Total: \$97 Amou 24 5
NET: \$2,5 Deductions + Add × Deductio HSA 401K	905.76 Remove an ID	Accounting Paid By Employee Employee	Deduct Gross P Gross P	: From Pay Pay	0.00 Hours: 0 Rate 0.00 3.00	2,500,00 Gross: Rate Type Fixed Amount Percent	2,500.00 \$0.00 Amount 0.00 120.00	Company Taxes Add X Remove Tax ID RCA SS Company Taxes Add X Remove Tax ID RCA SS Company RCA SS Company RCA MED Compan FUTA	FICA Social Sec FICA Medicare Description FICA Social Sec y FICA Medicare Federal UnEmp	unity Employee Employee unity Company Company ployment Tax	24 5 Total: \$97 Amou 24 5
NET: \$2,5 Deductions + Add X Deductio HSA 401K	Remove	Accounting Paid By Employee Employee	Deduct Gross P Gross P	: From Pay Pay	0.00 Hours: 0 Rate 0.00 3.00	2,500,00 Gross: Rate Type Fixed Amount Percent	2,500.00 \$0.00 Amount 0.00 120.00	Company Taxes Company Taxes Add X Remove Tax:D RCA SCompany RCA MED Compan RCA MED Compan FUTA SUTA	FICA Social Sec FICA Medicare Description FICA Social Sec FICA Medicare Federal UnEmplo State UnEmplo	unty Employée Employée unty Company Company ployment Tax	24 5 Total: \$97 Amou 24 5

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

mployee No APRIT	TER	ame Aaron	P Ritter				Pay Period	Weekly	Paycheck No	PCHK-745
Bank Account 12152	2015 Pa	ay Date 🔺 07/31/	2018	Period From	07/24/201	8	Period To	07/31/2018	Reference No	Voided-64
Details Summary	Timesheet His	tory Unpost Pre	eview Audit	t Log Attachmen	ts					
Earnings						Empl	oyee Taxes			
+ Add × Remov	e					+ Ac	id 🗙 Remove			
Earning ID	Department	WC Code	Hours	Rate	Amount	Π.	ax ID	Description		Amount
REG	Warehouse	8006	40.00	11.00	440.00	🗆 F	IT	Federal Income Ta	8x	39.0
						□ F	ICA SS Employee	FICA Social Securit	ty Employee	26.4
						E F	ICA MED Employee	FICA Medicare Em	ployee	6.1
							ICA MED Employee	FICA Medicare Em	ployee x	6.1
							ICA MED Employee /II-State Tax	FICA Medicare Em	ployee x	6.1 0.0
NET: \$355.11			Hours: 40	Gross:	\$440.00		ICA MED Employee /II-State Tax N. Income Tax	FICA Medicare Em Michigan State Tax	ployee x	6.1 0.0 Total: \$71.6
NET: \$355.11 Deductions			Hours: 40	Gross:	\$440.00	Comp	IICA MED Employee /II-State Tax N. Iocome Tax pany Taxes	FICA Medicare Em Michigan State Tax	ployee x	6.1 0.0 Total: \$71.6
NET: \$355.11 Deductions + Add X Remov	e		Hours: 40	Gross:	\$440.00	Comp	HCA MED Employee MI-State Tax N. Josome Tax pany Taxes Id X. Remove	FICA Medicare Em Michigan State Tax Indiana Income Ta	ployee x	6.1 0.0 Total: \$71.6
NET: \$355.11 Deductions + Add × Remov Deduction ID	Paid By	Deduct From	Hours: 40 Rate	Gross: Rate Type	\$440.00 Amount	Comp + Ac	HCA MED Employee MI-State Tax NL locome Tax pany Taxes Id X Remove ax ID	FICA Medicare Emj Michigan State Tay Indiana Income Ta Description	ployee x	6.1 0.0 Total: \$71.6 Amou
NET: \$355.11 Deductions + Add × Remov Deduction ID 401K	e Paid By Employee	Deduct From Gross Pay	Hours: 40 Rate 3.00	Gross: Rate Type Percent	\$440.00 Amount 13.20	Comp + Ac	HCA MED Employee Al-State Tax N. Josome Tax pany Taxes Id X. Remove fax ID HCA SS Company	FICA Medicare Em Michigan State Tay Jordiana Josome Ta Description FICA Social Secur	ployee x ** 'ity Company	6.1 0.0 Total: \$71.6 Amou
NET: \$355.11 Deductions + Add X Remov Deduction ID 401K IRA	e Paid By Employee Company	Deduct From Gross Pay Gross Pay	Hours: 40 Rate 3.00 3.00	Gross: Rate Type Percent Percent	\$440.00 Amount 13.20 13.20	Comj + Ac	ICA MED Employee MI-State Tax Mi locome Tax pany Taxes Id X Remove Tax ID ICA SS Company ICA MED Company	FICA Medicare Em Michigan State Tax Jardiana Josoma Ta Description FICA Social Secur FICA Medicare Co	k	6.1 0.0 Total: \$71.6 Amou
NET: \$355.11 Deductions Add X Remov Deduction ID A01K IRA	e Paid By Employee Company	Deduct From Gross Pay Gross Pay	Hours: 40 Rate 3.00 3.00	Gross: Rate Type Percent Percent	\$440.00 Amount 13.20 13.20	Comp + Ac	ICA MED Employee MI-State Tax Ni Iocome Tax pany Taxes di X Remove ax ID ICA SS Company ICA MED Company UTA	FICA Medicare Em Michigan State Tax Indiana Jacoma Ta Description FICA Social Secur FICA Medicare Co Federal UnEmplo	rity Company ompany syment Tax	6.1 0.0 Total: \$71.6 Amou
NET: \$355.11 Deductions + Add × Remov Deduction ID 401K IRA	e Paid By Employee Company	Deduct From Gross Pay Gross Pay	Hours: 40 Rate 3.00 3.00	Gross: Rate Type Percent Percent	\$440.00 Amount 13.20 13.20	Comp + Act	ICA MED Employee MI-State Tax N. Jocome Tax pany Taxes id X. Remove ax ID ICA SS Company ICA MED Company UTA UTA	FICA Medicare Em Michigan State Tav Indiana Jonome Te Description FICA Social Secur FICA Medicare Co Federal UnEmploy	iployee x vity Company ompany oyment Tax ment Tax	6.1 0.0 Total: \$71.6 Amou

- c. Process Paycheck screen is displayed and voided paycheck is checked
 d. Select File Format and click Generate
- e. Bank file for voided paycheck is generated
- f. Voided paycheck is displayed in Archive tab
- 1. Click Paychecks from Payroll module.
- 2. Select committed paycheck from the grid.

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3. Click Open toolbar button.

New Open Re										
음 Layout Q	Filter Records (F3)	129 re	cords (1 selected)							
Paycheck No.	Employee No.	First Name	Last Name	Pay Date	Period From	Period To	Gross Pay	Deductions	Taxes	Company Taxes
PCHK-130	CJLOWE	Carol	Lowe	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111 ^
PCHK-129	RRLAURENCE	Ruth	Laurence	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	231.15	104
🔽 РСНК-128	RKBERENDS	Rebecca	Berends	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
PCHK-127	RHORTIZ	Ramona	Ortiz	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	196.22	111
PCHK-126	MCMORALES	Mary	Morales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-125	JDPATRICK	Julia	Patrick	6/9/2016	1/31/2016	2/13/2016	1,280.00	38.40	250.37	111
PCHK-124	LJOBRIEN	Linda	Obrien	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-123	TGLEE	Travis	Lee	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-122	LDTURMAN	Lucy	Turman	6/9/2016	1/31/2016	2/13/2016	800.00	24.00	144.91	69
PCHK-121	KTRICHTER	Keisha	Richter	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-120	ACJOHNSON	Amy	Johnson	6/9/2016	1/31/2016	2/13/2016	1,200.00	36.00	232.80	104
PCHK-119	WVGONZALES	William	Gonzales	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-118	JMBICKEL	James	Bickel	6/9/2016	1/31/2016	2/13/2016	880.00	26.40	162.49	76
PCHK-117	TACRUZ	Thomas	Cruz	6/9/2016	1/31/2016	2/13/2016	1,120.00	33.60	215.22	97
<	1000V	12 I	~		100000	5450046		70.10		***
							170,422.50	4,699.28	35,386.97	14,810.29

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

	icic ondo in		o employee :	neconcontre necuj		_			
mployee No: RKBEREN	IDS Nar	ne: Rebecca K	Berends			Pay Period:	Bi-Weekly	Paycheck No:	PCHK-128
ank Account: 12152015	5 Pay	Date: 6/9/2016	P	eriod From: 1/3	31/2016	Period To:	2/13/2016	Check No:	00000087
Details Summary Ti	imesheet Histo	ry Attachments (1)						
Earnings					Employee Tax	es			
+ Add × Remove					+ Add × R	emove			
Earning ID	Department	Hours	Rate	Amount	Tax ID		Description		Amour
REG		80.00	14.00	1,120.00	EICA MED E	mployee	FICA Medicare Employe	re	15
					FICA SS Em	ployee	FICA Social Security Em	ployee	67
					- ea		Contract In course Taxa		123
							Pederal Income vax		132
NET: \$871.18		Hours: 80	Gross:	\$1,120.00	Company Tave	25	Pederal monte lax		Total: \$215
NET: \$871.18 Deductions + Add X Remove		Hours: 80	Gross	\$1,120.00	Company Taxe	25 emove	Pederal income rax		Total: \$215
NET: 1671.18 Deductions + Add X Remove Deduction ID	Calcular	Hours: 80	Gross	\$1,120.00 Amount	Company Taxo + Add X Ro Tax ID	emove	Description		Total: s215
NET: 1871.18 Deductions + Add X Remove Deduction ID 401K	Calcula Percent	Hours: 80 ion Type	Gross:	\$1,120.00 Amount 33.60	Company Taxa + Add X R Tax ID SUTA	emove	Description State UnEmployment T	ах	Total: \$215
NET: 1871.18 Deductions + Add X Remove Deduction ID 401K	Calcula Percent	Hours: 80	Gross	\$1,120.00 Amount 33.60	Company Taxo + Add X R Tax ID SUTA FUTA	enove	Description State UnEmployment Ti Federal UnEmployment	'ex t Tax	Total: \$215 Amour 5
NET: 1871.18 Deductions + Add X Remove Deduction ID 401K	Calculat Percent	Hours: 80	Gross	\$1,120.00 Amount 33.60	Company Taxa + Add × Ri Tax ID SUTA FUTA FICA MED C	ess emove Company	Description State UnEmployment T Federal UnEmployment FICA Medicare Compan	iax t Tax yy	Total: s215 Amour 5 8
NET: 1871.18 Deductions Add X Remove Deduction ID 401K	Calcula Percent	Hours: 80	Gross	\$1,120.00 Amount 33.60	Company Taxxi + Add X R Tax ID SUTA FUTA FICA MED C FICA SS Con	emove company mpany	Description State UnEmployment Tr Federal UnEmployment Tr FICA Medicare Compan FICA Medicare Compan FICA Social Security Cor	'ex t Tax Y mpeny	Total: \$215 Amour 5 8 15 67

- A confirmation message will be displayed.
 Click Yes button.



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Are you sure you want to void this record?



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



10. Click OK button.

Void Check	^ X
Details	
Check Reversing Date:	6/29/2016
⑦ ۞ ♀ Ready	

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

aycheck - PCHK-128							~ □
mployee 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:	Voided-0000008
Details Summary Timesheet History Att	tachments (0)						
Earnings			Employee Taxe	25			
+ Add × Remove			+ Add × Re				
Earning ID Department	Hours Rate	Amount	Tax ID		Description		Amour
REG	80.00 14.0	00 1,120.00	FICA MED E	mployee	FICA Medicare Emple	oyee	1
			EICA SS Emp	ployee	FICA Social Security	Employee	67
			E ET		Federal Income Tax		132
NET: \$871.18 Deductions	Hours: 80 Gros	s: \$1,120.00	Company Taxe	- c			Total: \$21
+ Add X Remove			+ Add × Re	move			
Deduction ID Calculation Type	e	Amount	Tax ID		Description		Amour
401K Percent		33.60	SUTA		State UnEmploymen	it Tax	
			E FUTA		Federal UnEmploym	ent Tax	1
			FICA MED C	Tompany	FICA Medicare Comp	any	1!
			FICA 55 Cor	mpany	FICA Social Security	Company	67
		Total: \$33.60					Total: \$97
) 🗗 🗘 🖂 Voided						< Page	1 of 1 ▶