

# Voiding & Reissuing Payroll Checks

## Before Voiding a Check

There are many different situations when voiding and reissuing payroll checks. Some things to consider before voiding a payroll check in Edmunds:

1. Note what type of check it was, physical or direct deposit
2. Determine where the check/money is now & the course of action for getting it back, if applicable.
3. Determine if the check is dated in the current year. We typically advise against voiding payroll checks dated for *prior* years due to already issued W2's and end of quarter/year reporting.

Please contact [support@edmundsgovtech.com](mailto:support@edmundsgovtech.com) with additional questions and details on your unique situations.

## Voiding the Check

Go to: Personnel>Payroll>Check>Void Payroll Check Routine.

The screenshot shows the 'Void Payroll Check Routine' window with the following details:

- Buttons: Next, Cancel, Help
- Check Series: 3, Check No: 68167, Check Date: 08/27/2021
- Employee: COL03, Name: COLE, CONNOR
- Pay Prd End Date: 08/25/2021
- Check Amount: 1,512.02, Direct Deposit Amount: .00
- Check Type: Regular
- Status: (empty)
- Void Code: (empty)
- Void Date: 09/01/2021
- Void Reason: LOST CHCECK
- Void Options:  Void Only,  Void and Replace
- Replacement Check Series: (empty), Check No: (empty)

- (1) Select the series (will default to your systems current series check sequence)
- (2) Enter the 'Check Number'
- (3) Hit Enter on your keyboard to access the 'Void Date' & 'Void Reason' field.
- (4) Make sure you are using 'Void Only'
  - a. Void and Replace means that you are replacing the check outside the system. It will not print you a replacement.
- (5) Then select 'Next' to void the check
- (6) A message will appear telling you: This procedure will VOID all entries for this check. The amount of the check will be deducted for the appropriate employee YTD paid fields. The status of the check will be changed to VOID. The next Payroll Register processed will be the net of this Voided Check. The budget Distributions for this check will be reversed on the next Payroll.
- (7) A good report to run to see the voided check:

Check Register History Report: Print to Screen												
September 8, 2021 03:24 PM			CITY OF ANYWHERE Check Register History Report						Page No: 1			
Emp Id Range: COL03 to COL03			Type: Regular: Y			Vacation: Y		Manual: Y		Interim: Y		Overtime: Y
Chk Id Range: First to Last			Chk Series: 3			Other: Y		Adjust: Y		3rd Party: Y		Special: Y
Chk Date Range: 01/01/21 to 09/08/21			Status: Open: Y			Reconciled: Y		Void: Y				
Pay Prd Range: First to Last			Void: Align: Y			Dir Deposit: Y		Zero Amt: Y		All Other: Y		Manual Void: Y
Rec Date Range: 01/01/21 to 09/08/21												
Chk Id Emp Id	Chk Date Name	Chk Type	Pay Prd End	Gross Amount	Check Amount	Dir Deposit	Chk Status	Void Reason	Void/Recon Date	Replace	Chk Id	Chk Date
68167 COL03	08/27/21 COLE, CONNOR	Reg	08/25/21	1,933.08	1,512.02	0.00	Void	Manual Void LOST CHECK	09/01/21			
Total Checks:		0		Total Gross:	0.00	Total Chk Amt:	0.00		Total Direct Deposit:	0.00		
				Total Net:	0.00							
Total Manual Void Checks:		1		Total Gross:	1,933.08	Total Chk Amt:	1,512.02		Total Direct Deposit:	0.00		
				Total Net:	1,512.02							
Total Employees Paid:			0	Total Male:	0	Total Female:	0	Total Unknown:	0			

Personnel>Reports>Check Register History Report

## Payroll Register Report

Go to: Personnel>Reports>Payroll Register History Report

- (1) Enter is the Employee ID
- (2) Enter in the check date
- (3) Run the report. After the void & before the next payroll is ran you will see this check is marked as void, however the budget distribution has not yet been updated. That is updated when the voided check is pulled into the 'Calculate Payroll/Budget Distribution' step that we talk about under the heading Reissuing the Voided Check, Step 2, number 2.

September 8, 2021 03:24 PM CITY OF ANYWHERE Payroll Register History Detail Report by Employee Id Page No: 1

Employee Id Range: COL03 to COL03 Manual Voids Only: N Void Date: Date the void check was included on the Payroll Register  
 Check Date Range: 01/01/21 to 09/08/21 Include Zero Activity Employees: N The Ytd Totals include checks from the beginning of the Calendar Year.  
 Reference Num Range: 0 to 999999

COLE, CONNOR	Hours	Earnings	Deductions	Check: 68167 08/27/21	Void: 09/01/21	Employee Taxes	YTD Taxes	Taxable Wages	Er Liability	Pay Prd 08/12/21-08/25/21	CRO	
Regular	80.00	1,923.08	I02 COLONIAL LIFE INSURANC	75.00 A	Federal Withholding	120.82	120.82	1,933.08			5838	
PCG CLOTHING		10.00			Social Security	119.85	119.85	1,933.08	119.85		2,083.86	
					Medicare	28.03	28.03	1,933.08	28.03		1,933.08	
					NJA State	54.65	54.65	1,933.08			1,512.02	
					SDI State Disabilit	9.09	9.09	1,933.08	2.90		1,923.08	
					SUI State Unemploy	7.39	7.39	1,933.08			1,512.02	
					WKDV Workforce Devel	0.82	0.82	1,933.08				
					FLI Family Leave In	5.41	5.41	1,933.08				
Total Gross:		1,933.08	Total Deductions:	75.00	Total Employee Tax:	346.06					Net Pay:	1,512.02

There were NO Void Checks in the Selected Range.

September 8, 2021 03:24 PM CITY OF ANYWHERE Payroll Register History Detail Report by Employee Id Page No: 2

NJ Totals	1 Checks	1 Regular	0 Vacation	0 Manual	0 Other	0 Interim	0 Overtime	0 Special	0 Adjust
	0 Void Checks	0 Regular	0 Vacation	0 Manual	0 Other	0 Interim	0 Overtime	0 Special	0 Adjust

This is how the payroll register will look until the next payroll is ran that includes the voided check.

## Reissuing the Voided Check

There are many different circumstances with re-issuing the checks. This example goes through a void & reissue for a check that is for the same value it was originally cut for in the current year.

After voiding the check:

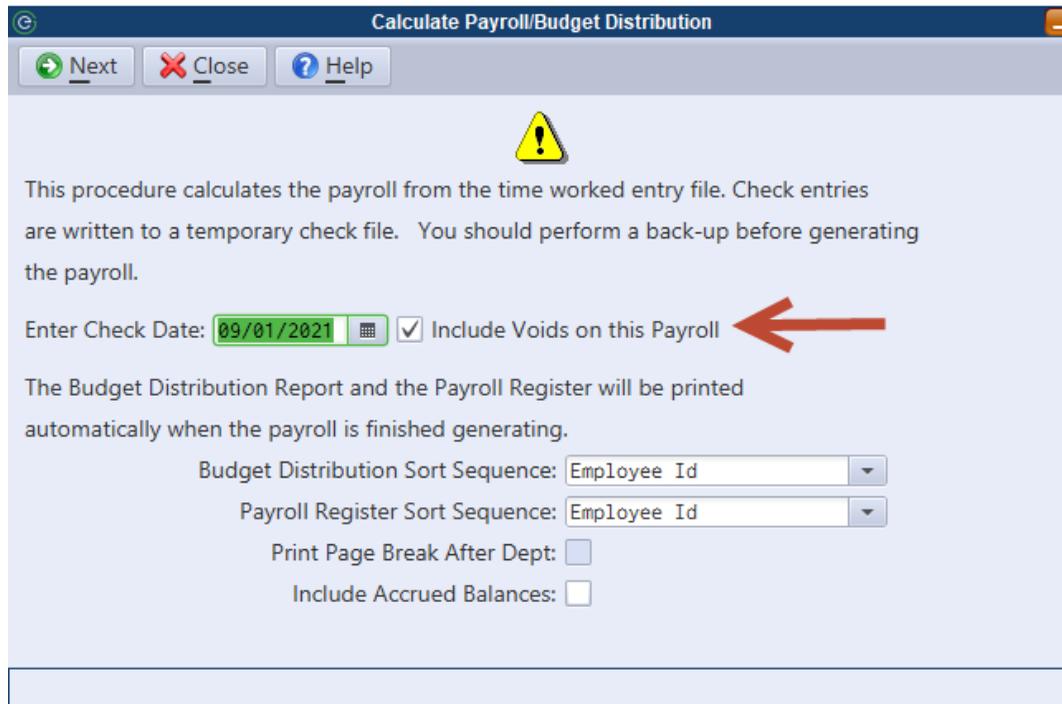
Step 1: Time Entry Maintenance: Personnel>Payroll>Generate Payroll>Time Entry Maintenance. *Time entry maintenance is where you will make your one-time payroll adjustments or add in a single employee into the payroll process.*

- (1) Select ADD & enter in the Employees ID
- (2) Enter in the pay period ending date (*note: this can be back dated in the current year if needed*)
- (3) Determine if they are direct deposit or if they need a physical check.
  - a. If the employee normally receives direct deposit but will be receiving a physical check, uncheck the box for Direct Deposit when adding the record to Time Entry Maintenance.
- (4) Select okay & it will bring you to the general data screen.

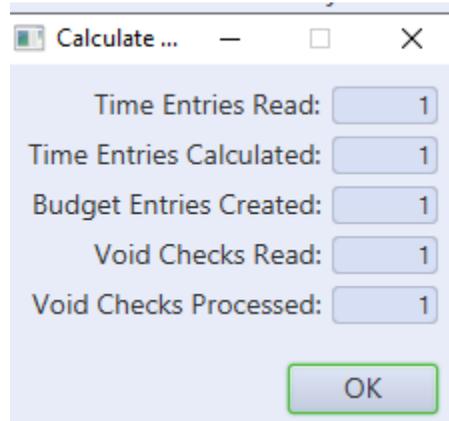
The screenshot shows the 'Time Entry Maintenance - General' window. A red arrow points to the 'Add' button in the toolbar. The 'Add Record' dialog box is open, showing the following fields: 'Enter Employee Id:' (COL03), 'Direct Deposit' (checked), 'Pay Prd End Date:' (08/25/2021), 'Include Hours Per Pay' (unchecked), and 'Check Entry Num:' (0). The background window shows various input fields for employee information, dates, and payroll options.

- (5) Edit information in time entry as needed to replicate voided check (hours worked & deduction/earnings)

Step 2: Calculate Payroll/ Budget Distribution: Personnel > Payroll > Generate Payroll > Calculate Payroll/Budget Distribution



- (1) Enter in the 'Check Date'
- (2) Make sure the box next to 'Include Voids on this Payroll' is checked
- (3) Change the 'Sort Sequences' of the reporting
- (4) Click 'Next' & Select Printer Option for the Report
- (5) A Calculate Screen will appear note the 1 check in the Voids.



- (6) Review the printed report. This is where you will see the voided check pull into the payroll process.

Step 3: Print Checks/Update Payroll: Personnel > Payroll > Generate Payroll > Print Checks/Update Payroll.

Print Checks/Update Payroll

Next Close Help



This procedure prints the payroll checks and updates the calculated payroll to the appropriate files; also a Budget Distribution Batch is created. All entries in temporary files are deleted.

The Budget Distribution Batch that will be created needs to be verified/updated and can be used

Enter the Following:

Print Type: Checks Num to be printed: 1

Check Printing Sequence: Employee Id

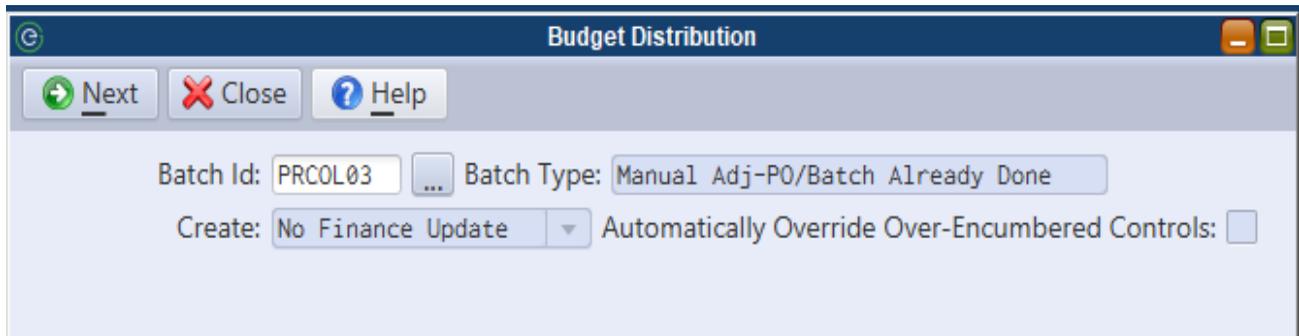
Check Date: 09/01/2021

Budget Distribution Batch Id: PRCOL03

Message Printed on Check Stub:

- (1) Select the appropriate print type (Checks, Direct Deposit Notices, Direct Deposit Emails)
- (2) Select the 'Check Printing Sequence'
- (3) Enter in the Budget Distribution Batch ID. NOTE: Make this ID different than your typical batch ID.
- (4) Select NEXT
- (5) Select your printer

Step 4: Budget Distribution: Personnel > Payroll > Generate Payroll > Budget Distribution.



- (1) Select the Batch ID that was used in Step 3 (3).
- (2) Create: 'No Finance Update' because in this example we are voiding and reissuing the check for the same value. The budget distribution should be 0 and have no net changes.
- (3) Update the batch.

Step 5: Direct Deposit (if applicable): Personnel > Payroll > Generate Payroll  
> Direct Deposit

NOTE: Check with your bank's policy on submitting a direct deposit.

- (1) Fill in the 'Check Date' & 'Effective Date'
- (2) Select the check box applicable for the 1 check you would like to submit the file for.
- (3) Select 'Next' & verify the report to assure it's the 1 persons check.
- (4) Outside the system, send the file to the bank.

## Reissuing the Voided Check with Attendance Hours

After voiding the check for an hourly employee with attendance, the attendance transactions go back to an APPROVED status for the employee.

Step 1: Time Entry Maintenance: Personnel>Payroll>Generate Payroll>Time Entry Maintenance. *Time entry maintenance is where you will make your one-time payroll adjustments or add in a single employee into the payroll process.*

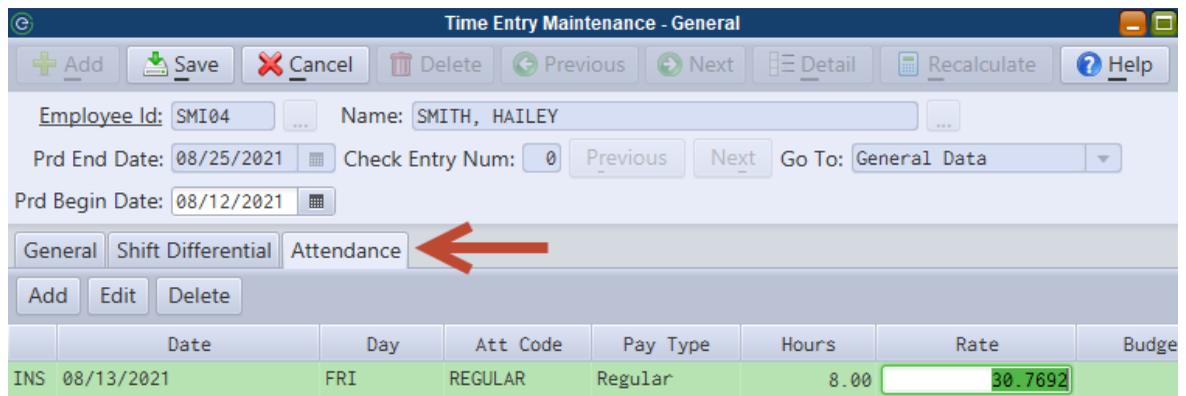
- (1) Select ADD & enter in the Employees ID
- (2) Enter in the pay period ending date (*note: this can be back dated in the current year if needed*)
- (3) Determine if they are direct deposit or if they need a physical check
- (4) Select okay & it will bring you to the general screen data
- (5) Edit information in time entry as needed to replicate voided check (time & deduction/earnings)

Step 2: Attendance Transaction Report: Personnel> HR> Attendance> Attendance Transaction Report.

The screenshot shows the 'Attendance Transaction Report' window. It features a menu bar with 'Print', 'Close', and 'Help' options. The main area is divided into several sections for data entry and selection:

- Enter the Following:**
  - Select Sort Sequence: Employee Id (dropdown)
  - Range of Dates (Blank for All): 08/13/2021 to 08/25/2021 (calendar icons)
  - Range of Attendance Codes (Blank for All): (empty fields)
  - Day: All (dropdown)
  - Month: All (dropdown)
- Select Status to Include:**
  - Draft
  - Submitted
  - Approved
  - Time Entry
  - Paycheck
- Range of Employee Ids (Blank for All):** (empty fields)
- Page Break after Employee
- Select All pay Types
- Select Pay Type to Include:**
  - Regular
  - Overtime
  - Sick
  - Vacation
  - Holiday
  - Special
  - Admin
  - Other
  - Comp
  - None
  - Earning Codes
  - Accrued Sick
  - Accrued Vacation
  - Accrued Admin
  - Accrued Other
  - Accrued Comp
  - Accrued Holiday
  - Shift1 Regular
  - Shift1 Overtime 1
  - Shift1 Overtime 2
  - Shift1 Special 1
  - Shift2 Regular
  - Shift2 Overtime 1
  - Shift2 Overtime 2
  - Shift2 Special 1
  - Shift3 Regular
  - Shift3 Overtime 1
  - Shift3 Overtime 2
  - Shift3 Special 1
- Range of Budget Accounts (Leave Fund through last segment blank to Print all):** 1- - - - to 1- - - -

- (1) Run Report for the date range specified, APPROVED attendance, & un-check the NONE type.
  - a. This is where we want to make sure that this person's time is the *only* thing that is currently approved for that time frame so that we can use the Import Attendance Step in payroll.
- (2) If this person's time is the only one that is approved... Continue to Step 3. If there are many transactions listed as Approved follow the instructions below:
  - i. Instead of doing Step 3 and importing all the approved time into payroll. Go to Personnel>Payroll>Generate Payroll>Time Entry Maintenance, attendance tab &



enter in this person attendance records.

- ii. After their attendance is in Time Entry Maintenance, re-run the Attendance Transaction Report specific for this employee for the date range and the APPROVED & TIME ENTRY status. It will most likely show duplicate entries

Attendance Transaction Report: Print to Screen

September 9, 2021 12:53 PM CITY OF ANYWHERE Attendance Transaction Report By Employee Id Page No: 1

Range: First to Last  
 Range of Dates: 08/13/21 to 08/25/21 Day: All Month: All Draft: N Submitted: N Approved: Y  
 Range of Attendance Codes: First to Last Print Rates: N Time Entry: Y Paycheck: N  
 Regular: Y Overtime: Y Sick: Y Vacation: Y Holiday: Y Special: Y  
 Admin: Y Other: Y Comp: Y None: N Earning: Y Accrued Comp: Y  
 Accrued Sick: Y Accrued Vacation: Y Accrued Admin: Y Accrued Other: Y Accrued Holiday: Y Shift1 Regular: Y  
 Shift1 Overtime 1: Y Shift1 Overtime 2: Y Shift1 Special 1: Y Shift2 Regular: Y Shift2 Overtime 1: Y Shift2 Overtime 2: Y  
 Shift2 Special 1: Y Shift3 Regular: Y Shift3 Overtime 1: Y Shift3 Overtime 2: Y Shift3 Special 1: Y  
 \* Indicates transaction was edited by payroll

Emp Id	Name	Location	Dept	Supervisor	Union	Payroll Id	User Id
Date	Att Code	Hrs	Pay Type	Description	Ref Num	Ref Seq	Status
SMI04	SMITH, HAILEY			BORO			
08/13/21	FRI REGULAR	8.00	Regular		5909	1	Approved
08/13/21	FRI REGULAR	8.00	Regular		5910	1	Time Entry 202108250 * MB
08/16/21	MON REGULAR	8.00	Regular		5909	4	Approved MB
08/16/21	MON REGULAR	8.00	Regular		5910	2	Time Entry 202108250 * MB

### iii. How to Delete Approved attendance?

Personnel>HR>Attendance>Employee Timesheets.

Select the employee in question & the date range needed.

Use the Update Status button to change the

Employee Timesheets

Pay Period: 08/13/2021 to 08/16/2021 Show Weekends:

Emp Id: SMI04 Position: FULL TIME FULL TIME EMPLOYEE

Name: HAILEY Type: Hourly

Update Status

Change All From: Approved To: Draft For: Current Employee

Pay Period: 08/13/2021 to 08/16/2021

Include any Approved time prior to Pay Period Begin Date

OK Cancel

Total Hours: 16.00 Total Hours: 16.00

Total Base: 32.00 REGULAR: 32.00  
 Total Non-Base: .00  
 Total Hours: 32.00

time from Approved to Draft.

Once in Draft status, select EDIT & then highlight over the time on the specific day & hit delete. Once all are deleted, select save.

### Step 3: Attendance Import: Personnel > Payroll > Generate Payroll > Attendance Import

- (1) Adjust the date ranges & filter the rest of the screen as normal.
- (2) Select Next
- (3) It should only successfully import 1 person's attendance.
- (4) Save report if needed.

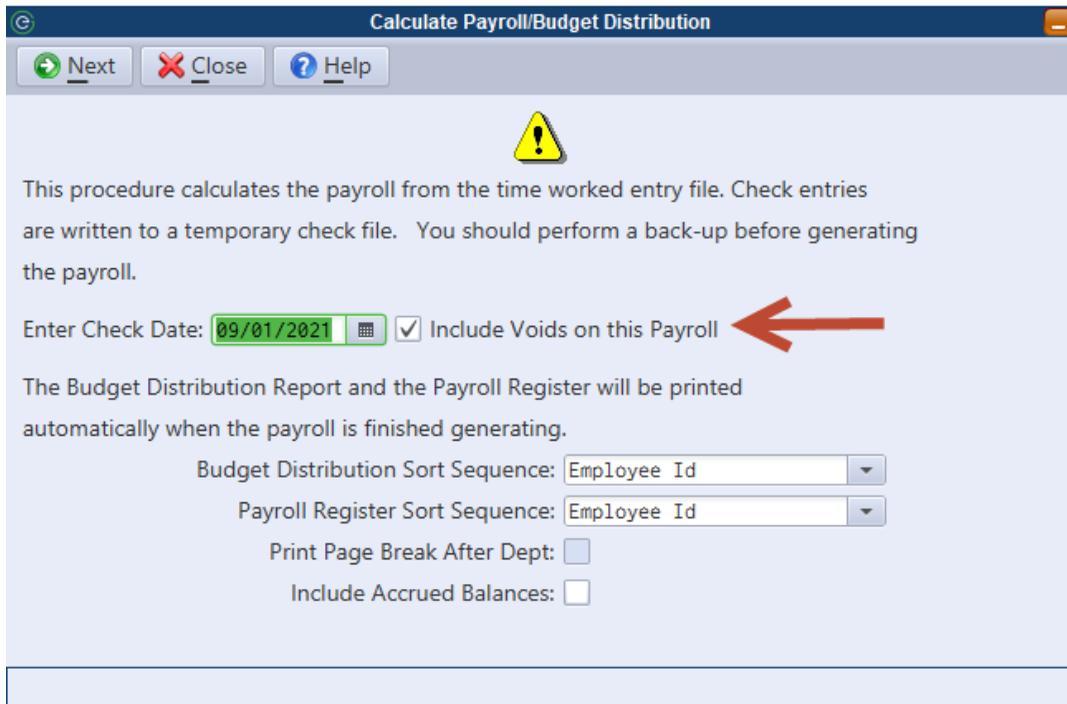
### Step 4: Calculate Payroll/ Budget Distribution: Personnel > Payroll > Generate Payroll > Calculate Payroll/Budget Distribution

- (1) Enter in the 'Check Date'
- (2) Make sure the box next to 'Include Voids on this Payroll' is checked

Att Code	Hours	Status
REGULAR	8.00	Time Entry
REGULAR	8.00	Draft

Att Code	Hours	Status
REGULAR	8.00	Time Entry
REGULAR	8.00	Draft

- (3) Change the 'Sort Sequences' of the reporting
- (4) Click 'Next'
- (5) Select Printer Option
- (6) Close Screen
- (7) Review the printed report. This is where you will see the voided check pull into the payroll process.



Step 5: Print Checks/Update Payroll: Personnel > Payroll > Generate Payroll > Print Checks/Update Payroll.

- (1) Select the appropriate print type (Checks, Direct Deposit Notices, Direct Deposit Emails)
- (2) Select the 'Check Printing Sequence'
- (3) Enter in the Budget Distribution Batch ID. NOTE: Make this ID different than your typical batch ID.
- (4) Select NEXT
- (5) Select your printer

Step 6: Budget Distribution: Personnel > Payroll > Generate Payroll > Budget Distribution.

- (1) Select the Batch ID that was used in Step 3 (3).
- (2) Create: 'No Finance Update' because in this example we are voiding and reissuing the check for the same value. The budget distribution should be 0 and have no net changes.
- (3) Update the batch

Step 5: Direct Deposit (if applicable): Personnel > Payroll > Generate Payroll > Direct Deposit

NOTE: Check with your bank's policy on submitting a direct deposit.

- (1) Fill in the 'Check Date' & 'Effective Date'
- (2) Select the check box applicable for the 1 check you would like to submit the file for.
- (3) Select 'Next' & verify the report to assure it's the 1 persons check.
- (4) Outside the system, send the file to the bank.

## Other Void & Reissue Circumstances

*A check that was paid in error example:* The check was paid out to an employee who does not work for the municipality anymore. Make arrangements to get the money back & void the check. The budget distribution will adjust after the check has been voided and another payroll has been processed.

*A check that was overpaid example:* Make sure the employee is aware that they were overpaid. Ideally, you will be able to adjust their hours or deduction/earning code next pay. If they want to give you the full check back, you may follow the void & reissue steps. Note: there will be a difference in their budget distribution if overpaid originally.

*A check that was underpaid example:* Talk with your employee. If they need the rest of their check ASAP, follow the instructions on how to reissue a check for 1 employee.

## Payroll FAQs:

**I am ready to print my Payroll checks and the Check Date is defaulting to the wrong date. How can I change the date?**

Re-run the Calculate Payroll/Budget Distribution routine (Personnel>Payroll>Generate Payroll) using the correct date.

**I have voided an employee's direct deposit payroll check. How will this affect the direct deposit file I have already generated?**

If you have not yet sent the file to the bank, you may simply regenerate the direct deposit file and the voids will not be included. If you have already sent the file to the bank, you must contact the bank to let them know of the change. If the check was re-issued, an additional direct deposit file can be created and sent for the new check.

**How can I disable an employee's direct deposit for a single pay period?**

On the employee's Time Entry, go to the Direct Deposit screen and delete the bank information. This is a temporary change; the bank accounts stored in the Employee Maintenance will continue to be pulled for future payrolls.

**I entered a check date when calculating my payroll, but now I am ready to print my payroll checks and the check date field is blank. Why?**

If the check date is not defaulting when in the Print Checks/Update Payroll screen, then errors exist in the payroll. Refer to the Payroll Register to locate the errors. Correct the errors and recalculate the payroll.

**How do I delete approved attendance that is no longer needed to pay out an employee?**

Personnel>HR>Attendance>Employee Timesheets. Select the employee in question & the date range needed. Use the Update Status button to change the time from Approved to Draft. Once in Draft status, select EDIT & then highlight over the time on the specific day & hit delete. Once all are deleted, select save.

