Enterprise - How to Reprint a Paycheck or Payroll Run

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Users have the option to Reprint Payroll Runs through the system. Utilize this function if your company uses preprinted check stock with numbers and you have printed the wrong checks on the wrong check stock, your printer runs out of paper and the Payroll run is already marked as printed, there is a printer jam, or internet issues occur mid printing session.

Step 1: Navigate to (1.)Pay/Bill and select from the Actions drop down to access the (2.)Reprint Payroll Run functionality. Selecting this action will open the Payroll-Reprint window.



Step 2: Select the Payroll Run you wish to print by choosing from the WeekendBill drop down and selecting which Payroll Run you wish to push through the printing process.

							@ _ ×
🖃 payroll -	reprint						
▶ Reprint Payroll Summary Print Checks	Choose payroll run Please choose a payroll run to print. Weekendbill 2/22/2015 12:00:00 AM						
	Drag a column header here to group by that column.						
	Run ID	Run Type	Created	Weekend Bill	Rep Name	Checks	
	11015	CheckRun	2/20/2015	2/22/2015	dwood		3
					Cancel	< Back	Next >

If you cancel or close the window before finishing this process, the payroll runs are marked as unprinted and thus can be found under Payroll - Print a payroll run.

							@ _ ×
🖃 payroll -	start						
▶ Start Payroll Summary	ChOOSE D Please choose	ayroll run a payroll run to print.					
Print Checks	Drag a column header here to group by that column.						*
	Run ID	Run Type	Created	Weekend Bill	Rep Name	Checks	
	11083	CheckRun	3/5/2015	3/1/2015	lindsey.schneider		9
	11084	CheckRun	3/5/2015	3/1/2015	lindsey.schneider		1
	11091	CheckRun	3/5/2015	3/1/2015	amanda.lebrun		8
	11092	CheckRun	3/5/2015	3/1/2015	amanda.lebrun		3
	11096	CheckRun	3/6/2015	3/1/2015	lindsey.schneider		4
	11153	CheckRun	3/15/2015	3/15/2015	matt.leonard		1
	11155	CheckRun	3/16/2015	3/15/2015	matt.leonard		1
	11156	CheckRun	3/16/2015	3/15/2015	matt.leonard		1
	11158	CheckRun	3/16/2015	3/15/2015	matt.leonard		1
	11159	CheckRun	3/16/2015	3/15/2015	matt.leonard		1
	11161	CheckRun	3/17/2015	3/15/2015	lindsey.schneider		3
	11165	CheckRun	3/19/2015	3/15/2015	lindsey.schneider		1
	11168	CheckRun	3/19/2015	3/15/2015	lindsey.schneider		1
							T
					Cancel	< Back	Next >

Step 3: After selecting to reprint, this will bring you to the Payroll Summary Form. Within this window Users will enter either the last check number that printed correctly or what

check number reprinting should start at. Select from the drop to filter how you wish to print checks.

		@ _ ×
😑 payroll -	payroll summary	
Reprint ▶ Payroll Summary Print Checks	payroll summary Verify the information below. numbering	Check Date: 2/18/2015 Run: 10989 C
	What was the last check number that printed correctly?	Print all checks
	SUMMAIYBank AccountCheck Date2/18/2015Checks2EPays0	Payroll Run Type CheckRun Weekend Date 2/15/2015 Payroll Run ID 10989
		<u>C</u> ancel < <u>B</u> ack <u>N</u> ext >

Users may utilize the Check Register by payroll run report to help determine the check numbers that have been included within this Run by selecting the **G** icon.

This report will display the live checks for the specific Payroll run you are selecting to

	0		Report Vi	ewer		
	PayrollRunid 10989	Show Electro	onic Pay 🔿 True 🖲 False			View Rep
) 🖨 🔲 🛍 🔍 -	100% -	Find Next		
	Check Register By Payroll F High Tech Staffing Live checks for Payrollrun 10989	Run	Entity Level (Hierld 2)		are •••	
	Employee	ePay Check #	Check Date	Gross	Net	
	Memphis SW					
	ABC Cinderblock					
	Bailey, Brian John	208403	2/18/2015	\$120.00	\$103.28	
	Lindstrom, Carol	208404	2/18/2015	\$120.00	\$99.19	
	Total by Memphis SW	2 checks		\$240.00	\$202.47	
	Report Totals	2 checks		\$240.00	\$202.47	
	NOTE: Since one check can have multiple associated to, is only one of the possible when comparing with transactional repor	timecards/transactions multiple branches fron ts such as the Employe	associated with it, the bran n the timecards. This may e Transaction and Manage	nch on this report, that th cause report balancing d ment reports.	ne check is iscrepancies	
	page 1 of 1		generated 2/23/2015 3:	23:58 PM by TEMPWORKS\li	ndsey.schneider	
Renrint						
reprint.						

Step 4: Once the Check number information is added select from the drop down what you

wish to do with the Printing options:

Print all Checks-

Print all checks within the check runPrint all live and opt out checks - Select this option to print all live checks or opt out checks (if employees opt out of having electronic pay stubs only) viewing the stubs in WebCenter.

Do not print Epay checks-

If Epay checks exist within the Run, you may select to opt out of including them in the reprint. Within the Summary area users can determine if Epays are included based on the EPays column (currently showing 0). Once the necessary corrections have been inputted, select Next to finish the Reprint.

② _ × ⊑ payroll - payroll summary							
Reprint • Payroll Summary Print Checks	payroll sur Verify the inform numbering	nmary nation below. g		Check Date: 3/5/2015 Run: 11084 🎧			
	What was the l	ast check number that printed correctly?	208403	Print all live and opt out checks			
	What check number should reprinting start at?		208404	Filter			
				Print all live and opt out checks			
	summary			Do not print epay checks			
	Bank Account	CG Bank of America	Payroll Run Type	Print all checks			
	Check Date	3/5/2015	Weekend Date	3/1/2015			
	Checks	1	Payroll Run ID	11084			
	EPays	0					

Verify if the Reprint Printed correctly by comparing the First and Last Check Numbers on your printed check. If the Payroll Run is correct, select Yes to post the transactions and email paystubs if necessary.



If the Reprint run is still having issues select No, to reprint the Check run. Users have the option to Reprint the Entire run or select which checks didn't print correctly.

Selecting Reprint a portion of the Payroll Run or Reprint the Entire Payroll run will bring you back to the Payroll Summary screen to update the checks you need to print again.



		© _ ×
🖃 payroll -	payroll summary	
Reprint • Payroll Summary Print Checks	payroll summary verify the information below. numbering What was the last check number that printed correctly? What was the last check number that printed correctly? What check number should reprinting start at? Summary Bank Account Check Date 2/20/2015 Checks 1 EPays 0	Check Date: 2/20/2015 Run: 11025
		Cancel < Back Next >

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