

Enterprise - How to Reissue Checks

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In the staffing world, it is inevitable that at some point you will be reissuing checks for an employee. Enterprise will allow for users to quickly access check information and process the reissue for the employee.

A paycheck is found by accessing and searching the check register either from the pay/bill dashboard or employee record as shown below.

Make sure you are using the correct check correction option based on your situation:

Was the Check Cashed?	Are the Transactions on the Check Correct?	Action to Take:
No	Yes	Reissue
No	No	Void
Yes	No	Reverse

Step 1: Find the Check to Reissue

1. By navigating to pay/bill > check register:

The screenshot displays the 'check register' interface. On the left sidebar, 'check register' is highlighted. The main area shows a table of checks with the following data:

ID	Num	Check	Status	Employee	Gross	Adj	Tax	Net
4295031443		StopLost		Bobby, Ricky	\$0.00	\$595.71	\$0.00	(\$595.71)
4295031442		Reissue		Bobby, Ricky	\$0.00	(\$595.71)	\$0.00	\$595.71
4295031441				Johannsen, Jeremy	\$160,000.00	\$0.00	\$84,487.11	\$75,532.89
4295031440				Packard, Brandon	\$640.00	\$0.00	\$117.68	\$522.32
52351				Pint, Nancy	\$1,040.00	\$0.00	\$276.29	\$763.71
52350				Brell, Dalyce	\$120.00	\$101.77	\$18.23	\$0.00

The right sidebar contains search filters for Accounts (AP Bank Account), Check Dates (From: 11/18/2017, To: 2/21/2018), Employee, and other fields. At the bottom, there are buttons for 'Corrected' and 'Staged', both set to 'All checks'.

2. By a specified employee's record within pay history > check register:

Robert Barrington
3312 Sage Avenue
Palm Bay, FL 32908
ID: 4295014292
SSN: xxx-xx-8585

No tasks to display for your current filter settings

tasks appointments social email

visifile
details
documents
integrations
evaluations
messages
pay history
accrual history
ach history
adjustment history
check register
check summary
staged check summary
paycard history
taxes to date
transaction history
pay setup
tasks
search

Checks Detailed View

Drag a column header here to group by that column.

ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
	-81290	Barrington, Robert Check ID: 4295031445 StopLost	Dated 2/21/2018 Test Bank		Gross: \$0.00 Adj: \$503.57 Tax: \$0.00			Net: (\$503.57)
		Barrington, Robert Check ID: 4295031444 Reissue	Dated 2/21/2018 Test Bank		Gross: \$0.00 Adj: (\$498.57) Tax: \$0.00			Net: \$498.57
	-672	Barrington, Robert Check ID: 4295029139 StopDestr	Dated 3/29/2017 AP Bank Account		Gross: \$0.00 Adj: \$324.16 Tax: \$0.00			Net: (\$324.16)
	679	Barrington, Robert Check ID: 4295029138 Reissue	Dated 3/29/2017 AP Bank Account		Gross: \$0.00 Adj: (\$319.16) Tax: \$0.00			Net: \$319.16
	672	Barrington, Robert Check ID: 4295029081 Destroyed	Dated 3/23/2017 AP Bank Account		Gross: \$400.00 Adj: \$0.00 Tax: \$75.84			Net: \$324.16
	81290	Barrington, Robert Check ID: 4295017623 Lost	Dated 8/16/2016 Test Bank		Gross: \$616.00 Adj: \$0.00 Tax: \$112.43			Net: \$503.57
	209042	Barrington, Robert Check ID: 4295017574	Dated 8/9/2016 Bank Account		Gross: \$462.00 Adj: \$0.00 Tax: \$77.55			Net: \$384.45

Step 2: Reissue a Check

1. Locate the Check:

Check dates, numbers, name, payroll run information, etc. can be used as searching criteria to find the transaction needed to be reissued.

Once you have located the check, simply double-click the transaction to view the check summary screen:

Barrington, Robert		Tax Marital Status		
Robert Barrington 3312 Sage Avenue Palm Bay, FL 32908		Tax Exemptions Federal-Single Florida - No State Withholding		
Wages	rate	units	this period	year to date
Reg: Regular Hours	\$15.40	30.00	\$462.00	\$585.20
Gross Wages			\$462.00	\$585.20
Taxes				
Federal Tax			\$42.21	\$42.41
Employee Portion Social Security tax			\$28.64	\$36.28
Employee Portion Medicare tax			\$6.70	\$8.49
Net Pay			\$384.45	

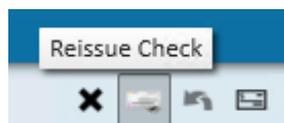
2. Select the Reissue Option:

The Reissue Option button is found:

1. By expand the actions menu (1.) and select 'Reissue Check' (2.):

OR

2. By selecting the Reissue icon in the upper right



3. Enter the Reissue Reason (& Fee):

This will open the 'reissue-verify checks' window where you have the ability to pick a check date for the check reissue (1.). By default, today's date will be used but can be changed if necessary

You may also choose to add a reissue fee to the check if desired (2.), and select from the reason drop-down as to why the reissue is occurring (3.):

reissue - verify checks

Verify Checks
Payroll Summary
Print Checks

verify checks

1. Please verify the checks to be reissued.

Select Check Date: 2/21/2018

Drag a column header here to group by that column.

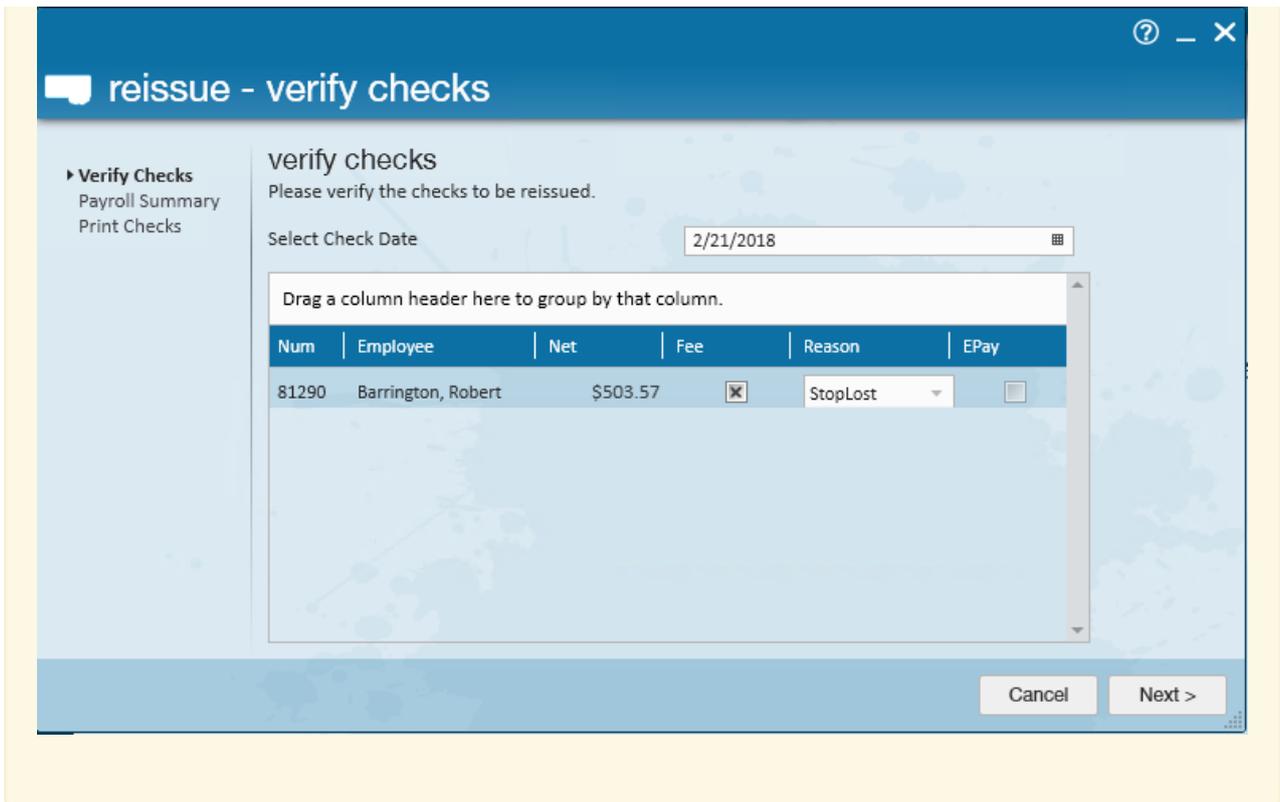
Num	Employee	Net	Fee	Reason	EPay
81290	Barrington, Robert	\$503.57	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Action	Description
StaleDate	Original paycheck was never cashed
StopDestr	Original paycheck was destroyed
StopLost	Original paycheck was lost
StopStolen	Original paycheck was stolen

Cancel Next >

Note Reissues do not affect taxes, therefore a select check date is allowed.

Note Reissue fees will need to be setup by TempWorks, if applicable. TempWorks Support can work with you on this. Once the information is entered, select 'Next.' In the following example, Robert's check will include a reissue fee:



4. Select Your Print Options:

Within the 'reissue-payroll summary,' verify the starting check number and verify if this is a live check (1.) or select the 'EPay check numbers only' (2.) if it will be a direct deposit. Reissues will populate a new check number:

reissue - payroll summary

Verify Checks
Payroll Summary
 Print Checks

payroll summary
 Please verify the information below.

check numbering **1.**
 Starting Check Number Number and mark checks as printed (No checks will be printed)

2.
 Starting EPay Check Number Use EPay check numbers only

check run summary

Bank Account	Test Bank	Payroll Run Type	
Check Date	2/21/2018	Weekend Date	2/18/2018
Checks	1	Payroll Run ID	18026
Epays	0		

Cancel Next >

Note If you are reissuing an e-pay check because the bank returned it, then you will have an additional option labeled "Issue as live check". When you check this box than it will print out a live check instead of attempting the e-pay account again.

payroll summary
 Please verify the information below.

check numbering

Starting Check Number Number and mark checks as printed

Starting EPay Check Number Use EPay check numbers only

Issue as live check

5. Print Check

Select 'Next.' This will bring you to the final step to print the check.

Once this is complete, users may navigate to the check register to review the new check

status, check number, and total. In the below example we can see Robert's new check with the reissue fee deducted from the original total.

Barrington, Robert		Tax Marital Status	Check Num
Robert Barrington 3312 Sage Avenue Palm Bay, FL 32908		Tax Exemptions	Check ID
Wages			Well Fargo
	rate	units	Test Bank
		this period	200000835
		year to date	
	Gross Wages	\$0.00	
		\$1,201.20	
Taxes			Accruals
Adjustments			Other Ben
AdvanceBnk		(\$503.57)	\$0.00
ReissueFee		\$5.00	\$5.00
	Net Pay	\$498.57	

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