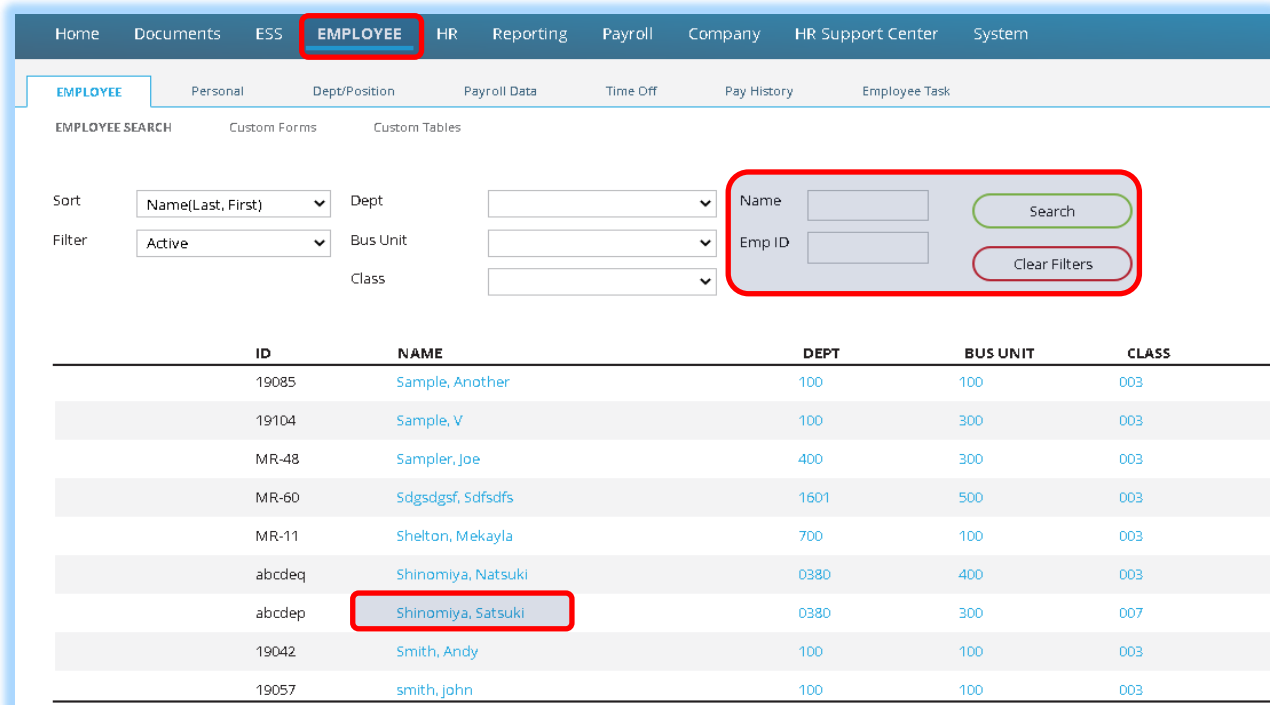


This Quick Reference Manual is meant to outline the steps necessary to void a processed check on an Employee.

*****Please Note:** If the check you are voiding will go into another quarter or into another year (Ex. A check date of 03/15/2021 is voided into the 4/15/2021 check date, or a 12/31/2021 check date voided into a 01/15/2022 check date) please contact us at operations@pay-net.net for further assistance regarding voiding the check.

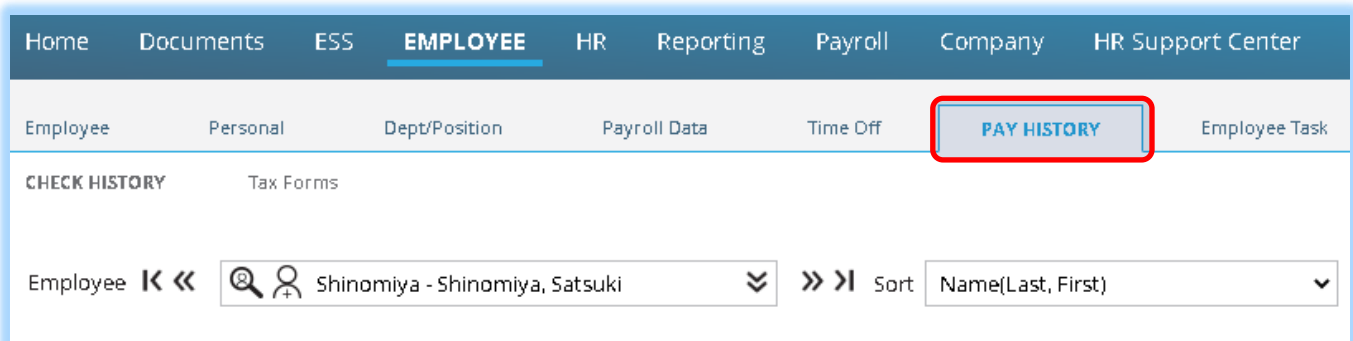
*****IMPORTANT:** Verify that if you are voiding a large check or multiple checks that the total liability of the payroll you will be submitting next is not negative. You can view this by running the preprocess register for All batches and confirming the gross, net, and taxes are not negative. If they are, please contact us.

1. After logging in click on the **Employee Tab** and then use the **Search Options** to enter the employee's first or last name or the ID number and click **Search**. Select their **Name**.



ID	NAME	DEPT	BUS UNIT	CLASS
19085	Sample, Another	100	100	003
19104	Sample, V	100	300	003
MR-48	Sampler, Joe	400	300	003
MR-60	Sdgsdgsf, Sdfsdfs	1601	500	003
MR-11	Shelton, Mekayla	700	100	003
abcdeq	Shinomiya, Natsuki	0380	400	003
abcdep	Shinomiya, Satsuki	0380	300	007
19042	Smith, Andy	100	100	003
19057	smith, John	100	100	003

2. Once on the employee click on the **Pay History** Subtab.



- Select the **Check Date** needing to be voided. If there are multiple entries that need to be voided, you can only do one at a time. Click the **Void Check** button.

INCL?	PRINT	CHECK DATE	CHECK TYPE	HOURS	GROSS	DIR DEP	NET PAY	CHECK #	VOUCHER	CLEARED
<input checked="" type="checkbox"/>		09/20/2021	Reg	80.00	2500.00	1959.21	1959.21		5655	No
<input type="checkbox"/>		07/02/2021	Reg	80.00	2500.00	1959.21	1959.21		5639	No
<input type="checkbox"/>		06/18/2021	Reg	80.00	2500.00	1959.21	1959.21		5622	No
<input type="checkbox"/>		06/04/2021	Reg	80.00	2500.00	1959.21	1959.21		5605	No
<input type="checkbox"/>		05/20/2021	Reg	80.00	2500.00	1959.21	1959.21		5585	No
<input type="checkbox"/>		05/05/2021	Reg	80.00	2500.00	1959.21	1959.21		5569	No
<input type="checkbox"/>		04/20/2021	Reg	80.00	2500.00	1959.21	1959.21		5553	No
<input type="checkbox"/>		04/05/2021	Reg	80.00	2500.00	1959.21	1959.21		5537	No
<input type="checkbox"/>		03/19/2021	Reg	80.00	2500.00	1959.21	1959.21		5517	No
<input type="checkbox"/>		03/05/2021	Reg	80.00	2500.00	1959.21	1959.21		5502	No
<input type="checkbox"/>		02/19/2021	Reg	80.00	2500.00	1959.21	1959.21		5488	No
<input type="checkbox"/>		02/05/2021	Reg	80.00	2500.00	1959.21	1959.21		5474	No
<input type="checkbox"/>		01/20/2021	Reg	80.00	2500.00	1959.21	1959.21		5452	No
<input type="checkbox"/>		01/05/2021	Reg	80.00	2500.00	1959.21	1959.21		5439	No

Select Year: 2021 | Q1 | Q2 | Q3 | Q4 | Check Type: [] | Compensation Detail Report: | **Void Check**

- A window should pop up for you to confirm the void. **DO NOT check the box for “Yes, re-issue this check.”** Click **Void Check**. Once this is done, the voided check will process with the next payroll, which you will see on your preprocess register as a negative check in the VM Batch. You will see the changes to the employee’s pay history with the next payroll as well.

Information

The voided check will be placed in the VM batch for the 11/19/2021 check date.

Information

Check Date	09/20/2021
Check Type	Reg
Voucher Number	5655
Gross	2500.00
Net Check	1959.21
Direct Deposit Amount	1959.21

Options

Yes, re-issue this check.

Cancel
Void Check