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Check Reversals Client User Guide

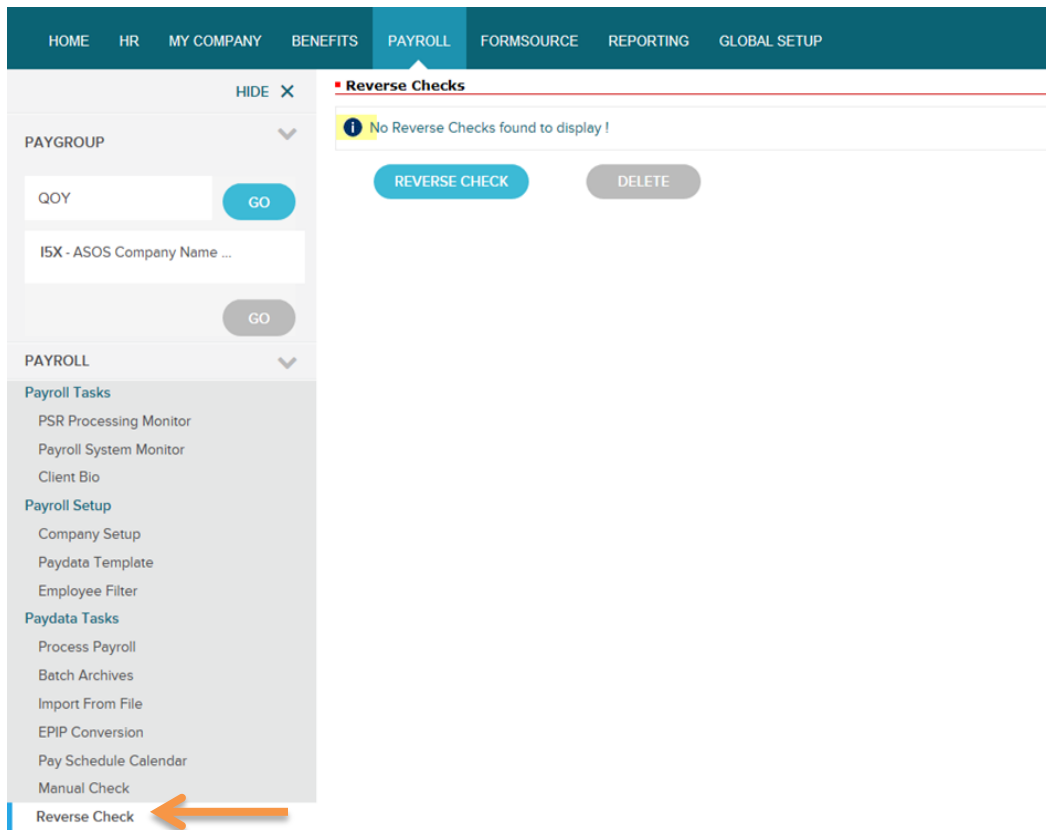
Overview

Check Reversals and Stop Payments can now be processed on the My Resource website. Once the reversal has been processed your Payroll Service Representative will be automatically notified of this request.

**If you have to reverse a check outside of the current quarter OR if you are a client who has multiple jurisdictions please contact your PSR.*

How to Access Check Reversals

- Users can access Check Reversals under Payroll and under the left navigation menu at the Reverse Check option.



- You will receive a message to validate the correct reversal time frame.

Check Reversal Options

- When Reverse Check is selected, the admin will select the employee for whom the reversal is needed.
- The below options will appear:

The screenshot shows a payroll system interface. At the top, there are navigation tabs: HOME, HR, MY COMPANY, BENEFITS, PAYROLL (selected), FORMSOURCE, REPORTING, and GLOBAL SETUP. Below the tabs, there are filters and search options. The main content area is titled 'Reverse Direct Deposit/Check' and contains the following options:

- Replace/Re-issue Direct Deposit/Check (indicated by an orange arrow)
- Reason for reissue:
 - Employee was paid incorrect amount
 - Employee was paid correctly on a live check but the check was lost or damaged
- Cancel Direct Deposit/Check as the employee was paid in error (indicated by an orange arrow)

At the bottom of the form is a 'NEXT' button.

List of Processed Checks

- Admin can select the check to be reversed, review the terms and conditions, and then click submit. Clicking on submit replaces the Direct Deposit Reversal Form and Stop Payment forms you previously had to fax or email to your PSR and transmits a copy of this request automatically to your PSR to complete the process.

Name	File Number	Paygroup	Status	Type
Aura,Patar	002121	ZZ2 - ASOS Company Name 16511	Active	Hourly

Replace/Re-issue Direct Deposit/Check

i Only checks with pay date in current quarter can be reversed. Please contact your Payroll Service Representative to reverse check with pay date in prior quarter.
If any current quarter check is not present then please contact your Payroll Service Representative as it may need special processing.

	Check #	Week #	Payroll #	Check Date	Gross Pay	Net Pay
<input type="radio"/>	290003	29	1	07/15/2016	0.00	0.00
<input type="radio"/>	1	29	1	07/15/2016	1,680.00	1,605.00

By clicking on Submit button, I certify that I have read and accept [Terms & Conditions](#).

SUBMIT (indicated by an orange arrow)

Submit Message

- 1 of 2 messages will come up within 5 days letting you know how the reversal will be handled. (changed this because if they are outside the 5 day window a different message comes up)

Additional Information				Additional Information			
Name	File Number	Check#	Check Date	Name	File Number	Check#	Check Date
Aura,Patar	002121	290003	07/15/2016	Pirtarmen,Graar	999010	10004986	07/15/2016

Success

- The below message will appear letting you know that your Payroll Service Representative has been notified of this reversal request.

Name Aura,Patar File Number 002121 PaygroupZZ2 - ASOS Company Name 16511 Status Active Type Hourly

Check # 290003 has been successfully requested for reversal. Please go to [Quick Calc](#) to create a replacement check.

Your payroll service representative has been notified about this check reversal.

Replace/Re-issue Direct Deposit/Check

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SUBMIT

Check Reversal Payroll Batch

- The check reversal payroll will appear in your batches and be available to transmit. If the check reversal batch is not selected at transmission you will receive an error message.

Scheduled Payroll Year 2016 Week # 31 Payroll # 1 Start Date 07/18/2016 End Date 07/31/2016 Pay Date 08/05/2016 Submit By 08/02/2016

[View Scheduled Payroll](#)

Process Payroll Steps

Express Payroll Do you want to save time? Use Express Payroll to expedite your Processing. [Click here for more details.](#)

i Please click START PAYROLL to begin.

Batch Id	Description	Employees	Status	Divisions	Remarks	Actions
<input type="checkbox"/> ZZ216311-01	Check Reversal Batch	1	Saved (07-07-2016 10:49:34) Ready to be reviewed/submitted	All		

DELETE

