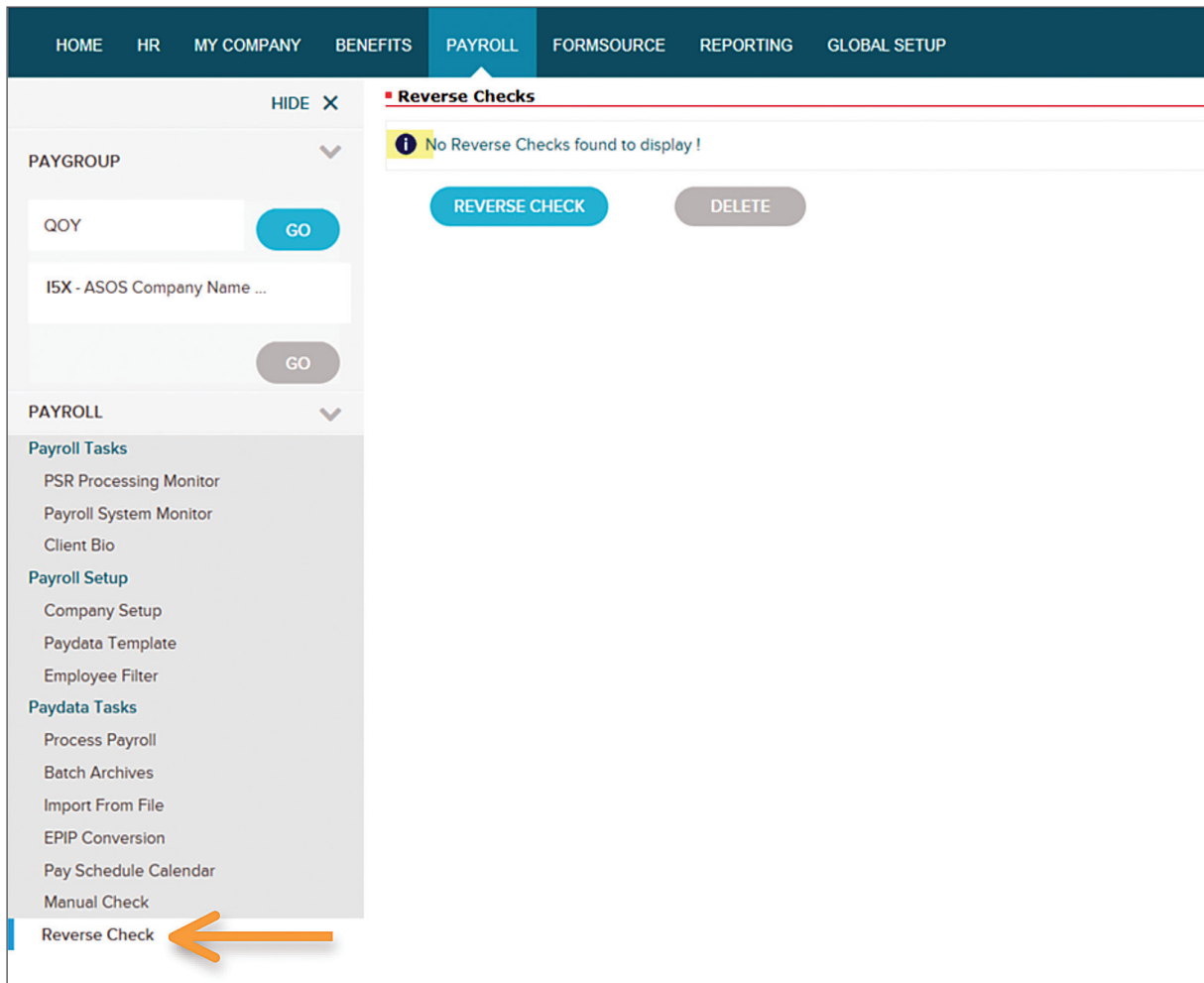# Check Reversals
Client User Guide

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 OR if you are a client who pays employees who work in multiple jurisdictions within the same pay period, 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:

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.

Submit Message

- 1 of 2 messages will come up within 5 days letting you know how the reversal will be handled.

Additional Information >

| Name Aura,Patar | File Number 002121 | Check# 290003 | Check Date 07/15/2016 |

ℹ The direct deposit selected is within 5 business days allowed for the reversal of the deposit from the individual's bank. Clicking on Continue will process this reversal.

CONTINUE   **CANCEL**

Additional Information >

| Name Pirtarmen,Graar | File Number 999010 | Check# 10004986 | Check Date 07/15/2016 |

ℹ The stop payment for this check will be processed. If the check is issued on ADP's bank account a credit will be issued for the net amount. If the check is issued on your company's bank account please contact your bank for stop payment instructions. Clicking on Continue will process this reversal.

CONTINUE   **CANCEL**

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 | Paygroup ZZ2 - 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**

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
◯	290003 ℹ	29	1	07/15/2016	0.00	0.00
◯	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

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 (Start Payroll) ➡ (✔ Create Batch) ➡ (Review and Submit) ➡ (Accept/Reject)

Express Payroll ☐   (Go) | **Do you want to save time?**
Use Express Payroll to expedite your Processing. **Click here for more details.** ⓘ

❓ Please click START PAYROLL to begin.

☐	Batch Id	Description	Employees	Status	Divisions	Remarks	Actions
☐	⇢ZZ216311-01	Check Reversal Batch	1	Saved (07-07-2016 10:49:34) Ready to be reviewed/submitted	All		

(DELETE)