

Payment Review and Void

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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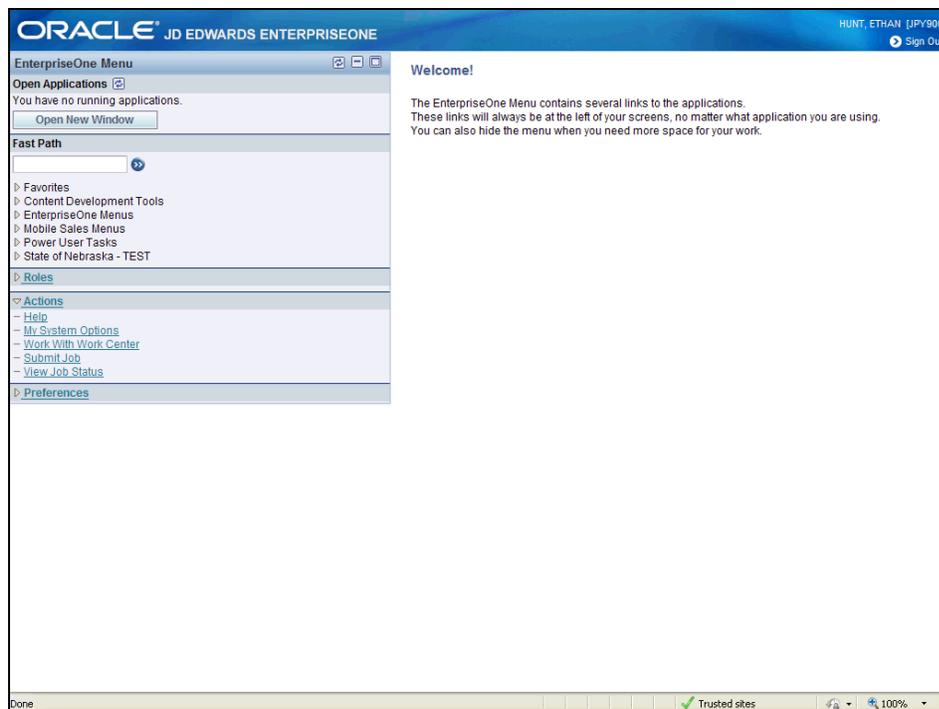
Payment Review and Void Overview

Paycheck Review and Void can provide valuable information, such as distinguishing between “regular” payroll payments and interim payments. Also use the Paycheck Review and Void to verify a paycheck was written.

Payment Review and Void Lesson

Procedure

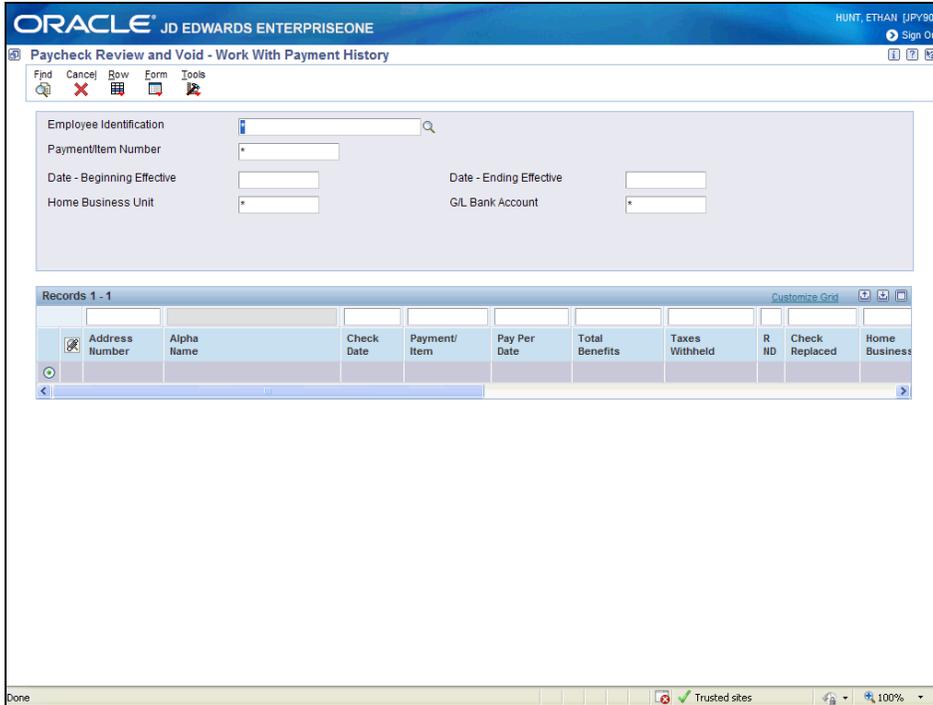
In this lesson you will learn the steps for payment review and void.

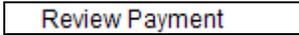


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Inquiries link. Payroll Inquiries
4.	Click the Paycheck Review and Void link. Paycheck Review and Void

Training Guide

Payment Review and Void



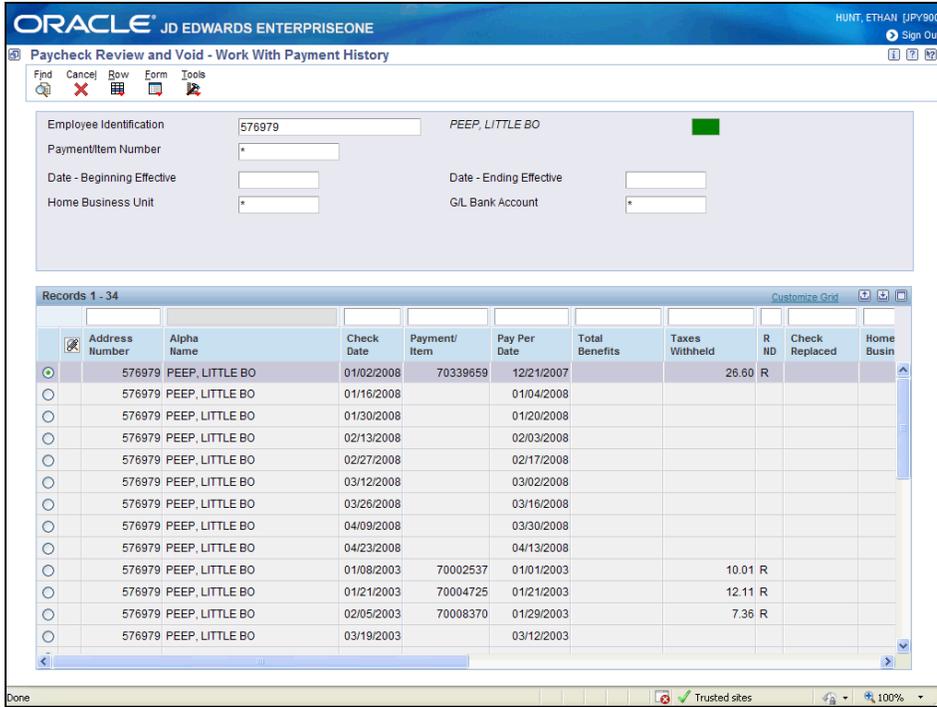
Step	Action
5.	Enter the employee address book number into the Employee Identification field.
6.	Click the Find button. 
7.	Scroll to the right to see the Interim Check Code (IC) field.
8.	Note: A 'blank' in the Interim Check Code (IC) column indicates a regular payroll payment. An 'I' in the Interim Check Code column indicates an interim payment. An 'X' indicates the payment was voided.
9.	Information on individual payments can be accessed. To do this you will first need to select a payment from the grid by clicking the radio button next to it.
10.	Click the Row button. 
11.	Click the Review Payment menu. 

Step	Action
12.	<p>The first screen gives the time card information associated with the payment.</p> <p>Note: The Check Number is in the upper right corner of the screen. You can tell if the payment was a regular check, a direct deposit or an Interim check by the number.</p> <ul style="list-style-type: none"> - Numbers that begin with 70....were warrants issued -- an actual check. - Numbers that begin with 80....were direct deposits. - Interim checks will have a number that begins with 70.....but within the grid under the IC column, there will appear an "I" if the check was an Interim check. An X in that column will indicate that the original check has been voided.
13.	Note: Click on the DBA Detail tab to see DBA information related to the payment.
14.	Note: Click on the Tax Detail tab to see Taxable Gross Pay (total gross pay less tax sheltered deductions), Excludable Gross Pay (tax sheltered deductions), and calculated taxes for each Tax Type.

Step	Action
15.	<p>Click the Cancel button.</p> 

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Step	Action
16.	Click the Cancel button. 
17.	You have successfully completed this lesson. End of Procedure.