

Inquiring on Cashed Payroll Warrants

Overview

Use the Paycheck Reconciliation Review menu option to inquire on cashed payroll warrants. This procedure gives the ability to view the status of a payroll warrant.

This work instruction shows how to inquire on Payroll Warrants.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

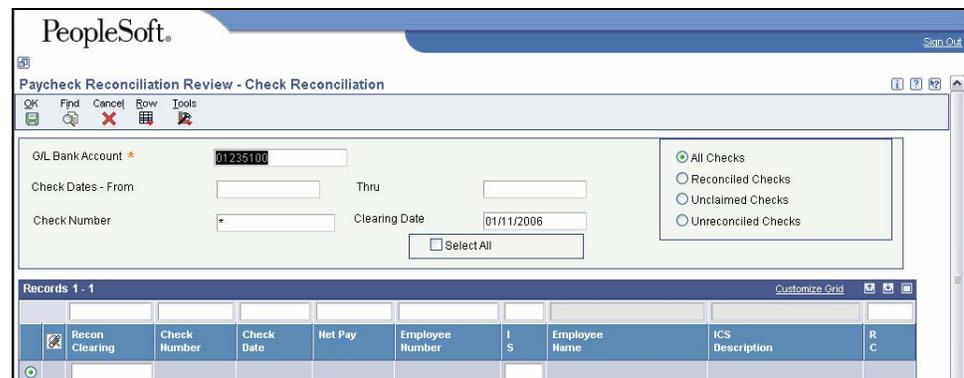
Navigation

Click Roles, HR_PR .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Inquiries & Reports > HR/Payroll Inquiries > Payroll Inquiries > Paycheck Reconciliation Review

Steps

Start this instruction from the Paycheck Reconciliation Review – Check Reconciliation window.



1. To narrow your search, complete one or more of the following fields in the header:

- Check Dates – From
- Check Dates – Thru
- Check Number

 Enter the Employee Number in the QBE (query-by-example) line in the grid to narrow your search.

2. Click **Find**.
3. Use the scroll bar to view the RC field on the grid to determine the status of the warrant.
 -  R (Reconciled) means the warrant has been cleared (cashed) by the State Treasurer's Office.
4. Click **Cancel**.