Paycheck 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.

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/.

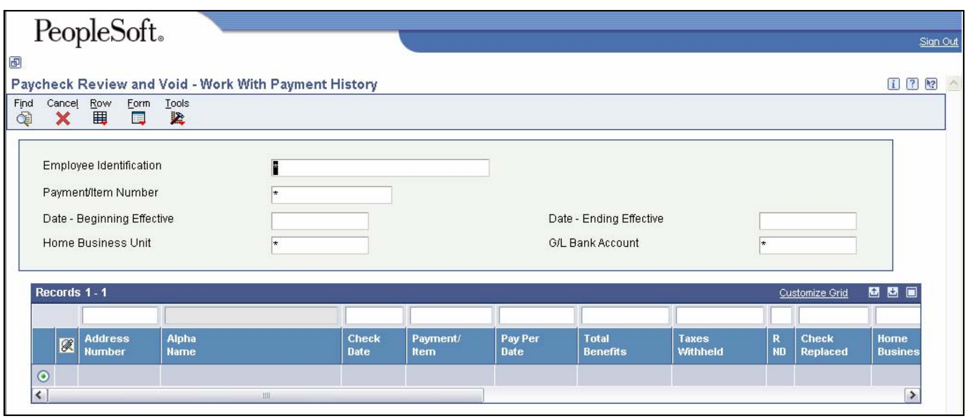
Navigation

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

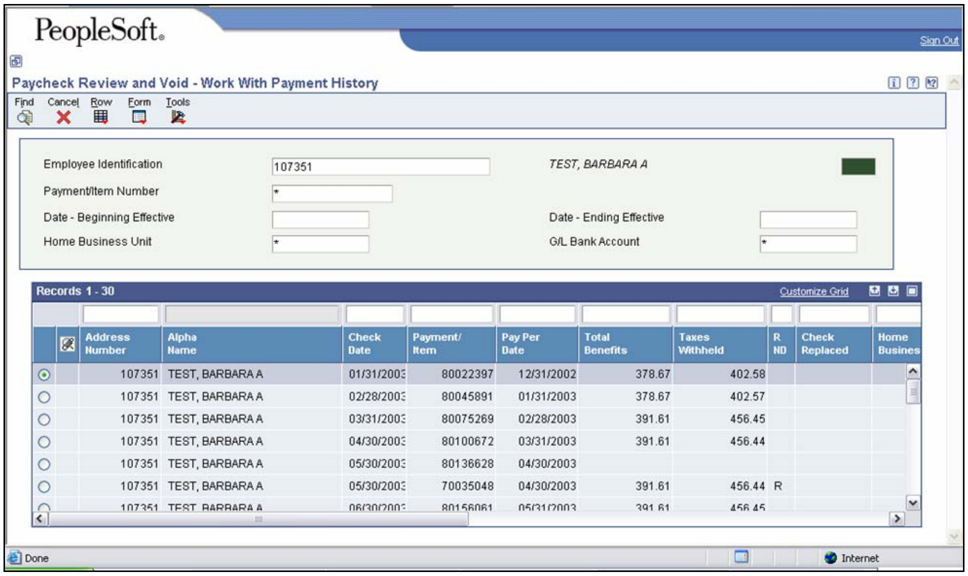
Human Resources and Payroll – Agencies > Inquiries & Reports > HR/Payroll Inquiries > Payroll Inquiries > Paycheck Review and Void

Steps

Start this instruction from the Paycheck Review and Void - Work with Payment History window.



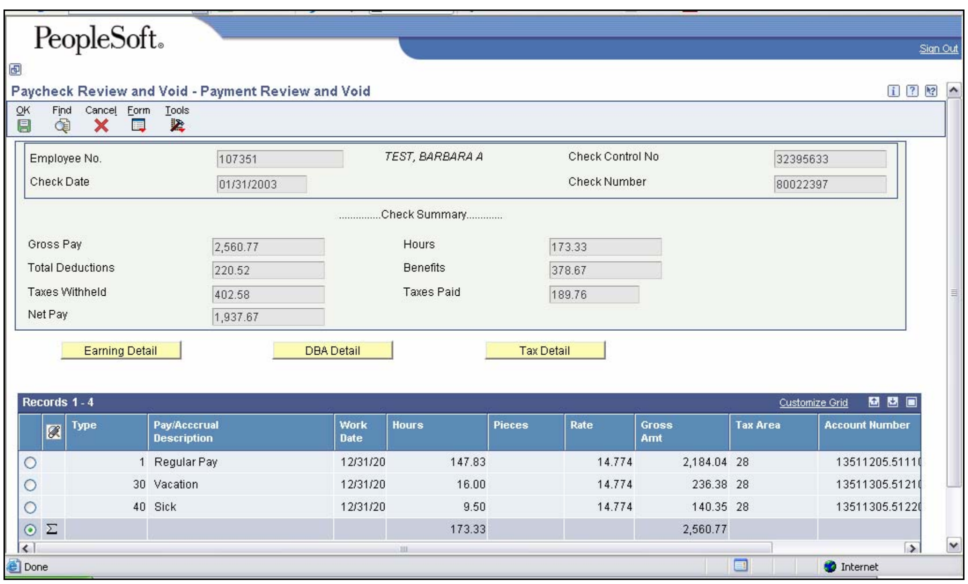
1. Enter the **Employee Address Book** number in the Employee Identification field in the header.
2. Click **Find**.



3. Scroll to the right to see the Interim Check Code (IC) field.

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.

4. Information on individual payments can be accessed by choosing a payment and clicking **Row, Review Payment.** The Paycheck Review and Void - Payment Review and Void window appears.



5. The first screen gives the time card information associated with the payment.

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.

- 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.

- Click on the '**DBA Detail**' tab to see DBA information related to the payment.
- 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.