

HOW TO RECREATE A PAYROLL CHECK

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Before attempting to correct a payroll error, it is important that you understand the impact of what action you need to take to make the correction.

Payroll forms and reports are populated with figures pulled directly from the payroll checks.

If you need to correct a payroll error such as edit amounts or the pay date, the only way accomplish that is to recreate the check. You will need to delete and recreate the check.

NOTE: You will need to delete all the checks created for an employee after the deleted check.

You will then need to recreate all deleted checks in the correct chronological order.

It is VERY IMPORTANT that you follow the directions carefully.

Before you delete anything, you will want to back up your company data.
We highly recommend printing hard copies of your employee's paystubs as reference as well.

IMPORTANT REMINDER:

Before you delete anything, you will want to back up your company data.
We highly recommend printing hard copies of your employee's paystubs as reference as well.

Make sure you are in the correct company.

1. Click **Checks**
2. **Select the check** from the list to be deleted
3. Click **Delete**

Click Checks

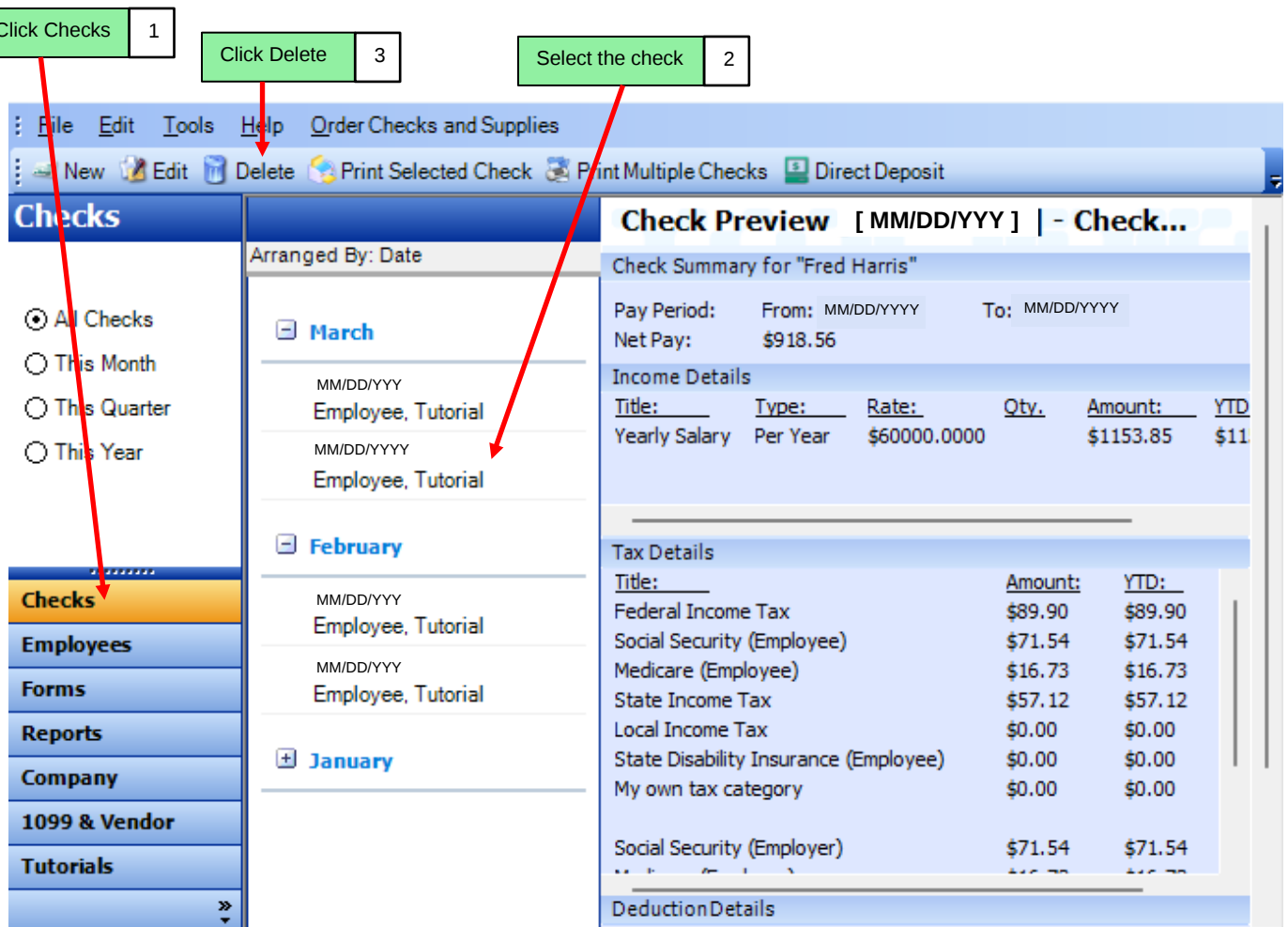
1

Click Delete

3

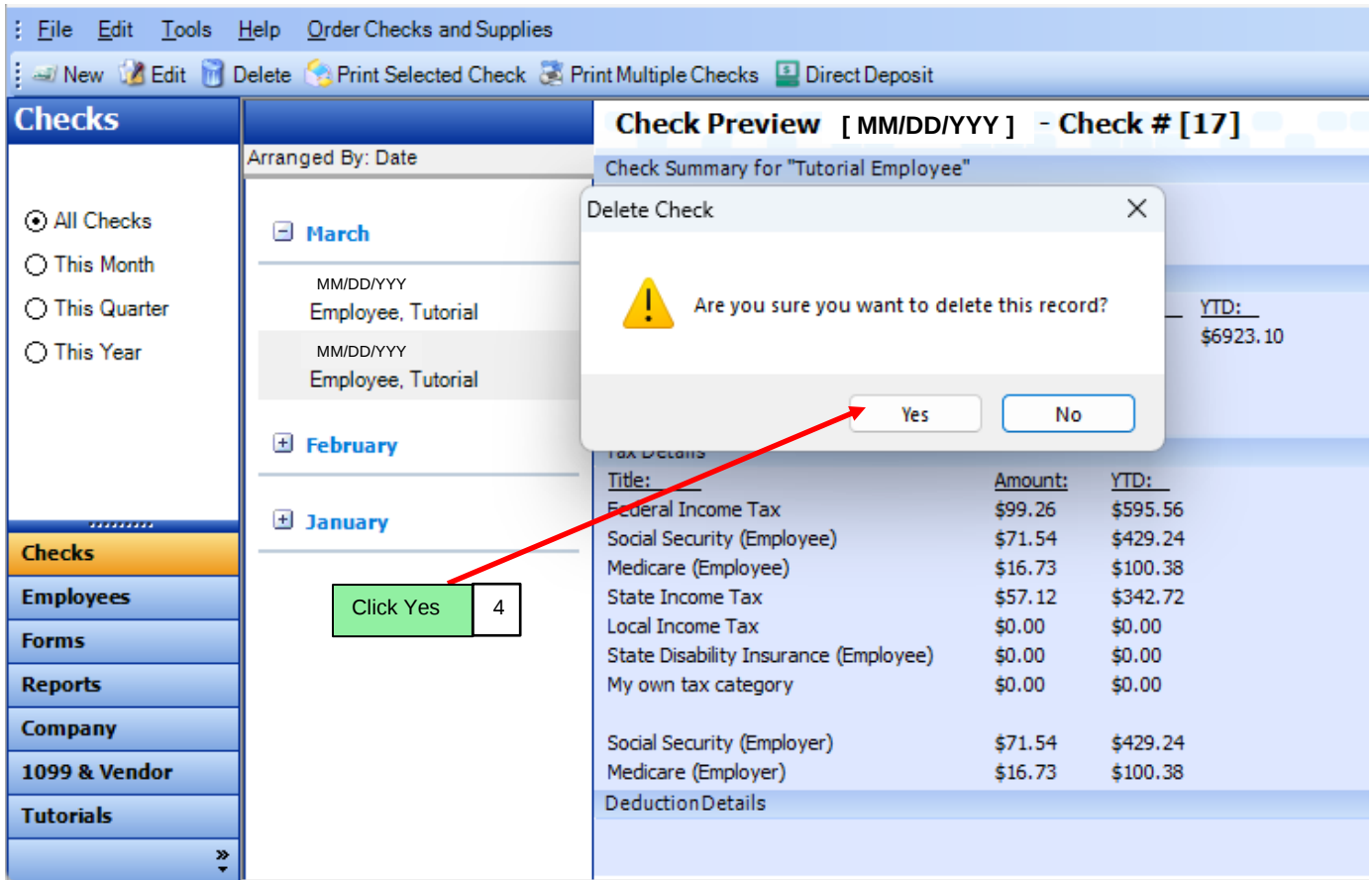
Select the check

2



The screenshot shows the Payroll Mate application window. The 'Checks' menu item is highlighted in the left sidebar. The main window displays a list of checks arranged by date, with months (March, February, January) as group headers. Each check entry includes a date field (MM/DD/YYYY) and the employee name 'Employee, Tutorial'. The 'Delete' button is visible in the top toolbar. The 'Check Preview' for 'Fred Harris' is also visible on the right, showing pay period, net pay, and tax details.

4. Click **Yes** to delete this record



Check Preview [MM/DD/YYYY] - Check # [17]

Check Summary for "Tutorial Employee"

YTD: \$6923.10

Delete Check

Are you sure you want to delete this record?

Yes No

Checks

Arranged By: Date

March

MM/DD/YYYY
Employee, Tutorial

MM/DD/YYYY
Employee, Tutorial

February

January

Click Yes 4

Tax Details

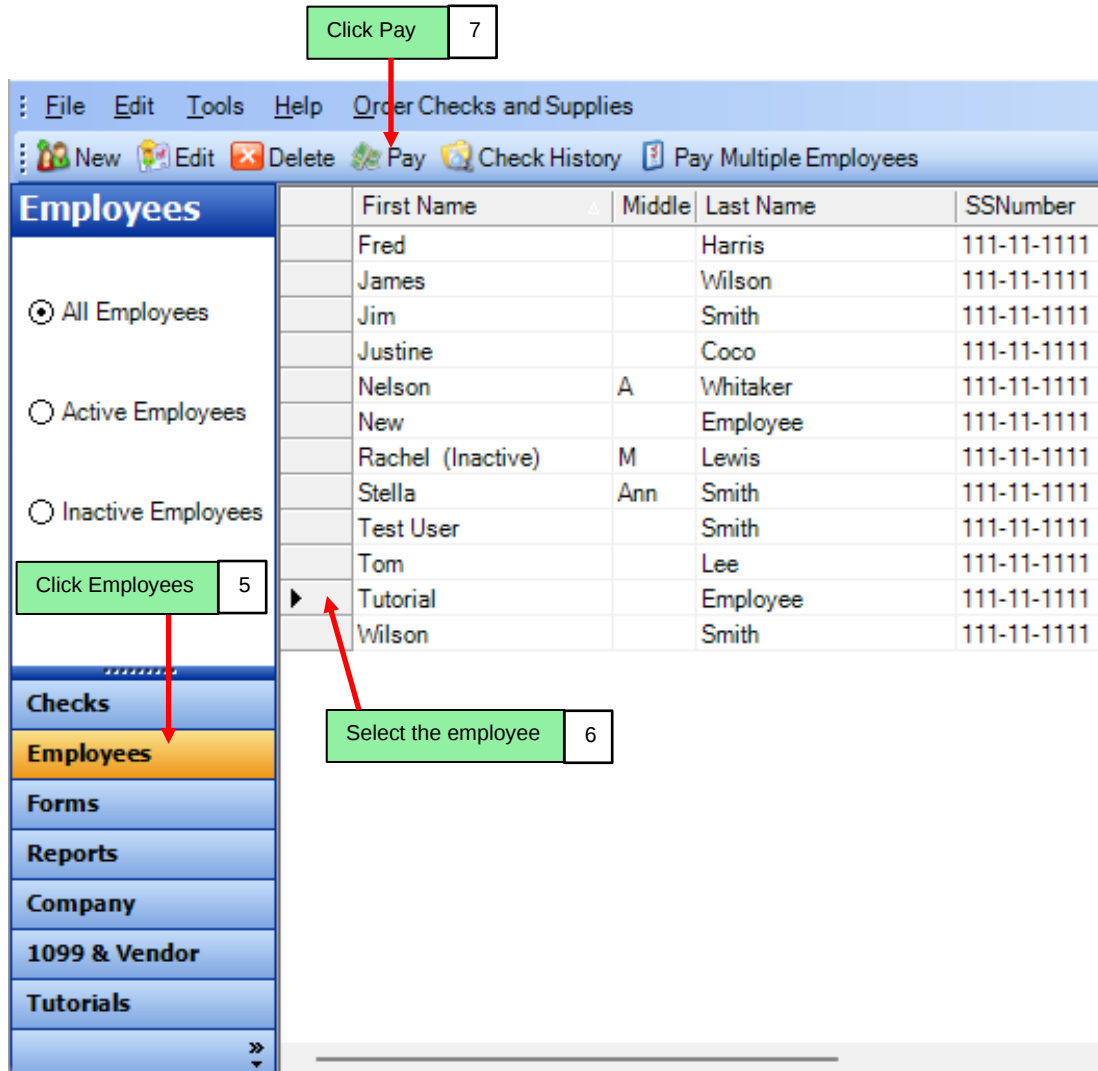
Title:	Amount:	YTD:
Federal Income Tax	\$99.26	\$595.56
Social Security (Employee)	\$71.54	\$429.24
Medicare (Employee)	\$16.73	\$100.38
State Income Tax	\$57.12	\$342.72
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
My own tax category	\$0.00	\$0.00
Social Security (Employer)	\$71.54	\$429.24
Medicare (Employer)	\$16.73	\$100.38
DeductionDetails		

IMPORTANT REMINDER:

You will need to delete all the checks created for this employee **after** the deleted check. You will then need to recreate all deleted checks in the correct chronological order.

5. Click **Employees**
6. **Select the employee**
7. Click **Pay**

Click Pay 7



The screenshot shows the Payroll Mate application window. The menu bar includes File, Edit, Tools, Help, and Order Checks and Supplies. The toolbar contains buttons for New, Edit, Delete, Pay, Check History, and Pay Multiple Employees. On the left, the 'Employees' sidebar is active, showing radio buttons for 'All Employees', 'Active Employees', and 'Inactive Employees'. Below these are buttons for 'Click Employees' (with a counter of 5), 'Checks', 'Employees' (highlighted), 'Forms', 'Reports', 'Company', '1099 & Vendor', and 'Tutorials'. The main table lists employees with columns for First Name, Middle, Last Name, and SSNumber. The 'Tutorial' employee is selected. A red arrow points from the 'Pay' button in the toolbar to the 'Click Pay' callout box.

First Name	Middle	Last Name	SSNumber
Fred		Harris	111-11-1111
James		Wilson	111-11-1111
Jim		Smith	111-11-1111
Justine		Coco	111-11-1111
Nelson	A	Whitaker	111-11-1111
New		Employee	111-11-1111
Rachel (Inactive)	M	Lewis	111-11-1111
Stella	Ann	Smith	111-11-1111
Test User		Smith	111-11-1111
Tom		Lee	111-11-1111
Tutorial		Employee	111-11-1111
Wilson		Smith	111-11-1111

Select the employee 6

Make sure you recreate the checks in sequential order. Pay special attention to the Pay Date of each check.

8. Recreate the paycheck

9. Click OK

Recreate the paycheck

8

Check Details

General Information Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Employee, Tutorial Begin Date: Month DD, YYYY

Check #: 18 Pay Date: Month DD, YYYY End Date: Month DD, YYYY Recalculate

Income Details **Vacation / Sick Hours**

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Yearly Salary	60000.0000	Per Year	N/A	2500.00	3653.85

	Amount:	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00

[Learn how to rollover hours from last year](#)

Tax Details **Deduction Details**

Tax:	Amount:	YTD:
Federal Income Tax	215.06	314.32
Social Security (Employee)	155.00	226.54
Medicare (Employee)	36.25	52.98
State Income Tax	123.75	180.87
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax category	0.00	0.00

Deduction:	Amount:	YTD:
Social Security (Employer)	155.00	226.54
Medicare (Employer)	36.25	52.98
Fed Unemployment (Employer)	15.00	21.92
State Unemployment (Employer)	37.50	54.81
State Disability Insurance (Employer)	0.00	0.00
Retirement Savings	100.00	200.00

Other Optional Details **Check Summary**

	Amount:	YTD:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	.00	This Check: 2500.00	530.06	0.00	1969.94
Weeks Worked	0.00	.00	YTD: 3653.85	774.71	0.00	2879.14

MEMO:

OK
Cancel

Click OK

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10. **Read the notice carefully.** If Payroll Mate detects ANY checks created out of sequential order, you will receive this notice.
11. Click **Yes** if you would like to continue.
This will cause the check to be created out of sequential order

Check Details
×

General Information
Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Employee, Tutorial

Begin Date: Month DD, YYYY

Recalculate

Check #: 18

Pay Date: Month DD, YYYY

End Date: Month DD, YYYY

Income Details
Vacation / Sick Hours

Income:	Rate:	Type:	Quantity:	Amount:	YTD:
Yearly Salary	60000.0000	Per Year	N/A	2500.00	3653.85

	Amount:	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00

Tax Details

Tax:	Amount:	YTD:
Federal Income Tax	215.06	314.3
Social Security (Employee)	155.00	226.5
Medicare (Employee)	36.25	52.98
State Income Tax	123.75	180.8
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax category	0.00	0.00
Social Security (Employer)	155.00	226.5
Medicare (Employer)	36.25	52.98
Fed Unemployment (Employer)	15.00	21.92
State Unemployment (Employer)	37.50	54.81
State Disability Insurance (Employer)	0.00	0.00
Personal Exemptions	100.00	200.00

Other Optional Details
Check Summary

	Amount:	YTD:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	.00	<u>This Check:</u> 2500.00	530.06	0.00	1969.94
Weeks Worked	0.00	.00	YTD: 3653.85	774.71	0.00	2879.14

MEMO:

OK

Cancel

Read notice carefully

10

Attention
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Payroll Mate has detected the following:

The "Pay Date" you picked will cause Payroll Mate to create a check that is out of sequential order. This will cause calculation problems for taxes and deductions with wagebase and cutoff limits. These problems might appear in this check or in subsequent checks.

Are you sure you want to continue?

Click Yes

11

Yes

No

12. Warning will appear. **Read warning carefully.**
13. **Click in the box** next to: "I have checked with the IRS or a tax professional and I would like to proceed. I understand this change might cause issues." That will place a large X in the box.
14. Click **Proceed**

Read warning carefully

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Check Details

General Information

Employee: Employee, Tutorial

Check #: 18

Pay Freq: Semi-Monthly (24 Pay Periods)

Begin Date: Month DD, YYYY

Pay Date: Month DD, YYYY

End Date: Month DD, YYYY

Recalculate

Income Details

Income:	Rate	Days	Amount	YTD:
Yearly Salary	60000.0000	Per Year	N/A	2500.00
				3653.85

Vacation / Sick Hours

	Amount	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00



Warning!

This change might cause payroll errors and issues with your tax forms.

I have checked with the IRS or a tax professional and I would like to proceed. I understand this change might cause issues.

Cancel

Proceed

Tax Details

Tax:	Amount	YTD:
Federal Income Tax	213.36	3653.85
Social Security (Employee)	155.00	226.54
Medicare (Employee)	36.25	52.93
State Income Tax	123.75	180.87
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax	0.00	0.00
Social Security (Employer)	155.00	226.54
Medicare (Employer)	36.25	52.93
Fed Unemployment (Employer)	15.00	21.92
State Unemployment (Employer)	37.50	54.81
State Disability Insurance (Employer)	0.00	0.00
Retreat Fund	100.00	100.00

Other Options

	Amount	YTD:
Hours Worked	0.00	.00
Weeks Worked	0.00	.00

MEMO:

OK

Cancel

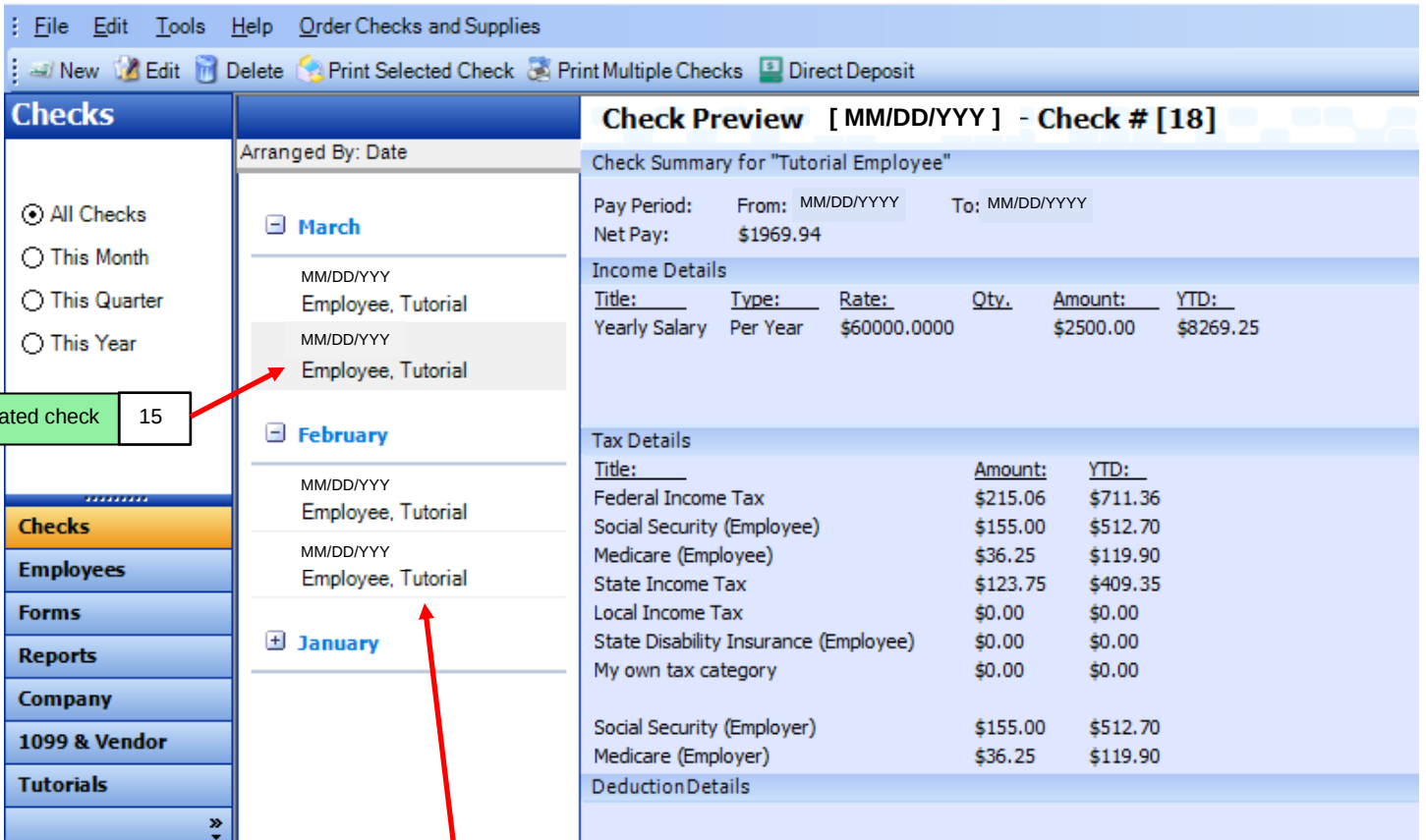
Click in the box

13

Click Proceed

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15. **Recreated check** is now visible in the check list



The screenshot shows the 'Checks' list on the left and the 'Check Preview' for 'Tutorial Employee' on the right. The 'Checks' list is filtered by 'All Checks' and shows a list of checks arranged by date. A red arrow points from a callout box to the 'Recreated check' (check #15) in the list. Another red arrow points from a callout box to the 'Find any additional check(s) that will need to be deleted and recreated' (check #16) in the list.

Check Preview [MM/DD/YYYY] - Check # [18]

Check Summary for "Tutorial Employee"

Pay Period: From: MM/DD/YYYY To: MM/DD/YYYY
Net Pay: \$1969.94

Income Details

Title:	Type:	Rate:	Qty.	Amount:	YTD:
Yearly Salary	Per Year	\$60000.0000		\$2500.00	\$8269.25

Tax Details

Title:	Amount:	YTD:
Federal Income Tax	\$215.06	\$711.36
Social Security (Employee)	\$155.00	\$512.70
Medicare (Employee)	\$36.25	\$119.90
State Income Tax	\$123.75	\$409.35
Local Income Tax	\$0.00	\$0.00
State Disability Insurance (Employee)	\$0.00	\$0.00
My own tax category	\$0.00	\$0.00
Social Security (Employer)	\$155.00	\$512.70
Medicare (Employer)	\$36.25	\$119.90

Deduction Details

Note: If you view any payroll check created out of sequential order, you may see that those figures are NOT included in the YTD for that field.

16. **Find any additional check(s)** in the check list that will need to be deleted and recreated - Delete and recreate as needed.