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.

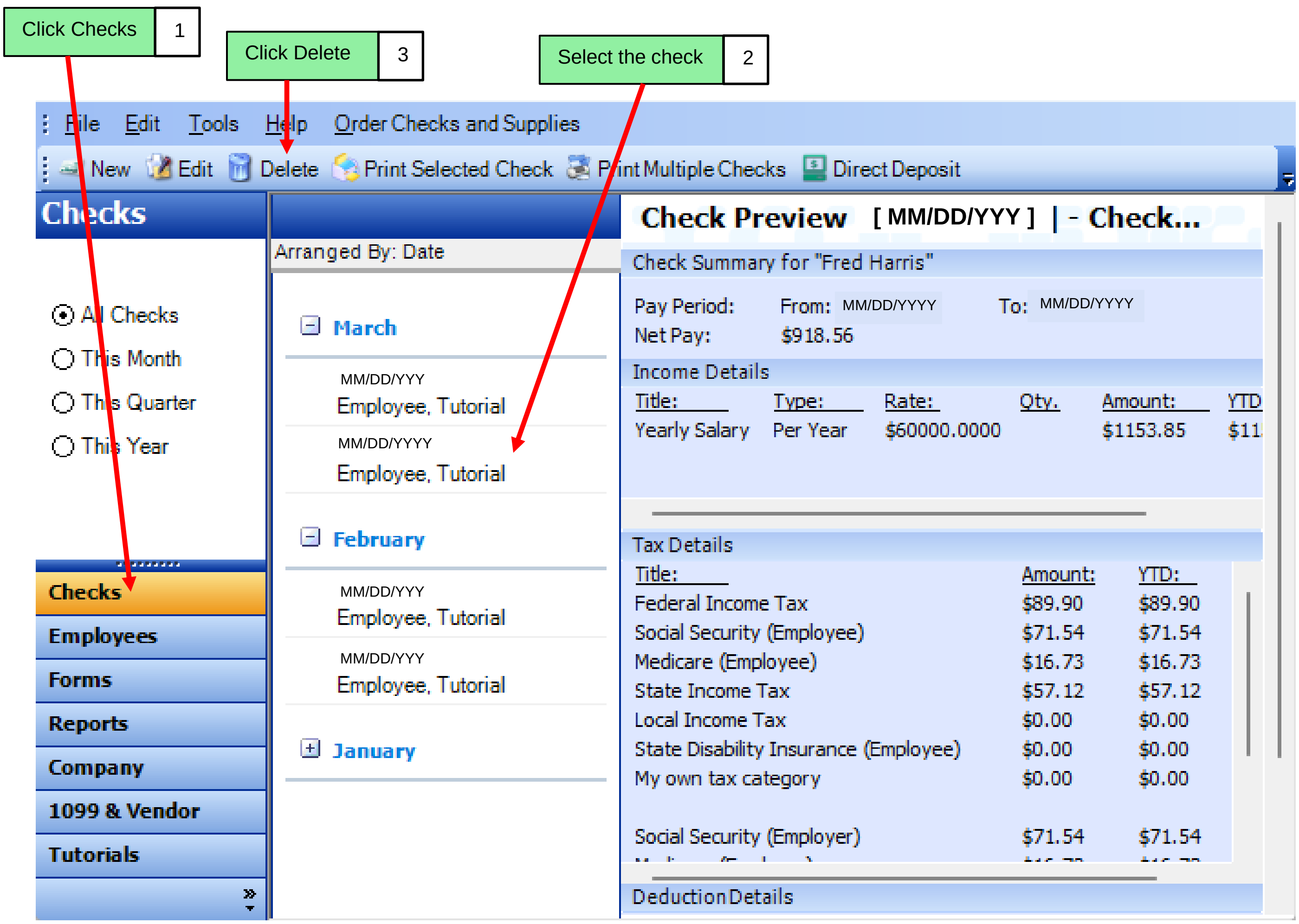
Before you delete anything, you will want to back up your company data.
We highly recommend printing hard copies of your employee's paystubs as reference as well.

IMPORTANT REMINDER:

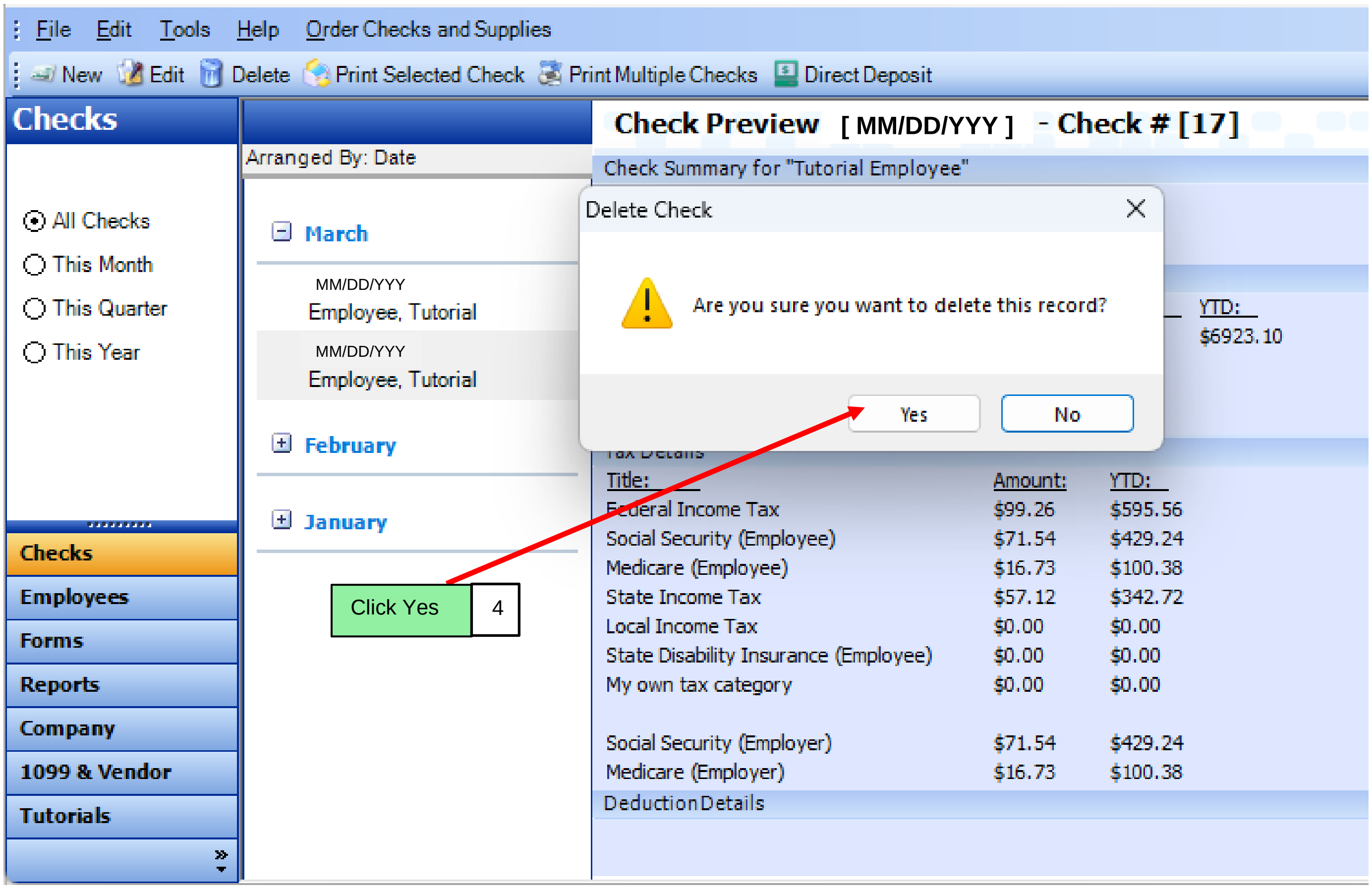
Before you delete anything, you will want to back up your company data.
We highly recommend printing hard copies of your employee’s paystubs as reference as well.

Make sure you are in the correct company.

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



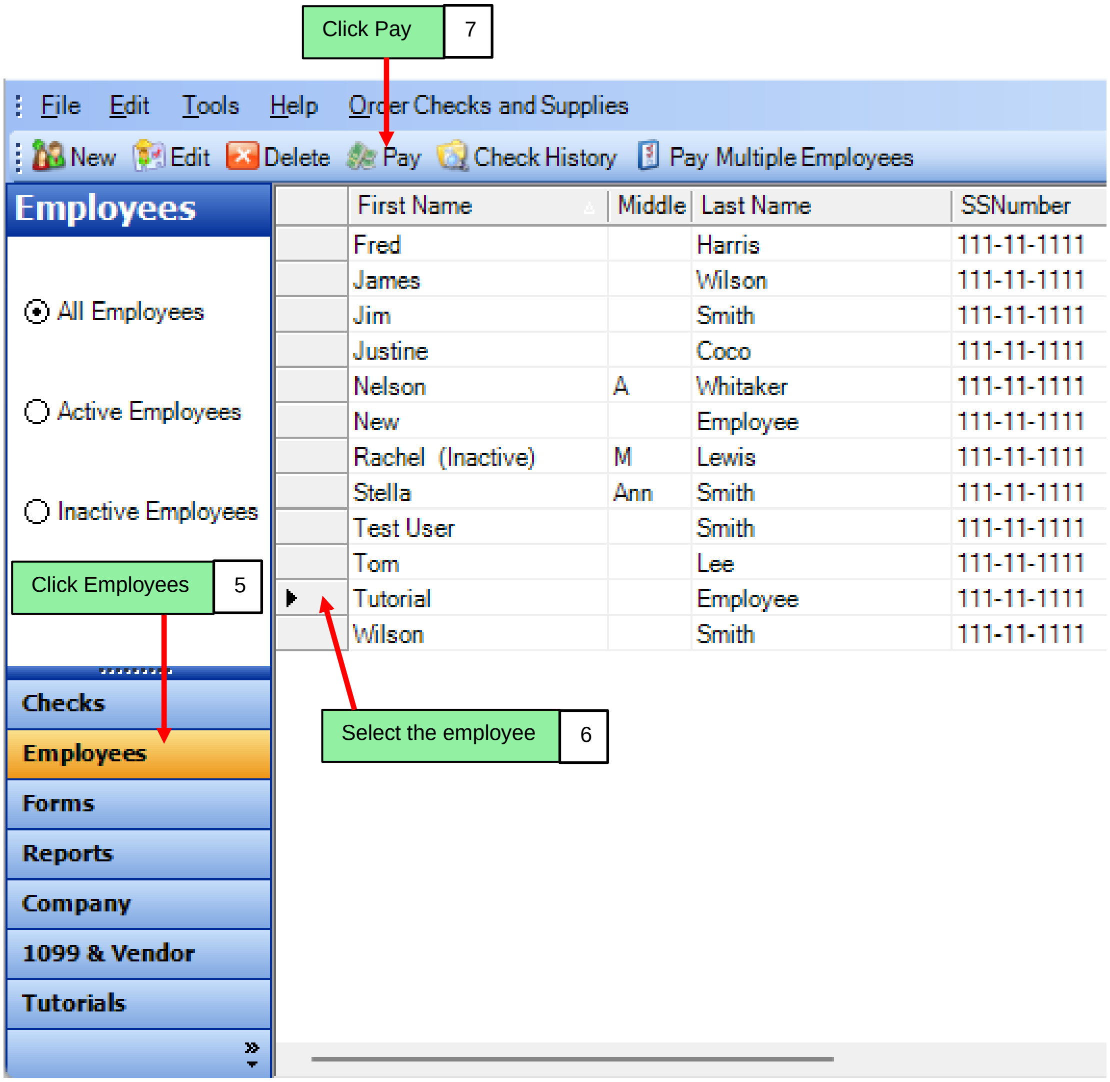
4. Click **Yes** to delete this record



IMPORTANT REMINDER:

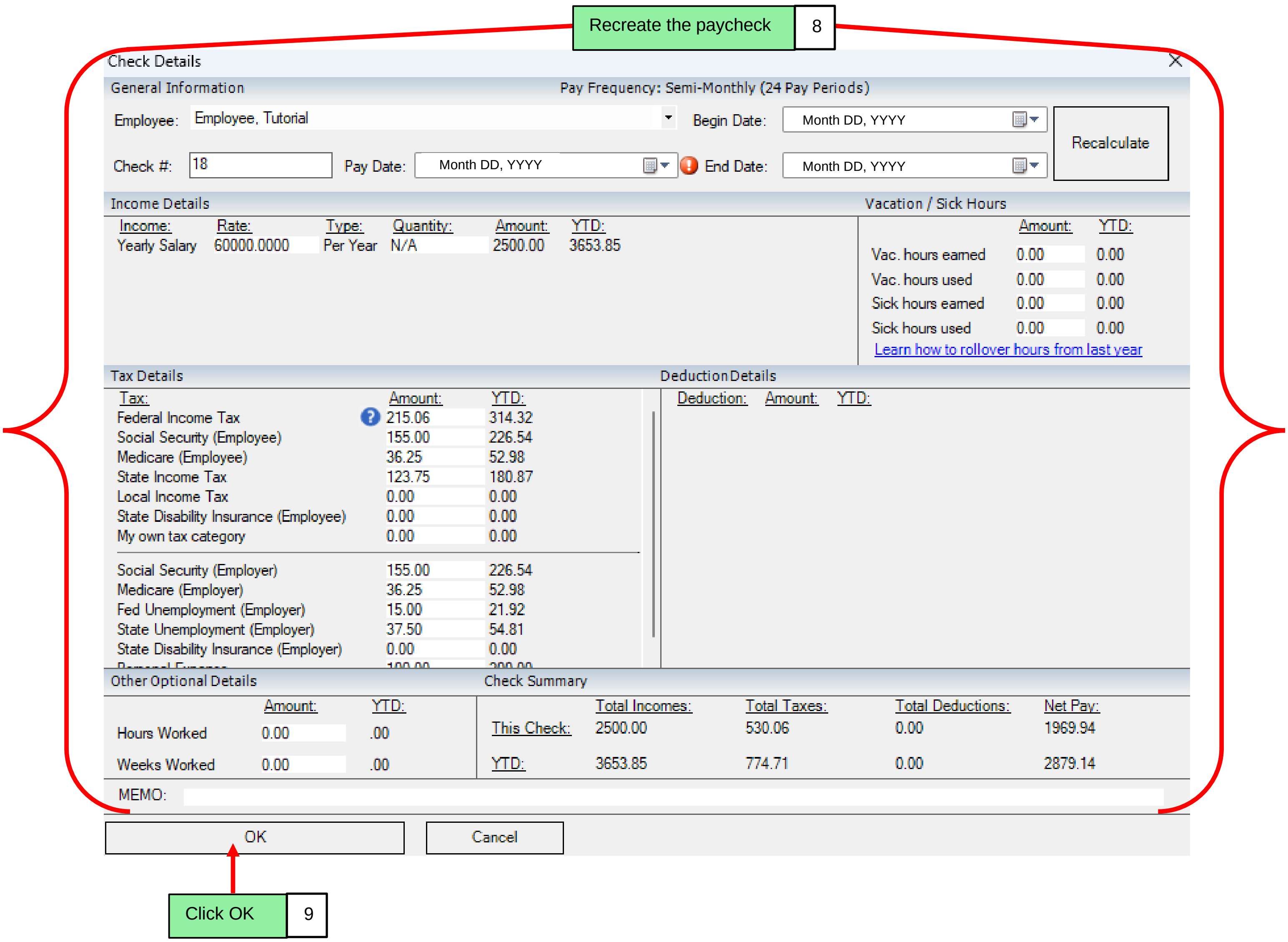
You will need to delete all the checks created for this employee **after** the deleted check. You will then need to recreate all deleted checks in the correct chronological order.

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

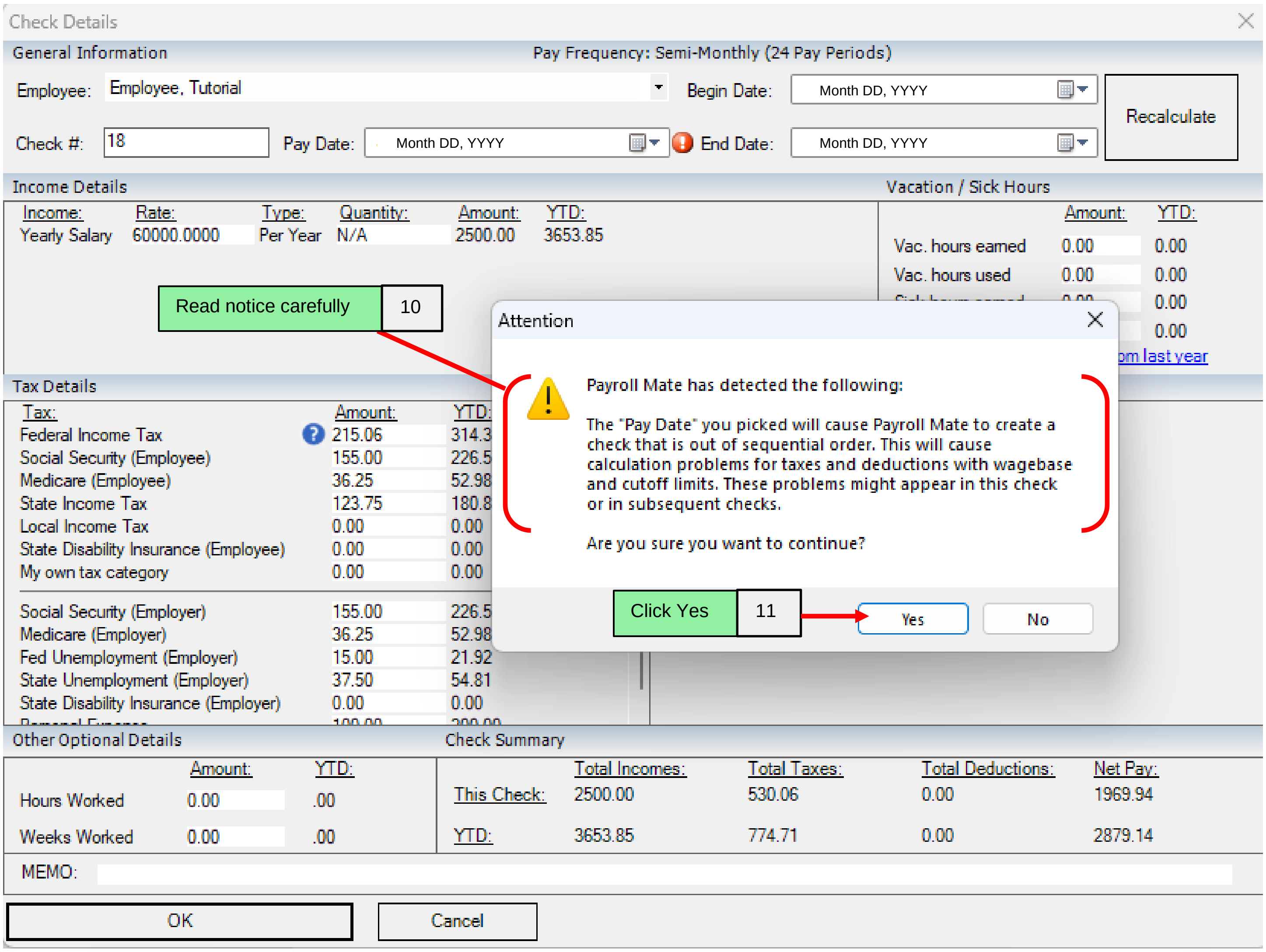


Make sure you recreate the checks in sequential order. Pay special attention to the Pay Date of each check.

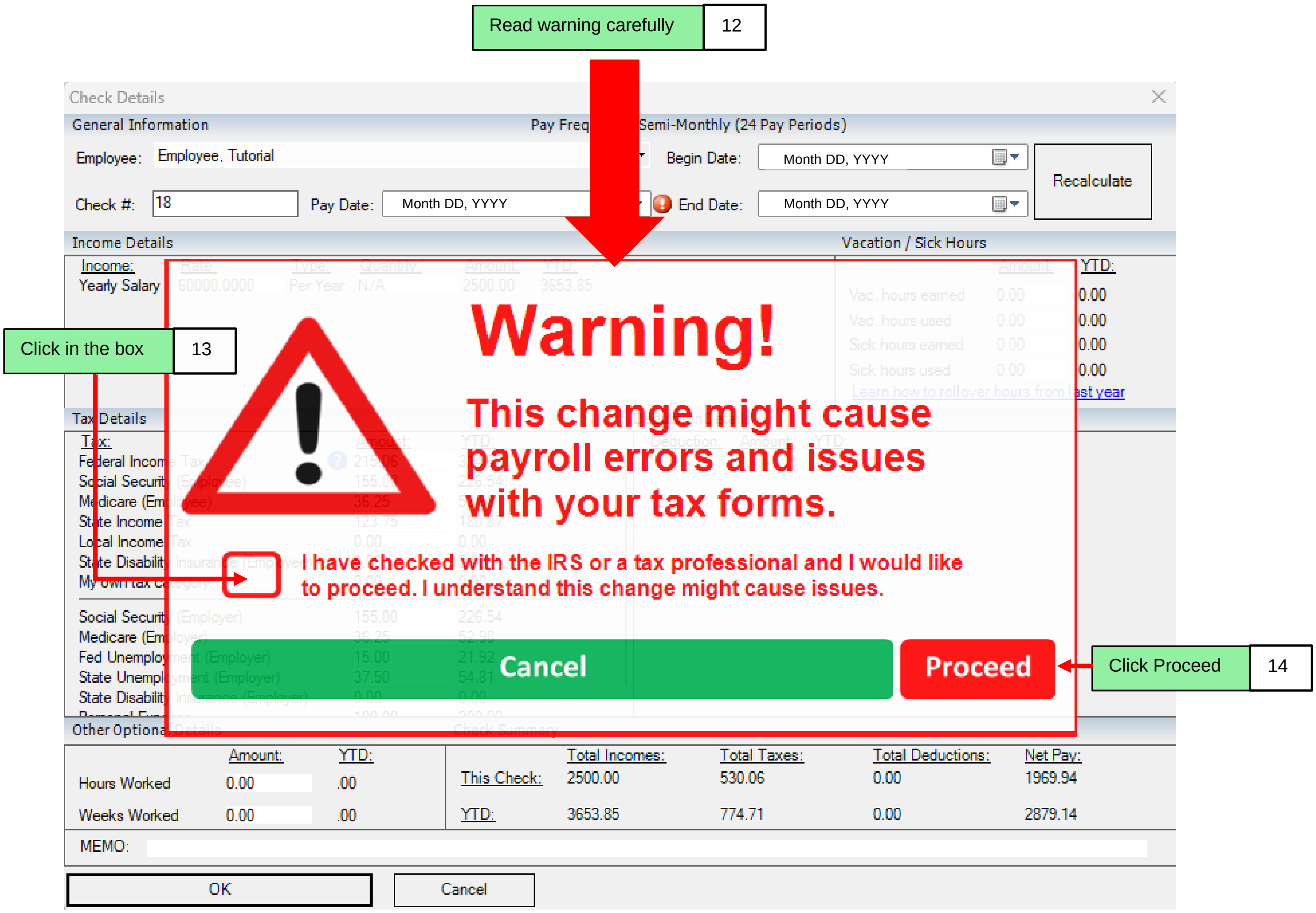
8. **Recreate the paycheck**
9. Click **OK**



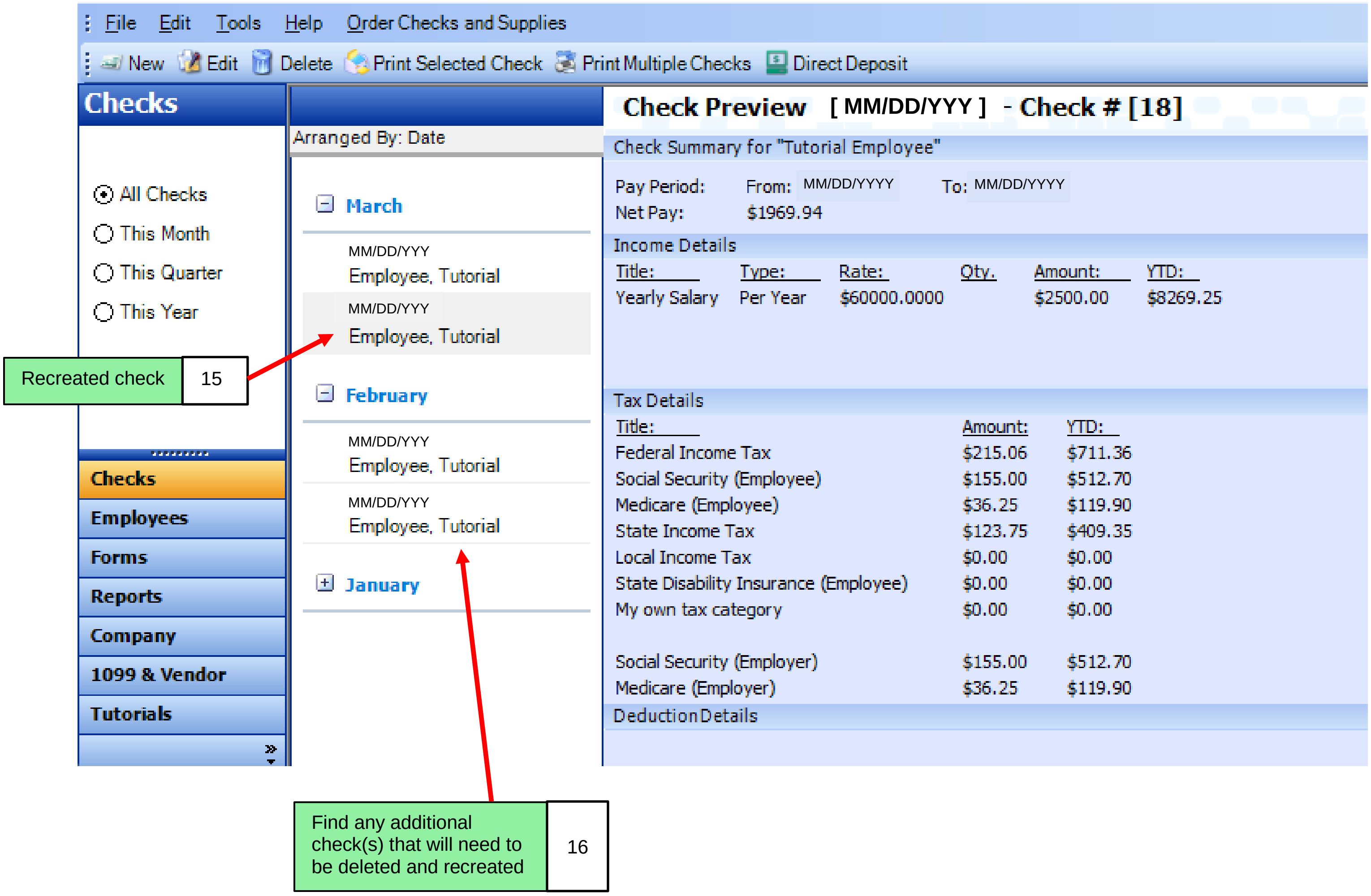
10. **Read the notice carefully**. If Payroll Mate detects ANY checks created out of sequential order, you will receive this notice.
11. Click **Yes** if you would like to continue.
    This will cause the check to be created out of sequential order



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**



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



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.