

Spectrum Payroll Replacement Check

Overview of Replacement Check

Use this screen to re-issue a lost Payroll check, manual check, or auto-deposit check without having to manually void and re-enter a new check (providing a corresponding void entry does not already exist in the earnings history file for the same check number).

When you enter the original check number for the employee, the software will automatically create a voided check and assign a new manual check number, so you do not need to copy any data from the original check. The software will validate the employee and original check number with the Cash Management module in order to make sure the check has not been cashed or voided. The new check is flagged as a replacement check and will calculate exactly the same as the original check for gross pay, add-on amounts, deduction amounts, and tax amounts. Year-to-date totals will be current (updated) year-to-date totals.

For checks with add-on or deduction year-to-date balances, the software will display these balances on each check, even if there is no add-on or deduction on the current check. If there are more add-ons and deductions than will fit on the pay stub, the additional amounts will be summarized under the classification of OTHER. Benefit totals will be obtained from the Payroll Time Off Bank Log Table using the check date for 'YTD Earned'.

State Disability Insurance (SDI) and Resident Worker's Compensation amounts will be listed separately on this report.

Important: The replacement check should be run in its own payment cycle. If the replacement check is processed with other checks, it creates a combination of the previous week's auto deposit file and the current week's auto deposit amount in Cash Management, which leaves them out of balance.

Information Flow

After the replacement check fields have been recorded, the Preview and Export buttons can be used to update to Pre-Time Card Entry. An Update to Pre-Time Card Entry window allows you to Continue or Reprint (which returns you to the main screen and a Delete button becomes available).

- Manual replacement checks and their void counterpart time card lines are given a non-certified status, even if the original check was for certified work. This assures that only one check appears on the Certified Payroll Report for the work performed, even if the replacement check is issued with the same check date as the original, or is processed weeks or months later.

- When Void checks for auto-deposit checks are created in this screen, the Cash in bank G/L account code (specified in Payroll Installation or Cash Management Installation) is the Automatic deposit liability G/L account code (specified in Payroll Installation).
- A Bank account field is available on this screen and the check number window displays based on the bank account entry instead of the default bank account.
- **Note:** If the 'Display accumulated balance on paycheck?' option is selected in the New/Edit Deduction/Add-on Code - Properties screen, the accumulated balance will display in the 'Add-ons' and 'Deductions' boxes instead of the Year To Date amounts.

Original Payroll:

1. In this example the original payroll was processed with the following information.

Dallas Construction Company
Time Card Edit List Sorted by Employee Code

Pay or Deduction Type	Day	Regular Hours	Regular Rate	Overtime Hours	Overtime Rate	Other Hours	Extension	CC	Dept.	Job Number WO Number	Phase/Cost Type	Wage Code/ Union	Work Rate	Comp.	Work State/ County/Local
Employee: ANDNAT Nathan Anderson															
R Regular	11/07	8.00	40.150							321.20 MP1 JOB	FP1	0010 L	N HOME HOME	1 6233	MO
Cost Center:	200	Construction													
R Regular	11/08	8.00	40.150							321.20 MP1 JOB	FP1	0010 L	N HOME HOME	1 6233	MO
Cost Center:	200	Construction													
R Regular	11/09	8.00	40.150							321.20 MP1 JOB	FP1	0010 L	N HOME HOME	1 6233	MO
Cost Center:	200	Construction													
R Regular	11/10	8.00	40.150							321.20 MP1 JOB	FP1	0010 L	N HOME HOME	1 6233	MO
Cost Center:	200	Construction													
R Regular	11/11	8.00	40.150							321.20 MP1 JOB	FP1	0010 L	N HOME HOME	1 6233	MO
Cost Center:	200	Construction													
Employee Subtotals:		40.00								1,606.00					
Report Totals:		40.00								1,606.00					5 records read

Dallas Construction Company
Pre-Check Register Sorted by Employee Code

Employee Code	Name	Hourly Earnings	Other Earnings	Taxes	Code	Add-on / Deduction (-)
ANDNAT	Nathan Anderson					
	Regular:	40.00	1,606.00	Special:	FIT: 140.89 401KDED	-32.12
	Overtime:			Comm:	Soc. Sec.: 99.57 401KJOB	16.06 Gross:
	Double:			Retro pay:	Medicare: 23.28 HLTDED	-100.00 Total taxes:
Check Seq #: 1	Regular			Other 1:	Res. SIT: 61.00 HLTJOB	25.00 Total deductions:
Status:	Vacation:			2:	Work SIT: 62.00	Total add-ons:
Check date: 11/15/22	Holiday:			3:	Work SDI:	
Period end: 11/12/22	Sick:			Misc:	Work SDI:	Net:
	Special:				County:	1,087.14
					Local:	

Statement of Earnings and Deductions -- Please retain for your records
 Dallas Construction Company (417 581-7700)
 123 Construction Way, Carrollton, TX 77654

Employee Nathan Anderson (ANDNAT)
 Federal Filing Married (0 Exemptions)

Check Summary	This Check	Year To Date	Check Information	Benefits (Hours)	
Total Gross Pay	1,606.00	3,212.00	Check No.:	E00062	
Add-Ons	0.00	0.00	Check Date:	11/15/22	Vacation: This Check
Less: Taxes	386.74	773.49	Period Start Date:	11/06/22	0.00
Less: Deductions	132.12	264.24	Period End Date:	11/12/22	Balance
Net Pay	1,087.14	2,174.27	Hours Worked:	40.00	19.77

Regular Earnings	Hours	Rate	This Check Amount
Regular	40.00	40.15	1,606.00

Add-Ons	This Check	Year To Date
Health Match Jo	25.00	50.00 *
401K Match Job	16.06	32.12 *

* Not included in net pay

Other Earnings	Amount	Amount

Deductions	This Check	Year To Date
Health Ins Ded	100.00	200.00
401K Deduction	32.12	64.24

Taxes	This Check	Year To Date
Federal W/H	140.89	281.78
Social Security	99.57	199.14
Medicare	23.28	46.57
Res. SIT	61.00	122.00
Work SIT	62.00	124.00

Dallas Construction Company
 123 Construction Way
 Carrollton, TX 77654
 417 581-7700

11/15/22

****Void -- Void -- Void -- Void -- Void -- Void -- Void -- Void -- Void -- Void -- Void -- Void -- Void****

E00062

Pay ****ONE THOUSAND EIGHTY-SEVEN AND 14 / 100 Dollars**

****VOID**VOID****

Auto Deposit Notice: This report is for information only. This amount has been deposited in your account automatically.

**1,087.14

To the order of
 Nathan Anderson
 2398 Hart Rd SE
 Littleton, CO 81451

****VOID**VOID***

****File Copy -- Void****

Dallas Construction Company Payroll G/L Summary Report

Check date: 11/15/22 Period end date: 11/12/22

G/L Date	Fiscal Year	Fiscal Period	Cost Center	G/L Code	Description	Debit Amount	Credit Amount
11/15/22	22	11	100	1030	Wells Fargo - Payroll		1,087.14
11/15/22	22	11	100	2300	Fed 941 Taxes Payable		386.59
11/15/22	22	11	100	2305	FUTA Payable		96.36
11/15/22	22	11	100	2320	SWH Payable		123.00
11/15/22	22	11	100	2325	SUTA Payable		32.12
11/15/22	22	11	100	2350	Workers Comp Payable		17.65
11/15/22	22	11	100	2400	Health Ins Payable		125.00
11/15/22	22	11	100	2430	401K Payable		48.18
11/12/22	22	11	100	2999	Cost Center Clearing	1,916.04	
11/12/22	22	11	200	2999	Cost Center Clearing		1,916.04
11/12/22	22	11	200	5000	Job Labor	1,606.00	
11/12/22	22	11	200	5005	Job Alloc Labor Burden	160.60	
11/12/22	22	11	200	5080	Job Allocated Indirect Costs	353.30	
11/12/22	22	11	200	6005	FLD PR Tax	251.33	
11/12/22	22	11	200	6010	FLD WC	17.65	
11/12/22	22	11	200	6099	Less: Alloc to Jobs 5105		160.60
11/12/22	22	11	200	6115	IND Health Ins Expense	25.00	
11/12/22	22	11	200	6120	IND 401K Expense	16.06	
11/12/22	22	11	200	6199	Less: Alloc to Jobs		353.30
Subtotal for period: 11						4,345.98	4,345.98
Subtotal for company: MP1						4,345.98	4,345.98
Report totals:						4,345.98	4,345.98

Generate Replacement Manual Check

1. Verify that Payroll has been updated
2. Click **Payroll | Data Entry | Replacement Check**

3. Select the **Employee code** that the original check was issued to.
4. Enter the **Bank account** that the original check was paid from.
5. Enter the **Original check #**.
6. Enter a **Batch code**.
7. Enter the **New check date**.
8. Enter the **New check #**.
9. Select the checkbox to **Generate File Copy**.

10. Select the appropriate **Add-on options** for printing.

MP1 Replacement Check Entry

Preview Export My Reports

Replacement Check Print

Original check

Employee code	ANDNAT	Nathan Anderson
Bank account	4361	WF4361 Payroll
Original check #	E00062	
Period-end date	11/12/22	
Check date	11/15/22	
Gross earnings	1,606.00	
Net check amount	1,087.14	

Add-on options

- Auto-signature check?
- MICR check?
- MICR check w/auto-signature?

Replacement check

Batch code	MJPRC
New check date	11/16/22
New check #	3098

Generate file copy?

11. Click [Preview].

Replacement Check Print
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Statement of Earnings and Deductions -- Please retain for your records

Dallas Construction Company (417 581-7700)
123 Construction Way, Carrollton, TX 77654

Employee **Nathan Anderson (ANDNAT)**
Federal Filing Married (0 Exemptions)

Check Summary	This Check	Year To Date	Check Information	Benefits (Hours)
Total Gross Pay	1,606.00	3,212.00	Check No.: 3098	This Check: 0.00 Balance: 19.77
Add-Ons	0.00	0.00	Check Date: 11/16/22	
Less: Taxes	386.74	773.49	Period Start Date: 11/06/22	
Less: Deductions	132.12	264.24	Period End Date: 11/12/22	
Net Pay	1,087.14	2,174.27	Hours Worked: 40.00	

Regular Earnings	Hours	Rate	This Check Amount
Regular	40.00	40.15	1,606.00

Add-Ons	This Check	Year To Date
Health Match Jo	25.00	50.00 *
401K Match Job	16.06	32.12 *

* Not included in net pay

Other Earnings	Amount	Amount

Taxes	This Check	Year To Date
Federal W/H	140.89	281.78
Social Security	99.57	199.14
Medicare	23.28	46.57
Res. SIT	61.00	122.00
Work SIT	62.00	124.00

Deductions	This Check	Year To Date
Health Ins Ded	100.00	200.00
401K Deduction	32.12	64.24

11/16/22

3098

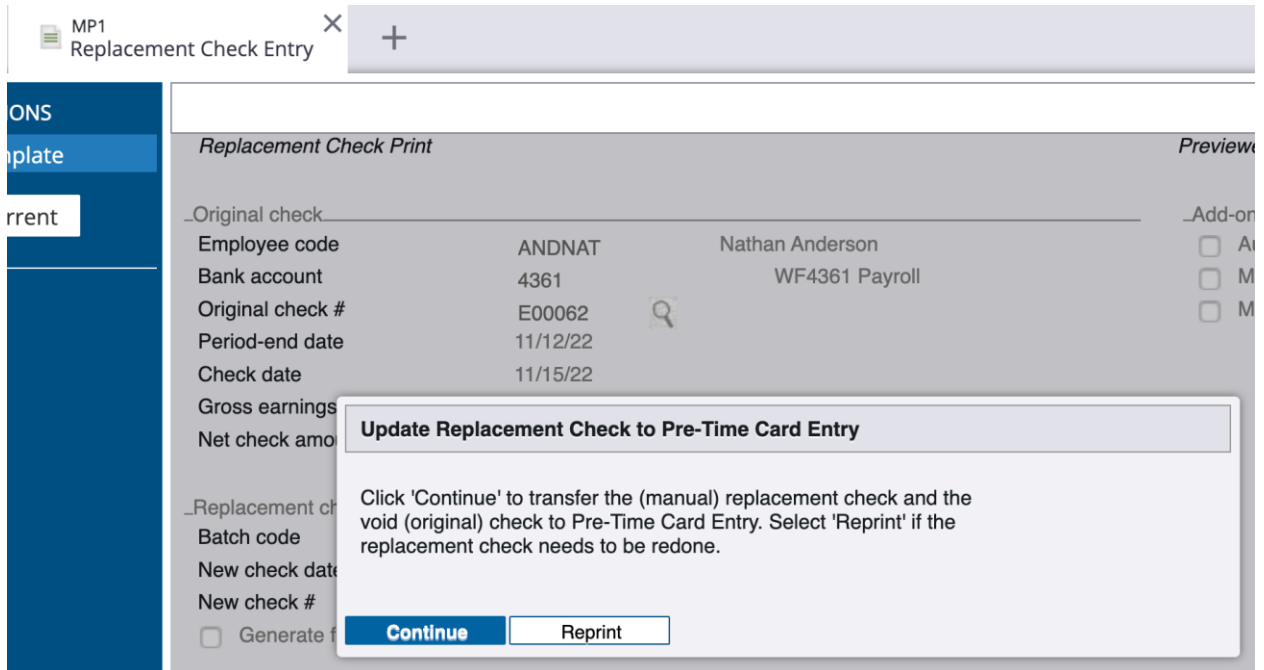
**ONE THOUSAND EIGHTY-SEVEN AND 14 / 100 Dollars

Nathan Anderson
2398 Hart Rd SE
Littleton CO 81451

**1,087.14

12. **IMPORTANT:** Print the check from this screen to print the Replacement Check (if not already manually prepared on a blank check stock)

13. Close the Replacement Check Print and the file copy



14. Click **Reprint** if you need to back up and preview the replacement check again so that you can print it.

- a. **NOTE:** This screen is giving you a chance to go back and print the Replacement Check before it is transferred to Pre-Timecard along with the voided check
- b. Or click **Continue** to transfer the manual replacement check as well as the original voided check to Pre-Timecard Entry

15. Click **OK** to continue

NOTE: The Replacement Check has been printed, and the voided check and Replacement Check have been transferred to Pre-Timecard

Run a Payroll cycle for the Replacement Check only

First process the Replacement Check.

Then you will repeat the **Payment Processing Workflow** to transfer from Pre-Timecard into an appropriate pay cycle to process and update



Notes: A Replacement Check is a re-issue of a previously generated payroll check. This process will void the check being replaced. The Replacement Check will be calculated exactly the same as the original check. No changes to the original information are allowed except check number and date. A Batch code is assigned as this information is transferred to Pre-Timecard Entry to be processed with that workflow.

1. **Payroll | Data Entry | Payment Processing**
2. Set **New Cycle** with the original Period from and end dates, and the Replacement Check Check Date
3. **Transfer Pre-Time Cards**
 - a. Note that Timecard for the void check as well as the Replacement Check are included

Dallas Construction Company															
Time Card Edit List Sorted by Employee Code															
Pay or Deduction Type	Day	Regular Hours	Regular Rate	Overtime Hours	Overtime Rate	Other Hours	Extension	CC	Dept.	Job Number	WO Number	Phase/Cost Type	Wage Code/ Union	Work Comp.	Work State/ County/Local
Employee: ANDNAT Nathan Anderson Check #: 3098 Check Type: M Check Sequence: 1															
R Regular		8.00	40,150							321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
R Regular		8.00	40,150							321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
R Regular		8.00	40,150							321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
R Regular		8.00	40,150							321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
R Regular		8.00	40,150							321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
Check Subtotals:		40.00													1,606.00
Employee: ANDNAT Nathan Anderson Check #: E00062 Check Type: V Check Sequence: 2															
R Regular		-8.00	40,150							-321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
R Regular		-8.00	40,150							-321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
R Regular		-8.00	40,150							-321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
R Regular		-8.00	40,150							-321.20 MP1	JOB	FP1	0010 L	N HOME HOME	1 6233 MO
Cost Center:	200	Construction													
Check Subtotals:		-40.00													-1,606.00
Employee Subtotals:															0.00
Report Totals:															0.00
											10 records read				

Recap of Employee Hours and Amounts

Hours / Extension

4. Calculate checks

5. Run and archive **Calculation Reports** as normal

Dallas Construction Company
Pre-Check Register Sorted by Employee Code

Employee Code	Name	Hourly Earnings	Other Earnings	Taxes	Code	Add-on / Deduction (-)
ANDNAT	Nathan Anderson					
	Regular:	40.00	1,606.00	Special:	FIT: 140.89 401KDED	-32.12
	Overtime:			Comm:	Soc. Sec.: 99.57 401KJOB	16.06 Gross: 1,606.00
Check Seq #:	1 Double:			Retro pay:	Medicare: 23.28 HLTDED	-100.00 Total taxes: -386.74
Status:	Manual Vacation:			Other 1:	Res. SIT: 61.00 HLTJOB	25.00 Total deductions: -132.12
Check date:	11/16/22 Holiday:			2:	Res. SDI:	Total add-ons:
Period end:	11/12/22 Sick:			3:	Work SIT: 62.00	
Bank account:	4361 Special:			Misc:	Work SDI:	Net: 1,087.14
					County:	
					Local:	
	Regular:	-40.00	-1,606.00	Special:	FIT: -140.89 401KDED	32.12
	Overtime:			Comm:	Soc. Sec.: -99.57 401KJOB	-16.06 Gross: -1,606.00
Check Seq #:	2 Double:			Retro pay:	Medicare: -23.28 HLTDED	100.00 Total taxes: -386.74
Status:	Void Vacation:			Other 1:	Res. SIT: -61.00 HLTJOB	-25.00 Total deductions: 132.12
Check date:	11/16/22 Holiday:			2:	Res. SDI:	Total add-ons:
Period end:	11/12/22 Sick:			3:	Work SIT: -62.00	
	Special:			Misc:	Work SDI:	Net: -1,087.14
					County:	
					Local:	

6. **NOTE:** Print Checks will generate a blank check. The Replacement Check was printed above in the Replacement Check process

7. **Preview** and **Archive** Pay Cycle Reports

8. **Note** that all Pay Cycle Reports including the Payroll Check Register include the original and the void check

Dallas Construction Company
Payroll Check Register

Period end date: 11/12/22

Check Number	Status	Employee Code	Name	Check Date	Check Amount	Memo
3098	Manual	ANDNAT	Nathan Anderson	11/16/22	1,087.14	
			WF4361 Payroll			
E00062	Void	ANDNAT	Nathan Anderson	11/16/22	-1,087.14	Voided check
Total:					0.00	

9. Update the Pay Cycle

10. **Note** that the update includes the original and the void check so that entries offset.

Dallas Construction Company
Payroll G/L Summary Report

Check date: 11/16/22 Period end date: 11/12/22

G/L Date	Fiscal Year	Fiscal Period	Cost Center	G/L Code	Description	Debit Amount	Credit Amount
11/16/22	22	11	100	1030	Wells Fargo - Payroll	1,087.14	1,087.14
11/16/22	22	11	100	2300	Fed 941 Taxes Payable	386.59	386.59
11/16/22	22	11	100	2305	FUTA Payable	96.36	96.36
11/16/22	22	11	100	2320	SWH Payable	123.00	123.00
11/16/22	22	11	100	2325	SUTA Payable	32.12	32.12
11/16/22	22	11	100	2350	Workers Comp Payable	17.65	17.65
11/16/22	22	11	100	2400	Health Ins Payable	125.00	125.00
11/16/22	22	11	100	2430	401K Payable	48.18	48.18
11/12/22	22	11	100	2999	Cost Center Clearing	1,916.04	1,916.04
11/12/22	22	11	200	2999	Cost Center Clearing	1,916.04	1,916.04
11/12/22	22	11	200	5000	Job Labor	1,606.00	1,606.00
11/12/22	22	11	200	5005	Job Alloc Labor Burden	160.60	160.60
11/12/22	22	11	200	5080	Job Allocated Indirect Costs	353.30	353.30
11/12/22	22	11	200	6005	FLD PR Tax	251.33	251.33
11/12/22	22	11	200	6010	FLD WC	17.65	17.65
11/12/22	22	11	200	6099	Less: Alloc to Jobs 5105	160.60	160.60
11/12/22	22	11	200	6115	IND Health Ins Expense	25.00	25.00
11/12/22	22	11	200	6120	IND 401K Expense	16.06	16.06
11/12/22	22	11	200	6199	Less: Alloc to Jobs	353.30	353.30
Subtotal for period: 11						8,691.96	8,691.96
Subtotal for company: MP1						8,691.96	8,691.96
Report totals:						8,691.96	8,691.96

11. **Note** that the Employee Earnings History Inquiry shows the original check E00062, the void, and the Replacement Check 3098

MP1 Dashboard MP1 Employees MP1 Employee Main Properties MP1 Employee Earnings History

EMPLOYEE

Employee code ANDNAT Nathan Anderson

Check Time Card

Check	Type	Check date	Period end	Gross earnings	Total hours	Hourly earni
E00061	Auto deposit	12/07/22	12/03/22	1,606.00	40.00	1,606.00
E00062	Void	11/16/22	11/12/22	1,606.00	40.00	1,606.00
3098	Manual	11/16/22	11/12/22	1,606.00	40.00	1,606.00
E00062	Auto deposit	11/15/22	11/12/22	1,606.00	40.00	1,606.00
E00050	Auto deposit	02/24/21	02/20/21	1,360.00	4.00	2,200.00
E00047	Auto deposit	11/07/20	11/07/20	321.20	8.00	321.20
E00044	Auto deposit	06/22/20	06/20/20	883.30	22.00	883.30
E00045	Auto deposit	06/15/20	06/13/20	963.60	24.00	963.60
E00046	Auto deposit	06/08/20	06/06/20	803.00	20.00	803.00
E00042	Auto deposit	02/26/20	02/21/20	1,284.80	32.00	1,284.80
E00041	Auto deposit	01/15/20	01/10/20	803.00	20.00	803.00
E00008	Auto deposit	08/09/19	08/03/19	2,200.00	40.00	2,200.00

Cash Management transactions include the original direct deposit, adjusted down for the void check, and the new replacement check

**Dallas Construction Company
Transaction History Report, sorted by Check Date**

Account: 4361 WF4361 Payroll

Outstanding?

Date	Number	Reference	Name / Description	Source	Type	Amount	
11/02/22	3094	CALSTU	Stuart Calder	PR	Check	-1,554.14	Y
11/02/22	A00028	AUTO-DEP	Auto Deposit Payment Total	PR	Check	-1,316.95	Y
11/15/22	A00030	AUTO-DEP	Auto Deposit Payment Total	PR	Check		Y
11/16/22	3098	ANDNAT	Nathan Anderson	PR	Manual	-1,087.14	Y