

9.2 Processing a Check Reversal

Purpose: Use this document as a reference for processing a check reversal in ctcLink.

Audience: Payroll Administrator.

 You must have at least one of these local college managed security roles:

- ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Run the paycheck reversal process when a system-generated check is incorrect and has not been cashed or deposited. The key benefit of the check reversal process is that it eliminates the need to enter each check to be reversed as a manual check. The process locates the checks that you have specified on a special run control and creates an off-cycle paysheet page for each reversal. The resulting paylines reflects the original paysheet entries, with negatives in the hours and amount fields. These pages are display-only.

During the reversal process, the system makes a copy of the paycheck record and reverses the signs (plus/minus) on the amount fields. The original paycheck record is retained, not deleted. You can view both the original and the reversed paycheck records from the Paycheck pages. On the reversed check, all of the amounts display as negative numbers, and the message “Calculated Check Reversal” appears in the upper-left corner.

To reverse paychecks, you do not need to run Pay Calculation. When you run the Reversal process, the system finds the check or checks you have specified and reverses the plus/minus signs. Because the amounts themselves have already been calculated, no additional calculation is necessary.

Processing a Check Reversal

Check Reversal

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Reverse/Adjust Paychecks

! IMPORTANT!: When a paycheck is reversed using this process, all aspects of that paycheck are reversed, including Earnings, Taxes and Deductions. The system will automatically create an Off-Cycle check on the current payroll for the reversed amounts, which will need to be Confirmed as the rest of the Off-Cycle checks prior to when the On-Cycle Payroll is processed.

1. The **Reverse/Adjust Paychecks** search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** tab and create a new Run Control ID.
3. Select the **Add** button.
4. For every Reverse/Adjust paychecks run control you enter, the system sets up a separate off-cycle paysheet page and line.

Reverse/Adjust Paychecks

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Reverse/Adjust Paychecks** page displays.
6. Enter the **Company Code**.
7. Enter the **Pay Group**.

8. Enter the **Pay Period End Date**, which corresponds to the on-cycle pay calendar that you want to process the check reversal.
9. Enter the **Paycheck Number**.
10. Select the **Pay Check Issue Date**, or select it from the lookup.
11. The **Empl ID** will auto-populate. The information in **Alternate Selection Criteria** section will also auto-populate.
12. Select the **Reversal** radio button.
13. Select the **Original Accounting Period** radio button under **Accounting Period Option**.
14. For **Payable Time Reversal Type**, select **Reverse Only** to reverse the check, which do not require to reprocess the Time and Labor payable time at a future date.
15. Select the **Run** button.

Reverse/Adjust Paychecks

Run Control ID [REDACTED] [Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameter(s) 1 of 1 [View All](#)

*Company [REDACTED] Community College
 *Pay Group [REDACTED] Classified: Semi-Monthly
 *Pay Period End Date 02/15/2020 Pay Run ID [REDACTED]

Selection Criteria

Paycheck Number [REDACTED]
 Paycheck Issue Date 01/24/2020
 Empl ID [REDACTED]
 Net Pay [REDACTED]

Alternate Selection Criteria

*Pay Group [REDACTED]
 *Pay Period End Date 01/15/2020
☐ Off Cycle
 *Page [REDACTED]
 *Line [REDACTED]
 Separate Check 0

☒ **Reversal** ☐ Reversal/Adjustment ☐ Delete Reversal/Adjustment

Accounting Period Option

☒ **Original Accounting Period** ☐ Current Accounting Period ☐ Specified Accounting Period

Time and Labor Option

Payable Time Reversal Type Reverse Only

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

16. The **Process Scheduler Request** page displays.
17. Select the **OK** button.

Process Scheduler Request

[Help](#)

User ID XXXXXXXXXX Run Control ID XXXXXXXXXX

Server Name Run Date 02/10/2020 📅

Recurrence Run Time 11:43:49AM Reset to Current Date/Time

Time Zone 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Reversal Processing	PSPPYREV	COBOL SQL	(None) ▼	(None) ▼	Distribution

OK
Cancel

18. The **Reverse/Adjust Paychecks** page displays.
19. Notice a **Process Instance** number is now assigned.
20. Select the **Process Monitor** link.

Reverse/Adjust Paychecks

Run Control ID XXXXXXXXXX [Report Manager](#) Process Monitor Run

Process Instance 232524

Process Request Parameter(s) 🔍 1 of 1 View All

*Company Community College

*Pay Group Classified: Semi-Monthly

*Pay Period End Date 02/15/2020 Pay Run ID XXXXXXXXXX

+ -

Selection Criteria

Paycheck Number

Paycheck Issue Date 01/24/2020 🔍

Empl ID 🔍

Net Pay

Alternate Selection Criteria

*Pay Group 🔍

*Pay Period End Date 01/15/2020 🔍

☐ Off Cycle

*Page 🔍

*Line 🔍

Separate Check 0 🔍

☒ Reversal
 ☐ Reversal/Adjustment
 ☐ Delete Reversal/Adjustment

Accounting Period Option

☒ Original Accounting Period
 ☐ Current Accounting Period
 ☐ Specified Accounting Period

Time and Labor Option

Payable Time Reversal Type Reverse Only ▼

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

21. The **Process Monitor** page displays.
22. From the **Process List** tab, select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

23. If you would like to review the log file that the process PSPPYREV produced, select the Details link.

Process ListServer List

View Process Request For

User ID

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List

1-2 of 2

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	232524		COBOL SQL	PSPPYREV		02/10/2020 11:43:49AM PST	Success	Posted	<div>Details</div>

24. The **Process Detail** page displays.
25. Select the link for **View Log/Trace**.

Process Detail

Help

Process

Instance232524

TypeCOBOL SQL

NamePSPPYREV

DescriptionReversal Processing

Run StatusSuccess

Distribution StatusPosted

Run

Run Control ID

LocationServer

ServerPSUNX

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On02/10/2020 11:46:31AM PST

Run Anytime After02/10/2020 11:43:49AM PST

Began Process At02/10/2020 11:46:47AM PST

Ended Process At02/10/2020 11:47:02AM PST

Actions

Parameters

Message Log

Batch Timings

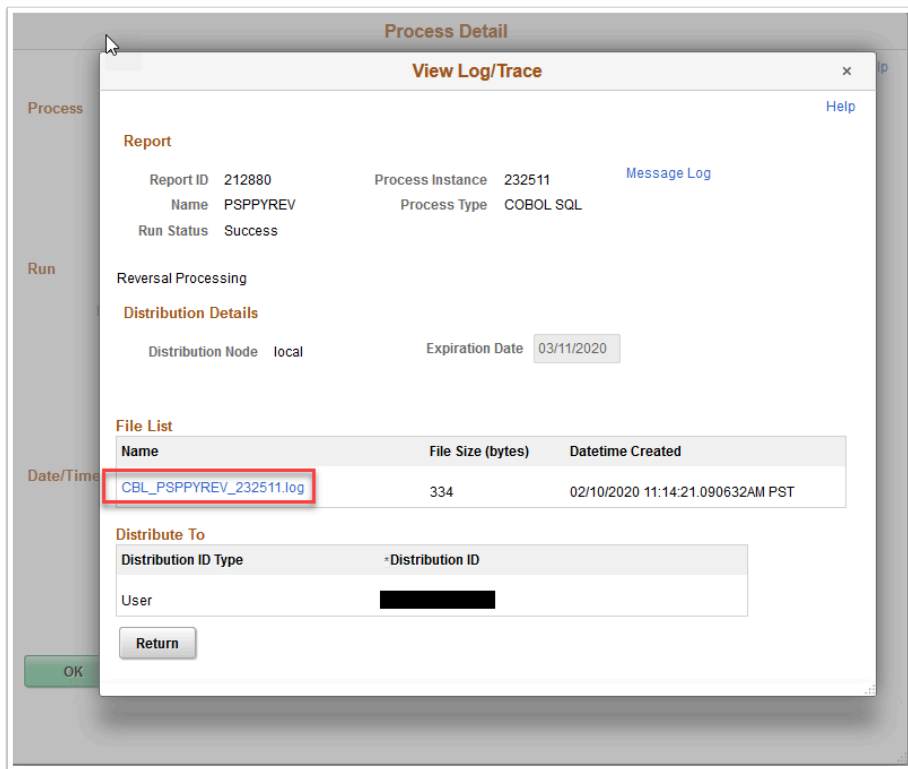
View Log/Trace

Transfer

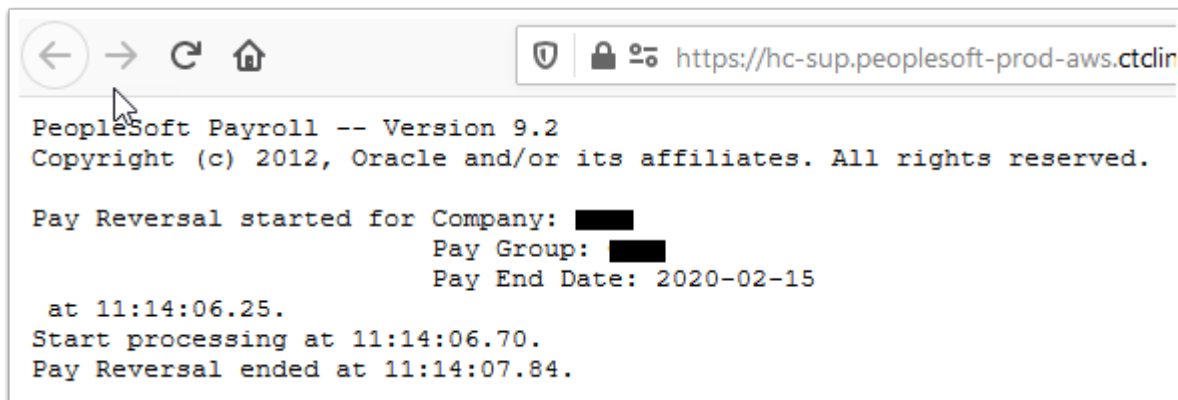
OK

Cancel

26. The **View Log/Trace** page displays.
27. Select the **Log file** name.



28. The **Log file** will open for your review.



Confirm Payroll

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Confirm Payroll

1. The **Confirm Payroll** search page displays.
2. Enter the existing **Run Control ID**.
3. Select the **Search** button.

Confirm Payroll

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Run Control ID begins with

☐ Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

4. The **Confirm Payroll** page displays.
5. Complete the following fields in the **Off-Cycle Run** section:
 - **Company**
 - **Pay Group**
 - **Pay End Date**
 - **Process Page**
6. Select the **Run** button.

Confirm Payroll

Run Control ID Off_Cycle [Report Manager](#) [Process Monitor](#)

Process Request Parameter(s)

On-Cycle or Off-Cycle Run

Pay Run ID

On or Off-Cycle

Off-Cycle Run

Company

Pay Group

Pay End Date

Process Page Thru

or ☐ All Reversals/Adjustments

7. Process complete.