

## 9.2 Reprinting Checks

**Purpose:** Use this document as a reference to run the process to reprint checks.

**Audience:** Payroll Specialists.

❗ 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.

### Reprint Checks

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Checks > Reprint Checks

1. The **Reprint Checks** run control search page displays.
2. Enter an existing **Run Control ID**, or a user can **Add a New Value**.
3. Select the **Add a New Value** tab.
4. Enter the desired information into the **Run Control ID** field.
5. Select the **Add** button.



The screenshot shows the 'Reprint Checks' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red border. Below the tabs, there is a text input field labeled 'Run Control ID' with a red border. Below the input field, there is a green 'Add' button with a red border. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

6. The **Reprint Checks** page displays. These parameters will be used to define the processing rules and data to be included when the process id run.
7. In the **Form ID** field, enter the ID for the type of form you want to reprint

8. Enter CHECKS into the **Form ID** field.
9. Enter how many checks you need for manually aligning the check forms in your printer in the **Form Alignment Count** field.
10. Select the **Run** button.

Employee Self Service Reprint Checks

**Reprint Checks**

Run Control ID REPT\_CHKS\_EX Report Manager Process Monitor Run

**Process Request Parameter(s)**

\*Form ID CHECKS Checks

Form Alignment Count 15

**Reprint Range**

First Check

Last Check

Paycheck Issue Date

Save
Notify
Add
Update/Display

11. The **Process Scheduler Request** page displays.
12. Select the **OK** button.

**Process Scheduler Request** x

User ID CTC\_JMERRILL Run Control ID REPT\_CHKS\_EX Help

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Server Name 
Run Date 10/14/2019

Recurrence 
Run Time 9:13:15AM
Reset to Current Date/Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Check Reprint	PSPRPRINT	COBOL SQL	(None) ▾	(None) ▾	Distribution

OK
Cancel

13. The **Reprint Checks** page displays.

14. Notice the **Process Instance** number appears. This number helps a user identify the process a user has run when a user checks the status.
15. Select the **Process Monitor** link.

**Reprint Checks**

Run Control ID REPT\_CHKES\_EX

Report Manager **Process Monitor**

**Process Instance: 188141**

**Process Request Parameter(s)**

\*Form ID   Checks

Form Alignment Count

**Reprint Range**

First Check

Last Check

Paycheck Issue Date

16. The **Process Monitor** page displays.
17. Use the **Process List** page to view the status of submitted process requests.
18. Select the **Refresh** button until the status is **Success**.
19. When the report has run successfully, select the **Go back to Reprint Checks** link.





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Check Reprint started for Form: CHECKS
Skip: 5
From: 0000000000000000
Thru: 0000000000000000
Date:

at 09:31:38.47.
Check Reprint ended using checks From:000000000035220
Thru:000000000035224
Check Reprint ended at 09:31:38.79.
```

27. The process to reprint checks is now complete.
28. End of procedure.