Lesson 9: Paycheck Reprints

Scenario

In this lesson, the SHARP trainer, Hall, will show the newly hired Payroll Processor, Kelly, how to process a paycheck reprint in SHARP.



Hall



Kelly

Lesson 9: Paycheck Reprints

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the incidences requiring a paycheck reprint
- Learn the paycheck reprint procedures
- Request a paycheck reprint on the Reprint Request page
- Verify the paycheck reprint processed

Lesson 9: Paycheck Reprints

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** at any time to return to this menu. Click each topic button to navigate to that topic.



Paycheck Reprints Overview

A paycheck reprint is necessary when an employee reports a paycheck as being lost, stolen, or destroyed.

If a paycheck was lost in the mail due to a CHANGE OF ADDRESS, the reprint process CANNOT be used. The reprinted check will be an exact reproduction of the original, INCLUDING EMPLOYEE ADDRESS. In this instance, contact the Payroll Services Section for instructions.

Paycheck Reprint Procedures - 1

For agency entered paycheck reprint requests, Form DA-182, SHARP Paycheck Reprint Request, is available for agency internal documentation purpose. Form DA-182 can be found at: http://www.admin.ks.gov/resources/document-center.

Before a paycheck reprint request is entered in SHARP, agencies must first submit a Paycheck Stop Payment Request to the State Treasurer's Office to verify the paycheck has not been cashed by following the steps below:

- Complete Form DA-182. The original paycheck pay period end date, paycheck number, and issue date can be found online from the Review Paycheck (Fluid Location: **SHARP Homepage** click the drop down, select the **Payroll** Homepage, click ***Payroll Processing*** *tile* **> *Review Paycheck***) or from the final PAY002 report for the pay period.

Paycheck Reprint Procedures - 2

- Complete form DA-6P, Paycheck Stop Payment Request and fax it to the Warrant Section in the State Treasurer's Office, FAX: (785) 296-2014. The State Treasurer's Office will fax a copy of the approved DA-6P back to the agency.

Form DA-6P can be found at http://www.admin.ks.gov/resources/document-center, and DA-6P Instructions can be found at Paycheck Stop Payment Request Procedures at https://www.admin.ks.gov/offices/chief-financial-officer/payroll-services/payroll-procedures .

- Upon receipt of the **approved** DA-6P, agencies should then request the paycheck reprint in SHARP.

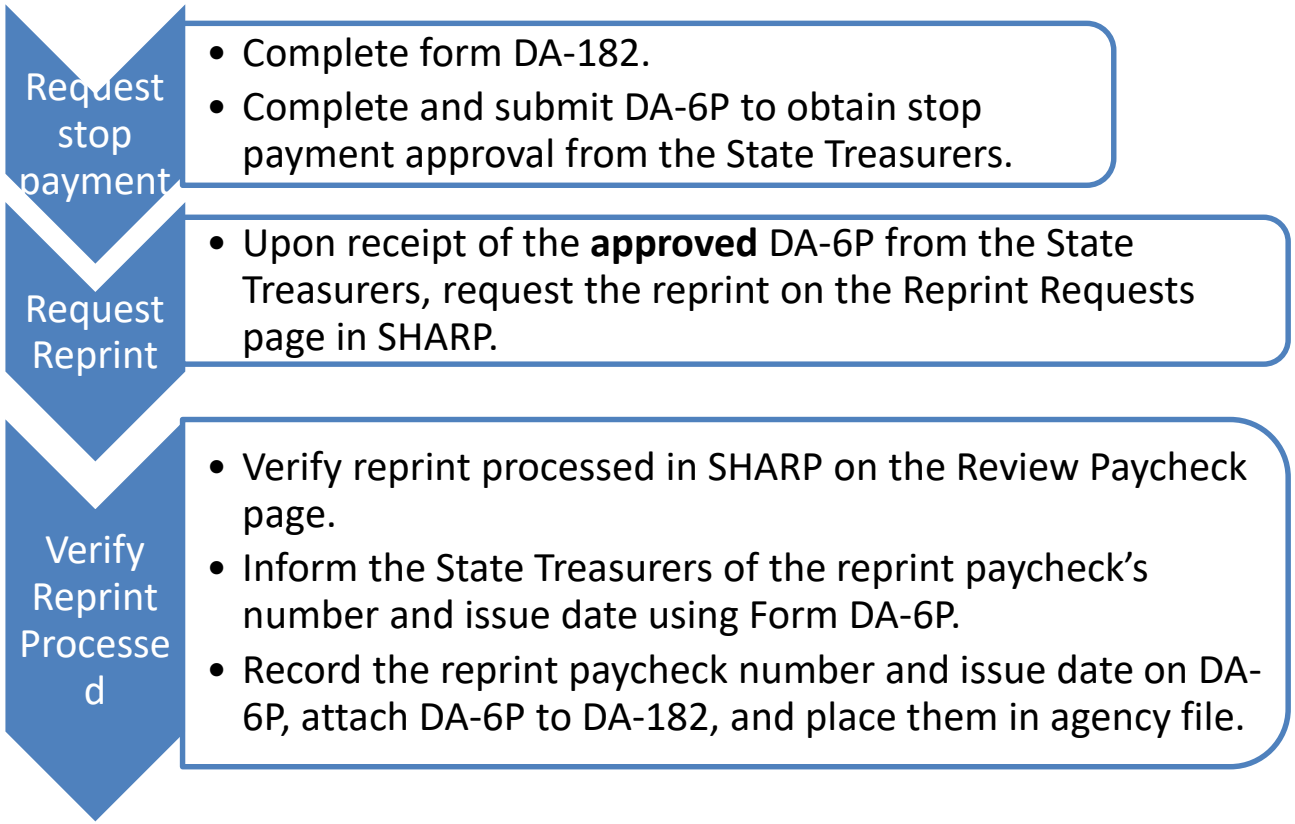
Paycheck Reprint Procedures - 3

After the reprint is processed in the next off-cycle payroll, the agency should:

- Obtain the replacement **check number** and **issue date** from the Review Paycheck page.
- Inform the State Treasurer's Office of the new paycheck number and issue date.
- The agency should also record the reprint paycheck number and issue date on the DA-6P for their own records. Attach the approved DA-6P to the DA-182 and file in the agency's payroll documentation file.

Paycheck Reprint Procedures - 4

Below is a high level flow chart of the paycheck reprint process:



Paycheck Reprint Procedures - 5

Caution: No system edit exists to prevent an agency from processing a paycheck reprint prior to receiving the **approved** form DA-6P from the State Treasurer's Office validating the stop payment has been placed on the paycheck. Agencies must follow the check stop payment procedures to avoid reprinting a check that has already been redeemed/cashed.



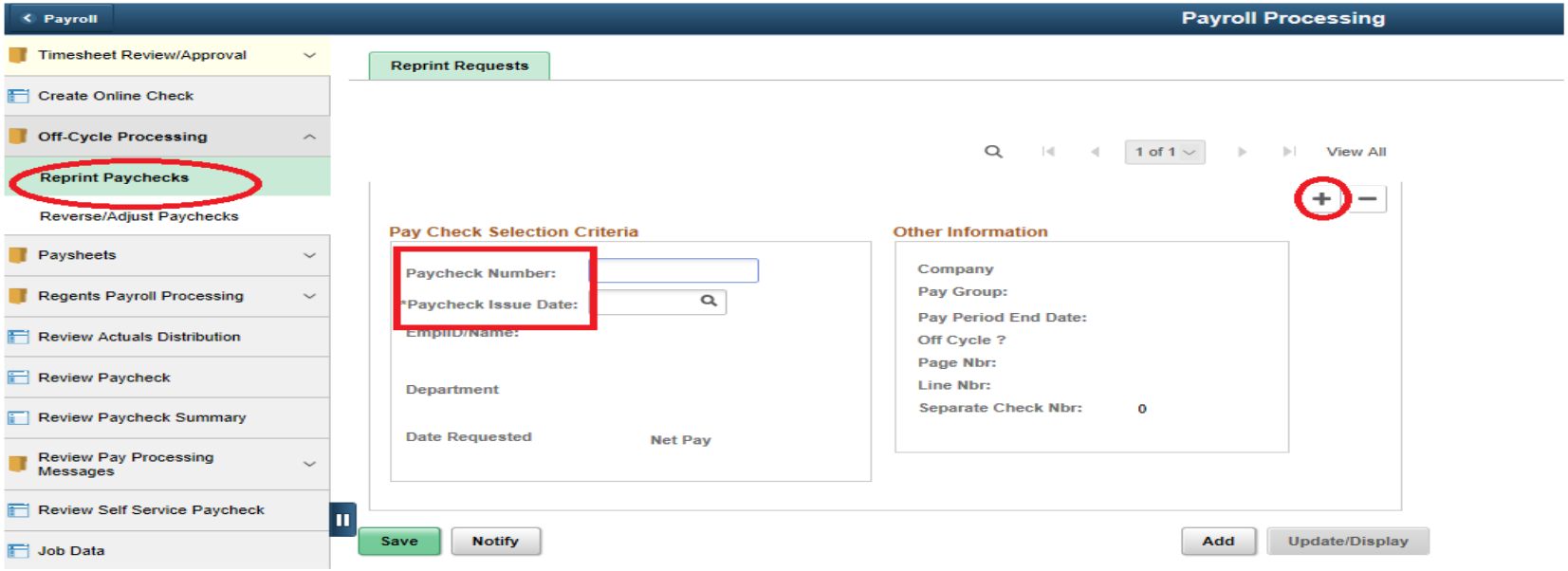
Requesting a Paycheck Reprint - 1

Paycheck reprints are requested on the Reprint Requests page.

Fluid Location: **SHARP Homepage** click the drop down arrow, select **Payroll** Homepage, click the **Payroll Processing** tile, select **Off-Cycle Processing> Reprint Paychecks** located on left side of page



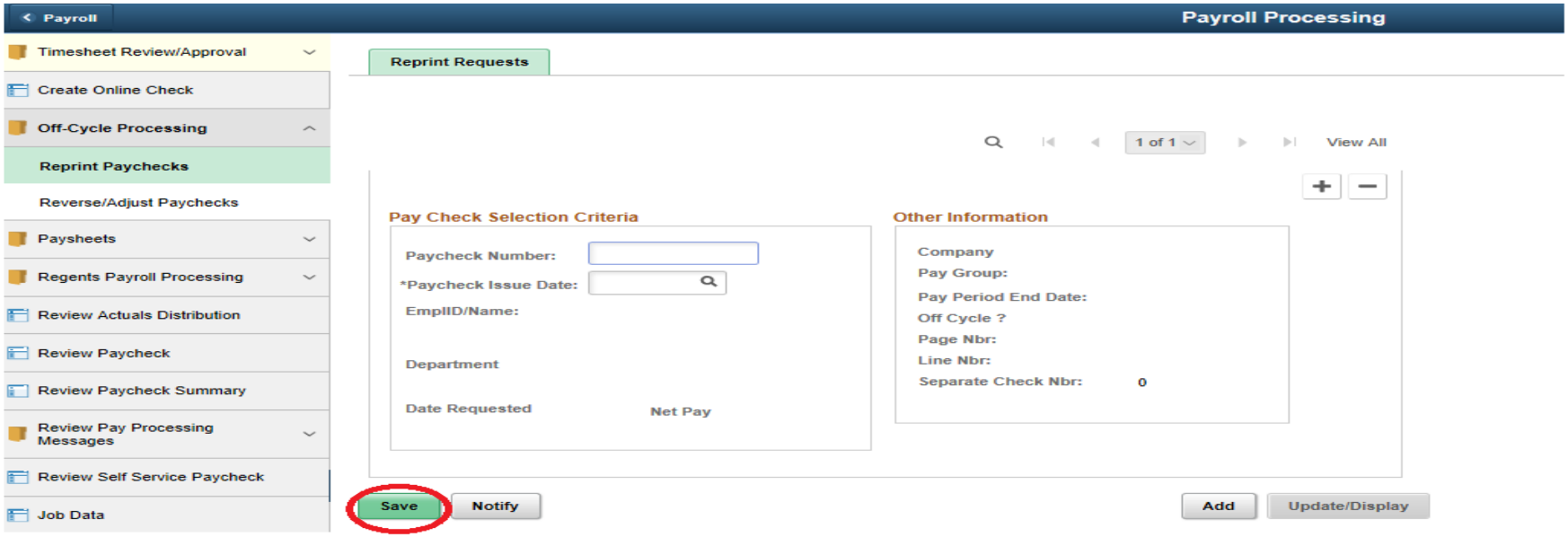
Requesting a Paycheck Reprint - 2



Step 1: If the fields on the page are blank (Otherwise, you will need to click on the Add Row button to add a new row first.), type the **paycheck number** and **paycheck issue date** (of the check needing reprint) in their corresponding fields, then press the **Tab** key to tab out of the Paycheck Issue Date field. The system will populate EmplID/Name, etc. Verify that the employee ID, name, paycheck number, etc. are correct.

Lesson 9: Paycheck Reprints

Requesting a Paycheck Reprint - 3



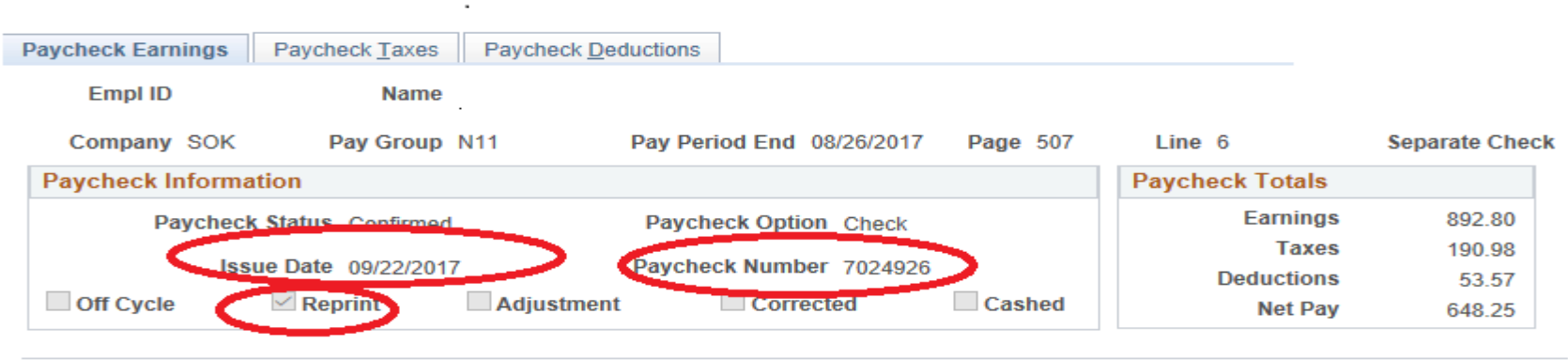
Step 2: If you have more than one reprint request, for each additional row, click the Add Row button to add a new row and repeat Step 1. Once all rows have been entered, click on the **Save** button.

Verifying Paycheck Reprint Processed - 1

The new check will be printed after the next off-cycle payroll. The replacement check will be the exact reproduction of the original check except for CHECK NUMBER and ISSUE DATE; and the Reprint box on the replacement check will be checked. The reprinted check will NOT appear on the PAY002, Payroll Register, KPAYGL5C/KPAYGL6C, or General Ledger Extract.

The replacement check number can be located by searching the Review Dead Checks page Fluid Location: ***NavBar*** *icon* ***>Payroll for North America > Periodic Payroll Events USA > Check Reconciliation > Review Dead Checks*** using the **original check number**; or alternatively by searching the Review Paycheck page using the **pay period end date** and **employee ID** as search criteria. To find the Review Paycheck Fluid Location: **SHARP Homepage** click drop down arrow, click **Payroll** Homepage, select **Payroll Processing** tile**> Review Paycheck** (located on the left side of page)

Verifying Paycheck Reprint Processed - 2



Above is the summary section of a reprint check. The replacement check will be exactly the same as the original check except for CHECK NUMBER and ISSUE DATE; and the Reprint box on the replacement check will be checked.

Verifying Paycheck Reprint Processed - 3

Once the reprint check/advice number is obtained,

- Inform the State Treasurer's Office of the **new paycheck number** and **issue date** by calling (785) 296-4150 or by writing the new information on the form DA-6P then fax it to (785) 296-2014.

- The agency should also record the reprint paycheck number and issue date on the DA-6P for their own records. Attach the approved DA-6P to the DA-182 and file in the agency's payroll documentation file.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



Match the descriptions to the steps on the left to complete the paycheck reprint process

Step 1	A) Receive DA-6P from the State Treasurer's
Step 2	B) Notify the State Treasurer's of the replacement check number and issue date
Step 3	C) View the replacement check number and issue date on the Review Paycheck page after the next off-cycle
Step 4	D) Request the paycheck reprint in SHARP
Step 5	E) Verify the paycheck needing reprint hasn't been cashed by processing a stop payment (DA-6P) on it.

The correct answer is: E >A>D>C>B

Lesson 9: Paycheck Reprints

Lesson Summary



A paycheck reprint is necessary when an employee reports a paycheck as being lost, stolen, or destroyed.



Before a paycheck reprint request is entered in SHARP, agencies must first submit a Paycheck Stop Payment Request (DA-6P) to the State Treasurers to verify the paycheck has not been cashed.



The replacement check will be the exact reproduction of the original check except for CHECK NUMBER and ISSUE DATE; and the Reprint box on the replacement check will be checked.

In this lesson, I walked you through the purpose and procedures of paycheck reprint, and how to verify a paycheck reprint has processed. On the left are some key concepts discussed in this lesson.



Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, return to the 9.2 Training Resources page and select the next lesson you want to take.

