

How Do I? Paycheck Reprints

Timing: Whenever a paycheck is lost or destroyed. (Paychecks issued with an incorrect mailing address should be reversed and a new paycheck issued through the supplemental process.)

Process a Paycheck Reprint:

Step 1: Locate the information for the paycheck to be reprinted. Use the PAY002, Payroll Register, report or find data online using the following path: **Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck.** On the Find an Existing Value page, type the Company (SOK), Pay Period End Date, and Employee ID in their corresponding fields, then click on Search. From the Paycheck Earnings page, note the **Check Number, Issue Date,** and **Net Amount.**

Step 2: Place a stop payment on the paycheck. Agency completes form DA-6P, Paycheck Stop Payment Request. The DA-6P can be found at <http://da.ks.gov/ar/forms/default.htm> in either .pdf format (requires Adobe Acrobat Reader) or as a PC fillable Excel file (requires Excel). Completed forms should be faxed to the Warrant Section of the State Treasurer's Office at (785) 296-2014.

Form DA-6P Instructions can be found at <http://da.ks.gov/ar/payroll/reprint.htm>.

Step 3: The State Treasurer's Office processes and approves the Paycheck Stop Payment Request. The State Treasurer's Office will fax a copy of the approved form to the agency.

Step 4: Upon receipt of the approved DA-6P, agencies should request the paycheck reprint in the SHARP system using the following path: **Main Menu > Payroll for North America > Payroll Processing USA > Reprint Paychecks.**

On the Reprint Requests page, type the **Paycheck Number** and **Paycheck Issue Date** in their corresponding fields, then click on **Save.**

Note: If the Paycheck Number and Paycheck Issue Date fields are not blank (at least one paycheck reprint has already been requested for the off-cycle), click on the **Add Row** button to add a row for each additional reprint request. Typing over any existing data will cause that data row to be deleted.

On-Line Agencies View the Replacement Check Number and Issue Date

Step 1: After the reprint is processed in the following off-cycle, the Replacement Paycheck Number can be viewed on the Dead Paychecks page using the following path: **Main Menu > Payroll for North America > Periodic Payroll Events USA > Check Reconciliation > Review Dead Checks.** Type 'Check' in the Form Identification field and the original check number in the Paycheck Number field, then click on Search.

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Step 2: The Dead Paychecks page should display. Write down the Replacement Check number.

Note: Instead of Steps 1 and 2 above, you may locate the replacement check by going directly to the Paycheck Data page as instructed in Step 3 below.

Step 3: Access the Review Paycheck page using the following path: **Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck**. On the Find an Existing Value page, type the Company (SOK), Pay Period End Date, and Employee ID in their corresponding fields, then click on Search. The new (replacement) check should display.

Once in the Paycheck Earnings page, write the Replacement Check Number and its Issue Date in the Duplicate Check # and Issue Date fields on the DA-6P.

Step4: Call the State Treasurer's Office at **(785) 296-4150** to inform them of the Reprinted Paycheck Number and Issue Date. If the State Treasurer's Office does not receive the reprinted check number, the check may not be redeemed by the State's bank.