# Payroll

## Entering a Paycheck Reprint

Procedure

You are about to follow step-by-step instructions for having a paycheck reprinted.  Before entering the re-print request, you must gather the necessary information, ensure that it is eligible for an agency entered check reprint, and get approval from the State Treasurer's Office.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |
| 1.
 | Click the **Payroll Processing USA** link. |
| 1.
 | Click the **Produce Payroll** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Review Paycheck** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Pay Period End Date:** field. Enter "**09/03/2011**". |
| 1.
 | Enter the desired information into the **Empl ID:** field. Enter "**K0000216920**". |
| 1.
 | Click the **Search (Alt+1)** button. |
| 1.
 | Here is where the **Issue Date** and **Paycheck Number** can be found for the DA-6P form that needs filled out. After jotting these down, click in either area to move on. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Home** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Workforce Administration** link. |
| 1.
 | Click the **Personal Information** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click in the **Modify a Person** field. |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Click the **Search** button. |
| 1.
 | Click the **Contact Information** link. |
| 1.
 | Jot down the **Address** for this employee, it will be needed when filling out the DA-6P as well.  If a paycheck was lost in the mail due to a CHANGE of ADDRESS, the reprint process CANNOT be used.  A DA-180 will need to be processed centrally.  Click anywhere on the address to continue. |
| 1.
 | Click the **Home** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Minimize** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click in the **start** button. |
| 1.
 | Click in the **Internet Explorer** link. |
| 1.
 | Enter the desired information into the **Web Address** field. Enter "**http://www.da.ks.gov/sharp/**". |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **SHARP documents** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Scrollbar** and drag it down to the DA-6P form. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **DA-6P** object. |
| 1.
 | Click the **Excel** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Open** button. |
| 1.
 | Fill in the top section of the  **DA006P** form and fax it to the State Treasurer's Office at 785-296-2014 for approval to continue with the check reprint. Click in the highlighted section to continue. |
| 1.
 | Here is the DA-6P form filled out to send to the State Treasurer's Office.  Click anywhere on the highlighted part of the **DA06P** form to continue. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |
| 1.
 | Click the **Payroll Processing USA** link. |
| 1.
 | Click the **Reprint Paychecks** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click in the **Add a new row at row 2 (Alt 7)** button. |
| 1.
 | Enter the desired information into the **Paycheck Number** field. Enter "**7023398**". |
| 1.
 | Enter the desired information into the **Paycheck Issue Date: Required** field. Enter "**09/16/2011**". |
| 1.
 | Click the **Save** button. |
| 1.
 | Congratulations!  You have completed Entering a Paycheck Reprint.**End of Procedure.** |