

Voiding a Payroll Check for the Current Calendar Year

Purpose:

To void a payroll check for the current calendar year in Banner HR.

The VOID procedure should only be used for a current calendar year check when an incorrect check has been issued AND the employee has not either received or cashed the check. If necessary, a corrected check may then be issued using the ADJUSTMENT procedure in Banner HR.

Prior calendar year checks must be voided through a journal voucher (JV), and a W-2c form completed and forwarded to Payroll and Benefit Accounting in Statewide HR for processing.

If the check is going to be reissued exactly the same as an original check, which was lost or for some reason not received by the employee, use the VOID/REISSUE procedure.

The Void Adjustment Form should be completed as follows; the form is available at http://www.alaska.edu/hr/forms/int_payrollforms/

NAME:	Employee's last name, first name, MI
EMPLOYEE ID:	UA Employee ID Number
YEAR:	Current calendar year
Pay No:	The Pay number of the check you wish to void
Seq No.	The next available sequence for the check run
Adj Action:	Check "Void"
History Date:	Use appropriate date per the payroll calendar
Posting Override Date:	Use appropriate date per the payroll calendar
Document No.:	Use the number of the check to be voided
Entered By:	Person entering the data
PEAEML:	Complete the appropriate adjustments to reverse the accruals for the pay period to be voided
REASON FOR VOID:	Indicate why the check is to be voided

Process the VOID ADJUSTMENT in PHAADJT to complete the void process.
Manually adjust leave balances in PEALEAV if necessary.

If you have the original check, write "VOID" across the check, and in the lower right-hand corner write the date and adjustment number of the void process. Send the voided check to Payroll & Benefit Accounting in Statewide HR for processing.

Any time you void a check which included child support, a garnishment, or a levy, notify Payroll & Benefit Accounting by sending an email to ua-payroll@alaska.edu.