# How to Recreate a Payroll Check in Payroll Mate

Payroll forms and reports are populated with figures pulled directly from the payroll checks. If you need to recreate the check in order to edit amounts or edit the pay date, you will need to delete and recreate the check. It is VERY IMPORTANT that you follow the directions carefully.

Make sure you have the correct Company open inside Payroll Mate

- 1. Click Checks from the shortcuts menu
- 2. Select the check from the list to delete
- 3. Click Delete from second menu bar

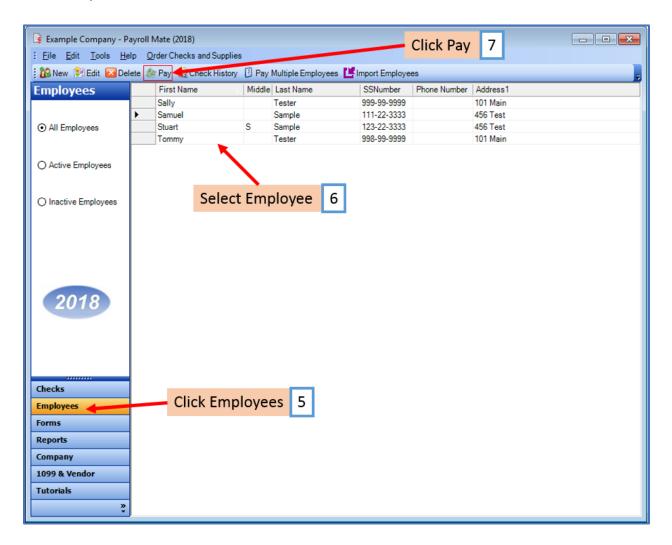
Example Company - Payroll Mate (2018)					
, The East Tools Their Order Checks and Supplies					
al New 🕜 Edit 📷 Delete Sprint Selected Check 🕃 Print Multiple Checks 🔛 Direct Deposit					
Checks		Check Preview [01/12/2018] - Check # [1]			
	Arranged By: Date	Check Summary for "Sally Tester"			
⊙ All Checks	January	Pay Period: From: 01/08/2018 To: 01/12/2018 Net Pay: \$680.00			
This Month     This Quarter	01/12/2018 Tester, Sally	Income Details <u>Title: Type: Rate: Oty. Amount: YTD:</u>			
O This Year	01/12/2018 Sample, Samuel	Regular Hourly Pay Per Hour \$17.0000 40.0000 \$680.00 \$680.00			
	01/12/2018 Sample, Stuart	Tax Details			
2018	01/12/2018 Tester, Tommy				
	01/19/2018 Sample, Samuel				
	01/19/2018 Sample, Stuart	Select the check to delete 2			
2010	01/19/2018 Tester, Tommy				
	01/26/2018 Sample, Samuel	Deduction Details			
	01/26/2018 Sample, Stuart				
Checks	01/26/2018 Tester, Tommy	ick Checks 1			
Employees	01/26/2018				
Forms	Tester, Sally				
Reports	01/19/2018				
Company	Tester, Sally				
1099 & Vendor					
Tutorials					
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## 4. Click Yes to delete this record

Note: You will need to delete ALL the checks created for this employee after this check and then recreate each of the checks in the correct sequential order

elp Order Checks and Supplies	
ete Selected Check 💽	Print Multiple Checks  Direct Deposit
Arranged By: Date	Check Preview [01/19/2018] - Check # [5]
Arranged by: Date	Check Summary for "Sally Tester"
January	Pay Period: From: 01/08/2018 To: 01/12/2018 Net Pay: \$524.32
01/12/2018 Tester, Sally	Income Details <u>Title: Type: Rate: Qty. Amount: YTD:</u>
01/12/2018 Sample, Samuel	Regular Hourly Pay Per Hour \$17.0000 40.0000 \$680.00 \$1360.00
01/12/2018 Sample, Stuart	Tax Details
01/12/2018 Tester, Tommy	Title:         Amount:         YTD:           Federal Income Tax         \$69.40         \$69.40
01/19/2018 Tester, Sally	Social Security (Employee)         \$42.16           Medicare (Employee)         \$9.86           State Income Tax         \$33.66
01/19/2018 Sample, Samuel	Local Income Tax \$0.00 \$0.00 State Disability Insurance (Employee) \$0.00
01/19/2018 Sample, Stuart	NY Disability \$0.60 \$0.60
01/19/2018 Tester, Tommy	Social Security (Employer) \$42.16 Medicare (Employer) \$9.86 Deduction Details Click Yes 4
01/26/2018 Sample, Samuel	Deduction Details CIICK Yes 4
01/26/2018 Sample, Stuart	
01/26/2018 Tester, Tommy	Are you sure you want to delete this record?
01/26/2018 Tester, Sally	Yes No
	01/12/2018 Tester, Sally 01/12/2018 Sample, Samuel 01/12/2018 Sample, Stuart 01/12/2018 Tester, Tommy 01/19/2018 Tester, Sally 01/19/2018 Sample, Samuel 01/19/2018 Sample, Stuart 01/19/2018 Tester, Tommy 01/26/2018 Sample, Samuel 01/26/2018 Sample, Stuart 01/26/2018 Tester, Tommy 01/26/2018

- 5. Click Employees from the shortcuts menu
- 6. Select correct employee
- 7. Click Pay from the second menu bar



# 8. Recreate the paycheck

Note: Make sure you are recreating checks in sequential order. Pay special attention to the Pay Date of each check.

## 9. Click OK

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Checks		Check Preview [01/12/2018] - Check # [1]
	Arranged By: Date	Check Summary for "Sally Tester"
All Checks	🗉 January	Pay Period: From: 01/08/2018 To: 01/12/2018 Recreate check 8
O This Month	01/12/2018	Income Details
O This Quarter	Tester, Sally	Title:         Type:         Rate:         Oty.         Amount:         YTD:           Regular Hourly Pay         Per Hour         \$17.0000         \$680.00         \$680.00
O This Year	01/12/2018 Sample, Samuel	
	01/12/2018	heck Details
	Sample, Stuart	eneral Information Pay Frequency: Weekly (52 Pay Periods)
	01/12/2018 Tester, Tommy	Employee: Tester, Sally    Begin Date: January 08, 2018
	01/19/2018	Check #: 5 Pay Date: January 19, 2018 🗊 🗣 🔂 End Date: January 12, 2018 🗊 💌
2018		ncome Details Vacation / Sick Hours
	01/19/2018	Income:         Rate:         Type:         Quantity:         Amount:         YTD:         Amount:         YTD:           Regular Hourly Pay         17.0000         Per Hour:         40.0000         680.00         1360.00         Vac. hours assed:         0.00         0.00
	Sample, Stuart	Hegular Hourty Pay         17.0000         Per Hour         40.0000         580.00         1360.00         Vac. hours earned         0.00         0.00           Vac. hours used         0.00
	01/19/2018 Tester, Tommy	Sick hours earned 0.00 0.00
	01/26/2018	Sick hours used 0.00 0.00
	Sample, Samue	ax Details Deduction Details
	01/26/2018	Tax: Amount: YTD: A Deduction: Amount: YTD:
	01/26/2018	Federal Income Tax         69.40         69.40           Social Security (Employee)         42.16         42.16
	Tester, Tommy	Medicare (Employee) 9.86 9.86
	01/26/2018	State Income Tax         33.66         33.66           Local Income Tax         0.00         0.00
	Tester, Sally	State Disability Insurance (Employee) 0.00 0.00 E
		NY Disability 0.60 0.60
		Social Security (Employer) 42.16 42.16
		Medicare (Employer) 9.86 9.86 Fed Unemployment (Employer) 4.08 4.08
		State Unemployment (Employer) 3.40 3.40 +
Click	OK 9	ther Optional Details Check Summary
Cher		Amount         YTD:         Total Incomes:         Total Taxes:         Total Deductions:         Net Pay:           Hours Worked         40.00         80.00         This Check:         680.00         155.68         0.00         524.32
		Weeks Worked 1.00 2.00 YTD: 1360.00 155.68 0.00 1204.32
		Meers worked 1.00 2.00 100.00 100.00 0.00 1204.02
		OK Cancel

10. If Payroll Mate detects ANY checks created out of sequential order, you will receive this notice

11. Click Yes if you would like to continue

Note: This will cause the check to be created out of sequential order

		received if Payroll Mate deteo I out of sequential order	cts ANY che	ecks	10
	Attention		Ciala hav	23 e	
e	<u> </u>	Payroll Mate has detected the following: The "Pay Date" you picked will cause Payroll Mate to that is out of sequential order. This will cause calcular taxes and deductions with wagebase and cutoff limit might appear in this check or in subsequent checks.	tion problems for		
;		Are you sure you want to continue?	Click Yes	11	
e I		Yes	No		

#### 12. Recreated check is now visible in the check list

Note: If you view any payroll check created out of sequential order, you may see that those figures are NOT included in the YTD for that field

13. Find any additional check(s) in the check list that will need to be deleted and recreated - Delete and recreate as needed

Checks		Check Preview [01/26/2018] - Check # [9]
	Arranged By: Date	Check Summary for "Sally Tester"
All Checks     This Month     This Quarter	January	Pay Period: From: 01/15/2018 To: 01/19/2018 Net Pay: \$524.32
	01/12/2018 Tester, Sally	Income Details <u>Title: Type: Rate: Qtv. Amount: YTD:</u> Regular Hourly Pay Per Hour \$17,0000 40,0000 \$580.00 \$1360.00
O This Year	01/12/2018 Sample, Samuel	Check Details
	01/12/2018	General Information Pay Frequency: Weekly (52 Pay Periods)
ind any	Sample, Stuart	Employee: Tester, Sally Begin Date: January 15, 2018
additional	01/12/2018 Tester, Tommy	Check #: 9 Pay Date: 01/26/2018 End Date: January 19, 2018
heck(s)	01/19/2018	Income Details Vacation / Sick Hours
	13 Sample, Samuel	Income: Rate: Type: Quantity: Amount: YTD: Amount: YTD: Amount: YTD:
hat will	13 01/19/2018 Sample, Stuart	Regular Hourly Pay         17.0000         Per Hour         40.0000         680.00         1360.00         Vac. hours earned         0.00         0.00
	and the second se	Vac. hours used 0.00 0.00 Sick hours earned 0.00 0.00
eed to be	01/19/2018 Tester, Tommy	Sick hours earned 0.00 0.00 Sick hours used 0.00 0.00
leleted	01/26/2018	Tax Details Deduction Details
nd	Sample, Samuel	Tax: Amount: YTD: A Deduction: Amount: YTD:
100 100	01/26/2018 Sample, Stuart	Federal Income Tax 69.40 69.40
ecreated		Social Security (Employee) 42.16 42.16 Medicare (Employee) 9.86 9.86
	01/26/2018 Tester, Tommy	Medicare (Employee) 9.86 9.86 State Income Tax 33.66 33.66
	01/26/2018	Local Income Tax 0.00 0.00
	Tester, Sally	State Disability Insurance (Employee) 0.00 0.00 E
	01/19/2018	NY Disability 0.60 0.60
	Tester, Sally	Social Security (Employer) 42.16 42.16
	Tester, Jany	Medicare (Employer) 9.86 9.86
		Fed Unemployment (Employer) 4.08 4.08
		State Unemployment (Employer) 3.40 3.40 +
Recreated		Other Optional Details Check Summary
ما محاد	12	Amount: YTD: Total Incomes: Total Taxes: Total Deductions: Net Pay: Hours Worked 4.00 44.00 This Check: 680.00 155.68 0.00 524.32
check		
		Weeks Worked 1.00 2.00 YTD: 1360.00 155.68 0.00 1204.32