

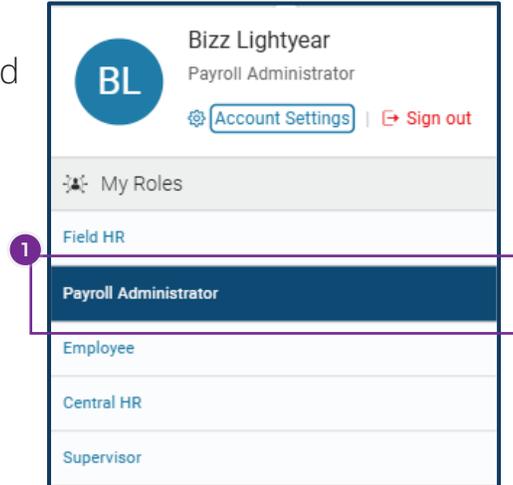
# Check Disposition (CHCK)

## Instructions

### CHCK

Used to update Check Status to Redeposited-Cancelled or Redeposited - Stopped.

1. From **My Profile**, select the **Payroll Administrator** role.

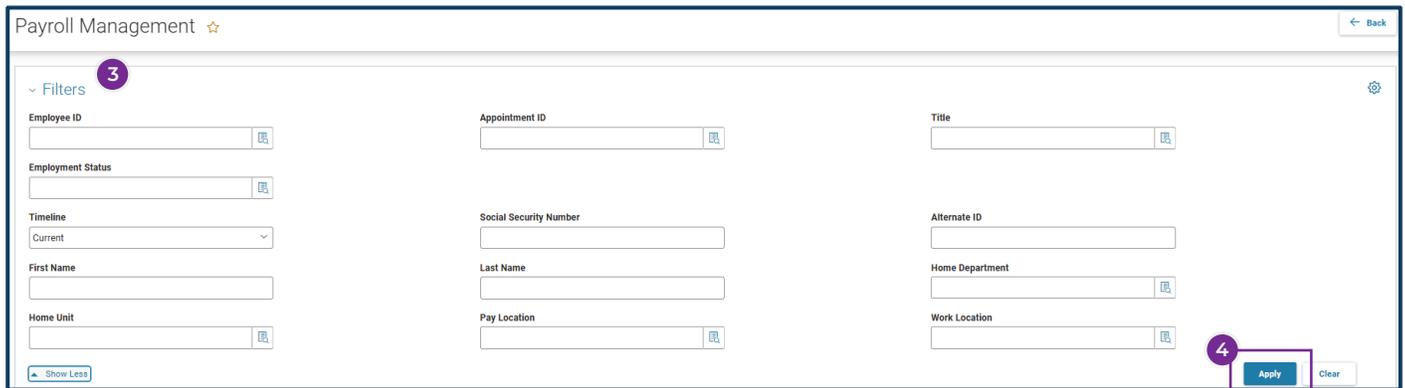


2. From the **Global Navigation** search bar, type PAYM for Payroll Management.



3. Use **Filters** to search for the employee.

4. Click **Apply** when you've complete your narrowed search.



5. From the **Grid Actions** results, click the **View** button.

Employee_ID	Appointment_ID	First Name	Last Name	From	To
102695		POscar	PMyer	02/15/2025	12/31/9999

1. Click the **Issued Checks/Advices** tab.

2. Click the **Create Check Disposition** button next to the check to be cancelled. Before cancelling a check, the check's status must be set to Outstanding.

Check Date	Type of Check	Net Pay Amount	Disposition	Disposition Date	GTN Run Number	Attachments
04/25/2025	No Pay Calc.	\$0.00	Cleared Payment	04/25/2025	6	<a href="#">Create Check Disposition</a>
03/14/2025	Regular	\$2,942.61	Outstanding Payment	05/12/2025	8	<a href="#">Create Check Disposition</a>

3. Using the drop-down, update the **Check Status** to **Redeposited - Cancelled**.

4. Update the **Replace Check** field to **\*Replace** or **Do Not Replace**.

5. Click **Validate** and **Submit** if error-free.

Check Disposition (CHCK) ☆ Draft | [Grid Icon] | [List Icon]

Department: 150 | Unit: - | Transaction ID: 202506420000000011 | Version: 1

Created By: pwalker | Created On: 06/04/2025 | Modified By: pwalker | Modified On: 06/04/2025

Employee Information

\* Employee ID: 102695 | Appointment ID: [Field]

Check Information

\* Bank Account: 51 | \* Check Number: 0000000010206 | Check Amount: 2942.61

Combined Check: No | \* Check Status: Redeposited - Canceled

\* Replace Check: Do Not Replace | \* Check Issue Date: 03/14/2025 | \* Update Balance Immediately: N/A

Buttons: [Validate] [Submit] [Save] [Save & Close]

Once the Transaction is submitted successfully, click **Close**.

Verify the Disposition has been updated to **Redeposited-Cancelled** under **Issued Checks/Advice**.

Employee Accounting Data | Employee Event Accounting | Position Distribution Profile Maintenance From - | Position Distribution Profile Maintenance Details | Employee Training Profile | Pending Payment (3) | Issued Checks/Advices (1) | Check Date 11/08/2024

> Filters

Grid Actions | View per Page: 20 | 50 | 100 | Page 1 of 1

Check Date	Type of Check	Net Pay Amount	Disposition	Disposition Date	GTN Run Number	Attachments
11/08/2024	Advance	\$830.39	Redeposited-Cancelled	01/07/2025	42	<a href="#">Create Check Disposition</a>