Deposit Reissue (DPRI)

Instructions

DPRI
Used to issue a paper check to replace a failed direct deposit.

BL Bizz Lightyear
Payroll Administrator
⚙ Account Settings | ↪ Sign out

👥 My Roles

① Field HR

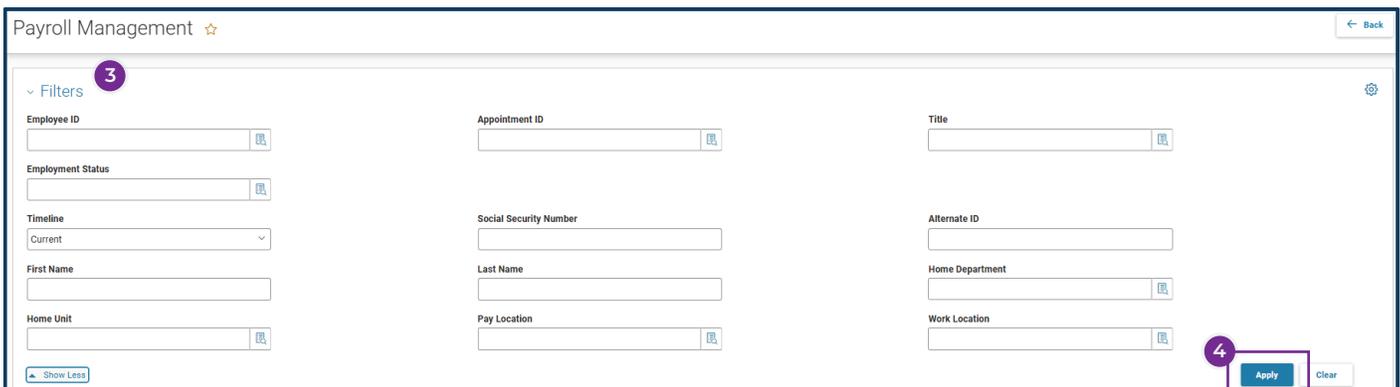**Payroll Administrator**

Employee

Central HR

Supervisor

1. From **My Profile**, select the **Payroll Administrator** role.
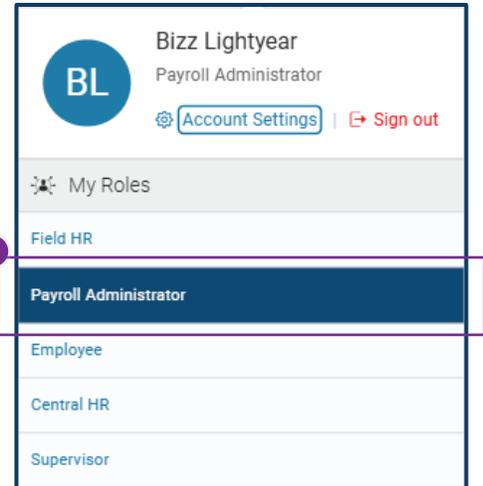
2. From the **Global Navigation** search bar, type PAYM for Payroll Management.

② PAYM 🔍

PAYM Payroll Management

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

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

Payroll Management ☆   ← Back

③ ⌄ Filters   ⚙

Employee ID	Appointment ID	Title
Employment Status		
Timeline	Social Security Number	Alternate ID
Current		
First Name	Last Name	Home Department
Home Unit	Pay Location	Work Location

▲ Show Less   **④** Apply Clear

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

1. Click the **Pay Distribution Detail** tab.

2. Click the **Modify** on the deposit entry.

3. Enter the **Reissue Date**.

4. Using the drop-down, update the **Reissue Status** to Reissue (Print).

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

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

On the **Pay Distribution** tab, verify the **Distribution Status** has been updated to **Reissue (Print)**.

Payroll Management ☆

PDUMBLEDORE, ALAN | Employee ID: 000041 | Appointment ID: - | Home Department: 510 | Home Unit: 5107 | Title: 10140

← Back

| Employee Event Accounting | Position Distribution Profile Maintenance From - | Position Distribution Profile Maintenance Details | Employee Training Profile | Pending Payment | Issued Checks/Advices (1) Check Date 12/06/2024 | Pay Distribution Detail (1) |

Issued Checks/... (1)

Grid Actions ⌄

1 - 1 of 1 Records   View per Page - **20** 50 100   Page 1 of 1

☐		Check Date	Bank Account	Check Number ⇅	Distribution Amount	Distribution Status	Distribution Date	
☐	▶	12/06/2024	94	000000014959835	2053.53	Reissue (Print)	12/13/2024	Modify