

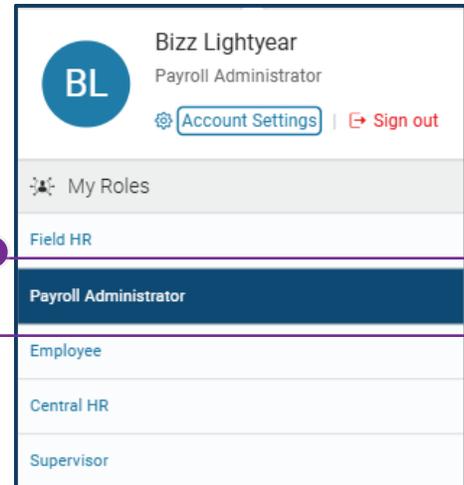
Check Register Management (REGCHK)

Instructions

REGCHK

Use to view employee data such as check details and bank information.

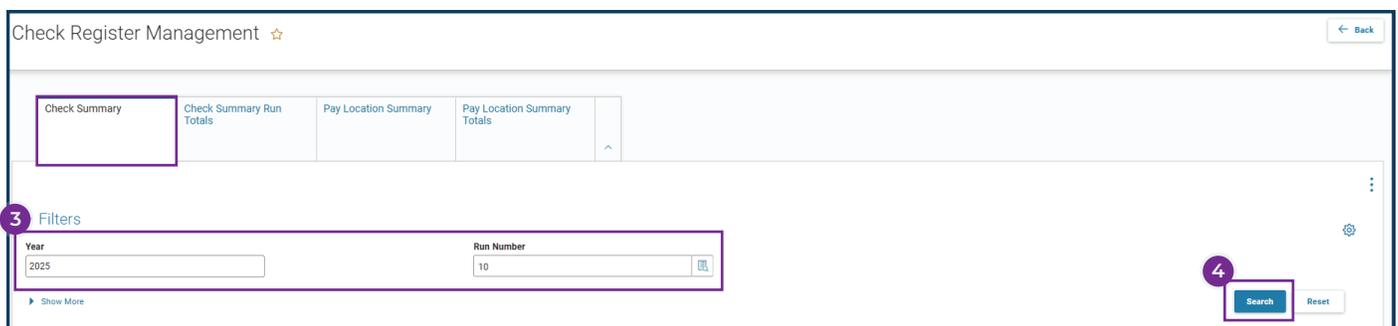
1. From **My Profile**, select the **Payroll Administrator** role.



2. From the **Global Navigation** search bar, type REGCHK for Check Register Management.



3. On the **Check Summary** tab, under the Filters section, add the **Year** and **Run Number**. If you're unsure of the Run Number, select from the pick-list. 



View results by clicking on the **Check Summary** tab and the **Check Summary Run Totals** tab.

Check Register Management ☆

Check Summary (1) | **Check Summary Run Totals** | Pay Location Summary | Pay Location Summary Totals

Run Totals

Total Gross Pay \$6,766.16	Total Fringe Pay \$4,727.55
Total Deductions \$1,795.58	Total Fringe Deductions \$4,727.55
Total Net Amount \$4,970.58	Total Reimbursable Expenditures \$0.00
Valid Check Count 0	Invalid Check Count 0

Search Reset

Grid Actions

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

Run Number	Run Date	Run Type	Pay Cycle	Payroll Number	Payment Disposition	Net Pay Distribution ID
10	05/19/2025	R	BW1	FF	Outstanding Payment	Prenote

Check Date: 04/11/2025 Start Date: 03/15/2025 End Date: 03/28/2025 Payroll Group: BWK1 Bank Account

Pay Location Summary tab

1. Under **Filters** section, enter the **Year**, **Run Number** and **Pay Location Summary Totals**.
2. Click **Search**.

Check Register Management ☆

1

Check Summary | Check Summary Run Totals | **Pay Location Summary** | Pay Location Summary Totals

Filters

Year: 2025 Run Number: 10 Pay Location: [Empty]

Show More

2 Search Reset

View the results by clicking on the **Pay Location Summary** tab and the **Pay Location Summary Totals** tab.

- Check Summary
- Check Summary Run Totals
- Pay Location Summary
- Pay Location Summary Totals

Filters

Year: 2025

Run Number: 10

Pay Location: 100

Search Reset

Grid Actions

0 Records

View per Page: 20 50 100

Page 0 of 0

Run Number	Run Date	Run Type	Pay Cycle	Payroll Number	Pay Location	Net Pay Distribution ID	Payment Disposition
No Records Found							

Check Register Management ☆

- Check Summary
- Check Summary Run Totals
- Pay Location Summary
- Pay Location Summary Totals

Total Gross Pay
\$551,388.57

Total Deductions
\$173,320.42

Total Net Amount
\$383,069.81

Valid Check Count
159

Total Fringe Pay
\$279,006.97

Total Fringe Deductions
\$279,006.97

Total Reimbursable Expenditures
\$5,001.66

Invalid Check Count
0