



Cancel Check/Warrant Process



Los Angeles County
Office of Education

Serving Students • Supporting Communities • Leading Educators

Business Enhancement System Transformation (BEST) Advantage System

Cancel Check/Warrant Process

Background and Overview

Most checks and direct deposits produced by HCM are correctly produced and promptly redeemed. However, some checks and direct deposits may need to be cancelled and/or replaced. This process is currently known as a check cancellation in HRS. In HCM, the Check Disposition (CHCK) document is used to cancel a check when the warrant or direct deposit was issued for an incorrect amount or is lost, stolen or damaged. The CHCK document will workflow to SFS for approval. Upon approval, the document will submit to Final phase.

Cancellation without Re-Issue

District/agency will initiate the process using the CHCK Disposition in the PAYM activity folder. The document will then be routed to SFS and upon approval, the document will submit to Final phase. A cancelled check that is not reissued will reverse the employees pay history and balances are updated.

Cancellation with Re-Issue

Upon submission of a cancellation document with re-issue, it will workflow to SFS for approval. District/Agencies will initiate the process using the CHCK Disposition in the PAYM activity folder. When submitting a cancellation with a re-issue, if there is no modification to the pay amount, then balances will not be impacted. However, if district/agencies wish to modify pay, a cancellation (as opposed to reissue) should processed along with a new pay transaction. Cancellations with re-issue can be re-issued with the same check number or a new check number. That will need to be specified on the CHCK document



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Check Status'

Check Status - Options are:

Cleared

Outstanding

Redeposited – Stopped

Redeposited – Canceled.

These are the same steps to follow for requesting a direct deposit reversal and cancel.

- if Check Status is **Cleared**, then Check Status must first be changed to **Outstanding** in order to change the disposition.
- If Check Status is **Outstanding**, then proceed with the cancellation procedures. The Check Status can be changed to Redeposited - Canceled or Redeposited - Stopped.

Selecting to **Cancel** or **Stop** will create the same reversing entries. Both options will reverse the paycheck details, deduction details and fringe details.

- If another check status code is displayed other than Cleared or Outstanding, then the check may already be canceled or a stop payment issued.
- Replace Check – Indicates whether the check should be replaced or if it should not be replaced.
Options are: Do Not Replace, Duplicate, N/A, and Replace.



Cancel Check/Warrant Process - How to View an Employee's Issued Check on the Payroll Check Status Inquiry (QPCHK)

1. On the Primary Navigation Panel, in the Jump To field, enter QPCHK.
2. Click the Go button or press the Enter key to open the Payroll Check Status Inquiry folder.
3. If the Search window does not open, click the Search link.
4. In the Search window, enter the search criteria for the employee.
5. Click the Ok link to display the results for the selected employee.
6. On the Secondary Navigation Panel, click the Issued Checks/Advices section.
 - a) Verify the status of the check is Outstanding.
7. And, on the Secondary Navigation Panel, click the Pending Checks/Advices section.
 - a) Verify that the check is not already being cancelled
8. Click Home to return to the home page.



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1. On the Primary Navigation Panel, in the Jump To field, enter PAYM.
2. Click the Go button or press the Enter key on your keyboard to open the Payroll Management activity folder.
3. If the Search window does not open, click the Search link.
4. In the Search window, enter the search criteria for the employee for who you want to process
5. the CHCK.
6. Click the Ok link to display the results on PAYM.
7. On the Secondary Navigation Panel, click the Issued Checks/Advices section.
8. Click on the line for the check that you would like to cancel.
9. Click the Create Check Disposition link at the bottom of the page to create a Check Disposition (CHCK) document.
10. Verify the Employee Information section is pre-populated with the information for the selected employee.



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11. Click the **Check Information Section** tab.
12. Verify the tab is pre-populated with the current information for the check.
13. Select the appropriate option from the **Check Status** drop-down list.
14. Select the appropriate option from the **Replace Check** drop-down list.
15. Click the **Validate** button to check for errors.
16. Click the **Submit** button to submit the CHCK document for approval.
17. Click the **Close** button to return to the PAYM activity folder.

All cancelation documents will workflow to SFS for approval. Upon approval the document will submit to Final phase and the system will generate automatic triggers.

- The fist trigger is for the **No Pay Calc** to pick up the reversal lines and process them.
- The second trigger is for the **replacement** lines to be picked up for the replacement check.

Note: the replacement trigger will process on the next cycle that has check print. This means replacements can be processed with any regular or supplemental cycle as the district/agency.



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Cancel Check/Warrant Process – Screen Shots

1. PAYM -> Issued Checks/Advices -> Create Check Disposition link

The screenshot shows the Payroll Management interface. On the left, a vertical menu includes options like Close, Employee, Employee Pay Period Accounting, Employee Accounting Data, Employee Event Accounting, Position Distribution Profile Maintenance, Position Distribution Profile Maintenance Details, Employee Training Profile, Pending Payment, and Issued Checks/Advices. The 'Issued Checks/Advices' option is highlighted with a yellow box. The main area displays an employee's pay information for appointment ID 0000000717, name SMITH, RILEY. A table shows a single row with appointment ID 11/30/2019, Type of Check Regular, Gross Pay Amount 4324.00, Total Deductions Amount 1030.57, Net Pay Amount 3293.43, Disposition Stale Dated, Disposition Date 02/03/2022, and GTN Run Number 7. Below the table are links for Search, General Information, and Payment Summary Information. Under General Information, there are fields for Appointment ID, Type of Check (Regular), Split Deposit, and Combined Check. At the bottom, there are links for Create Check Disposition and Create On-line Check Calculation.

2. CHCK Document – Redeposited – Canceled Replace

The screenshot shows a Check Disposition document. The top navigation bar includes Welcome, Jennifer Mark, Time and Leave, Financial Info, Check Disposition(CHCK), District/Agency: 75713, ID: 07112100000000000001, Ver.: 1, Doc Function: New, Phase: Draft, and Modified by jmark, 07/11/2021. The main section is titled 'Check Disposition'. It contains tabs for Employee Information and Check Information Section. In the Check Information Section, fields include * Bank Account: AWA, Bank Name: BANK OF AMERICA, NA, * Check Number: 00000021000131, Check Amount: 3293.43, Combined Check: (checkbox), Check Issue Date: 11/30/2019, * Check Status: Redeposited - Canceled, Replace Check: Replace, and Job ID: (text input).



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