Request a Stop Payment

Purpose

PayServ 9.2 is using the new online forms feature available in PeopleSoft for the request a Stop Payment process. Using this online form eliminates the need for paper and provides workflow-based approval and audit trail for tracking.

Helpful Hints

Using the online form, request a stop payment to a payroll paycheck and also request if the check should be reissued. Once completed, the form will be routed to the designated role within Payroll Operations.

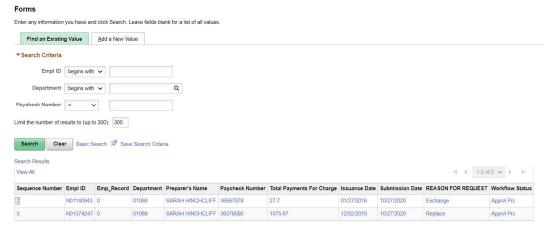## Using the Online Form to Request a Stop Payment

Navigation Path

Main Menu > Payroll for North America > Payroll Processing > Produce Payroll > Request Stop Payment

Steps – Agency

1. Click Add.

Forms

Find an Existing Value	**Add a New Value**

Sequence Number 1

Add

Find an Existing Value | Add a New Value

NOTE: By selecting 'Find an Existing Value' in the search record, the submitter can view all requests based upon security.

Forms

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▾ Search Criteria

Empl ID [begins with ▾] [   ]

Department [begins with ▾] [   ] 🔍

Paycheck Number [= ▾] [   ]

Limit the number of results to (up to 300): [300]

Search **Clear** Basic Search 📄 Save Search Criteria

Search Results

View All |◁ ◁ 1-2 of 2 ▾ ▷ ▷|

Sequence Number	Empl ID	Emp_Record	Department	Preparer's Name	Paycheck Number	Total Payments For Charge	Issuance Date	Submission Date	REASON FOR REQUEST	Workflow Status
2	N01140943	0	01069	SARAH HINCHCLIFF	36567878	27.7	01/27/2016	10/27/2020	Exchange	Apprvl Prc
3	N01374247	0	01069	SARAH HINCHCLIFF	36378580	1075.67	12/02/2015	10/27/2020	Replace	Apprvl Prc

2. Click the Instructions tab to view instruction details.

This is an online form for Agencies to request stop and reissue New York State payroll checks (Replacing **AC3440 Request for Payroll Check Stop Payment**)

When agency submits the request, the Form will be routed to Payroll Operations for Approval or Denial and appear on their worklist.
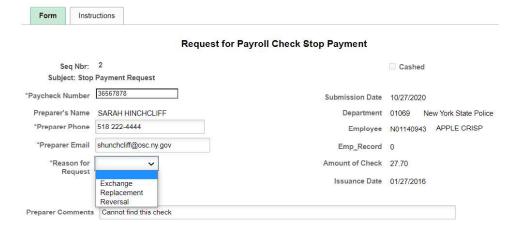
When Payroll Operations Approves or Denies the request, the form will be routed to the requesting Agency with comments detailing the reason for the denial. The Form will appear on the Agency's worklist.

3. Click the Form tab. The following fields are on the page:
   a. Seq Nbr: System Generated
   b. Subject: System Generated
   c. Paycheck Number: Paycheck Number for the Stop Payment Request
   d. Preparer's Name: System Generated based upon User ID
   e. Preparer Phone: Required
   f. Preparer Email: Required
   g. Reason for Request: Required (Exchange, Replacement, or Reversal)
   h. Preparer Comments: Optional
   i. Cashed, Submission Date, Department, Employee (EMPLID and Name), Empl Rcd, Amount of Check, Issuance Date: All are system generated and display only based upon Check Number Entered
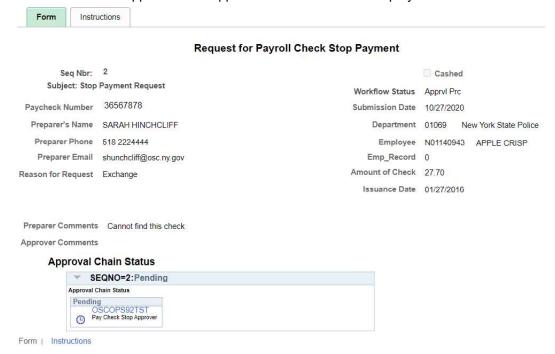
4. Enter and/or verify the following:
   NOTE: Most information is system generated based upon the Check Number entered. If the check has already been submitted or if you select prepopulated fields an error message will be triggered and the information will need to be reentered.
   a. Paycheck Number
   b. Verify the Paycheck Information (Department, EMPLID/Name, Empl Rcd, Amount of Check, Issuance Date) is correct for the check you want to stop.
   c. Verify the Cashed box is unchecked. OSC is not able to stop checks that are cashed.
   d. Enter Preparer Phone Number
   e. Enter Preparer Email
   f. Select Reason for Request (Exchange, Replacement, or Reversal)
   g. Enter Comments if needed.

   Below is how the page looks after entering the required data:

Request for Payroll Check Stop Payment

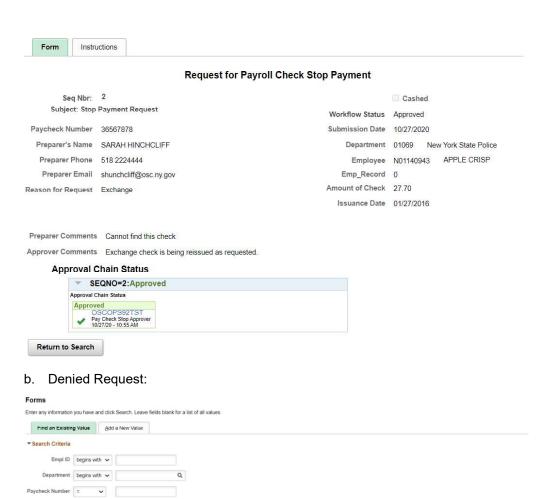|	
Seq Nbr: 2	☐ Cashed
Subject: Stop Payment Request	
*Paycheck Number 36567878	Submission Date 10/27/2020
Preparer's Name SARAH HINCHCLIFF	Department 01069 New York State Police
*Preparer Phone 518 222-4444	Employee N01140943 APPLE CRISP
*Preparer Email shunchcliff@osc.ny.gov	Emp_Record 0
*Reason for Request [▼]	Amount of Check 27.70
Exchange	Issuance Date 01/27/2016
Replacement	
Reversal	
Preparer Comments Cannot find this check	

5. Click SUBMIT for Approval. The Approval Process Status is displayed.

6. After the OSC Approver has approved or denied the request, the Requester can view the request and the Approver's comments.
   a. Approved Request:

| Form | Instructions |

Request for Payroll Check Stop Payment

Seq Nbr:	2		☐ Cashed	
Subject:	Stop Payment Request			
		Workflow Status	Approved	
Paycheck Number	36567878	Submission Date	10/27/2020	
Preparer's Name	SARAH HINCHCLIFF	Department	01069	New York State Police
Preparer Phone	518 2224444	Employee	N01140943	APPLE CRISP
Preparer Email	shunchcliff@osc.ny.gov	Emp_Record	0	
Reason for Request	Exchange	Amount of Check	27.70	
		Issuance Date	01/27/2016	

Preparer Comments   Cannot find this check

Approver Comments   Exchange check is being reissued as requested.

Approval Chain Status

> ▼   **SEQNO=2:Approved**

Approval Chain Status

Approved
✔ OSCOPS92TST
   Pay Check Stop Approver
   10/27/20 - 10:55 AM

[Return to Search]

b.   Denied Request:

Forms

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Empl ID	begins with ▾	
Department	begins with ▾	[🔍]
Paycheck Number	= ▾	

Limit the number of results to (up to 300): 300

[Search] [Clear]   Basic Search 🖉 Save Search Criteria

Search Results

| View All | | | | | | | | | ◄ ◄ 1-3 of 3 ▾ ► ►| |

Sequence Number	Empl ID	Emp_Record	Department	Preparer's Name	Paycheck Number	Total Payments For Charge	Issuance Date	Submission Date	REASON FOR REQUEST	Workflow Status
2	N01140943	0	01069	SARAH HINCHCLIFF	36567878	27.7	01/27/2016	10/27/2020	Exchange	Approved
3	N01374247	0	01069	SARAH HINCHCLIFF	36378580	1075.67	12/02/2015	10/27/2020	Replace	Apprvl Prc
4	N01374247	0	01069	SARAH HINCHCLIFF	40855052	1390.98	12/11/2019	10/27/2020	Replace	Denied

Form	Instructions

Request for Payroll Check Stop Payment

Seq Nbr: 4

Subject: Stop Payment Request

☑ Cashed

Paycheck Number 40855052

Preparer's Name SARAH HINCHCLIFF

Preparer Phone 518/222-4444

Preparer Email shinchcliff@osc.ny.gov

Reason for Request Replacement

Workflow Status Denied

Submission Date 10/27/2020

Department 01069   New York State Police

Employee N01374247   APPLE CRISP

Emp_Record 0

Amount of Check 1390.98

Issuance Date 12/11/2019

Preparer Comments Lost Check

Approver Comments This check has already been cashed

Approval Chain Status

▼ **SEQNO=4:Denied**

Approval Chain Status

Denied

🚫 OSCOPS92TST
Pay Check Stop Approver
10/27/20 - 11:16 AM

[Return to Search]

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