

NEOGOV

Using the Payroll Checks Form

Last revised: 11/10/2022

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Preface

By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

Overview

Payroll Administrators use **Payroll Checks (Windward) (UPSTUBCW)** to create a check run and send it to their own printer. This screen produces PDF files for all checks.

NEOGOV PR Payroll ▾

Home Employees Processing ▾ Admin ▾ Reports ▾

Payroll Checks (Windward) (UPSTUBCW)

Criteria Run/Scheduling Options

REPORT PARAMETERS

* Payroll bank account 🔍 * Print Zero Net Pays Yes ▾

Entity ORCHID 🔍 * Sort Order 0-Disbursem ▾

Payroll 🔍 * Print Setup Form Yes ▾

You may reprint single or multiple checks by specifying the starting and ending numbers.



Important: Before using this document, make sure that your environment has the proper vendors set up. Contact your implementation consultant for more information.

Generate Checks

To generate the checks in **UPSTUBCW**, do the following.

1. From the **Payroll Dashboard**, search for **UPSTUBCW** in the **Page Code** field.

The screenshot shows the NEOGOV Payroll Dashboard interface. At the top, there is a navigation bar with the NEOGOV logo, a 'PR' indicator, and a 'Payroll' dropdown menu. To the right of the navigation bar is a search field containing 'UPSTUBCW' with a search icon. Below the navigation bar are menu items: Home, Employees, Processing, Admin, and Reports. The main content area is titled 'Payroll Dashboard'.

2. Under the **Criteria** tab, select the desired **REPORT PARAMETERS**.

The screenshot shows the 'Criteria' tab in the NEOGOV system. The 'Run/Scheduling Options' sub-tab is active. The 'REPORT PARAMETERS' section contains the following fields and options:

- * Payroll bank account:** 011000138, 1928333847!
- Entity:** ORCHID
- Payroll:** BI-WEEKLY
- * Is this a Reprint:** No
- Starting Check #:** (empty)
- Ending Check #:** (empty)
- Starting Pay Date:** (empty)
- Ending Pay Date:** (empty)
- * Print Zero Net Pays:** No
- * Sort Order:** 1-Employee I
- * Print Setup Form:** No
- * Exception Level:** 0-Exceptions
- * Print Run Logs:** Yes
- User Comment:** (empty)

Field	Selection/Description
Payroll bank account	(Required) Select the bank account NEOGOV will use to generate the checks.
Entity	NEOGOV automatically uses your organization. If you are printing checks for a different organization, select the desired option.
Payroll	Select a specific payroll that NEOGOV will generate checks for.
Is this a Reprint	(Required) Controls which checks NEOGOV generates. <ul style="list-style-type: none"> • Yes: NEOGOV will only generate checks that were previously run. • No: NEOGOV will generate checks that were not previously run.
Starting Check #	Enter the check number NEOGOV will use as the starting check of the run. Use this field when reprinting checks.
Ending Check #	Enter the check number NEOGOV will use as the ending check of the run. Use this field when reprinting checks.
Starting Pay Date	Select the starting pay issue date.
Ending Pay Date	Select the ending pay issue date.
Print Zero Next Pays	(Required) Select whether NEOGOV will generate checks with a zero net pay. <ul style="list-style-type: none"> • Yes: NEOGOV will generate checks with a zero net pay. • No: NEOGOV will not generate checks with a zero net pay.
Sort Order	(Required) Select how NEOGOV will sort the checks in the PDF file. <ul style="list-style-type: none"> • 0-Disbursement Order: NEOGOV will sort the checks in the order selected when running Disburse Pay (UPDISB). This is the default selection. • 01-Employee Name: NEOGOV will sort the checks by the employee's last name. • 02-Person Code: NEOGOV will sort the checks by the employee's codes.
Print Setup Form	(Required) Select whether NEOGOV prints a setup form as the first page of the PDF file. <ul style="list-style-type: none"> • Yes: NEOGOV will print the setup form. • No: NEOGOV will not print the setup form.
Exception Level	(Required) Select 0-Exceptions only .

Field	Selection/Description
Print Run Logs	(Required) Select whether NEOGOV includes the execution run logs in the PDF file. Use this option for troubleshooting. <ul style="list-style-type: none"> • Yes: NEOGOV includes the execution run logs. • No: NEOGOV does not include the execution run logs.
User Comment	Enter any desired optional comments. NEOGOV will include these comments on the final page of the PDF file.

3. (Optional) Select any desired **REPORT FILTERS**.

REPORT FILTERS

<p>People List <input style="width: 150px;" type="text"/> <input type="button" value="Q"/></p> <p>Person <input style="width: 150px;" type="text"/> <input type="button" value="Q"/></p> <p>Location <input style="width: 150px;" type="text"/> <input type="button" value="Q"/></p> <p>Auth Area <input style="width: 150px;" type="text"/> <input type="button" value="Q"/></p> <p>Department <input style="width: 150px;" type="text"/> <input type="button" value="Q"/></p> <p>Org Level Type <input style="width: 100px;" type="text" value="v"/></p> <p>Org Level Code <input style="width: 150px;" type="text"/> <input type="button" value="Q"/></p>	<p>Unit <input style="width: 100px;" type="text"/> <input type="button" value="Q"/></p> <p>Group <input style="width: 100px;" type="text"/> <input type="button" value="Q"/></p> <p>Employment Status <input style="width: 100px;" type="text" value="ACTIVE"/> <input type="button" value="Q"/></p> <p>Pay Run <input style="width: 100px;" type="text"/> <input type="button" value="Q"/></p>
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Field	Selection/Description
People List	Select the list of people to generate checks for.
Person	Select a specific person to generate a check for. Use this when rerunning checks.
Location	Select a specific location to generate checks for.
Auth Area	Select the authorization areas to generate checks for.
Department	Select one or more departments to run checks for.
Org Level Type	NEOGOV will only generate checks for employees in the selected organization level type. Use EEO Headquarter and EEO Locn Establishment if you are also running US Veterans Employment Report (REVS) .
Org Level Code	Select the organization level code to generate checks for.
Unit	Select one or more units to generate checks for.
Group	Select one or more groups to generate the checks for.
Employment Status	Select the specific employee status to generate checks for.
Pay Run	Select the specific pay run to generate checks for.

4. Click **Generate**. NEOGOV generates a PDF file and provides an on-screen summary.



Payroll bank account	011000138, 19283338475601	Print Zero Net Pays	No
Entity	ORCHID	Sort Order	1-Employee Name
Payroll	BI-WEEKLY	Print Setup Form	No
Is this a Reprint	No	Exception Level	0-Exceptions only
Starting Check #		Print Run Logs	Yes
Ending Check #		User Comment	
Starting Pay Date :			
Ending Pay Date :			

REPORT FILTERS

People List	Unit
Person	Group
Location	Employment Status ACTIVE
Auth Area	Pay Run
Department	
Org Level Type	
Org Level Code	

Generate Reset Cancel

Output 357942_129_UPSTUBCW.pdf Email Output

- Retrieve the PDF file and ensure that the check numbers in your check stock match the order of the PDF. If you need to readjust your check numbers, see [Rerun Checks](#).
- Send the PDF file to your printer.

Best Practice: NEOGOV recommends testing your print run with paper copies before using your check stock.

The image below is an example of the report NEOGOV creates when running **UPSTUBCW**.

N	QA-STE 24-345, Milan Dr San Jose, CA USA	WELLS FARGO BANK MAC N9301-041 MINNEAPOLIS, MN 55479-0000 USA 061000227	Check # 0000007542
			Date 20230121 YYYY MM DD
PAY	Two Thousand Six Hundred Thirty Two Dollars and 18 Cents		\$2,632.18
TO THE ORDER OF	Testing, Anbu 24, Milan Dr Fargo, ND 58102 USA		

Employee Name	Employee ID	Department	Rate/Salary	Period End	Pay Date	Check #	Net Pay
Anbu Testing	651	ADMIN	4,200.00/BW	2023-01-21	2023-01-21	0000007542	\$2,632.18

EARNINGS					TAXES WITHHELD		
Description	Hours	Rate	This Pay	Y-T-D	Description	This Pay	Y-T-D
REGULAR	80.00		4,200.00	8,400.00	USFIT	688.89	1,418.73
					USFIT ADD	85.56	240.12
					FICA EE	236.50	496.90
					MEDI EE	55.31	116.21
					SIT RES	50.44	116.44
					SIT RES ADDL	85.56	335.56

ADDITIONAL PAYMENTS					OTHER DEDUCTIONS (* reduces tax)		
Description	Hours	Rate	This Pay	Y-T-D	Description	This Pay	Y-T-D
					*FSA EE	340.00	340.00
					*VISION EE	45.56	45.56

ACCRUALS					BENEFITS (* taxable)		
Description	Prior	Earned	Taken	Balance	Description	This Pay	Y-T-D
VAC EARN HRS	17.25	1.54	0.00	18.79			

SUMMARY						NET PAY DISTRIBUTION		
	Earnings	Taxes	Deductions	Net Pay	Benefits	Description	Bank Account	Amount
This Pay	4,200.00	1,182.26	385.56	2,632.18	0.00	Pay By Check		2,632.18
Y-T-D	8,400.00	2,723.96	385.56	5,290.48	0.00			

TAX FILING INFORMATION			
Jurisdiction	Filing Status	Allowances	Add'l Amt
Federal	H	1	85.56
Work - ND	H	4	85.56
Home - ND	H	4	85.56

IMPORTANT MESSAGES

Rerun Checks

If you need to rerun a check for one or more employees, do the following.

1. Select the appropriate **Payroll bank account**.
2. (Optional) If needed, select the appropriate **Entity** and **Payroll**.
3. Select **Yes** for **Is this a Reprint**.
4. Enter the appropriate **Starting Check #** and **Ending Check #**. NEOGOV will regenerate these checks without altering payroll data.
5. Complete the remaining required and optional fields as needed.

REPORT PARAMETERS

1 * Payroll bank account

2 Entity

Payroll

3 * Is this a Reprint

4 Starting Check #

Ending Check #

Starting Pay Date :

Ending Pay Date :

5 * Print Zero Net Pays

* Sort Order

* Print Setup Form

* Exception Level

* Print Run Logs

User Comment

6. Complete any optional **REPORT FILTERS**. This example added three people to the **Person** filter.

REPORT FILTERS

People List <input type="text"/>	Unit <input type="text"/>
Person <input type="text" value="10 - Akers, Casey, 110 - I"/>	Group <input type="text"/>
Location <input type="text"/>	Employment Status <input type="text"/>
Auth Area <input type="text"/>	Pay Run <input type="text"/>
Department <input type="text"/>	
Org Level Type <input type="text" value="v"/>	
Org Level Code <input type="text"/>	

7. Click **Generate**. NEOGOV generates a PDF file and provides an on-screen summary.

▶ **Generate**

↶ **Reset**

⊗ **Cancel**

Payroll bank account 011000138, 19283338475601	Print Zero Net Pays Yes	Sort Order 0-Disbursement Order
Entity ORCHID	Print Setup Form Yes	Exception Level 0-Exceptions only
Payroll BI-WEEKLY	Print Run Logs No	User Comment
Is this a Reprint Yes		
Starting Check # 528		
Ending Check # 530		
Starting Pay Date :		
Ending Pay Date :		

REPORT FILTERS

People List	Unit
Person 130 - Driscoll, Renee, 110 - Davis, Shella, 10 - Akers, Casey	Group
Location	Employment Status
Auth Area	Pay Run
Department	
Org Level Type	
Org Level Code	

▶ **Generate**

↶ **Reset**

⊗ **Cancel**

Output 35795L_129_UPSTUBCW.pdf Email Output