# Reversing Paychecks

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Paycheck Reversal/Adjustment</strong> page. Click the <strong>Payroll for North America</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Payroll Processing USA</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Reverse/Adjust Paychecks</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use. Click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td>5.</td>
<td>A <strong>Run Control ID</strong> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. Enter the desired information into the <strong>Run Control ID</strong> field. Enter a valid value e.g. &quot;reverse&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>Use the <strong>Paycheck Reversal/Adjustment</strong> page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.</td>
</tr>
<tr>
<td>8.</td>
<td>Specify the company code. Click in the <strong>Company</strong> field.</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the desired information into the <strong>Company</strong> field. Enter a valid value e.g. &quot;GBI&quot;.</td>
</tr>
<tr>
<td>10.</td>
<td>Enter the <strong>Pay Group</strong> that corresponds to this process request. Click in the <strong>Pay Group</strong> field.</td>
</tr>
<tr>
<td>11.</td>
<td>Enter the desired information into the <strong>Pay Group</strong> field. Enter a valid value e.g. &quot;KU1&quot;.</td>
</tr>
</tbody>
</table>
12. The Pay Period End Date corresponds to the on-cycle pay calendar with which you want to process the reversal or reversal/adjustment.
   
   Click in the Pay Period End Date field.

13. Enter the desired information into the Pay Period End Date field. Enter a valid value e.g. "04/17/2005".

14. Click in the Paycheck Number field.

15. Enter the desired information into the Paycheck Number field. Enter a valid value e.g. "1763".

16. Click in the Paycheck Issue Date field.

17. Enter the desired information into the Paycheck Issue Date field. Enter a valid value e.g. "04/01/2005".

18. Click the Run button.

19. Use the Process Scheduler Request page to enter or update parameters, such as server name and process output format.

20. You must select a Server Name to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

   Click the Server Name list.

21. Click the PSNT list item.

22. Use the Type field to select the type of output you want to generate for this job.

23. Use the Format field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is None.

24. Click the OK button.

25. Notice the Process Instance number appears. This number helps you identify the process you have run when you check the status.

26. Click the Process Monitor link.

27. Use the Process List page to view the status of submitted process requests.
### Step | Action
--- | ---
28. | **The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success.**  
   
   Click the **Refresh** button. **Refresh**
29. | **The Run Status** is now **Success.**
30. | **You have successfully performed a paycheck reversal.** **End of Procedure.**