

# 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.

Request for Payroll Check Stop Payment

Form Instructions

Subject: Stop Payment Request

\*Employee ID

\*Paycheck Number

Preparer's Name

\*Preparer's Phone

\*Preparer's Email

\*Reason for Request

Preparer Comments

Find an Existing Request SUBMIT FOR APPROVAL

Return

Form Instructions

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

Forms

Find an Existing Value Add a New Value

Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with

Department begins with

Paycheck Number =

Show fewer options

Search Clear Save Search

Search Results

1 result: Paycheck Number "41715186"

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
1		0								Approved

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 and Employee Id 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. Employee ID
  - c. Verify the Paycheck Information (Department, Employee Name, Empl Rcd, Amount of Check, Issuance Date) is correct for the check you want to stop.
  - d. Verify the Cashed box is unchecked. OSC is not able to stop checks that are cashed.
  - e. Enter Preparer Phone Number
  - f. Enter Preparer Email
  - g. Select Reason for Request (Exchange, Replacement, or Reversal)
  - h. Enter Comments if needed.

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

Form **Instructions**

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**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: <div style="border: 1px solid black; padding: 2px; width: fit-content;">       Exchange        Replacement        Reversal     </div>	Amount of Check: 27.70
Preparer Comments: Cannot find this check	Issuance Date: 01/27/2016

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

Form
Instructions

Request for Payroll Check Stop Payment

Seq Nbr: 2  
Subject: Stop Payment Request

Paycheck Number: 36567878

Preparer's Name: SARAH HINCHCLIFF

Preparer Phone: 518 2224444

Preparer Email: shunchcliff@osc.ny.gov

Reason for Request: Exchange

Cashed

Workflow Status: Apprvl Prc

Submission Date: 10/27/2020

Department: 01069 New York State Police

Employee: N01140943 APPLE CRISP

Emp\_Record: 0

Amount of Check: 27.70

Issuance Date: 01/27/2016

Preparer Comments: Cannot find this check

Approver Comments:

**Approval Chain Status**

SEQNO=2: Pending

Approval Chain Status

Pending

OSCOPS92TST  
Pay Check Stop Approver

[Form](#) | [Instructions](#)

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

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	Approved
3	N01374247	0	01069	SARAH HINCHCLIFF	36378580	1075.67	12/02/2015	10/27/2020	Replace	Apprvl Prc

### 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

OSCOP92TST  
 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):

[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	1075.87	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

**Request for Payroll Check Stop Payment**

Seq Nbr: 4	<input checked="" type="checkbox"/> Cashed
Subject: Stop Payment Request	Workflow Status Denied
Paycheck Number 40855052	Submission Date 10/27/2020
Preparer's Name SARAH HINCHCLIFF	Department 01069 New York State Police
Preparer Phone 518/222-4444	Employee N01374247 APPLE CRISP
Preparer Email shinchcliff@osc.ny.gov	Emp_Record 0
Reason for Request Replacement	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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