

Sonoma County Office of Education – Business Services

Payroll Check Status/Manual Payroll Request

For Payroll checks, SCOE policy is to wait 7 days from the check date before processing a Stop Payment. This allows USPS time to deliver/return mail or for misplaced checks to be located. Please let us know of any extenuating circumstances.

CHECK STATUS/STOP PAYMENT

LEA Name: _____

LEA Number: _____

Check Number: _____ Check Date: _____

Check Amount: _____

Payee: _____

If not cleared, Stop Payment: Yes or No

Requested by: _____

Attach a copy of Check ~ Payroll History or Employee Payroll Snapshot ~ Pay99

If Stop Payment, Complete below to update pay history

MANUAL PAYROLL

A. Cancel and Reissue – SCOE enters

B. Cancel and Reverse – SCOE enters
and LEA must also enter

EE paid revolving check – pay history created with repay deduction _____ (payroll date)

EE paid through AP – pay history created with repay deduction _____ (payroll date)

EE paid on Supplemental Payroll _____ (payroll date)

or

EE never should have been paid

C. Reprocess Pay – LEA enters. (Only works when the EE has not subsequently been paid.)
- SCOE must Cancel & Reverse first

Payroll: _____ Signed: _____

Approved: _____ Signed: _____

Complete and Email to: carend@scoe.org jsarsfield@scoe.org tpham@scoe.org jliu@scoe.org

Check Handling
<input type="checkbox"/> District Pickup
<input type="checkbox"/> Send AV
<input type="checkbox"/> Employee Pickup