



QuickStart Guide

Reprinting a Paycheck Stub

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to reprint a paycheck stub.

- A supplemental check differs from a regular check in the following way:
 1. The fixed deductions are taken according to the rules in the S column on the second screen of the employee master record under Pay Period to Take Deduction.

2. Locate the employee.

- a. Take option **40=Employees** from the Payroll & Personnel Management menu and position to the employee name.

3. Reprint the check

- a. Take option **7=Print** by the employee to display the Select Reports menu.
- b. Take option **1=Select** by Reprint Checks in the Payroll Reports column to display the Previous Batch Selection window.
- c. Take option **1=Select** by the payroll batch that contains the check you want to print and press [ENTER] to print.
 - The check copy that prints is a non-negotiable copy of the check on blank paper.