

Voiding Pay Statements

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When you need to correct payroll records in Wurk, for example when you need to remove a paycheck from payroll records, or when you had to manually cancel a check with your banking institution (for example due to a termination or overpayment), follow the steps below.

Voiding a pay statement does not automatically stop or cancel a check if payroll has *already processed*.

Voiding a statement *after* payroll can have negative tax, legal, and reporting consequences, and can result in a pay reversal, which may be illegal.

To stop a live check, you will need to:

- 1) Reach out to your banking institution and issue a stop payment on the check.
- 2) Add a VOID paystatement in your next payroll if the check date falls within the same quarter the original check was issued, or process the void on a supplemental payroll. If you cancel a check outside of Wurk without taking this step, the employee's YTD totals will be inaccurate.

Contact Wurk Support at support@enjoywurk.com to get help or if you have questions. **** For checks issued in a previous quarter, you must reach out to Wurk Support to process a Prior Period Adjustment.**

START HERE

1. From the Main Menu, search for **Process Pay** and select **Process Payroll** (or navigate to **Team>Payroll>Process Payroll**).
2. Go in to your next Open payroll, then on the Payroll Prep processing screen, scroll down and click **View Pay Statements**".
3. Click the **NEW PAY STATEMENT** button and select the employee for whom you want to void a statement, and select the **Pay Statement Type** of **Void**.
4. From the list of pay statements that present for the employee you chose, click the checkbox next to the statement you want to void. ****If the check you are voiding has Direct deposit and you do NOT want to pull funds from the employee. Click **Utilities** in the Void Pay statement and select **Void Options - Check box for Block DD Reversal** . Click Apply Changes, SAVE.**
5. Click **Utilities>Close Pay Statement** and select **Close Pay Statement**.

IMPORTANT: If you need to void a paystatement with direct deposit and you need to reverse the funds, you must submit an **ACH Reversal request**.

