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 *(Choose A, B or C)*

Check Handling
☐ District Pickup
☐ Send AV
☐ Employee Pickup

☐ **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: _____
Print Name *CBO/Director signature*

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

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