University of Alaska
Paycheck Reissue

Attach copy of check stub to form. Send original paycheck to SWOHR. Send form to the appropriate office for processing. If check is missing, attach required documentation.

Adjustment Run Number

**PHAADJ**

<table>
<thead>
<tr>
<th>Year (calendar)</th>
<th>Pay ID</th>
<th>Pay No</th>
<th>Seq No</th>
<th>Adjustment Action</th>
<th>History Date</th>
<th>Posting Override Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>❑ I = Reissue</td>
<td>(run date)</td>
<td>(run date)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>❑ B = Balance</td>
<td></td>
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<tr>
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<td></td>
<td>❑ A = Approve</td>
<td></td>
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<tr>
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<td></td>
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<td></td>
<td>❑ 70 Disp = Done</td>
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<td></td>
</tr>
</tbody>
</table>

Document Number (old paycheck number)

Document Number (new paycheck number) Priority

Copy of paycheck attached? (circle one)  Yes  No

If No:
Stop payment processed as of: _______________________
OR
Stale dated as of: _______________________

Reason for reissue: __________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Completed by: _____________________________  Date: ______________________
Approved by: _____________________________  Date: ______________________
Entered by: _______________________________  Date: ______________________