

Viewing Employee Paychecks

Overview

Follow these steps to view information on an employee's paycheck.

Menu Path

HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Steps – Viewing Employee Paycheck Information

Follow these steps to search for an employee and display his or her paycheck information:

1. Choose this menu option:

HR/Payroll > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Result: The system displays the Review Paycheck page.

2. Search for the employee you want to display paycheck information for by doing any combination of the following (you have to make an entry in at least one field):
 - Typing all of or the first part of the employee's PID in the Empl ID field. For example, you can type **7** in the field to see all employees you have access to see.
 - Typing all or the first part of the name in the Name field. If you type the entire name, type it as last name, comma, first name with no space after the comma (for example, **smith,john**).
 - In the Company field, choosing either **UNC** for UNC-Chapel Hill or **GAD** for General Administration, and then choosing a pay group in the Pay Group field (such as SPE for "SPA Exempt" or POS for "Post Doc"). You need to choose an option in the Company field to see options in the Pay Group field.
3. Click **Search**.

Review Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Company: begins with []

Pay Group: begins with []

Pay Period End Date: = []

Off Cycle ?

Page Nbr: = []

Line Nbr: = []

Separate Check Nbr: = []

Paycheck Number: = []

Empl ID: begins with [7]

Name: begins with [mctrain]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Results:

- If more than one person matches the search values you entered, the system displays a list of employees to choose from.
- If only one person matches the search values you entered, the system goes straight to the View Paycheck page. Skip to step 5.

4. Click the name of the person you want to see paycheck information for.

Result: The system displays the Review Paycheck page with three tabs that show earnings, taxes, and deductions.

5. View the details of the paychecks by clicking the three tabs.

6. When you are finished viewing the paycheck, do one of the following:

- click the **Return to Search** button at the bottom of the page:

Total YTD Amount:	1150.00

Return to Search

- use the Recent Search Results icon to display your last search results on top of the current page, so that you can choose another paycheck from the list:

SA > Produce Payroll > Review Paycheck

