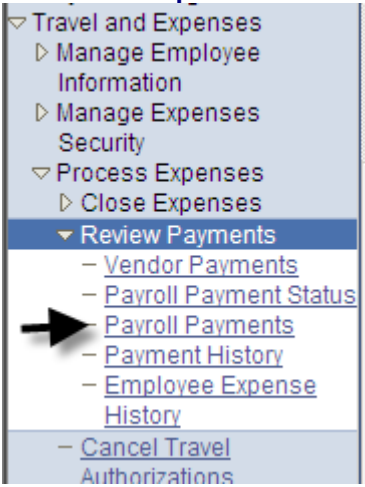
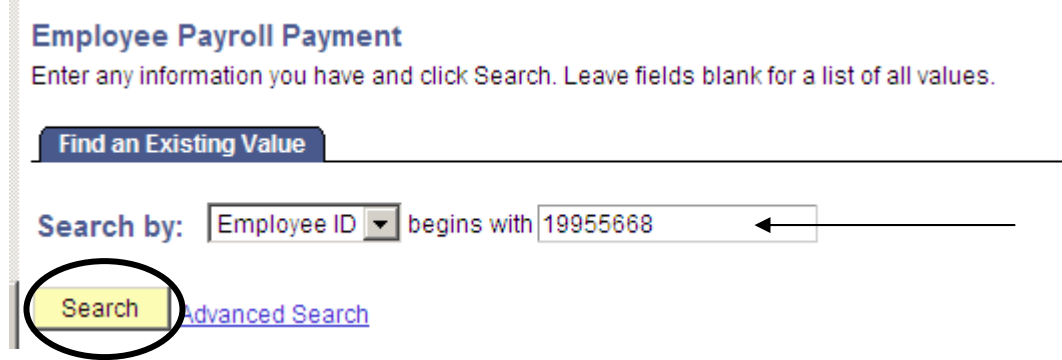
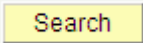


## Viewing Employee Payment History – payments through Payroll

1.	<p>Use the <b>Payroll Payments</b> page to view, by check number, payments to employees through Human Resources Payroll for cash advances and expense report reimbursements. Payments made to the Corporate Card will not appear here. Use the Employee Expense History or Vendor Payments to view those. To view Payments to an employee made through Accounts Payable prior to the switch to payroll, use Payment History.</p>
2.	<p>Begin by navigating to the <b>Payroll Payments</b> page.</p> <p><b>Travel and Expenses → Process Expenses → Review Payments → Payroll Payments</b></p> 
3.	<p>Enter the Employee id into the <b>Employee ID</b> field. (Or you can search by Name) and click <b>Search</b></p> 

# Job Aid

4.


You will get a screen with criteria available. Click  to bring back all payments paid through payroll.


You can also enter the pay advice/pay check number in **Check #** field, click search to get a list of the expense reports paid on a particular advice

## Employee Payroll Payment History

John Smith

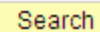
### Search Criteria

\*SetID:  

Bank Code:  

Account:  

Check #:



### Payroll Payment Information

[Find](#) | [View All](#) First  1 of 1  Last

Paycheck Number:

Bank Code:

Bank Account:

Payment Amount:

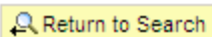
Payment Date:

Payment Status:

Status:

[Customize](#) | [Find](#) | [View All](#)  First  1 of 1  Last

	Type	ID	Descr	Status	Created	Amount	
1		<a href="#">View</a>				0.000	



5.

**NOTE:** if an employee does not know the pay advice number, s/he can login to HR Direct and view the pay advices in Employee Self Service.

6. NOTE: only the first check will appear. Check the upper right corner to view additional rows of data or click "View All" to see the entire list of checks. If there are multiple expense reports on a paycheck, you may need to do the same on the expense report row.

**Search Criteria**

\*SetID:

Bank Code:

Account:

Check #:

**Payroll Payment Information** Find | [View All](#) | First  Last

Paycheck Number: 3248156

Bank Code: FB                      Bank Account: CHCK

Payment Amount: 100.00 USD      Payment Date: 09/04/2009

Payment Status: Paid                      Status: Confirmed

Customize | Find | [View All](#) |  Last

Type	ID	Descr	Status	Created	Amount	
1 Exp Report	<a href="#">0000002345</a>	Taxable Travel - UMCEN	Paid	09/09/2009	100.00 USD	

