Viewing Employee Payment History – payments through Payroll

1. Use the Payroll Payments 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.

2. Begin by navigating to the Expense Report Entry page.

3. Click Review Payroll Payments under Review Payments
4. Enter the Employee id into the **Employee ID** field. (Or you can search by Name under Advanced Search) and click **Search**

**Employee Payroll Payment**

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

- **Find an Existing Value**
- **Search by:** Employee ID [ ] begins with [19955663]
- **Search**

5. You will get a screen with criteria available. Click **Search** 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:** UMASS
- **Bank Code:**
- **Account:**
- **Check #:**

**Payroll Payment Information**

- **Paycheck Number:**
- **Bank Code:**
- **Payment Amount:**
- **Payment Status:**
- **Payment Date:**

**Type** | **ID** | **Descri** | **Status** | **Created** | **Amount**
---|---|---|---|---|---
1 | View |  |  |  | 0.000

Return to Search
6. **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.

7. **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.
8. View of the page after clicking “View All”

**Search Criteria**

- **SetID:** UMASS
- **Bank Code:**
- **Account:**
- **Check #:**

**Payroll Payment Information**

- **Paycheck Number:** 3248156
- **Bank Code:** FB
- **Bank Account:** CHCK
- **Payment Amount:** 100.00 USD
- **Payment Date:** 09/04/2009
- **Payment Status:** Paid
- **Status:** Confirmed

<table>
<thead>
<tr>
<th>Type</th>
<th>ID</th>
<th>Descr</th>
<th>Status</th>
<th>Created</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Exp</td>
<td>000000224E</td>
<td>Taxable Travel - UMCEN</td>
<td>Paid</td>
<td>09/09/2009</td>
<td>100.00 USD</td>
</tr>
</tbody>
</table>

- **Paycheck Number:** 3248099
- **Bank Code:** FB
- **Bank Account:** CHCK
- **Payment Amount:** 276.00 USD
- **Payment Date:** 08/07/2009
- **Payment Status:** Paid
- **Status:** Confirmed

<table>
<thead>
<tr>
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<th>Status</th>
<th>Created</th>
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<td>08/05/2009</td>
<td>276.00 USD</td>
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</tbody>
</table>

9. Click on the Expense Report number to review the expense report.

10. Click Return to Search to search for another employee.

11. **End of Procedure.**