Payroll Activities
Accessing Employee Paycheck

Overview:

Understanding How to Access Employee Paychecks

The purpose of this tutorial is to outline the process for department representatives to use when accessing employee paychecks. Department representatives have been given access to paychecks so they may help employees get a copy of their check if they cannot use the system.

Procedure

Scenario:
In this topic, you will learn the steps to review an employee’s check.

Key Information:
Employee ID
Pay Period End Date
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Human Resources 9.0</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Payroll for North America</strong> link.</td>
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<td>3.</td>
<td>Click the <strong>Payroll Processing USA</strong> link.</td>
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<td>4.</td>
<td>Click the <strong>Produce Payroll</strong> link.</td>
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<tr>
<td>5.</td>
<td>Click the <strong>Review Paycheck</strong> link.</td>
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</table>

**Step 6.** Enter the appropriate **Pay Period End Date** for the paycheck.

**Step 7.** Enter the employee's employee ID into the **EmplID** field.

**Step 8.** Click the **Search** button.
9. Click the View All link to expand the Earnings Tab.

10. Review details of this page, then click the Paycheck Taxes tab for more information.
11. Review the details of this page, then click the **Paycheck Deductions** tab for more information.

**Paycheck Deductions**
12. Click the Garnishments Expand section button to review garnishments.

13. Click the Home link.