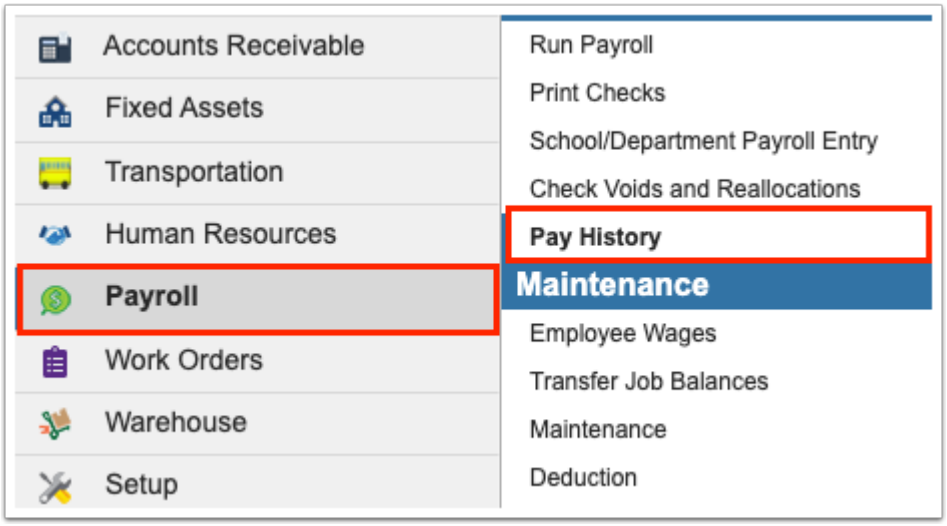
Pay History

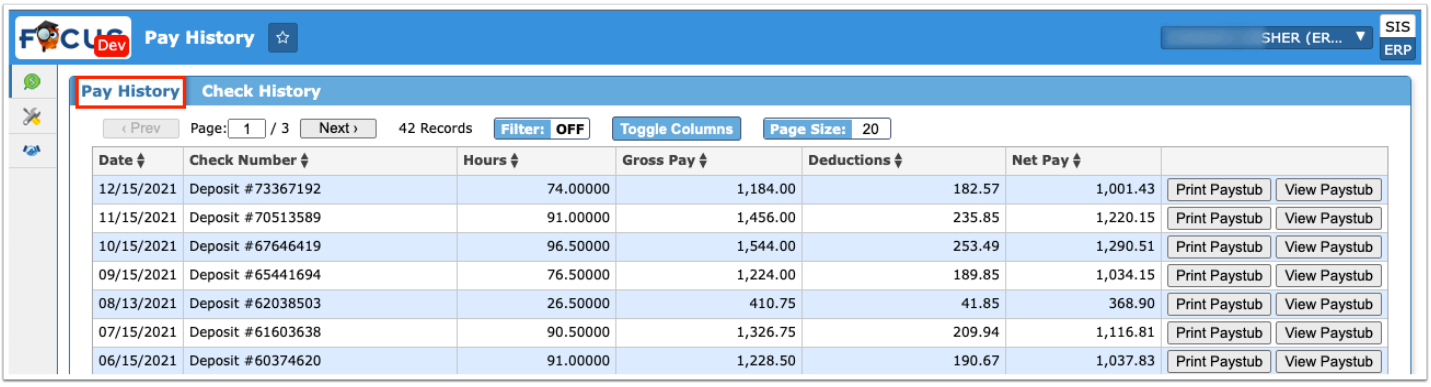
The Pay History screen allows users to review a complete history of pay and review and print pay stubs.

Pay History

1. From the **Payroll** menu, click **Pay History**.

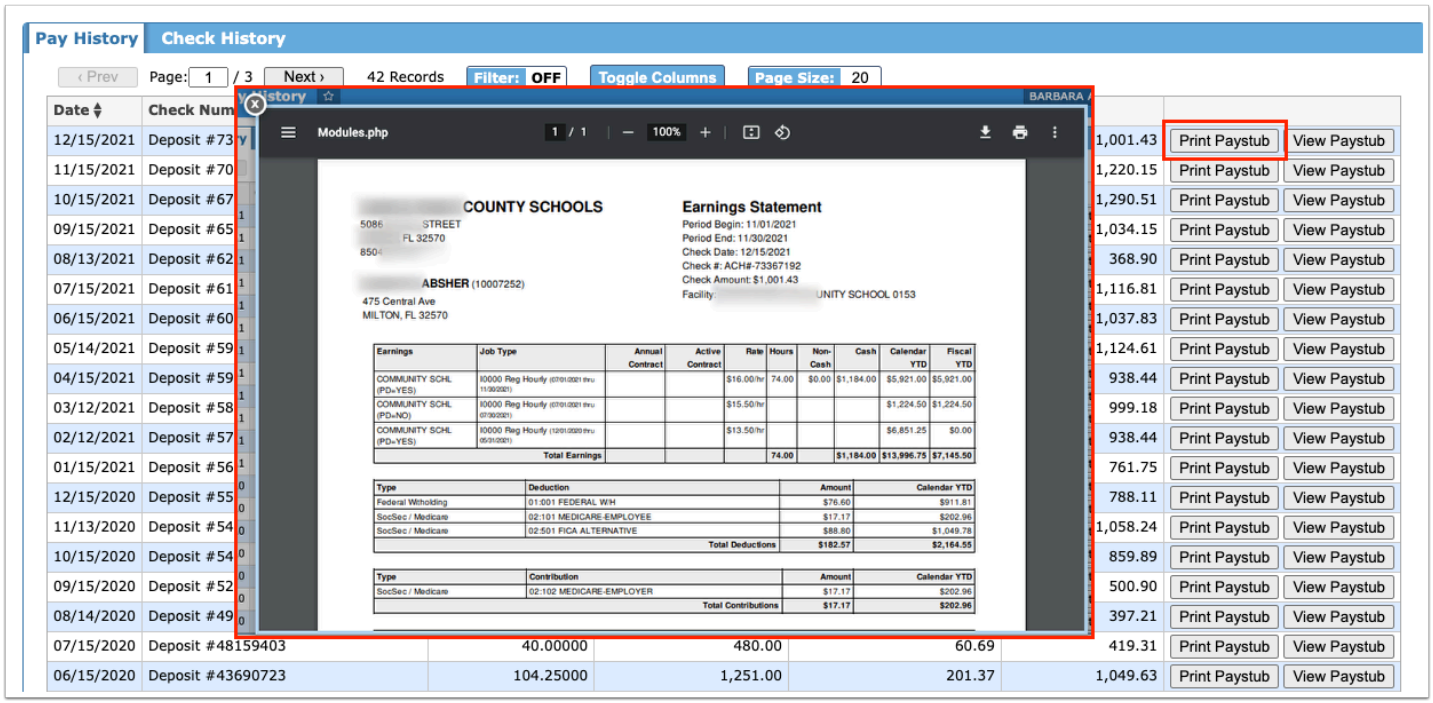


2. The Pay History screen defaults to the **Pay History** tab.

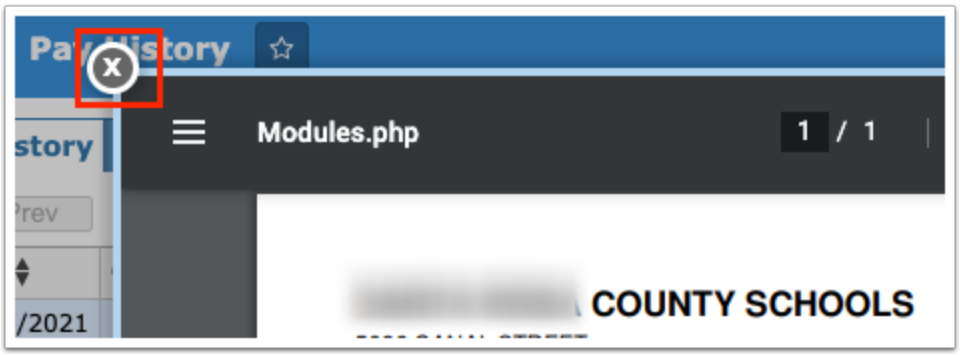


From this screen, you can review the Date, Check Number, Hours worked, Gross Pay, any Deductions made, and your Net Pay.

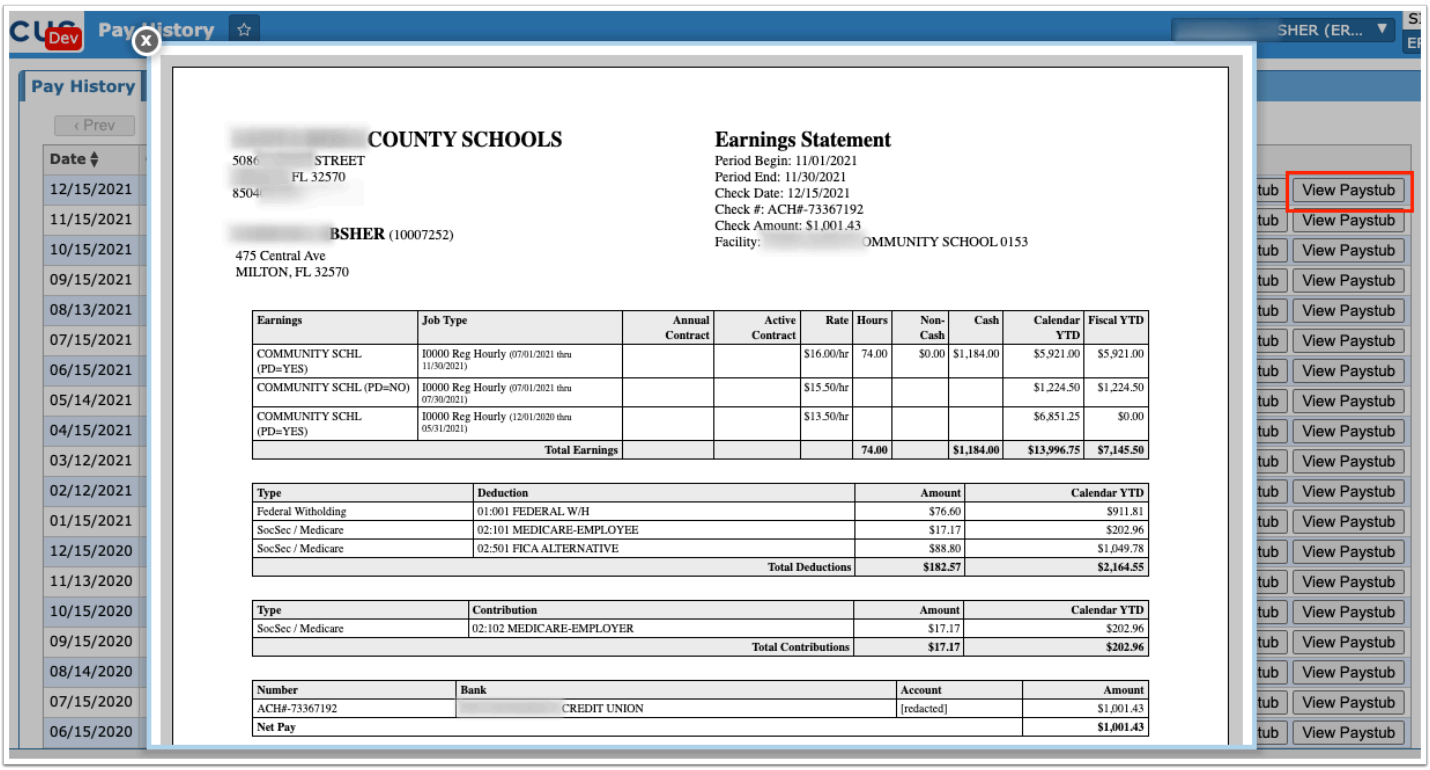
3. To view each pay stub attached to pay history entries, click **Print Paystub**. This allows you to preview your pay stub in a print preview, which also gives you the ability to print if needed.



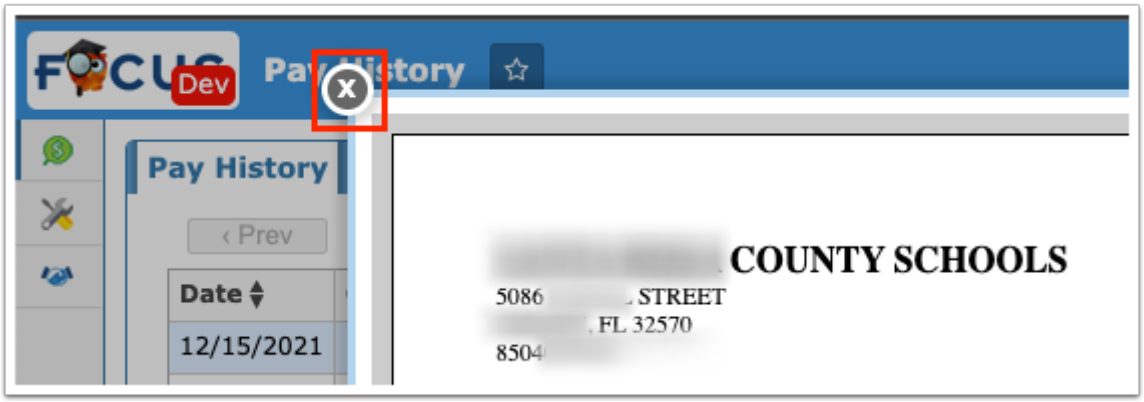
a. To close the pop-up window, click the white **X**.



4. Click **View Paystub** to view the paystub in a pop-up window. Click the white **X** to close the window.

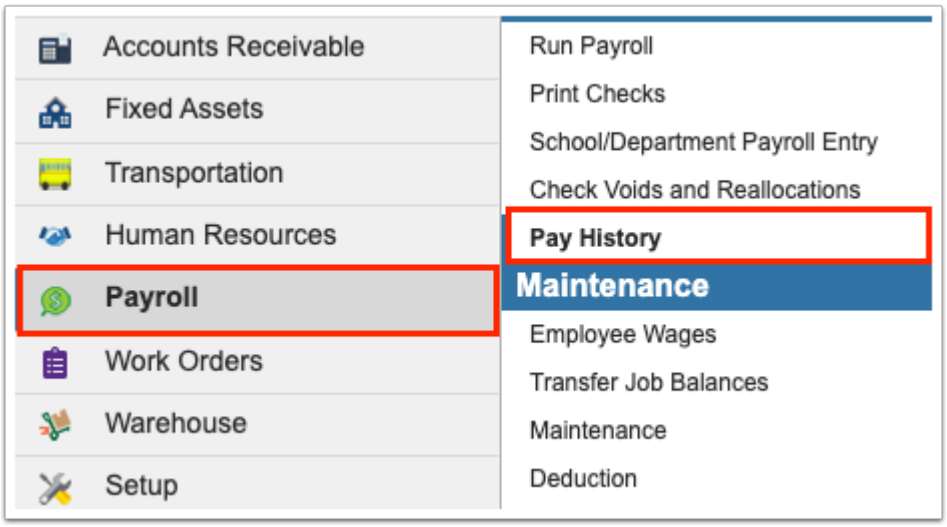


a. To close the pop-up window, click the white **X**.

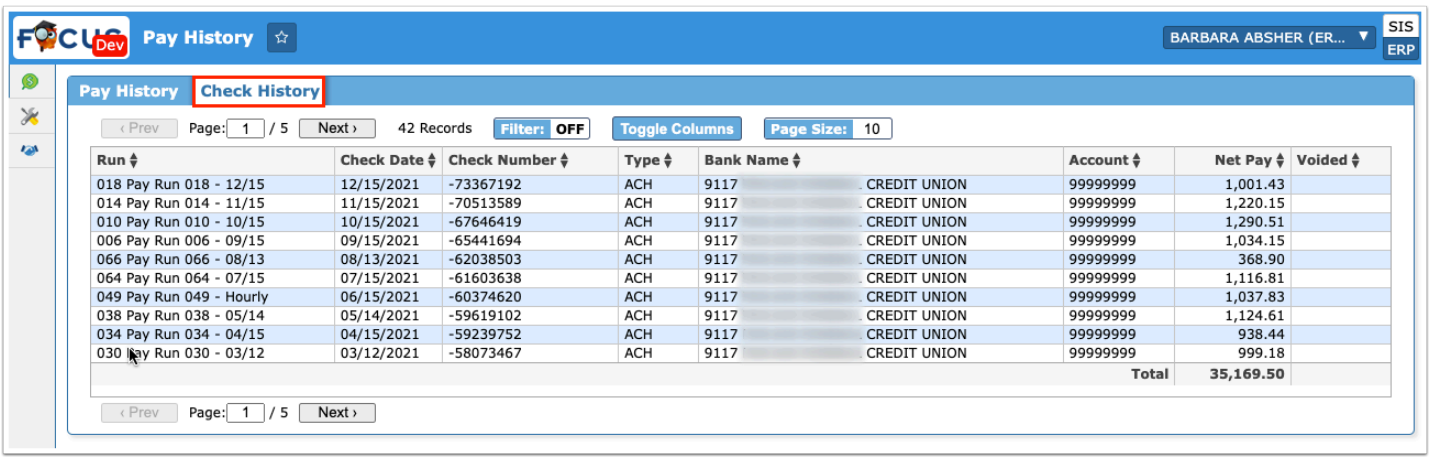


Check History

1. From the **Payroll** menu, click **Pay History**.

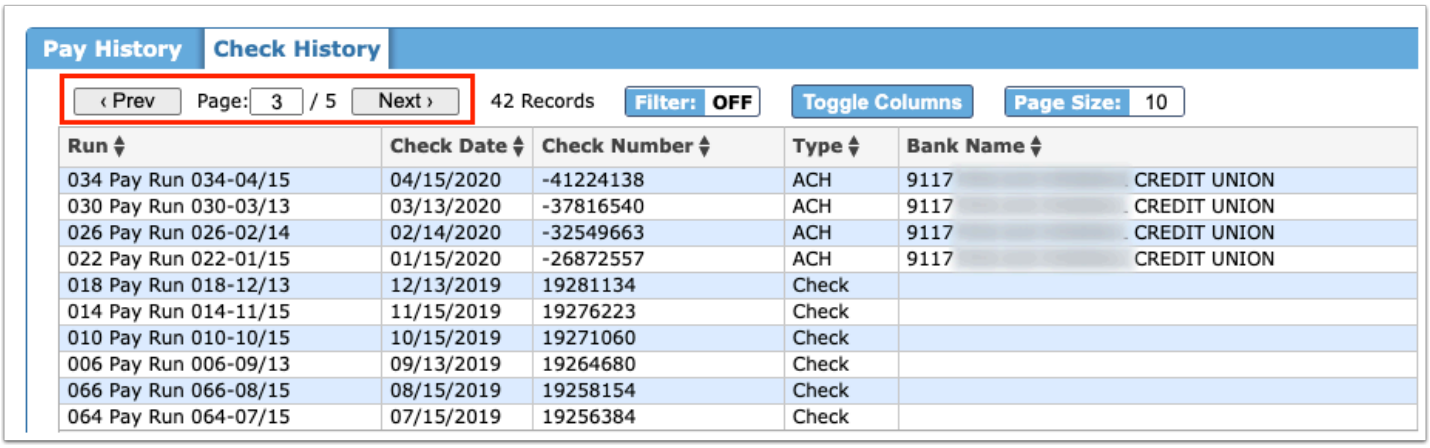


2. Click the **Check History** tab to review processed checks, which includes the check Run, the Check Date, Check Number, Type, Bank Name, the Account number, Net Pay, and a Voided indicator.



Additional Features

To navigate through the listed pages, click the **Prev** and **Next** buttons. To jump to a specific numbered page, type the number in the page text box and press **Enter**.

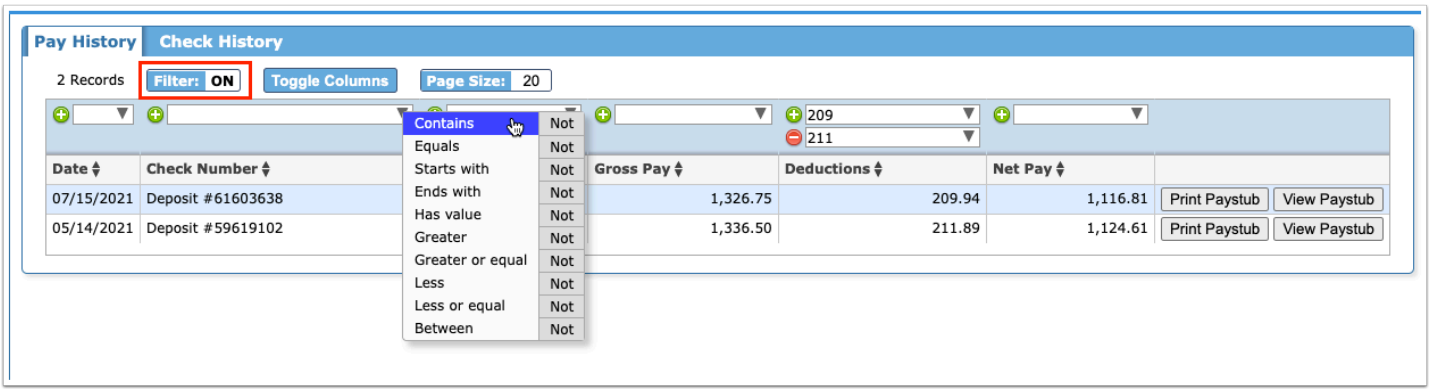


Click **Filters** to further breakdown the data.

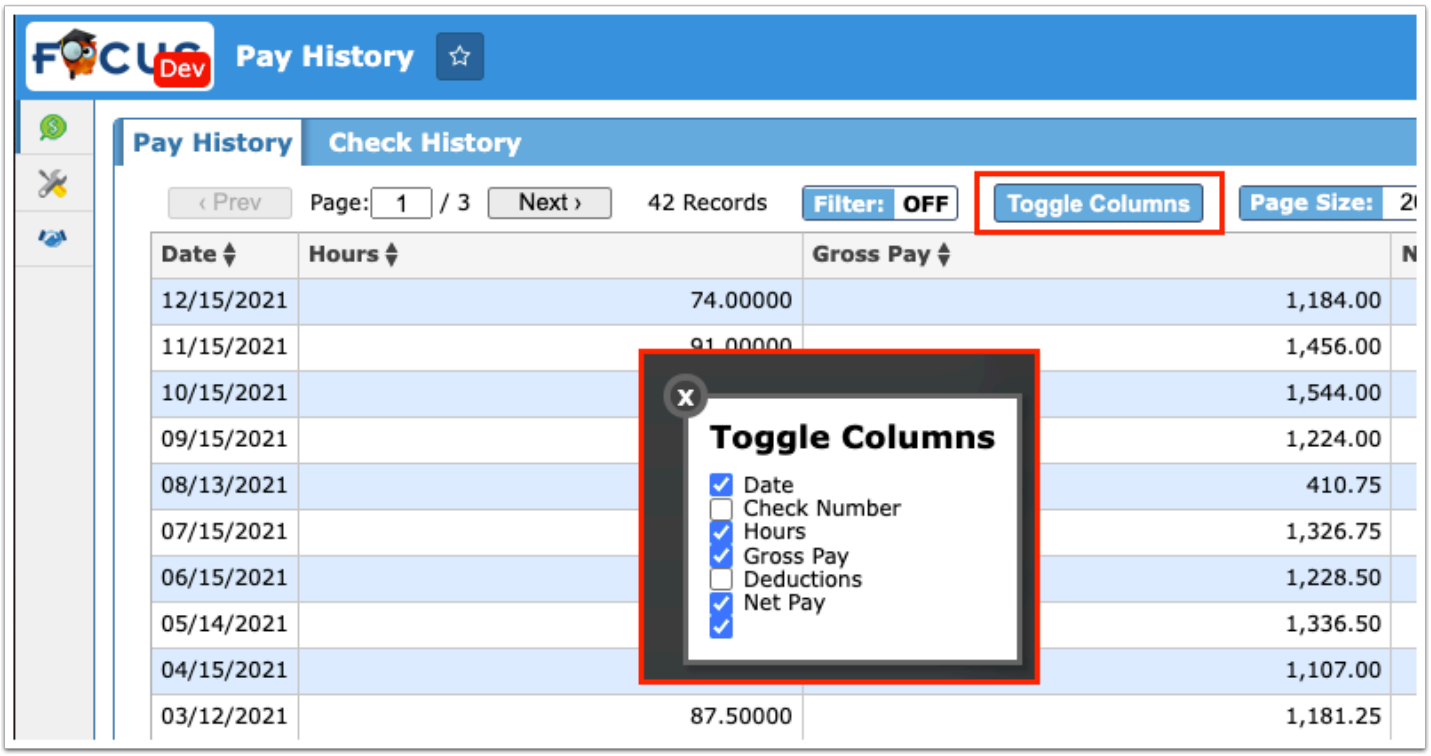
a. To add more than one filter to a column, click the **green plus sign**.

b. To delete an additional filter, click the **red minus sign**.

c. For additional filtering options, click the **gray arrow** for a filter pull-down.

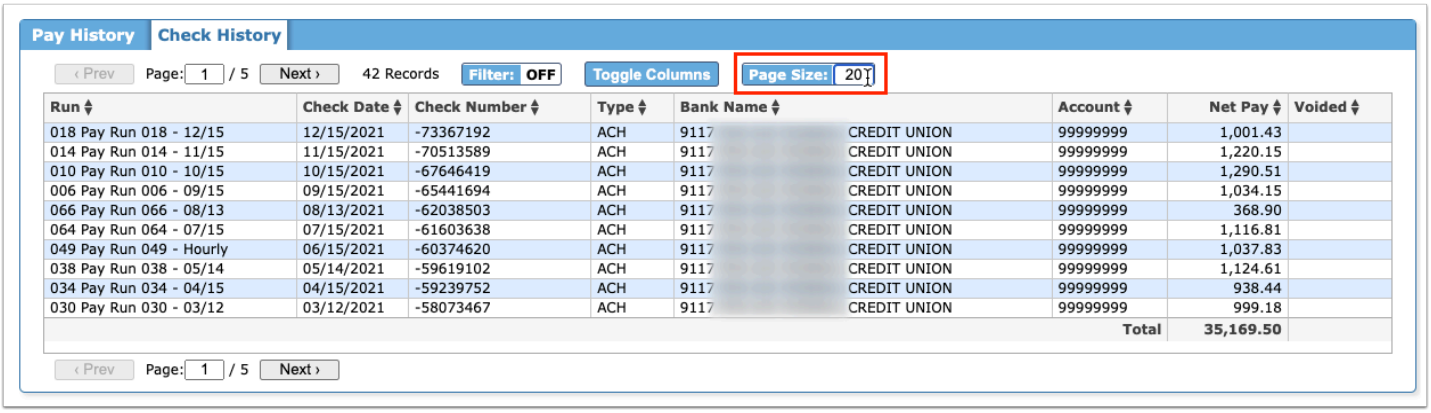


Click **Toggle Columns** to customize the columns displayed on each tab. To remove a column, clear the selected check box. To include the column, select the check box.

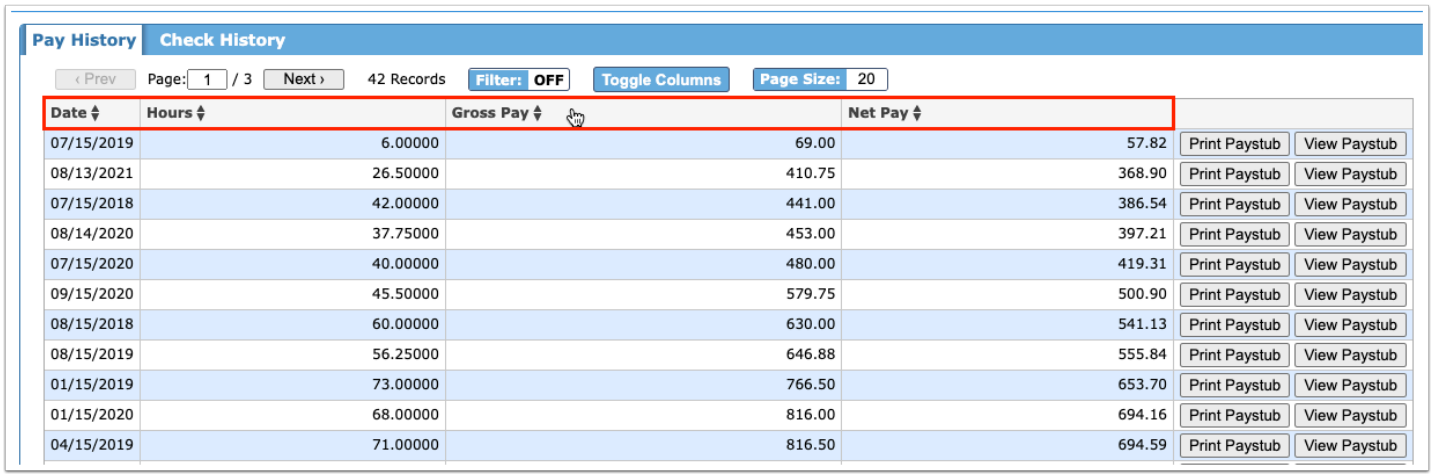


If a column has been removed, upon navigating away from the screen, the column will remain hidden until the check box is selected from the **Toggle Columns** pop-up window.

The **Page Size** determines the numbers of results displayed per page. To customize the Page Size, click the field and enter in the desired amount, such as 20.



Click the headers to sort data. Click once for ascending results; click twice for descending results.



Date	Hours	Gross Pay	Net Pay		
07/15/2019	6.00000	69.00	57.82	Print Paystub	View Paystub
08/13/2021	26.50000	410.75	368.90	Print Paystub	View Paystub
07/15/2018	42.00000	441.00	386.54	Print Paystub	View Paystub
08/14/2020	37.75000	453.00	397.21	Print Paystub	View Paystub
07/15/2020	40.00000	480.00	419.31	Print Paystub	View Paystub
09/15/2020	45.50000	579.75	500.90	Print Paystub	View Paystub
08/15/2018	60.00000	630.00	541.13	Print Paystub	View Paystub
08/15/2019	56.25000	646.88	555.84	Print Paystub	View Paystub
01/15/2019	73.00000	766.50	653.70	Print Paystub	View Paystub
01/15/2020	68.00000	816.00	694.16	Print Paystub	View Paystub
04/15/2019	71.00000	816.50	694.59	Print Paystub	View Paystub