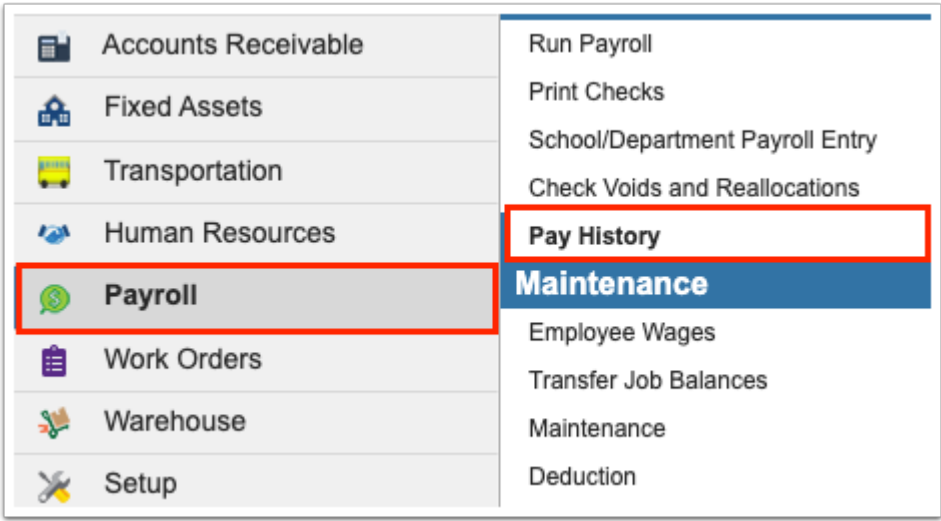


Pay History

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.

A screenshot of the 'Pay History' screen in the application. The top navigation bar shows 'FOCUS Dev' and 'Pay History' with a star icon. On the right, there's a dropdown menu for 'SHER (ER...)' and a 'SIS ERP' button. Below the navigation bar, there are two tabs: 'Pay History' (which is active and highlighted with a red border) and 'Check History'. Below the tabs, there's a summary bar showing '42 Records', 'Filter: OFF', 'Toggle Columns', and 'Page Size: 20'. The main area contains a table with the following columns: Date, Check Number, Hours, Gross Pay, Deductions, and Net Pay. Each row represents a pay entry with corresponding data and two buttons: 'Print Paystub' and 'View Paystub'.

Date	Check Number	Hours	Gross Pay	Deductions	Net Pay		
12/15/2021	Deposit #73367192	74.00000	1,184.00	182.57	1,001.43	Print Paystub	View Paystub
11/15/2021	Deposit #70513589	91.00000	1,456.00	235.85	1,220.15	Print Paystub	View Paystub
10/15/2021	Deposit #67646419	96.50000	1,544.00	253.49	1,290.51	Print Paystub	View Paystub
09/15/2021	Deposit #65441694	76.50000	1,224.00	189.85	1,034.15	Print Paystub	View Paystub
08/13/2021	Deposit #62038503	26.50000	410.75	41.85	368.90	Print Paystub	View Paystub
07/15/2021	Deposit #61603638	90.50000	1,326.75	209.94	1,116.81	Print Paystub	View Paystub
06/15/2021	Deposit #60374620	91.00000	1,228.50	190.67	1,037.83	Print Paystub	View Paystub

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.

Pay History **Check History**

Page: 1 / 3 Next 42 Records Filter: OFF Toggle Columns Page Size: 20

Date	Check Number	Amount	Print Paystub	View Paystub
12/15/2021	Deposit #73	1,001.43	Print Paystub	View Paystub
11/15/2021	Deposit #70	1,220.15	Print Paystub	View Paystub
10/15/2021	Deposit #67	1,290.51	Print Paystub	View Paystub
09/15/2021	Deposit #65	1,034.15	Print Paystub	View Paystub
08/13/2021	Deposit #62	368.90	Print Paystub	View Paystub
07/15/2021	Deposit #61	1,116.81	Print Paystub	View Paystub
06/15/2021	Deposit #60	1,037.83	Print Paystub	View Paystub
05/14/2021	Deposit #59	1,124.61	Print Paystub	View Paystub
04/15/2021	Deposit #59	938.44	Print Paystub	View Paystub
03/12/2021	Deposit #58	999.18	Print Paystub	View Paystub
02/12/2021	Deposit #57	938.44	Print Paystub	View Paystub
01/15/2021	Deposit #56	761.75	Print Paystub	View Paystub
12/15/2020	Deposit #55	788.11	Print Paystub	View Paystub
11/13/2020	Deposit #54	1,058.24	Print Paystub	View Paystub
10/15/2020	Deposit #54	859.89	Print Paystub	View Paystub
09/15/2020	Deposit #52	500.90	Print Paystub	View Paystub
08/14/2020	Deposit #49	397.21	Print Paystub	View Paystub
07/15/2020	Deposit #48159403	419.31	Print Paystub	View Paystub
06/15/2020	Deposit #43690723	1,049.63	Print Paystub	View Paystub

County Schools Earnings Statement

Period Begin: 11/01/2021
Period End: 11/30/2021
Check Date: 12/15/2021
Check #: ACH#-73367192
Check Amount: \$1,001.43

5086 STREET
FL 32570
8501

ABSHER (10007252)
475 Central Ave
MILTON, FL 32570

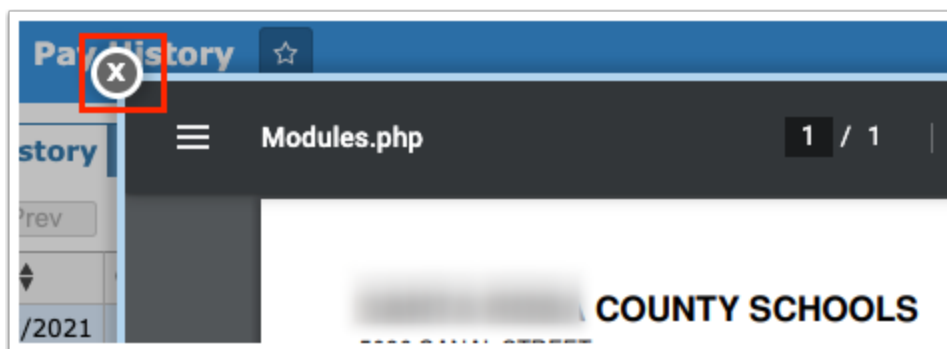
Facility: UNITY SCHOOL 0153

Earnings	Job Type	Annual Contract	Active Contract	Rate	Hours	Non-Cash	Cash	Calendar YTD	Fiscal YTD
COMMUNITY SCHL (PD=YES)	10000 Reg Hourly (07/01/2021 to 11/30/2021)			\$16.00/hr	74.00	\$0.00	\$1,184.00	\$5,921.00	\$5,921.00
COMMUNITY SCHL (PD=NO)	10000 Reg Hourly (07/01/2021 to 11/30/2021)			\$15.50/hr			\$1,224.50	\$1,224.50	
COMMUNITY SCHL (PD=YES)	10000 Reg Hourly (12/01/2021 to 06/30/2021)			\$13.50/hr			\$6,851.25	\$0.00	
Total Earnings					74.00		\$1,184.00	\$13,996.75	\$7,145.50

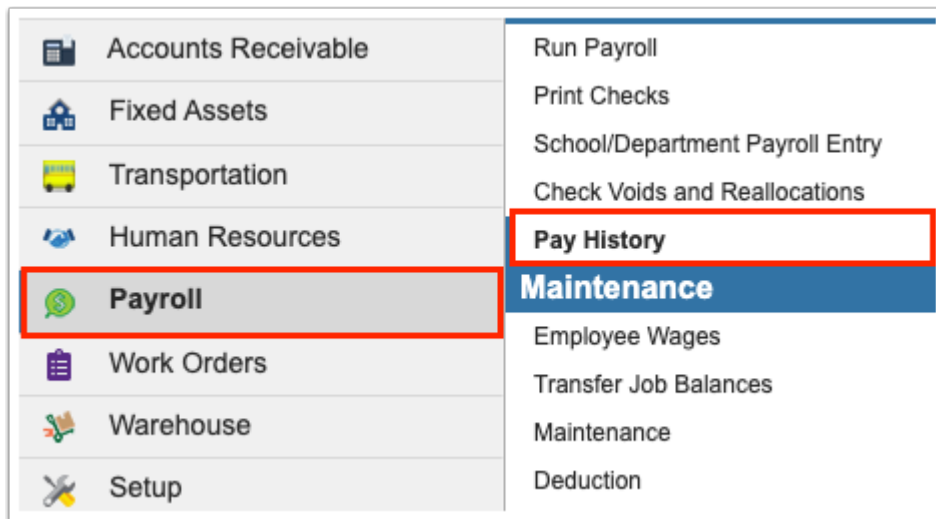
Type	Deduction	Amount	Calendar YTD
Federal Withholding	01:001 FEDERAL WH	\$76.60	\$911.81
SocSec / Medicare	02:101 MEDICARE-EMPLOYEE	\$17.17	\$202.96
SocSec / Medicare	02:501 FICA ALTERNATIVE	\$68.90	\$1,049.78
Total Deductions		\$162.67	\$2,164.55

Type	Contribution	Amount	Calendar YTD
SocSec / Medicare	02:102 MEDICARE-EMPLOYER	\$17.17	\$202.96
Total Contributions		\$17.17	\$202.96

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.



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.

The screenshot shows the 'Pay History' application interface. At the top, there is a header bar with the 'FOCUS' logo, a 'Dev' tag, the text 'Pay History', a star icon, a user dropdown menu showing 'BARBARA ABSHER (ER...', and buttons for 'SIS' and 'ERP'. Below the header, there are two tabs: 'Pay History' and 'Check History' (highlighted with a red box). Below the tabs, there is a navigation bar with buttons for '< Prev', 'Page: 1 / 5', 'Next >', '42 Records', 'Filter: OFF', 'Toggle Columns', and 'Page Size: 10'. The main content area is a table with the following columns: Run, Check Date, Check Number, Type, Bank Name, Account, Net Pay, and Voided. The table contains 10 rows of data, each representing a pay run. The last row is a 'Total' row showing a net pay of 35,169.50.

Run	Check Date	Check Number	Type	Bank Name	Account	Net Pay	Voided
018 Pay Run 018 - 12/15	12/15/2021	-73367192	ACH	9117	CREDIT UNION	99999999	1,001.43
014 Pay Run 014 - 11/15	11/15/2021	-70513589	ACH	9117	CREDIT UNION	99999999	1,220.15
010 Pay Run 010 - 10/15	10/15/2021	-67646419	ACH	9117	CREDIT UNION	99999999	1,290.51
006 Pay Run 006 - 09/15	09/15/2021	-65441694	ACH	9117	CREDIT UNION	99999999	1,034.15
066 Pay Run 066 - 08/13	08/13/2021	-62038503	ACH	9117	CREDIT UNION	99999999	368.90
064 Pay Run 064 - 07/15	07/15/2021	-61603638	ACH	9117	CREDIT UNION	99999999	1,116.81
049 Pay Run 049 - Hourly	06/15/2021	-60374620	ACH	9117	CREDIT UNION	99999999	1,037.83
038 Pay Run 038 - 05/14	05/14/2021	-59619102	ACH	9117	CREDIT UNION	99999999	1,124.61
034 Pay Run 034 - 04/15	04/15/2021	-59239752	ACH	9117	CREDIT UNION	99999999	938.44
030 Pay Run 030 - 03/12	03/12/2021	-58073467	ACH	9117	CREDIT UNION	99999999	999.18
Total						35,169.50	

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**.

Pay History

Check History

◀ Prev

Page: 3 / 5

Next ▶

42 Records

Filter: OFF

Toggle Columns

Page Size: 10

Run ⚙	Check Date ⚙	Check Number ⚙	Type ⚙	Bank Name ⚙
034 Pay Run 034-04/15	04/15/2020	-41224138	ACH	9117 CREDIT UNION
030 Pay Run 030-03/13	03/13/2020	-37816540	ACH	9117 CREDIT UNION
026 Pay Run 026-02/14	02/14/2020	-32549663	ACH	9117 CREDIT UNION
022 Pay Run 022-01/15	01/15/2020	-26872557	ACH	9117 CREDIT UNION
018 Pay Run 018-12/13	12/13/2019	19281134	Check	
014 Pay Run 014-11/15	11/15/2019	19276223	Check	
010 Pay Run 010-10/15	10/15/2019	19271060	Check	
006 Pay Run 006-09/13	09/13/2019	19264680	Check	
066 Pay Run 066-08/15	08/15/2019	19258154	Check	
064 Pay Run 064-07/15	07/15/2019	19256384	Check	

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

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

Pay History

Check History

2 Records

Filter: **ON**

Toggle Columns

Page Size: 20

Date	Check Number	Gross Pay	Deductions	Net Pay	
07/15/2021	Deposit #61603638	1,326.75	209.94	1,116.81	<div>Print Paystub</div> <div>View Paystub</div>
05/14/2021	Deposit #59619102	1,336.50	211.89	1,124.61	<div>Print Paystub</div> <div>View Paystub</div>

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.

Pay History

☆

Pay History

Check History

< Prev

Page: 1 / 3

Next >

42 Records

Filter: OFF

Toggle Columns

Page Size: 20

Date	Hours	Gross Pay	N
12/15/2021	74.00000	1,184.00	
11/15/2021	81.00000	1,456.00	
10/15/2021		1,544.00	
09/15/2021		1,224.00	
08/13/2021		410.75	
07/15/2021		1,326.75	
06/15/2021		1,228.50	
05/14/2021		1,336.50	
04/15/2021		1,107.00	
03/12/2021	87.50000	1,181.25	

X

Toggle Columns

☒ Date
☐ Check Number
☒ Hours
☒ Gross Pay
☐ Deductions
☒ Net Pay



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.

Pay History

Check History

< Prev

Page: 1 / 5

Next >

42 Records

Filter: OFF

Toggle Columns

Page Size: 20

Run	Check Date	Check Number	Type	Bank Name	Account	Net Pay	Voided
018 Pay Run 018 - 12/15	12/15/2021	-73367192	ACH	9117	CREDIT UNION	99999999	1,001.43
014 Pay Run 014 - 11/15	11/15/2021	-70513589	ACH	9117	CREDIT UNION	99999999	1,220.15
010 Pay Run 010 - 10/15	10/15/2021	-67646419	ACH	9117	CREDIT UNION	99999999	1,290.51
006 Pay Run 006 - 09/15	09/15/2021	-65441694	ACH	9117	CREDIT UNION	99999999	1,034.15
066 Pay Run 066 - 08/13	08/13/2021	-62038503	ACH	9117	CREDIT UNION	99999999	368.90
064 Pay Run 064 - 07/15	07/15/2021	-61603638	ACH	9117	CREDIT UNION	99999999	1,116.81
049 Pay Run 049 - Hourly	06/15/2021	-60374620	ACH	9117	CREDIT UNION	99999999	1,037.83
038 Pay Run 038 - 05/14	05/14/2021	-59619102	ACH	9117	CREDIT UNION	99999999	1,124.61
034 Pay Run 034 - 04/15	04/15/2021	-59239752	ACH	9117	CREDIT UNION	99999999	938.44
030 Pay Run 030 - 03/12	03/12/2021	-58073467	ACH	9117	CREDIT UNION	99999999	999.18
Total						35,169.50	

< Prev

Page: 1 / 5

Next >

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

Pay History						Check History	
<div>◀ Prev</div>						Page: 1 / 3	
						Next ▶	
						42 Records	
						Filter: OFF	
						Toggle Columns	
						Page Size: 20	
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