



**ASCENDER GUIDES**



## **Payroll Inquiry - HRS5400**



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# Payroll Inquiry - HRS5400

## ***Payroll > Inquiry > Payroll Inquiry***


This page is display only and is used to verify individual check numbers by pay date and type. You can also print the inquiry from the pay date.

### **Run a payroll inquiry:**

☐ In the **For Pay Dates** fields:

Field	Description
<b>From</b>	Type the beginning pay date in the MM-DD-YYYY format for which the inquiry is being run.
<b>To</b>	Type the ending pay date in the MM-DD-YYYY format for which the inquiry is being run.
<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .

☐ Click **Retrieve**. A summary of the employee's payroll information is displayed.

☐ Click  to display the earnings details. [Review the report](#).