



Payroll: Inquiry

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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 |
|-----------------|---|
| From | Type the beginning pay date in the MM-DD-YYYY format for which the inquiry is being run. |
| To | Type the ending pay date in the MM-DD-YYYY format for which the inquiry is being run. |
| Employee | 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 Retrieve . Or, click Directory to perform a search in the Employees directory . |

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

☐ Click  to display the earnings details.