



ASCENDER GUIDES



Payroll Inquiry - HRS5400

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Human Resources > 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
From	Type the beginning pay date in the MMDDYYYY format for which the inquiry is being conducted.
To	Type the ending pay date in the MMDDYYYY format for which the inquiry is being conducted.
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 .

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




to display the detail report.


[Review the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When

a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



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