Payroll Inquiry - HRS5400

Table of Contents

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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.
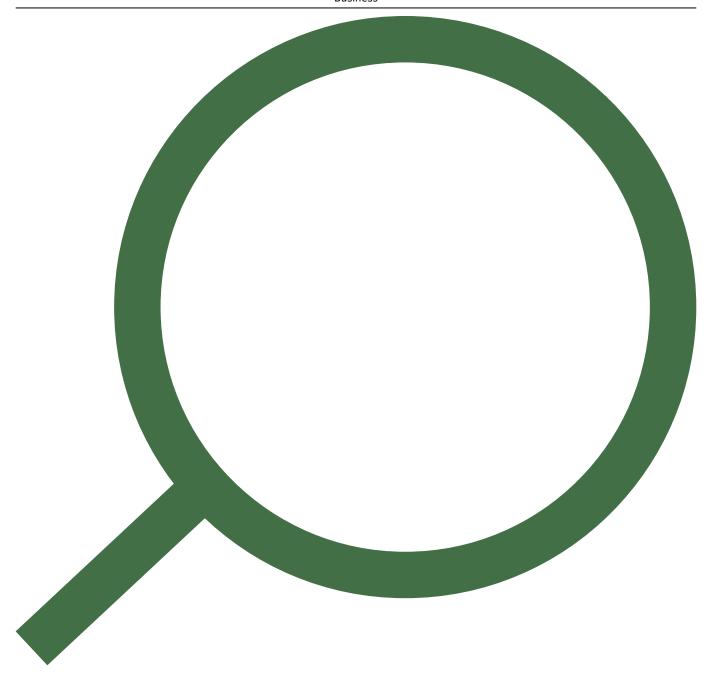
Run a payroll inquiry:

❑ In the **For Pay Dates** fields:

Field	Description
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.

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

❑ Click

to display the detail report. Review the report.

Back Cover