

Payroll Inquiry - HRS5400

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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:

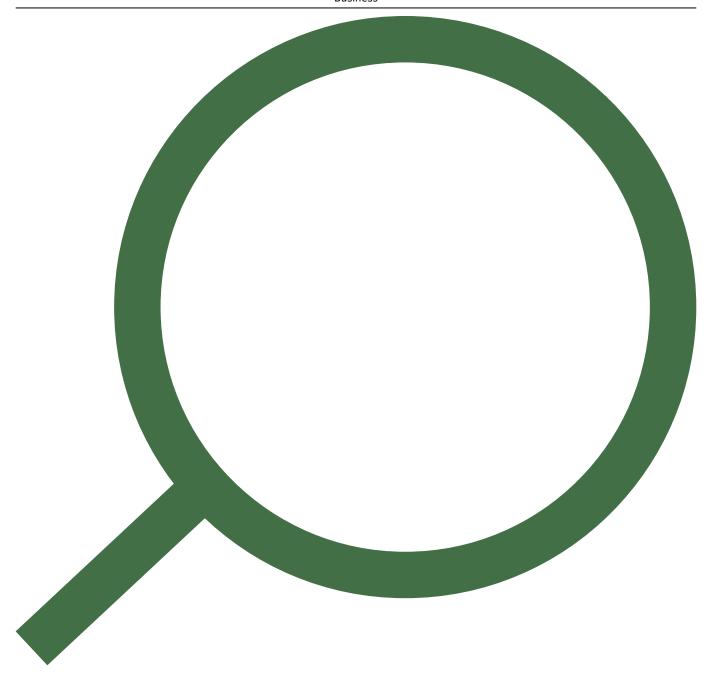
☐ In the **For Pay Dates** fields:

Field	Description	
From	Type the beginning pay date in the MM-DD-YYYY format for which the inquiry is being run.	
То	Type the ending pay date in the MM-DD-YYYY format for which the inquiry is being run.	
. ,	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 disp	olayed.
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☐ Click

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to display the detail report. Review the report.

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