

Reviewing Pay Stub History

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Reviewing Pay Stub History

Reviewing Pay Stub History Overview

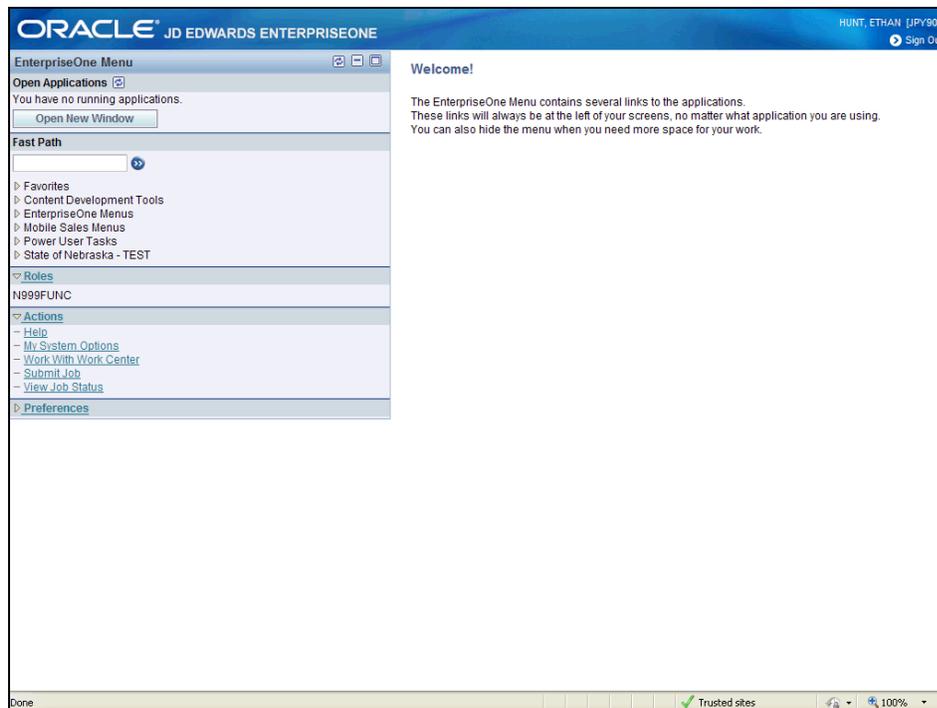
The Payroll History Inquiries and Reports menu includes all of the history data on employees.

Use the Pay Stub History program to review historical pay information for an employee. Pay stubs are available to review after Final Payroll Update is run.

Reviewing Pay Stub History Lesson

Procedure

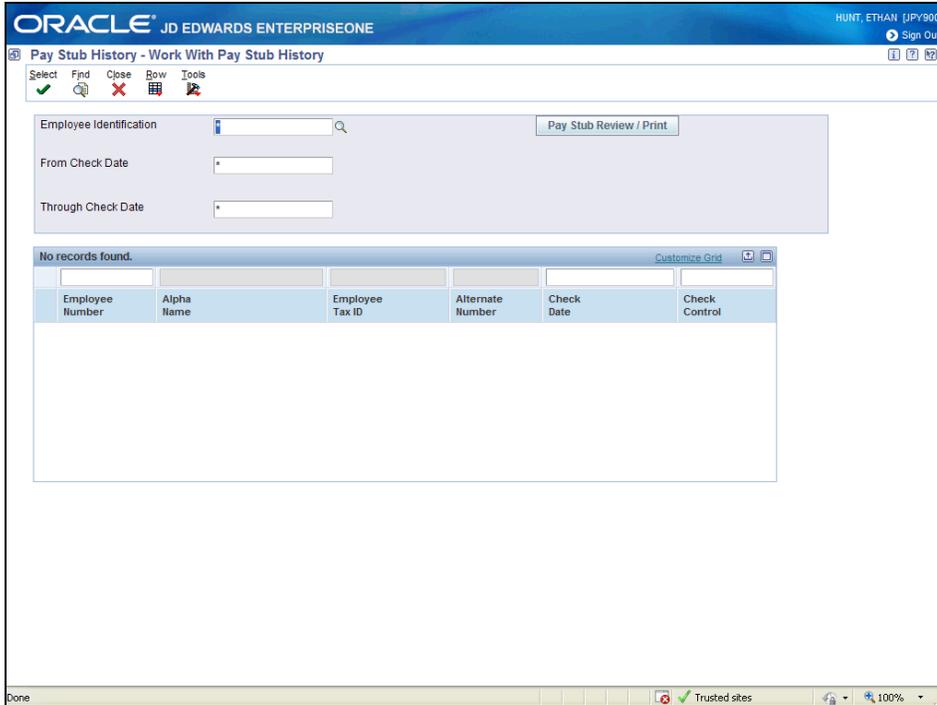
In this lesson you will learn how to review pay stub history.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Inquiries link. Payroll Inquiries
4.	Click the Pay Stub History link. Pay Stub History

Training Guide

Reviewing Pay Stub History



Step	Action
5.	Complete one or more of the fields: Employee Identification From Check Date Through Check Date
6.	Click the Find button. 
7.	Choose the employee and check date you wish to review by clicking the radio button next to it.
8.	Click the Pay Stub Review / Print button. 
9.	On the Pay Stub History – Print Pay Stub window, review the pay stub history information. If you wish to print the pay stub click the Click Here to Print this stub link. In this lesson we are not going to click this link.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Pay Stub History - Print Pay Stub

Click Here to Print this stub

State of Nebraska -- Pay Stub Information

DEPT. ADMIN. SERVICES-ACCOUNTING
P. O. BOX 94664
LINCOLN, NE, 68509-4664

Employee Number 576979
Employee Name PEEP, LITTLE BO
934 S 32ND ST
LINCOLN, NE, 68510-3228

Check Number	Route	Pay Period End Date	CheckDate
0	6507750900	04/13/2008	04/23/2008

Pay / Aournal Description	Hours	Hourly Rate	Gross Pay	YTD Amount	Deduction Description	Current Amount	YTD Gross Amount
SOS TEMP			190.40		Gross Wages	0.00	190.40

Gross Pay	Deductions	Net Pay
0.00	0.00	0.00

Click Here to Print this stub

Step	Action
10.	When finished click the Cancel button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Pay Stub History - Work With Pay Stub History

Employee Identification: 576979 PEEP, LITTLE BO Pay Stub Review / Print

From Check Date: *

Through Check Date: *

Records 1 - 10

Employee Number	Alpha Name	Employee Tax ID	Alternate Number	Check Date	Check Control
576979	PEEP, LITTLE BO	508172501		04/23/2008	17843440
576979	PEEP, LITTLE BO	508172501		04/09/2008	17327322
576979	PEEP, LITTLE BO	508172501		03/26/2008	16892750
576979	PEEP, LITTLE BO	508172501		03/12/2008	16365790
576979	PEEP, LITTLE BO	508172501		02/27/2008	15780166
576979	PEEP, LITTLE BO	508172501		02/13/2008	15178693
576979	PEEP, LITTLE BO	508172501		01/30/2008	14512637
576979	PEEP, LITTLE BO	508172501		01/16/2008	13917552
576979	PEEP, LITTLE BO	508172501		01/02/2008	13519950
576979	PEEP, LITTLE BO	508172501		08/03/2005	79451356

Training Guide

Reviewing Pay Stub History



Step	Action
11.	Click the Close button. 
12.	You have successfully completed this lesson. End of Procedure.