

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.

This information displays on the printed warrant and auto deposit advice.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

Navigation

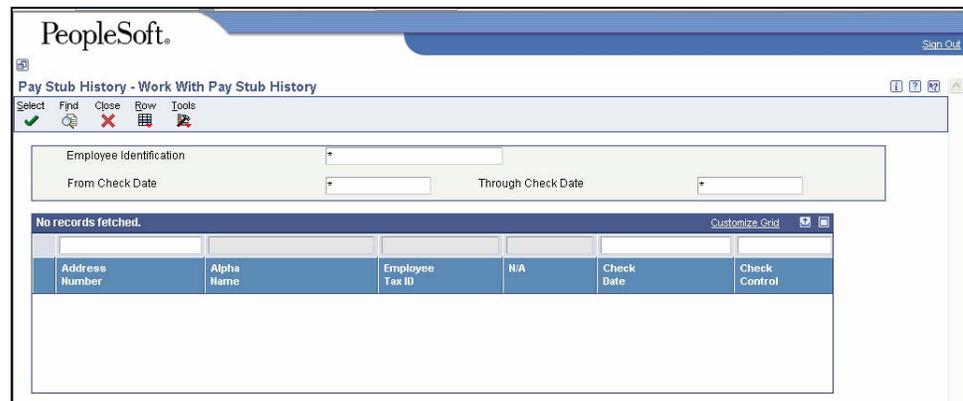
Click Roles, HR_PR.

(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Inquiries & Reports > HR/Payroll Inquiries > Payroll Inquiries > Pay Stub History

Steps

Start this instruction from the Pay Stub History – Work With Pay Stub History window.



The screenshot shows the PeopleSoft interface for 'Pay Stub History - Work With Pay Stub History'. It features a search form with the following fields:

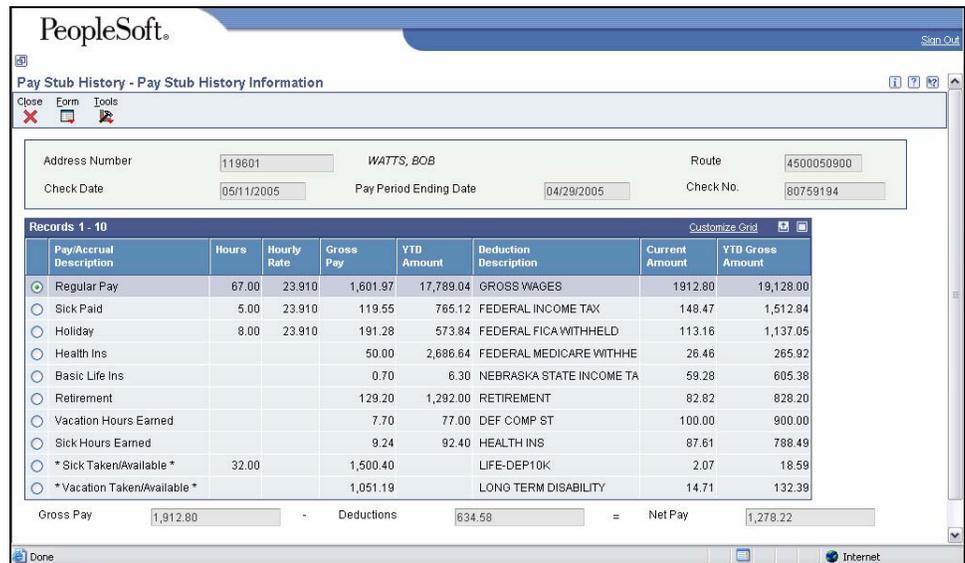
- Employee Identification
- From Check Date
- Through Check Date

Below the search form, a table displays the message 'No records fetched.' The table header includes the following columns:

Address Number	Alpha Name	Employee Tax ID	N/A	Check Date	Check Control
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1. Complete one or more of the fields:
 - Employee Identification
 - From Check Date
 - Through Check Date
2. Click **Find**.

3. Choose the employee and check date you wish to review.
4. Click **Select**. The Pay Stub History - Pay Stub History Information window appears.



Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	Deduction Description	Current Amount	YTD Gross Amount
Regular Pay	67.00	23.910	1,601.97	17,789.04	GROSS WAGES	1912.80	19,128.00
Sick Paid	5.00	23.910	119.55	765.12	FEDERAL INCOME TAX	148.47	1,512.84
Holiday	8.00	23.910	191.28	573.84	FEDERAL FICA WITHHELD	113.16	1,137.05
Health Ins			50.00	2,686.64	FEDERAL MEDICARE WITHHE	26.46	265.92
Basic Life Ins			0.70	6.30	NEBRASKA STATE INCOME TA	59.28	605.38
Retirement			129.20	1,292.00	RETIREMENT	82.82	828.20
Vacation Hours Earned			7.70	77.00	DEF COMP ST	100.00	900.00
Sick Hours Earned			9.24	92.40	HEALTH INS	87.61	788.49
* Sick Taken/Available *	32.00		1,500.40		LIFE-DEP10K	2.07	18.59
* Vacation Taken/Available *			1,051.19		LONG TERM DISABILITY	14.71	132.39
Gross Pay			1,912.80		Deductions	634.58	
					=	Net Pay	1,278.22

5. On the Pay Stub History – Pay Stub History Information window, review the pay stub history information.
6. To print the information, click **Form, Print**. The Printer Selection window appears.



Printer Name	GOPLJONEWORLD_A
Printer Location	HERE
Printer Model	LASER
Number of Copies	1 Range: 1 - 9999

7. Click **OK** to return to the Pay Stub History Information window.
8. Click **Close** to return to the Work with Pay Stub History window.
9. Click **Close**.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions.
10. Once the Description is "Done," choose the row with **R07186** in the Job Details column. An example of the report can be found at the end of this work instruction.
-  To search for the record, type "R07186*" in the Job details field, click **Find**.

Adobe Reader 7.0

R07186
01/11/06

WATTS, BOB
123 MAIN STREET
LINCOLN, NE 68516-2058

4405467

Route: 4500050900
Check No: *****
Check Date: 05/11/05
Period End: 04/29/05

Period Earnings	Hours	Rate	Amount	Year to Date	Description	Period Amount	Year to Date
Regular Pay	67.00	23.910	1,601.97	17,789.04	Gross Wages	1912.80	19,128.00
Sick Paid	5.00	23.910	119.55	765.12	Federal Income Tax	148.47	1,512.84
Holiday	8.00	23.910	191.28	573.84	Federal FICA Withheld	113.16	1,137.05
Health Ins			50.00	2,686.64	Federal Medicare Withheld	26.46	265.92
Basic Life Ins			.70	6.30	Nebraska State Income Tax	59.28	605.38
Retirement			129.20	1,292.00	Retirement	82.82	828.20
Vacation Hours Earned			7.70	77.00	Def Comp St	100.00	900.00
Sick Hours Earned			9.24	92.40	Health Ins	67.61	788.49
* Sick Taken/Available *	32.00		1,500.40		Life-Dep10K	2.07	18.59
* Vacation Taken/Available *			1,051.19		Long Term Disability	14.71	132.39
Gross Pay	1,912.80		Total Deductions	634.58	Net Pay	1,278.22	

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Done Unknown Zone