Viewing Payroll Check History in Employee Access

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In the Payroll area of Employee Access, you are able to view your Payroll Check History. This area of the software gives you access to any checks you have received while working. Nothing will display in the Payroll Check History area if you have not received at least one payroll payment. This process enables you to easily view paycheck information.

1. Sign in to the software using your assigned username and password.
   Step Information

   If you have access to more than one portal, you may need to click the **Down Arrow** icon next to the **House** icon and select **Employee Access** from the Home drop-down menu.

   Expected Result

   You see a screen with tiles, such as Employee Profile, Payroll Check History, and Time Off Balances.

2. Verify you are in the correct District by checking the information at the top left of the screen.

3. Select the **Payroll Check History** tile.
   Step Information

   Alternatively, you can view your payroll check history by navigating to **Menu** -> **Employee Access** -> **Payroll** and then selecting **Payroll Check History** under Features.

   Expected Result

   You see the Paryoll Check History screen, which displays a list of payroll checks you have received during your employment.

4. Click the **Open** icon to the left of the check you wish to view details for.
   Expected Result

   You see the Payroll Check Details screen, which displays information about pay, deduction, and benefit transactions.

5. Select the **Timesheets** tab at the left of the screen.
   Expected Result

   You see the timesheets associated with the selected payroll check.

You have successfully viewed your check history in Employee Access.

Related Tasks:

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