Directions for accessing Employee Wage information

If you have Employee Self Service (ESS) you can direct your employees to view their individual pay history by going to

Employee Self Service>Pay History

If you do not have ESS. You can get this information by accessing the following report.

Reporting>Client Reports
Report Category – All
Search – Check History Detail
Click Filter

Check History Detail

Fill out following under Filtering

- From and To Dates
- Date Type – Pay Date
- Legal Company
- Employee Name
  - System will automatically fill in appropriate employee by typing their last name.

Click Generate Report in dark blue banner

Go to My Reports Queue

Click on View Report on far right.

Report will be generated.