

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

The screenshot shows the 'Employee List' page in the HCM system. The header includes the user name 'Michelle Hopkins' and the client 'P123 - Payserv Demo, INC'. The main content area displays a table with columns for Company, Pay Group, Employee #, First Name, Preferred Name, Middle Name, Last Name, SSN, Status, and Department. Three records are listed:

Company	Pay Group	Employee #	First Name	Preferred Name	Middle Name	Last Name	SSN	Status	Department
Payserv Demo, INC	Weekly	3	Mark			Brown	147-25-8369	A	
Payserv Demo, INC	Weekly	2	Mary			Jones	321-65-9876	A	
Payserv Demo, INC	Weekly	1	John			Smith	789-78-7878	A	

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

The screenshot shows the 'Client Reports' page in the HCM system. The header includes the user name 'Michelle Hopkins' and the client 'P123 - Payserv Demo, INC'. The main content area displays a search bar with 'check history detail' entered and a 'Filter' button. The 'REPORTING' menu is highlighted, and the 'Client Reports' option is selected. The 'Check History Detail' report is displayed, showing filtering options for From Date (3/17/2020), To Date (4/17/2020), Date Type (Pay Date), Legal Company (P123 - Payserv Demo, INC), Pay Groups, and Employees. The report format is set to PDF.

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

The screenshot shows the 'Check History Detail' report generation interface. A dark blue banner at the top contains the text 'Generate Report' and 'Go To My Reports Queue'. A blue arrow points to the 'Generate Report' button. Below the banner is a 'Filtering' section with a red box labeled 'Fill out' containing input fields for 'From Date' (4/17/2020), 'To Date' (4/17/2020), 'Date Type' (Pay Date), 'Legal Company' (P123 - Payscale Demo, INC), 'Pay Group', and 'Employee'. There are also 'Sorting' and 'Options' sections.

Go to My Reports Queue

Click on View Report on far right.

Report will be generated.

The screenshot shows the 'My Reports Queue' page. A table lists report details. A blue arrow points to the 'View Report' link in the 'Check History Detail' row. Below the table is a 'Report Parameters' section showing details for the selected report.

Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date	View Report
Check History Detail	GENERATED	4/17/2020 3:31:42 PM	4/17/2020 3:31:42 PM	4/17/2020 3:31:44 PM	4/20/2020 3:31:44 PM	View Report

Report Parameters

Report Name: Check History Detail
Report Type: Date Range
Legal Company: Payscale Demo, INC
From Date: 1/1/2020
To Date: 4/17/2020
Date Type: Pay Date
Format: PDF