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. The information displays when a <u>Payroll Run</u> has been completed. This process enables you to easily view paycheck information.

Scroll past the video to access the step-by-step instructions.

<u>-</u> Collapse to Hide Audio Transcript

In the payroll area of Employee Access, you are able to view your Payroll Check History. To do

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 Pay1Eou .283.1Eou .283.aė Off