Enterprise - Employee Pay History

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What is Pay History?

On the employee record, there is a pay history section breaking down different sets of past pay information. It's a great place to review employee specific past pay information for check corrections, pay stubs, etc.

This article covers:

- 1. Accrual History
- 2. ACH History
- 3. Adjustment History
- 4. Check Register
- 5. Paycard History
- 6. Taxes to Date
- 7. Transaction History

Accrual History

When we talk about accruals, we are talking about sick/vacation/PTO time that is being tracked on the employee record. These plans might be for working in specific locations where there are required sick time laws or if your company has any vacation/sick time plans for your internal or temp employees.

Andrew	Woodbury	/		No tasks to di	splay for your	current filter setti	ngs			
Saint Paul, MN 5	5123 SSN:	xxx-xx-5872					Currently viewing 0 of	3/1330 tacks	View r	oore
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all options Example A statement of the statement of th	•				_					•

The top section shows any accrual packages this employee has in there history. To add accrual packages, navigate to employee pay setup > accruals. Check out Accrual Setup in Administration for more on how to set up the package rules and options.

You can also add a manual adjustment to the accrual history by selecting the + under the history section. You will be asked to fill out the weekend date, amount, and notes.

	@ ×
manual accrual adjus	stment
Accrual	Memphis SE Temp Plan
Weekend Date	
Amount	0
Notes	
Marking an item as an accrual includes it maximum accrual limits. For most positiv checkboxes should be left unchecked.	in calculations against period and annual e accrual adjustments, the following
Adjustment Type 📃 Accrual	Depletion
1 🛦	🗙 Cancel 📄 Save

You will also need to check whether this was additional amount accrued or if this was undocumented depletion. We recommend to use pay/bill for regular depletion.

ACH History

ACH history provides a history of each ACH deposit that was generated into an ACH file.

	Lorelai "L 123 Maple Lane Saint Paul, MN 55	eah"	Woo ID: 42	dbury 195080432		No tasks	to display for your o	urrent filter setting	s		
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ľ	details documents	Orig	in Routing	Amount	Destination F	louting	Destination Accourt	nt Account Type	Employee	Generated 🔻	
•	integrations	1200		\$302.78	Distance.			Chk	Woodbury, Lorelai	10/11/2019	
•	evaluations										
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To learn more about ACH, check out Enterprise - How to Create ACH and Positive Pay Files.

Adjustment History

The adjustment history provides a list of every garnishment/reimbursement that has ever been made to the employee.

Lorela 123 Maple I Saint Paul, M	i "Le Lane VIN 551		4295080432 N: xxx-xx-3753		No tasks to display for your current filte	er settings Currently viewing	r N of 34330 tacks. View more
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documents		Check Date	▼ Employee	Adjustment	t Am	iount	Check ID
 integrations 		12/16/2019	Woodbury, Lorelai	ChildSup7	Ş	\$14.02	4295040047
messages		12/16/2019	Woodbury, Lorelai	ChildSup3		\$7.52	4295040047
4 pay history		12/16/2019	Woodbury, Lorelai	ChildSup2	Ş	\$10.51	4295040047
accrual history		11/11/2019	Woodbury, Lorelai	ChildSup7	Ş	\$15.76	4295039505
ach history adjustment history		11/11/2019	Woodbury, Lorelai	ChildSup3		\$8.45	4295039505
 check register 		11/11/2019	Woodbury, Lorelai	ChildSup2	Ş	\$11.82	4295039505
paycard history		10/9/2019	Woodbury, Lorelai	Boots	(\$:	20.00)	4295039050
taxes to date		10/9/2019	Woodbury, Lorelai	ChildSup7	\$1	100.00	4295039050
transaction history		10/9/2019	Woodbury, Lorelai	ChildSup3	Ş	\$53.63	4295039050
tasks		10/9/2019	Woodbury, Lorelai	ChildSup2	\$	\$75.00	4295039050
search		10/4/2019	Woodbury, Lorelai	ChildSup7	\$1	100.00	4295038843
		10/4/2019	Woodbury, Lorelai	ChildSup7	\$1	100.00	4295038843
employee		10/4/2019	Woodbury, Lorelai	ChildSup7	Ş	\$52.21	4295038843
customer		10/4/2019	Woodbury, Lorelai	ChildSup7	ş	\$29.67	4295038843
ordor		10/4/2019	Woodbury, Lorelai	ChildSup3	\$	\$15.91	4295038843
order		10/4/2019	Woodbury, Lorelai	ChildSup3	\$	\$28.00	4295038843
assignment		10/4/2019	Woodbury, Lorelai	ChildSup3	\$	\$53.63	4295038843
contact		10/4/2019	Woodbury, Lorelai	ChildSup3	Ş	\$53.63	4295038843
pay / bill		10/4/2019	Woodbury, Lorelai	ChildSup2	\$	\$75.00	4295038843
calendar		10/4/2019	Woodbury, Lorelai	ChildSup2	\$	\$75.00	4295038843
		10/4/2019	Woodbury, Lorelai	ChildSup2	ş	\$39.16	4295038843
all options		10/4/2019	Woodbury Lorelai	ChildSun2		\$77.75	12050388/13

To learn more about adjustments, check out Enterprise - How to Set up Employee Adjustments

Check Register

The check register displays the list of checks(whether epay or live) that have been generated for the employee.

Lorelai "L 123 Maple Lane	eah" Woodbury ID: 4295080432	No tasks to display for your current filter settings						
Saint Paul, Min S	Branch: New Brighton	Currer	tly viewing 0 of 34330 tasks. View more					
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 details 	Checks Detailed View 💌	🗙 👒 🖷 🖂 sea	rch for checks					
documents	Drag a column header here to group by that column.	Accou	nts 🔍					
 evaluations 	ID Num Check 🕶 Status Employee Gross	Adj Tax Net Check	Dates					
messages	Weedburg Levels	Gross: \$100.00	n 10/28/2019 🔳					
4 pay history	101622 Dated 12/16/2019	Adj: \$32.05 To Tax: \$35.90	2/28/2020 🔳					
ach history	AP Bank Account	Net: \$32.05						
adjustment history	Woodbury, Lorelai	Gross: \$80.00	yee ld 4295080432					
 check register 	101131 Check ID: 4295039505	Adj: \$36.03 Emplo Tax: \$7.93	yee					
check summary staged check summary	AP Bank Account (E-Pay)	Net: \$36.04	Date					
paycard history		Pavro	Bun ID					
taxes to date		Check	#					
transaction history		Check	ID					
 pay setup tasks 								
search		Gross						
employee		Net						
customer	•	Emplo	yer 🗸					
ordor								
order		Correc	ted All checks					
assignment								
contact		Stage	All checks					
pay / bill								
calendar			Q Search					
all options		-						

Note The check search automatically limits the the from date to help keep loading times short. You can always clear out or change the date as needed. If you would like the from date to automatically populate for a certain time frame (ex. always show last 3 months), you can configure this with the help of our Support Team.

Right click to email a paystub:



Note The employee will need an email on file and you will need to have your email set up in Enterprise in order to email out a paystub. Check out Enterprise Email Overview.

Double click on a check to view the details:

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* * *	details documents integrations evaluations messages	Woodbury, Lorelai Lorelai Woodbury 123 Maple Lane Saint Paul, MN 55123			Tax Marital S Tax Exempti Minnesc Federal-	Status Single ons ota Single 0 Single 5	Check Number 101622 Check ID 4295040047 Check Date 12/16/2019 TCF Bank AP Bank Account
4	pay history accrual history ach history adjustment history	Wages Bonus: Units	rate \$100.00 Gross Wages	units 1.00	this period \$100.00 \$100.00	year to date \$100.00 \$7,361.25	333322221111 Accruals this period
	 check register check summary staged check summary paycard history taxes to date 	Taxes , Employee Portion Social Security ta Employee Portion Medicare tax Federal Tax Minnesota State Tax	x		\$6.20 \$1.45 \$22.00 \$6.25	\$456.40 \$106.74 \$131.42 \$244.94	Other Benefits this period year to date
•	transaction history pay setup tasks search employee	Adjustments ChildSup2 ChildSup3 ChildSup7	Net Paul		\$10.51 \$7.52 \$14.02	\$766.46 \$274.40 \$411.66	
	customer order assignment	•	Netray		<u> 332.03</u>		
	contact pay / bill calendar						
	all options	 Extended Check Details 					

Any check marked as "Staged" is currently in a payroll run but has not been fully processed yet.

If you have the correct permissions, you may be able to correct checks from the check register or the check summary. Check out Enterprise - How to Void and/or Reverse Checks for more information.

Checks Detailed View 🔻 🖼 🛤 🖼							
Drag a column header here to group by that column.							
ID Num Check 🔻	r Status Employee Gross Adj Tax	Net	1				
101622 Check ID: 4295040047	Woodbury, Lorelai Dated 12/16/2019 AP Bank Account	Gross: \$100.00 Adj: \$32.05 Tax: \$35.90 Net: \$32.05					
101131 Check ID: 4295039505	Woodbury, Lorelai Dated 11/11/2019 AP Bank Account (E-Pay)	Gross: \$80.00 Adj: \$36.03 Tax: \$7.93 Net: \$36.04					

Paycard History

Paycard history is for those utilizing our ADP or First Data/Money Network paycard

integrations. This section displays each time the paycard has been funded

James A Ac	crue			No tasks to dis	play for your current filt	er settings			
123 Fake St Saint Paul, MN 55121	ID: 42949 SSN: xxx-> Branch: M	71690 cx-2003 Memphis NE				Curr	ently viewing 0 of 34330	tasks. View	more
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messages A pay history	100	1.000	\$313.71		View Check	_			
accrual history	1000		\$66.01						
ach history	1007	1.100	\$248.27						
adjustment history check register 	100	1.000	\$310.29						
paycard history	1000		\$310.29						
taxes to date	1000		\$98.89						
transaction history	1000	1.100.00	\$83.81						
tasks	1000		\$570.13						
search	1000		\$751.03						
	1000		\$751.03						
employee	1000		\$993.05						
customer	1000		\$69.40						
order	1000		\$69.40						
assignment	1000		\$69.40						
contact			\$69.40						
			\$69.40						
pay / bill			\$69.40						
calendar			\$69.40						
all options			Ş69.40						-

Right click to view the related check.

Taxes to Date

This section summarizes the tax amounts paid so far. This includes the gross pay amount, the amount that is taxable for each tax, and the current amount taxed.

Lorelai " 123 Maple Lane Saint Paul, MN	Leah"	Woodbury ID: 4295080432 SSN: xxx-xx-3753 Branch: New Brig	hton	No tasks to dis	play for your current i
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visifile	Drag a	column header here to	group by that column.		
 details 	ID 🔻	Juris	Gross	Taxable	Taxed
integrations	21859) FLFUTA	\$0.00	\$0.00	\$0.00
 evaluations 	21858	FLSUTA	\$0.00	\$0.00	\$0.00
messages	21858	3 FLNA	\$0.00	\$0.00	\$0.00
 pay history accrual history 	21537	5 EmedSup	\$0.00	\$0.00	\$0.00
ach history	215374	MNFUTA	\$7,361.25	\$7,000.00	\$0.00
adjustment history	21537	3 FUTA	\$7,361.25	\$7,000.00	\$42.00
 check register 	21537	2 EMed	\$7,361.25	\$7,361.25	\$106.74
taxes to date	21537:	L EFica	\$7,361.25	\$7,361.25	\$456.40
transaction history	21537) CMed	\$7,361.25	\$7,361.25	\$106.74
pay setup	21536) CFica	\$7,361.25	\$7,361.25	\$456.40
tasks	21536	3 USS	\$7,361.25	\$7,361.25	\$131.42
Joann	21536	7 MNSUTA	\$7,361.25	\$7,361.25	\$220.84
emplovee	21536	5 MNSINGLE	\$7,361.25	\$7,361.25	\$244.94
customer					
order					
order					
assignment					
contact					

Transaction History

"Transactions" are each line item in Time Entry. The transaction history shows each individual time entry transaction for the employee's entire pay history.

	Atticus Fi	nch		1	No tasks to display for your	current filter settings	i	
	456 Radley drive Shorewood, MN 5	ID: 5331 SSI Bra	4295080433 N: xxx-xx-2130 Inch: New Brighton + ↓ ₲ ☆	_ Ľ\Q.↑↓	► tasks appoint	_{Cur} ments social	rently viewing email	0 of 34330 tasks. View more + ▼ ᢗ →
•	visifile details documents	View Standa	ard View 🔻	up by that column.				
•	integrations	Weekend Bill	▼ Weekend Date	Customer	Job Title	Total Bill	Gross	Check ID
۲	evaluations	1/19/2020	1/19/2020	Hotel Denouement	Housekeeper	\$1,216.00	\$0.00	4295040723
	messages pay history	11/24/2019	11/24/2019	Hotel Denouement	Housekeeper	\$1,216.00	\$0.00	4295039837
	accrual history	9/29/2019	9/8/2019	Hotel Denouement	Housekeeper	\$228.00	\$0.00	4295038911
	ach history	9/29/2019	8/18/2019	Hotel Denouement	Housekeeper	\$486.40	\$0.00	4295038911
	adjustment history	9/29/2019	6/30/2019	Hotel Denouement	Housekeeper	\$212.80	\$0.00	4295038911
	 cneck register paycard history 	9/29/2019	6/16/2019	Hotel Denouement	Housekeeper	\$853.40	\$0.00	4295038911
	taxes to date	3/3/2019	11/16/2018	Buy N Large	Warehouse Worker	\$153.60	\$0.00	
	transaction history	3/3/2019	11/16/2018	Buy N Large	Warehouse Worker	(\$153.60)	\$0.00	
1	pay setup tasks	12/9/2018	11/16/2018	Buy N Large	Warehouse Worker	\$153.60	\$0.00	4295035689
	search	11/4/2018	12/15/2018	Floyd's Farming	Welder	\$176.00	\$0.00	4295035550
		10/21/2018	11/15/2018	Trees & Leaves	Warehouse Worker	\$180.00	\$0.00	
	employee	10/21/2018	11/15/2018	Trees & Leaves	Warehouse Worker	(\$180.00)	\$0.00	
	customer	10/21/2018	11/15/2018	Trees & Leaves	Warehouse Worker	\$180.00	\$0.00	4295035275
	order	10/14/2018	10/11/2018	Trees & Leaves	Gardener	\$540.00	\$0.00	4295035148
		10/7/2018	9/7/2018	Buy N Large	Understair Cleaners	\$176.40	\$0.00	
	assignment	9/30/2018	9/28/2018	Buy N Large	Data Entry	\$633.60	\$0.00	4295034896
	contact	9/30/2018	9/27/2018	Trees & Leaves	Gardener	\$525.00	\$0.00	4295034896
	pay / bill	9/23/2018	9/21/2018	Buy N Large	Data Entry	\$768.00	\$0.00	
	calendar	9/9/2018	9/7/2018	Buy N Large	Data Entry	\$153.60	\$0.00	4295034650
	all options	9/9/2018	9/6/2018	Trees & Leaves	Gardener	\$600.00	\$0.00	4295034650

Use the jump buttons in the upper right to quickly review the related assignment, customer, order, check, or invoice.

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Gross	Check ID
\$0.00	4295040723
\$0.00	4295039837

Related Articles