

Enterprise - Employee Pay History

Last Modified on 01/28/2020 10:08 am CST

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
 12 Maple Lane ID: 4295080431
 Saint Paul, MN 55123 SSN: xxx-xx-5872
 Branch: New Brighton

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accruals

Drag a column header here to group by that column.

Accrual	Description	Total Accrued Balance	Eligible Balance	Available Balance	Accrues...	Accrues...	Allow N...
Memphis SE Temp Plan	Temp accrual plan for all empl...	3.7525	3.7525	3.7525	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

accrual history

Drag a column header here to group by that column.

Date	Accrual	Tier	Type	Amount	Notes	Check ID	Rep Na...	A...	D...
1/24/202...	Memphis SE Temp Plan	Standard	Check	0.8075	Payroll	4295040718	kayla.bre...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12/19/20...	Memphis SE Temp Plan	Standard	Check	0.7600	Payroll	4295040129	mkramer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11/26/20...	Memphis SE Temp Plan	Standard	Check	0.6650	Payroll	4295039808	lucy.taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8/1/2019...	Memphis SE Temp Plan	Standard	Check	0.7600	Payroll	4295037862	amelia.st...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5/16/201...	Memphis SE Temp Plan	Standard	Check	0.7600	Payroll	4295037561	amelia.st...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 adjustment

Accrual Memphis SE Temp Plan

Weekend Date !

Amount 0

Notes

i Marking an item as an accrual includes it in calculations against period and annual maximum accrual limits. For most positive accrual adjustments, the following checkboxes should be left unchecked.

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 "Leah" Woodbury
 123 Maple Lane ID: 4295080432
 Saint Paul, MN 55123 SSN: xxx-xx-3753
 Branch: New Brighton

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Drag a column header here to group by that column.

Origin Routing	Amount	Destination Routing	Destination Account	Account Type	Employee	Generated
	\$302.78			Chk	Woodbury, Lorelai	10/11/2019

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.

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Drag a column header here to group by that column.

Check Date	Employee	Adjustment	Amount	Check ID
12/16/2019	Woodbury, Lorelai	ChildSup7	\$14.02	4295040047
12/16/2019	Woodbury, Lorelai	ChildSup3	\$7.52	4295040047
12/16/2019	Woodbury, Lorelai	ChildSup2	\$10.51	4295040047
11/11/2019	Woodbury, Lorelai	ChildSup7	\$15.76	4295039505
11/11/2019	Woodbury, Lorelai	ChildSup3	\$8.45	4295039505
11/11/2019	Woodbury, Lorelai	ChildSup2	\$11.82	4295039505
10/9/2019	Woodbury, Lorelai	Boots	(\$20.00)	4295039050
10/9/2019	Woodbury, Lorelai	ChildSup7	\$100.00	4295039050
10/9/2019	Woodbury, Lorelai	ChildSup3	\$53.63	4295039050
10/9/2019	Woodbury, Lorelai	ChildSup2	\$75.00	4295039050
10/4/2019	Woodbury, Lorelai	ChildSup7	\$100.00	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup7	\$100.00	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup7	\$52.21	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup7	\$29.67	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup3	\$15.91	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup3	\$28.00	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup3	\$53.63	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup3	\$53.63	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup2	\$75.00	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup2	\$75.00	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup2	\$39.16	4295038843
10/4/2019	Woodbury, Lorelai	ChildSup2	\$22.25	4295038843

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 "Leah" Woodbury
 123 Maple Lane ID: 4295080432
 Saint Paul, MN 55123 SSN: xxx-xx-3753
 Branch: New Brighton

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Checks Detailed View

Drag a column header here to group by that column.

ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
	101622	Woodbury, Lorelai			Gross: \$100.00	Adj: \$32.05	Tax: \$35.90	Net: \$32.05
	101131	Woodbury, Lorelai			Gross: \$80.00	Adj: \$36.03	Tax: \$7.93	Net: \$36.04

search for checks

Accounts:

Check Dates
 From: 10/28/2019
 To: 2/28/2020

Employee Id: 4295080432
 Employee:
 Check Date:

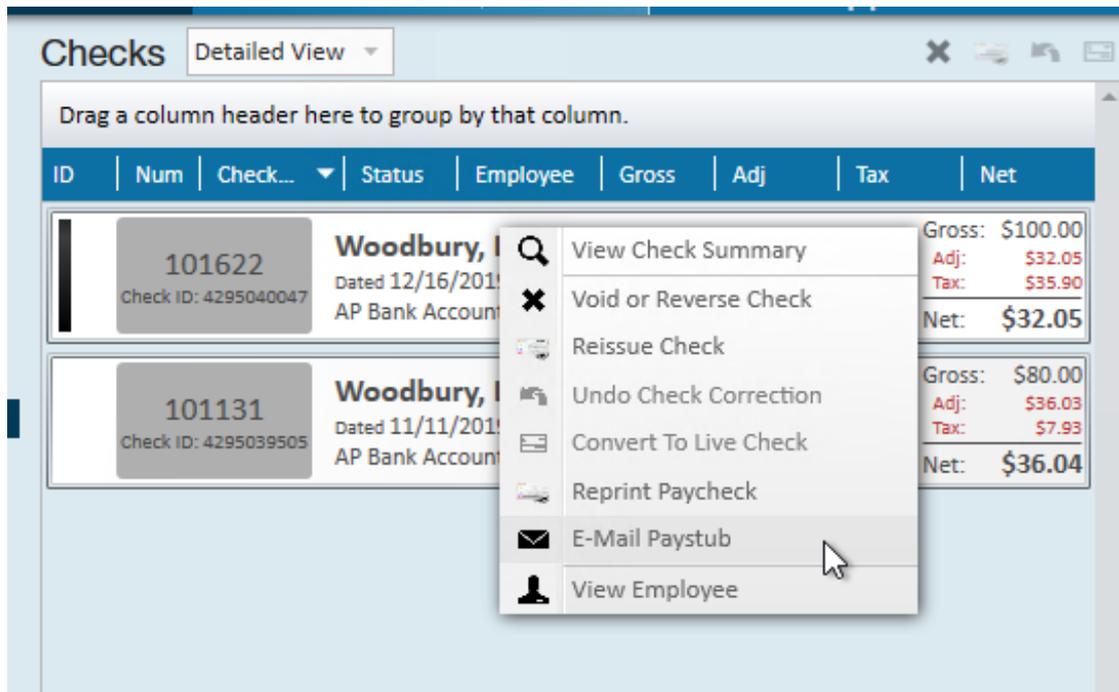
Payroll Run ID:
 Check #:
 Check ID:

Gross:
 Net:
 Employer:

Corrected:
 Staged:

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:

Woodbury, Lorelai

Lorelai Woodbury
123 Maple Lane
Saint Paul, MN 55123

Tax Marital Status Single
Tax Exemptions Minnesota Single 0
Federal-Single 5

Check Number 101622
Check ID 4295040047
Weekend Bill 12/8/2019
Check Date 12/16/2019

TCF Bank
AP Bank Account

333322221111

Wages	rate	units	this period	year to date
Bonus: Units	\$100.00	1.00	\$100.00	\$100.00
Gross Wages			\$100.00	\$7,361.25

Accruals this period

Other Benefits	this period	year to date
Employee Portion Social Security tax	\$6.20	\$456.40
Employee Portion Medicare tax	\$1.45	\$106.74
Federal Tax	\$22.00	\$131.42
Minnesota State Tax	\$6.25	\$244.94

Adjustments

ChildSup2	\$10.51	\$766.46
ChildSup3	\$7.52	\$274.40
ChildSup7	\$14.02	\$411.66

Net Pay \$32.05

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

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ID	Num	Check...	Status	Employee	Gross	Adj	Tax	Net
	101622	Woodbury, Lorelai			Gross: \$100.00	Adj: \$32.05	Tax: \$35.90	Net: \$32.05
	101131	Woodbury, Lorelai			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 Accrue
123 Fake St
Saint Paul, MN 55121
ID: 4294971690
SSN: xxx-xx-2003
Branch: Memphis NE

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Posted D...	Account Number	Paid Amou...	Response Code	Response
10/28/2011	...	\$69.40		
	...	\$313.71		
	...	\$66.01		
	...	\$248.27		
	...	\$310.29		
	...	\$310.29		
	...	\$98.89		
	...	\$83.81		
	...	\$570.13		
	...	\$751.03		
	...	\$751.03		
	...	\$993.05		
	...	\$69.40		
	...	\$69.40		
	...	\$69.40		
	...	\$69.40		
	...	\$69.40		
	...	\$69.40		
	...	\$69.40		
	...	\$69.40		
	...	\$69.40		

View Check

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.

No tasks to display for your current

Lorelai "Leah" Woodbury

123 Maple Lane
Saint Paul, MN 55123

ID: 4295080432
SSN: xxx-xx-3753
Branch: New Brighton

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ID ▼	Juris	Gross	Taxable	Taxed
218590	FLFUTA	\$0.00	\$0.00	\$0.00
218589	FLSUTA	\$0.00	\$0.00	\$0.00
218588	FLNA	\$0.00	\$0.00	\$0.00
215375	EmedSup	\$0.00	\$0.00	\$0.00
215374	MNFUTA	\$7,361.25	\$7,000.00	\$0.00
215373	FUTA	\$7,361.25	\$7,000.00	\$42.00
215372	EMed	\$7,361.25	\$7,361.25	\$106.74
215371	EFica	\$7,361.25	\$7,361.25	\$456.40
215370	CMed	\$7,361.25	\$7,361.25	\$106.74
215369	CFica	\$7,361.25	\$7,361.25	\$456.40
215368	USS	\$7,361.25	\$7,361.25	\$131.42
215367	MNSUTA	\$7,361.25	\$7,361.25	\$220.84
215366	MNSINGLE	\$7,361.25	\$7,361.25	\$244.94

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 Finch
 456 Radley drive
 Shorewood, MN 55331
 ID: 4295080433
 SSN: xxx-xx-2130
 Branch: New Brighton

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View Standard View

Drag a column header here to group by that column.

Weekend Bill	Weekend Date	Customer	Job Title	Total Bill	Gross	Check ID
1/19/2020	1/19/2020	Hotel Denouement	Housekeeper	\$1,216.00	\$0.00	4295040723
11/24/2019	11/24/2019	Hotel Denouement	Housekeeper	\$1,216.00	\$0.00	4295039837
9/29/2019	9/8/2019	Hotel Denouement	Housekeeper	\$228.00	\$0.00	4295038911
9/29/2019	8/18/2019	Hotel Denouement	Housekeeper	\$486.40	\$0.00	4295038911
9/29/2019	6/30/2019	Hotel Denouement	Housekeeper	\$212.80	\$0.00	4295038911
9/29/2019	6/16/2019	Hotel Denouement	Housekeeper	\$853.40	\$0.00	4295038911
3/3/2019	11/16/2018	Buy N Large	Warehouse Worker	\$153.60	\$0.00	
3/3/2019	11/16/2018	Buy N Large	Warehouse Worker	(\$153.60)	\$0.00	
12/9/2018	11/16/2018	Buy N Large	Warehouse Worker	\$153.60	\$0.00	4295035689
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	
10/21/2018	11/15/2018	Trees & Leaves	Warehouse Worker	(\$180.00)	\$0.00	
10/21/2018	11/15/2018	Trees & Leaves	Warehouse Worker	\$180.00	\$0.00	4295035275
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	
9/30/2018	9/28/2018	Buy N Large	Data Entry	\$633.60	\$0.00	4295034896
9/30/2018	9/27/2018	Trees & Leaves	Gardener	\$525.00	\$0.00	4295034896
9/23/2018	9/21/2018	Buy N Large	Data Entry	\$768.00	\$0.00	
9/9/2018	9/7/2018	Buy N Large	Data Entry	\$153.60	\$0.00	4295034650
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.

Close-up of the table header and first two rows. A red box highlights the jump buttons (calendar, building, folder, envelope, document) located above the table header.

Gross	Check ID
\$0.00	4295040723
\$0.00	4295039837

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