# LOP Help Center - Finding your Proofing Session ID

Last Modified on 10/23/2024 11:03 am CDT

### Overview

When you make a request for a Check Correction or Late Payroll, you may be prompted to provide the Proofing Session ID for the timecard. This ensures that our team knows exactly which timecard(s) need to be pulled into payroll, preventing costly mistakes. Follow the steps below to find the Proofing Session ID.

#### Enterprise

Navigate to "Proofing" and select "View proofing report":



🖌 proofi	ng report -	sessions			@ _ :			
+ Sessions	proofing s	essions						
	Select one or m	elect one or more sessions then press the Next button to view a summary of those reports.						
	Status		•					
	Session ID	Status	Weekend Bill	Rep Name	Timecards			
	Status: C	losed (23 items)						
	24715	Closed	9/22/2024	alexander.swanson	7			
	24716	Closed	9/22/2024	hosteval65 hosteval65	11			
	24719	Closed	9/22/2024	hosteval65 hosteval65	1			
	24720	Closed	9/22/2024	hosteval65 hosteval65	1			
	24722	Closed	9/22/2024	hosteval65 hosteval65	2			
	24723	Closed	9/22/2024	hosteval65 hosteval65	2			
	24724	Closed	9/22/2024	hosteval65 hosteval65	1			
	24725	Closed	9/22/2024	hosteval65 hosteval65	1			
	24710	Closed	9/22/2024	Madelyn Peterson	1			
	24711	Closed	9/22/2024	Madelyn Peterson	1			
			View R	eport				
					Close			

#### Beyond

Navigate to the "Proof Payroll" screen > "Proofing Sessions" and find the Session ID:

B	Proof Payroll								D Bookmark					
EMPLOYEES	Bookmarks A	Current Weekend Bill 9/22/2024			<ul> <li>4356 Unused Timesheets</li> <li>79 Timesheets Notesheets</li> </ul>		t Paid	0 Open proofing sessions						
	Recent History 🔨	PROOFING SESSIONS			INCOMPLETE TIMECARDS NOT PAYABLE TIMECA		RDS	NOT BILLABLE TIMECARDS						
	Proof Payroll Proof Payroll	To proc	To proof a session, click on the 'Proof Timecards' icon at the end of the row. To view a summary report, select one or more sessions from the grid.											
IOB ORDERS	☆ Dashboard	St	Status 🤟 🛞											
<u>Î</u>				Session Id	Session Hier	Session Name	Service Rep 🛧	Timecards	w					
				Filter	Filter	Filter	Filter	Filter	F					
PROSPECTS			~	Status: Closed (25)										
TASKS				24715	High Tech Staffing (Entity)		alexander.swanson	Z						
+ QUICK				24728	Memphis NE (Branch)		hosteval 70	<u>14</u>	<u></u>					
				24716	High Tech Staffing (Entity)		hosteval65 hosteval65	11						
Q				24719	High Tech Staffing (Entity)		hosteval65 hosteval65	1						
SEARCH				24720	High Tech Staffing (Entity)		hosteval65 hosteval65	1						
HELP				24722	High Tech Staffing (Entity)		hosteval65 hosteval65	2						
«				24723	High Tech Staffing (Entity)		hosteval65 hosteval65	2						
				24724	High Tech Staffing (Entity)		hosteval65 hosteval65	1	<u> </u>					
				24725	High Tech Staffing (Entity)		hosteval65 hosteval65	1						
				24710	High Tech Staffing (Entity)		Madelyn Peterson	1						
				24711	High Tech Staffing (Entity)		Madelyn Peterson	1	<b>.</b>					

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