LOP Help Center - Finding your Proofing Session ID

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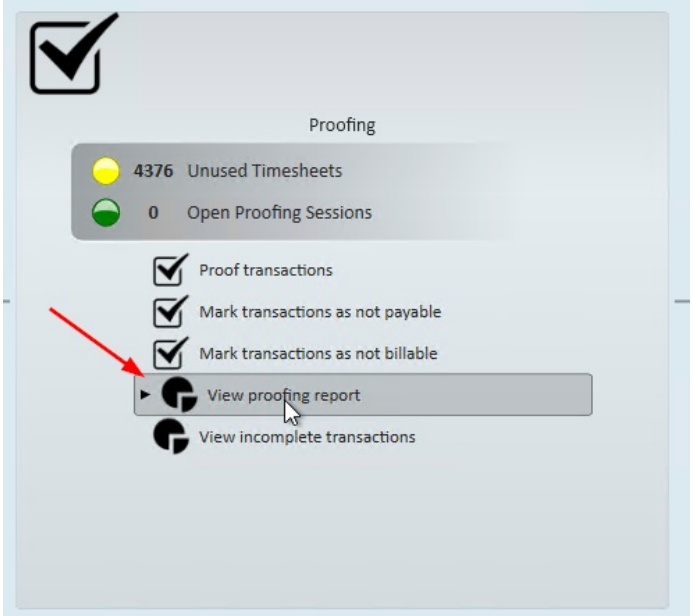
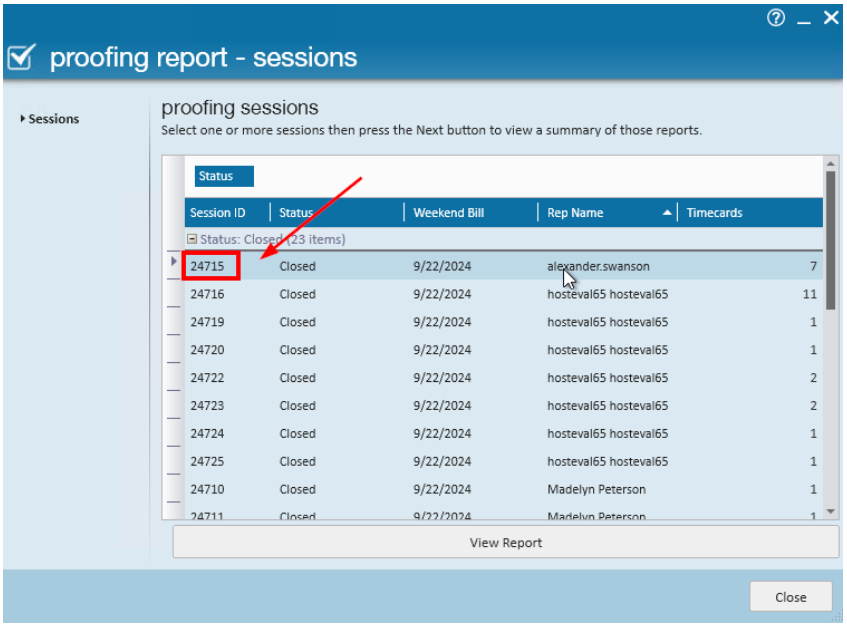
Overview

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

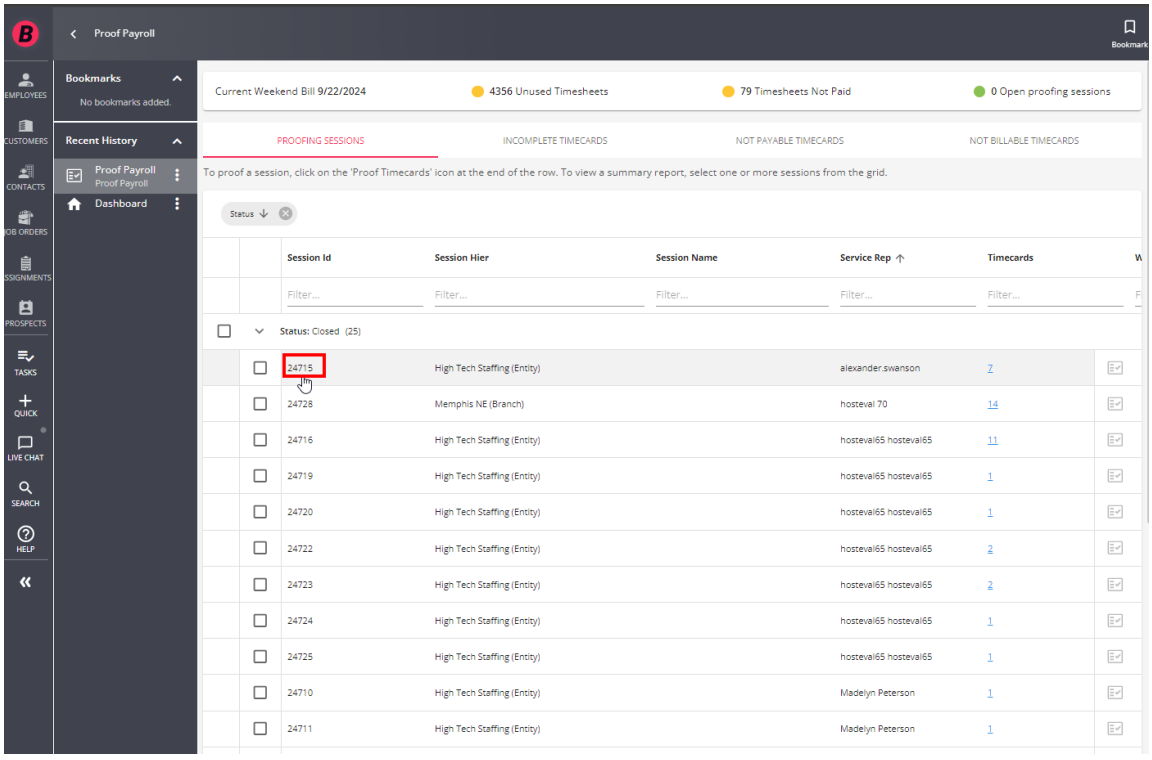
Navigate to “Proofing” and select “View proofing report”:





Beyond

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



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