After Payroll FAQs

Q How do I look up paychecks?

A There are two options in HRM:

- ✓ Payroll Management Activity Folder (PAYM)
    - Issued Checks/Advises
    - Pay Distribution Detail
    - Pay Details
    - Deduction Details
    - Fringe Details
    - Employee Pay Summary and related tabs
    - Employee Pay Details History
    - Employee Accounting Data
- ✓ Pay Check Inquiry Activity Folder (QPCHK)
    - Issued Checks/Advises
    - Pay Distribution Detail
    - Pay Details
    - Deduction Details
    - Fringe Details
    - Pending Check/Advices and related tabs

Q Where can I find information related to an employee's Leave?

A Use the Leave Management Activity Folder (LEAVM).

- ✓ Leave Balances
- ✓ Leave Activity
- ✓ Leave Summary by Year
- ✓ Leave Accrual and Usage by Month
- ✓ FMLA Service Hour and Usage

Q Where do I find information related to my employee's taxes?

A Use the Deduction Management Activity Folder (DEDM).

- ✓ Net Pay Distribution
- ✓ Employee Tax Parameters and additional Withholdings
- ✓ Employee Pension Profile
- ✓ Miscellaneous Deductions

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Q How do I view the current ESMT?

A The current ESMT may be found on two tabs of the Employee Profile Management (EPM) Activity folder.

- ✓ Employee Status Maintenance tab.
  - Scroll down to the grid.
  - Click the carrot ▶ to view the General Information Tab.
  - Click the tabs at the top to view the remaining details (i.e. Assignment Information, Classification Attributes, etc.)
  - If changes are needed on the ESMT click the Modify button. Be sure to update the From Date.
- ✓ Employee Status Maintenance Log tab.
  - Scroll down to the grid.
  - Top ESMT is listed first.
  - You may click the Transaction ID to view an ESMT completed in HRM.
  - Click the carrot ▶ to view the General Information Tab.
  - Click the tabs at the top to view the remaining details (i.e. Assignment Information, Classification Attributes, etc.)

Q How do I modify my employee's deductions?

A From the home page select the Deductions Management (DEDM) quick link.

- ✓ Search for the employee using the filters.
- ✓ Click the View button in the grid results.
- ✓ Select the tab for the deduction you need to modify.
- ✓ Scroll to the grid.
- ✓ Click the line 3-dot menu.
- ✓ Click Related Actions.
- ✓ Click Modify …
- ✓ The line will open in draft, make the necessary updates.
- ✓ Always update the From date to the effective date of the change.
- ✓ Click the Validate, Submit, and Close Button.

Note 1: If there is not a current deduction to modify click Create.

Note 2: Some tabs are for view only, for example, additional withholdings tabs are view only, modification are completed on the Employee Tax Parameter tab.

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Q How do I find my rejected Timesheet Adjustments (TADJ)?

A From the home page select the Transaction Search quick link.

- ✓ Select the Time quick link.
- ✓ Complete the search fields to help locate your files:
  - Transaction Code (TADJ)
  - Transaction Dept
  - Transaction Unit
  - Transaction Status (Rejected).
- ✓ Click the Search button.