



checkwriters

CHECKWRITERS

PAY HISTORY GUIDE

Viewing an Employee's Pay History

Select the employee you would like to edit under **Manage Employees > Employee Center** in the *HR Admin* module. Navigate to their **Pay History** tab. You will see the employee's past pay history here, reflecting any payments recorded in the system. Below is an overview of the pay history tab.

Run	Check Date	Pay Type	Hours	Gross	Deductions	Taxes	Direct Deposit	Net Pay	Check Amount	Check Number	Voucher Number
<input type="checkbox"/>	Nov 5, 2021	Regular	45.00	\$1,295.00	\$1,100.00	\$107.53	\$87.47	\$87.47	\$0.00		1107
<input type="checkbox"/>	Oct 22, 2021	Regular		\$250.00	\$150.00	\$20.06	\$0.00	\$79.94	\$79.94	2303	
<input type="checkbox"/>	Oct 15, 2021	Regular	40.00	\$1,130.00	\$950.00	\$93.52	\$0.00	\$86.48	\$86.48	2284	
<input type="checkbox"/>	Oct 8, 2021	Regular		\$250.00	\$150.00	\$20.06	\$0.00	\$79.94	\$79.94	2264	
<input type="checkbox"/>	Sep 24, 2021	Regular	50.00	\$1,650.00	\$550.00	\$409.91	\$0.00	\$690.09	\$690.09	2243	
<input type="checkbox"/>	Sep 17, 2021	Regular	48.00	\$1,290.00	\$550.00	\$283.82	\$0.00	\$456.18	\$456.18	2226	
<input type="checkbox"/>	Jul 23, 2021	Regular	40.00	\$1,690.00	\$550.00	\$423.91	\$0.00	\$716.09	\$716.09	2207	
<input type="checkbox"/>	Jul 2, 2021	Regular	25.00	\$1,672.50	\$550.00	\$455.89	\$0.00	\$666.61	\$666.61	2181	
<input type="checkbox"/>	Apr 2, 2021	Regular	5.00	\$825.00	\$800.00	\$25.00	\$0.00	\$0.00	\$0.00		1088
<input type="checkbox"/>	Mar 26, 2021	Regular	40.00	\$1,320.00	\$0.00	\$185.91	\$200.00	\$1,134.09	\$934.09	2144	

- 1. Details** – you can check off multiple boxes in this column and then use the 'details' button to get a summarized overview of the selected check dates.
- 2. Run** – you can pull up pay stubs by selecting the button in this column.
- 3. Check Date** – this will display the check date the employee was paid
- 4. Pay Type** – this will display what type of check was paid out to the employee. Typically, it will say Regular – if you pulled in a different Paycheck Attribute (covered in our Payroll Reference Guide) such as *Bonus*, that will show here.
- 5. Hours** – this will display the amount of hours the employee had in the listed check date.
- 6. Gross** – this will display the gross pay for the employee in the listed check date.
- 7. Deductions** – this will display any deduction amount withheld in the listed check date.
- 8. Taxes** – this will display any tax amount withheld in the listed check date.
- 9. Direct Deposit** – this will display the amount paid to the employee via direct deposit in the listed check date.
- 10. Net Pay** – this will display the net pay for the employee in the listed check date.
- 11. Check Amount** – this will display the amount paid to the employee via check, if applicable.
- 12. Check Number** – if paid via check, this will display the check number.
- 13. Voucher Number** – if paid via direct deposit, this will display the voucher number.

As stated above, you can view the employee's pay history either by using the *details* boxes or through using the *run* buttons to generate a paystub. Below are examples of using both methods.

Details Method

Employees < Back to List

Information Payroll

ACCRUAL AUTO PAY DEDUCTION DIRECT DEPOSIT EMPLOYEE MEMO FRINGE LABOR ALLOCATION PAY HISTORY RATE TAX W2

10 RESULTS grid search...

Run	Check Date	Pay Type	Hours	Gross	Deductions	Taxes	Direct Deposit	Net Pay	Check Amount	Check Number	Voucher Number	Void
<input checked="" type="checkbox"/>	Nov 5, 2021	Regular	45.00	\$1,295.00	\$1,100.00	\$107.53	\$87.47	\$87.47	\$0.00		1107	
<input checked="" type="checkbox"/>	Oct 22, 2021	Regular		\$250.00	\$150.00	\$20.06	\$0.00	\$79.94	\$79.94	2303		
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After selecting the details button, the summary screen for the employee's pay will show up.

Pay History

C P Claire Marie Pat (1418)

Using the print button will summarized pay stub for each check date that was selected.

PRINT

Hours	Gross	Taxes	Deductions	Net Pay
85	\$2,925.00	\$241.17	\$2,350.00	\$333.83

Earnings

Code	Hours	Rate	Memo	Amount
2Reg-Regular	80.00	\$20.00	0.00	\$1,600.00
HazPay-Hazard P	0.00	\$0.00	0.00	\$160.00
Jury-Jury Dut	0.00	\$0.00	0.00	\$400.00
OT-Overtime	5.00	\$30.00	0.00	\$150.00
OTHaz-OT Haz P	0.00	\$0.00	0.00	\$15.00
WHoli-Worked H	0.00	\$0.00	0.00	\$600.00
Total	85.00	0.00	0.00	\$2,925.00

Deductions

Code	Memo	Amount
403b-403b	0.00	\$200.00
K401-K401	0.00	\$2,150.00
Total	0.00	\$2,350.00

Taxes

Code	Taxable	Capped	Amount
FITW	\$575.00	\$575.00	\$0.00
MA	\$575.00	\$575.00	\$6.45
MAFLI-EE	\$2,925.00	\$2,925.00	\$1.89
MAPML-EE	\$2,925.00	\$2,925.00	\$9.07

CLOSE

The summary screen will display all the earnings, deductions, taxes, and direct deposits that were processed in the check dates you selected.

Run Method

By selecting the blue run button, you will generate a .PDF copy of a pay stub for the selected check date. This should either open up a new tab in your browser or download a file outright to your PC (depending on your download settings for your internet browser).

ACCUMULATE	AUTO PAY	DEDUCTION	DIRECT DEPOSIT	EMPLOYEE MEMO	FRINGE	LABOR ALLOCATION	PAY HISTORY	RATE	TA	
A - Active										
EMPLOYEE Search Employees...										
CHECK DATE 02/26/2015 (01) 11/05/2021 (01) 10 RESULTS grid search...										
Run	Check Date	Pay Type	Hours	Gross	Deductions	Taxes	Direct Deposit	Net Pay	Check Amount	Check Number
<input type="checkbox"/>	Nov 5, 2021	Regular	45.00	\$1,295.00	\$1,100.00	\$107.53	\$87.47	\$87.47	\$0.00	
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Checkwriters Payroll
33 Elm Street
West Springfield, MA 01089

Voucher Date: 11/05/2021
Voucher Number: 1107

Direct Deposit Advice

**** This is not a check ****

Direct Deposit Voucher
ZZCH 1418 11/05/2021 1107

Direct Deposit Amount ***87.47**

Claire Marie Pat
21 Longfellow Terrace
Springfield, MA 01108

Claire Marie Pat **November 5, 2021** **1107**

Emp Id	1418	Hire Date	03/05/2021	Period Begin	10/24/2021
SSN	*****1234	Fed Filing	S-0 (+\$20.00)	Period End	10/30/2021
Loc	04-04	State Filing	MA(S-1)	Check Type	Regular

Earnings Statement								
Total Gross Pay	Hours	Rate	Current Amt	YTD Hours	YTD Amt	Other Deductions from Pay	Current Amt	YTD Amt
Regular	40.00	20.00	800.00	275.00	6,585.00	403b	50.00	400.00
Bonus					1,000.00	401(K)	1,050.00	2,350.00
Hazard Pay			80.00		420.00	Loan		1,800.00
Jury Duty			100.00		700.00	Tip Cash		800.00
Overtime	5.00	30.00	150.00	18.00	613.50	Totals:	1,100.00	5,350.00
OT Haz Pay			15.00		54.00			
Tip Cash					800.00			
Worked Holiday			150.00		1,200.00			
Totals:	45.00		1,295.00	293.00	11,372.50			

Taxes	Taxable	Current Amt	YTD Taxable	YTD Amt	Direct Deposits	Account	Current Amt	YTD Amt
Federal Income Tax	195.00		8,622.50	775.01		***4562		200.00
Massachusetts SITW	195.00	3.60	8,622.50	341.05	TD BANK, NA	***6789	87.47	87.47
MA Family Leave Contribution EE	1,295.00	0.84	11,372.50	6.85	Totals:		87.47	287.47
MA Medical Leave Contribution EE	1,295.00	4.01	11,372.50	32.70				
Medicare	1,295.00	18.78	11,372.50	164.90				
OASDI	1,295.00	80.30	11,372.50	705.10				
Totals:		107.53		2,025.61				

Benefits	Current Amt	YTD Amt	Accruals	Avail Hrs
			PTO	5.00

Payment Summary	
Total Gross Pay	1,295.00
Federal Taxes	-99.08
State & Local Taxes	-8.45
Other Deductions	-1,100.00
Net Pay	87.47