

Payroll Coordinators

View an Employee's Pay slip

Lesson Objective:

Upon the completion of the View an Employee's Pay slip lesson, you will be able to:

Objective

- View an Employee's Pay slip

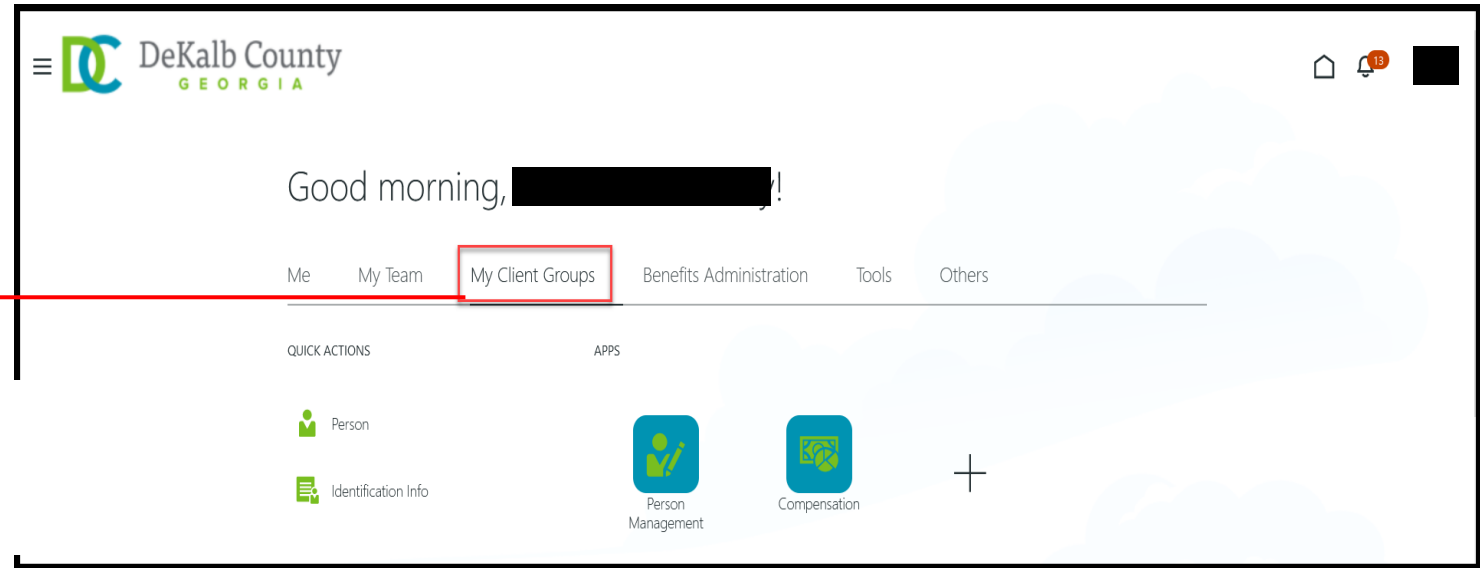


There may be times when an Employee will dispute his or her pay. The Coordinator will be able to view the Employee's Pay Slip to look for any discrepancies in Pay for the Employee

View an Employee's Pay slip

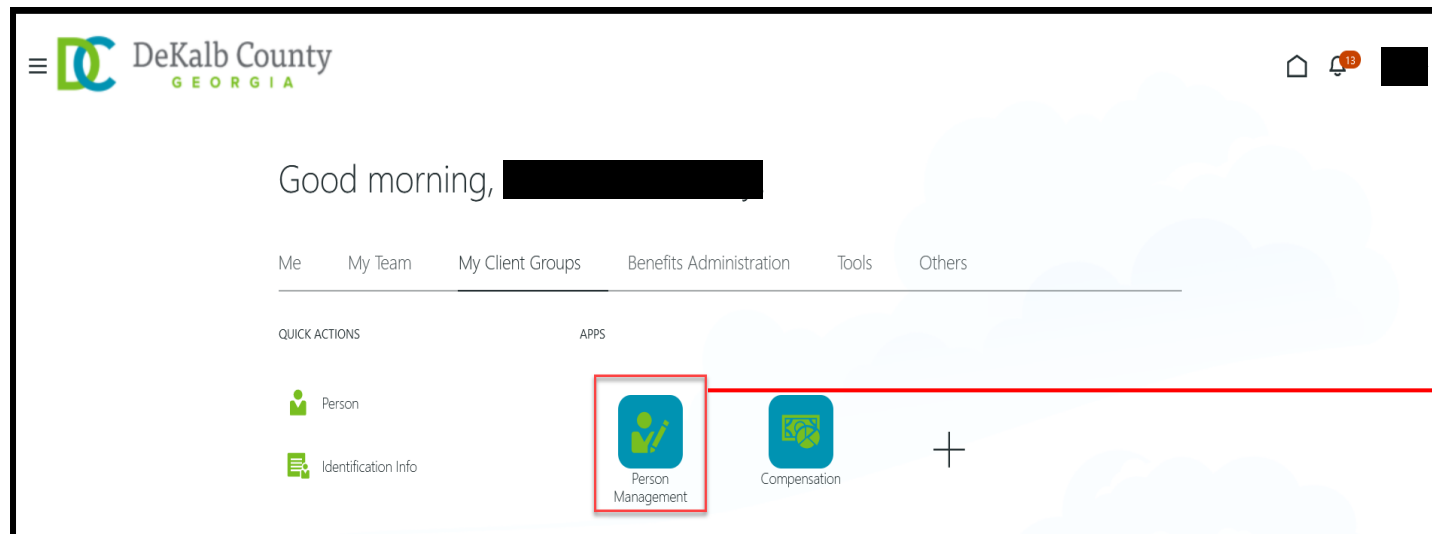
1

Select the **My Client Groups** tab from the CV360 homepage



2

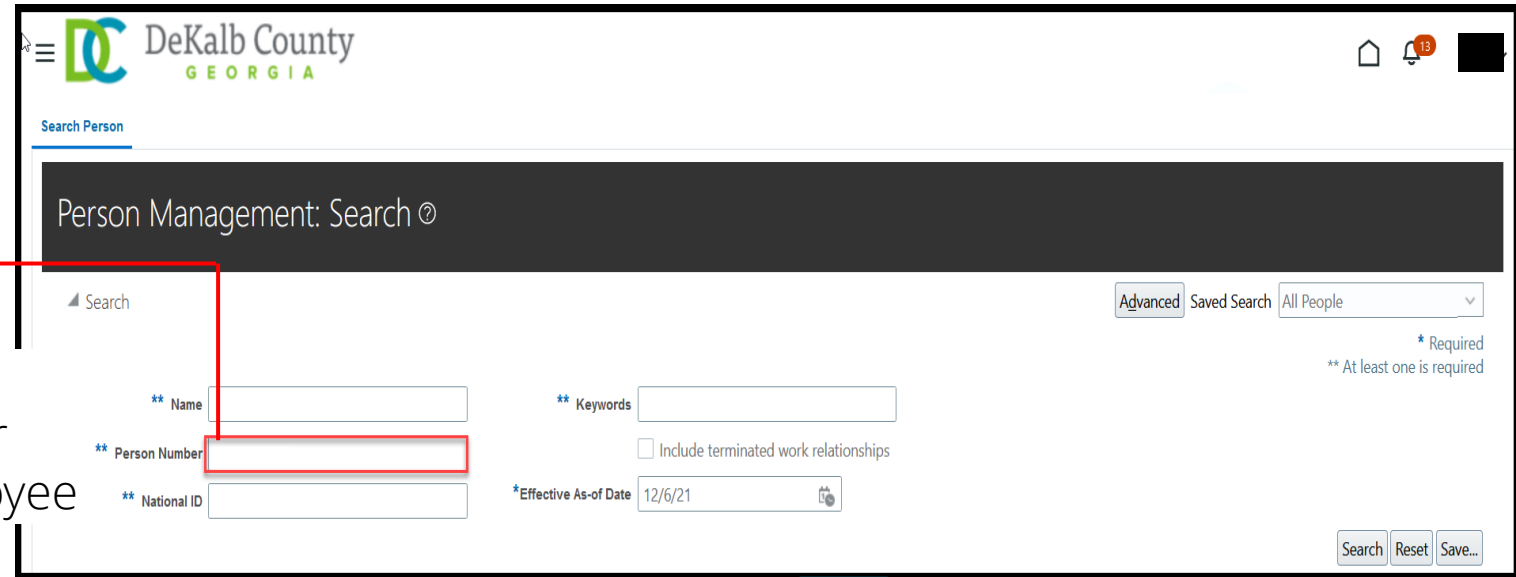
Select the **Person Management** tile within the Apps area



View an Employee's Pay slip

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From the Person Management: Search page, key in the **Name** or **Employee Number** of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search

Advanced Saved Search All People

** Name

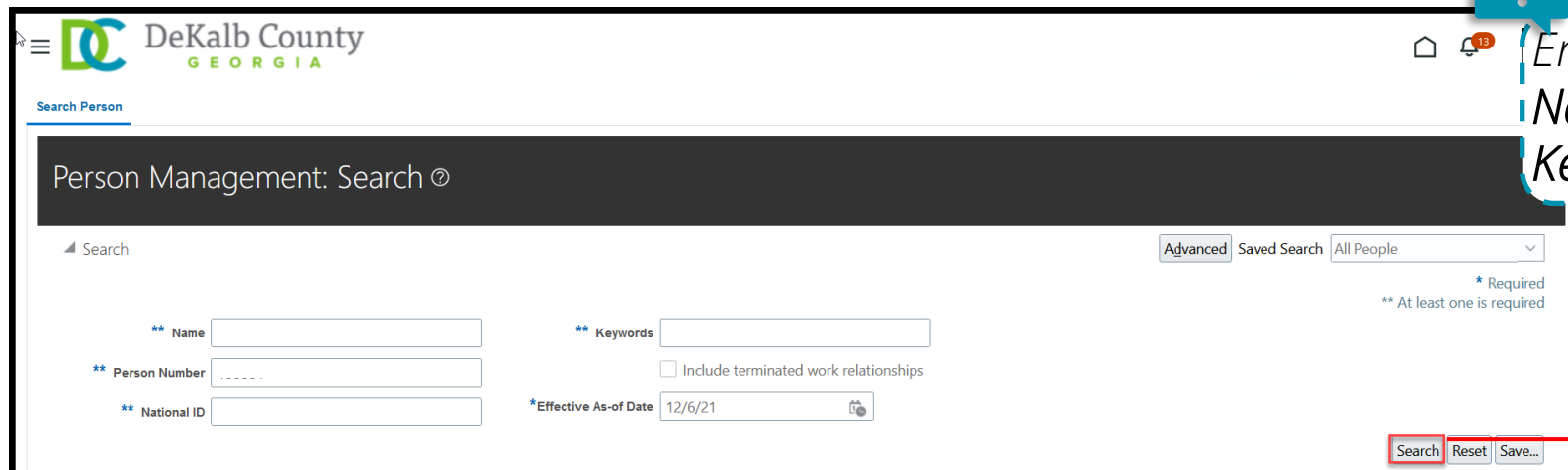
** Keywords

** Person Number

** National ID

* Effective As-of Date 12/6/21

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number

** National ID

* Effective As-of Date 12/6/21

Search Reset Save...

Employees may be searched by **Name, Person Number, or by Keywords**

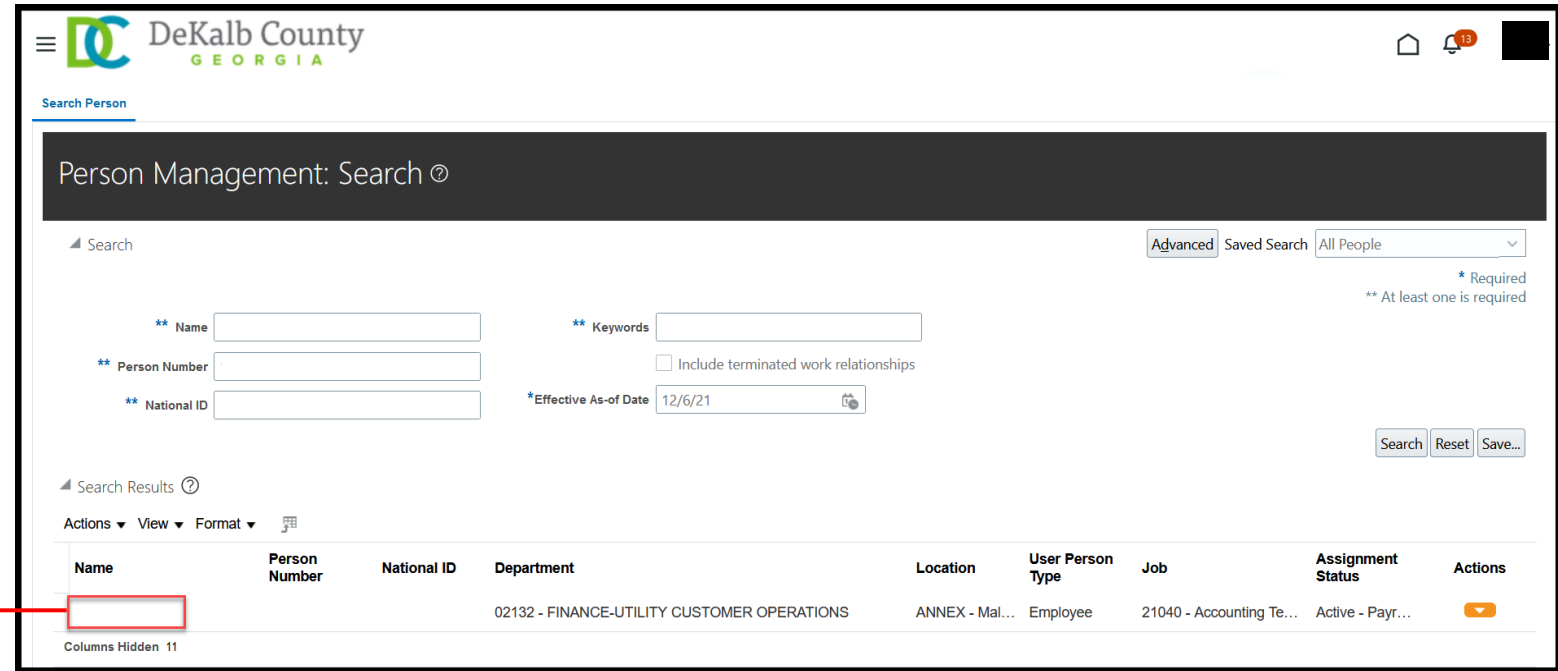
4

Select the Search button

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From the Search Results section, select the Employee's Name link

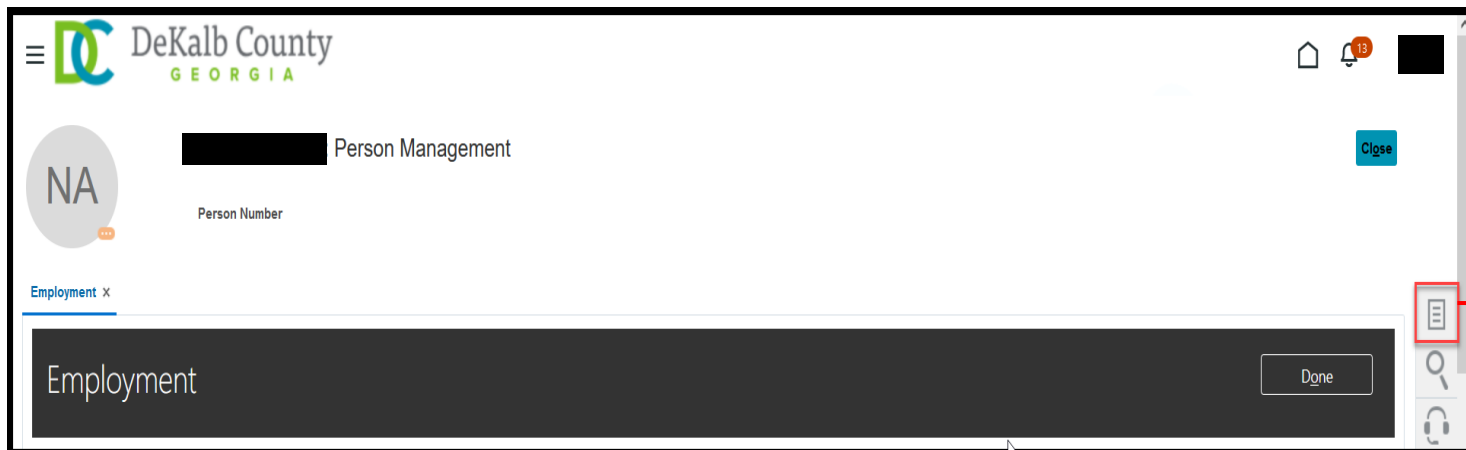


The screenshot shows the 'Person Management: Search' interface. It includes search filters for Name, Person Number, National ID, Keywords, and Effective As-of Date. A table of search results is displayed below, with the first row containing an employee's name (highlighted by a red box), Person Number, National ID, Department (02132 - FINANCE-UTILITY CUSTOMER OPERATIONS), Location (ANNEX - Mal...), User Person Type (Employee), Job (21040 - Accounting Te...), and Assignment Status (Active - Payr...).

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
[Redacted]			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	[Dropdown]

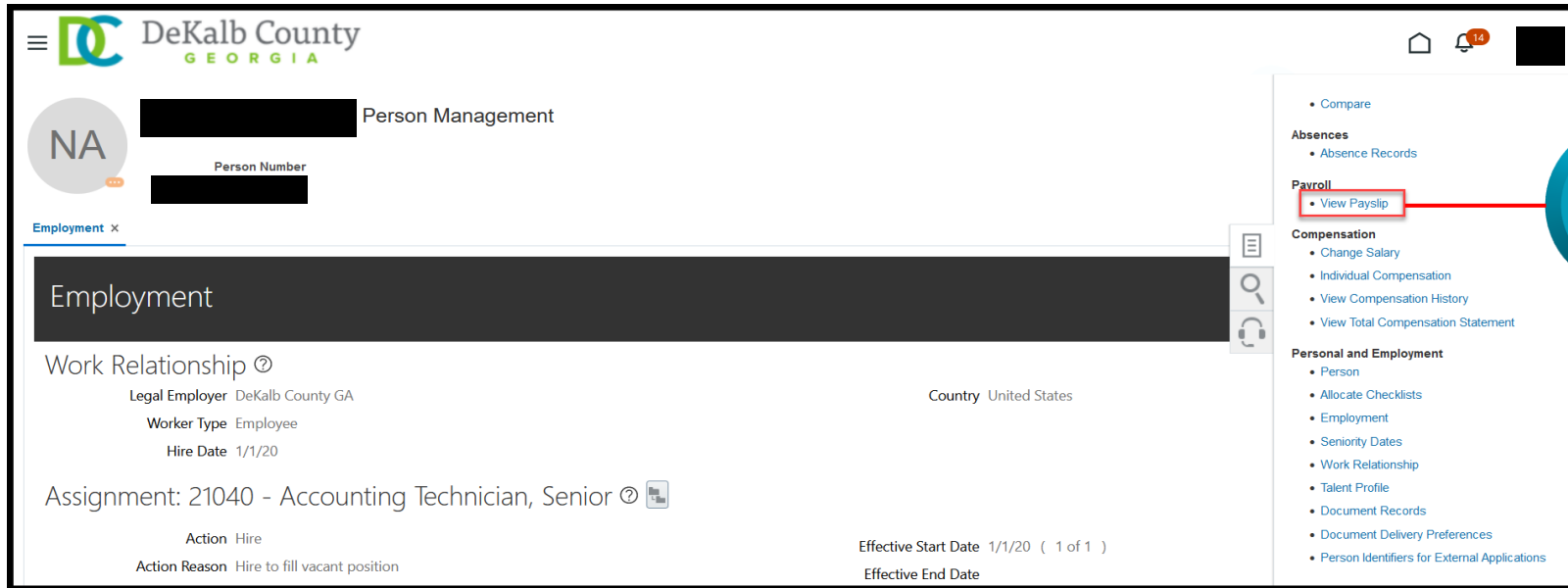
6

From the Employment page, select the Panel Drawer icon



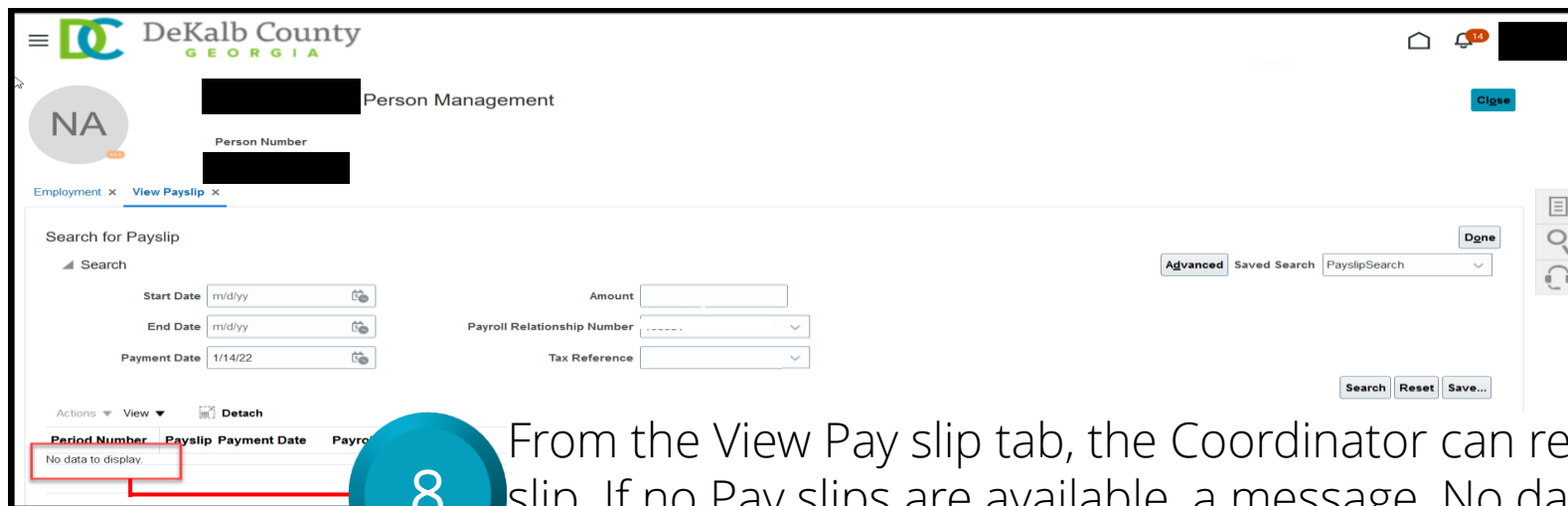
The screenshot shows the 'Employment' page. A red box highlights the 'Panel Drawer' icon (a list icon) in the bottom right corner of the page.

View an Employee's Pay slip



The screenshot shows the DeKalb County Georgia HR system interface. The top navigation bar includes the DeKalb County logo and a user profile icon. The main content area is titled 'Person Management' and shows an employee's profile with a redacted name and person number. The 'Employment' section is active, displaying work relationship details for 'Accounting Technician, Senior'. A panel drawer is open on the right side, showing a list of navigation options. The 'Payroll' section is expanded, and the 'View Payslip' link is highlighted with a red box. A blue circle with the number '7' is overlaid on the 'View Payslip' link.

Once the Panel Drawer opens, select the **View Pay slip** link from the **Payroll** section



The screenshot shows the 'View Payslip' search results page. The top navigation bar includes the DeKalb County logo and a user profile icon. The main content area is titled 'Person Management' and shows an employee's profile with a redacted name and person number. The 'View Payslip' tab is active, displaying a search form with fields for Start Date, End Date, Payment Date, Amount, Payroll Relationship Number, and Tax Reference. The search results table is empty, and a message 'No data to display.' is shown in a red box. A blue circle with the number '8' is overlaid on the 'No data to display.' message.

From the View Pay slip tab, the Coordinator can review the Employee's Pay slip. If no Pay slips are available, a message, No data to display, would appear on the page

View an Employee's Pay slip

Employment x View Payslip x

Search for Payslip Done

Advanced Saved Search PayslipSearch

Search

Start Date Amount

End Date Payroll Relationship Number

Payment Date Tax Reference

Actions View Detach

Period Number	Payslip	Payment Date	Payroll	Tax Reference	Start Date	End Date	Amount	Payroll Relationship Number
No data to display.								

Search Reset Save...

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To search for a Pay slip, key in the **Start Date, End Date, or Payment Date** in the Search section. Blind Searches can be done by selecting the **Submit** button without entering any Dates. In this example, a Blind Search will be done

Employment x View Payslip x

Search for Payslip Done

Advanced Saved Search PayslipSearch




Search

Start Date Amount

End Date Payroll Relationship Number

Payment Date Tax Reference

Actions View Detach

Period Number	Payslip	Payment Date	Payroll	Tax Reference	Start Date	End Date	Amount	Payroll Relationship Number
24		11/19/21	Regular Biweekly	DeKalb County GA	10/30/21	11/12/21	359.49	063563
23		11/5/21	Regular Biweekly	DeKalb County GA	10/16/21	10/29/21	359.49	063563
22		10/22/21	Regular Biweekly	DeKalb County GA	10/2/21	10/15/21	643.41	063563

Search Reset Save...

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From the Blind Search, select the **Pay slip** icon from the Pay slip column

If the Coordinator wants to see a specific period, then key in the Dates for the period in question. The Dates may be keyed in, or the Calendar icon may be selected, and the Date selected from the Calendar

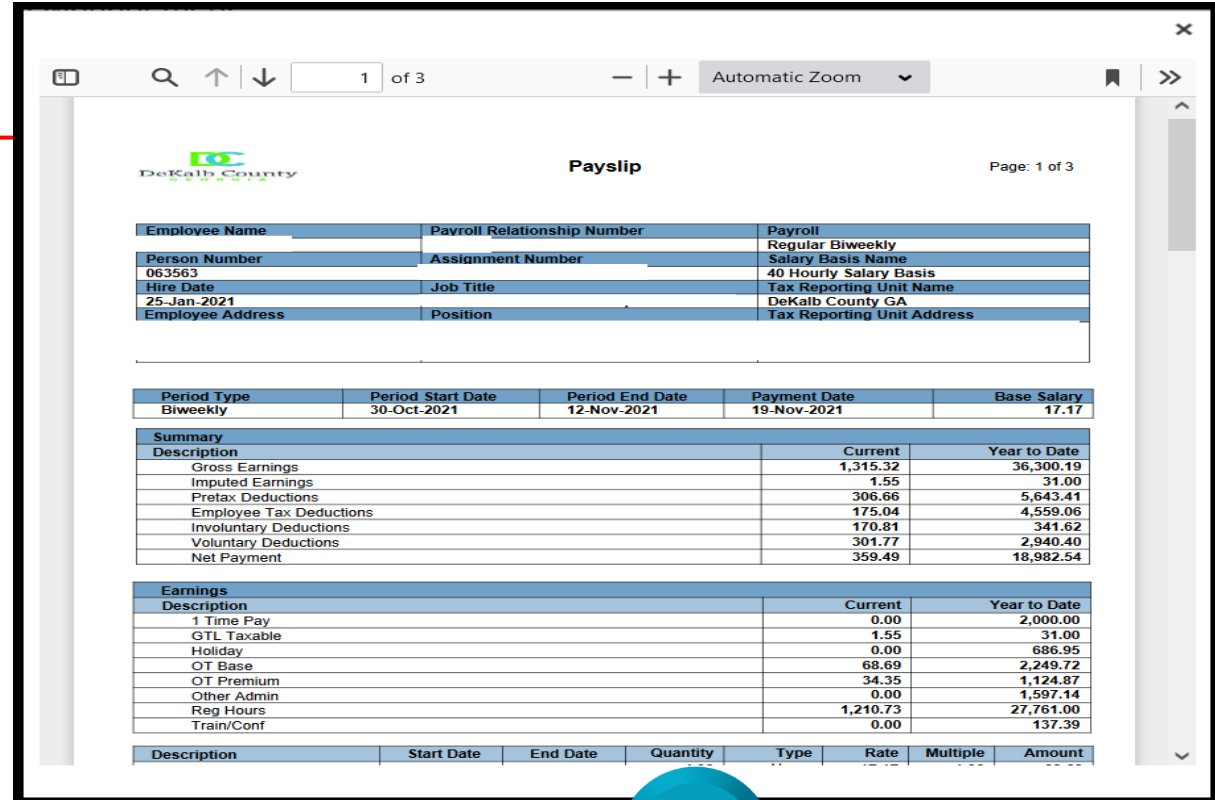
View an Employee's Pay slip

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The Pay Slip will launch and may be reviewed

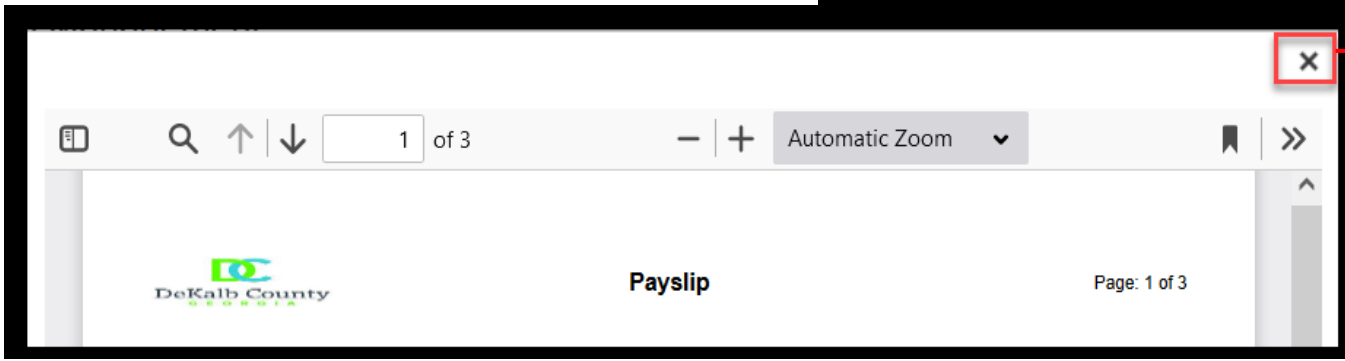


Scroll through the Pay slip in order to see the details around the Employee's Pay



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Once the Pay slip has been reviewed, select the X button



View an Employee's Pay slip



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Once the Coordinator has completed reviewing the Pay slip details, he/she can select the **Close** button

*If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page*

View an Employee's Pay slip: Knowledge Check

Blind Search can be done by selecting the Submit button without entering any Dates.
True or False?

A. *True*

B. *False*



View an Employee's Pay slip: Knowledge Check

Blind Search can be done by selecting the Submit button without entering any Dates.
True or False?

A. *True*

B. *False*



The correct answer is A. Blind Search can be done by selecting the Submit button without entering any Dates

View an Employee's Pay slip: Knowledge Check

Which of the following options from the Panel Drawer do you select to view an Employee's Pay slip?

A. Change Salary

B. View Total Compensation Statement

C. View Compensation History

D. View Pay slip



View an Employee's Pay slip: Knowledge Check

Which of the following options from the Panel Drawer do you select to view an Employee's Pay slip?

A. *Change Salary*

B. *View Total Compensation Statement*

C. *View Compensation History*

D. *View Pay slip*



The correct answer is D. You select View Pay slip from the Panel Drawer to view an Employee's Pay slip

Course Exercise:

Identify a Participant in the audience to share their screen and complete the following exercise:

Assignment:

- View an Employee's Pay slip