



# DISPLAY OFF-CYCLE WORKBENCH

## HISTORY TAB

### PY-28 | TRANSACTION PUOC\_10

PY

The purpose of this Business Process Procedure is to explain how to display an employee's payroll history in the Integrated HR-Payroll System.

**Trigger:** There is a need to display an employee's payroll history.

#### Business Process Procedure Overview:

Use this procedure to display an employee's payroll history. The payroll history includes payments of direct deposits and checks, correction payments, on-demand payments, bonus payments, replacement checks, and reversal payments. The payroll history allows the ability to display an employee's payroll activity and is also used as an aid in determining off-cycle activities.

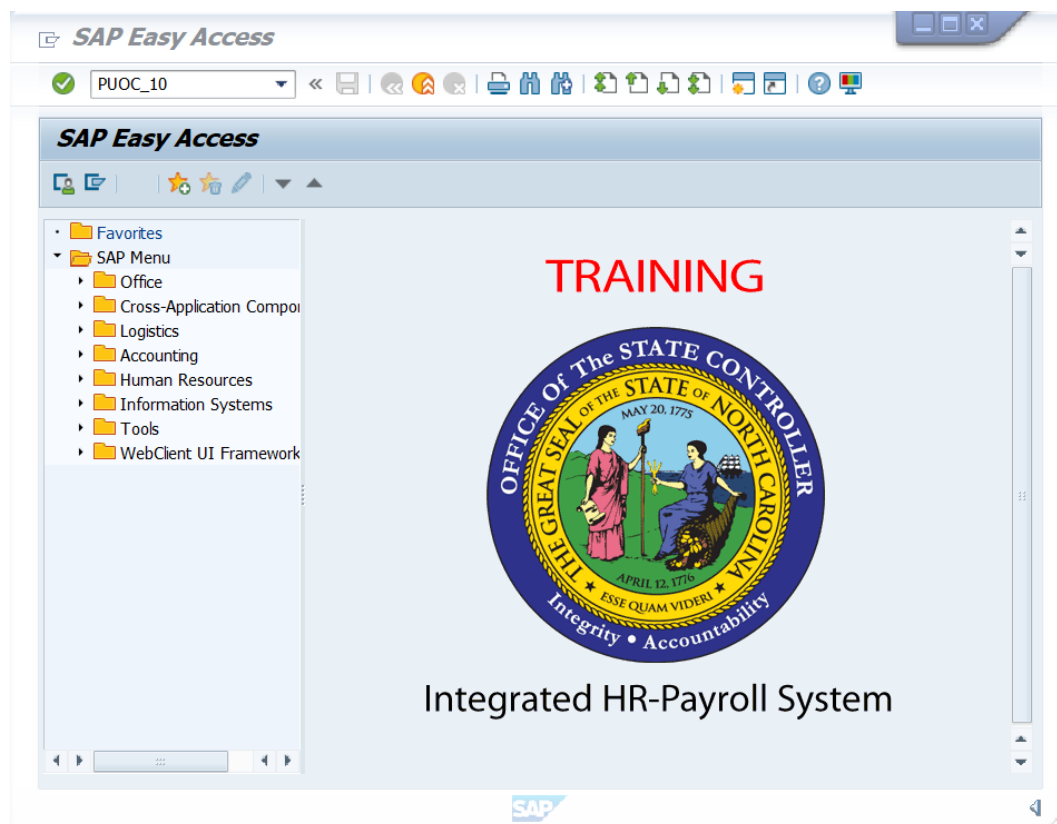
#### Access Transaction:

**Via Menu Path:** Human Resources >> Payroll >> Americas >> USA >> Off-Cycle >> PUOC\_10 - Off-Cycle Workbench

**Via Transaction Code:** PUOC\_10


#### Procedure

#### SAP Easy Access



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command.  <b>Example:</b> PUOC_10



**Information**

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PUOC\_10**
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites from the menu at the top of the screen:

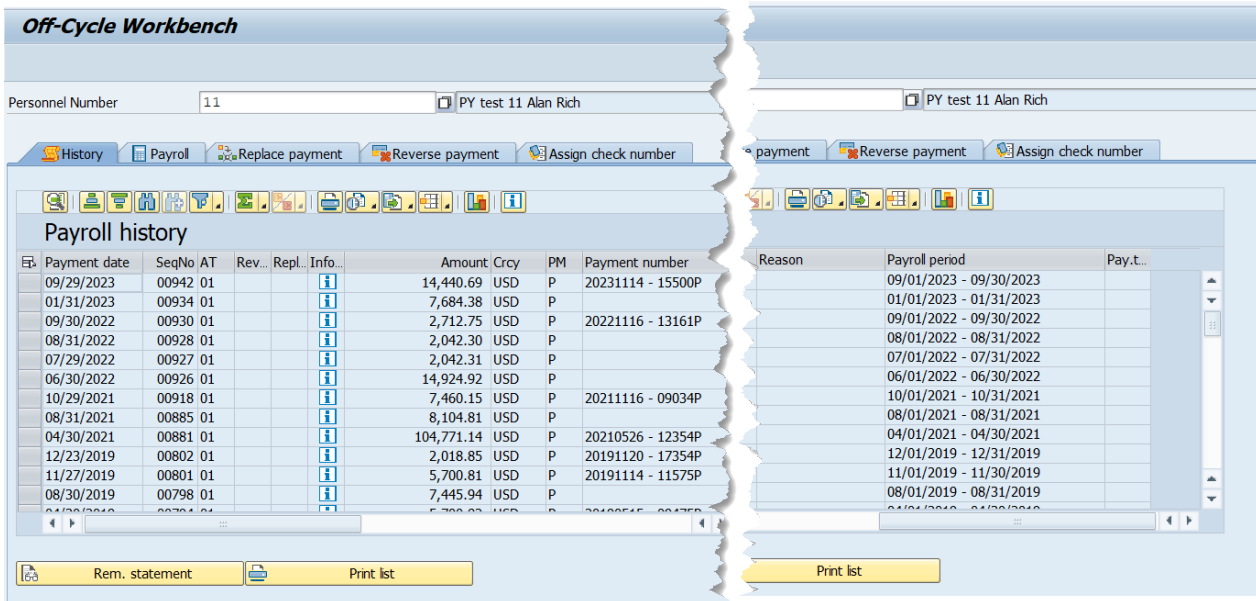
- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

2. Click the **Enter**  button.

3. Update the following fields:

Field Name	Description	Values
Personnel Number	Unique number identifying an individual's master record data in the system.	Enter value in Personnel Number.  <b>Example:</b> 80001035


4. Click **Enter**  button.




5. Click **History**  **History** tab.

Below is a list of descriptions for each column found on the History tab.

- **Pmt date** - Payment date – This is the date payment was made.
- **SeqNo** – Sequence number - This is the sequence number of the employee’s payroll results. Note: This is a unique, ascending number.
- **Account Transfer (AT)** - the number of bank accounts the payment is split between.
- **Payment reversed** – A payment reversed icon displays if the payment was reversed.
- **Payment replaced** – A payment replaced icon displays if the payment was replaced.
- **Amount** – Amount of payment.
- **Crcy** - Type of currency in which payment was made.
- **Payment method** - This indicates if payment was made by (C) check or (P) direct deposit.
- **Payment number** – This field indicates the payment transfer date and ID number.
- **Reason** - Reason for off-cycle payment.
- **Payroll Period** - Payroll period in which payment was made.
- **Payment information** - Click on the information icon to access the Bank Transfer information. This icon will display a pop-up box that displays transfer amount, payment date, amount, an employee’s bank account number.
- **Pay.type** – Payroll Type – The payroll run that was executed for the payment.

 You can display the history of only one employee at a time.

**Information**


 You can change the report layout using the Change Layout function. For more information on how to change report layouts, view the [GN-01 How to Manage Reporting Layouts job aid](#).

**Information**

6. Click the  to select pay row.

**Note:** Select the row corresponding with the pay information to be viewed

7. Click **Rem. statement**  **Rem. statement** button.


 The Remuneration statement is the pay statement that the employee can view in paper format or on ESS.

**Information**

**Remuneration statement**

Pay Period: 06/01/2011 through 06/30/2011		Name: Marvin Tillman		Personnel No: 80001035			
Check Date: 06/30/2011		Organization: 4601-Natural and Cultural Resources					
	Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current:	2,692.08 -	768.28 -	=	1,923.80	# PPO PT	178.68	1,072.08
YTD:	16,152.48 -	4,609.73 -	500.61 =	11,042.14	** Total Health Insurance	178.68	1,072.08
Earnings		Hours	Current	YTD	# NC Flex Dental-PT	69.86	419.16
Regular Salary			2,520.16	15,730.56	# NC Flex Vision Sup PT	6.84	41.04
Paid Holiday	8.00		121.92	121.92	# NC Flex AD&D PT	1.50	9.00
** Total Base Pay			2,642.08	15,852.48	# NC Flex Life Ins PT	1.78	10.68
Cell Phone Supplement			50.00	300.00	# NC Flex Cancer PT	15.68	94.08
** Total Other Pay			50.00	300.00	* TSERS EE	158.53	951.18
					# NC Flex Health FSA PT	10.41	62.51
					# NC Flex Dep Care FSA PT	325.00	1,950.00
					** Total Other Deductions	589.60	3,537.65
Total Earnings			2,692.08	16,152.48	Total Deductions	768.28	4,609.73

**NOTE:** Confirm the information that pertains to the pay statement received by the employee. You may need to scroll down to view all available information.

8. Click **Back (F3)**  button.

9. The system task is complete.

**Additional Resources**

Training HELP website: [https://www.osc.nc.gov/state-agency-resources/training/training\\_help\\_documents](https://www.osc.nc.gov/state-agency-resources/training/training_help_documents)

### Change Record

Change Date: 8/12/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible

Change Date: 5/27/2021 – Changed by L. Lee

Changes: Updated screenshots, added alt text, updated links.