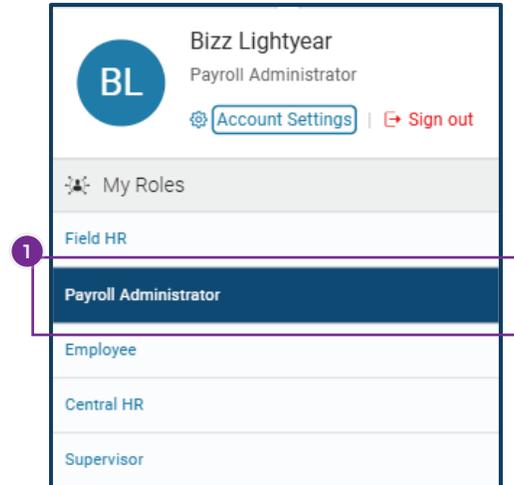


Online Check (OCHK)

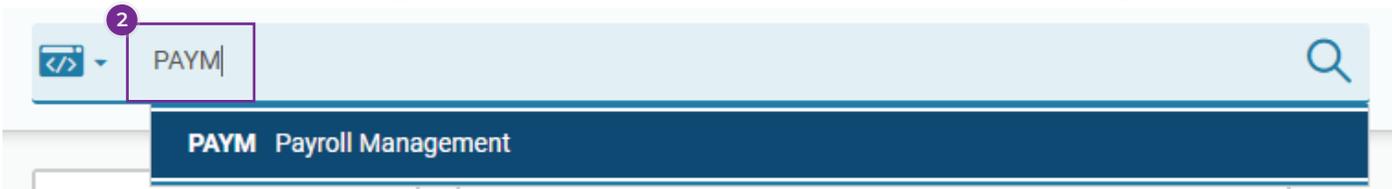
Instructions

Used to verify pay, deductions, and fringes on the employee's paycheck.

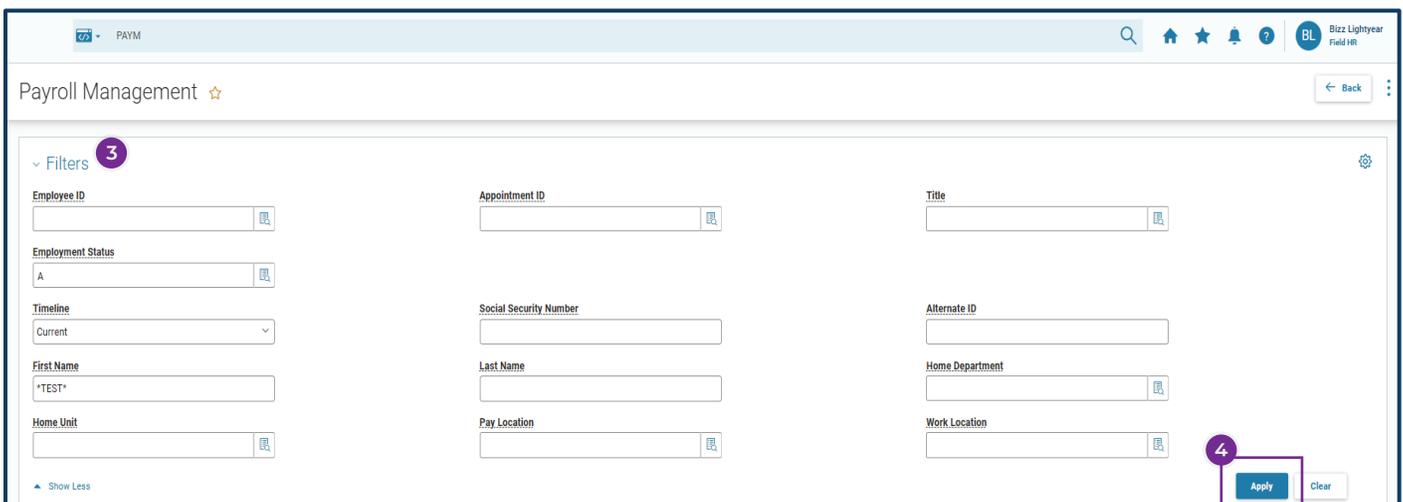
1. From **My Profile**, select the **Payroll Administrator** role.



2. From the **Global Navigation** search bar, type PAYM for Payroll Management.



3. Use **Filters** to search for the employee.
4. Click **Apply** when you've complete your narrowed search.



5. From the **Grid Actions** results, click the **View** button.

Employee ID	Appointment ID	First Name	Last Name	From	To	
000119	-	Judge test	Judy test	02/04/2025	12/31/9999	View
000122	-	TestAlicia	TestAlford	02/08/2025	12/31/9999	View
000123	-	TestShawn	TestPatrick	04/21/2025	12/31/9999	View

1. Click the **Issued Checks/Advices** tab.
2. Click on the **3-dot menu**.
3. Select **Create Online Check Calculations**.

Payroll Management

TestPatrick, TestShawn | Employee ID: 000123 | Appointment ID: - | Home Department: 250 | Home Unit: 3802 | Title: 92258

Employee | Employee Pay Period Accounting | Employee Accounting Data | Employee Event Accounting | Position Distribution Profile Maintenance | Position Distribution Profile Maintenance Details | Employee Training Profile | Pending Payment

Issued Checks/Advices

Check Date

Related Actions

Create On-line Check Calculation

4. From the **On-demand Check** tab enter **Check Date**, **Pay Period End Date** and check the ***Calculate Only** box.
5. Click **Calculate**.

On-line Check (OCHK) | Draft

Department: 570 | Unit: - | Transaction ID: 2025042900000000221 | Version: 1

On-demand Check | Pay Details | Deduction Details | Fringe Details

Attachments | **Calculate** | Prepare Check | Submit

Created By: blightyear | Created On: 04/29/2025 | Modified By: blightyear | Modified On: 04/29/2025

Employee Information

* Employee ID: 000123 | Name: TestPatrick, TestShawn | Appointment ID: -

Calculation Information

* Supplemental Type: Advance Processing | Pay Type: - | Pay Type Description: -

Calculate Only | Check Date: MM/DD/YYYY | Pay Period End Date: MM/DD/YYYY

*The only users that would uncheck the Calculate Only box would be the Central Finance Payroll team when they are ready to Prepare, Submit and Print the OCHK to generate an actual check from the OCHK transaction.

6. Scroll down to see **Approval/Print Information** section.

Approval/Print Information **6**

Permanent Bank Account

Permanent Bank Name

-

Permanent Check #

Temporary Bank Account

XXXX

Temporary Check #

0000000002167

Payroll Number

UB

Total Pay

3,952.80

Total Deductions

1,010.19

Net Pay

2,942.61

Check Date

03/28/2025

Status

Paycheck Outstanding

Combined Check

No

Calculate Only

Yes

Check Stage

Calculated

Print Resource

FICA Wages

3,881.45

Fringe Benefits

2,295.93

Reimbursable

0.00

Calculated Employer Contribution

0.00

Select the **Pay Details**, **Deductions Details** or **Fringe Details** tabs to see the detailed entries for each of the items.

On-demand Check | **Pay Details (10)** | Deduction Details (12) | Fringe Details (10)

Employee ID: 102695 | Name: PMyer, POscar | Appointment ID: -

Line	Appointment ID	Pay Event Type	Event Date	Input Amount	Dollar Amount	Attachments	Transaction Code	Transaction ID
1	-	WORK	03/03/2025	8:00	395.28		TIMEI	20250605000000000123
2	-	WORK	03/04/2025	8:00	395.28		TIMEI	20250605000000000123
9	-	ALLP	03/05/2025	8:00	395.28		TIMEI	20250605000000000123
3	-	WORK	03/06/2025	8:00	395.28		TIMEI	20250605000000000123
4	-	WORK	03/07/2025	8:00	395.28		TIMEI	20250605000000000123
5	-	WORK	03/10/2025	8:00	395.28		TIMEI	20250605000000000123
6	-	WORK	03/11/2025	8:00	395.28		TIMEI	20250605000000000123

Deduction Details (12) | Fringe Details (10)

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Deduction Type	Deduction Plan	Event Date	Dollar Amount
MADVE	ADVD	03/28/2025	68.82
DPRE	DPRED	03/28/2025	2.53
SSE	SSE	03/28/2025	240.65
MEDIE	MEDIE	03/28/2025	56.28
FDTX	FDTX	03/28/2025	348.66

On-demand Check | Pay Details (10) | Deduction Details (12) | **Fringe Details (10)**

Employee ID: 102695 | Name: PMyer, POscar | Appointment ID: -

View per Page - 20 50 100

Line	Appointment ID	Deduction Type	Deduction Plan	Event Date
1	-	MADVR	ADVD	03/14/2025