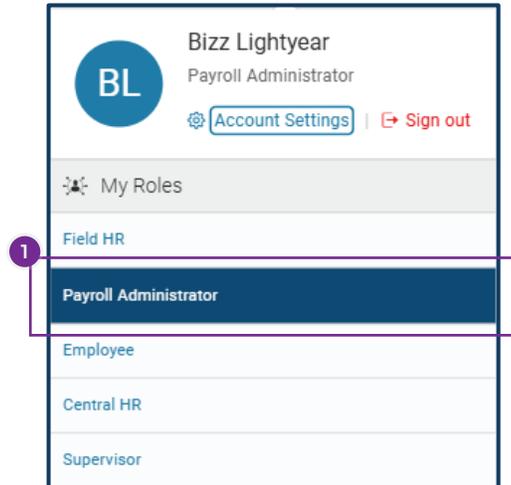# Payroll Check Status Inquiry (QPCHK)

Instructions

QPCHK
Use to view pay details, deduction details and fringe details supporting an employee's Issued Checks/Advices.
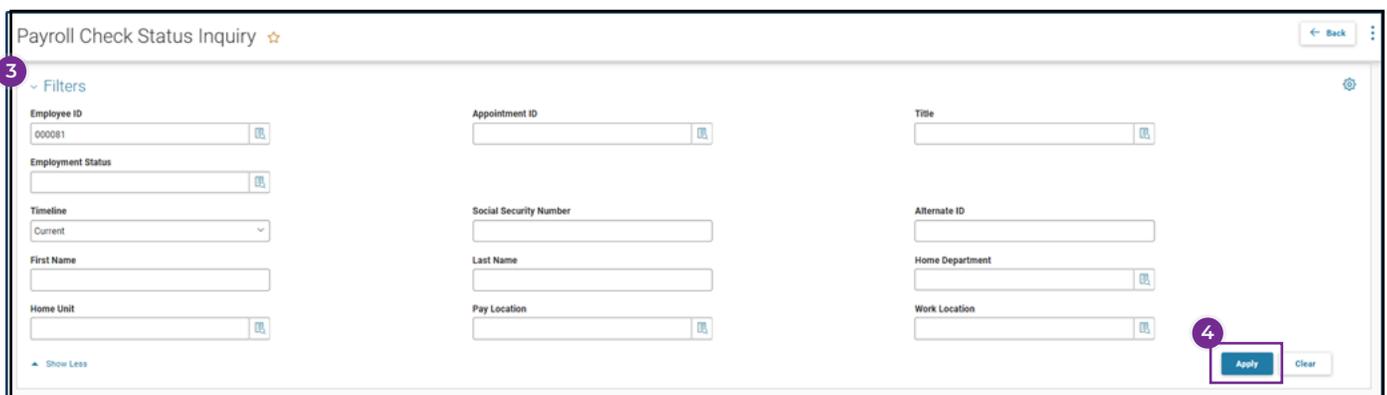
1. From **My Profile**, select the **Payroll Administrator** role.

BL Bizz Lightyear
Payroll Administrator
⚙ Account Settings | ➡ Sign out

🔆 My Roles

Field HR

Payroll Administrator

Employee

Central HR

Supervisor

2. From the **Global Navigation** search bar, type QPCHK for Payroll Check Status Inquiry.

QPCHK

QPCHK Payroll Check Status Inquiry

3. Use **Filters** to search for the employee.

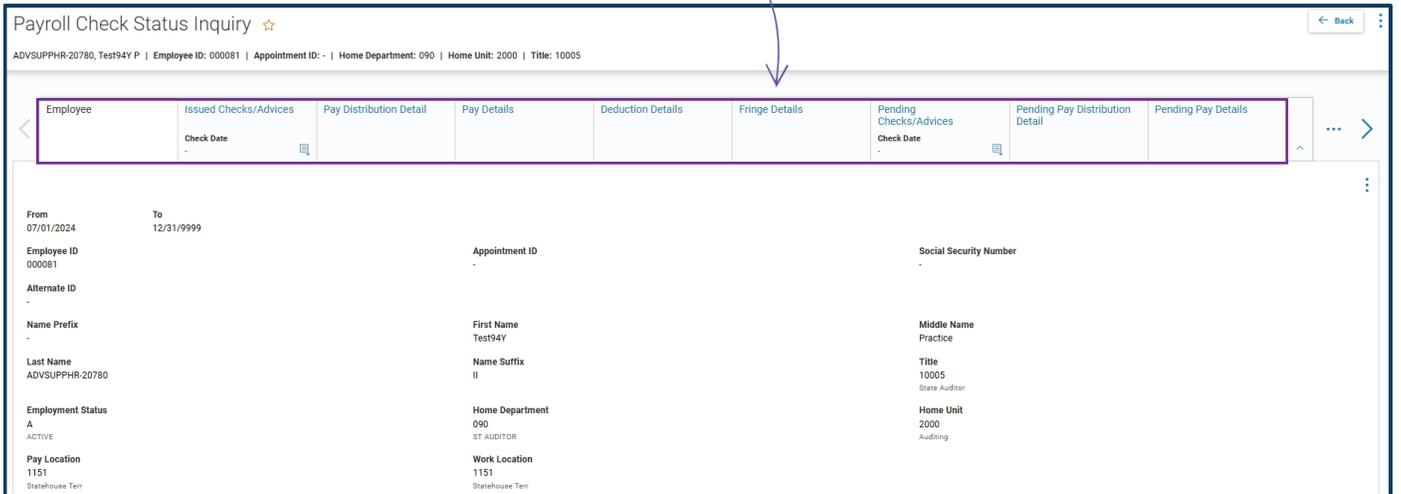4. Click **Apply** when you've complete your narrowed search.

Payroll Check Status Inquiry ☆   ← Back

∨ Filters   ⚙

Employee ID   Appointment ID   Title
000081

Employment Status

Timeline   Social Security Number   Alternate ID
Current

First Name   Last Name   Home Department

Home Unit   Pay Location   Work Location

▲ Show Less   Apply   Clear

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

Click on the various tabs to view the results.