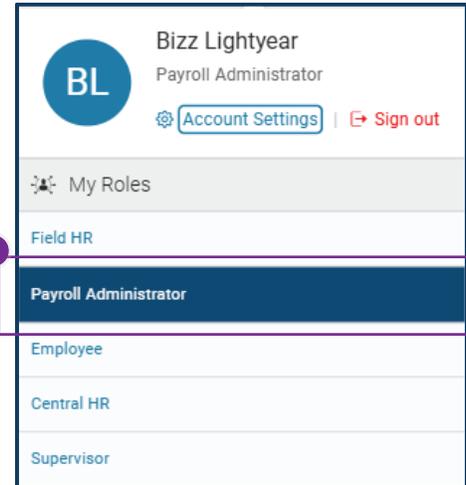


Payroll Summary Inquiry (QPYR)

Instructions

QPYR

Displays pay, deduction, and subject gross summaries that appear on a specified report for an employee. The summaries included on this inquiry are defined on the Tax Reporting (TAXR) page.

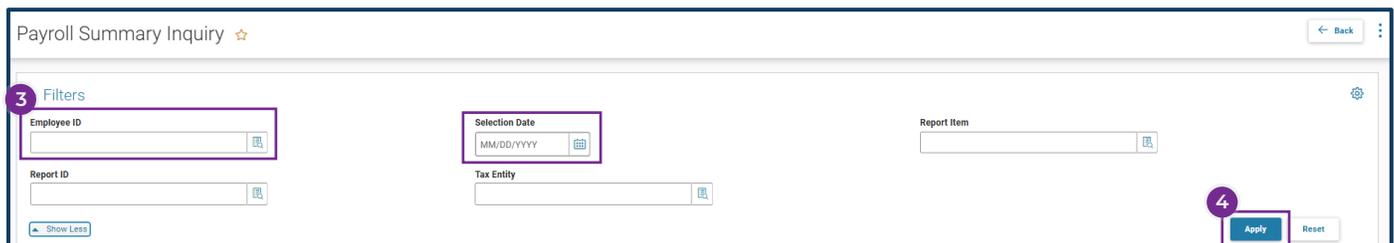


1. From **My Profile**, select the **Payroll Administrator** role.

2. From the **Global Navigation** search bar, type QPYR for Payroll Summary.



3. Use **Filters** to search for the **Employee ID** and **Selection Date**.
4. Click **Apply** when you've complete your narrowed search.



5. Under **Grid Actions**, click the **Expand** button  on the record(s) you want to view.

Grid Actions						
1 - 10 of 10 Records						
View per Page: 20 50 100						
Page 1 of 1						
Report Item	Short Description	Tax Entity	Month to Date Amount	Quarter to Date Amount	Year to Date Amount	
<input type="checkbox"/>  1	FED WAGES	SOU	0.00	0.00	-4692.24	
Employee ID 175955	Report ID HAR0120	Name Westmoreland, Fredrick T	Selection Date 05/01/2025			
State ID -	State ID Description -	Local ID -				
<input type="checkbox"/> 12-D	D	SOU	0.00	0.00	2961.72	
Employee ID 175955	Report ID HAR0120	Name Westmoreland, Fredrick T	Selection Date 05/01/2025			
State ID -	State ID Description -	Local ID -				
<input type="checkbox"/>  12-DD	DD	SOU	0.00	0.00	5168.52	
<input type="checkbox"/>  12-W	W	SOU	0.00	0.00	442.74	
<input type="checkbox"/>  2	FED TAX WH	SOU	0.00	0.00	5956.80	
<input type="checkbox"/>  4	SS TAX WH	SOU	0.00	0.00	2953.12	
<input type="checkbox"/>  5	MED WAGES	SOU	0.00	0.00	47631.00	