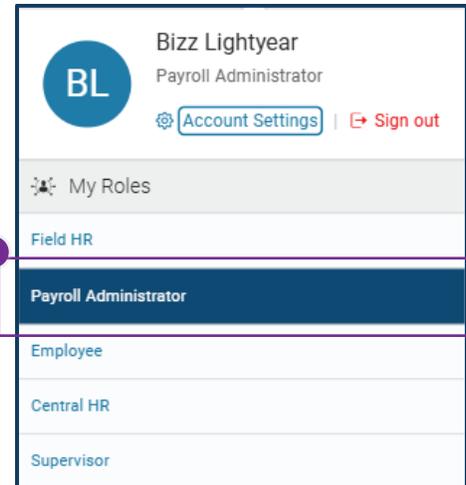


Pay Register Management (REGPAY)

Instructions

REGPAY

Use this to query check details, hours worked, cancelled checks, and one-time payments.



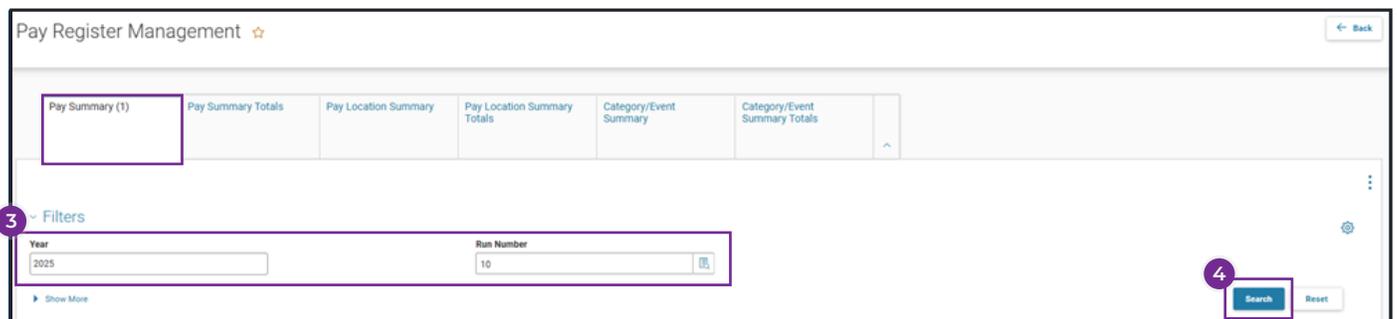
1. From **My Profile**, select the **Payroll Administrator** role.

2. From the **Global Navigation** search bar, type REGPAY for Pay Register Management.



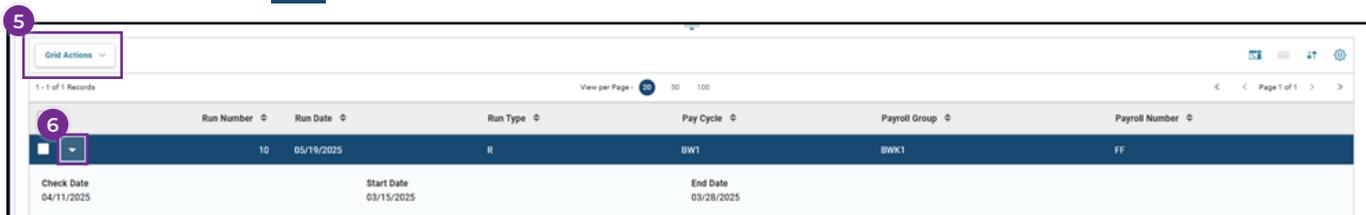
3. On the **Pay Summary** tab, under the Filters section, add the **Year** and **Run Number**.

4. Click **Search**.

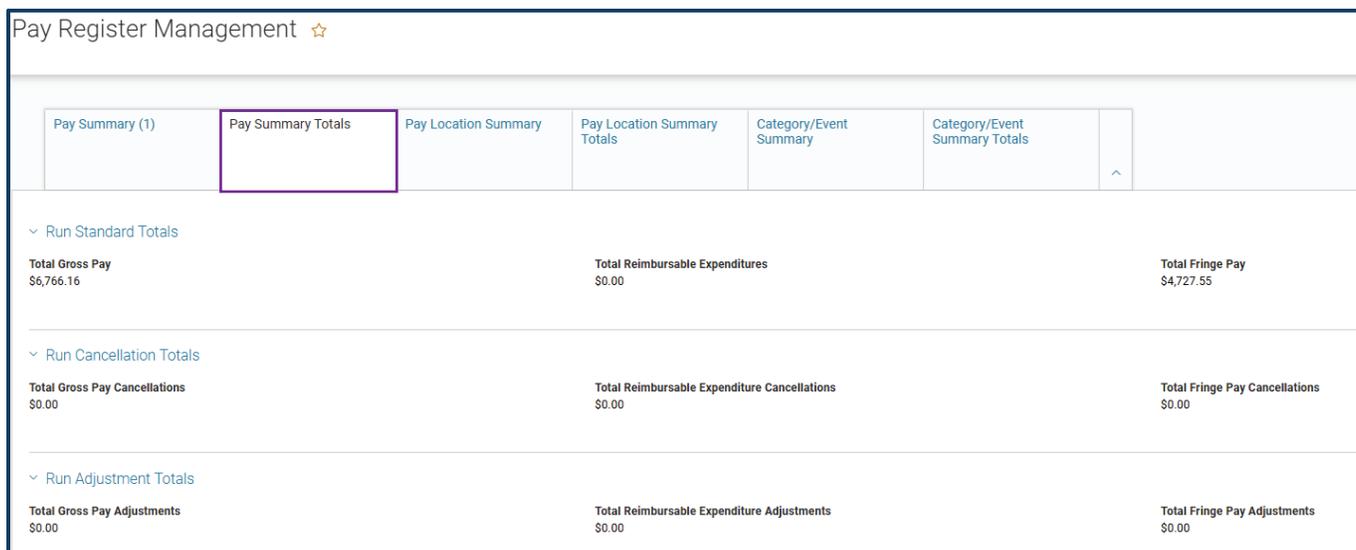


5. View results in **Grid Actions**.

6. Click **Expand**  to view additional information.



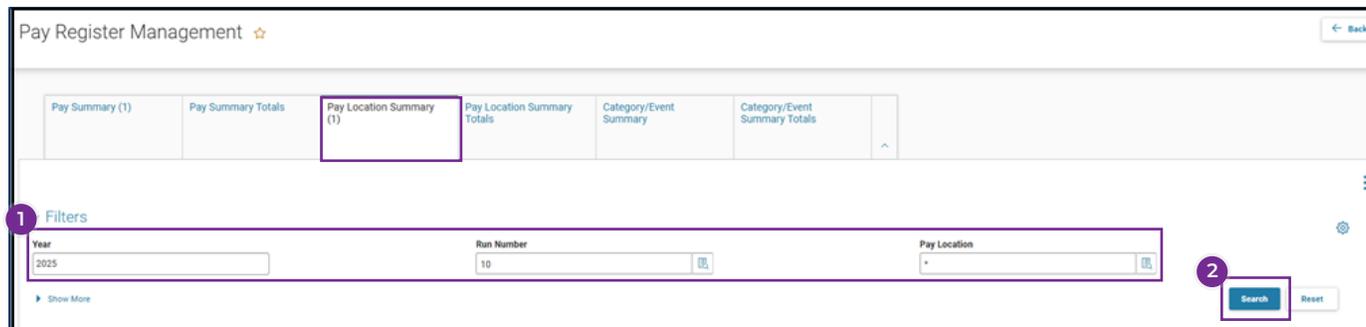
Click on the **Pay Summary Totals** to view the results.



Pay Location Summary tab

1. Under **Filters** section, enter the **Year**, **Run Number** and **Pay Location Summary Totals**.

2. Click **Search**.



3. View results in **Grid Actions**.

4. Click **Expand**  to view additional information.

3

Grid Actions

1 - 1 of 1 Records

View per Page: 25 50 100

Page 1 of 1

Run Number	Run Date	Run Type	Pay Cycle	Payroll Number	Pay Location
10	05/19/2025	R	BW1	FF	3074

4

Check Date 04/11/2025	Payroll Group BWK1	Start Date 03/15/2025	End Date 03/28/2025
--------------------------	-----------------------	--------------------------	------------------------

View results on the **Pay Summary Totals** tab.

Pay Register Management ☆

Pay Summary (1)	Pay Summary Totals	Pay Location Summary (1)	Pay Location Summary Totals	Category/Event Summary	Category/Event Summary Totals						
<p>Standard Totals</p> <table border="0"> <tr> <td>Total Gross Pay \$6,766.16</td> <td></td> <td>Total Reimbursable Expenditures \$0.00</td> <td></td> <td>Total Fringe Pay \$4,727.55</td> <td></td> </tr> </table>						Total Gross Pay \$6,766.16		Total Reimbursable Expenditures \$0.00		Total Fringe Pay \$4,727.55	
Total Gross Pay \$6,766.16		Total Reimbursable Expenditures \$0.00		Total Fringe Pay \$4,727.55							
<p>Cancellation Totals</p> <table border="0"> <tr> <td>Total Gross Pay Cancellations \$0.00</td> <td></td> <td>Total Reimbursable Expenditure Cancellations \$0.00</td> <td></td> <td>Total Fringe Pay Cancellations \$0.00</td> <td></td> </tr> </table>						Total Gross Pay Cancellations \$0.00		Total Reimbursable Expenditure Cancellations \$0.00		Total Fringe Pay Cancellations \$0.00	
Total Gross Pay Cancellations \$0.00		Total Reimbursable Expenditure Cancellations \$0.00		Total Fringe Pay Cancellations \$0.00							
<p>Adjustment Totals</p> <table border="0"> <tr> <td>Total Gross Pay Adjustments \$0.00</td> <td></td> <td>Total Reimbursable Expenditure Adjustments \$0.00</td> <td></td> <td>Total Fringe Pay Adjustments \$0.00</td> <td></td> </tr> </table>						Total Gross Pay Adjustments \$0.00		Total Reimbursable Expenditure Adjustments \$0.00		Total Fringe Pay Adjustments \$0.00	
Total Gross Pay Adjustments \$0.00		Total Reimbursable Expenditure Adjustments \$0.00		Total Fringe Pay Adjustments \$0.00							