PY-28 Display Off-Cycle Workbench History Tab

Purpose

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

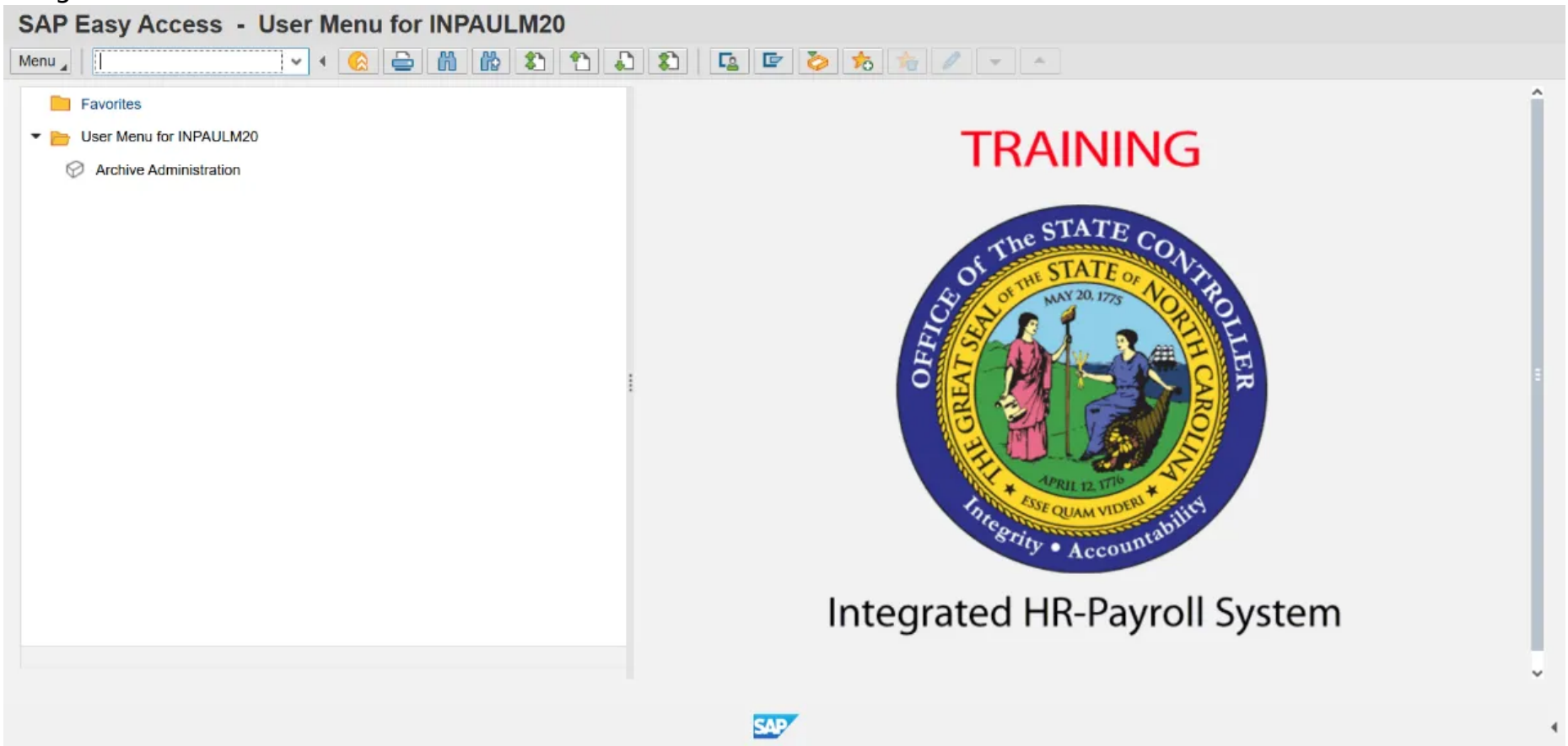
Via Transaction Code: PUOC_10

Procedure

There are 9 steps to complete this process.

SAP Easy Access

Image

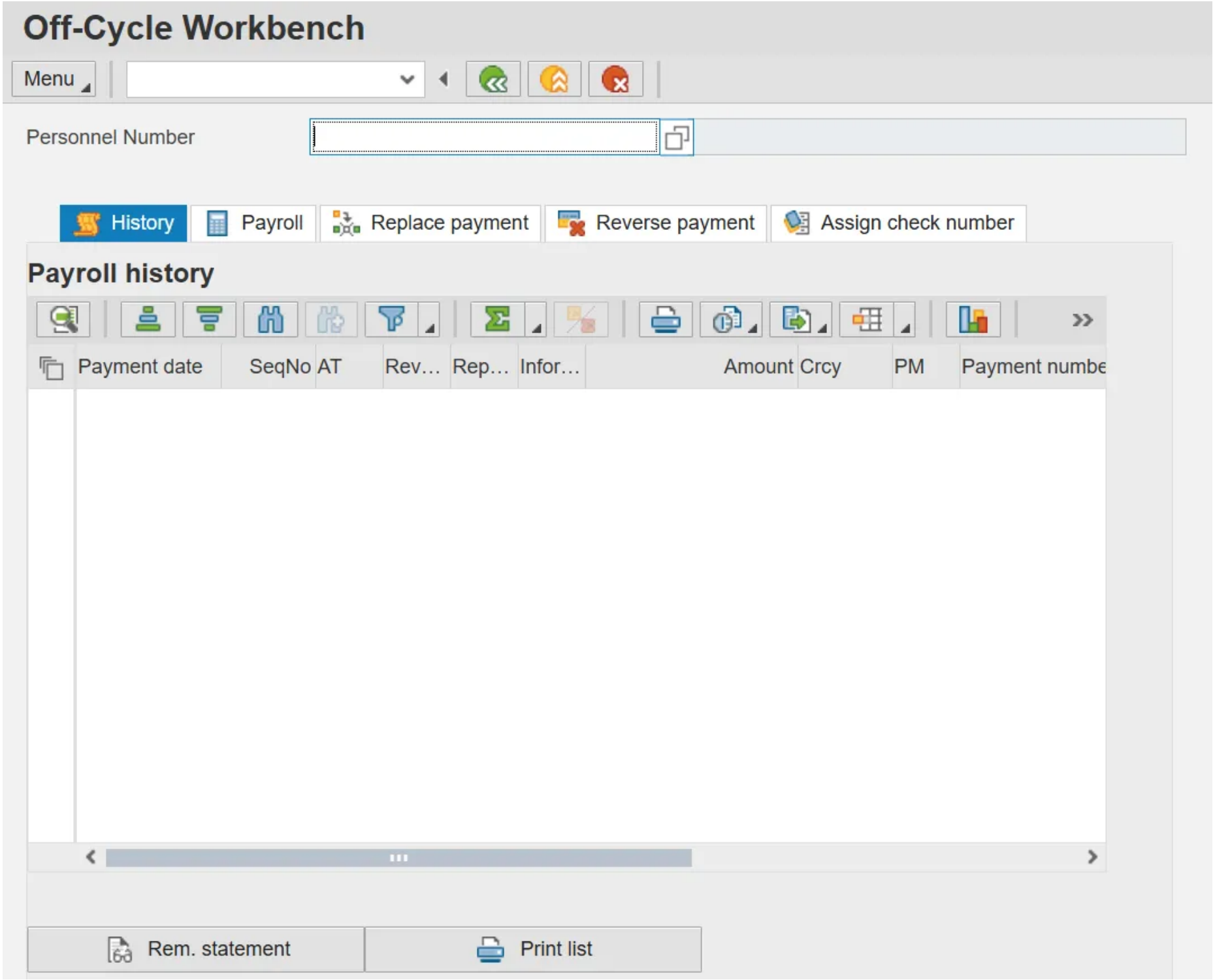


Step 1. Update the following field.

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

Step 2. Click the **Enter** button.

Image


Off-Cycle Workbench
Menu
Personnel Number
History
Payroll
Replace payment
Reverse payment
Assign check number
Payroll history
Payment date
SeqNo
AT
Rev…
Rep…
Infor…
Amount
Crcy
PM
Payment numbe
Rem. statement
Print list

Step 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. Example: 80001035

Step 4. Click **Enter**.

Image

Off-Cycle Workbench

Menu

Personnel Number 80001035 Marvin Tillman

History | Payroll | Replace payment | Reverse payment | Assign check number

Payroll history

Payment date	SeqNo	AT	Rev…	Rep…	Infor…	Amount	Crcy	PM	Payment nur
05/31/2019	00196	*				1,456.47	USD	P	*
04/30/2019	00195	*				1,456.47	USD	P	*
03/29/2019	00194	*				2,873.55	USD	P	*
01/31/2019	00191	*				1,455.18	USD	P	*
12/21/2018	00190	*				1,447.16	USD	P	*
11/30/2018	00189	*				1,396.73	USD	P	*
10/31/2018	00188	*				1,396.77	USD	P	*
09/28/2018	00187	*				1,396.75	USD	P	*
08/31/2018	00186	*				1,396.76	USD	P	*
07/31/2018	00185	*				1,396.74	USD	P	*

Rem. statement | Print list

Step 5. Click the **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.

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

Note: 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.

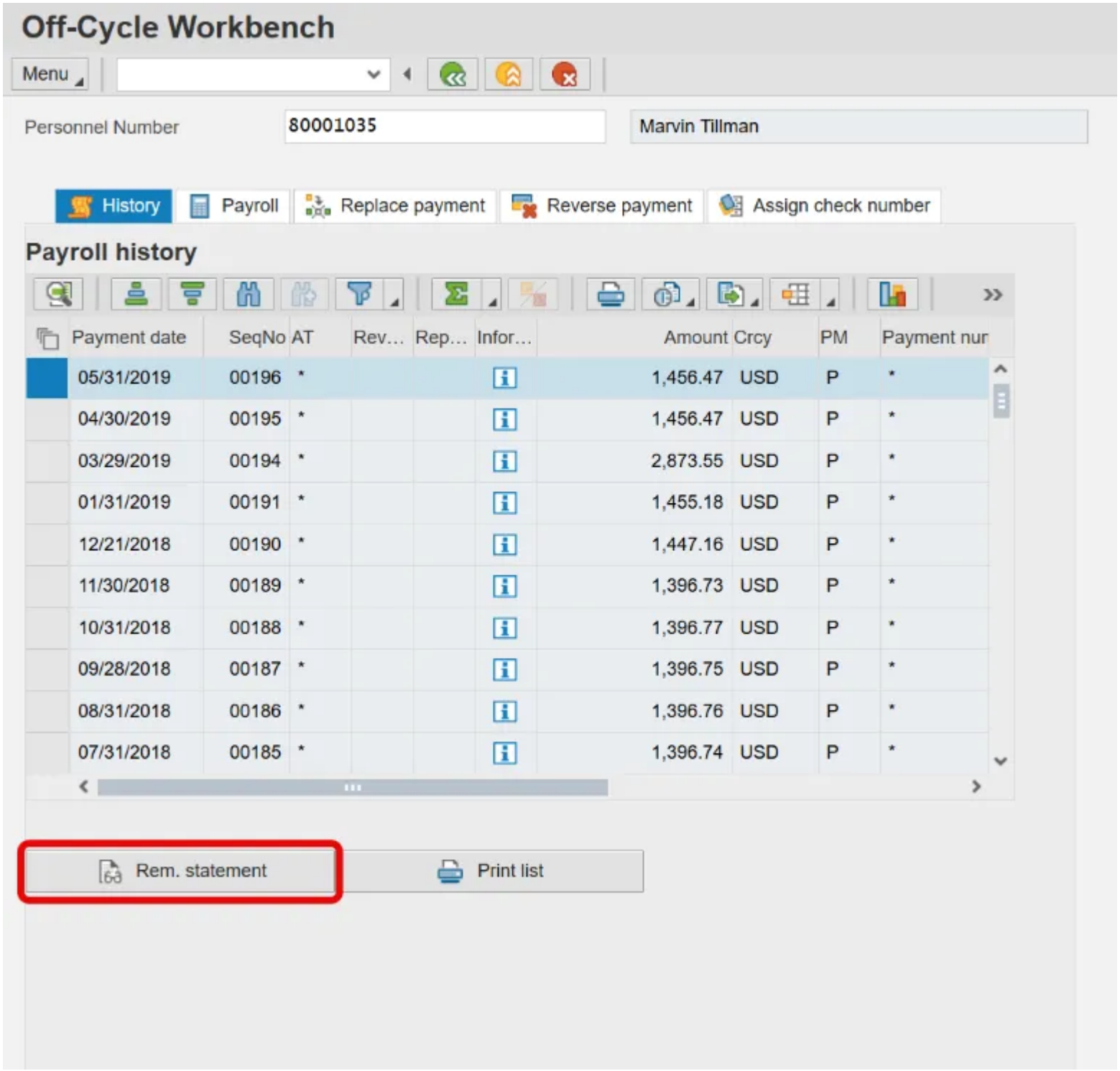
Step 6. Select the desired pay row.

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

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

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

Image


Off-Cycle Workbench
Menu
Personnel Number
80001035
Marvin Tillman
History
Payroll
Replace payment
Reverse payment
Assign check number
Payroll history
Payment date SeqNo AT Rev... Rep... Infor... Amount Crcy PM Payment nur
05/31/2019 00196 * 1,456.47 USD P *
04/30/2019 00195 * 1,456.47 USD P *
03/29/2019 00194 * 2,873.55 USD P *
01/31/2019 00191 * 1,455.18 USD P *
12/21/2018 00190 * 1,447.16 USD P *
11/30/2018 00189 * 1,396.73 USD P *
10/31/2018 00188 * 1,396.77 USD P *
09/28/2018 00187 * 1,396.75 USD P *
08/31/2018 00186 * 1,396.76 USD P *
07/31/2018 00185 * 1,396.74 USD P *
Rem. statement
Print list

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.

Image

Remuneration statement

Menu

Pay Period: 05/01/2019 through 05/31/2019
Check Date: 05/31/2019

Name: Marvin Tillman
Organization: 4601-Natural and Cultural Resources

Personnel No: 80001035

	Earnings	Deductions	Taxes	Net Pay
Current:	2,692.08 -	835.32 -	400.29 =	1,456.47
YTD:	13,460.40 -	4,076.61 -	2,142.12 =	7,241.67

Earnings	Hours	Current	YTD
Regular Salary		2,642.08	13,210.40
** Total Base Pay		2,642.08	13,210.40
Cell Phone Supplement		50.00	250.00
** Total Other Pay		50.00	250.00
Total Earnings		2,692.08	13,460.40

Deductions	Current	YTD
# BYUP 80/20 PT	50.00	250.00
** Total Health Insurance	50.00	250.00
* 401k Savings Plan EE	100.00	400.00
# NC Flex Dental-PT	78.00	390.00
# NC Flex Vision PT	4.50	22.50
# NC Flex AD&D PT	1.30	6.50
# NC Flex Cancer PT	15.18	75.90
* TSERS EE	158.52	792.61
# NC Flex Health FSA PT	66.67	333.35
# NC Flex Dep Care FSA PT	341.67	1,708.35
SEANC Insurance	10.00	50.00
NC Flex Life Inc AT	4.40	22.00
NC Flex Life Ins EE/Sp AT	4.40	22.00
NC Flex Life Ins EE/Ch AT	0.68	3.40
** Total Other Deductions	785.32	3,826.61
Total Deductions	835.32	4,076.61

Tax Authority	Tax Type	Status	EXMT	AddlAmt	Cur Tax	YTD Tax	Cur Txbl Earn	YTD Txbl Earn
Federal	Withholding	Single		5.00	175.98	975.57	1,876.24	9,481.19
Federal	Social Security				132.36	661.78	2,134.76	10,673.80
Federal	Medicare				30.95	154.77	2,134.76	10,673.80
North Carolina	Withholding	Single		5.00	61.00	350.00	1,876.24	9,481.19
Total Taxes					400.29	2,142.12		

Payment	Account	Type	Amount
FIDELITY BANK	321654*	Savings	100.00
FIDELITY BANK	541640*	Checking	1,356.47

Leave Balances as of 10/01/2025

Vacation	45.15	Hours
Sick	40.00	Hours
Comp Time	72.00	Hours
Holiday	40.00	Hours

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

Step 9. The system task is complete.

First Published

Wed, 06/25/2014

Last Updated

Fri, 11/07/2025
Printable PDF