View Employee Payment History Job Aid

The purpose of this job aid is to explain how to view employee payment history job aid. The Employee Payment History page is used to view payments to an employee for cash advances and expense report reimbursements. This history can be helpful when tracking payment details for an employee.

1. To view an employee’s expense history, begin by navigating to: NavBar > Menu > Financials > Travel and Expenses > Process Expenses > Review Payments > View Expenses Payroll History

2. The Employee Payment History page is displayed.
   a. A search can be performed either by Employee ID or Name. Enter the employee’s information into the appropriate field. Update SetID to UTSHR
   b. Click Search. Click the appropriate link for the payment that you want to view from the Search Results table.
   c. The Employee Payment History page is displayed.

3. The Payment Info section displays the payee’s bank, the payment amount, payment status, payment method, and the payment date.

4. The Payments table displays the report used to process the payment (Cash Advance or Expense Report), description, status, creation date, and the dollar amount.
5. To view the document used to process the payment, you will need to navigate to the appropriate page elsewhere in the Travel & Expenses module.