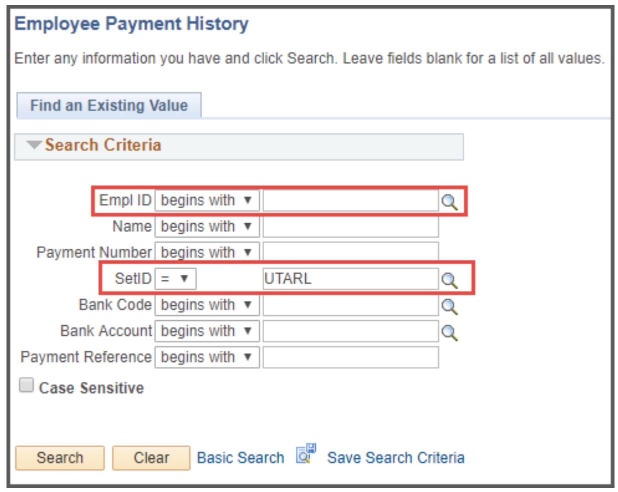
View Employee Payment History

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 > Payment History**
2. The **Employee Payment History** page is displayed.
    a. From the **Find an Existing Value** tab, you can perform a search by **Employee ID** or **Name**. Enter the employee's information into the appropriate field.
    b. UTARL will prepopulate the **Set ID** field. Replace that with **UTSHR.**
    c. Click **Search**.
    Note: *After clicking Search, if there is only one Payment for the employee, the payment history page will display. If there are multiple payments, a list will appear in a Search Results table. If applicable, click the appropriate link for the payment that you want to view from the Search Results table.*
    d. 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. In order to view report used to process the payment, you will need to navigate to the appropriate page elsewhere in the Travel & Expenses module.