

Sample Lay Employee Check History

- Check History Reports can be run for up to a 2-year time period. See separate instructions on how to run a Check History if needed. See sample Check History below.
- Earnings should be coded using appropriate earnings codes (Regular, Vacation, etc.).
- Hours must be entered for all earnings codes, even Stipends, each pay period.
- Ensure all wages, deductions, and withholdings per pay and YTD appear to be correct.
- Confirm that no payments were skipped or made in duplicate.
- Confirm that any duplicate payments have been voided.
- Confirm that Group Term Life imputed income shows under Earnings and Deductions/ACH.
- For employees with Medicare as Primary and for whom Part B reimbursements are made through PrimePay, confirm that these reimbursements have been made.
- Review Deductions/ACH to confirm Medical and Dental Deductions and 401(k) deductions/employer contributions/admin fees.
- Ensure 401(k) deductions match the Salary Deferral Form provided to you by the employee (unless auto enrolled) - review pre-tax/Roth and %/\$.

EMPLOYEE CHECK HISTORY														
EMPLOYEE INFORMATION				* EARNINGS THIS PAY *				* DEDUCTIONS/ACH *		* TAXES WITHHELD *				
				DESC	RATE	HOURS	AMOUNT	DESC	AMOUNT	DESC	GROSS	TAXABLE	AMOUNT	
UJLN	UJL			REGULAR	80.000		3065.38	401A FEE	4.60	F.I.T.	3098.89	2921.44	306.49	CHECK DT 10/07/2016
DEPT	01			GTL AUTO			33.51	401M MTC	122.61	MHI	3098.89	3074.71	44.58	CHECK NO DEPOSIT
EMPL#	000010024							401KPT	153.27	EESOCSEC	3098.89	3074.71	190.63	GROSS 3098.89
SSNO	-							DNEMPT	24.18	MA STATE	3098.89	2921.44	134.48	NET TOT 2211.75
							YTD EARN	63010.75	GTLAUTO	33.51				DIR DEP 2211.75
								ACH-CHKG	2211.75					CHK TOT 0.00
				REGULAR	40.000		3065.38	401A FEE	4.60	F.I.T.	3098.89	2921.44	306.49	CHECK DT 10/21/2016
	R-001			GTL AUTO			33.51	401M MTC	122.61	MHI	3098.89	3074.71	44.58	CHECK NO DEPOSIT
				VACATION	40.000			401KPT	153.27	EESOCSEC	3098.89	3074.71	190.63	GROSS 3098.89
							YTD EARN	66109.64	DNEMPT	24.18	MA STATE	3098.89	134.48	NET TOT 2211.75
								GTLAUTO	33.51					DIR DEP 2211.75
								ACH-CHKG	2211.75					CHK TOT 0.00
				REGULAR	80.000		3065.38	401A FEE	4.60	F.I.T.	3098.89	2921.44	306.49	CHECK DT 11/04/2016
	R-001			GTL AUTO			33.51	401M MTC	122.61	MHI	3098.89	3074.71	44.58	CHECK NO DEPOSIT
HIRED	09/02/2014							401KPT	153.27	EESOCSEC	3098.89	3074.71	190.63	GROSS 3098.89
TERM							YTD EARN	69208.53	DNEMPT	24.18	MA STATE	3098.89	134.48	NET TOT 2211.75
STATUS	Full Time							GTLAUTO	33.51					DIR DEP 2211.75
								ACH-CHKG	2211.75					CHK TOT 0.00
* EMPLOYEE TOTALS *				REGULAR	1672.000		68460.18	401A FEE	102.68	F.I.T.	69208.53	65713.00	6915.05	GROSS 69208.53
				GTLAUTO			748.35	401M MTC	2738.33	MHI	69208.53	69135.99	1002.48	NET TOT 49733.55
				VACATION	104.000			401KPT	3422.99	EESOCSEC	69208.53	69135.99	4286.39	DIR DEP 49733.55
								DNEMPT	72.54	MA STATE	69208.53	65713.00	3027.18	CHK TOT 0.00
								GTLAUTO	748.35					