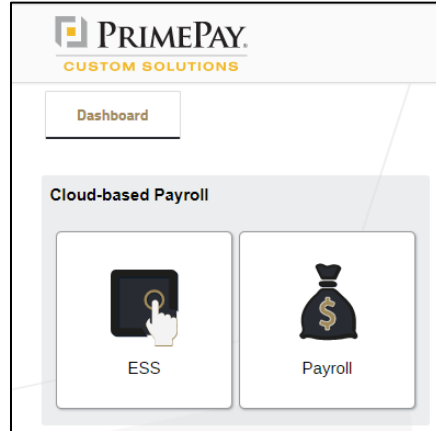
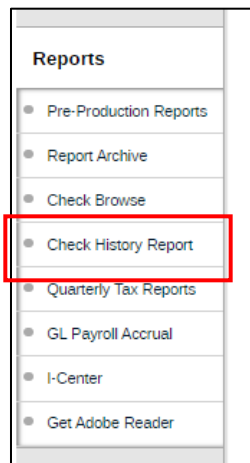


## How To - Retrieve Check History Reports

1. Click **Payroll** on the PrimePay Dashboard



2. Select the **location**
3. Select **Check History Report** under **Reports** on the left menu



4. Enter all or part of the person's name (can be Layperson or Clergy)
  - If multiple employees meet the search criteria, use the drop-down menu under **Select Employee** to pick the correct employee
5. If there are no employees that meet the search criteria, a report will not appear.
6. Enter a **Start Date** and **End Date** (can be run for up to 2 consecutive calendar years at a time). For most purposes, calendar year 2022 is sufficient.
7. Click **Run Report**

### Check History Report

File Number	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Note: Both a Beginning Date and an Ending Date must be specified for this report to work correctly.

Start Date	End Date
<input type="text"/>	<input type="text"/>

Select Employee	Employee Detail
<input type="text"/>	<input type="text"/>

**Run Report**

- When each report is run, a PDF will appear, which can be saved. If an employee/priest was not paid for the selected year(s), the report will result in a blank screen.

To view a sample **Priest Check History**, select the following link:

[www.catholicbenefits.org/PDF/admin/payroll/check\\_history\\_priest.pdf](http://www.catholicbenefits.org/PDF/admin/payroll/check_history_priest.pdf)

To view a sample **Lay Check History**, select the following link:

[www.catholicbenefits.org/PDF/admin/payroll/check\\_history\\_%20layperson.pdf](http://www.catholicbenefits.org/PDF/admin/payroll/check_history_%20layperson.pdf)