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 > Navigator > 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.