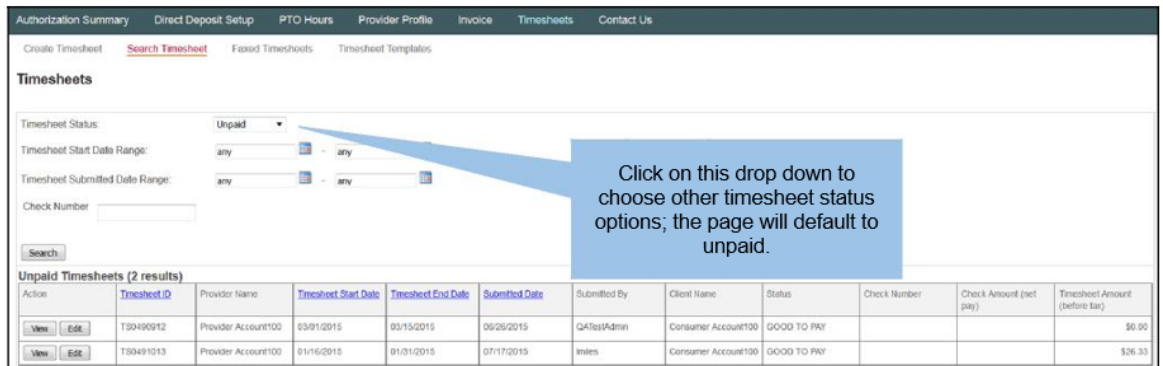


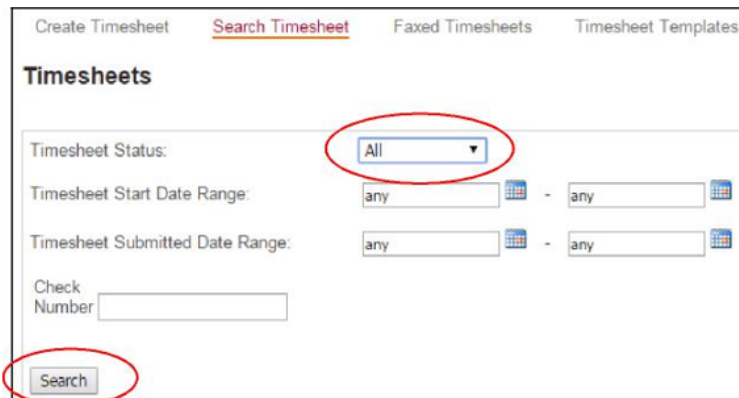
How to look up payment information

Users can look up several pieces of information related to paychecks using IPOne, including the **status of a timesheet**, **paychecks by date range**, and **Earnings Statement(s)**.

1. Log into **IPOne**.
2. Once logged in, the **Search Timesheet** page will open. The page will default to all timesheets with the Timesheet Status: **Unpaid**.



3. On the **Search Timesheet** page, search for a timesheet or a group of timesheets using any combination of search criteria. To search for all of one IP's timesheets in any payment status, choose **All** for Timesheet Status and click on **Search**.



4. Under the 'status' column, the current status of each timesheet is viewable. Statuses are: **GOOD TO PAY, PAID, SAVED, IN PROCESS, SUBMITTED, PENDING, or DENIED** (Timesheet Status terms and their definitions can be found at the end of this unit).

Status	Check Number	Check Amount (net pay)	Timesheet Amount (before tax)
SAVED			
GOOD TO PAY			\$19.64
DENIED			
PAID	000349	\$869.00	\$157.95

Timesheet Status Terms and Definitions	
Status	What It Means
Paid	Payment is on its way or the IP has been paid for a timesheet period in the past.
Saved	A timesheet entry has been saved, but not yet submitted for payroll processing.
Approved (<i>applies to Online Timesheets</i>)	An entered timesheet has been reviewed and is approved to be processed for payment.
In Process (<i>applies to paper timesheets only</i>)	A paper timesheet has been submitted and received, but it has not yet been tested or reviewed for payroll processing.
Good to Pay	A timesheet that has passed all of the payment rules. It is ready to be paid on the next scheduled payday.
Pending	A timesheet is not approved and requires further action. Refer to the “Error Message(s)” you may see IF you submit an electronic timesheet.
Denied	A timesheet is not approved and cannot be paid.