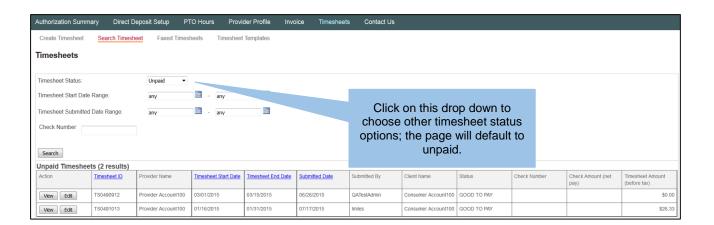


How to Look Up My Payment Information

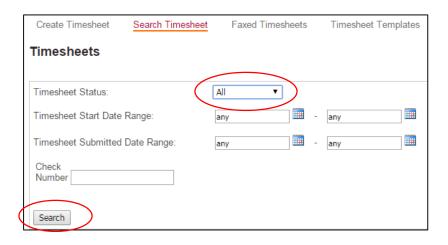
You can look up several pieces of information related to your paychecks using IPOne, including the status of your timesheet, paychecks by date range, and you can view your paycheck stub(s).

- Log into IPOne.
- Once you are logged in, the Search Timesheet page will open. The page will default to all timesheets with the Timesheet Status: Unpaid.

REMINDER: Sign up as a user in **IPOne**. It makes managing your timesheets and pay much easier.



 On the Search Timesheet page, you have the option to search for a timesheet or a group of timesheets using any combination of search criteria. If you would like to search for all of your timesheets, ever submitted, choose All for Timesheet Status and click on Search.

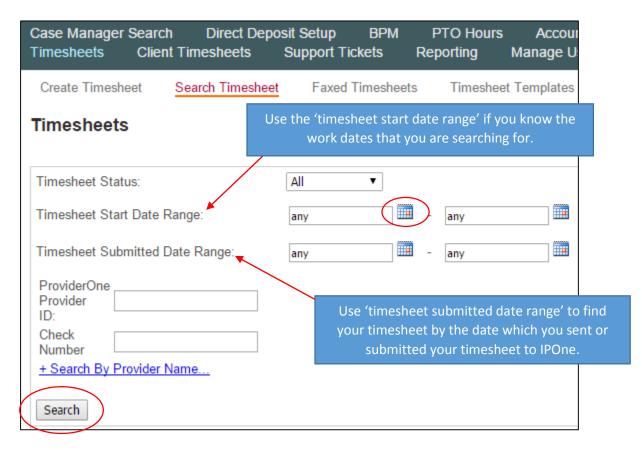




 Under the 'status' column, you will see the current status of each of your timesheets. You may see GOOD TO PAY, PAID, SAVED, IN PROCESS, SUBMITTED, PENDING, or DENIED (Timesheet Status terms and their definitions can be found at the end of this unit).



 To search for a timesheet within a certain date range, click on the calendar icon for Timesheet Start Date Range or Timesheet Submitted Date Range and select the date range you are looking to search for. Then click Search.



To view a paycheck stub, search for a paid timesheet and look for the Check
Number in blue hyperlink. Click on the blue hyperlink and your paycheck stub



will open up for viewing. You can download or print the stub for your personal records. Paycheck stubs will be stored in IPOne for an indefinite period of time.

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	Your paycheck is on its way or you have been paid for a timesheet period in the past		
Saved	Your timesheet entry has been saved but not yet submitted for payroll		
Approved (applies to online or mobile app)	When using the Online or Mobile app, your entered timesheet has been reviewed and is approved to be paid		
In Progress (applies to paper timesheets only)	Your paper timesheet has been submitted, has been received, but it has not yet been tested or reviewed		
Good to Pay	Your payment is in process and your paycheck will be paid in the next payroll		
Pending	Your timesheet is not approved and requires further action. You can find more information of pend reasons in the section of this training called "Error Messages You May See When Submitting Your Electronic Timesheet"		
Denied	Your timesheet is not approved and cannot be paid		