

How to Look Up My Payment Information

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

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



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Timesheets

Timesheet Status: Unpaid ▾

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number

Search

Click on this drop down to choose other timesheet status options; the page will default to unpaid.

Unpaid Timesheets (2 results)

Action	Timesheet ID	Provider Name	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Client Name	Status	Check Number	Check Amount (net pay)	Timesheet Amount (before tax)
View Edit	TS0490912	Provider Account100	03/01/2015	03/15/2015	06/26/2015	QATestAdmin	Consumer Account100	GOOD TO PAY			\$0.00
View Edit	TS0491013	Provider Account100	01/16/2015	01/31/2015	07/17/2015	Imiles	Consumer Account100	GOOD TO PAY			\$26.33

- 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**.

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Timesheets

Timesheet Status: All ▾

Timesheet Start Date Range: any - any

Timesheet Submitted Date Range: any - any

Check Number

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).

All Timesheets (4 results)

Action	Timesheet ID	Provider Name	Timesheet Start Date	Timesheet End Date	Submitted Date	Submitted By	Client Name	Status
View Adjust	TS0490740	Provider Account100	03/01/2015	03/15/2015	06/26/2015	QATestAdmin	Consumer Account100	Paid
View Edit	TS0490912	Provider Account100	03/01/2015	03/15/2015	06/26/2015	QATestAdmin	Consumer Account100	Unpaid
View Adjust	TS0490739	Provider Account100	02/01/2015	02/15/2015	06/26/2015	QATestAdmin	Consumer Account100	Denied
View Adjust	TS0490725	Provider Account100	01/01/2015	01/15/2015	06/25/2015	QATestAdmin	Consumer Account100	Good to Pay

- 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**.



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Timesheets

Timesheet Status:

Timesheet Start Date Range:  

Timesheet Submitted Date Range:  - 

ProviderOne
 Provider ID:

Check Number:

[+ Search By Provider Name...](#)

Use the 'timesheet start date range' if you know the work dates that you are searching for.

Use 'timesheet submitted date range' to find your timesheet by the date which you sent or submitted your timesheet to IPOne.

- 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 <i>(applies to online or mobile app)</i>	When using the Online or Mobile app, your entered timesheet has been reviewed and is approved to be paid
In Progress <i>(applies to paper timesheets only)</i>	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