

## Department Q & A Online Pay Statement

- 1) If there are employees in my department who do not have computer access, how can I get a copy of their direct deposit advice for them?

Use the IRIS transaction ZHR\_PAY\_STATEMENT. The menu path is IRIS Reporting -> Human Resources -> Payroll -> ZHR\_PAY\_STATEMENT – Print Pay Statement.

- 2) If there are employees in my department who received a check instead of direct deposit, can I get a copy of their check advice for them?

The employee will need to use the online system to print a copy of the check advice. You will not be able to print a copy of the check advice using ZHR\_PAY\_STATEMENT.

- 3) I no longer receive a check register from the UWA Payroll Office. What am I supposed to do?

- a) Instead of receiving the check register with the payroll distribution, you must now use the **ZPR\_DETAIL\_CHECK\_REGISTER** transaction in IRIS to run and print this report **two days prior to each payday** to verify that the individuals listed are employees and that the amounts paid are appropriate. Instructions for producing this report may be found within the IRIS help documentation at <http://rwd.tennessee.edu/nav/hr/payroll/index.htm>.
- b) A signed copy of the check register must be retained in the department. If any errors are found in the payroll, please notify your campus payroll office or the UWA Payroll Office immediately.