# Payroll

## Viewing a Paycheck in SHARP

Procedure

You are about to enter a simulation that will take you through the steps of viewing a paycheck in the SHARP system.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |
| 1.
 | Click the **Payroll for North America** link. |
| 1.
 | Click the **Payroll Processing USA** link. |
| 1.
 | Click the **Produce Payroll** link. |
| 1.
 | Click the **Review Paycheck** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the desired information into the **Pay Period End Date** field. Enter "**09/03/2011**". |
| 1.
 | Enter the desired information into the **Empl ID** field. Enter "**K0000216920**". |
| 1.
 | Click the **Search** button. |
| 1.
 | Notice that you are on the **Paycheck Earnings** Tab.Click there to continue. |
| 1.
 | Notice that the **Paycheck Status** is calculated**.** After the final pay calculation, the status will be confirmed and then a paycheck number will be displayed in the **Paycheck Number** field. Click either the **Paycheck Status** or **Paycheck Number** to continue. |
| 1.
 | Click the **View All** link to display all the earnings records. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Notice that all earnings are now displayed as **Other Earnings**.  This is a change from Time and Leave where Regular pay and Overtime pay were displayed in there perspective boxes. Click the **scrollbar** and drag it down to continue. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Notice the **Special Accumulators** section that is used for specific earnings codes to calculate some benefit and deduction amounts. Click the **scrollbar** button and drag it back up to the top when you are finished. |
| 1.
 | Now you will look at the Paycheck taxes. Click the **Paycheck Taxes** link to continue. |
| 1.
 | Here you can verify both Employee and Employer taxes for the period. Next click the **Paycheck Deductions** link to continue. |
| 1.
 | Now you can review the deduction for your employee, Thomas Thumb. Click the **Return to Search** tab when you are finished. |
| 1.
 | Congratulations!  You have completed Viewing a Paycheck in SHARP.**End of Procedure.** |