

Checking Temporary Payments

This guide will show you how to **Check Temporary Payments in Your HR.**

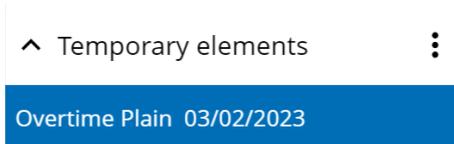
- Select 'Your People' from the Your HR homepage then Search for the relevant person by entering in their details and clicking on the magnifying glass and select their name from list:



- Select Temporary Payments & Expenses then select Temporary Payment – View:



- A list of their temporary elements will be displayed on the left hand side:



- You can hover over the temporary element to bring up a summary box showing details of the element:

- Element: the name of the temporary element (please refer to the Element guide for more details)
- Code: the temporary element code (please refer to the Element guide for more details)
- Value: the amount that is to be paid (the number of units or the cash amount)
- Type: Units or Cash
- Date earned: the date you have entered for when they did this piece of work
- Payment period: the day that this will be paid
- Level: the position that this will be paid against.

Element : Overtime Plain
Code : PE0006
Value : 2.00
Type : Units
Date earned : 03/02/2023
Payment period : 30/12/2022
Level : A0006 Cleaner

- You can click on the relevant temporary element to view all the details of the temporary payment including what values have been entered.
- You will be able to view how much they will be paid in their payslip.