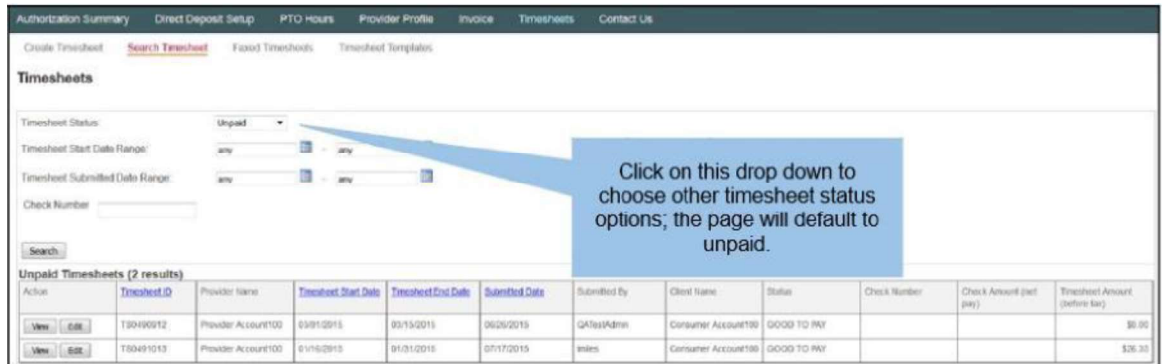


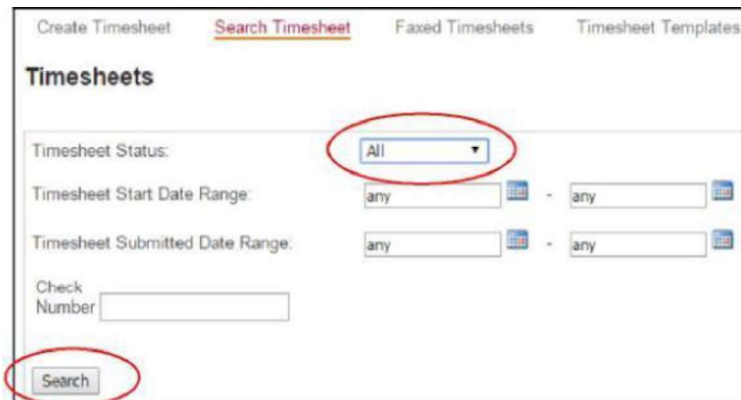
How to look up payment information

Users can look up several pieces of information related to paychecks using IPOne, including the **status of a timesheet**, **paychecks by date range**, and **Earnings Statement(s)**.

1. Log into **IPOne**.
2. Once logged in, the **Search Timesheet** page will open. The page will default to all timesheets with the Timesheet Status: **Unpaid**.



3. On the **Search Timesheet** page, search for a timesheet or a group of timesheets using any combination of search criteria. To search for all of one IP's timesheets in any payment status, choose **All** for Timesheet Status and click on **Search**.



4. Under the 'status' column, the current status of each timesheet is viewable. Statuses are: **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 desired date range. Then click **Search**.



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Timesheets

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

Timesheet Status: All

Timesheet Start Date Range: any  any 

Timesheet Submitted Date Range: any  - any 

ProviderOne
 Provider ID:
 Check Number:
[+ Search By Provider Name...](#)

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

- To view an Earnings Statement, search for a paid timesheet and look for the **Check Number** in blue hyperlink. Click on the blue hyperlink and the Earnings Statement will open up for viewing. Users can download or print the Earnings Statement. Earnings Statements are 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	<u>000349</u>	\$869.00	\$157.95

Timesheet Status Terms and Definitions	
Status	What It Means
Paid	Payment is on its way or the IP has been paid for a timesheet period in the past.
Saved	A timesheet entry has been saved, but not yet submitted for payroll processing.
Approved <i>(applies to Online Timesheets)</i>	An entered timesheet has been reviewed and is approved to be processed for payment.
In Process <i>(applies to paper timesheets only)</i>	A paper timesheet has been submitted and received, but it has not yet been tested or reviewed for payroll processing.
Good to Pay	A timesheet that has passed all of the payment rules. It is ready to be paid on the next scheduled payday.
Pending	A timesheet is not approved and requires further action. Refer to the “Error Message(s)” you may see IF you submit an electronic timesheet.
Denied	A timesheet is not approved and cannot be paid.