Finding the Status of an Additional Pay Request (By Employee ID)

In myHR select Navigator > Payroll for North America > Employee Pay Data USA > Additional Pay Request

Select the “Find an Existing Value” tab

Enter the Employee ID.
Finding the Status of an Additional Pay Request (By Payment Request Number)

In myHR select Navigator > Payroll for North America > Employee Pay Data USA > Additional Pay Request

Select the “Find an Existing Value” tab

Enter the Payment Id Number.

Once the additional pay request appears, the approval status details will be located at the bottom of the page.