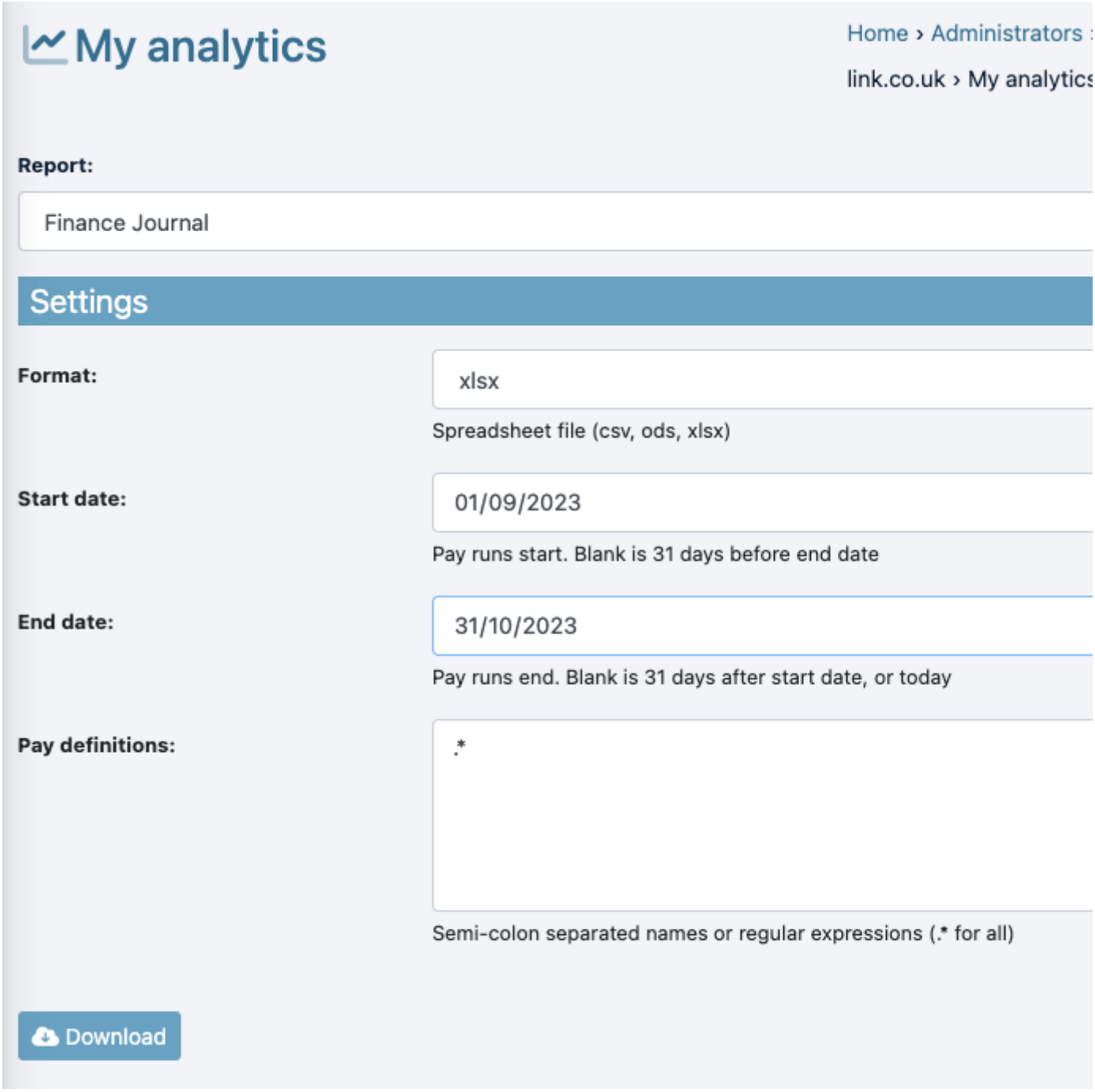
Find employees’ last paid date

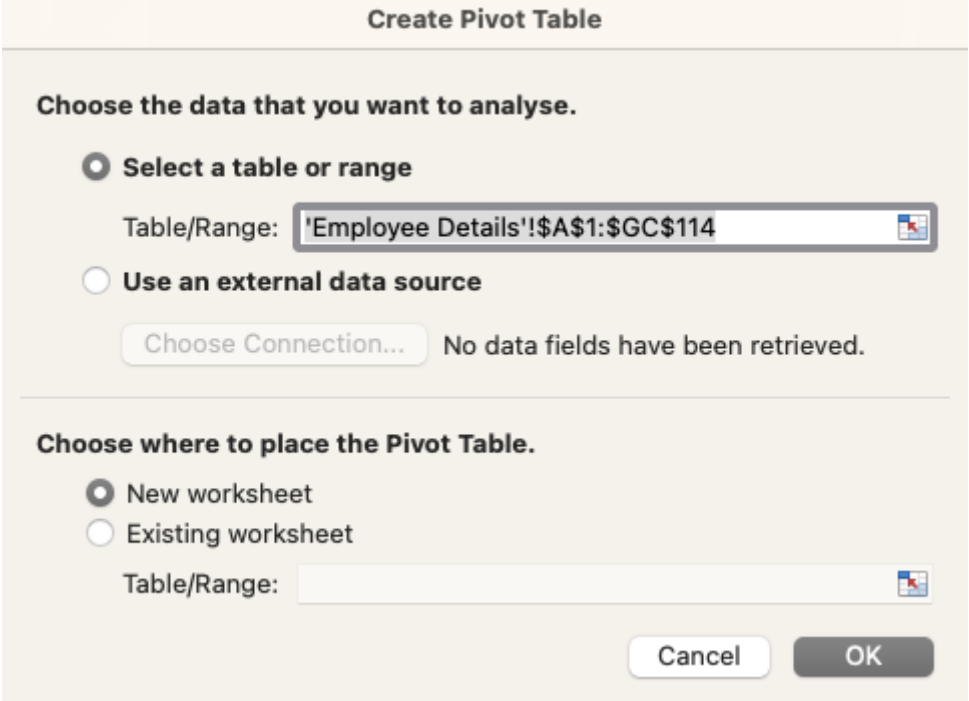
Employees · https://paiyroll.com/kb/find-employees-last-paid-date/

Please follow the guide below to find the last paid date for one or more employees.

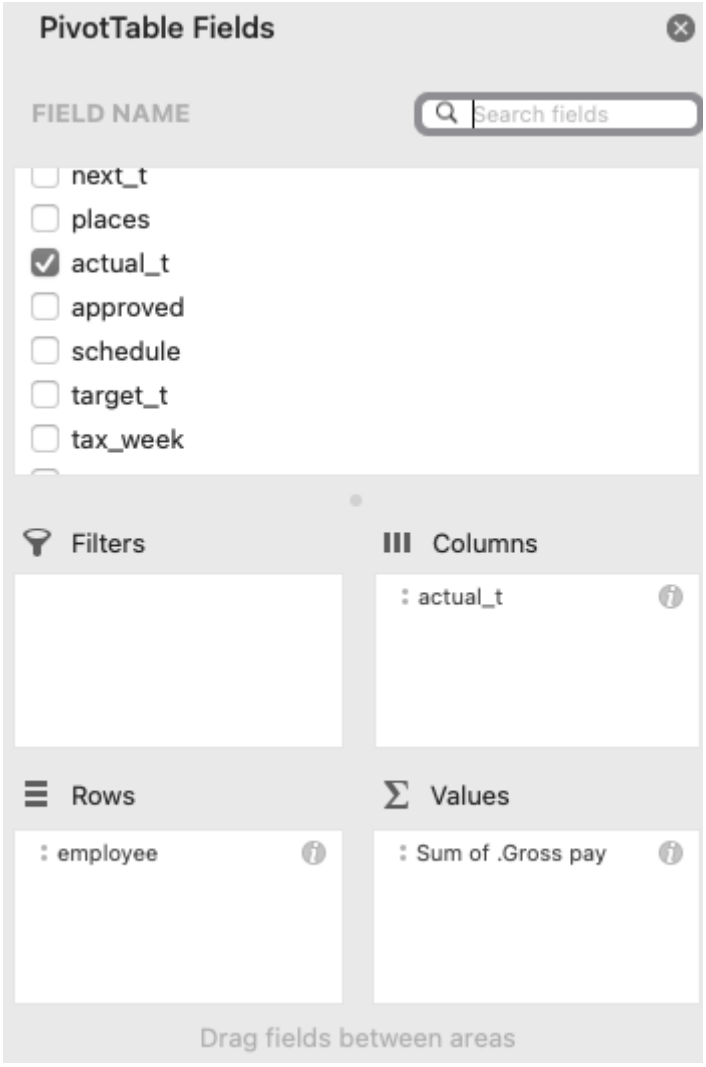
My Analytics > Enter the **Start date** and **End date** which cover the pay runs of interest and click **Download**:



Open the downloaded file in Excel. On the **Insert** Menu click **Tables** > **Pivot Table** to create a new pivot table using the default range and click **OK**:



In the PivotTable fields panel on the right, search **employee actual_t** and **.Gross pay** fields using the search box and then drag the fields as below into **Rows Columns** and **Values**:



You will then have a table of when all employees were paid and can then find the last paid date for each employee: