



FileNexus Custom Portal

Jim Smith

Archive Date	Employee Name	Employee Number	Department	Cheque Number	Cheque Date	Cheque Amount	Pay Period Ending
11/15/2012	JIM SMITH	10	ENGINEERING	91	12/28/2012	3136.88	12/14/2012
11/15/2012	JIM SMITH	10	ENGINEERING	86	11/2/2012	3136.88	10/26/2012
11/15/2012	JIM SMITH	10	ENGINEERING	88	10/12/2012	3136.88	10/5/2012
11/15/2012	JIM SMITH	10	ENGINEERING	80	9/14/2012	2820.27	8/28/2012
11/15/2012	JIM SMITH	10	ENGINEERING	79	8/31/2012	3272.57	8/17/2012
11/15/2012	JIM SMITH	10	ENGINEERING	75	8/17/2012	3272.57	8/3/2012
11/15/2012	JIM SMITH	10	ENGINEERING	72	8/3/2012	3272.57	7/27/2012
11/15/2012	JIM SMITH	10	ENGINEERING	67	7/6/2012	3272.57	6/22/2012
11/15/2012	JIM SMITH	10	ENGINEERING	58	6/18/2012	3272.57	6/4/2012
11/15/2012	JIM SMITH	10	ENGINEERING	46	5/3/2012	3272.57	4/26/2012

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"We feel really good about using FileNexus® and we're very happy to expand it into a corporate wide system"

**Cathy Gogo, Records Management Coordinator
City of Peterborough**

1. Employee Pay Stubs are sent to FileNexus
2. FileNexus indexes and archives the pay stubs
3. Appropriate staff are notified (via email)
4. Pay stubs can be [viewed using the FileNexus Portal](#)

[See Business Case](#)