

# Optimum Windows Suite Reports

## Detail and Sample Report Links

Reports contained in this document can be found in Windows Suite > Suite Navigation > Reports. This tool displays each Report, selection criteria and fields found in the report. Clicking the hyperlink will open a sample of the report stored on Optimum's FTP server.

[Employee Reports](#)

[EEO and Citizenship Reports](#)

[History Reports](#)

[COBRA Reports](#)

[Misc Reports](#)

[OSHA Reports](#)

[Tax Reports](#)

[Code Table Reports](#)

[Time and Attendance Reports](#)

[Payroll Processing Reports](#)

## Employee Reports

### Absence Reasons By Employee

Date Type: Date Absent

Date Selections: Date Range, Specific Date, No Selection

Report Selection: Company, Org Level, Absence Reason Code, Employee, Employee Status

Company Name	Employee Name
Employee Number	Absence Reason Code
Absence Reason Description	Date Absent
Day Absent	Hours Absent
Times Absent	Comments
Absence Points	

### Summary Option

Company Name	Employee Count
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### Advancement

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Employee Name
Employee Number	Current Job Class
Current Job Start Date	Current Job/Level Description
Hours at Current Job/Level	Required Hours for Next Job
Advance to Next Job/Level	Next Goal Job/Level Description

### Advancement With Rate

Report Selection, Company, Org Level, Job Class, Employee, Employee Status

Company	Employee Number
Employee Name	Current Job
Pay Rate	Description
Hours	Required Hours
Next Job	Pay Rate
Description	

### Allocations

Report Selection: Company, Employee, Employee Status

Company Name	Employee Name
Employee Number	Org Level
Labor Allocation Percent	Labor Allocation Job Number
G/L Account Number	

### Attendance Detail

Date Type: Date Absent

Date Selections: Date Range, Specific Date, No Selection

Report Selection: Company, Org Level, Employee, Employee Status

### Drilldown Field: Absence Reason

Company Name	Employee Name
Employee Number	Date Absent
Day Absent	Absence Reason Description

Hours Absent  
Absence Points

Comments  
Employee Count

#### Average Hours Worked Per Week

Report Selection: Date Range, Company

##### Drilldown Field: Employee Name

Employee Name  
Hire Date  
Employee Status  
Termination Date  
Number of Weeks in Date Range  
Average Hours Per Week

Employee Number  
Employee Type  
Standard Hours Per Period  
Total # of Hours Worked in Date Range  
Total Gross Amount

#### Balance File Check Benefits

Report Selection: Company

Last Name  
Social Security #  
Benefit Code  
Expiration Date

First Name  
Employee#  
Effective Date

#### Balance File Check Taxes

Report Selection: Company

Last Name  
Social Security #  
Tax Code  
Subject To Taxes Y/N

First Name  
Employee#  
Filing Status  
Tax Status

#### Beneficiary Covered by Benefit

Report Selection: Company, Org Level, Employee, Employee Status

Company Name  
Employee Number  
Benefit Description  
Beneficiary Name  
Phone Numbers

Employee Name  
Benefit Code  
Beneficiary Relationship  
Address

#### Benefit Coverage by Benefit Code

Report Selection: Company, Org Level , Benefit Code, Employee, Employee Status , \*Select Expired Benefits

Company Name  
Benefit Description  
Employee Number  
Amount  
Dependent Premium  
ER Contribution  
Certificate #  
Effective Date

Benefit Code  
Employee Name  
Coverage Type  
EE Premium  
Total Premium  
EE Contribution  
Eligible Date  
\*Expiration Date

[Benefit Listing by Code](#)

Report Selection: Company, Org Level, Benefit Code, Employee, Employee Status

Company Name	Benefit Code
Benefit Description	Employee Name
Employee Number	Expiration Date
Deduction Amount	Deduction Type
Deduction Frequency	Deduction Max Period Amount
Deduction Max Period Type	Benefit Amount
Benefit Type	Benefit Frequency
Benefit Max Period Amount	Benefit Max Period Type
Deduction Type Description	Deduction Max Period Type Description
Benefit Type Description	Benefit Max Period Type Description

[Benefit Rate Table Listing](#)

Report Selection: Company, Employee, Employee Status

Company Name	Benefit Code
Benefit Description	Employee Name
Employee Number	Rate Table
Deduction Amount	Benefit Amount

[Benefits](#)

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Benefit Code
Benefit Description	Deduction Frequency
Deduction Amount	Deduction Goal Amount
Benefit Frequency	Benefit Amount
Benefit Goal Amount	Eligibility Date
Effective Date	Expiration Date
Waived Date	

[Birth Date](#)

Date Type: Birth Date

Date Selections: Date Range, Specific Date, No Selection

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Employee Name
Employee Number	Gender
Birth Date	

[Birthday List by Birth Date](#)

Date Selections: Date Range, Specific Date, No Selection

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Birth Date
Age	Employee Name
Employee Number	Address
City, State, Zip Code	

[Birthday Sort by Month and Date](#)

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Birth Month
Birth Day	Birth Year
Employee Name	Employee Number
Address	City, State, Zip Code

[Census Report By Current Status](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company Name	Employee Name
Employee Number	Sex
Age	Birth Date
Hire Date	Job Class
Pay Rate Type	Pay Rate
Annual Salary	Employee Count

[Census Report By Pay Change Date](#)

Date Type: Pay Change Effective Date

Date Selections: Date Range

Record Selection: Company, Org Level, Employee, Employee Status

Company Name	Employee Name
Employee Number	Sex
Age	Birth Date
Hire Date	Job Class
Pay Rate Type	Pay Rate
Annual Salary	Employee Count

[Change Information](#)

Date Selections: Date Range (Date Posted\_

Record Selection: Company, Employee, Employee Status

Company Name	Employee Name
Column Name	Date Changed
Old Value	New Value

[Contact](#)

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Employee Name
Employee Number	Contact Type
Contact Information	

[Contact By Type](#)

Report Selection: Company, Org Level, Contact Type, Employee, Employee Status

Company Name	Employee Name
Employee Number	Contact Type
Contact Information	

Count - Active

Date Type: Status Changes Effective Date

Date Selections: Date Range

Report Selection: Company, Org Level

Company Name

Employee Name

Employee Number

Hire Date

Employee Count

Summary Option

Company Name

Employee Count

Count - Inactive

Date Type: Status Changes Effective Date

Date Selections: Date Range

Report Selection: Company, Org Level

Company Name

Employee Name

Employee Number

Hire Date

Employee Count

Summary Option

Company Name

Employee Count

Count – Leave of Absence

Date Type: Status Changes Effective Date

Date Selections: Date Range

Report Selection: Company, Org Level

Company Name

Employee Name

Employee Number

Hire Date

Employee Count

Summary Option

Company Name

Employee Count

Count - Terminated

Date Type: Status Changes Effective Date

Date Selections: Date Range

Report Selection: Company, Org Level

Company Name

Employee Name

Employee Number

Hire Date

Employee Count

Summary Option

Company Name

Employee Count

Deduction with Goal

Date Type: Exclude Expired Date

Report Selection: Company, Org Level, Deduction Code, Employee, Employee Status

Company Name

Deduction Code

Deduction Description

Employee Name

Employee Number

Deduction Amount

Deduction Goal Amount

Deduction Goal-to-date Amount

Deductions in Arrears

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Employee Name
Employee Number	Deduction Code
Deduction Description	Deduction Amount
Deduction Arrears Limit	Deduction Accumulated Arrears

Dependent and Beneficiary

Report Selection: Company, Org Level

Company Name	Employee Name
Employee Number	Dependent/Beneficiary Type
Dependent/Beneficiary Name	Dependent/Beneficiary Relationship
Dependent/Beneficiary Birth date	Dependent/Beneficiary Marital Status
Dependent/Beneficiary Address	Dependent/Beneficiary Phone Number

Dependents Covered by Benefit

Report Selection: Company, Org Level

Company Name	Employee Name
Employee Number	Benefit Code
Benefit Description	Dependent Name
Dependent Relationship	Dependent Birth date
Dependent Marital Status	Dependent Address
Dependent Phone Number	

Direct Deposit Accounts

Report Selection: Company, Org Level, Employee, Employee Status

Company Name	Employee Name
Employee Number	Bank Account Number
Direct Deposit Type	Direct Deposit Distribution
Direct Deposit Amount	Send Prenote
Prenote Date	Bank Routing Number
Employee Count	

Drug Test

Date Type: Exam Date, Next Exam Date

Date Selections: Date Range, Specific Date, No Selection

Report Selection: Company, Org Level, Drug Test Type, Drug Test Reason, Drug Test Result, Employee, Employee Status

Company	Employee Name
Employee Number	Last Drug Test Date
Last Drug Test Exam Type	Last Drug Test Exam Reason
Last Drug Test Exam Result	Next Drug Test Date
Next Drug Test Exam Type	Next Drug Text Exam Reason

Education History

Report Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	From Date Attended

To Date Attended	School Name
Course of Study	Major/Minor Field
Degree Earned	Class Rank/GPA
Skills Learned	Amount/Date Reimbursed
Employee Count	

EEO Code

Report Selection: Company, Org Level, Employee, Employee Status	
Company	EEO Class
Employee Name	Employee Number
Job Class	Hire Date
Ethnic Code	Gender
Employee Count	

Emergency Contacts

Report Selection: Company, Org Level, Employee, Employee Status	
Company	Employee Name
Employee Number	Contact First Name
Contact Last Name	Contact Address
Contact Phone Numbers	Contact Relationship
Contact Priority	Contact Comments

Employee List – Simple

Date Type: Original Hire Date, Current Hire Date, Seniority Date, Termination Date, Fulltime Hire Date	
Date Selections: Date Range, Specific Date, No Selection	
Report Selection: Company, Org Level, Employee, Employee Status	
Company	Supervisor Name
Supervisor Description	Employee Name
Employee Number	Birth Date
Seniority Date	Years of Service
Current Hire Date	Termination Date
Employee Count	

Employee Profile

Report Selection: Company, Org Level, Employee, Employee Status	
Company	Employee Name
Employee Number	Gender
Ethnic Code	Marital Status
Birth Date	Graduation Date
Address	Personal Screen info
Employee Screen info	Organization Screen info
Federal Screen info	Emergency Contact info
Job Screen info	Pay/Pay History Screen info
Benefit Screen info	Tax Screen info
Dependent/Beneficiary info	Paid Time Off Screen info
Employment History info	Education History info



[Employees](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Badge Number
Employment Type	Active Status
Original Hire Date	Current Hire Date
Fulltime Hire Date	Seniority Date
New Hire Report Field	Pension Plan Date
Recruiter	Hiring Source
Next Pay Review	Next Performance Review
Last Paid Date	Last Vacation Date
Termination Date	Termination Reason
Eligible for Rehire	Eligible for Cobra
Laid Off Date	Leave Date
Leave Return Date	Employee Count

[Employees By Supervisor](#)

Record Selection: Company, Org Level, Supervisor, Employee, Employee Status

Company	Employee Name
Supervisor Name	Supervisor Title
Current Hire Date	Fulltime Hire Date
Job Class Code	Job Class Description
Shift	Job Class Pay Rate
Employee Count	

[Employees By Hire Source](#)

Date Type: Current Hire Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Hire Source, Employee, Employee Status

Company	Employee Name
Employee Number	Job Class
Recruiter	Current Hire Date
Original Hire Date	Hire Source
Employee Count	

[Employees By Recruiter](#)

Date Type: Current Hire Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Recruiter, Employee, Employee Status

Company	Employee Name
Employee Number	Job Class
Recruiter	Current Hire Date
Original Hire Date	Hire Source
Employee Count	

[Employees With Automatic Timecards](#)

Record Selection: Company

Company	Employee Name
Employee Number	Effective Date
Employee Type	Time Card

[Employment History](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Employment History From Date
Employment History To Date	Employment History Company
Employment History Job Title	Employment History Annual Salary
Employment History Hourly Rate	

[Employment Type](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employment Type
Employee Name	Employee Number
Shift	Hire Date
Fulltime Hire Date	Job Class Code
Job Class Description	Employee Count

[Events](#)

Date Type: Event Date, Renewal Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Event, Employee, Employee Status

Company	Employee Name
Employee Number	Event Code
Event Date	Event Description
Event Comments	Employee Count

[Hire Date](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Original Hire Date
Current Hire Date	Years of Service
Employment Type	Title
Job Code	Employee Count

[Hire Date Sort by Month and Date](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company	Current Hire Month
Current Hire Day	Current Hire Year
Original Hire Month	Original Hire Day
Original Hire Year	Employee Name
Employee Number	Address
City, State, Zip Code	

I9 Renewal Date

Date Type: I9 Renewal Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	I9 Verification Indicator
I9 Renewal Date	

Job Change

Date Type: Job Class Start Date

Date Selections: Date Range

Record Selection: Company, Org Level, Employment Type, Employee, Employee Status

Company	Employee Name
Employee Number	Job Class Description
Job Class Start Date	Shift Code
Job Number	Hours at Current Job Class
Seasonal Employee Indicator	

Job and Pay Change

Date Type: Job Change Start Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Drilldown Field: Effective Date

Company	Employee Name
Employee Number	Job Class
Job Change Effective Date	Shift Code
Job Number	Hours at Current Job Class
Seasonal Employee Indicator	Pay Change Reason
Pay Change Effective Date	Hourly Rate
Per Pay Period Amount	Annual Pay Amount
Pay Cycle	Pay Frequency
Hourly/Salaried Indicator	Standard Hours
FLSA Indicator	

Job Class

Record Selection: Company, Org Level, Job Class, Employee, Employee Status

Company	Job Class Code
Job Class Description	Employee Name
Employee Number	Job Class Start Date
Job Class Pay Rate	Hourly/Salaried Indicator
Pay Rate	Job Group
Pay Grade	Workers Comp Code
EEO Class	Labor Type
Shift	

Job Group

Record Selection: Company, Org Level, Employee, Employee Status

Company	Job Group Code
Job Group Description	Employee Name
Employee Number	Hourly/Salaried Indicator
Pay Rate	Job Class
Pay Grade	Workers Comp Code
EEO Class	

Leaves of Absence

Date Type: Leave of Absence Effective Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Status Change Reason

Company	Status Change Reason
Employee Name	Employee Number
Leave of Absence Effective Date	Leave of Absence Return Date
Job Class	

Minimum Wage

Record Selection: Company, Org Level, Employee, Employee Status, State Minimum Wage

Company	Employee Name
Employee Number	Hire Date
Hourly/Salaried Indicator	Hourly Pay Rate
Salary Per Pay Period	Annual Salary
Job Class	Job Class Description

Select [Minimum Wage option](#) (reports only those employees less than min wage)Monthly Benefit Enrollment by Rate

Date Type: Effective Date

Record Selection: Through Date, Company, Employee, Employee Status

Benefit	Rate Description
Employee Name	Coverage Amount
Employee Premium	Dependent Premium
Total Premium	Employer Contribution
Employee Contribution	Employee Count

Name and Address Listing

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Address Type
Address	City, State, Zip Code
Home Phone Number	

New Hire Listing

Date Type: Current Hire Date, Original Hire Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
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Employee Number	Address
City, State, Zip Code	Home Phone Number
Hourly/Salary Indicator	FLSA Indicator
Pay Grade	Status
Current Pay Rate	Workers Comp Code
Gender	Hire Date
Effective Date	Job Class/Title
Birth Date	Employee Type
Pay Cycle	Ethnic Code
Marital Status	FLSA Exempt Code
EEO Occupation	Org levels

Next Pay Review

Date Type: Next Pay Review Date	
Date Selections: Date Range, Specific Date, No Selection	
Record Selection: Company, Org Level, Supervisor, Employee, Employee Status	
Company	Supervisor
Employee Name	Employee Number
Gender	Next Pay Review Date

Next Performance Review

Date Type: Next Performance Review Date	
Date Selections: Date Range, Specific Date, No Selection	
Record Selection: Next Performance Review Date, Company, Org Level, Supervisor, Employee, Employee Status	
Company	Supervisor
Employee Name	Employee Number
Gender	Next Performance Review Date

Numeric List

Record Selection: Company, Org Level, Employee, Employee Status	
Company	Employee Number
Employee Last Name	Employee First Name
Employee Middle Name	Employee Name Suffix
Job Class Description	Employee Count

Pay Change

Date Type: Pay Change Effective Date	
Date Selections: Date Range, Specific Date, No Selection	
Record Selection: Company, Org Level, Employment Type, Employee, Employee Status	

Drilldown Field: Pay Change Effective Date

Company	Employee Name
Employee Number	Pay Change Reason
Pay Change Effective Date	Hourly Rate
Per Pay Period Amount	Annual Salary
Pay Cycle	Pay Frequency
Hourly/Salaried Indicator	Standard Hours
FLSA Indicator	

Pay Grade

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Job Class Start Date
Job Class	Pay Grade
Pay Step	Pay Rate

Paycheck Info

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Mail Check Indicator
Minimum Check Type	Minimum Check Amount
Check Message	Employee Count

Pennsylvania PSD Code

Record Selection: Company

Company	Employee Name
Employee Number	Tax Code
Residence PSD Code	Works PSD Code

Percentage Of Absences By Hours Worked

Date Type: Date Absent

Date Selections: Date Range

Record Selection: Company, Org Level, Absence Reason Selection, Employee, Employee Status

Company	Absence Reason
Employee Name	Employee Number
Date Absent	Day
Hours Absent	Comments
Points	Total Hours Worked
Absent Percentage	

Percentage Of Employees By Absences

Record Selection: Date Range, Company, Org Level, Employee, Employee Status

Company	Date Range
Employee Name	Employee Number
Absence Reason	Date Absent
Day of Week	Hours Absent
Comment	Points
Total Hours Worked	Absence Percentage

Physical Exam

Date Type: Exam Date, Next Exam Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Physical Exam Type, Physical Exam Reason, Physical Exam Results, Employee, Employee Status

Company	Employee Name
Employee Number	Last Physical Exam Date
Last Physical Exam Type	Last Physical Exam Reason

Last Physical Exam Result  
 Next Physical Exam Type  
 Comment

Next Physical Exam Date  
 Next Physical Exam Reason

### Position Control

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company

Position	Employee Name
Employee Number	Short Title
Job Class ID	Organization
Position Code	Job Class Start [Date]
Job Held	FTE
Total Positions	Total Vacant Positions

### Position Control by Employee

Record Selection: Through Date, Company

Position	Employee Name
Employee Number	Short Title
Job Class ID	Organization
Position Code	Job Class Start [Date]
Job Held	FTE
Total Positions	Total Vacant Positions

### Random Drug Test

Record Selection: Percent to Select, Company, Org Level, Employee Status, Employee Type, Job Class, Shift, Union, Employment Type

Company	Employee Name
Employee Number	Employee Type
Status	Job Class Code
Shift	Union
Employee Count	

### Ranked Salary by Company

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Job Class Code
Job Class Description	Annual Salary
Years of Service	

### Seniority Date

Date Type: Seniority Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Supervisor Description, Employee, Employee Status

Company	Employee Name
Employee Number	Seniority Date
Years of Service	Job Class Description
Union	Supervisor Name
Supervisor Description	Employee Count

[Skills](#)

Record Selection: Company, Org Level, Skill, Skill Experience Level, Employee, Employee Status

Company	Employee Name
Employee Number	Job Class Description
Skill    Experience Level	
Comments	First Used
Last Used	

[Skills Inventory](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Hire Date
First Used	Last Used
Years	Experience Level
Skill	Job Class Description
Comments	

[State New Hire Report](#)

Date Type: Current Hire Date, Original Hire Date

Date Selections: Date Range

Record Selection: Company, State, Employee, Employee Status

Company	Company Address
Company City, State, Zip Code	Federal ID Number
State ID Number	Company Contact
Company Contact Phone Number	Social Security Number
Employee Name	Original Hire Date
Birth Date	Address
City, State, Zip Code	Current Hire Date
Job Class Description	Employee Count

[Tax Codes](#)

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	State Tax Method
Local Tax Method	Tax Sequence Number
Tax Type	Tax Code
Resident/Work State	Filing Status
Number of Exemptions	Additional Exemption Amount
Number of Dependents	Fixed or Additional Tax Amount
Subject to Tax Code	Tax Record Status

[Tax Codes Missing](#)

Record Selection: Company, Tax Code

Company	Employee Number
Employee Name	



[Terminated Employee](#)

Date Type: Termination Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Termination Reason, Eligible for Rehire

Company	Employee Name
Employee Number	Termination Reason
Original Hire Date	Current Hire Date
Termination Date	Rehire Date
Job Class Code	Eligible for Rehire
COBRA Eligible	Employee Count

[Tip Rates Eligible Employees](#)

Record Selection: Company

Company	Establishment
Job Class	Shift
Tip Rate	Eligible Employees

[Tips Report by Tax Year](#)

Date Type: Check Date

Date Selection: Year Range

Record Selection: Company

Company	Federal Tax ID
Company Address	Year
Employee Name	Tipped Employee Type
Job Class	Shift
Hours Worked	Sales Dollars
Total Tips Dollars	

[Training History by Course](#)

Date Type: Expected Completion Date, Date Course Completed, Reimbursement Date, Expiration Date

Date Selections: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Course ID, Employee, Employee Status

Company	Training Course
Employee Name	Employee Number
Source	Course Cost
Other Fees	Expected Completion Date
Completion Date	Amount Reimbursed
Reimbursement Date	Expiration Date
Employee Count	

[Training History by Employee](#)

Date Type: Date Course Completed, Expected Completion Date, Expiration Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Course ID, Employee, Employee Status

Company	Employee Number
Employee Name	Training Course
Completion Date	Expected Completion Date
Source	Job Related Indicator

Number of Sessions/Hours	Number of Credits/CEUs
Grade/GPA	Certification Code
Skill	Experience Level
Amount Reimbursed	Date Reimbursed

Training Missing by Job Class

Record Selection: Company, Org Level, Employee, Employee Status	
Company	Employee Name
Employee Number	Job Class Code
Job Class Start Date	Course Name

Training By Job Class

Record Selection: Company, Org Level, Employee, Employee Status	
Company	Employee Name
Job Class Description	Job Class Start Date
Course Name	Source
Course Cost	Other Fees
Expected Completion Date	Course Completed Date
Expiration Date	

Turnover Analysis

Date Type: Current Hire Date	
Date Selection: Date Range	
Record Selection: Company, Org Level, Supervisor	
Company	Supervisor Name
Supervisor Description	Employee Number
Employee Name	Job Class Code
Job Class Description	Status
Current Hire Date	Termination Date
Months of Service	Termination Reason
Employee Count	

Turnover Analysis By Date Range

Date Type: Current Hire Date	
Date Selection: Date Range	
Record Selection: Company, Org Level, Supervisor	
Company	Supervisor Name
Supervisor Description	Employee Number
Employee Name	Job Class Code
Job Class Description	Employee Status
Current Hire Date	Termination Date
Months of Service	Termination Reason
Employee Counts	Turnover Percentage

Union

Record Selection: Company, Org Level, Employee, Employee Status	
Company	Employee Name
Employee Number	Union Code

Union Date

Employee Count

Union and Organization

Record Selection: Company, Union Code, Employee, Employee Status

Company

Employee Last Name

Employee First Name

Union Code

Org Level

Union Date

Employee Count

Visa Type

Date Type: Visa Expiration Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Visa Type, Employee, Employee Status

Company

Employee Name

Employee Number

Visa Type

Visa Expiration Date

Alien Registration Number

Country of Citizenship

Wellness

Record Selection: Company, Org Level, Employee, Employee Status

Company

Employee Name

Employee Number

Height

Weight

Blood Type

Blood RH factor

Last Donation Date

Disabled Y/N

Disability

Restrictions

Allergies

Wellness Plans

Workers Compensation

Record Selection: Company, Org Level, Employee, Employee Status

Company

Workers Comp Code

Employee Name

Employee Number

Year End Review

Record Selection: Company, Org Level, Employee, Employee Status

Employee Name

Social Security Number

Address

City, State, Zip Code

Phone Number

Current Hire Date

Birth Date

Marital Status

Pay Frequency

Emergency Contact Name

Emergency Contact Relationship

Emergency Contact Address

Emergency Contact Phone Number

Tax Code

Filing Status

Number of Exemptions

Additional Withholding

Org Level

Wage Theft CA

Record Selection: Company, Employee, Employee Status

[Wage Theft Hourly NY](#)

Record Selection: Company, Employee, Employee Status

[Wage Theft Pay Period NY](#)

Record Selection: Company, Employee, Employee Status

*End of Employee Reports - [Return to Top](#)*

## EEO and Citizenship Reports

### EEO-1 Detail

Date Type: Status Changes Effective Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company	EEO Class
EEO Unit	Reporting Location
Gender	Ethnic Code
Employee Name	Employee Number
Job Class Description	Job Code
Effective Date	Current Hire Date
Employee Count	

### EEO-1 Detail by Job Code

Date Type: Job Class Start Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company	Job Code
EEO Unit	Reporting Location
EEO Class	Gender
Ethnic Code	Employee Name
Employee Number	Job Class Description
Effective Date	Current Hire Date
Employee Count	

### EEO-1 Single Establishment (Report Form ready for filing)

Date Type: Status Changes Effective Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Employment Type

Company EEO Info	Gender Count by Job Category
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### EEO-1 Summary

Date Type: Status Changes Effective Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company	EEO Class
EEO Unit	Reporting Location
Gender Count by Ethnic Code	

### EEO-1 Summary by Job Code

Date Type: Job Class Start Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company	EEO Class
EEO Unit	Reporting Location
Job Code	Gender Count by Ethnic Code

[EEO-4 Headcount Detail](#)

Date Type: Pay Change Effective Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company

Employment Type

EEO Unit

Reporting Location

EEO Class

Annual Salary Range

Gender

Ethnic Code

Employee Number

Employee Name

Job Class Description

Effective Date

Employee Count

[EEO-4 Headcount Summary](#)

Date Type: Pay Change Effective Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company

Employment Type

EEO Unit

Reporting Location

EEO Class

Annual Salary Range

Gender Count by EEO Class

[Veteran Report by EEO Classification](#)

Date Type: Current Hire Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company

EEO Unit

Reporting Location

Employee Name

Employee Number

Protected Veteran

Vietnam Veteran

Disabled Veteran

Termination Date

Current Hire Date

Employee Count

[Veteran Report by Unit/Reporting Location](#)

Date Type: Current Hire Date

Date Selection: Through Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company

EEO Unit

Reporting Location

Employee Name

Employee Number

Protected Veteran Y/N

Vietnam Veteran Y/N

Disabled Veteran Y/N

Termination Date

Current Hire Date

[Veteran 100A Report](#) (Report Form ready for filing)

Date Type: Current Hire Date

Date Selection: Twelve Month Period Ending

Report Selection: Company, Reporting Location

Company

Job Categories

Number of Employees

New Hires

[Veteran 100 Report](#) (Report Form ready for filing)

Date Type: Current Hire Date

Date Selection: Twelve Month Period Ending

Report Selection: Company, Reporting Location

Company

Number of Employees

Job Categories

New Hires

[I9 Verification Report](#)

Date Type: Current Hire Date

Date Selection: Thru Date

Report Selection: Company, EEO Unit, Reporting Location, Employment Type

Company

Reporting Location

Employee Number

Current Hire Date

I9 Renewal Due Date

Visa Type

Employee Count

EEO Unit

Employee Name

Job Class Description

I9 Verified

Citizen

Visa Expiration Date

End of EEO and Citizenship Reports - [Return to Top](#)

## History Reports

### ACA Minimum Essential Coverage

Date Type: Check Date

Date Selection: Date Range, Lowest Single Coverage Amount

Record Selection: Company, Org Level, Benefit ID, Employee, Employee Status

Company	Employee Number
Employee Name	Pay Frequency
Hire Date	Termination Date
Employee Taxable Amount	9.5% of FIT Taxable Amount
Lowest Single Coverage Amount	Company Premium Amount Over 9.5%

### Benefits by Benefit Code

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Benefit ID, Employee, Employee Status

Company	Benefit Code
Employee Name	Employee Number
Amount Applied	

### Benefits Summary by Benefit Code

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Benefit ID, Employee, Employee Status

Company	Benefit Code
Benefit Code Description	Amount Applied

### Detail Option

Company	Benefit Code
Benefit Code Description	Employee Name
Employee Number	Amount Applied

### Benefits by Employee

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Benefit Code
Benefit Description	Benefit Override
Benefit Frequency	Benefit Type
Check Code	Check ID
Check Number	Check Date
Payroll Number	Amount Applied

### Summary Option

Company	Employee Name
Employee Number	Benefit Code
Benefit Description	Amount Applied



[Benefits Listing by Code EE and ER](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Benefit ID, Employee, Employee Status

Company	Benefit ID
Benefit Description	Employee Name
Employee Number	Employee Amount
Employer Amount	Benefit Frequency
Effective Date	Expiration Date
125 Plan	

[Summary Option](#)

Company	Benefit ID
Benefit Description	Employee amount
Employer Amount	

[Benefits Listing by Code EE and ER Detail](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Benefit ID, Employee, Employee Status

Company	Date Range
Employee Name	Employee Number
Benefit ID	Benefit Description
Employee Amount	Employer Amount
Benefit Frequency	Effective Date
Check Date	Expire
125 Plan Y/N	

[Check History](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

[Drilldown Field: Check Date](#)

Company	Employee Name
Employee Number	Check Date
Period End Date	Gross Amount
Net Amount	Check Code
Check Type	Check Number
Check ID	

[Check History by Year](#)

Date Selection: Year Range

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Year
Gross	Federal Taxes
FICA Taxes	Medicare Taxes
State Taxes	Other Taxes

Other Deductions

Regular Hours

[Drilldown Field: Year](#)

Company

Employee Number

Check Number

Gross

FICA Taxes

State Taxes

Other Deductions

Direct Deposit Amount

Other Hours

[Drilldown Field: Check Date](#)

Employee Name

Check Id

Check Date

Earnings Type

Units

Overtime Premium

COLA Pay

Tax Code

Tax Description

#Exemptions

Tax Code Earnings

Non-Taxable Deductions

Current taxes

Description

Benefit Amount

Total Earnings

Total Taxes

[Drilldown Field: Earning Type](#)

Company

Employee Name

Earnings Type

Timecard Date

Hours

Rate

Job Class

Check Amount

Other Hours

Employee Name

Date

Paycheck ID

Federal Taxes

Medicare Taxes

Other Taxes

Check Amount

Regular Hours

Employee Number

Check Number

Pay Period Ending Date

Amount

Hours

Shift Premium

Current Earnings

Tax Type

Filing Status

#Dependents

Taxable Benefits

Taxable Amount

Deduction/Benefit Code

Deduction Amount

Arrears Amount

Total Deductions

Net Pay

Check ID

Employee Number

Check Date

Earnings

Units

Shift

Job ID

[Check Reconciliation](#)

Date Type: Check Date, Bank Statement Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Reconciled Status, Bank Account Number

ABA Routing Number

Reconciled Status

Check Date

Check Type

Status

Bank Account Number

Check Number

Check Amount

Paid to Type

Date Cleared

Statement Date

Employee Name

[Check Summary List](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company

Employee Name

Employee Number

Check Number

Payroll Number

Check ID

Check Date

Gross Pay

Taxes Withheld

Deductions

Check Amount

[Current Pay Step and Pay Grade](#)

Report Selection: Company, Employee, Employee Status

Company

Employee Name

Employee Number

Job Class

Job Class Start Date

Pay Grade

Pay Step

Pay Rate

Total Hours

[Deductions by Employee](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Benefit ID, Employee, Employee Status

Company

Employee Name

Employee Number

Deduction Code

Deduction Description

Deduction Override

Deduction Priority

Deduction Frequency

Deduction Type

Check Code

Check ID

Check Number

Check Date

Payroll Number

Management Fee

Amount Deducted

[Summary Option](#)

Company

Employee Name

Employee Number

Deduction Code

Deduction Description

Management Fee

Amount Deducted

[Deduction by Deduction Code](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Benefit ID, Employee, Employee Status

Company

Deduction Code

Deduction Code Description

Employee Name

Employee Number

Management Fee

Amount Deducted

Deduction by Deduction Code - Summary

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Company	Deduction Code
Deduction Code Description	Management Fee
Amount Deducted	

Direct Deposit Register

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Employee, Employee Status

Company	Check Number
Employee Name	Employee Number
Override	Check Date
Deposit Amount	Employee Bank Account
Employee Transit Routing	Deposit Type
Prenote	Check ID

Earnings and Hours by Check Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Earnings ID, Employee, Employee Status

Detail Option (default)

Company	Employee Name
Employee Number	Check Date
Work Date	Pay Rate
Earning Type	Hours
Units	Amount
Total Earnings	Shift Premium
OT Premium	Totals

Summary Option

Company	Employee Name
Employee Number	Check Date
Work Date	Pay Rate
Earning Type	Hours
Units	Amount
Total Earnings	Shift Premium
OT Premium	Totals

Earnings and Hours by Earnings Code

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Earnings ID, Employee, Employee Status

Drilldown Field: Employee, Earnings Code

Company	Employee Name
Employee Number	Earnings Code
Earnings Description	Hours
Units	Amount

Total Earnings	Shift Premium
OT Premium	

[Drilldown: Employee](#)

Company	Date Range
Employee Name	Employee Number
Earnings Type	Worked Date
Pay Rate	Hours
Units	Amount
Total Earnings	Shift Premium
Overtime Premium	

[Drilldown: Earning Type](#)

Company	Date Range
Employee Name	Employee Number
Earnings Type	Worked Date
Pay Rate	Hours
Units	Amount
Total Earnings	Shift Premium
Overtime Premium	

[Earnings and Hours by Earnings Code – Simple](#)

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Org Level, Earnings ID, Employee, Employee Status

Company	Earnings Type
Hours	Units
Amount	Total Earnings
Shift Premium	OT Premium

[Earnings and Hours by Supervisor](#)

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Org Level, Supervisor, Earnings ID, Employee, Employee Status

Company	Earnings Type
Hours	Units
Amount	Total Earnings
Shift Premium	OT Premium

[Earnings by MTD QTD YTD](#)

Record Selection: Company, Employee, Employee Status

[Drilldown Field](#): Earnings, Taxes, Deductions, Check Date

Company	Employee Name
Employee Number	MTD Earnings
MTD Taxes	MTD Deductions
QTD Earnings	QTD Taxes
QTD Deductions	YTD Earnings
YTD Taxes	YTD Deductions
Totals	

[Earnings by Year](#)

Date Selection: Year Range

Record Selection: Company, Employee, Employee Status

Drilldown Field: Year, Earnings type, Check Date

Company	Employee Name
Employee Number	Hire Date
Birth Date	Year
Gross Earnings	Hours

[Employee Benefit Statement](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range

Record Selection: Company, Org Level, Employee, Employee Status, Print Hours

Employee Name	Employee Number
Address	City, State, Zip
Earnings Type	Hours/Units
Amount	Tax Codes
Employer Tax Amounts	Benefit Codes
Employer Benefit Amounts	

[Employee Check](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Employee, Employee Status

Detail Option (default)

Company	Employee Name
Employee Number	Check Number
Check Date	Pay Period Date
Gross Earnings	Federal Taxes
FICA Taxes	Medicare Taxes
State Taxes	Other Taxes
Miscellaneous Deductions	Net Amount
Hours	

[Summary Option](#)

Company	Employee Name
Employee Number	Check Number
Gross Earnings	Federal Taxes
FICA Taxes	Medicare Taxes
State Taxes	Other Taxes
Miscellaneous Deductions	Net Amount
Hours	

[Employee YTD Summary](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Employee Name	Employee Number
Earnings Code	Earnings Description

Earnings Amount	Earnings Units
Earnings Hours	OT Premium
Shift Premium	COLA Pay
Current Earnings	Tax Code
Tax Type	Tax Description
Tax Marital Status	Number of Exemptions
Number of Dependents	Tax Code Earnings
Taxable Benefits	Non Taxable Deductions
Tax Amount	Benefit/Deduction Code
Benefit/Deduction Description	Deduction Amount
Benefit Amount	Arrears Amount

Gross to Net

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Company	Employee Name
Employee Number	Check ID
Check Type	Check Date
Regular Pay	Shift Pay
OT Pay	Total Gross
Federal Tax	SS Tax
Medicare Tax	State Tax
Other Tax	Deductions
Net Pay	

Summary Option

Company	Employee Name
Employee Number	Check ID
Check Type	Check Date
Regular Pay	Shift Pay
OT Pay	Total Gross
Federal Tax	SS Tax
Medicare Tax	State Tax
Other Tax	Deductions
Net Pay	

Job Cost

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company	Job Class ID
Job ID	Employee Name
Employee Number	Date Worked
Pay Code	Hours
Units	Amount
Gross	G/L Account

Summary Option

Company	Job Class ID
---------	--------------

Pay Code	Hours
Units	Amount
Gross	

Job Cost by Organization

Date Type: Check Date, Pay Period Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Report Selection: Company, Org Level

Company	Org Level
Job Class ID	Employee Name
Employee Number	Date Worked
Pay Code	Hours
Units	Amount
Gross Amount	GL Account

Summary Option

Company	Org Level
Job Class ID	Hours
Units	Amount
Gross Amount	

Job ID Cost

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Job ID

Detail Option (default)

Company	Job ID
Employee Name	Employee Number
Date Worked	Pay Rate
Earnings Type	Job Class ID
Hours	Units
Amount	Total Earnings
Regular Earnings	Shift Premium
OT Premium	Check ID

Summary Option

Company	Job ID
Hours	Units
Amount	Total Earnings
Regular Earnings	Shift Premium
OT Premium	

Labor Allocation

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Supervisor\*, Org Level, Employee, Employee Status

Company	[Org Level]*
Employee Name	Employee Number
Date Worked	Earnings Code
Hours	Units



Amount	Gross
G/L Account	
<a href="#">Summary Option</a>	
Company	[Org Level]*
Hours	Units
Amount	Gross
G/L Account	

\*Sort options will add Work Organization levels to report and Supervisor sort can be removed.

[Labor Distribution](#)

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Employee, Employee Status

Company	Employee Name
Employee Number	Date Worked
Pay Rate	Earnings Type
Job Class ID	Hours
Units	Amount
Total Earnings	Regular Earnings
Shift Premium	OT Premium
Check ID	

[Summary Option](#)

Company	Earnings Type
Job Class ID	Hours
Units	Amount
Total Earnings	Regular Earnings
Shift Premium	OT Premium

[Labor Statistics](#)

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company

Company	Reporting Location
Employee Count	Count of Women Employees
Production/Construction/Non-Supervisor Count	Production/Construction/Non-Supervisor Total Payroll
Production/Construction/Non-Supervisor Total Hours	

[Medicare Wages > 200k to Balance 941](#)

Report Selection: Year, Company

Company	Year
Employee Name	Employee Number
Quarter 1 Earnings	Q1 Earnings > 200k
Quarter 2 Earnings	Q2 Earnings > 200k
Quarter 3 Earnings	Q3 Earnings > 200k
Quarter 4 Earnings	Q4 Earnings > 200k
YTD Earnings	YTD Earning > 200k

[Paid Time Off Accrual](#)

Date Type: Transaction Date

Date Selection: Date Range

Record Selection: Company, Org Level, PTO Plan, Employee, Employee Status

Drilldown Fields: [Employee Name](#), [Plan Code](#)

Company	Employee Name
Employee Number	Year
PTO Plan Code	PTO Plan Description
Hours Accrued	Hours Earned
Hours Carryover	Hours Taken
Hours Available	Amount

[Paid Time Off Negative Balances](#)

Record Selection: Company, Org Level, PTO Plan, Employee, Employee Status

Include Zero Hours Available

Company	Employee Name
Employee Number	PTO Plan Code
PTO Plan Description	Hours Accrued
Hours Earned	Hours Carryover
Hours Taken	Hours Available
Pay Rate	Amount
Current Hire Date	Accrual Date

[Pay Register](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Employee, Employee Status

Drilldown Field: Earnings Code

Company	Employee Name
Employee Number	Check ID
Check Number	Check Date
Pay Period Date	Earnings Code
Earnings Code Description	Amount/Hours/Units
OT Premium	Shift Premium
COLA Pay	Current Earnings
Tax Code	Tax Type
Tax Status	Tax Number of Exemptions
Tax Number of Dependents	Tax Code Earnings
Taxable Benefits	Non Taxable Deductions
Taxable Amount	Current Taxes
Deduction/Benefit Code	Deduction Amount
Benefit Amount	Arrears Amount

[Payee Check Register](#)

Date Type: Check Date, Current Hire Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Employee, Employee Status

Drilldown Field: Payee Code

Company	Check Number
Check Date	Payee Code
Payee Name	Check Amount

Payroll Summary

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Company	Earnings Code
Earnings Amount	Units
Hours	OT Premium
Shift Premium	COLA Pay
Current Earnings	Tax Code
Tax Type	Gross Earnings
Non Taxable Deductions	Taxable Benefits
Non Taxable Earnings	Current Taxes
Deduction/Benefit Code	Deduction Amount
Benefit Amount	Arrears Amount

Payroll Summary EE and ER

Date Type: Check Date

Date Selection: Date Range

Record Selection: Company, Org Level, Employee, Employee Status

Company	Earnings Code
Earnings Amount	Units
Hours	OT Premium
Shift Premium	COLA Pay
Current Earnings	Tax Code
Tax Type	Gross Earnings
Non Taxable Deductions	Taxable Benefits
Non Taxable Earnings	Employee Taxable Wages
Taxes Withheld	Employer Taxable Wages
Employer Tax Expense	Total Taxes
Deduction/Benefit Code	Deduction Amount
Benefit Amount	Arrears Amount

Payroll Summary EE and ER Without Org

Date Type: Check Date

Date Selection: Date Range

Record Selection: Company, Employee, Employee Status

Company	Earnings Code
Earnings Amount	Units
Hours	OT Premium
Shift Premium	COLA Pay
Current Earnings	Tax Code
Tax Type	Gross Earnings
Non Taxable Deductions	Taxable Benefits
Non Taxable Earnings	Employee Taxable Wages

Taxes Withheld	Employer Taxable Wages
Employer Tax Expense	Total Taxes
Deduction/Benefit Code	Deduction Amount
Benefit Amount	Arrears Amount

PreTax Deduction (Detail)

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company

Company	Deduction Code
Deduction Description	Employee Name
Employee Number	Management Fee
Deduction Amount	

PreTax Deduction Summary

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company

Company	Deduction Code
Deduction Description	Management Fee
Deduction Amount	

PTO Balances with Pay Rate

Record Selection: Company, Org Level, PTO Plan ID, Employee, Employee Status

Company	Employee Name
Employee Number	Plan Code
Hours Accrued	Hours Earned
Carry Over	Total PTO Hours
Hours Taken	Hours Available
Rate	Amount
Hire Date	Accrual Date

Retirement Plan Census

Date Type: Check Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Employee, Employee Status

Company	Plan Name
Plan Year	Employee Name
Social Security Number	Company Officer Indicator
Company Ownership Percentage	Union Indicator
Birth Date	Original Hire Date
Termination Date	Rehire Date
Hours of Service	Gross Earnings
Employee 401K Contributions	Employee 401K Roth Contributions
Employer Matching Contributions	Last 401K Deposit Amount
Last 401K Deposit Date	Employee Count

Retirement Savings Plans

Date Type: Check Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company

Employee Name

Employee Number

Social Security Number

Deduction Amount

Benefit Amount

Loan Amount

Detail Option

Company

Employee Name

Employee Number

Social Security Number

Benefit Description

Deduction Amount

Benefit Amount

Loan Amount

Taxable Wage Totals

Date Type: Check Date

Date Selection: Date Range

Record Selection: Company, Employee, Employee Status

Detail Option (default)

Company

Tax Code

Employee Name

Employee Number

Gross Earnings

Non Taxable Deductions

Taxable Benefits

Non Taxable Earnings

Employee Taxable Wages

Taxes Withheld

Employer Taxable Wages

Employer Tax Expense

Total Taxes

Summary Option

Company

Tax Code

Tax Code Description

Gross Earnings

Non Taxable Deductions

Taxable Benefits

Non Taxable Earnings

Employee Taxable Wages

Taxes Withheld

Employer Taxable Wages

Employer Tax Expense

Total Taxes

Taxable Wage Totals With Negative Balances

Date Type: Check Date

Date Selection: Date Range

Record Selection: Company

Company

Employee Name

Employee Number

Tax Code

Taxes Withheld

Employer Taxable Wages

Taxable Wage Totals Agricultural

Date Type: Check Date

Date Selection: Date Range

Report Selection: Company, Employee, Employee Status

Company

Check Date Range

Tax Code

Employee Name

Employee Number	Gross Earnings
Non-taxable Deductions	Taxable Benefits
Non-taxable Earnings	Employee Taxable Wages
Tax Withheld	Employer Taxable Wages
Employer Tax Expense	Total Taxes

Tax by Year

Date Selection: Year Range  
 Record Selection: Company, Employee, Employee Status  
[Drilldown Field: Tax Code \(Qtr breakdown\)](#)

Company	Tax Year
Employee Name	Employee Number
Total Gross	Tax Code
Tax Type	Employee Taxable
Taxes Withheld	Employer Taxable
Employer Expense	

Tax Detail

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Employee, Employee Status

Company	Employee Name
Employee Number	Check ID
Check Type	Pay Frequency
Tax Code	Tax Type
State	Resident Indicator
Override Indicator	Tax Status
Number of Exemptions	Number of Dependents
Tax Code Earnings	Taxable Benefits
Non Taxable Deductions	Taxable Amount
Taxes Withheld	Employer Taxable
Employer Tax Expense	

Tax Summary

Date Type: Check Date  
 Date Selection: Date Range  
 Record Selection: Company

Company	Tax Code
Tax Code Description	Taxable Wages
Employee Tax Withheld	Employer Taxable Wages
Employer Tax Expense	Total Taxes

[Breakout of Federal, State and Local Tax Liability, Count/Amount of Direct Deposit and Checks]

Tax Withholdings by Tax Code

Date Type: Check Date  
 Date Selection: Date Range  
 Record Selection: Company, Tax Code, Employee, Employee Status  
[Drilldown Field: Employee Number \(Check Date breakdown\)](#)

Company	Employee Name
Employee Number	Tax Code
Tax Code Description	Employee Tax Withheld
Employee Taxable Wages	Employer Tax Expense
Employer Taxable Wages	

Timecard History

Date Type: Date Worked  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Employee, Employee Status

Company	Employee Name
Employee Number	Earnings Type
Hours	Units
Amount	Date Worked
Job Class	Pay Rate
Shift	Shift Premium
Gross	G/L Account
Workers Comp	

Summary Option

Company	Employee Name
Employee Number	Earnings Type
Hours	Units
Amount	Shift Premium
Gross	

Workman's Compensation

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Org Level, Employee, Employee Status

Company	Workers Comp Code
Workers Comp Rate	Maximum Workers Comp Amount
Employee Name	Employee Number
Job Class	Gross Earnings
Non Workers Comp Deductions	OT Premium Earnings
Shift Premium Earnings	Workers Comp Earnings
Workers Comp Expense	

Summary Option

Company	Workers Comp Code
Workers Comp Rate	Maximum Workers Comp Amount
Gross Earnings	Non Workers Comp Deductions
OT Premium Earnings	Shift Premium Earnings
Workers Comp Earnings	Workers Comp Expense

Workman's Compensation By Employee and WC Code

Date Type: Check Date, Pay Period End Date  
 Date Selection: Date Range, Specific Date, No Selection  
 Record Selection: Company, Org Level, Employee, Employee Status  
 Company Date Range

Employee Name  
 Current Job Class  
 Gross Earnings  
 Non-Workers' Comp. Deductions  
 Shift Premium Earnings  
 Workers' Comp. Expense Amount

Employee Number  
 Workers Comp Code Description  
 Non-Workers' Comp. Earnings  
 OT Premium Earnings  
 Workers' Comp. Earnings

[Workman's Compensation by Company](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range

Record Selection: Company

Company  
 Workers Comp Rate  
 Employee Name  
 Job Class  
 Non Workers Comp Deductions  
 Shift Premium Earnings  
 Workers Comp Expense

Workers Comp Code  
 Maximum Workers Comp Amount  
 Employee Number  
 Gross Earnings  
 OT Premium Earnings  
 Workers Comp Earnings

[Summary Option](#)

Company  
 Workers Comp Rate  
 Gross Earnings  
 OT Premium Earnings  
 Workers Comp Earnings

Workers Comp Code  
 Maximum Workers Comp Amount  
 Non Workers Comp Deductions  
 Shift Premium Earnings  
 Workers Comp Expense

[Workman's Compensation With Limit](#)

Date Type: Check Date, Pay Period End Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Employee, Employee Status

Company  
 Workers Comp Rate  
 Employee Name  
 Job Class  
 Non Workers Comp Deductions  
 Shift Premium Earnings  
 Workers Comp Expense

Workers Comp Code  
 Maximum Workers Comp Amount  
 Employee Number  
 Gross Earnings  
 OT Premium Earnings  
 Workers Comp Earnings

[Summary Option](#)

Company  
 Workers Comp Rate  
 Gross Earnings  
 OT Premium Earnings  
 Workers Comp Earnings

Workers Comp Code  
 Maximum Workers Comp Amount  
 Non Workers Comp Deductions  
 Shift Premium Earnings  
 Workers Comp Expense

End of History Reports - [Return to Top](#)



## **COBRA Reports**

### Initial COBRA Notification

Date Type: Notification Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company	Employee Name
Qualifier Type	Social Security Number
Address	City, State, Zip
Dependent Name	Relationship
Dependent Address	Dependent City, State, Zip
Notification Date	Employee Count

### Participant

Date Type: Event Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company	Employee Name
Social Security Number	Qualifying Event
Qualifying Event Date	Start Date
Maximum Months	Completion Date
Benefit Code	Benefit COBRA Start Date
Benefit COBRA End Date	

### Participant Annual Termination

Date Type: Termination Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company	Employee Name
Social Security Number	Address
City, State, Zip	Start Date
Maximum Months	Initial Notification Date
Termination Notify Date	Termination Date
Termination Reason	

### Participant Payment Breakdown

Date Type: Payment Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company	Employee Name
Social Security Number	Check Number
Check Amount	Invoice Number
Benefit Code	Benefit Amount
Benefit Premium	Invoice Amount
Payment Date	

[Premium Payment History](#)

Date Type: Payment Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company

Social Security Number

Payment Date

Employee Name

Check Number

Check Amount

[Qualifying Event Tracking](#)

Date Type: Event Date

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company

Company

Qualifier Type

Event Date

Last Date to Accept

Event Reason

Employee Count

Employee Name

Social Security Number

Notification Date

Completion Date

Status

End of COBRA Reports - [Return to Top](#)

## Misc Reports

### All Active Property

Record Selection: Company	
Company	Serial Number
Property Description	Property Location
Date Purchased	Purchase Price
Property Category	Category Description
Issued To	Issue Date
Due to Be Returned Date	Out For Repair Date
Expected Back From Repair Date	

### Assigned Property

Record Selection: Company, Org Level, Employee, Employee Status	
Company	Serial Number
Property Description	Property Location
Date Purchased	Purchase Price
Property Category	Category Description
Issued To	Issue Date
Due to Be Returned Date	Out For Repair Date
Expected Back From Repair Date	

### Assigned Property Due for Return

Date Type: Return Date	
Date Selection: Date Range, Specific Date, No Selection	
Record Selection: Company	
Company	Serial Number
Property Description	Property Location
Date Purchased	Purchase Price
Property Category	Category Description
Issued To	Issue Date
Due to Be Returned Date	Out For Repair Date
Expected Back From Repair Date	

### Available Property

Record Selection: Company	
Company	Serial Number
Property Description	Property Location
Date Purchased	Purchase Price
Property Category	Category Description

### Property Out For Repair

Date Type: Expected Return Date	
Date Selection: Date Range, Specific Date, No Selection	
Record Selection: Company	
Company	Serial Number
Property Description	Property Location

Date Purchased  
Property Category  
Issued To  
Due to Be Returned Date  
Expected Back From Repair Date

Purchase Price  
Category Description  
Issue Date  
Out For Repair Date

#### Retired Property

Record Selection: Company  
Company  
Property Description  
Date Purchased  
Property Category  
Issued To  
Due to Be Returned Date  
Retirement Value

Serial Number  
Property Location  
Purchase Price  
Category Description  
Issue Date  
Retirement Date

*End of Misc Reports - [Return to Top](#)*

## OSHA Reports

### OSHA 301

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Location, Case Number

Employee Name	Employee Address
Birth date	Hire Date
Gender	Case Number
Injury Date	[Other Incident Related Info]

### OSHA 301 – No incident

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Case Number

Employee Name	Employee Address
Birth date	Hire Date
Gender	Case Number
Injury Date	[Other Incident Related Info]

### OSHA'S Form 300 Log of Work-Related Injuries and Illnesses

Date Selection: Date Range, Specific Date, No Selection

Record Selection: Company, Org Level, Reporting Location, Supervisor

Company	Case Number
Employee Name	Job Class
Injury Date	Location
Injury Description	Case Classification
Days away from Work	Injury Code

### OSHA'S Form 300A Summary of Work-Related Injuries and Illnesses

Date Selection: Year Range

Record Selection: Company, Org Level, Supervisor

Number of Cases	Number of Days
Injury and Illness Types	Company Information
[Other Company Related Info]	

### OSHA'S Form 300A Summary by Reporting by Reporting Location

Date Selection: Year Range

Record Selection: Company, Org Level, Reporting Location, Supervisor

Number of Cases	Number of Days
Injury and Illness Types	

End of OSHA Reports - [Return to Top](#)

## Tax Reports

### California DE 6 Report – electronic file

Date Type: Check Date	
Date Selection: Date Range	
Record Selection: Company	
Company Information	Employee Social Security Number
Employee Name	Total Subject Wages
PIT Wages	PIT Withheld

### California DE 7 Report

Date Selection: Date Range	
Record Selection: Company	
Company	Federal Tax ID
SIT Wages	SUI Wages
SDI Taxable Wages	SIT Taxes Withhold

### California DE 9C Report – electronic file replacing DE 6 / DE 7 effective 1/1/2011

Date Type: Check Date	
Date Selection: Date Range	
Record Selection: Company	
Company Information	Number of Employees (each month)
Status Indicators	Social Security Number
Employee Name	Total Subject Wages
PIT Wages	PIT Withheld

### Family Leave Insurance

Date Selection: Date Range	
Record Selection: Company, State	
Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Social Security Number	Employee Number
Employee Name	Total Taxable Wages
Excess Wages	Taxable Wages
Employee Tax Withheld	Employee Count

### Federal Tax

Date Selection: Date Range	
Record Selection: Company	
Company	Federal Tax ID
Social Security Number	Employee Number
Employee Name	FICA Taxable
FICA Withheld	Medicare Taxable
Medicare Withheld	FIT Taxable
FIT Withheld	FUTA Taxable
FUT A Tax	

[FUTA Excess Yearly Report](#)

Date Selection: Date Range

Record Selection: Company

Company

Employee Number

Total Gross Wages

Taxable Wages

Social Security Number

Employee Name

Excess Wages

Company Totals

[FUTA Excess Yearly With Total as Taxable](#)

Date Selection: Date Range

Record Selection: Company

Company

Social Security Number

Employee Name

Excess Wages

Company Total

Year

Employee Number

Total Taxable Wages

Taxable Wages

[FUTA Report by Employee State Detail](#)

Date Selection: Date Range

Record Selection: Company, State

Company

Employee Name

State

Employer Taxable Wages

Year

Check Date

Tax Type

Tax Expense

[FUTA Report by Employee State Summary](#)

Date Selection: Date Range

Record Selection: Company, State

Company

State

Employer Taxable Wages

Year

Employee Name

Tax Expense

[Local Income Tax](#)

Date Selection: Date Range

Record Selection: Company, State

Company

Tax ID Number

Employee Number

Gross Wages

Local Tax Withheld

Tax Code

Social Security Number

Employee Name

Local Taxable Wages

Company Total

[Local Income Tax Gross Less Expense Reimbursement](#)

Date Selection: Date Range

Record Selection: Company, State

Company

Tax ID Number

Employee Number

Tax Code

Social Security Number

Employee Name

Gross Wages  
Local Tax Withheld

Local Taxable Wages  
Company Total

[Local Income Tax With Employee Addresses](#)

Date Selection: Date Range  
Record Selection: Company, State  
Company  
Tax ID Number  
Employee Number  
Gross Wages  
Local Tax Withheld  
Company Total

Tax Code  
Social Security Number  
Employee Name  
Local Taxable Wages  
Street City ST Zip

[State Disability](#)

Date Selection: Date Range  
Record Selection: Company, State  
Company  
Year  
Tax Code  
Social Security Number  
Employee Name  
Employer Tax Expense  
Employee Taxable Wages  
State Totals

Quarter Number  
State  
Employer Max Wages Limit  
Employee Number  
Total Wages  
Employer Taxable Wages  
Employee Tax Withheld

[State Health Insurance](#)

Date Selection: Date Range  
Record Selection: Company, State  
Company  
Year  
Tax Code  
Social Security Number  
Employee Name  
Employer Tax Expense  
Employee Taxable Wages  
State Totals

Quarter Number  
State  
Employer Max Wages Limit  
Employee Number  
Total Wages  
Employer Taxable Wages  
Employee Tax Withheld

[State Tax](#)

Date Selection: Date Range  
Record Selection: Company, State  
Company  
Tax ID Number  
Social Security Number  
Employee Name  
State Taxable  
Tax Code Total  
State Total

State  
Tax Code  
Employee Number  
Gross Wages  
State Tax Withheld  
Employee Count  
Company Total



SUTA by Hours Worked / SUTA Quarterly Employees Count\*

Date Selection: Date Range

Record Selection: Company, State

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Social Security Number	Employee Name
Hours Worked	Total Wages
Excess Wages	Employer Taxable Wages
Tax Code Total	Employee Count
State Total	Company Total

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the monthSUTA by Reporting Location by Hours Worked / SUTA Quarterly Employees Count\*

Date Selection: Date Range

Record Selection: Company, State, Reporting Location

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Reporting Location	Social Security Number
Employee Name	Hours Worked
Total Wages	Excess Wages
Employer Taxable Wages	Tax Code Total
Employee Count	State Total
Company Total	

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the monthSUTA by Reporting Location as Gross / SUTA by Reporting Location Quarterly Employees Count\*

Date Selection: Date Range

Record Selection: Company, State, Reporting Location

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Reporting Location	Social Security Number
Employee Number	Employee Name
Weeks Worked	Gross Wages
Excess Wages	Employer Taxable Wages
Tax Code Total	State Totals
Company Totals	

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the monthSUTA by Reporting Location as Taxable / SUTA by Reporting Location Quarterly Employees Count\*

Date Selection: Date Range

Record Selection: Company, State, Reporting Location

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Reporting Location	Social Security Number

Employee Number	Employee Name
Weeks Worked	Taxable Wages
Excess Wages	Employer Taxable Wages
Tax Code Total	State Totals
Company Totals	

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the month

#### [SUTA by Reporting Location Quarterly Count](#)

Date Selection: Date Range

Record Selection: Company, State, Reporting Location

Company	Quarter Number
Year	State
Reporting Location	Employee Count*

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the month

#### [SUTA Quarterly Employees Count](#)

Date Selection: Date Range

Record Selection: Company, State

Company	Quarter Number
Year	State
Employee Count*	

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the month

#### [SUTA Quarterly Employees Count By Period End Date](#)

Date Selection: Date Range

Record Selection: Company, State

Company	Quarter Number
Year	State
Month 1 Employee Count*	Month 2 Employee Count*
Month 3 Employee Count*	

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the month

#### [SUTA Quarterly Employees Count By Location](#)

Date Selection: Date Range

Record Selection: Company, State, Location

Company	Quarter Number
Year	State
Reporting Location	Month 1 Employee Count*
Month 2 Employee Count*	Month 3 Employee Count*

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the month

#### [SUTA with Total as Gross / SUTA Quarterly Employees Count\\*](#)

Date Selection: Date Range

Record Selection: Company, State

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Reporting Location	Social Security Number

Employee Number	Employee Name
Weeks Worked	Gross Wages
Excess Wages	Employer Taxable Wages
Tax Code Total	State Totals
Company Totals	

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the month

[SUTA with Total as Taxable / SUTA Quarterly Employees Count\\*](#)

Date Selection: Date Range

Record Selection: Company, State

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Reporting Location	Social Security Number
Employee Number	Employee Name
Weeks Worked	Taxable Wages
Excess Wages	Employer Taxable Wages
Tax Code Total	State Totals
Company Totals	

\* Number of employees paid in pay period encompassing 12<sup>th</sup> of the month

[State Work Force](#)

Date Selection: Date Range

Record Selection: Company, State

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Social Security Number	Employee Number
Employee Name	Total Wages
Employer Tax Expense	Employer Taxable Wages
Employee Taxable Wages	Employee Tax Withheld
Tax Code Total	State Totals

[State Workers Compensation](#)

Date Selection: Date Range

Record Selection: Company, State

Company	Quarter Number
Year	State
Tax Code	Employer Max Wages Limit
Social Security Number	Employee Number
Employee Name	Total Wages
Employer Tax Expense	Employer Taxable Wages
Employee Taxable Wages	Employee Tax Withheld
Tax Code Total	State Totals

[Washington State Workers Comp](#)

Date Type: Check Date

Date Selection: Date Range

---

Record Selection: Company, Org Level

Company

Tax ID Number

Tax Code

Employee Name

Employer Taxable Wages

Employee Taxable Wages

Hours Worked

Premium

State

Workers Comp Code

Job Class

Total Wages

Employer Tax Expense

Employee Tax Withheld

Comp Rate

Company Totals

### Washington State Unemployment

Date Selection: Date Range

Record Selection: Company

Company

Year

Tax Code

Social Security Number

Employee Name

Total Wages

Taxable Wages

State Totals

Quarter Number

State

Employer Max Wages Limit

Employee Number

Total Hours

Excess Wages

Tax Code Total

Company Totals

End of Tax Reports - [Return to Top](#)

## Code Table Reports

### Absence Reasons

Record Selection: Company	
Company	Absence Code
Description	Points

### ACH Banks

Bank Code	Bank Name
Bank Address	Contact Name

### Allergies

Allergy Code	Description
--------------	-------------

### Automatic Time Cards

Record Selection: Company	
Company	Pay Cycle
Automatic Time Card	Line Number
Earnings Code	Amount

### Benefits

Record Selection: Company, Benefit Code,	
Company	Benefit Code
Benefit Description	Coverage and Premium Info
Eligibility Info	Employee Side Info
Employer Side Info	GL Account Info
Comments	

### Benefit Categories

Record Selection: Company	
Company	Benefit Category Code
Description	

### Bonus Commission Plans

Record Selection: Company	
Company	Plan ID
Plan Description	

### Check Sort Codes

Record Selection: Company	
Company	Code
Description	

### Chronic Conditions

Condition Code	Description
----------------	-------------

[Contact Types](#)

Type	Description
Sequence#	

[Deduction Payees](#)

Record Selection: Company	
Company	Payee Name/Address
Other Payee Information	

[Disability](#)

Disability Type	Description
-----------------	-------------

[Drug Test Reason](#)

Reason Code	Description
-------------	-------------

[Drug Test Results](#)

Type	Description
------	-------------

[Drug Test Types](#)

Type	Description
------	-------------

[Earning Codes](#)

Record Selection: Company	
Company	Earnings ID
Units Type	Priority Sequence
Other Earning Information	

[Education Degrees](#)

Degree Type	Description
-------------	-------------

[Education Subjects](#)

Subject Type	Description
--------------	-------------

[EEO Classifications](#)

EEO Code	Description
----------	-------------

[EEO Units](#)

Report Selection: Company	
EEO Unit	Description

[Employment Status Change Reasons](#)

Reason Code	Description
-------------	-------------

[Employment Types Codes](#)

Type	Description
------	-------------

[Establishments](#)

Report Selection: Company

Company	Establishment ID
Description	Establish Type ID
Type ID Description	Tip Allocation Calc. Method
Tip Allocation Percentage	

[Ethnicity Codes](#)

Code	Description
------	-------------

[Events](#)

Type	Description
------	-------------

[Frequencies](#)

Code	Description
------	-------------

[Exam Reason](#)

Code	Description
------	-------------

[Exam Results](#)

Code	Description
------	-------------

[Exam Types](#)

Code	Description
------	-------------

[GL Chart of Accounts](#)

Report Selection: Company

GL Account Number	Description
Account Type Description	

[Items](#)

Report Selection: Company

Company	Code
Description	

[19 Source](#)

Code	Description
------	-------------

[Job Class](#)

Report Selection: Company

Job Class ID	Description
Include OT on COLA	Labor Type
FLSA Exempt Status	Workers Comp Class
Job Group	Pay Grade
EEO Class	Advance to Next Job Class
Next Job Class Hours Required	GL Account Equivalent
Job Class Pay Rates	

[Jobs](#)

Report Selection: Company	
Job Number	Project Number
GL Account Equivalent	Direct Labor GL Description
Indirect Labor GL Description	Overtime Premium
Shift Premium	COLA Premium

[Life Insurance Supplemental](#)

Report Selection: Company	
Age Range	Monthly Rate
Adjusted Rate	

[Mail Stop](#)

Type	Description
------	-------------

[Multiple Check Codes](#)

Report Selection: Company	
Code	Description
Take All Deductions Y/N	Supplemental Wages Y/N
Tax Method	

[OSHA Body Parts](#)

Type	Description
------	-------------

[OSHA Hospitals and Physicians](#)

Report Selection: Company	
Code	Type
Name	Address
Phone Number	

[OSHA Injuries](#)

Type	Description
------	-------------

[OSHA Locations](#)

Report Selection: Company	
Type	Description

[PTO Plans](#)

Report Selection: Company	
Company	Plan Code
Plan Description	When Earned
Accrual Type	Accrual Frequency
Edit Timecard Y/N	Allow Carryover
Max Yearly Carryover Hours	Max Total Carryover Hours
Max Total Available Hours	Check Stub Description
Debit GL Account	Credit GL Account
Months of Service Range	Period Accrual
Max Hours Per Period	Max Annual Accrued Hours



Accrual Date Anniversary Bonus  
Max Total Available

Max Total Carryover

### [Pay Change Reasons](#)

Code

Description

### [Pay Cycles](#)

Report Selection: Company

Company

Description

Last Pay Period Number

Last Check Date

GL Cash Account

Pay Cycle Code

Last Check Number

Last Pay Period Date

Maximum Pay Warning Amount

Wages Payable GL Account

### [Pay Grades](#)

Report Selection: Company

Company

Description

Mid-point pay Rate per Frequency

Frequency

Annual Mid-point pay Rate

Hour Per FTE

Pay Grade Code

Minimum Pay Rate per Frequency

Maximum Pay Rate per Frequency

Annual Minimum Pay Rate

Annual Maximum Pay Rate

### [Pay Grade Steps](#)

Report Selection: Company

Company

Pay Grade

Step Description

Pay Rate

Pay Step ID

Step Sequence Number

Effective Date

### [Property](#)

Report Selection: Company

Category

Serial#

Location

Purchase Price

Issued Date

Date out for Repair

Retirement Date

Category Description

Property Description

Date Purchased

Issued To

Expected Return Date

Expected Date Back from Repair

Retirement Value

### [Recruiters](#)

Type

Description

### [Referral Sources](#)

Type

Description

### [Relationships](#)

Type

Description

[Security Clearances](#)

Type	Description
------	-------------

[Schools](#)

Type	Description
------	-------------

[Shift Codes](#)

Report Selection: Company

Type	Description
Differential ID	Amount
Percent	

[Skills](#)

Type	Description
------	-------------

[Skill Experience Level](#)

Type	Description
------	-------------

[Supervisors](#)

Report Selection: Company

Company	Supervisor ID
Description	Supervisor Number

[Termination Reasons](#)

Type	Description
------	-------------

[Tax Codes](#)

Report Selection: Company

Tax Type	Description
Tax Code	Description
Check Processing Sequence	State ID
W2 Description	Tax ID
Mag Media ID#	Liability GL Account Number
Vendor/Customer# for AP/AR Interface	

[Time Card Earnings Codes](#)

Report Selection: Company

Code	Description
------	-------------

[Tip Rates](#)

Report Selection: Company

Company	Establishment
Job Class Code	Shift
Tip Type	Hourly Compliance Rate
Job Class Code Description	

Tax Local Names

State	Locality ID
Locality Name	

Tax Local Table

Local State Id	Effective Date
Locality Name	Filing Status Code
Tax Type Code	Tax Type Description
Other Tax Information	

Training Certifications

Report Selection: Company	
Company	Certification ID
Description	Certification Required Y/N
Initial # of Courses Required	Initial # of Credits Required
Initial # of CEUs Required	Recertification Requirements
Additional Description	Renewal # of Courses Required
Renewal # of Credits Required	Renewal # of CEUs Required
Certification Duration # of Months	Testing Fees Required

Training Courses

Report Selection: Company	
Company	Course ID
Source ID	Description
Job Related	Materials Required
Additional Description	Total # Sessions
Total # of Credits	CEU Credits
Course Costs	Other Fees

Training Course Sources

Code	Description
------	-------------

Training Course Prerequisites

Report Selection: Company	
Company	Course
Prerequisite Course	Description

Training Course Skills

Report Selection: Company	
Company	Course
Description	Skill Level
Skill Level Description	

Training Programs

Report Selection: Company	
Company	Training Program
Description	Comments

Training Programs Courses

Report Selection: Company

Company

Course

Training Program

Sequence#

Unions

Code

Description

Wellness Plans

Code

Description

Workers Compensation

Report Selection: Company

Company

Description

GL Debit Account

Maximum Annual Amount

Include OT Premium Y/N

Workers Comp Code

Rate

GL Credit Account

Vendor ID

Workers Comp. Class WA State

Report Selection: Company

Company

Description

MAF Rate

Comp Rate

Workers Comp Code

AF Rate

SPF Rate

Payroll Deduction Amount

*End of Code Table Reports - [Return to Top](#)*

## Time and Attendance Reports

### Approaching Overtime

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: Scheduled Hours Not Worked

Sort Selection: Employee Number, Employee Name

Company	Organization
Employee Number	Employee Name
Hours Per Day	Total Regular Hours
Total Leave Hours	Total Overtime Hours
Additional Hours	Totals Hours

### Daily Timecard Status

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status, Date

Options to Include: Employees without Timecards, Timecard Errors Only, Events Comments, Missing Meal Punches

Sort Selection: Employee Number, Employee Name

Company	Timecard Date
Organization	Employee Number
Employee Name	Earning Type
Job Class	Job Number
Shift Code	Scheduled Time In/Out
Actual Time In/Out	Rounded Time In/Out
Event Type	Total Hours
Running Total	Initials

### Employee Minutes Break

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Break Minutes, Employee Status

Sort Selection: Employee Number, Employee Name

Company	Organization
Employee Number	Employee Name
Hours Per Day	Total Regular Hours

### Employee Schedule

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: Print Meal Out/In, Print Totals for Each Day, Print Leave Requests

Sort Selection: Employee Number, Employee Name

Company	Week End Date
Organization	Employee Number
Employee Name	Scheduled Daily Hours
Schedule Total Hours	

### Employee Timecard Listing

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Date Range, Employee Status, Date Range  
 Options to Include: ALL Transactions, Clock In/Out Only, Events Comments, Actual Time Only, Timecard  
 Comments, Signature Line

Sort Selection: Employee Number, Employee Name

Company	Date Range
Organization	Employee Number
Employee Name	Earning Type
Timecard Date	Event Type
Event Date	Actual Time
Rounded Time	Rounded Date
Scheduled Time	Work Shift
Worked Org	Event Error
Home Org	Time Worked
Time Scheduled	

#### [Employee Timecard Listing by Earnings](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Date Range, Employee Status, Date Range  
 Options to Include: ALL Transactions, Clock In/Out Only, Events Comments, Actual Time Only, Timecard  
 Comments, Signature Line

Sort Selection: Employee Number, Employee Name

Company	Date Range
Organization	Employee Number
Employee Name	Earning Type
Timecard Date	Event Type
Event Date	Actual Time
Rounded Time	Rounded Date
Scheduled Time	Work Shift
Worked Org	Event Error

#### [Employee Upcoming Leave](#)

Record Selection: Company, Org, Employee, Date Range

Sort Selection: Employee Number, Employee Name

Company	Date Range
Organization	Employee Number
Employee Name	Badge Number
Earnings Type	Start Date
End Date	Hours
Request Earnings	Request Date
Request Hours	

#### [Events By Reason Code](#)

Record Selection: Company, Org, Employee, Authorization Code, Pay Cycle, Shift, Week Ending Date, Employee  
 Status

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Event Type
Shift	Type

Event Date	Error
Authorization Code	Authorization Description

Event Variance

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Date Range, Employee Status

Options to Include: Late Errors, Early Errors, Unscheduled Errors, Missing Punch Errors

Sort Selection: Employee Number, Employee Name

Company	Date Range
Organization	Employee Number
Employee Name	Event Date
Timecard Date	Event Error Code
Authorization Code	Scheduled Time
Rounded Time	Actual Time
Variance Minutes	

Summary Option

Company	Date Range
Organization	Employee Number
Employee Name	#Late Punches
#Early Punches	# Unscheduled Punches
#Missing Punches	Total Variance Minutes
Total Time Missing	

Hours By Job Class and Org

Record Selection: Company, Job Class Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: Include Leave Hours, Job Class Page Break

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Job Class	Organization
Employee Number	Employee Name
Job ID	Shift
Earnings Type	Timecard Date
Hours	Running Total Hours

Hours By Job and Org

Record Selection: Company, Job, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: Leave Hours

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Job	Organization
Employee Number	Employee Name
Job Class	Shift
Earnings Type	Timecard Date
Hours	Running Total Hours

On Premise

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Employee Status

Options to Include: On Premise, Not On Premise, ALL, On Premise Clocked in Today

Sort Selection: Employee Number, Employee Name

Company	Date
Organization	Employee Number
Employee Name	Status
Event Time	

[Summary Option](#)

Company	Date
Organization	Total Counts

[Schedule Variance](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status, Variance Minutes

Options to Include: Unscheduled Hours, Meal Punches, Missing Schedules

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Event Date
Earning Type	Scheduled Time
Rounded Time	Actual Time
Variance Minutes	Error
Authorization Code	

[Timecard Audit](#)

Record Selection: Company, Org, Employee, Timecard Date Range, Employee Status

Options to Include: Adds, Deletes, Changes, Automatic

Sort Selection: Employee Number, Employee Name

Company	Date Range
Employee Number	Employee Name
Action	Date/Time
User	Timecard Date
Event Type	Event Date/Time
Authorization Code	Shift
Job Number	Job Class
Created With Info	

[Timecard Detail by Date Range](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Date Range, Employee Status

Options to Include: Employee Page Break

Sort Selection: Employee Number, Employee Name

Company	Date Range
Organization	Employee Number
Employee Name	Earning Type
Timecard Date	Event Type
Job Number	Job Class
Work Org	Shift
Actual Time	Rounded Time
Hours Worked	

[Timecard Error Listing](#)



Record Selection: Company, Org, Employee, Date Range, Employee Status, Generate Missing Punches

Sort Selection: Employee Number, Employee Name

Company	Date Range
Organization	Employee Number
Employee Name	Timecard Date
Week End Date	Hire Date
Laid Off Date	Earnings Type
Error Description	

#### [Time By Org Worked](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: Leave Hours

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Job Class
Job ID	Shift
Earnings Type	Timecard Date
Hours	Running Total Hours

#### [Weekly Timecard Detail Report](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: One or Two Weeks, Employee Page Break

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Earnings Type
Timecard Date	Authorization Code
Event Type	Job Number
Job Class	Event Date
Shift	Scheduled Time
Actual Time	Rounded Time
Error	Hours Worked

#### [Simplified Summary](#)

Company	Week Ending Date
Organization	Employee Number
Employee Name	Earning Type
Timecard Date	Clock In Time
Meal Out Time	Meal In Time
Clock Out Time	# of Break Minutes
Daily Hours Worked	Regular Hours
Overtime Hours	Leave Hours
Additional Hours	

#### [Weekly Timecard Detail Shift with Transfer](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: One or Two Weeks

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Shift	Organization
Employee Number	Employee Name
Week Ending Date	Timecard Date
Event Type	Job Number
Job Class	Work Org
Timecard Comment	Event Comment
Actual Time	Rounded Time
Hours Worked	Total Hours by Week
Total Hours By Employee	

#### Weekly Timecard Detail with Transfer

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

**Options** to Include: One or Two Weeks

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Earnings Type
Timecard Date	Event Type
Job Number	Job Class
Work Org	Timecard Comment
Event Comment	Actual Time
Rounded Time	Hours Worked

#### Weekly Timecard Status

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: One or Two Weeks, All Hours, Leave Hours, Overtime Hours

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Hours Per Day
Total Regular Hours	Total Leave Hours
Total Overtime Hours	Additional Hours
Total Hours	

#### Weekly Timecard Status By Name

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: One or Two Weeks, All Hours, Leave Hours, Overtime Hours

Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Hours Per Day
Total Regular Hours	Total Leave Hours
Total Overtime Hours	Additional Hours
Totals Hours	

[8 Day Detail Option-Weekly TC Status By Name](#)

Company	Week Ending Date
Employee Number	Employee Name
Hours Per Day of the Week	Regular Hours
Overtime Hours	Leave Hours
Additional Hours	Total Hours
Employee Count	Earnings Type Summary

[Weekly Timecard Status By Name Summary Option](#)

Company	Week Ending Date
Total Regular Hours	Total Leave Hours
Total Overtime Hours	Additional Hours
Totals Hours	Employee Count
Earnings Type Summary	

[8 Day Summary Option-Weekly TC Status By Name](#)

Company	Week Ending Date
Employee Number	Employee Name
Hours Per Day of the Week	Regular Hours
Overtime Hours	Leave Hours
Additional Hours	Total Hours
Employee Count	Earnings Type Summary

[Weekly Timecard Status By Pay Cycle](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date  
 Options to Include: One or Two Weeks, All Hours, Leave Hours, Overtime Hours, Detail or Summary  
 Sort Selection: Employee Number, Employee Name

Company	Week Ending Date
Organization	Employee Number
Employee Name	Hours Per Day
Total Regular Hours	Total Overtime Hours
Total Leave Hours	Total Additional Hours
Totals Hours	Total Additional Pay
Employee	Count

[Weekly Timecard Status By Pay Cycle Summary](#)

Company	Week Ending Date
Organization	Total Regular Hours
Total Overtime Hours	Total Leave Hours
Total Additional Hours	Totals Hours
Total Additional Pay	Employee Count

[8 Day Detail Option-Weekly TC Status By Pay Cycle](#)

Company	Week Ending Date
Employee Number	Employee Name
Hours Per Day of the Week	Regular Hours
Overtime Hours	Leave Hours
Additional Hours	Total Hours
Employee Count	Earnings Type Summary

[Weekly Timecard Status By Name Summary Option](#)

Company	Week Ending Date
Total Regular Hours	Total Leave Hours

Total Overtime Hours  
Totals Hours  
Earnings Type Summary

Additional Hours  
Employee Count

[Weekly Timecard Worked](#)

Record Selection: Company, Org, Employee, Pay Cycle, Shift, Week Ending Date, Employee Status

Options to Include: Print Meal Out and Meal In

Sort Selection: Employee Number, Employee Name

Company  
Organization  
Employee Name  
Hours per Day

Week Ending Date  
Employee Number  
In/Out Punch Times Per Day  
Meal Out/In Punch Times Per Day

End of TA Reports - [Return to Top](#)

## Payroll Processing Reports

### Active Employees without Timecards

Company	Pay Cycle
Pay Period Dates	System Payroll#
Employee Name	Employee Number
Employment Type	Pay Cycle
Job Title	Job Class
Hire Date	Last Paid Date

### Benefit Arrears

Company	Pay Cycle
Pay Period Dates	System Payroll#
Employee Name	Employee Number
Benefit Code	Multi Check#
Benefit Description	Accumulated Arrears
Arrears Amount Not Applied	Arrears Amount

### Benefit Deviation Employer Paid

Company	Pay Cycle
Pay Period Dates	System Payroll#
Employee Name	Employee Number
Benefit Code	Multi Check Code
Benefit Description	Benefit Amount
Benefit Payroll Amount	

### Benefits by Code

Company	Pay Cycle
Pay Period Dates	System Payroll#
Benefit Code	Benefit Description
Employee Name	Employee Number
Benefit Amount	

### Benefit Register

Company	Pay Cycle
Pay Period Dates	System Payroll#
Employee Name	Employee Number
Override /N	Benefit Code
Benefit Frequency	Benefit Type
Multi Check Code	Benefit Description
Benefit Amount	Benefit Percent
Amount Applied	YTD Applied
Benefit Goal Amount	

### Benefits Summary

Report Selection: Company, Benefit Code	
Company	Pay Cycle

Pay Period Dates  
Benefit Code  
Amount Applied

System Payroll#  
Benefit Description

[Certified Payroll Report](#)

Company  
Project and Location  
Pay Period Ending Date  
Project#/Contract#  
Other Payroll Information

Federal ID#  
Company Address and Tel#  
System Payroll#  
Employee Name and Address

[Check Register](#)

Company  
Pay Period Dates  
Employee Name  
Check Date  
Taxes Withheld  
Check Amount

Pay Cycle  
System Payroll#  
Employee Number  
Gross Pay  
Deductions

[Check Sort Order](#)

Company  
Pay Period Dates  
Org Level  
Supervisor Name  
Employee Name

Pay Cycle  
System Payroll#  
Supervisor Description  
Shift  
Employee Number

[Deduction Arrears](#)

Company  
Pay Period Dates  
Employee Name  
Deduction Code  
Deduction Description  
Arrears Amount Not Applied

Pay Cycle  
System Payroll#  
Employee Number  
Multiple Check#  
Accumulated Arrears  
Arrears Amount

[Deduction Deviation Employee Paid](#)

Company  
Pay Period Dates  
Employee Name  
Deduction Code  
Deduction Description  
Payroll Amount Deducted

Pay Cycle  
System Payroll#  
Employee Number  
Multiple Check#  
Employee Deduction Amount  
Deviation Amount

[Deductions by Code](#)

Record Selection: Company, Deduction Code

Company  
Pay Period Dates  
Deduction Code  
Employee Name

Pay Cycle  
System Payroll#  
Description  
Employee Number

## Deduction Amount

Deductions By Goal

Record Selection: Company, Deduction Code

Company

Pay Period Dates

Deduction Code

Employee Name

Deduction Amount

Goal to Date Amount

Pay Cycle

System Payroll#

Deduction Description

Employee Number

Goal Amount

Deduction Register

Company

Frequencies

System Payroll#

Employee Number

Deduction Code

Deduction Type

Deduction Description

Deduction \$Amount

Amount Deducted

Deduction Goal Amount

Pay Cycle

Pay Period Dates

Employee Name

Override Y/N

Deduction Frequency

Check Code

Management Fee Amount

Deduction %

YTD Amount Deducted

Deduction Summary

Record Selection: Company, Deduction Code

Company

Frequencies

System Payroll#

Deduction Description

Amount Deducted

Pay Cycle

Pay Period Dates

Deduction Code

Management Fee Amount

Direct Deposit Order

Company

Pay Period Dates

Org Level

Supervisor Name

Employee Name

Pay Cycle

System Payroll#

Supervisor Description

Shift

Employee Number

Direct Deposit Register

Company

Pay Period Dates

Employee Name

Override Y/N

Employee Bank Account Number

Deposit Type

Pay Check ID

Pay Cycle

System Payroll#

Employee Number

Deposit Amount

Transit Routing#

Prenote Y/N

Gross to Net Summary

Company	Pay Cycle
Pay Period Dates	System Payroll#
Employee Name	Employee Number
Check ID	Check Type
Check Date	Regular Pay Amount
Shift Pay Amount	Overtime Pay Amount
Total Gross Amount	Federal Tax Amount
Social Security Amount	Medicare Amount
State Tax Amount	Other Tax Amount
Deductions Amount	Net Pay

Gross to Zero Net Summary

Company	Pay Cycle
Pay Period Dates	System Payroll#
Employee Name	Employee Number
Check ID	Check Type
Check Date	Regular Pay Amount
Shift Pay Amount	Overtime Pay Amount
Total Gross Amount	Federal Tax Amount
Social Security Amount	Medicare Amount
State Tax Amount	Other Tax Amount
Deductions Amount	Net Pay

Job ID Cost

Report Selection: Company, Job	
Company	Pay Cycle
Pay Period Dates	System Payroll#
Job ID	Job Description
Employee Name	Employee Number
Work Date	Pay Rate
Earning Type	Job Class ID
Hours	Units
Amount	Total Earnings
Regular Earnings	Shift Premium
Overtime Premium	Check ID

Summary Option

Pay Period Dates	System Payroll#
Job ID	Job Description
Earning Type	Hours
Units	Amount
Total Earnings	Regular Earnings
Shift Premium	Overtime Premium

Job Cost

Company	Pay Cycle
Pay Period Dates	Job Class ID
Job ID	Employee Name



Employee Number  
Hours  
Amount  
GL Account Number

Pay Code  
Units  
Gross Amount

[Summary Option](#)

Company  
Pay Period Dates  
Hours  
Amount  
Earning Code  
Hours  
Amount

Pay Cycle  
Job Class ID  
Units  
Gross Amount  
Earning Type  
Units  
Gross Amount

[Labor Allocation](#)

Company  
Pay Period Dates  
Employee Number  
Hours  
Amount  
GL Account Number  
Earning Type  
Units  
Gross Amount

Pay Cycle  
Employee Name  
Pay Code  
Units  
Gross Amount  
Earning Code  
Hours  
Amount

[Labor Distribution By Check](#)

Company  
Pay Period Dates  
Pay Check ID  
Employee Name  
Earning Type  
Gross Amount  
Check Taxes

Pay Cycle  
System Payroll Number  
Employee Number  
Work Org  
Hours  
Check Deductions  
Net Amount

[Maximum Pay Exceeded Warning Report](#)

Company  
Pay Period Dates  
Employee Name  
Gross Amount

Pay Cycle  
System Payroll Number  
Employee Number  
Maximum Pay Amount

[Paid Time Off Accrual Update](#)

Record Selection: Company, PTO Plan

Company  
Pay Period Dates  
PTO Plan Code  
Employee Name  
#Months Service  
Hours Earned  
Hours Taken

Pay Cycle  
System Payroll Number  
PTO Plan Description  
Employee Number  
Hours Accrued  
Carryover Hours  
Hours Available

[Paid Time Off Negative Balances](#)

Record Selection: Company, PTO Plan

Company	Pay Cycle
Pay Period Dates	System Payroll Number
PTO Plan Code	PTO Plan Description
Carryover Y/N	Earned Type
Employee Name	Employee Number
#Months Service	Hours Accrued
Hours Earned	Carryover Hours
Hours Taken	Hours Available

[Payee Check Register](#)

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Check Date	Payee Code
Payee Name	Employee Name
Employee Number	Total Amount
Employee Check Number	

[Pay Register](#)

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Check Date	Employee Name
Employee Number	Check Type
Check ID	Earning Code
Description	Amount
Units	Hours
Overtime Premium	Shift Premium
COLA Pay	Current Earnings
YTD Earnings	Tax Code
Tax Type	Tax Code Description
Tax Status	#Exemptions
#Dependents	Tax Code Earnings
Taxable Benefits	Non-Taxable Deductions
Taxable Amount	Current Taxes
YTD Taxes	Deduction/Benefit Code
Description	Deduction Amount
YTD Deduction Amount	Current Benefits
YTD Benefits	Arrears Amount
Arrears Balance	Net Pay

[Pay Register Current](#)

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Check Date	Employee Name
Employee Number	Check Type
Check ID	Earning Code

Description	Amount
Units	Hours
Overtime Premium	Shift Premium
COLA Pay	Current Earnings
Tax Code	Tax Type
Code Description	Tax Status
#Exemptions	#Dependents
Tax Code Earnings	Taxable Benefits
Non-Taxable Deductions	Taxable Amount
Current Taxes	Deduction/Benefit Code
Description	Deduction Amount
Current Benefits	Arrears Amount
Arrears Balance	Net Pay

[Pay Register Summary](#)

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Check Date	Earning Code
Description	Amount
Units	Hours
Overtime Premium	Shift Premium
COLA Pay	Current Earnings
Tax Code	Tax Type
Tax Code Description	Tax Code Earnings
Taxable Benefits	Non-Taxable Deductions
Taxable Amount	Employer Taxable Amount
Employer Tax Expense Amount	Current Taxes
Deduction/Benefit Code	Description
Deduction Amount	Current Benefits
Arrears Amount	Arrears Balance
Net Pay Amount	

[Taxable Wage Totals](#)

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Tax Code	Employee Name
Employee Number	Gross Earnings
Non-Taxable Deductions	Taxable Benefits
Non-Taxable Earnings	Employee Taxable Wages
Taxes Withheld	Employer Taxable Wages
Employer Tax Expense	Total Taxes

[Tax Calculations Detail](#)

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Employee Name	Employee Number
Social Security Number	Check ID
Check Code	Pay Frequency

Tax Code	Tax Type
State	Resident
Override Y/N	Tax Status
#Exemptions	#Dependents
Tax Code Earnings	Taxable Benefits
Non-Taxable Deductions	Taxable Amount
Taxes Withheld	Employer Tax Expense
YTD Tax Code Earnings	YTD Taxable Benefits
YTD Non-Taxable Deductions	YTD Taxable Amount
YTD Taxes Withheld	YTD Employer Tax Expense

Tax Deposit Requirements

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Check Date	Tax Code
Tax Code Description	Employee Taxable Wages
Employee Tax Withheld	Employer Taxable wages
Employer Tax Expense	Total Taxes

Tax Deposit Requirements – Sort by Organization

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Check Date	Org Level
Tax Code	Tax Code Description
Employee Taxable Wages	Employee Tax Withheld
Employer Taxable wages	Employer Tax Expense
Total Taxes	

Tax Withholding by Tax Code

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Tax Code	Tax Code Description
Employee Name	Employee Number
Override Y/M	Current Tax Amount
YTD Tax Amount	Current Taxable Wages
YTD Taxable Wages Amount	ER Taxable Wages Amount
Employer Tax Expense	

Terminated Employee PTO Balances

Company	Pay Cycle
Pay Period Dates	Employee Name
Employee Number PTO Plan Code	PTO Plan Description
Hours Earned	Carryover Hours
Hours Taken	Hours Balance

Terminated Employees with Timecards

Company	Pay Cycle
Pay Period Dates	Employee Name

Employee Number  
 Job Class  
 Last Paid Date

Job Title  
 Hire Date

[Timecard Edit by All Earnings](#)

Company  
 Pay Cycle  
 Employee Name  
 Check Type  
 Amount  
 Shift  
 Job Number  
 Shift Premium  
 Allocation Y/N  
 Tax Local  
 Gross Amount  
 GL Account Number

Batch Name  
 Pay Period Dates  
 Employee Number  
 Pay Code  
 Worked Date  
                     Job Class  
 Pay Rate  
 Billable Y/N  
 Tax State  
 Workers' Comp Class  
 Work Org Level  
 Shift Premium GL #

[Timecard Edit by Home Organization](#)

Company  
 Pay Cycle  
 Employee Name  
 Check Type  
 Amount  
 Shift  
 Job Number  
 Shift Premium  
 Allocation Y/N  
 Tax Local  
 Gross Amount  
 GL Account Number

Batch Name  
 Pay Period Dates  
 Employee Number  
 Pay Code  
 Worked Date  
                     Job Class  
 Pay Rate  
 Billable Y/N  
 Tax State  
 Workers' Comp Class  
 Work Org Level  
 Shift Premium GL #

[Timecard Edit by Hours Only](#)

Pay Cycle  
 Employee Name  
 Check Type  
 Amount  
 Units  
 Job Class  
 Shift Premium

Pay Period Dates  
 Employee Number  
 Pay Code  
 Hours  
                     Worked Date  
 Shift  
 Worked Org Level

[Timecard Edit by Simple](#)

Company  
 Pay Cycle  
 Employee Name  
 Check Type  
 Amount  
 Job Class

Batch Name  
 Pay Period Dates  
 Employee Number  
 Pay Code  
 Worked Date  
 Pay Rate

Shift	Shift Premium
Gross Amount	Org Level Worked
GL Account Number	Total Employee Dollars
Total Employee Hours	Total Employee Units
Total Employee Gross Amount	

Timecard Edit by Worked Organization

Company	Batch Name
Pay Cycle	Pay Period Dates
Employee Name	Employee Number
Check Type	Pay Code
Amount	Worked Date
Shift	Job Class
Job Number	Pay Rate
Shift Premium	Billable Y/N
Allocation Y/N	Tax State
Tax Local	Workers' Comp Class
Gross Amount	Home Org Level
GL Account Number	Shift Premium GL Acct#
Employee Total Dollars	Employee Hours Total
Employee Units Total	Adjustment Gross
Void Gross	

Timecard Edit with Supervisor

Company	Batch Name
Pay Cycle	Pay Period Dates
Supervisor Number	Supervisor Description
Employee Name	Employee Number
Check Type	Pay Code
Amount	Worked Date
Shift	Job Class
Job Number	Pay Rate
Shift Premium	Billable Y/N
Allocation Y/N	Tax State
Tax Local	Workers' Comp Class
Gross Amount	Org Level Worked
GL Account Number	Shift Premium GL Acct#
Check Type	

Tips Allocation

Company	Pay Cycle
Pay Period Dates	System Payroll Number
Establishment ID	Description
Employee Name	Employee Number
Direct/Indirect Employee	Hours Worked
Direct Tips Amount	Indirect Tips Amount
Gross Receipts	Share of Adjusted Gross
Shortfall	Allocated Amount

*End of Payroll Processing Reports - [Return to Top](#)*