



WORKFORCE ONE

Reports

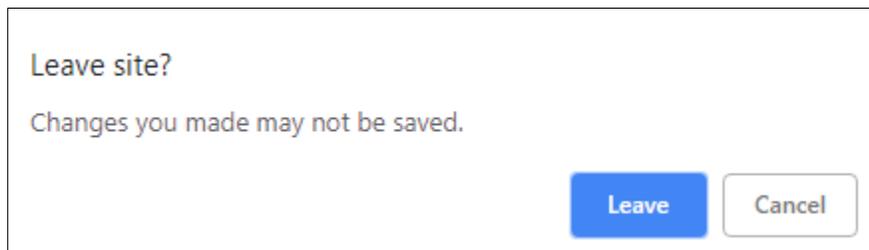
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Introduction

This document is intended as a comprehensive resource for the payroll section of the system. Some things you should note about this document:

- Any time you see an item marked in **bold** it means it is a button or option to select.
- Tables below large screen shots are there to describe the various options in the screen shot above (which normally have a bold rectangle around them).
- Anything in *italics* is the name of the window you are viewing.
- If you ever see this popup below, it means you have not saved your work. Select cancel, save your work, and then you won't get that popup and can continue through the system.

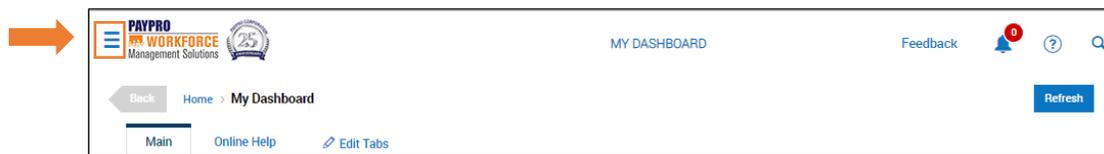


Reports

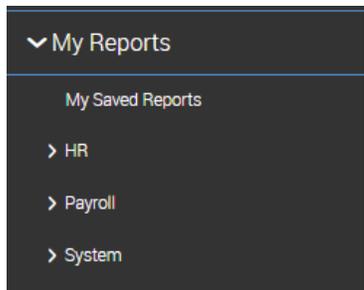
Selecting the Time Period of a Report

Most of the areas in the system can be exported as a Report. But many reports are available in the Reports menu. Any reports that you create, and save (shown below), on your own will be stored in the My Saved Reports option. The additional areas, HR, Payroll, and System contain their appropriate reports. For purposes of this demonstration we will select Payroll Register (By Account).

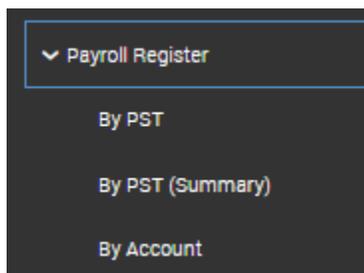
1. Select the Hamburger Menu (highlighted below).



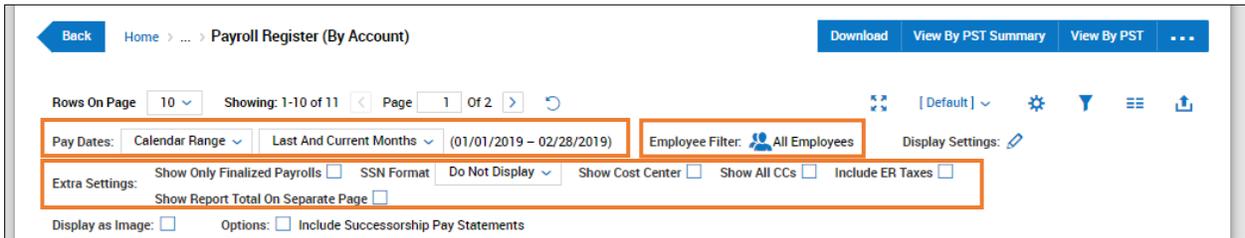
2. Select My Reports.



3. Select Payroll.
4. Select Payroll Register.



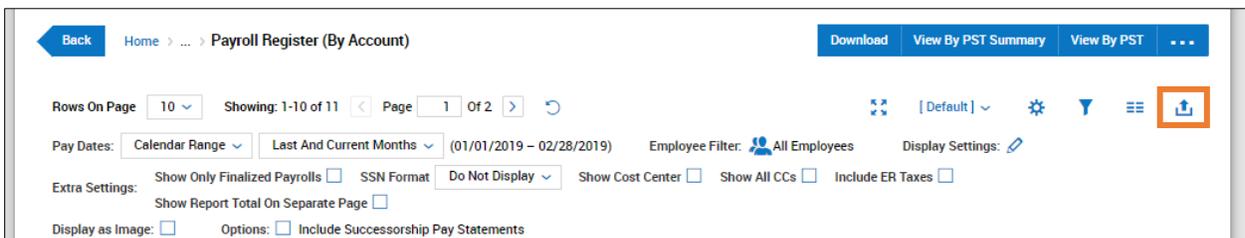
5. Select by Account.



Report Options:

Option	Description
Pay Dates	This drop-down allows you to select from calendar range (by month, quarter, etc.) Date range allows you specify which dates you want to include. Expression will let you build a formula to the date range. Specific payroll lets you pick from a list of payrolls to view and finally payroll filter allows you to pick and choose which payrolls you want to see in one report.
Employee Filter	Selecting this filter will allow you to select employees, saved lists, company groups, company profiles, or advanced filters that let you drill down into more granular detail about the employees. For example, filter by anything from address or benefit types.
Extra Settings	<ul style="list-style-type: none"> • Show Only Finalized Payrolls: eliminates payrolls that are not final. • SSN Format: this drop-down will let you display the social security number, part of the number, or not at all. • Show Cost Centers: will display the cost center that employee is in • Show All CCs: will display sub cost centers. • Include ER Taxes: include Employer Required taxes. • Showing Report Total On Separate Page: will summarize all totals on a final page at the end of the report. Your report will display on the screen. The report can be downloaded for printing, saving, emailing, etc.

- For a printed/downloaded version, finalize your choices and select the export button on the top right of your screen as highlighted in the screenshot below.



- Select the export file format you want for your report.

Export Report

Available Export Formats

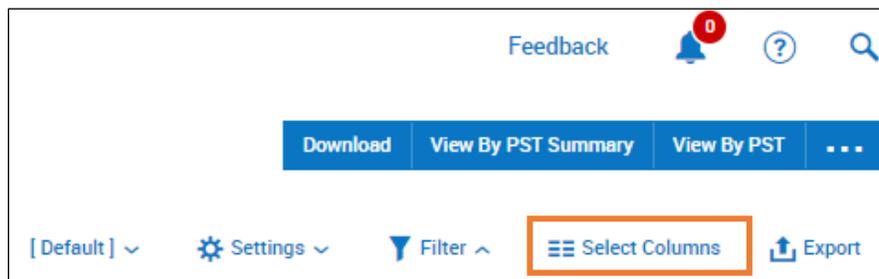
.xls	Excel 97-2007	Microsoft Excel 97-2007 Workbook	.xls
.xlsx	Excel 2007	Microsoft Excel 2007 Workbook	.xlsx
.pdf	PDF	Acrobat Reader	.pdf
.html	HTML (Paged)	HTML (Paged)	.html

Display Information Header/Footer

Adding/Changing Report Columns

Selecting which columns, you want added or removed from your report is easy. In addition, after you've designed your perfect your report, you can save those settings so that it's easy to select in the future.

1. Select the Select Columns icon.



Feedback   

Download View By PST Summary View By PST ...

[Default]  Settings  Filter **Select Columns**  Export

Select Report Columns

Available Columns	Selected Columns
Button: View/Edit Employee	Button: Employee Quick Links
Company: System Id	Payroll Register
Company: Short Name	Employee: Employee Id
Company: Name	
Company: VAT Registration #	
Company: Company Registration # (GB)	
Company: Type	
Employee: Account Id	
Employee: Badge	

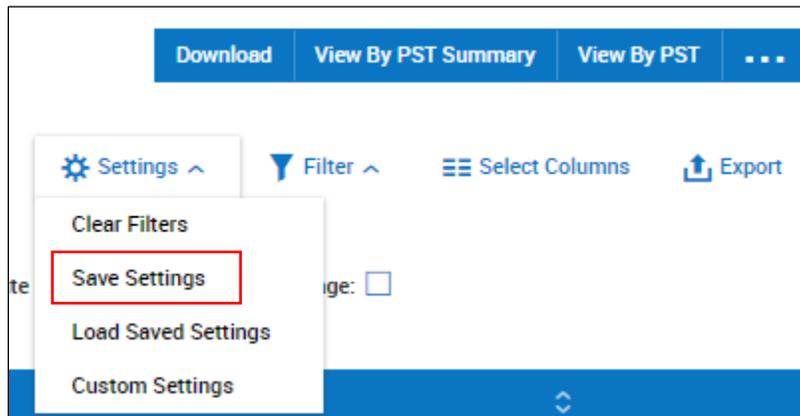
Select Columns

2. On the left are the available columns. You can scroll to find the column you want or use the magnifying glass to search for a column.
3. Select the right arrow next to any column title and move it to the Selected Columns section.
4. Select the arrows on the Selected Columns to remove them from the view.
5. Select the Select Columns button to save your column set up.

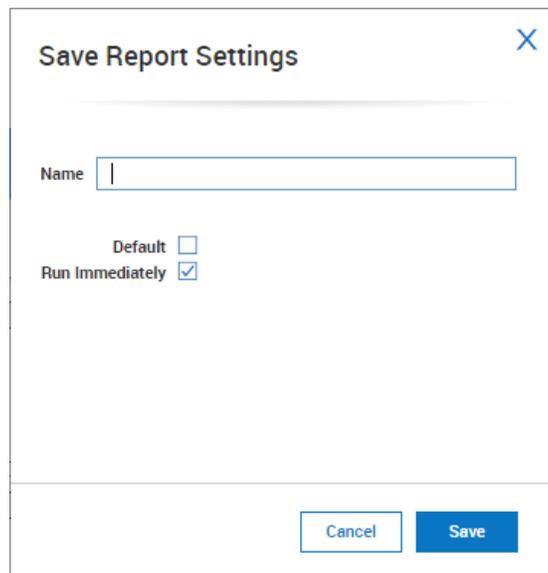
Save Report View

If you want to use this view for the future, save the settings, and you'll be able to toggle between the default view and the new one you created. You can create multiple report views and save them in the same manner.

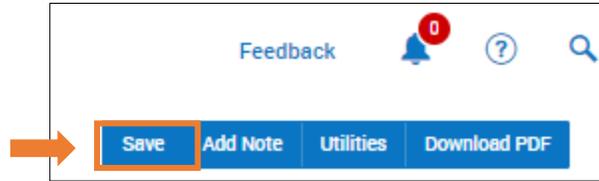
1. Select Settings Cog Wheel/Drop-down menu.
2. Select Save Settings (as displayed below).



3. Give the settings a name.

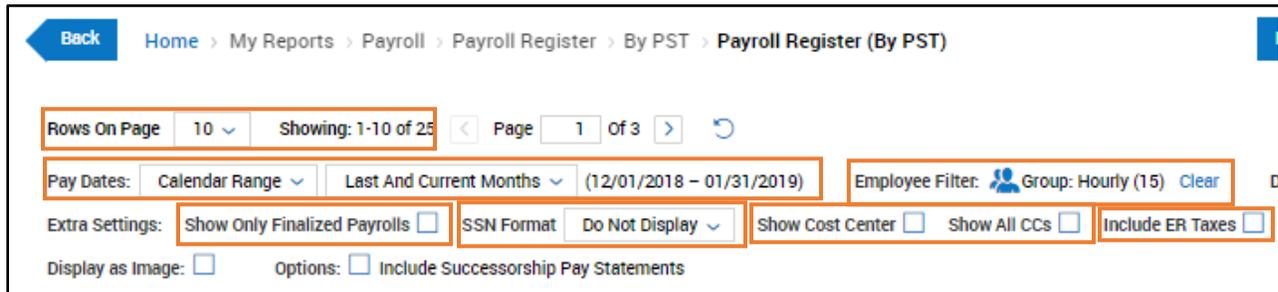
A dialog box titled 'Save Report Settings' with a close button (X) in the top right corner. It features a text input field labeled 'Name'. Below the input field are two checkboxes: 'Default' (unchecked) and 'Run Immediately' (checked). At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

4. If you select the Default checkbox that will be the first display you see. It will NOT replace the current report saved as Default.
5. Select the **Save** button on the top right corner to save your work.



Filters, Options, Exporting, Reports

Below is the upper portion of the Payroll Register by Pay Statement Order (PST). See the table below the screenshot to understand what each function does.



Function	Description
Rows On Page	This drop-down allows you to see more than just the defaulted view of 10 rows. This example shows that we have a total of 25 employees. If we select the drop-down menu we could see additional rows and display all 25 employees on one screen.
Pay Dates	Select the range you want to view. Multiple options are available including date, fiscal time frame, quarter view, etc.
Employee Filter	Allows you to select a specific group of people to view instead of the entire organization.
Show Only Finalized Payrolls	will only show final payrolls and not those in progress or review.
SSN Format	Because of the sensitivity of this information, if you were going to print this report or show it to others in the organization, you may not want to display any of their social security information. However, partial, full, and none are all options for the social security number.
Show Cost Center	Displays the cost center that the employee is included.
Show All CCs	This displays any child cost centers that the employee is included. They may be a cost center of Sales but with this option you would see if they were in a specific area of Sales.

Include ER Taxes

This shows the taxes that the Employer is responsible for on the pay statement.

Pay Statement History

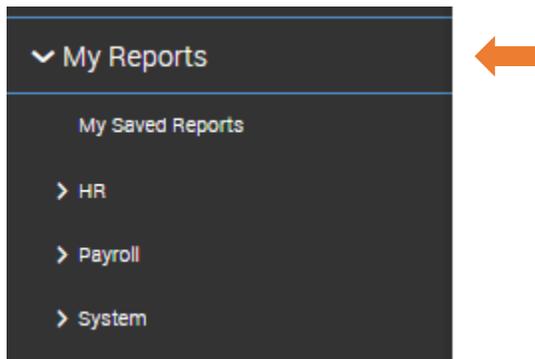
The Pay Statement History displays all pay statements. The information is shown in a horizontal format. You can customize the view of the report so that each employee is displayed on one line with their details displayed in columns. The report has multiple views, filtering options, and can be exported in various formats (html, pdf, excel, etc.)

How to View Pay Statement History

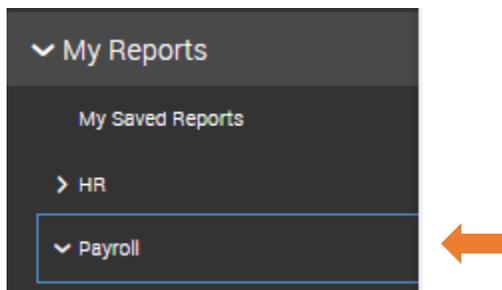
1. Select the Hamburger Menu (highlighted below).



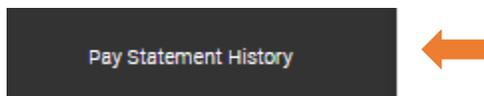
2. Select **My Reports**.

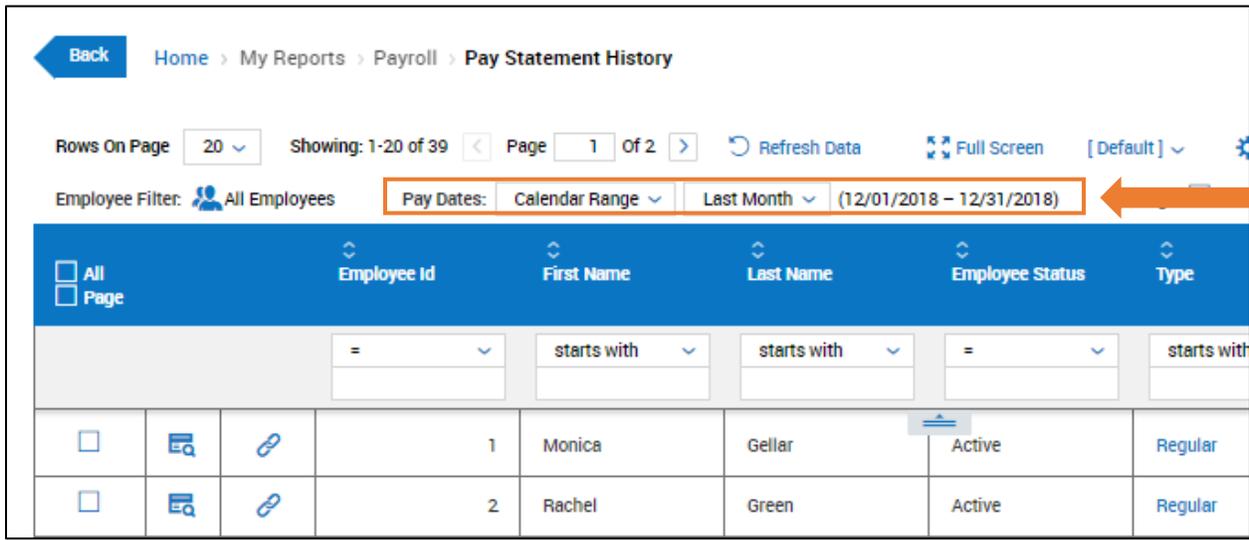


3. Select **Payroll**.



4. Select **Pay Statement History**.





Pay Statement History

Once in the *Pay Statement History* window, choose a time-period you wish to view from the menu highlighted in the screenshot above.

Payroll Register

The Payroll Register will display a record for each pay statement, by employee, in the payroll and additional reports can be spawned from this register.

How to View the Payroll Register

1. Select the **Hamburger Menu** (highlighted below).



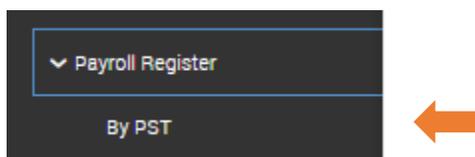
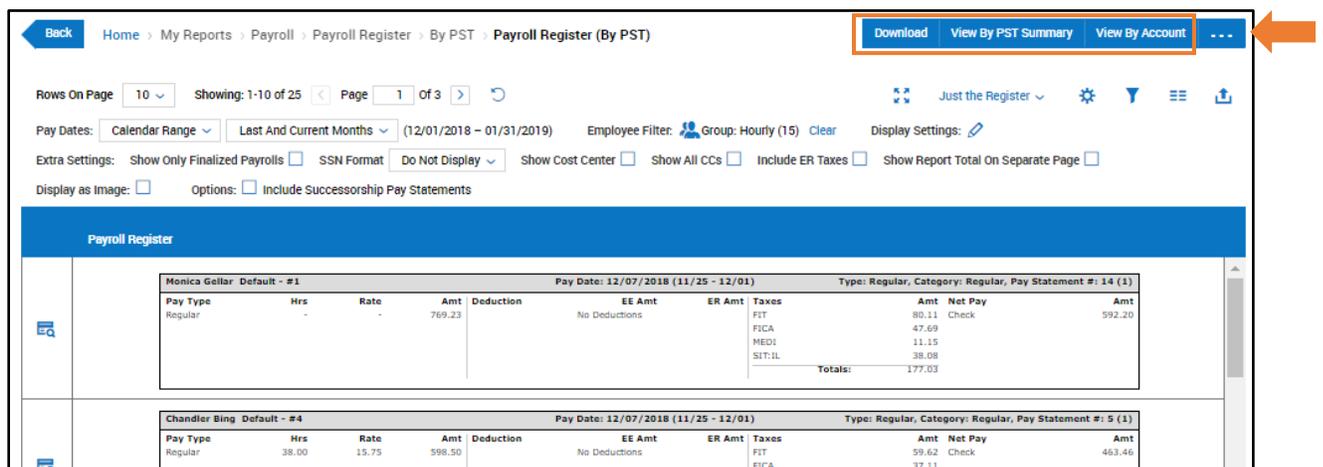
1. Select **My Reports**.



2. Select **Payroll**.



3. Select Payroll Register (By PST).
By PST means the report is displayed in Pay Statement order.

Payroll Register

Monica Gellar Default - #1										
Pay Date: 12/07/2018 (11/25 - 12/01)										
Type: Regular, Category: Regular, Pay Statement #: 14 (1)										
Pay Type	Hrs	Rate	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
Regular	-	-	769.23		No Deductions		FIT	80.11	Check	592.20
							FICA	47.69		
							MEDI	11.15		
							SILT:IL	38.08		
Totals:								177.03		

Chandler Bing Default - #4										
Pay Date: 12/07/2018 (11/25 - 12/01)										
Type: Regular, Category: Regular, Pay Statement #: 5 (1)										
Pay Type	Hrs	Rate	Amt	Deduction	EE Amt	ER Amt	Taxes	Amt	Net Pay	Amt
Regular	38.00	15.75	598.50		No Deductions		FIT	59.62	Check	493.46
							FICA	37.11		

Payroll Register by PST

Options

Above is the Payroll Register by PST. Three options, which are highlighted, are **Download**, **View By PST Summary**, and **View By Account**.

Option	Description
Download	Can download the report to Excel or PDF format.
View By PST Summary	Displays a summary per employee. Within the PST Summary you can select the  and drill into the details of that particular employee. From that window you can send the Pay Statement to an employee or download it as a PDF by selecting either the Send To... or Download PDF buttons.
View by Account	This report provides the costs centers breakout in the same view as a payroll register broken down by employee.

