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ADP Workforce Now®

Standard Reports Guide

Version 12



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Rev1

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What You'll Find in this Guide

This guide provides information about the standard reports available in ADP Workforce Now[®], including a description, and a sample of each report. The reports are organized into different categories.

 Sample reports included in this guide contain sample data for reference purposes and can vary based on your company setup.

Printing this Guide

When viewed on the screen, all of the pages in this guide will appear up and down, even though some are oriented landscape and others are portrait. Printing this guide may require adjustments to your printer's settings. This guide was designed to be printed on 8.5 x 11 paper in landscape mode. When printing double-sided, your printer must be set so that the document prints as if it were a calendar rather than a book. Printer settings vary. If necessary, choose the “flip up” or “long edge binding” settings.

Chapter 1

ACA Reports

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ACA Benefit Offering Audit Report

Description

This report enables you to quickly view the data contained on the Annual Healthcare Statement Data throughout the year, if your organization uses Essential ADP Health Compliance. If an employee was offered coverage multiple times, a new row is displayed for each date range.

Figure 1-1. Sample ACA Benefit Offering Audit Report

Biggins, Peter A	Multi-Employer: No	Tax ID: XXX-XX-0003	Company/File Number: 9OR/000053				
Employee Information as of 01/01/2015							
Coverage Period Start Date: 01/01/2015			ACA Information				
Job Title	LDT - Learning and Development Trainer	ACA Benefit Status	Full-Time				
Status	A - Active	Stability Period	10/02/2015-03/29/2016				
Company	9OR	Employee Category	Hourly				
Federal Employer ID							
Business Unit	CORP - Corporate						
Location	004 - Cumberland						
Eligibility Class	HRLY - Hourly						
Home Department	901000 - Human Resources						
Union Code	N/A - Not Applicable						
Regular Pay Type	Hourly						
Original Hire Date	01/02/2014						
Employee Type	Full Time						
Biggins, Peter A	Tax ID: XXX-XX-0003	Company/File Number: 9OR/000053					
Offered Medical Coverage							
Affordability Calculation Method: W-2 Employee Earnings							
Provider	Legal Plan Name	Plan Class	MEC	Minimum Value	EE Cost	Affordable	Self-Funded
Elected Medical Coverage							
Elected Medical Plan	Coverage Level	Coverage Date	Plan Year End Date				
Your Health Provider, Legal Plan Name- PPO: Medical PPO	Employee	01/01/2015-04/10/2015	12/31/2015				
Waived Subtypes	Waived Date	Waived Reason					
Dependents							
This employee does not have dependents							

ACA Comparison Worksheet Contributions vs. Affordability Report

Description

This report displays employees' annual earnings, their medical plan information, and their affordability of benefit coverage. The report helps employers to compare and plan their employees' medical plan coverage affordability using the employees' self-only coverage cost against the medical plans they are eligible for. Employers can decide which employees need to be offered medical plans with the lowest cost and minimum essential coverage. Employers can also determine if employees need a raise in salary, their salary rates need re-negotiation with providers, or some other provisions need to be made to make plans meet the ACA Affordability Factor.

Employers can also use this report to assess their employees' current and previous plans and check if the plans were unaffordable or see how well their plans complied with the ACA Affordability Factor. They can also set up future benefit plans based on this assessment. The report includes all employees - current, newly hired, terminated, on leave, and archived, whether they are enrolled in a medical plan or not but are eligible for medical plan coverage, to test for affordability.

Figure 1-2. Sample ACA Comparison Worksheet Contributions vs. Affordability Report

Name	SSN/National ID	Status	ACA Benefit Status	Enrolled	Plan Information					Affordability						
					Plan Name	ACA Base Plan	Plan Class	Effective Date	Coverage Level	Employee Cost \$ (Monthly)	Employee Cost % (Monthly)	Benefit Plan Earnings Definition	Annualized Wages	Cost (Annual)	Test \$ %	
Name: Albright, Anthony																
Albright, Anthony	XXX-XX-0050	Active	Full-Time	No	My ACA Base Plan	Yes	ACA Base Plan	01/01/2013	Employee	160.00	9.50	ANNSAL	191,100.00	1,920.00	18,154.50	1.00
Albright, Anthony	XXX-XX-0050	Active	Full-Time	No	PPO	No	Medical PPO	01/01/2012	Employee	71.00	9.50	Rate of Pay,Pfeditw,Priority,Draw,Comm,Bonus,AnnSal	467,541.24	852.00	44,416.42	0.18
Albright, Anthony	XXX-XX-0050	Active	Full-Time	Yes	HMO	No	HMO	01/01/2012	Employee	28.00	9.50	Rate of Pay,Pfeditw,Priority,Draw,Comm,Bonus,AnnSal	467,541.24	336.00	44,416.42	0.07
Albright, Anthony	XXX-XX-0050	Active	Full-Time	No	PPO-Grandfathered	No	Medical PPO	01/01/2009	Employee	69.00	9.50	Rate of Pay,Pfeditw,Priority,Draw,Comm,Bonus,AnnSal	467,541.24	828.00	44,416.42	0.18
Count Of Plans For Name Albright, Anthony: 4																
Name: Ali, Henry																
Ali, Henry	XXX-XX-0171	Active	Full-Time	No	My ACA Base Plan	Yes	ACA Base Plan	01/01/2013	Employee	160.00	9.50	ANNSAL	21,999.90	1,920.00	2,089.99	8.73
Ali, Henry	XXX-XX-0171	Active	Full-Time	No	PPO	No	Medical PPO	01/01/2012	Employee	71.00	9.50	Rate of Pay,Pfeditw,Priority,Draw,Comm,Bonus,AnnSal	43,999.80	852.00	4,179.98	1.94
Ali, Henry	XXX-XX-0171	Active	Full-Time	No	HMO	No	HMO	01/01/2012	Employee	28.00	9.50	Rate of Pay,Pfeditw,Priority,Draw,Comm,Bonus,AnnSal	43,999.80	336.00	4,179.98	0.76
Ali, Henry	XXX-XX-0171	Active	Full-Time	No	PPO-Grandfathered	No	Medical PPO	01/01/2009	Employee	69.00	9.50	Rate of Pay,Pfeditw,Priority,Draw,Comm,Bonus,AnnSal	43,999.80	828.00	4,179.98	1.88
Count Of Plans For Name Ali, Henry: 4																
Name: Anderson, Todd																
Anderson, Todd	XXX-XX-0009	Active	Part-Time	Yes	My ACA Base Plan	Yes	ACA Base Plan	01/01/2013	Employee	160.00	9.50	ANNSAL	21,039.20	1,920.00	1,998.72	9.13

ACA Rehire Report

Description

This report helps the practitioners to determine the employee's rehire status (ongoing or new hire) based on ACA guidelines set up in the Rehire section of the Affordable Care Settings page.

Figure 1-3. Sample ACA Rehire Report

Employee		Corporate Group History		Service Period History		Return to Service	
Balse, Reni							
SSN:	XXX-XX-0063	Job Title:	DA-Data Analyst	Previous Hire Date:	01/26/2012	Absence Length:	13 weeks
Company Code:	906	Business Unit:	CORP-Corporate	Absence Start Date:	07/01/2014	ACA Return Date:	10/01/2014
File Number:		Location:	002-Central East	Absence Type:	Leave	Current Status:	Terminated
Original Hire Date:	01/26/2012	Department:	111000-Corporate Staff	Period Length:	126 weeks 3 days	Rehire Treated As:	New Hire
		Eligibility Class:	F-Full Time				
		Employee Type:	Y				
		Primary Position:	Y				
Bruce, Manuel							
SSN:	XXX-XX-0085	Job Title:	SE-Software Engineer	Previous Hire Date:	01/25/2008	Absence Length:	13 weeks 1 day
Company Code:	906	Business Unit:	CONPROD-Consumer Products	Absence Start Date:	07/02/2014	ACA Return Date:	10/03/2014
File Number:		Location:	003-Hudson Valley	Absence Type:	Leave	Current Status:	Terminated
Original Hire Date:	01/25/2008	Department:	102000-Engineering-1	Period Length:	335 weeks 3 days	Rehire Treated As:	New Hire
		Eligibility Class:	F-Full Time				
		Employee Type:	Y				
		Primary Position:	Y				
Robertson, Paula							
SSN:	XXX-XX-0126	Job Title:	MA-Manufacturing Associate	Previous Hire Date:	07/01/2014	Absence Length:	13 weeks
Company Code:	906	Business Unit:	CONPROD-Consumer Products	Absence Start Date:	10/01/2014	ACA Return Date:	01/01/2015
File Number:		Location:	001-Atlantic	Absence Type:	Leave	Current Status:	Active
Original Hire Date:	07/01/2014	Department:	777345-Manufacturing	Period Length:	12 weeks 6 days	Rehire Treated As:	New Hire
		Eligibility Class:	SSNL-Seasonal				
		Employee Type:	F-Full Time				
		Primary Position:	Y				
Total Records in Report: 3							

ACA Transitional Reinsurance Fee Report - Actual Count Method Report

Description

This report displays employees' benefit plans, enrollment information, and the fees collected from the plans to pay to the U.S. Department of HHS (Health and Human Services) on a quarterly basis for the Transitional Reinsurance program. The Affordable Care Act establishes a Transitional Reinsurance Program that requires all self-insured group health plans and health insurance issuers to pay per-enrollee fees each year for three years.

The reinsurance fees are used to make payments to health insurance issuers that cover high-risk individuals in the individual market. If employees do not have a self-administered plan, then the information contained in this report can be used to audit the plan administration. The Transitional Reinsurance fee is for calendar years 2014, 2015, and 2016 and is calculated only for the first nine months of the calendar year.

Figure 1-4. Sample ACA Transitional Reinsurance Fee Report - Actual Count Method Report

Plan Information				Enrollment Information					
Plan	Anniversary Date	Class	Employee Name	Associate ID	Start Date	End Date	# Days	Relationship	Enrollee Name
Provider: Your Health Provider									
Plan: HMO									
Plan Class: HMO									
HMO	1/1	HMO	Albright, Anthony	000000014	04/10/2015	4/10/2015	1	Employee	Albright, Anthony
HMO	1/1	HMO	Albright, Anthony	000000014	04/11/2015		173	Spouse	Albright, Alice
HMO	1/1	HMO	Albright, Anthony	000000014	04/11/2015		173	Child	Albright, Maggie
HMO	1/1	HMO	Albright, Anthony	000000014	04/11/2015		173	Employee	Albright, Anthony
HMO	1/1	HMO	Berry, Lawrence	000000015	04/11/2015	4/11/2015	1	Employee	Berry, Lawrence
HMO	1/1	HMO	Berry, Lawrence	000000015	04/12/2015		172	Employee	Berry, Lawrence
HMO	1/1	HMO	Bethany, Beth	000000040	01/02/2012		273	Employee	Bethany, Beth
HMO	1/1	HMO	Bethany, Beth	000000040	02/01/2013	4/10/2015	100	Spouse	Bethany, Doug
HMO	1/1	HMO	Biggins, Peter A	000000017	04/11/2015	4/11/2015	1	Employee	Biggins, Peter A
HMO	1/1	HMO	Davis, Peter K	000000035	01/01/2012		273	Employee	Davis, Peter K
HMO	1/1	HMO	Dearborne, Susan M	000000036	01/01/2012		273	Employee	Dearborne, Susan M
HMO	1/1	HMO	Dearborne, Susan M	000000036	02/01/2013		273	Child	Dearborne, Thomas
HMO	1/1	HMO	England, Michael R	000000038	01/01/2012		273	Employee	England, Michael R
HMO	1/1	HMO	England, Michael R	000000038	02/01/2013		273	Spouse	England, Olivia

Eligibility Criteria without Medical Auto Enrollment Assignment Report

Description

The report displays employees' benefit plans with Affordable Care Act eligibility status. This report will help Practitioners determine employees' eligibility criteria needed to set up medical auto enrollment plans.

Figure 1-5. Sample Eligibility Criteria without Medical Auto Enrollment Assignment Report

Location	Business Unit	Eligibility Class	ACA Benefit Status
001-Atlantic	CONPROD-Consumer Products	HRLY-Hourly	Full Time
001-Atlantic	CONPROD-Consumer Products	HRLY-Hourly	No ACA Benefit Status
001-Atlantic	CONPROD-Consumer Products	HRLY-Hourly	Part Time
001-Atlantic	CONPROD-Consumer Products	No Eligibility Class	Full Time
001-Atlantic	CONPROD-Consumer Products	No Eligibility Class	No ACA Benefit Status
001-Atlantic	CONPROD-Consumer Products	No Eligibility Class	Part Time
001-Atlantic	CONPROD-Consumer Products	SLRY-Salaried	Full Time
001-Atlantic	CONPROD-Consumer Products	SLRY-Salaried	No ACA Benefit Status
001-Atlantic	CONPROD-Consumer Products	SLRY-Salaried	Part Time
001-Atlantic	CONPROD-Consumer Products	SSNL-Seasonal	Full Time
001-Atlantic	CONPROD-Consumer Products	SSNL-Seasonal	No ACA Benefit Status
001-Atlantic	CONPROD-Consumer Products	SSNL-Seasonal	Part Time
001-Atlantic	CORP-Corporate	HRLY-Hourly	No ACA Benefit Status
001-Atlantic	CORP-Corporate	HRLY-Hourly	Part Time
001-Atlantic	CORP-Corporate	No Eligibility Class	Full Time
001-Atlantic	CORP-Corporate	No Eligibility Class	No ACA Benefit Status
001-Atlantic	CORP-Corporate	No Eligibility Class	Part Time
001-Atlantic	CORP-Corporate	SLRY-Salaried	No ACA Benefit Status
001-Atlantic	CORP-Corporate	SLRY-Salaried	Part Time
001-Atlantic	CORP-Corporate	SSNL-Seasonal	No ACA Benefit Status
001-Atlantic	CORP-Corporate	SSNL-Seasonal	Part Time
001-Atlantic	DIST-Distribution	HRLY-Hourly	Full Time
001-Atlantic	DIST-Distribution	HRLY-Hourly	No ACA Benefit Status
001-Atlantic	DIST-Distribution	HRLY-Hourly	Part Time
001-Atlantic	DIST-Distribution	No Eligibility Class	Full Time
001-Atlantic	DIST-Distribution	No Eligibility Class	No ACA Benefit Status
001-Atlantic	DIST-Distribution	No Eligibility Class	Part Time
001-Atlantic	DIST-Distribution	SLRY-Salaried	Full Time
001-Atlantic	DIST-Distribution	SLRY-Salaried	No ACA Benefit Status
001-Atlantic	DIST-Distribution	SLRY-Salaried	Part Time
001-Atlantic	DIST-Distribution	SSNL-Seasonal	Full Time
001-Atlantic	DIST-Distribution	SSNL-Seasonal	No ACA Benefit Status
001-Atlantic	DIST-Distribution	SSNL-Seasonal	Part Time
001-Atlantic	HR-Human Resources	HRLY-Hourly	Full Time
001-Atlantic	HR-Human Resources	HRLY-Hourly	No ACA Benefit Status
001-Atlantic	HR-Human Resources	HRLY-Hourly	Part Time

Employees Eligible for Medical Auto Enrollment Report

Description

This report is used to show employees if they are eligible and not eligible for auto enrollment in a medical plan. The employees are considered as eligible for medical auto enrollment based on their location, business unit, Affordable Care Act benefit status, and eligibility plan class.

Figure 1-6. Sample Employees Eligible for Medical Auto Enrollment Report

Name	PositionID	Status	Hire Date	Location	Business Unit	Eligibility Class	ACA Benefit Status	Eligible	Eligible Auto Enrollment Plan
Barbato, Samuel	1PV001130	A - Active	09/08/1996	CA - California			No ACA Benefit Status	Eligible	Med PC1
Barrow, Gary	1PV009100	A - Active	07/15/1995	CA - California			No ACA Benefit Status	Eligible	Med PC1

Count Of Employees For Report: 2

Medical Auto Enrollment Plan Assignment Report

Description

This report helps employers view employees' medical auto enrollment plan assignments. The report displays medical plan assignments that are active and inactive with their effective start and end dates.

Figure 1-7. Sample Medical Auto Enrollment Plan Assignment Report

Plan	Plan Class	Effective Start Date	Effective End Date	Location	Business Unit	Eligibility Class	ACA Benefit Status
HMO	HMO	01/01/2014		Atlantic	Corporate	Hourly	Full-Time
HMO	HMO	01/01/2014		Atlantic	Corporate	Salaried	Full-Time
HMO	HMO	01/01/2014		Atlantic	Corporate	Seasonal	Full-Time
HMO	HMO	01/01/2014		Central East	Corporate	Hourly	Full-Time
HMO	HMO	01/01/2014		Central East	Corporate	Salaried	Full-Time
HMO	HMO	01/01/2014		Central East	Corporate	Seasonal	Full-Time

Count of Plans for Report: 6

Patient Centered Outcomes Research Fees Report

Description

This report displays the detailed information on fees owed by each benefit plan provider towards the Patient-Centered Outcomes Research. The report displays the report period and research fees applicable for that period, benefit plan providers, calculation of the fees, and total amount owed by each provider.

Patient Protection and Affordable Care Act (PPACA) includes provisions that promote research to evaluate and compare health outcomes and the clinical effectiveness, risks, and benefits of medical treatments, services, procedures, drugs, and other strategies that treat, manage, diagnose, or prevent illness or injury. The Patient-Centered Outcomes Research Fee goes into the Patient-Centered Outcomes Research Trust Fund, which will help run the Patient-Centered Outcomes Research Institute. Funding for this provision is via fees paid by the insurance providers based on covered lives or enrollments. Fees need to be paid for policies ending October 1, 2012 or later, but stop in calendar year 2019 for plans ending October 1, 2019 or later.

Figure 1-8. Sample Patient Centered Outcomes Research Fees Report

Plan Information					Enrollment Information					
Plan	Anniversary Date	Class	Name	Associate ID	Start Date	End Date	# Lives	Fee	Relationship	Enrollee Name
Provider: Your Health Provider										
Plan: HMO										
Plan Class: HMO										
HMO	01/02	HMO	Albright, Anthony	000000014 USA	04/10/2015	04/10/2015	-0.25	0.00	Employee	Albright, Anthony
HMO	01/02	HMO	Albright, Anthony	000000014 USA	04/11/2015		-0.25	0.00	Spouse	Albright, Alice
HMO	01/02	HMO	Albright, Anthony	000000014 USA	04/11/2015		-0.25	0.00	Child	Albright, Maggie
HMO	01/02	HMO	Albright, Anthony	000000014 USA	04/11/2015		-0.25	0.00	Spouse	Albright, Alice
HMO	01/02	HMO	Albright, Anthony	000000014 USA	04/11/2015		-0.25	0.00	Employee	Albright, Anthony
HMO	01/02	HMO	Albright, Anthony	000000014 USA	04/11/2015		-0.25	0.00	Child	Albright, Maggie
HMO	01/02	HMO	Berry, Lawrence	000000015 USA	04/11/2015	04/11/2015	-0.25	0.00	Employee	Berry, Lawrence
HMO	01/02	HMO	Berry, Lawrence	000000015 USA	04/12/2015		-0.25	0.00	Employee	Berry, Lawrence
HMO	01/02	HMO	Bethany, Beth	000000040 USA	01/02/2012		1.00	0.00	Employee	Bethany, Beth
HMO	01/02	HMO	Bethany, Beth	000000040 USA	08/29/2012		1.00	0.00	Spouse	Bethany, Doug
HMO	01/02	HMO	Biggins, Peter A	000000017 USA	04/11/2015	04/11/2015	-0.25	0.00	Employee	Biggins, Peter A
HMO	01/02	HMO	Davis, Peter K	000000035 USA	01/01/2012		1.00	0.00	Employee	Davis, Peter K
HMO	01/02	HMO	Dearborne, Susan M	000000036 USA	01/01/2012		1.00	0.00	Employee	Dearborne, Susan M

Play or Pay Preparation Report

Description

This report displays employees' participation in a benefit plan with the reasons for waiving plan participation. The report also displays employees and their dependents who are covered by benefits and who are not, along with identified reasons for not participating in a plan. The report displays enrolled and waived data only. If employees are not enrolled, they are not included on the report.

Figure 1-9. Sample Play or Pay Preparation Report

Company Code	Plan Type	Provider	Plan Name
Current Version Eff Date	Name	File #	Tax ID Type
SSN / Nat'l ID	Position ID	Hire Date	Employee Status Type
Job Class	Full Time / Part Time	Hourly / Salary	Coverage Level
Enrollment Eff Date	Relationship	Enrollee Name	Waive Coverage Eff Date
Waive Reason			
9OR	Health & Welfare	Your Health Provider	Dental- Low Deductible
01/01/2012	Bonner, Edward J	000054	Social Security Number
XXX-XX-0004	9OR000054 USA	05/23/1996	Active
CL - Clerical	Full Time	Hourly	Employee
01/02/2012			
9OR	Health & Welfare	Your Health Provider	PPO
01/01/2012	Bonner, Edward J	000054	Social Security Number
XXX-XX-0004	9OR000054 USA	05/23/1996	Active
CL - Clerical	Full Time	Hourly	Employee
04/12/2015			
9OR	Health & Welfare	Your Health Provider	PPO- Grandfathered
01/01/2009	Bonner, Edward J	000054	Social Security Number
XXX-XX-0004	9OR000054 USA	05/23/1996	Active
CL - Clerical	Full Time	Hourly	Employee
04/12/2015			
9OR	Health & Welfare	Your Health Provider	Dental
01/01/2012	Hall, Laurie	000087	Social Security Number
XXX-XX-0043	9OR000087 USA	02/04/1995	Active
CL - Clerical	Part Time	Hourly	Employee + Spouse
01/01/2012	Spouse	Hall, Michael	

Chapter 2

Audit Trail Reports

2-2 Audit Trail Report

Audit Trail Report

Description

This report tracks all changes that were made in ADP Workforce Now fields during a specified time period. The report includes details on every field that was added, deleted, or updated, and also displays records the date and time of the change, the user who made the change, the data change, and the process that triggered the change.

Figure 2-1. Sample Audit Trail Report

Field Name	Impacted Record	Changed From	Changed To	Changed By
Annual Amount People > Benefits > Benefits Earnings	Employee: Lowell, Kurt Associate ID: 000000002 Earnings Type:PFEDTW Effective On:12/04/2015		76902.35 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Comment People > Benefits > Benefits Earnings	Employee: Lowell, Kurt Associate ID: 000000002 Earnings Type:PFEDTW Effective On:12/04/2015		12/03/2015 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Earnings Type People > Benefits > Benefits Earnings	Employee: Lowell, Kurt Associate ID: 000000002 Earnings Type:PFEDTW Effective On:12/04/2015		PFEDTW - Projected Federal Taxable Wages Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Effective People > Benefits > Benefits Earnings	Employee: Lowell, Kurt Associate ID: 000000002 Earnings Type:PFEDTW Effective On:12/04/2015		12/04/2015 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
End Date People > Benefits > Benefits Earnings	Employee: Lowell, Kurt Associate ID: 000000002 Earnings Type:PFEDTW Effective On:12/04/2015		12/31/4000 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Status People > Benefits > Benefits Earnings	Employee: Lowell, Kurt Associate ID: 000000002 Earnings Type:PFEDTW Effective On:12/04/2015		1 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Annual Amount People > Benefits > Benefits Earnings	Employee: Littlefield, David Associate ID: 000000033 Earnings Type:PFEDTW Effective On:12/04/2015		46989.96 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Comment People > Benefits > Benefits Earnings	Employee: Littlefield, David Associate ID: 000000033 Earnings Type:PFEDTW Effective On:12/04/2015		12/03/2015 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Earnings Type People > Benefits > Benefits Earnings	Employee: Littlefield, David Associate ID: 000000033 Earnings Type:PFEDTW Effective On:12/04/2015		PFEDTW - Projected Federal Taxable Wages Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST
Effective People > Benefits > Benefits Earnings	Employee: Littlefield, David Associate ID: 000000033 Earnings Type:PFEDTW Effective On:12/04/2015		12/04/2015 Action: Add Effective Date: 12/04/2015	ADP AUTO LOAD Role: Practitioner Date: 12/03/2015 10:51:51 AM EST

Chapter 3

Benefits Reports

- 3-2** Benefit Plan Summary Report
- 3-4** Benefits Statement Report
- 3-6** Confirmation Statement Report
- 3-8** Deduction Compare Report
- 3-9** Eligibility Report
- 3-10** Employee and Dependent Enrollments Report
- 3-11** Employee Enrollments Report
- 3-12** Enrollment Profile Activity Report
- 3-14** Pending Evidence of Insurability Report
- 3-15** Per Pay Period Benefits Information Report
- 3-16** W2 Detail Report

Benefit Plan Summary Report

Description

This report displays information on all benefit plans (health and welfare, insurance, FSA, and retirement and savings), such as providers, costs, and coverage levels.

Figure 3-1. Sample Benefit Plan Summary Report

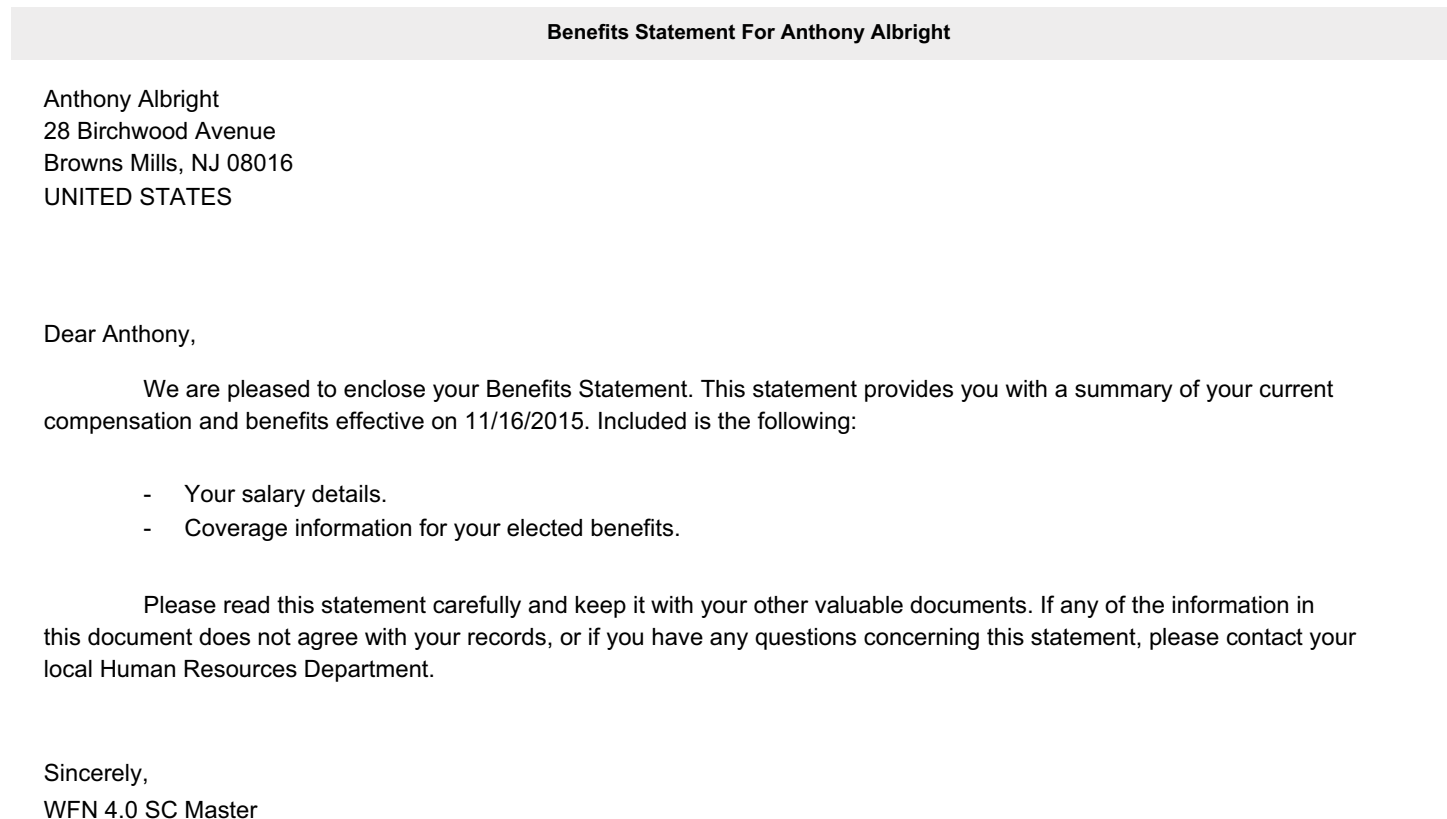
401k Plan			
Plan Information			
Plan Type	Retirement and Savings	ERISA ID	
Plan Sub Type	401(k) plan		
Start Date	01/01/1950	Benefit Offering	Retirement and Savings - 401(k) plan
End Date		Policy Number	008787
Broker		Other Broker	
Cobra Eligible	No	Use for COBRA Enrollments	
		Subject to Federal Age Limit for Dependents	
Allow Contribution From Prior Employer	No		
Contact Information			
Provider	ACME Manufacturing	Contact Phone	
Name		Contact Fax #	
E-mail		Member Services Phone #	1
Plan Class Information			
New Hire	Hire Date	Work Event	Work Event Date
Termination	On employee termination	EffectiveDate	01/01/1950
Deduct From Payroll	Yes	Cost Period	Monthly
Signature Date	No	Editable Signature Date	No
Automatically enroll active employee eligible for this plan	No		
Business Unit	Eligibility is not restricted		
Location	Eligibility is not restricted		
Eligibility Class	Eligibility is not restricted		
ACA Benefit Status	Eligibility is not restricted		
Comments			
Contributions			
Maximum Highly Compensated Percent of Salary		Maximum Less Highly Compensated Percent of Salary	
Allow Per Pay Period Dollar Contributions	Yes	Allow Annual Dollar Contributions	Yes
Employer Contribution	Employer does not contribute	Definition of Earnings	Annual Base Salary
Deductions			
Company Code	Deduction Code	Employer Cost Deduction Code	
9OR-WFN 4.0 SC Master	129		

Benefits Statement Report

Description

This report displays a summary of an employee's benefit earnings and their enrollment details. This report is often sent out after Open Enrollment as a confirmation of an employee's enrollment choices. The Benefits Statement report also includes a cover letter to the employee.

Figure 3-2. Sample Benefits Statement Report



Benefits Statement

Anthony Albright
28 Birchwood Avenue
Browns Mills, NJ 08016
UNITED STATES

Email nicci.puleo@adp.com

Associate ID 000000014 USA
Business Unit CORP - Corporate
Home Department 111000 - Corporate Staff
Location 001 - Atlantic
Eligibility Class SLRY - Salaried

Your compensation and benefits in this statement are based on your salary and enrollments effective on 11/16/2015.

Compensation

Base Salary	\$191,100.00
Projected Federal Taxable Wages	\$85,341.24

Benefits

Plan Name	Effective Date	Coverage Level	Your Cost
401(k) plan			
- ACME Manufacturing,401k Plan,1	01/01/2012	225 Per Pay period	\$225.00 Per Pay period
<i>Beneficiaries</i>			
Alice Albright (Primary- 100.00%)			
Dental			
- Your Health Provider,Dental- Low Deductible,Dental- Low Deductible	01/01/2012	Employee + Family	\$28.00 Monthly
<i>Dependents</i>			
Alice Albright			
Maggie Albright			
Employee Life			
- Guardian Life,Supplemental Life,Supplemental Life	01/01/2012	Elected: \$10000 Actual: \$10000	\$14.00 Monthly
Medical			
- Your Health Provider,HMO,HMO	04/11/2015	Employee + Family	\$97.00 Monthly
Employee PCP: Corey Gallab (87893)			
<i>Dependents</i>			
Alice Albright	Patricia Drifuss (887609)		
Maggie Albright	Sharon Schonfield (876876)		
Medical Savings Account			
- Your Provider,Healthcare FSA,Flex: Medical Reimbursement	01/01/2015	25 Per Pay period	\$25.00 Per Pay period

Confirmation Statement Report

Description

This report displays a summary of the employee's benefit enrollment confirmation. This report is often sent out after Open Enrollment as a confirmation of an employee's enrollment choices. There is a signature line on this statement so the employee can sign off on the enrollments and return the statement.

Figure 3-3. Sample Confirmation Statement Report

Personal Information		Position	
Albright, Anthony 28 Birchwood Avenue Browns Mills, NJ 08016 US E-mail nicci.puleo@adp.com		Associate ID 0000000014 USA Business Unit Corporate Home Department Corporate Staff Location Atlantic Eligibility Class Salaried Enrollment As Of 11/16/2015	

Dear Anthony

This statement confirms your recent benefit enrollment elections. Please keep a copy of this statement for your records and use it to verify entries on your paycheck stub. If you have no changes, sign this confirmation statement and return it to your company representative. Your signature authorizes your employer to deduct the required premium contributions from your pay on a pre-tax or post-tax basis for those benefits that apply.

Retirement-401(k) plan			
Plan	Effective Date	Coverage Level	Your Cost
401k Plan, 1 ACME Manufacturing <i>Beneficiaries:</i> Alice Albright (Primary-100%)	01/01/2012	225 Per Pay period	\$225.00 Per Pay period

Health & Welfare-Dental			
Plan	Effective Date	Coverage Level	Your Cost
Dental- Low Deductible, Dental- Low Deductible Your Health Provider <i>Dependents:</i> Alice Albright Maggie Albright	01/01/2012	Employee + Family	\$28.00 Monthly

Insurance-Employee Life			
Plan	Effective Date	Coverage Level	Your Cost
Supplemental Life, Supplemental Life Guardian Life	01/01/2012	Elected: \$10000 Actual: \$10000	\$14.00 Monthly

Insurance-Long Term Disability			
Plan	Effective Date	Coverage Level	Your Cost
LTD, LTD Your Life Insurance Provider	01/01/2012	60% of earnings up to \$10000 Per	\$5.16 Monthly

Deduction Compare Report

Description

This report displays comparison between employee deductions in the Benefits module and the Payroll module. The output of this report is an Excel[®] file. You can run this report with any effective date, including dates in the future, by benefit plan class or deduction code. This report is limited to users with access to the Suspend/Resume Payroll Deductions option on the Plan Setup page, which is defined as part of access permissions for a practitioner.

Figure 3-4. Sample Deduction Compare Report

Name	Position ID	Hire Date	Birth Date	Status	Business Unit	Location
Eligibility Class	Plan Name	Plan Class	Coverage Level	Bnfts Deduct. Qualifier	Benefit Deduction Code	Bnft Deduction Amt
Summed Bnft Deduct. Amt	Company Code	File #	Payroll Deduction Code	Payroll Deduct. Amt	Difference	Reason
Client: QAWBEN0001 [QAWBEN0001]						
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	BVT07272013	Enrolled	Employee	W2 Memo Health And Welfare		1.97
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	HW Medical	HW Medical	Employee + 1	W2 Memo Health And Welfare		1.64
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	Medical QE	Enrolled	Employee + 1	W2 Memo Health And Welfare		7.38
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	HWMedical_CoverageTier	HWMedical_CoverageTier	Employee	W2 Memo Health And Welfare		.36
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	Medical Plan419201312616	Medical Plan419201312616	Employee + 2	W2 Memo Health And Welfare		3.61
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	Medical Plan513201351559	Medical Plan513201351559	Employee + 2	W2 Memo Health And Welfare		3.61
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	Mobile Medical	Plan Class 1	Employee	W2 Memo Health And Welfare		.46
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1	W2-Wellness	Class0		W2 Memo Health And Welfare		112.52
132.2	BEN	001110			132.2	Deduction not in Payroll
Albright, Anthony	BEN001110 USA	07/08/2013	01/01/xxxx	A - Active	BU2 - BU2	LOC01 - LOC01
FT1						
	BEN	001110	32	37.75	37.75	Deduction not in Benefit

Eligibility Report

Description

This report displays a list of employees with their benefit eligibility plan and the respective eligibility date. If the 'Show only Eligible Employees with No Enrollments' checkbox on the Eligibility Report Run page in ADP Workforce Now is checked, then this report displays a list of employees that are not enrolled. This is often used for audit purposes to make sure all employees have elected an enrollment in a particular plan sub type.

Figure 3-5. Sample Eligibility Report

Name	Generation Suffix	Hire Date	Plan Class	Eligibility Date
Albright, Anthony		07/08/2005	Your Health Provider: My ACA Base Plan, ACA Base Plan	02/06/2013
Albright, Anthony		07/08/2005	Your Life Insurance Provider: LTD, LTD	02/06/2013
Albright, Anthony		07/08/2005	Your Provider: Pet Insurance, Pet Insurance	02/06/2013
Albright, Anthony		07/08/2005	Your Life Insurance Provider: ADD Plan, ADD	02/06/2013
Albright, Anthony		07/08/2005	Your Life Insurance Provider: ShTD, Short Term Disability	02/06/2013
Albright, Anthony		07/08/2005	ADP Services: Commuter- Parking, Parking	02/06/2013
Albright, Anthony		07/08/2005	ADP Services: Commuter- Transit, Transit	02/06/2013
Albright, Anthony		07/08/2005	Your Life Insurance Provider: Basic Life, Basic Life	02/06/2013
Albright, Anthony		07/08/2005	Vitality: Let's Get Well, Enrolled	02/06/2013
Albright, Anthony		07/08/2005	Your Provider: Dependent Care FSA, Dependent Care FSA	02/06/2013
Albright, Anthony		07/08/2005	Your Health Provider: PPO, Medical PPO	01/01/2014
Albright, Anthony		07/08/2005	Your Health Provider: Dental, Dental High Deductible	02/06/2013
Albright, Anthony		07/08/2005	Your Health Provider: HMO, HMO	02/06/2013
Albright, Anthony		07/08/2005	Your Health Provider: Dental- Low Deductible, Dental- Low Deductible	02/06/2013
Albright, Anthony		07/08/2005	Guardian Life: Supplemental Life, Supplemental Life	02/06/2013
Albright, Anthony		07/08/2005	Your Health Provider: PPO- Grandfathered, Medical PPO	02/06/2013
Albright, Anthony		07/08/2005	Your Provider: Healthcare FSA, Flex: Medical Reimbursement	01/01/2015
Albright, Anthony		07/08/2005	ACME Manufacturing: 401k Plan, 1	02/06/2013
Ali, Henry		12/31/2014	Your Health Provider: My ACA Base Plan, ACA Base Plan	09/23/2015
Ali, Henry		12/31/2014	Your Life Insurance Provider: LTD, LTD	09/23/2015
Ali, Henry		12/31/2014	Your Provider: Pet Insurance, Pet Insurance	09/23/2015
Ali, Henry		12/31/2014	Your Life Insurance Provider: ADD Plan, ADD	09/23/2015
Ali, Henry		12/31/2014	Your Life Insurance Provider: ShTD, Short Term Disability	09/23/2015
Ali, Henry		12/31/2014	ADP Services: Commuter- Parking, Parking	09/23/2015
Ali, Henry		12/31/2014	ADP Services: Commuter- Transit, Transit	09/23/2015
Ali, Henry		12/31/2014	Your Life Insurance Provider: Basic Life, Basic	09/23/2015

Employee and Dependent Enrollments Report

Description

This report displays information regarding employees and their dependents' benefit enrollments. It includes dependents' enrollments, age limit, overage dependents details, and so on. If a connection is not in place, the report can sometimes be sent to the carrier for the carrier to load the enrollments.

Figure 3-6. Sample Employee and Dependent Enrollments Report

Run Date: 12/16/2015

Employee Name	Position ID	Company Code	Hire Date	Business Unit	Home Department	Location	Union Code	Eligibility Class	FLSA
Birth Date	Gender	Marital Status	Address Country	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code
Dependent Name	Dependent Relation	Child Classification	Dependent Tax ID	IDependent Tax ID	Dependent Date of Birth	Dependent Age	Disabled	Dependent Fulltime	Gender
Dependent Address	Dependent Address	Dependent Address	Dependent City	Dependent State	Dependent Zip Code	Dependent Country	Dependent Email	Dependent Home PID	Dependent Cell Phone
Plan Type	Plan Sub Type	Provider	Plan Name	Plan Class	Plan Start Date	Coverage Level	Enrollment Start Date	Enrollment End Date	Dependent Enrollment Start
Dependent Enrollment	Head Count								
Client: TEST 9OR [TEST9OR]									
Albright, Anthony	9OR000100 USA	9OR	07/08/2005	CORP - Corporate	111000 - Corporate St	001 - Atlantic	N/A - Not Applicable	SLRY - Salaried	E
01/01/xxxx	Male	Married	UNITED STATES	28 Birchwood Aven			Browns Mills	NJ	08016
Maggie Albright	Child	Biological Child			05/05/2001	14 years 7 months			Female
28 Birchwood Avenue			Browns Mills	NJ	08016				
Health & Welfare	Medical	Your Health Provider	HMO	HMO	01/01/2012	Employee + Family	04/11/2015		04/11/2015
1									
Albright, Anthony	9OR000100 USA	9OR	07/08/2005	CORP - Corporate	111000 - Corporate St	001 - Atlantic	N/A - Not Applicable	SLRY - Salaried	E
01/01/xxxx	Male	Married	UNITED STATES	28 Birchwood Aven			Browns Mills	NJ	08016
Alice Albright	Spouse				04/01/1956	59 years 8 months			Female
28 Birchwood Avenue			Browns Mills	NJ	08016				
Health & Welfare	Medical	Your Health Provider	HMO	HMO	01/01/2012	Employee + Family	04/11/2015		04/11/2015
1									
Albright, Anthony	9OR000100 USA	9OR	07/08/2005	CORP - Corporate	111000 - Corporate St	001 - Atlantic	N/A - Not Applicable	SLRY - Salaried	E
01/01/xxxx	Male	Married	UNITED STATES	28 Birchwood Aven			Browns Mills	NJ	08016
Maggie Albright	Child	Biological Child			05/05/2001	14 years 7 months			Female
28 Birchwood Avenue			Browns Mills	NJ	08016				
Health & Welfare	Dental	Your Health Provider	Dental- Low Deduc	Dental- Low Deduc	01/01/2012	Employee + Family	01/01/2012		01/01/2012
1									

Employee Enrollments Report

Description

This report displays information on employees' benefit plan enrollments. It includes plan name, deduction information, coverage level, and dependent and beneficiary enrollments. If a connection is not in place, the report can sometimes be sent to the carrier for the carrier to load the enrollments.

Figure 3-7. Sample Employee Enrollments Report

Name	Position ID	Status	Hire Date	Run Date: 12/16/2015	
Business Unit	Home Department	Location	Union Code	Eligibility Class	
FLSA	Plan Type	Plan Sub Type	Provider	Plan Name	
Plan Class	Plan Start Date	Coverage Level	Enrollment Start Date	Enrollment Eff Date	
Employee Cost			Employee Cost Period		
Employer Cost			Employer Cost Period	Prior Employment Contribution	
Deduct	Pay Freq	Medical Auto Enrollment	Head Count		
Deduction Code	Deduction Qualifier	Deduction Frequency	Deduction Amount		
Client: TEST 9OR [TEST9OR]					
Albright, Anthony	9OR000100 USA	Active	07/08/2005		
CORP - Corporate	111000 - Corporate Staff	001 - Atlantic	N/A - Not Applicable	SLRY - Salaried	
E	FSA	Medical Savings Account	Your Provider	Healthcare FSA	
Flex: Medical Reimbursement	01/01/2015	25 Per Pay period	01/01/2015	01/01/2015	
\$25.00			Per Pay period		
\$0.00			Per Month	0.00	
Yes	Biweekly	No	1		
Albright, Anthony	9OR000100 USA	Active	07/08/2005		
CORP - Corporate	111000 - Corporate Staff	001 - Atlantic	N/A - Not Applicable	SLRY - Salaried	
E	Health & Welfare	Dental	Your Health Provider	Dental- Low Deductible	
Dental- Low Deductible	01/01/2012	Employee + Family	01/01/2012	01/01/2012	
\$28.00			Monthly		
\$84.00			Monthly		

Enrollment Profile Activity Report

Description

This report displays the status of employees at any time during an enrollment profile period and gives information of how they are progressing in any of the defined enrollment periods. For example, statuses indicate if the employees have started processing their enrollment, have looked at the information but not started processing, have finished processing but not submitted final confirmation, or have submitted final confirmation.

Figure 3-8. Sample Enrollment Profile Activity Report

Name	Associate ID	Business Unit	Location	Eligibility Class	Home Department	Email	Work Phone	Profile Name	Profile Activated	Approval Status	Date of Last change Submission	Enrollment Window Start Date	Enrollment Window End Date
Profile Name: New Hire													
Approval Status: Not Started													
Albright, Anthony	000000014	CORP - Corporate	001 - Atlantic	SLRY - Salaried	111000 - Corporate Staff	nicci.puleo@adp.com	973-555-3245	New Hire		Not Started		07/08/2005	08/06/2005
Ali, Henry G	GZM2K5LC	DIST - Distribution	401 - Mid-Atlantic	HRLY - Hourly	101000 - Distribution-1			New Hire		Not Started		12/31/2014	01/29/2015
Anderson, Todd	000000023	CONPROD - Consumer Products	001 - Atlantic	SLRY - Salaried	104000 - Development-1	Todd.Anderson@test.com	973-555-1214	New Hire		Not Started		05/21/2003	06/19/2003
Angulo, Selma	7TIX23M1B	SALES - Sales	004 - Cumberland	SSNL - Seasonal	701000 - Sales	selma.angulo@test.com		New Hire		Not Started		02/02/2012	03/02/2012
Auge, Sue C	KTWYZS0A	DIST - Distribution	001 - Atlantic	SSNL - Seasonal	101000 - Distribution-1			New Hire		Not Started		03/01/2003	03/30/2003
Baker, Abby	0RNP58TO3	CONPROD - Consumer Products	101 - Chesapeake	HRLY - Hourly	777345 - Manufacturing			New Hire		Not Started		12/31/2014	01/29/2015
Balse, Reni	79J3LF85M	CORP - Corporate	002 - Central East		111000 - Corporate Staff	reni.balse@test.com		New Hire		Not Started		01/26/2012	02/24/2012
Batres, Carl	E9W8EKZJ	DIST - Distribution	004 - Cumberland		101000 - Distribution-1			New Hire		Not Started		01/02/2003	01/31/2003
Beckner, Jose	SHBRGIZKE	DIST - Distribution	401 - Mid-Atlantic		101000 - Distribution-1			New Hire		Not Started		12/31/2014	01/29/2015
Benavidez, Sara	4LEXMXRF B	CONPROD - Consumer Products	101 - Chesapeake	HRLY - Hourly	777345 - Manufacturing			New Hire		Not Started		12/31/2014	01/29/2015
Benitez, Hignacio	1T5WC3H2Y	CONPROD - Consumer Products	301 - Delaware Valley	HRLY - Hourly	777345 - Manufacturing			New Hire		Not Started		12/31/2014	01/29/2015
Berry, Lawrence	000000015	CORP - Corporate	002 - Central East	SLRY - Salaried	902000 - Training	Lawrence.Berry@test.com	973-555-1215	New Hire		Not Started		05/13/2000	06/11/2000
Bethany, Beth	000000040	SPECPROD - Speciality Products	001 - Atlantic		104000 - Development-1	Beth.Bethany@test.com	973-555-3578	New Hire		Not Started		07/21/2007	08/19/2007

Pending Evidence of Insurability Report

Description

This report displays information about all employees who have pending Evidence of Insurability (EOI) and amount Over Guarantee Issue (OGI) requests.

Figure 3-9. Sample Pending Evidence of Insurability Report

Name	Position ID	Address	DOB	Gender	Plan Name	Current Elected Coverage	Current Actual Coverage	Pending Elected Coverage	Annual Plan Earnings	Eff Date
O'Connor, Francis	BEN001510	17933 River Rd Jackson, MS 39211 UNITED STATES	07/14/1952	M	Insurance Provider:BJA Ch Life EOI WFN9 , BJA W9 CH01	\$60,000.00	10000	60000		01/01/2013
O'Neill, Brian	BEN009160	USA	04/03/1970	M	Insurance Provider:BJA Ch Life EOI WFN9 , BJA W9 CH01	\$60,000.00	30000	60000		01/01/2012
Parks, Frederick	BEN001230	15 Old Farm Rd Norcross, GA 30092 UNITED STATES	03/01/1952	M	Insurance Provider:BJA Ch Life EOI WFN9 , BJA W9 CH01	\$60,000.00	10000	60000		01/01/2011
O'Connor, Francis	BEN001510	17933 River Rd Jackson, MS 39211 UNITED STATES	07/14/1952	M	Insurance Provider:BJA EE Life EOI WFN9 , BJA W9 EEL01	\$110,000.00	50000	110000		01/01/2013
O'Neill, Brian	BEN009160	USA	04/03/1970	M	Insurance Provider:BJA EE Life EOI WFN9 , BJA W9 EEL01	\$110,000.00	80000	110000		01/01/2012
Parks, Frederick	BEN001230	15 Old Farm Rd Norcross, GA 30092 UNITED STATES	03/01/1952	M	Insurance Provider:BJA EE Life EOI WFN9 , BJA W9 EEL01	\$110,000.00	50000	110000		01/01/2011
O'Connor, Francis	BEN001510	17933 River Rd Jackson, MS 39211 UNITED STATES	07/14/1952	M	Insurance Provider:BJA Sp Life EOI WFN9 , BJA W9 SP01	\$60,000.00	10000	60000		01/01/2013
O'Neill, Brian	BEN009160	USA	04/03/1970	M	Insurance Provider:BJA Sp Life EOI WFN9 , BJA W9 SP01	\$60,000.00	30000	60000		01/01/2012
Parks, Frederick	BEN001230	15 Old Farm Rd Norcross, GA 30092 UNITED STATES	03/01/1952	M	Insurance Provider:BJA Sp Life EOI WFN9 , BJA W9 SP01	\$60,000.00	10000	60000		01/01/2011

Per Pay Period Benefits Information Report

Description

This reports displays a list of benefits deductions and other benefits-generated information. It contains details like Position ID, Employee Name, Code, Amount, Percent, Active, Plan Name, Plan Class Name, Type, and Effective Date. This report does not apply if ADP is not processing your payroll.

Figure 3-10. Sample Per Pay Period Benefits Information Report

Position ID	Name	Effective Date	Code	Amount	Percent	Plan Name	Plan Class Name	Type	Active
Company Code: 9OR									
9OR000100	Albright, Anthony	01/01/2016	129 -	225.00		401k Plan	1	General Deduction	Y
9OR000052	Beyer, Laura A	01/01/2016	D - Ded D	8.31		Dental	Dental High Deductible	General Deduction	Y
9OR000052	Beyer, Laura A	01/01/2016	E - Other Ded	42.75		Supplemental Life	Supplemental Life	General Deduction	Y
9OR000053	Biggins, Peter A	01/01/2016	129 -	50.00		401k Plan	1	General Deduction	Y
9OR000054	Bonner, Edward J	01/01/2016	D1 - Dental H	7.38		Dental- Low Deductible	Dental- Low Deductible	General Deduction	Y
9OR000054	Bonner, Edward J	01/01/2016	E - Other Ded	42.75		Supplemental Life	Supplemental Life	General Deduction	Y
9OR000054	Bonner, Edward J	01/01/2016	M - Medical	32.77		PPO	Medical PPO	General Deduction	Y
9OR000082	Garland, Carlo E	01/01/2016	D1 - Dental H	7.38		Dental- Low Deductible	Dental- Low Deductible	General Deduction	Y
9OR000082	Garland, Carlo E	01/01/2016	E - Other Ded	32.31		Supplemental Life	Supplemental Life	General Deduction	Y
9OR000082	Garland, Carlo E	01/01/2016	M - Medical	32.77		PPO	Medical PPO	General Deduction	Y
9OR000092	Telford, Richard	12/01/2015	D - Ded D	8.31		Dental	Dental High Deductible	General Deduction	Y
9OR000092	Telford, Richard	12/01/2015	M - Medical	61.85		PPO	Medical PPO	General Deduction	Y
Count of Employees in Company Code 9OR: 6									
Count Of Employees In Report: 6									

W2 Detail Report

Description

This report displays the details of the cost of employer-sponsored health coverage that will be reported using Code DD in Box 12a on the W-2 form. The client runs a paydata batch periodically (at most once a pay period, at least once a year) that automatically calculates the total amount for an employee and puts it in a Memo Code that is sent in the pay file. The employee details on this report are useful to confirm the total that was calculated for each employee in the paydata batch.

Figure 3-11. Sample W2 Detail Report

Position ID	Name	Co Code	File#	Memo Code	Total Costs	Contributions						
						Medical	Dental	Vision	Prescription Drug	Health Care FSA	Wellness	
BEN001110	Albright, Anthony	BEN	001110	B	48,380.75	Employee	2,941.90	0.00	0.00	0.00		
						Employer	4,018.65	0.00	0.00	0.00	0.00	41,420.20
BEN005698	aneela, usha	BEN	005698	B	4,199.10	Employee	1,973.40	0.00	120.45	0.00		
						Employer	2,094.30	0.00	10.95	0.00	0.00	0.00
BEN001130	Barbato, Samuel	BEN	001130	B	12,311.87	Employee	9,051.86	361.35	0.00	0.00		
						Employer	2,300.06	598.60	0.00	0.00	0.00	0.00
BEN009100	Barrow, Gary	BEN	009100	B	20,351.81	Employee	13,433.32	0.00	120.45	120.45		
						Employer	6,655.69	0.00	10.95	10.95	0.00	0.00
BEN008547	Behera, Litan	BEN	008547	B	923.45	Employee	383.25	0.00	0.00	0.00		
						Employer	540.20	0.00	0.00	0.00	0.00	0.00
BEN001150	Brown, Peter	BEN	001150	B	361.35	Employee	120.45	0.00	0.00	0.00		
						Employer	240.90	0.00	0.00	0.00	0.00	0.00
BEN001003	Brown, Roberta	BEN	001003	B	12,617.48	Employee	7,280.94	0.00	0.00	0.00		
						Employer	5,336.54	0.00	0.00	0.00	0.00	0.00
BEN987654	Bustos, Wilfredo H.	BEN	987654	B	7,039.73	Employee	3,963.78	240.90	0.00	0.00		
						Employer	2,714.60	120.45	0.00	0.00	0.00	0.00
BEN110001	Cain, Jenny	BEN	110001	B	421.00	Employee	203.70	0.00	0.00	0.00		
						Employer	217.30	0.00	0.00	0.00	0.00	0.00
BEN001002	Carr, Stephen	BEN	001002	B	9,699.05	Employee	3,112.10	0.00	0.00	0.00		
						Employer	2,170.45	0.00	0.00	0.00	4,237.65	178.85
BEN009110	Carson, Michael	BEN	009110	B	251.85	Employee	120.45	0.00	0.00	0.00		
						Employer	131.40	0.00	0.00	0.00	0.00	0.00
BEN001155	Cavallo, Frank	BEN	001155	B	719.05	Employee	361.35	0.00	0.00	0.00		
						Employer	357.70	0.00	0.00	0.00	0.00	0.00
BEN009120	Christiano, Charles	BEN	009120	B	3,211.97	Employee	2,131.21	0.00	0.00	0.00		
						Employer	1,080.76	0.00	0.00	0.00	0.00	0.00
BEN002150	Damaska, Henry	BEN	002150	B	131.40	Employee	0.00	0.00	120.45	0.00		
						Employer	0.00	0.00	10.95	0.00	0.00	0.00

Chapter 4

Benefits Invoices Reports

- 4-2** Invoice Adjustments Report
- 4-3** Invoice Changes Report
- 4-4** Invoice List Bill Report
- 4-5** Invoice Summary Report

Invoice Adjustments Report

Description

This report displays a comprehensive list showing any adjustments by benefit plan, and can be further subdivided and sub-totaled by plan, business unit, location, or home department, if needed. Each listing displays individual adjustments including employee name, ID (either Social Security number, National ID, or Employee ID), business unit, location, home department, adjustment start date, adjustment end date, number of months the adjustment covers, coverage level or age band type, and adjustment amount.

Figure 4-1. Sample Invoice Adjustments Report

Name	Tax ID	Invoice Business Unit	Invoice Location	Invoice Department	Invoice Eligibility Class	Adjustment Start	Adjustment End	Months	Coverage Level/Age Band/Salary Tier	Volume (\$)	Invoice Adjustments
Business Unit: CONPROD - Consumer Products											
Plan: Supplemental Life											
Plan Class: Supplemental Life											
Totals for Plan Supplemental Life:										\$0.000	
Totals for Business Unit CONPROD - Consumer Products:								7		\$0.000	
Business Unit: CORP - Corporate											
Plan: Supplemental Life											
Plan Class: Supplemental Life											
Berry, Lawrence	XXX-XX-001	CORP - Corporate	002 - Central East	701000 - Sales		06/01/2013	06/01/2013	1	43 - 46 (NT)	-100,000.00	\$-100.000
Totals for Plan Supplemental Life:										\$-100.000	
Totals for Business Unit CORP - Corporate:								8		\$-100.000	
Totals For Report:								15		\$-100.000	

Invoice Changes Report

Description

This report displays a comprehensive report similar to a list bill. It identifies any changes that represent a change in premium from the prior month's bill. These changes can be a result of new hires, terminations, salary adjustments, class changes, or the purchase or dropping of additional buy-up coverage. The first invoice serves as the baseline from which future changes are identified, calculated, and presented in future bills.

Figure 4-2. Sample Invoice Changes Report

Name	Tax ID	Invoice Business Unit	Invoice Location	Invoice Home Department	Invoice Eligibility Class	Effective/Change Date	03/2015 Premium	04/2015 Premium	Change
							03/2015 Coverage	04/2015 Coverage	
Business Unit Change Totals: CONPROD - Consumer Products									
Plan: Supplemental Life									
Anderson, Todd	XXX-XX-0005	CONPROD - Consumer Products	001 - Atlantic	104000 - Development-1	SLRY - Salaried	06/26/2012	\$110.00	\$110.00	\$0.00
							\$100,000.00	\$100,000.00	
Cody, Timothy D	XXX-XX-0011	CONPROD - Consumer Products	001 - Atlantic	701000 - Sales	HRLY - Hourly	01/01/2012	\$91.00	\$91.00	\$0.00
							\$70,000.00	\$70,000.00	
Beyer, Laura A	XXX-XX-0002	CONPROD - Consumer Products	003 - Hudson Valley	102000 - Engineering-1		01/02/2012	\$95.00	\$95.00	\$0.00
							\$50,000.00	\$50,000.00	
Totals for Plan Supplemental Life:							\$296.00	\$296.00	\$0.00
Totals for Business Unit Change Totals CONPROD - Consumer Products:							\$296.00	\$296.00	\$0.00
Business Unit Change Totals: CORP - Corporate									
Plan: Supplemental Life									
Berry, Lawrence	XXX-XX-0001	CORP - Corporate	002 - Central East	902000 - Training	SLRY - Salaried	01/02/2012	\$110.00	\$110.00	\$0.00
							\$100,000.00	\$100,000.00	
Dearborne, Susan M	XXX-XX-0022	CORP - Corporate	001 - Atlantic	111000 - Corporate Staff		01/01/2012	\$98.00	\$98.00	\$0.00
							\$70,000.00	\$70,000.00	
Biggins, Peter A	XXX-XX-0002	CORP - Corporate	004 - Cumberland	901000 - Human Resources	HRLY - Hourly	01/02/2012	\$80.00	\$80.00	\$0.00
							\$50,000.00	\$50,000.00	
Albright, Anthony	XXX-XX-0050	CORP - Corporate	001 - Atlantic	111000 - Corporate Staff	SLRY - Salaried	01/01/2012	\$14.00	\$14.00	\$0.00
							\$10,000.00	\$10,000.00	
Bonner, Edward J	XXX-XX-0004	CORP - Corporate	001 - Atlantic	111000 - Corporate Staff		01/02/2012	\$95.00	\$95.00	\$0.00
							\$50,000.00	\$50,000.00	
Garland, Carlo E	XXX-XX-0036	CORP - Corporate	001 - Atlantic	900000 - Payroll		01/01/2012	\$65.00	\$65.00	\$0.00
							\$50,000.00	\$50,000.00	
Totals for Plan Supplemental Life:							\$462.00	\$462.00	\$0.00
Totals for Business Unit Change Totals CORP - Corporate:							\$462.00	\$462.00	\$0.00

Invoice List Bill Report

Description

This report lists the invoice list bill data for benefit enrollments run for the selected month.

Figure 4-3. Sample Invoice List Bill Report

Name	Tax ID	Effective Change Date	Invoice Business Unit	Invoice Location	Invoice Department	Invoice Eligibility Class	Coverage Level/Age Band/Salary Tier	Volume (\$)	Premium
Business Unit Premium Totals: CONPROD - Consumer Products									
Plan: Supplemental Life									
Plan Class: Supplemental Life									
Anderson, Todd	XXX-XX-0009	06/26/2012	Consumer Products	Atlantic	Development -1	Salaried	43 - 46 (NT)	\$100,000.000	\$110.000
Beyer, Laura A	XXX-XX-0002	01/02/2012	Consumer Products	Hudson Valley	Engineering-1		65 - and over (NT)	\$50,000.000	\$95.000
Cody, Timothy D	XXX-XX-0011	01/01/2012	Consumer Products	Atlantic	Sales	Hourly	55 - 58 (NT)	\$70,000.000	\$91.000
Totals for Plan - Supplemental Life								\$220,000.000	\$296.000
Totals for Business Unit Premium								\$220,000.000	\$296.000
Business Unit Premium Totals: CORP - Corporate									
Plan: Supplemental Life									
Plan Class: Supplemental Life									
Albright, Anthony	XXX-XX-0050	01/01/2012	Corporate	Atlantic	Corporate Staff	Salaried	55 - 58 (NT)	\$10,000.000	\$14.000
Dearborne, Susan M	XXX-XX-0022	01/01/2012	Corporate	Atlantic	Corporate Staff		55 - 58 (NT)	\$70,000.000	\$98.000
Biggins, Peter A	XXX-XX-0003	01/02/2012	Corporate	Cumberland Central East	Human Resources Training	Hourly	59 - 62 (NT)	\$50,000.000	\$80.000
Berry, Lawrence	XXX-XX-0001	01/02/2012	Corporate	Atlantic	Corporate Staff	Salaried	43 - 46 (NT)	\$100,000.000	\$110.000
Bonner, Edward J	XXX-XX-0004	01/02/2012	Corporate	Atlantic	Corporate Staff Payroll		65 - and over (NT)	\$50,000.000	\$95.000
Garland, Carlo E	XXX-XX-0036	01/01/2012	Corporate	Atlantic	Corporate Staff Payroll		55 - 58 (NT)	\$50,000.000	\$65.000
Totals for Plan - Supplemental Life								\$330,000.000	\$462.000
Totals for Business Unit Premium								\$330,000.000	\$462.000
Business Unit Premium Totals: SPECPROD - Speciality Products									
Plan: Supplemental Life									
Plan Class: Supplemental Life									
Bethany, Beth	XXX-XX-0026	01/02/2012	Speciality Products	Atlantic	Development -1		39 - 42 (NT)	\$10,000.000	\$10.000
Totals for Plan - Supplemental Life								\$10,000.000	\$10.000
Totals for Business Unit Premium								\$10,000.000	\$10.000
Totals For Report:								\$560,000.000	\$768.000

Invoice Summary Report

Description

This report displays a summary of coverage premiums divided and sub-totaled by benefit plan, and can be further subdivided and sub-totaled by business unit, location, or home department, if needed. Each summary displays subtotals by the class/coverage type, showing the rate, benefit/payroll (for short-term or long-term disability plans), volume (for life and AD & D plans), number of enrolled employees, and total premium. The number of enrolled employees and premiums are then sub-totaled at the end of each plan, with a grand total at the bottom of the page.

Figure 4-4. Sample Invoice Summary Report

Coverage Level / Age Band / Salary Tier	Rate	Volume (\$)	Enrollments	Premium	
Business Unit: CONPROD - Consumer Products					
Plan: Supplemental Life					
Plan Class: Supplemental Life					
43 - 46 (NT)	\$1.100	\$100,000.000	1	\$110.000	
55 - 58 (NT)	\$1.400	\$70,000.000	1	\$91.000	
65 -and over (NT)	\$1.950	\$50,000.000	1	\$95.000	
	Subtotal:	\$4.450	\$220,000.000	3	\$296.000
	Invoice Adjustments:			\$0.000	
	Totals for Plan:			\$296.000	
	Totals for Business Unit - CONPROD - Consumer Products:			296.000	
Business Unit: CORP - Corporate					
Plan: Supplemental Life					
Plan Class: Supplemental Life					
43 - 46 (NT)	\$1.100	\$100,000.000	1	\$110.000	
55 - 58 (NT)	\$1.400	\$130,000.000	3	\$177.000	
59 - 62 (NT)	\$1.600	\$50,000.000	1	\$80.000	
65 -and over (NT)	\$1.950	\$50,000.000	1	\$95.000	
	Subtotal:	\$6.050	\$330,000.000	6	\$462.000
	Invoice Adjustments:			\$-100.000	
	Totals for Plan:			\$362.000	
	Totals for Business Unit - CORP - Corporate:			362.000	
Business Unit: SPECPROD - Speciality Products					
Plan: Supplemental Life					
Plan Class: Supplemental Life					
39 - 42 (NT)	\$1.000	\$10,000.000	1	\$10.000	
	Invoice Adjustments:			\$0.000	
	Totals for Plan:			\$10.000	
	Totals for Business Unit - SPECPROD - Speciality Products:			10.000	
	Products:				
	Totals For Report:			668.000	

Chapter 5

On-site Printing Reports

- 5-2** Check Printing Audit Trail Report
- 5-3** On-Site Printing Print Status Report

Check Printing Audit Trail Report

Description

This report identifies all activities for the On-Site Printing check and voucher files. It includes the time and date of each activity, the associated checks or vouchers, and the user who initiated each activity.

Figure 5-1. Sample Check Printing Audit Trail Report

Field Name	Impacted Record	Changed From	Changed To	Changed By
Account Number Process > Payroll > Manual Checks	Company Code: &69		428499_9601 Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 12/12/2015 06:40:08 AM EST
Check Stock Process > Payroll > Manual Checks	Company Code: &69		B Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 12/12/2015 06:40:08 AM EST
Pay Date Process > Payroll > Manual Checks	Company Code: &69		12/18/2015 Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 12/12/2015 06:40:08 AM EST
Payer Process > Payroll > Manual Checks	Company Code: &69		428499_9605 Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 12/12/2015 06:40:08 AM EST
Next Check # Setup > Tools > Validation Tables	Employee: System Level Information	145	146 Action: Change	TANDERSON@WFNQARTP56 Role: Practitioner Date: 12/12/2015 06:40:09 AM EST
Account Number Process > Payroll > Manual Checks	Company Code: &69	428499_9601	Action: Remove	TANDERSON@WFNQARTP56 Role: Practitioner Date: 01/06/2016 09:24:20 AM EST
Check Stock Process > Payroll > Manual Checks	Company Code: &69	B	Action: Remove	TANDERSON@WFNQARTP56 Role: Practitioner Date: 01/06/2016 09:24:20 AM EST
Pay Date Process > Payroll > Manual Checks	Company Code: &69	12/18/2015	Action: Remove	TANDERSON@WFNQARTP56 Role: Practitioner Date: 01/06/2016 09:24:20 AM EST
Payer Process > Payroll > Manual Checks	Company Code: &69	428499_9605	Action: Remove	TANDERSON@WFNQARTP56 Role: Practitioner Date: 01/06/2016 09:24:20 AM EST
Payer Name Setup > Tools > Validation Tables	Employee: System Level Information	HIRSH INDUSTRIES INC.	HIRSHEL INDUSTRIES INC. Action: Change	TANDERSON@WFNQARTP56 Role: Practitioner Date: 02/16/2016 07:58:49 AM EST
Account Number Process > Payroll > Manual Checks	Company Code: &69		428499_9601 Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 02/16/2016 08:07:28 AM EST
Check Stock Process > Payroll > Manual Checks	Company Code: &69		B Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 02/16/2016 08:07:28 AM EST
Pay Date Process > Payroll > Manual Checks	Company Code: &69		01/15/2016 Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 02/16/2016 08:07:28 AM EST
Payer Process > Payroll > Manual Checks	Company Code: &69		428499_9605 Action: Add	TANDERSON@WFNQARTP56 Role: Practitioner Date: 02/16/2016 08:07:28 AM EST
Next Check # Setup > Tools > Validation Tables	Employee: System Level Information	146	147 Action: Change	TANDERSON@WFNQARTP56 Role: Practitioner Date: 02/16/2016 08:07:30 AM EST
Address 1 Setup > Tools > Validation Tables	Employee: System Level Information	15 Delaware Ave.	15 Delaware Avenue Action: Change	TANDERSON@WFNQARTP56 Role: Practitioner

On-Site Printing Print Status Report

Description

This report provides a summary of the total number of checks and vouchers that were printed, reprinted, or not yet printed. It also includes a detailed list of each check and voucher in the file, with the associated print status, employee name, net pay, and last activity date.

Figure 5-2. Sample On-Site Printing Print Status Report

Selected Print Statuses:		Checks Printed Vouchers Printed	Checks Reprinted Vouchers Reprinted	Count Totals		Checks Not Printed Vouchers Not Printed
Statement Type		Printed	Reprinted	Not Printed	Totals for Statement Type	
Check		2	0	56	58	
Voucher		3	0	960	963	
Check File Totals		5	0	1,016	1,021	

Statement Number	Statement Type	Print Status	Name	Net	Last Activity Date
0000500298	Voucher	Printed	AARON D FOLCK	0.00	12/18/2015
0000500280	Voucher	Not Printed	AARON M. HAGERDORN	0.00	
0000500312	Voucher	Not Printed	ABNER AUGUSTIN	0.00	
0000500544	Voucher	Not Printed	ADAM J. SCHULTZ	0.00	
0000005449	Check	Printed	ADAM SPICER	986.00	12/18/2015
0000500266	Voucher	Not Printed	AL GONZALEZ	0.00	
0000500186	Voucher	Not Printed	ALAN NAT SCHWARTZBAC	0.00	
0000500695	Voucher	Not Printed	ALBA REGINA GIRON	0.00	
0000500100	Voucher	Not Printed	ALBERT DESIO	0.00	
0000500236	Voucher	Not Printed	ALBERT KEITH ESCORT	0.00	
0000500402	Voucher	Not Printed	ALEX D. HORTMAN	0.00	
0000500227	Voucher	Not Printed	ALISON DENISE ABERNA	0.00	
0000500534	Voucher	Not Printed	ALLAN R ALMETER	0.00	
0000500669	Voucher	Not Printed	ALLEN JAY SHARROW	0.00	
0000500091	Voucher	Not Printed	ALLISON L. CARTWRIGH	0.00	
0000500839	Voucher	Not Printed	ALOK MISHRA	0.00	
0000500237	Voucher	Not Printed	ALVIN ROBERT HITTLE	0.00	
0000500172	Voucher	Not Printed	AMANDA JEAN MAY	0.00	
0000500218	Voucher	Not Printed	AMANDA M KEEFER	0.00	
0000500002	Voucher	Not Printed	AMBER PATTERSON	0.00	
0000500736	Voucher	Not Printed	AMY B MEAD	0.00	
0000500127	Voucher	Not Printed	AMY E. WILKINSON	0.00	
0000500761	Voucher	Not Printed	AMY L. BREZOWSKI	0.00	
0000500723	Voucher	Not Printed	AMY M SCHLEIFER	0.00	
0000500233	Voucher	Not Printed	AMY S ANDERSON	0.00	
0000500330	Voucher	Not Printed	ANDRE H TERPORTEN	0.00	
0000500691	Voucher	Not Printed	ANDREA M. MANZUK	0.00	
0000500306	Voucher	Not Printed	ANDREA S GRIMES	0.00	
0000500195	Voucher	Not Printed	ANDREW A KRAL	0.00	
0000500830	Voucher	Not Printed	ANDREW BEROS	0.00	
0000500256	Voucher	Not Printed	ANDREW GRINSFELDER	0.00	
0000500786	Voucher	Not Printed	ANDREW NICOL	0.00	
0000500602	Voucher	Not Printed	ANDREW P TENAGLIA	0.00	
0000500633	Voucher	Not Printed	ANDREW S. YANTEK	0.00	
0000500412	Voucher	Not Printed	ANGEL LICEA	0.00	
0000500605	Voucher	Not Printed	ANGELA A TODERO	0.00	
0000500496	Voucher	Not Printed	ANGELA D. FAIRCHILD	0.00	
0000500107	Voucher	Not Printed	ANGELA WILKINSON	0.00	

Chapter 6

Pay Statement History Reports

- 6-2** ACA Benefit Status Worksheet Report
- 6-3** Bank Reconciliation Report
- 6-4** Employee Labor Distribution Summary Report
- 6-5** Employee Pay Statement Summary Report
- 6-6** Labor Distribution Deductions Report
- 6-7** Labor Distribution Earnings Report
- 6-8** Labor Distribution Hours Report
- 6-9** Labor Distribution Summary Report
- 6-10** Pay Statement Deductions Report
- 6-11** Pay Statement Earnings Report
- 6-12** Pay Statement Hours Report
- 6-13** Pay Statement Summary Report

ACA Benefit Status Worksheet Report

Description

This worksheet helps you in determining PPACA Benefit Status (Patient Protection and Affordable Care Act). This worksheet can optionally display the details at a per-check level of all checks utilized in the calculations.

Figure 6-1. Sample ACA Benefit Status Worksheet Report

Name	Tax ID	Benefit Status	Measurement Period			Average Hours of Service					Total Hours Actually Paid	Total Earnings Actually Paid
			Start Date	End Date	Days in Period	Per Week	#Wks	Per Month	#Mos			
Designated												
Name: Albright, Anthony												
Totals for Name Albright, Anthony:	XXX-XX-0050	No	Part Time	09/17/2015	12/16/2015	91	2	13	8	3	26.29	18,107.14
Name: Anderson, Todd												
Totals for Name Anderson, Todd:	XXX-XX-0009	No	Part Time	09/17/2015	12/16/2015	91	27	13	116	3	352.86	29,640.11
Name: Berry, Lawrence												
Totals for Name Berry, Lawrence:	XXX-XX-0001	No	Part Time	09/17/2015	12/16/2015	91	2	13	8	3	26.29	9,565.71
Name: Bethany, Beth												
Totals for Name Bethany, Beth:	XXX-XX-0026	No	Part Time	09/17/2015	12/16/2015	91	9	13	42	3	129.14	3,940.40
Name: Beyer, Laura A												
Totals for Name Beyer, Laura A:	XXX-XX-0002	No	Part Time	09/17/2015	12/16/2015	91	12	13	53	3	162.86	5,131.37
Name: Biggins, Peter A												
Totals for Name Biggins, Peter A:	XXX-XX-0003	No	Part Time	09/17/2015	12/16/2015	91	26	13	113	3	342.86	14,821.71
Name: Bonner, Edward J												
Totals for Name Bonner, Edward J:	XXX-XX-0004	No	Part Time	09/17/2015	12/16/2015	91	25	13	109	3	331.29	12,829.40
Name: Buckshaw, Lisa												
Totals for Name Buckshaw, Lisa:	XXX-XX-0053	No	Part Time	09/17/2015	12/16/2015	91	2	13	8	3	26.29	8,571.43

Bank Reconciliation Report

Description

This report lists all checks and vouchers, including manual checks and voided checks, issued for a specific payroll pay date. You can use this report to verify payroll records against bank statements. It includes the check number, net pay amount, check voucher indicator, void indicator, pay ending date, and period ending date.

Figure 6-2. Sample Bank Reconciliation Report

Check #	Net Amt	Associate ID	Name	SSN	Check/Vchr	Void?	Pay Date	Period Ending
Company Code: 9OR								
00004963	2,418.97	0000000014	Albright, Anthony	XXX-XX-0050	C	N	12/04/2015	11/29/2015
00004964	462.99	0000000016	Beyer, Laura A	XXX-XX-0002	C	N	12/04/2015	11/29/2015
00004965	2,083.94	0000000017	Biggins, Peter A	XXX-XX-0003	C	N	12/04/2015	11/29/2015
00004966	2,082.11	0000000021	Cecchetti, David	XXX-XX-0007	C	N	12/04/2015	11/29/2015
00004967	1,168.95	0000000022	Selbert, Thomas	XXX-XX-0008	C	N	12/04/2015	11/29/2015
00004968	1,165.19	0000000031	Cramer, Neal S	XXX-XX-0017	C	N	12/04/2015	11/29/2015
00004969	354.29	0000000013	Martinez, Tyffany	XXX-XX-0049	C	N	12/04/2015	11/29/2015
00004970	399.86	0000000013	Martinez, Tyffany	XXX-XX-0049	C	N	12/04/2015	11/29/2015
00004971	152.87	0000000013	Martinez, Tyffany	XXX-XX-0049	C	N	12/04/2015	11/29/2015
00004972	1,004.74	0000000029	Cormier, David	XXX-XX-0015	C	N	12/04/2015	11/29/2015
00004973	3,525.76	0000000023	Anderson, Todd	XXX-XX-0009	C	N	12/04/2015	11/29/2015
00004974	1,053.09	0000000020	Byrone, Richard	XXX-XX-0006	C	N	12/04/2015	11/29/2015
00004975	601.63	0000000045	Fitzgerald, Gail	XXX-XX-0031	C	N	12/04/2015	11/29/2015
00004976	490.91	0000000046	Flannagan, Christopher	XXX-XX-0032	C	N	12/04/2015	11/29/2015
00004977	1,089.57	0000000048	Freeman, Sheila	XXX-XX-0034	C	N	12/04/2015	11/29/2015
00004978	1,023.89	0000000008	Ingles, Daniel G.	XXX-XX-0044	C	N	12/04/2015	11/29/2015
00004979	1,875.78	0000000043	Lovejoy, John	XXX-XX-0029	C	N	12/04/2015	11/29/2015
00004980	2,321.14	0000000002	Lowell, Kurt	XXX-XX-0038	C	N	12/04/2015	11/29/2015
00004981	719.72	0000000012	Marshall, Stephen E	XXX-XX-0048	C	N	12/04/2015	11/29/2015
00004982	1,733.96	0000000018	Bonner, Edward J	XXX-XX-0004	C	N	12/04/2015	11/29/2015
00004983	1,434.29	VZNSDF6E5	Buckshaw, Lisa	XXX-XX-0053	C	N	12/04/2015	11/29/2015
00004984	2,160.20	0000000019	Bymes, Ronald A	XXX-XX-0005	C	N	12/04/2015	11/29/2015
00004985	5,705.46	0000000036	Dearborne, Susan M	XXX-XX-0022	C	N	12/04/2015	11/29/2015
00004986	804.12	0000000037	Delaney, Albert L	XXX-XX-0023	C	N	12/04/2015	11/29/2015
00004987	1,340.81	0000000009	Jeffreys, Melvin	XXX-XX-0045	C	N	12/04/2015	11/29/2015
00004988	336.34	W6YOVMP6K	Smith, Jill	XXX-XX-0054	C	N	12/04/2015	11/29/2015
00004989	1,435.12	0000000025	Cody, Timothy D	XXX-XX-0011	C	N	12/04/2015	11/29/2015
00004990	116.42	0000000025	Cody, Timothy D	XXX-XX-0011	C	N	12/04/2015	11/29/2015
00004991	601.21	0000000026	Coffey, Philip M	XXX-XX-0012	C	N	12/04/2015	11/29/2015
00004992	176.19	0000000027	Cole, Dale G	XXX-XX-0013	C	N	12/04/2015	11/29/2015
00004993	272.44	0000000028	Condo, Heidi	XXX-XX-0014	C	N	12/04/2015	11/29/2015
00004994	578.69	0000000030	Coslett, Daniel A	XXX-XX-0016	C	N	12/04/2015	11/29/2015

Employee Labor Distribution Summary Report

Description

This report displays the sum of the pay details for the specified pay dates, by department, cost number, or business unit. It includes gross pay, net pay, regular, overtime, other hours and earnings, and statutory and voluntary deduction amounts.

Figure 6-3. Sample Employee Labor Distribution Summary Report

Associate ID	Name	Business Unit	Pay Date Chk/Vchr #	Week # Dist #	Reg Earn Reg Hrs	OT Earn OT Hrs	Other Earn Other Hrs	Stat Ded Vol Ded	Gross Pay Net Pay
Company Code: 9OR									
000000014	Albright, Anthony	CORP	12/04/2015 C - 00004963	49-1 1	3,422.25 0.00	0.00 0.00	0.00 12.96	750.79 712.09	3,422.25 1,959.37
000000022	Selbert, Thomas	CONPROD	12/04/2015 C - 00004967	49-1 1	1,178.75 46.72	0.00 0.00	294.69 11.68	298.88 321.23	1,473.44 853.33
000000040	Bethany, Beth	SPECPROD	12/04/2015 C - 00004999	49-1 1	5.15 0.24	0.00 0.00	10.30 0.48	2.86 3.67	15.45 8.92
000000017	Biggins, Peter A	CORP	12/04/2015 C - 00004965	49-1 1	332.01 7.68	0.00 0.00	83.00 1.92	121.16 43.78	415.01 250.07
000000023	Anderson, Todd	CONPROD	12/04/2015 C - 00004973	49-1 1	3,403.08 44.80	0.00 0.00	850.77 11.20	1,428.83 401.29	4,253.85 2,423.73
000000001	Gates, Dean A	SPECPROD	12/04/2015 C - 00005009	49-1 1	25.78 0.80	0.00 0.00	25.78 0.80	11.32 5.94	51.56 34.30
000000019	Byrnes, Ronald A	CONPROD	12/04/2015 C - 00004984	49-1 1	165.96 3.84	0.00 0.00	41.49 0.96	59.07 18.78	207.45 129.60
000000035	Davis, Peter K	CONPROD	12/04/2015 C - 00005000	49-1 1	506.97 0.00	0.00 0.00	0.00 4.32	117.10 50.38	506.97 339.49
W6YOVM6K	Smith, Jill	CORP	12/04/2015 C - 00004988	49-1 1	152.00 8.00	0.00 0.00	304.00 16.00	82.54 37.12	456.00 336.34
000000021	Cecchetti, David	SPECPROD	12/04/2015 C - 00004966	49-1 1	424.51 9.60	0.00 0.00	113.20 2.56	155.74 48.84	537.71 333.13
000000025	Cody, Timothy D	CONPROD	12/04/2015 C - 00004989	49-1 1	1,659.00 0.00	0.00 0.00	0.00 12.00	422.66 159.99	1,659.00 1,076.35
000000027	Cole, Dale G	CORP	12/04/2015 C - 00004992	49-1 1	195.68 16.00	0.00 0.00	195.68 16.00	65.49 149.68	391.36 176.19
000000036	Dearborne, Susan M	CORP	12/04/2015 C - 00004985	49-1 1	877.50 0.00	0.00 0.00	51.41 1.60	280.41 77.95	928.91 570.55
000000046	Flannagan, Christopher	SPECPROD	12/04/2015 C - 00004976	49-1 1	12.09 0.40	0.00 0.00	24.18 0.80	7.01 4.72	36.27 24.54
000000032	Telford, Richard	CONPROD	12/04/2015 C - 00004997	49-1 1	817.34 35.20	0.00 0.00	204.34 8.80	234.54 101.74	1,021.68 685.40
000000019	Byrnes, Ronald A	CONPROD	12/04/2015 C - 00004984	49-1 2	55.32 1.28	0.00 0.00	13.83 0.32	19.69 6.26	69.15 43.20
000000038	England, Michael R	CONPROD	12/04/2015 C - 00005001	49-1 1	3,739.08 64.00	0.00 0.00	934.77 16.00	1,482.05 410.27	4,673.85 2,781.53
000000045	Fitzgerald, Gail	CONPROD	12/04/2015 C - 00004975	49-1 1	45.02 0.00	0.00 0.00	0.00 0.80	9.51 5.42	45.02 30.09

Employee Pay Statement Summary Report

Description

This report displays the sum of the pay details for a specified calendar period, by home department or business unit. It includes gross pay, net pay, and regular, overtime, and other earnings; regular, overtime, and other hours; and voluntary and statutory deduction amounts.

Figure 6-4. Sample Employee Pay Statement Summary Report

Check: C-00004963						
Associate ID: 000000014	Name: Albright, Anthony	Business Unit: CORP	Home Department: 101000	Home Cost Number: 001101000		
	Reg Earnings	OT Earnings	Other Earnings	Statutory Deductions	Gross Pay	
	Reg Hours	OT Hours	Other Hours	Voluntary Deductions	Net Pay	
Total for Check:	4,225.00	0.00	0.00	926.90	4,225.00	
	0.00	0.00	16.00	879.13	2,418.97	
Total Checks/Vouchers for Name Albright, Anthony: 1	4,225.00	0.00	0.00	926.90	4,225.00	
	0.00	0.00	16.00	879.13	2,418.97	
Name: Anderson, Todd						
Check: C-00004973						
Associate ID: 000000023	Name: Anderson, Todd	Business Unit: CONPROD	Home Department: 104000	Home Cost Number: 001104000		
	Reg Earnings	OT Earnings	Other Earnings	Statutory Deductions	Gross Pay	
	Reg Hours	OT Hours	Other Hours	Voluntary Deductions	Net Pay	
Total for Check:	4,861.54	0.00	1,215.39	1,977.89	6,076.93	
	64.00	0.00	16.00	573.28	3,525.76	
Total Checks/Vouchers for Name Anderson, Todd: 1	4,861.54	0.00	1,215.39	1,977.89	6,076.93	
	64.00	0.00	16.00	573.28	3,525.76	
Name: Berry, Lawrence						
Check: C-00005019						
Associate ID: 000000015	Name: Berry, Lawrence	Business Unit: CORP	Home Department: 902000	Home Cost Number: 002902000		
	Reg Earnings	OT Earnings	Other Earnings	Statutory Deductions	Gross Pay	
	Reg Hours	OT Hours	Other Hours	Voluntary Deductions	Net Pay	
Total for Check:	2,232.00	0.00	0.00	562.20	2,232.00	
	0.00	0.00	16.00	227.84	1,441.96	
Total Checks/Vouchers for Name Berry, Lawrence: 1	2,232.00	0.00	0.00	562.20	2,232.00	
	0.00	0.00	16.00	227.84	1,441.96	
Name: Bethany, Beth						
Check: C-00004999						
Associate ID: 000000040	Name: Bethany, Beth	Business Unit: SPECPROD	Home Department: 301000	Home Cost Number: 004301000		
	Reg Earnings	OT Earnings	Other Earnings	Statutory Deductions	Gross Pay	
	Reg Hours	OT Hours	Other Hours	Voluntary Deductions	Net Pay	
Total for Check:	171.60	0.00	343.21	95.58	514.81	
	8.00	0.00	16.00	122.31	296.92	
Total Checks/Vouchers for Name Bethany, Beth: 1	171.60	0.00	343.21	95.58	514.81	
	8.00	0.00	16.00	122.31	296.92	
Name: Beyer, Laura A						
Check: C-00004964						

Labor Distribution Deductions Report

Description

This report lists the total employee deduction amounts by department or cost number for specified pay dates and Deduction codes.

Figure 6-5. Sample Labor Distribution Deductions Report

Associate ID	Name	Pay Date	Deduction Amount	Check #	Week #	Dist #
Company Code: 9OR						
Worked In Cost Number: 001101000						
File #: 000058						
000000022	Selbert, Thomas	12/04/2015	321.23	C-00004967	49-1	1
Total Distributions for File # 000058: 1			321.23			
File #: 000100						
000000014	Albright, Anthony	12/04/2015	712.09	C-00004963	49-1	1
Total Distributions for File # 000100: 1			712.09			
Total Distributions for Worked In Cost Number 001101000: 2			1,033.32			
Worked In Cost Number: 001102000						
File #: 000074						
000000040	Bethany, Beth	12/04/2015	3.67	C-00004999	49-1	1
Total Distributions for File # 000074: 1			3.67			
Total Distributions for Worked In Cost Number 001102000: 1			3.67			
Worked In Cost Number: 001103000						
File #: 000053						
000000017	Biggins, Peter A	12/04/2015	43.78	C-00004965	49-1	1
Total Distributions for File # 000053: 1			43.78			
Total Distributions for Worked In Cost Number 001103000: 1			43.78			
Worked In Cost Number: 001104000						
File #: 000059						
000000023	Anderson, Todd	12/04/2015	401.29	C-00004973	49-1	1
Total Distributions for File # 000059: 1			401.29			
File #: 000083						
000000001	Gates, Dean A	12/04/2015	5.94	C-00005009	49-1	1
Total Distributions for File # 000083: 1			5.94			
Total Distributions for Worked In Cost Number 001104000: 2			407.23			
Worked In Cost Number: 001105000						
File #: 000055						
000000019	Byrnes, Ronald A	12/04/2015	18.78	C-00004984	49-1	1
Total Distributions for File # 000055: 1			18.78			

Labor Distribution Earnings Report

Description

This report lists employee earnings by department or cost number for specified pay dates. It includes the Department or Cost Number code, check number, Check/Voucher code, gross pay, net pay, regular earnings, overtime earnings, and other earnings.

Figure 6-6. Sample Labor Distribution Earnings Report

Associate ID	Name	Pay Date Check/Vchr #	Week # Dist #	Gross Pay Net Pay	Reg Earns OT Earns	Earns Cd	Description	Earns Amt
Company Code: 9OR								
000000014	Albright, Anthony	12/04/2015 C-00004963	49-1 1	3,422.25 1,959.37	3,422.25 0.00			
000000022	Selbert, Thomas	12/04/2015 C-00004967	49-1 1	1,473.44 853.33	1,178.75 0.00	H	Holiday	294.69
000000040	Bethany, Beth	12/04/2015 C-00004999	49-1 1	15.45 8.92	5.15 0.00	H	Holiday	10.30
000000017	Biggins, Peter A	12/04/2015 C-00004965	49-1 1	415.01 250.07	332.01 0.00	H	Holiday	83.00
000000023	Anderson, Todd	12/04/2015 C-00004973	49-1 1	4,253.85 2,423.73	3,403.08 0.00	H	Holiday	850.77
000000001	Gates, Dean A	12/04/2015 C-00005009	49-1 1	51.56 34.30	25.78 0.00	H	Holiday	25.78
000000019	Byrnes, Ronald A	12/04/2015 C-00004984	49-1 1	207.45 129.60	165.96 0.00	H	Holiday	41.49
000000035	Davis, Peter K	12/04/2015 C-00005000	49-1 1	506.97 339.49	506.97 0.00			
W6YOVMP6K	Smith, Jill	12/04/2015 C-00004988	49-1 1	456.00 336.34	152.00 0.00	H	Holiday	304.00
000000021	Cecchetti, David	12/04/2015 C-00004966	49-1 1	537.71 333.13	424.51 0.00	H	Holiday	113.20
000000025	Cody, Timothy D	12/04/2015 C-00004989	49-1 1	1,659.00 1,076.35	1,659.00 0.00			
000000027	Cole, Dale G	12/04/2015 C-00004992	49-1 1	391.36 176.19	195.68 0.00	H	Holiday	195.68
000000036	Dearborne, Susan M	12/04/2015 C-00004985	49-1 1	928.91 570.55	877.50 0.00	H	Holiday	51.41
000000046	Flannagan, Christopher	12/04/2015 C-00004976	49-1 1	36.27 24.54	12.09 0.00	H	Holiday	24.18
000000032	Telford, Richard	12/04/2015 C-00004997	49-1 1	1,021.68 685.40	817.34 0.00	H	Holiday	204.34
000000019	Byrnes, Ronald A	12/04/2015 C-00004984	49-1 2	69.15 43.20	55.32 0.00	H	Holiday	13.83

Labor Distribution Hours Report

Description

This report lists employee hours by department or cost number for specified pay dates. It includes the Department or Cost Number code, check number, Check/Voucher code, gross pay, net pay, regular hours, overtime hours, and other hours.

Figure 6-7. Sample Labor Distribution Hours Report

Associate ID	Name	Pay Date Check/Vchr #	Week # Dist #	Gross Pay Net Pay	Reg Hrs OT Hrs	Hrs Cd	Description	Hrs Amt
Company Code: 9OR								
000000014	Albright, Anthony	12/04/2015 C-00004963	49-1 1	3,422.25 1,959.37	0.00 0.00	H	Holiday	12.96
000000022	Selbert, Thomas	12/04/2015 C-00004967	49-1 1	1,473.44 853.33	46.72 0.00	H	Holiday	11.68
000000040	Bethany, Beth	12/04/2015 C-00004999	49-1 1	15.45 8.92	0.24 0.00	H	Holiday	0.48
000000017	Biggins, Peter A	12/04/2015 C-00004965	49-1 1	415.01 250.07	7.68 0.00	H	Holiday	1.92
000000023	Anderson, Todd	12/04/2015 C-00004973	49-1 1	4,253.85 2,423.73	44.80 0.00	H	Holiday	11.20
000000001	Gates, Dean A	12/04/2015 C-00005009	49-1 1	51.56 34.30	0.80 0.00	H	Holiday	0.80
000000019	Byrnes, Ronald A	12/04/2015 C-00004984	49-1 1	207.45 129.60	3.84 0.00	H	Holiday	0.96
000000035	Davis, Peter K	12/04/2015 C-00005000	49-1 1	506.97 339.49	0.00 0.00	H	Holiday	4.32
W6YOVM6K	Smith, Jill	12/04/2015 C-00004988	49-1 1	456.00 336.34	8.00 0.00	H	Holiday	16.00
000000021	Cecchetti, David	12/04/2015 C-00004966	49-1 1	537.71 333.13	9.60 0.00	H	Holiday	2.56
000000025	Cody, Timothy D	12/04/2015 C-00004989	49-1 1	1,659.00 1,076.35	0.00 0.00	H	Holiday	12.00
000000027	Cole, Dale G	12/04/2015 C-00004992	49-1 1	391.36 176.19	16.00 0.00	H	Holiday	16.00
000000036	Dearborne, Susan M	12/04/2015 C-00004985	49-1 1	928.91 570.55	0.00 0.00	H	Holiday	1.60
000000046	Flannagan, Christopher	12/04/2015 C-00004976	49-1 1	36.27 24.54	0.40 0.00	H	Holiday	0.80

Labor Distribution Summary Report

Description

This report displays the sum of the pay details for the specified pay dates, by department, cost number, or business unit. It includes gross pay, net pay, regular, overtime, and other hours and earnings, company totals, and statutory and voluntary deduction amounts.

Figure 6-8. Sample Labor Distribution Summary Report

	Regular Earnings Regular Hours	Overtime Earnings Overtime Hours	Other Earnings Other Hours	Statutory Deductions Voluntary Deductions	Total Deductions	Gross Pay Net Pay
Company Code: 9OR						
Pay Dates Between 12/04/2015 to 12/04/2015						
Totals for Company Code 9OR:	93,493.68	0.00	22,505.74	30,731.95		115,999.42
	1,872.00	0.00	831.00	12,617.57	43,349.52	72,649.90
Totals For Report:	93,493.68	0.00	22,505.74	30,731.95		115,999.42
	1,872.00	0.00	831.00	12,617.57	43,349.52	72,649.90

Pay Statement Deductions Report

Description

This report lists the total employee deduction amounts for specified pay dates and pay statements.

Figure 6-9. Sample Pay Statement Deductions Report

Company Code: 9OR					
File #: 000051					
Check: C-00005019					
Associate ID: 0000000015	Name: Berry, Lawrence	SSN: XXX-XX-0001	Home Department: 902000	Home Cost Number: 002902000	
Total for Check:			12/04/2015	227.84	C-00005019 49-1
Total Checks/Vouchers for File # 000051: 1				227.84	
File #: 000052					
Check: C-00004964					
Associate ID: 0000000016	Name: Beyer, Laura A	SSN: XXX-XX-0002	Home Department: 101000	Home Cost Number: 003101000	
Total for Check:			12/04/2015	225.71	C-00004964 49-1
Total Checks/Vouchers for File # 000052: 1				225.71	
File #: 000053					
Check: C-00004965					
Associate ID: 0000000017	Name: Biggins, Peter A	SSN: XXX-XX-0003	Home Department: 101000	Home Cost Number: 002101000	
Total for Check:			12/04/2015	364.84	C-00004965 49-1
Total Checks/Vouchers for File # 000053: 1				364.84	
File #: 000054					
Check: C-00004982					
Associate ID: 0000000018	Name: Bonner, Edward J	SSN: XXX-XX-0004	Home Department: 111000	Home Cost Number: 002111000	
Total for Check:			12/04/2015	292.45	C-00004982 49-1
Total Checks/Vouchers for File # 000054: 1				292.45	
File #: 000055					
Check: C-00004984					
Associate ID: 0000000019	Name: Byrnes, Ronald A	SSN: XXX-XX-0005	Home Department: 111000	Home Cost Number: 004111000	
Total for Check:			12/04/2015	312.97	C-00004984 49-1
Total Checks/Vouchers for File # 000055: 1				312.97	
File #: 000056					
Check: C-00004974					
Associate ID: 0000000020	Name: Byrone, Richard	SSN: XXX-XX-0006	Home Department: 104000	Home Cost Number: 004104000	
Total for Check:			12/04/2015	401.78	C-00004974 49-1
Total Checks/Vouchers for File # 000056: 1				401.78	
File #: 000057					
Check: C-00004966					
Associate ID: 0000000021	Name: Cecchetti, David	SSN: XXX-XX-0007	Home Department: 101000	Home Cost Number: 002101000	
Total for Check:			12/04/2015	305.22	C-00004966 49-1
Total Checks/Vouchers for File # 000057: 1				305.22	
File #: 000058					
Check: C-00004967					

Pay Statement Earnings Report

Description

This report lists employee earnings for specified pay dates. It includes the Department code, check number, Check/Voucher code, gross pay, net pay, regular earnings, overtime earnings, and other earnings.

Figure 6-10. Sample Pay Statement Earnings Report

Company Code: 9OR									
Name: Albright, Anthony									
Check: C-00004963									
Associate ID: 0000000014 Name: Albright, Anthony Home Department: 101000 Home Cost Number: 001101000									
	Pay Date	Week #	Gross Pay	Reg Earnings					Earnings Amount
	Check/Vchr #		Net Pay	OT Earnings	Earnings Code	Description			
Totals for Check:	12/04/2015	49-1	4,225.00	4,225.00					
	C-00004963		2,418.97	0.00					
Total Checks/Vouchers for Name Albright, Anthony: 1			4,225.00	4,225.00					
			2,418.97	0.00					
Name: Anderson, Todd									
Check: C-00004973									
Associate ID: 0000000023 Name: Anderson, Todd Home Department: 104000 Home Cost Number: 001104000									
	Pay Date	Week #	Gross Pay	Reg Earnings					Earnings Amount
	Check/Vchr #		Net Pay	OT Earnings	Earnings Code	Description			
Totals for Check:	12/04/2015	49-1	6,076.93	4,861.54	H	Holiday			1,215.39
	C-00004973		3,525.76	0.00					
Total Checks/Vouchers for Name Anderson, Todd: 1			6,076.93	4,861.54					1,215.39
			3,525.76	0.00					
Name: Berry, Lawrence									
Check: C-00005019									
Associate ID: 0000000015 Name: Berry, Lawrence Home Department: 902000 Home Cost Number: 002902000									
	Pay Date	Week #	Gross Pay	Reg Earnings					Earnings Amount
	Check/Vchr #		Net Pay	OT Earnings	Earnings Code	Description			
Totals for Check:	12/04/2015	49-1	2,232.00	2,232.00					
	C-00005019		1,441.96	0.00					

Pay Statement Hours Report

Description

This report lists employee hours for specified pay dates. It includes the Department code, check number, Check/Voucher code, gross pay, net pay, regular hours, overtime hours, and other hours.

Figure 6-11. Sample Pay Statement Hours Report

Associate ID	Name	Paid in Department	Paid in Cost Number		Pay Date	Week #	Gross Pay	Reg Hours	Hours Cd	Description	Hours Amt
					Check/Vchr #		Net Pay	OT Hours			
Company Code: 9OR											
Name: Albright, Anthony											
Check: C-00004963											
000000014	Albright, Anthony	101000	001101000								
Totals for Check:					12/04/2015	49-1	4,225.00				
					C-00004963			0.00			
							2,418.97	0.00	H	Holiday	16.00
								0.00			
Total Checks/Vouchers for Name Albright, Anthony: 1							4,225.00				16.00
								0.00			
							2,418.97				
								0.00			
Name: Anderson, Todd											
Check: C-00004973											
000000023	Anderson, Todd	104000	001104000								
Totals for Check:					12/04/2015	49-1	6,076.93				
					C-00004973			64.00			
							3,525.76	0.00	H	Holiday	16.00
								0.00			
Total Checks/Vouchers for Name Anderson, Todd: 1							6,076.93				16.00
								64.00			
							3,525.76				
								0.00			
Name: Berry, Lawrence											
Check: C-00005019											
000000015	Berry, Lawrence	902000	002902000								
Totals for Check:					12/04/2015	49-1	2,232.00				
					C-00005019			0.00			
							1,441.96	0.00	H	Holiday	16.00
								0.00			

Pay Statement Summary Report

Description

This report displays the sum of the pay details for the specified pay dates, by home department or business unit. It includes gross pay, net pay, regular, overtime, and other hours and earnings, company totals, and statutory and voluntary deduction amounts.

Figure 6-12. Sample Pay Statement Summary Report

	Regular Earnings Regular Hours	Overtime Earnings Overtime Hours	Other Earnings Other Hours	Statutory Deductions Voluntary Deductions	Total Deductions	Gross Pay Net Pay
Company Code: 9OR						Pay Dates Between 12/04/2015 to 12/04/2015
Paid in Cost Number: 001104000 - **						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 001104000 - **:	7,444.02	0.00	2,161.32	2,919.11		9,605.34
	136.00	0.00	48.00	973.04	3,892.15	5,713.19
Paid in Cost Number: 001111000 - **						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 001111000 - **:	18,446.86	0.00	1,072.38	5,414.96		19,519.24
	60.00	0.00	63.00	2,244.52	7,659.48	11,859.76
Paid in Cost Number: 001301000 - 001301000						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 001301000 - 001301000:	1,130.88	0.00	282.72	297.68		1,413.60
	64.00	0.00	16.00	149.45	447.13	966.47
Paid in Cost Number: 001401000 - 001401000						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 001401000 - 001401000:	817.92	0.00	204.48	211.09		1,022.40
	64.00	0.00	16.00	118.15	329.24	693.16
Paid in Cost Number: 001701000						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 001701000:	2,212.00	0.00	200.00	631.14		2,412.00
	0.00	0.00	16.00	229.32	860.46	1,551.54
Paid in Cost Number: 001900000 - **						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 001900000 - **:	3,790.41	0.00	1,159.64	1,413.72		4,950.05
	80.00	0.00	32.00	498.73	1,912.45	3,037.60
Paid in Cost Number: 001901000 - **						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 001901000 - **:	4,559.37	0.00	2,050.72	1,505.17		6,610.09
	224.00	0.00	96.00	644.58	2,149.75	4,460.34
Paid in Cost Number: 002103000 - **						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 002103000 - **:	1,384.96	0.00	1,384.96	626.19		2,769.92
	32.00	0.00	32.00	537.78	1,163.97	1,605.95
Paid in Cost Number: 002104000 - **						Pay Dates Between 12/04/2015 to 12/04/2015
Totals for Paid in Cost Number 002104000 - **:	4,309.76	0.00	1,077.44	1,472.79		5,387.20
	128.00	0.00	32.00	503.70	1,976.49	3,410.71

Chapter 7

Paydata Reports

- 7-3** Active Hourly/Daily Employees Without Hours or Earnings Report
- 7-4** Automatic Pay Cancellation Report
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7-16 Third Party Sick Pay - Summary Report

Active Hourly/Daily Employees Without Hours or Earnings Report

Description

This report lists all active hourly and daily employees with no paydata information in the current pay period. It includes employees who are set up for Automatic Pay, but will not be paid.

Figure 7-1. Sample Active Hourly/Daily Employees Without Hours or Earnings Report

Associate ID	Name	Home Department	Home Cost Number	Automatic Pay Eligibility
Company Code: 1PX				
VOLEXORH4	Johnson-Wright, Amy	100003 - **		Eligible
XS1B476W1	Alverton, Nancy	300000 - **		Eligible
52NDIRO7X	Robertson III, John	100001 - **		Eligible
2UKZ784X0	ANewhire, Dan	003000 - **		Eligible
46XEUJU5G	Carr, Stephen	011000 - **		Eligible
T2KNKZC40	Brown, Roberta	004000 - **		Eligible
S180GA4KR	Duncan, Heather	005000 - **		Eligible
KZ747KCCR	French, Kevin	192255 - **		Eligible
XOB84QDX	Godfrey, Eileen	555555 - **	HOME COST NUMBER TEST FOR GLI - **	Eligible
7CH77VRUL	Herman, Lori Ann	009000 - **	COST NUBER 3 - Cost Number 3	Eligible
RXMB7K7GB	Jones, Mary	004000 - **		Eligible
K7V976JGG	Landers, George	171144 - **	COST NUMBER 1-SYSTEM INTEGRATION TESTING WITH GLI - **	Eligible
0PE58SSBR	Montgomery, Susan	009000 - **	COSTNUMBER 2 - Cost Number 2	Eligible
B55MTCL7K	Powell, Steven	212266 - **		Eligible
4QTX8XAX3	Pringle, Christopher	171144 - **		Eligible
SMXZ9YMQK	Walters, Gary	007000 - **		Eligible
OX8X6FELN	Kramer, Roger	182244 - **		Eligible
109U3WSD7	Johnson, Kenneth	010000 - **	COST NUMBER 1-SYSTEM INTEGRATION TESTING WITH GLI - **	Eligible
SVDJICJTA	Barbato, Samuel	192255 - **		Eligible
JV3DAZYRK	Conti, Patricia	005000 - **		Eligible
ZMDCGRKSG	Grady, Mary	666666 - **		Eligible
VFUN7HSAJ	Nunn, Eugene	202255 - **		Eligible
XF5IUT48N	Sawyer, Sandra	004000 - **		Eligible
TMB79P1UI	Venturo, Paul	171144 - **		Eligible
817WFXS5I	Harper, Laura	013000 - **		Eligible
FOL81U2M8	Municipal Tax, Pa New Hire	555555 - **	COST NUMBER 1-SYSTEM INTEGRATION TESTING WITH GLI - **	Eligible
DZ3U3G0ZA	New Hire, October R16.5	001000 - **	TEST COST NUMBER - Cost Number 1	Eligible
YBDG2WP4M	McGuire, Brian	010000 - **		Eligible
MWRWQ0563	Salone, Mimi	299999 - **	COST NUBER 3 - Cost Number 3	Not Eligible

Automatic Pay Cancellation Report

Description

This report lists paydata entries for employees for whom Automatic Pay was canceled for the current pay period.

Figure 7-2. Sample Automatic Pay Cancellation Report

Associate ID: 000000015 Name: Berry, Lawrence Rate Type: S-Salary Home Department: 902000 - Training Home Cost Number: 002902000 - **											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N									2,232.00
Associate ID: 000000018 Name: Bonner, Edward J Rate Type: H-Hourly Home Department: 111000 - Corporate Staff Home Cost Number: 001111000 - **											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N								67.50	
Associate ID: 000000022 Name: Selbert, Thomas Rate Type: H-Hourly Home Department: 777345 - Manufacturing Home Cost Number: 004777345 - **											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N								72.00	
Associate ID: 000000023 Name: Anderson, Todd Rate Type: H-Hourly Home Department: 104000 - Development-1 Home Cost Number: 001104000 - **											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N								72.00	
Associate ID: 000000024 Name: Intenzo, Bryan K Rate Type: S-Salary Home Department: 201000 - Engineering-2 Home Cost Number: 003201000 - 003201000											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N									3,423.21
Associate ID: 000000025 Name: Cody, Timothy D Rate Type: S-Salary Home Department: 701000 - Sales Home Cost Number: 001701000											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N									2,212.00
Associate ID: 000000034 Name: Intermont, Lorraine R Rate Type: S-Salary Home Department: 701000 - Sales Home Cost Number: 004701000											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N									2,533.21
Associate ID: 000000035 Name: Davis, Peter K Rate Type: S-Salary Home Department: 701000 - Sales Home Cost Number: 004701000											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N									1,877.66
Associate ID: 000000036 Name: Dearborne, Susan M Rate Type: S-Salary Home Department: 111000 - Corporate Staff Home Cost Number: 001111000 - **											
Batch	Pay#	Cancel	Special Action	Rate Code	Tax Freq	PayCk Tax Freq	Temporary Department	Temporary Cost Number	Temp Rate	Reg Hours	Reg Earn
99B	1	N									8,775.00

Automatic Pay Eligibility Report

Description

This report lists employees who are eligible for Automatic Pay.

Figure 7-3. Sample Automatic Pay Eligibility Report

Associate ID	Name	Home Department	Home Cost Number	Status	Rate Type	Standard Hours
Company Code: 90R						
000000015	Berry, Lawrence	902000-Training	002902000	Active	S - Salary	80.00
000000018	Bonner, Edward J	111000-Corporate Staff	001111000	Active	H - Hourly	40.00
000000019	Byrnes, Ronald A	111000-Corporate Staff	002111000	Active	S - Salary	
000000022	Selbert, Thomas	777345-Manufacturing	004777345	Active	H - Hourly	40.00
000000023	Anderson, Todd	104000-Development-1	001104000	Active	H - Hourly	40.00
000000024	Intenzo, Bryan K	201000-Engineering-2	003201000	Active	S - Salary	80.00
000000025	Cody, Timothy D	701000-Sales	001701000	Active	S - Salary	80.00
000000034	Intermont, Lorraine R	701000-Sales	004701000	Active	S - Salary	80.00
000000035	Davis, Peter K	701000-Sales	004701000	Active	S - Salary	80.00
000000036	Dearborne, Susan M	111000-Corporate Staff	001111000	Active	S - Salary	
000000044	Intes, Marie L	111000-Corporate Staff	001111000	Active	S - Salary	80.00
000000045	Fitzgerald, Gail	104000-Development-1	004104000	Active	S - Salary	80.00
000000004	Interlan, Ronald A	701000-Sales	004701000	Active	S - Salary	80.00
000000005	George, Eric	701000-Sales	002701000	Active	S - Salary	80.00
000000014	Albright, Anthony	111000-Corporate Staff	001111000	Active	S - Salary	80.00
VZNSDF6E5	Buckshaw, Lisa	601000-Information Technology	003601000	Active	S - Salary	80.00
W6YOVM6K	Smith, Jill	901000-Human Resources	001901000	Active	H - Hourly	80.00
Count of Employees in Company Code 90R: 17						
Count Of Employees In Report: 17						

Coded Hours/Earnings By Employee Report

Description

This report lists coded hours and earnings information entered for the current pay period.

Figure 7-4. Sample Coded Hours/Earnings By Employee Report

Associate ID	Name	Pay #	BatchID	CD3	Hours 3	CD4	Hours 4	CD3	Earnings 3	CD4	Earnings 4	CD5	Earnings 5
Company Code: 9OR													
000000015	Berry, Lawrence	1	99B	H	8.00								
000000016	Beyer, Laura A	1	99B	H	8.00			T	120.00				
000000017	Biggins, Peter A	1	99B	H	8.00								
000000018	Bonner, Edward J	1	99B	H	8.00								
000000019	Byrnes, Ronald A	1	99B	H	8.00								
000000020	Byrone, Richard	1	99B	H	8.00			T	150.00				
000000021	Cecchetti, David	1	99B	H	8.00								
000000022	Selbert, Thomas	1	99B	H	8.00								
000000023	Anderson, Todd	1	99B	H	8.00								
000000024	Intenzo, Bryan K	1	99B	H	8.00								
000000025	Cody, Timothy D	1	99B	H	8.00								
000000025	Cody, Timothy D	2	99B					B	200.00				
000000026	Coffey, Philip M	1	99B	H	8.00								
000000027	Cole, Dale G	1	99B	H	8.00								
000000028	Condo, Heidi	1	99B	H	8.00			T	175.00				
000000029	Cormier, David	1	99B	H	8.00								
000000030	Coslett, Daniel A	1	99B	H	8.00								
000000031	Cramer, Neal S	1	99B	V	32.00								
				H	8.00								
000000034	Intermont, Lorraine R	1	99B	H	8.00								
000000035	Davis, Peter K	1	99B	H	8.00								
000000036	Dearborne, Susan M	1	99B	V	32.00								
				H	8.00								
000000037	Delaney, Albert L	1	99B	H	8.00								
000000038	England, Michael R	1	99B	H	8.00								
000000039	English, Stephen A	1	99B	H	8.00								
000000040	Bethany, Beth	1	99B	H	8.00								
000000041	Field, John S	1	99B	H	8.00								
000000041	Field, John S	2	99B					B	500.00				
000000044	Intes, Marie L	1	99B	H	8.00								
000000045	Fitzgerald, Gail	1	99B	H	8.00								
000000046	Flannagan, Christopher	1	99B	H	8.00								
000000047	Foster, Christina	1	99B	H	8.00								
				V	32.00								
000000048	Freeman, Sheila	1	99B	H	8.00								
000000049	French, Toni	1	99B	H	8.00								

Employees in Specified Range Of Hours Report

Description

This report lists hours information for employees who worked in a specified range of hours for the current pay period.

Figure 7-5. Sample Employees in Specified Range Of Hours Report

Associate ID	Name	Status	Home Department	Home Cost Number		
Batch ID	Pay #	Regular Hours	Overtime Hours	Other Hours	Total Hours	
Company Code: 90R						
000000015	Berry, Lawrence 99B	Active	902000 - Training	002902000	8.00	8.00
000000016	Beyer, Laura A 99B	Active	102000 - Engineering-1	003102000	32.00	40.00
000000017	Biggins, Peter A 99B	Active	901000 - Human Resources	004901000	72.00	80.00
000000018	Bonner, Edward J 99B	Active	111000 - Corporate Staff	001111000	67.50	75.50
000000019	Byrnes, Ronald A 99B	Active	111000 - Corporate Staff	002111000	72.00	80.00
000000020	Byrone, Richard 99B	Active	104000 - Development-1	004104000	72.00	80.00
000000021	Cecchetti, David 99B	Active	102000 - Engineering-1	004102000	67.50	75.50
000000022	Selbert, Thomas 99B	Active	777345 - Manufacturing	004777345	72.00	80.00
000000023	Anderson, Todd 99B	Active	104000 - Development-1	001104000	72.00	80.00
000000024	Intenzo, Bryan K 99B	Active	201000 - Engineering-2	003201000	8.00	8.00
000000025	Cody, Timothy D 99B 99B	Active	701000 - Sales	001701000	1 2	8.00 8.00
000000026	Coffey, Philip M 99B	Active	103000 - Finance-1	002103000	32.00	40.00
000000027	Cole, Dale G 99B	Active	901000 - Human Resources	001901000	32.00	40.00
000000028	Condo, Heidi 99B	Active	111100 - Laboratory	002111100	24.00	32.00

Inactive Employees with Paydata Report

Description

This report lists inactive employees for whom paydata information was entered for the current pay period.

Figure 7-6. Sample Inactive Employees with Paydata Report

Associate ID	Name	Status	Rate Type						
Batch ID	Pay #	Reg Hrs	OT Hrs	Oth Hrs	Total Hrs	Reg Earn	OT Earn	Oth Earn	Total Earn
Company Code: EJS									
VJI9I88BA	Davis, John		Terminated	S - Salary					
03	1	80.00			80.00	2,314.14			2,314.14
U10QXPVPG	Brown, Peter		Terminated	S - Salary					
03	1	80.00			80.00	1,356.81			1,356.81
ATT8VEY2O	Fisher, John		Terminated	S - Salary					
03	1	80.00			80.00	1,751.35			1,751.35
YBX5NUX10	Ewing, Ivan		Terminated	S - Salary					
03	1	80.00			80.00	2,048.32			2,048.32
Totals for Company Code EJS: 4		320.00			320.00	7,470.62			7,470.62
Total For Report: 4		320.00			320.00	7,470.62			7,470.62

Manual Checks - Full Report

Description

This report lists detailed data for each employee who received a manual check in the current pay period. It includes hours, earnings, taxes, deductions, net pay, memos, and wage garnishment advance pay date and Disburse Lien Deductions indicator. The report also includes the status of the manual check, which is either saved or printed and an indicator of whether lien deductions are disbursed.

Figure 7-7. Sample Manual Checks - Full Report

Associate ID:	YTIH1P5DZ	Transaction Type:	Manual check
Name:	Adams, Rachel	Period Beginning Date:	Not Specified
Pay #:	A	Period Ending Date:	11/07/2015
	Dist #: 1	Source:	Manual Entry
		Tax Frequency:	
		Check #:	
		Status:	Saved
Temp Department:			
Temp Cost Number:			
Hours Information:			
Regular Hours:		80.00	
Overtime Hours:		20.00	
Earnings Information:			
Regular Earnings:		1,000.00	
Overtime Earnings:		500.00	
Other Earnings Information:			
Field:	5	Code:	COM
		Earnings:	1,000.00
		Total Other Earnings:	1,000.00
Memos Information:			
		Code:	18
		Memos:	12.00
		Total Memos:	12.00
Voluntary Deductions Information:			
		Code:	K
		Voluntary Deductions:	80.00
		Total Voluntary Deductions:	80.00
Statutory Deductions Information:			
Adjustment Date Type:			
Social Security		Statutory Deductions:	62.00
Medicare		Statutory Deductions:	14.50
		Total Statutory Deductions:	76.50
Disburse Lien Deductions: N			
Gross Pay:		2,500.00	
Taxes:		76.50	
Deductions:		80.00	
Net Pay:		2,343.50	

Manual Checks - Summary Report

Description

This report lists company totals for hours, earnings, taxes, deductions, and net pay for all employees who received manual checks in the current pay period. The report also includes the status of the manual check, which is either saved or printed.

Figure 7-8. Sample Manual Checks - Summary Report

Dist #	Tax Frequency	Total Hours	Total Earnings	Statutory Deduction	Voluntary Deduction	Net Pay	
Company Code: EJS							
Pay #: A	Associate ID: YTIH1P5DZ	Name: Adams, Rachel	Check Source: Manual Entry	Transaction Type: Manual check	Status: Saved		
1			100.00	2,500.00	76.50	80.00	2,343.50
Totals For Pay Number A: 1			100.00	2,500.00	76.50	80.00	2,343.50
Pay #: A	Associate ID: MS5NEHPKW	Name: Alanzo, Jorge	Check Source: Manual Entry	Transaction Type: Manual check	Status: Saved		
1			100.00	2,500.00	188.00	80.00	2,232.00
Totals For Pay Number A: 1			100.00	2,500.00	188.00	80.00	2,232.00
Pay #: A	Associate ID: Z295Z0ZFN	Name: Alberson, Albert	Check Source: Manual Entry	Transaction Type: Manual check	Status: Saved		
1		M	100.00	2,500.00	279.50	80.00	2,140.50
Totals For Pay Number A: 1			100.00	2,500.00	279.50	80.00	2,140.50
Totals for Company Code EJS: 3			300.00	7,500.00	544.00	240.00	6,716.00
Company Code: ELM							
Pay #: A	Associate ID: T0UG5U8GY	Name: 93, Or	Check Source: Manual Entry	Transaction Type: Manual check	Status: Printed		
1			455.00	0.00	0.00	0.00	0.00
Totals For Pay Number A: 1			455.00	0.00	0.00	0.00	0.00
Totals for Company Code ELM: 1			455.00	0.00	0.00	0.00	0.00
Totals For Report: 4			755.00	7,500.00	544.00	240.00	6,716.00

Paydata - Full Report

Description

This report lists all detailed paydata entries and limited Master file information for the current pay period. It includes Social Security number, pay rate, department number, and wage garnishment advance pay date.

Figure 7-9. Sample Paydata - Full Report

<u>Employee Information:</u>					
Name	Selbert, Thomas	Associate ID	000000022	Status:	Active
				New Hire:	N
Rate 1:	H - Hourly	35.2300	Standard Hours:	40.00	Pay Frequency:
Rate 2:			Rate 3:		Rate 4:
Rate 5:			Rate 6:		Rate 7:
Rate 8:			Rate 9:		
Clock:	XCLK1	Cancel Automatic Pay Flag:		N	
<u>Pay Specific Information:</u>					
Batch ID:	99B				
Pay#:	1	Entry #:	1		
Home Department:	777345 - Manufacturing				
Home Cost Number:	004777345				
Temporary Department:					
Temporary Cost Number:					
Temporary Rate:		Tax Frequency:			
Rate Code:		Pay Check Tax Freq:			
Shift Code:		Special Action:			
FLSA Workweek:		FLSA Special Processing Code			
<u>Hours Information</u>					
Regular Hours:	72.00				
Overtime Hours:					
<u>Other Hours Information:</u>					
Code:	H	Amount:	8.00	Field:	3
Total Other Hours:			8.00		
<u>Employee Information:</u>					
Name	Albright, Anthony	Associate ID	000000014	Status:	Active
				New Hire:	N
Rate 1:	S - Salary	7,350.00	Standard Hours:	80.00	Pay Frequency:
Rate 2:			Rate 3:		Rate 4:
Rate 5:			Rate 6:		Rate 7:
Rate 8:			Rate 9:		
Clock:	XCLK1	Cancel Automatic Pay Flag:		N	

Paydata - Summary Report

Description

This report lists hours and earnings paydata entries for the current pay period, summarized by employee.

Figure 7-10. Sample Paydata - Summary Report

Batch ID	Pay #	Seq	Reg. Hrs	OT Hrs	Other Hrs	Total Hrs	Regular Erns	OT Earns	Oth Earn	Total Earns
Company Code: 9OR										P/E Date: 10/18/2015; Pay Date: 10/23/2015
Associate ID: 000000022	Name: Selbert, Thomas	Status: A	Rate Type: Hourly							
99B	1	1	72.00		8.00	80.00				
Associate ID: 000000014	Name: Albright, Anthony	Status: A	Rate Type: Salary							
99B	1	2			8.00	8.00	4,225.00			4,225.00
Associate ID: 000000023	Name: Anderson, Todd	Status: A	Rate Type: Hourly							
99B	1	3	72.00		8.00	80.00				
Associate ID: 000000015	Name: Berry, Lawrence	Status: A	Rate Type: Salary							
99B	1	4			8.00	8.00	2,232.00			2,232.00
Associate ID: 000000040	Name: Bethany, Beth	Status: A	Rate Type: Hourly							
99B	1	5	24.00		8.00	32.00				
Associate ID: 000000016	Name: Beyer, Laura A	Status: A	Rate Type: Hourly							
99B	1	6	32.00		8.00	40.00			120.00	120.00
Associate ID: 000000017	Name: Biggins, Peter A	Status: A	Rate Type: Hourly							
99B	1	7	72.00		8.00	80.00				
Associate ID: 000000018	Name: Bonner, Edward J	Status: A	Rate Type: Hourly							
99B	1	8	67.50		8.00	75.50				
Associate ID: 000000019	Name: Byrnes, Ronald A	Status: A	Rate Type: Salary							
99B	1	9	72.00		8.00	80.00				
Associate ID: 000000020	Name: Byrone, Richard	Status: A	Rate Type: Hourly							
99B	1	10	72.00		8.00	80.00			150.00	150.00
Associate ID: 000000021	Name: Cecchetti, David	Status: A	Rate Type: Hourly							
99B	1	11	67.50		8.00	75.50				
Associate ID: 000000025	Name: Cody, Timothy D	Status: A	Rate Type: Salary							
99B	1	12			8.00	8.00	2,212.00			2,212.00
Associate ID: 000000025	Name: Cody, Timothy D	Status: A	Rate Type: Salary							
99B	2	13							200.00	200.00
Associate ID: 000000026	Name: Coffey, Philip M	Status: A	Rate Type: Hourly							
99B	1	14	32.00		8.00	40.00				
Associate ID: 000000027	Name: Cole, Dale G	Status: A	Rate Type: Hourly							
99B	1	15	32.00		8.00	40.00				
Associate ID: 000000028	Name: Condo, Heidi	Status: A	Rate Type: Hourly							
99B	1	16	24.00		8.00	32.00			175.00	175.00
Associate ID: 000000029	Name: Cormier, David	Status: A	Rate Type: Hourly							
99B	1	17	32.00		8.00	40.00				
Associate ID: 000000030	Name: Coslett, Daniel A	Status: A	Rate Type: Hourly							
99B	1	18	8.00		8.00	16.00				
Associate ID: 000000031	Name: Cramer, Neal S	Status: A	Rate Type: Hourly							
99B	1	19	40.00		40.00	80.00				
Associate ID: 000000035	Name: Davis, Peter K	Status: A	Rate Type: Salary							
99B	1	20			8.00	8.00	1,877.66			1,877.66
Associate ID: 000000036	Name: Dearborne, Susan M	Status: A	Rate Type: Salary							

Paydata by Temporary Department/Cost Number Report

Description

This report lists paydata entries for the current pay period, totaled by temporary departments or cost numbers, depending on your how your company is set up for labor distribution or labor allocation.

Figure 7-11. Sample Paydata by Temporary Department/Cost Number Report

Batch ID	Pay #	Seq	Reg. Hrs	OT Hrs	Other Hrs	Total Hrs	Regular Earns	OT Earns	Oth Earn	Total Earns
Company Code: 90R								P/E Date: 10/18/2015; Pay Date: 10/23/2015		
Associate ID: 000000022	Name: Selbert, Thomas	Status: A	Rate Type: Hourly							
99B	1	1	72.00		8.00	80.00				
Associate ID: 000000014	Name: Albright, Anthony	Status: A	Rate Type: Salary							
99B	1	2			8.00	8.00	4,225.00			4,225.00
Associate ID: 000000023	Name: Anderson, Todd	Status: A	Rate Type: Hourly							
99B	1	3	72.00		8.00	80.00				
Associate ID: 000000015	Name: Berry, Lawrence	Status: A	Rate Type: Salary							
99B	1	4			8.00	8.00	2,232.00			2,232.00
Associate ID: 000000040	Name: Bethany, Beth	Status: A	Rate Type: Hourly							
99B	1	5	24.00		8.00	32.00				
Associate ID: 000000016	Name: Beyer, Laura A	Status: A	Rate Type: Hourly							
99B	1	6	32.00		8.00	40.00			120.00	120.00
Associate ID: 000000017	Name: Biggins, Peter A	Status: A	Rate Type: Hourly							
99B	1	7	72.00		8.00	80.00				
Associate ID: 000000018	Name: Bonner, Edward J	Status: A	Rate Type: Hourly							
99B	1	8	67.50		8.00	75.50				
Associate ID: 000000019	Name: Bynes, Ronald A	Status: A	Rate Type: Salary							
99B	1	9	72.00		8.00	80.00				
Associate ID: 000000020	Name: Byrone, Richard	Status: A	Rate Type: Hourly							
99B	1	10	72.00		8.00	80.00			150.00	150.00
Associate ID: 000000021	Name: Cecchetti, David	Status: A	Rate Type: Hourly							
99B	1	11	67.50		8.00	75.50				
Associate ID: 000000025	Name: Cody, Timothy D	Status: A	Rate Type: Salary							
99B	1	12			8.00	8.00	2,212.00			2,212.00
Associate ID: 000000025	Name: Cody, Timothy D	Status: A	Rate Type: Salary							
99B	2	13							200.00	200.00
Associate ID: 000000026	Name: Coffey, Philip M	Status: A	Rate Type: Hourly							
99B	1	14	32.00		8.00	40.00				
Associate ID: 000000027	Name: Cole, Dale G	Status: A	Rate Type: Hourly							
99B	1	15	32.00		8.00	40.00				
Associate ID: 000000028	Name: Condo, Heidi	Status: A	Rate Type: Hourly							
99B	1	16	24.00		8.00	32.00			175.00	175.00
Associate ID: 000000029	Name: Cormier, David	Status: A	Rate Type: Hourly							
99B	1	17	32.00		8.00	40.00				
Associate ID: 000000030	Name: Coslett, Daniel A	Status: A	Rate Type: Hourly							
99B	1	18	8.00		8.00	16.00				
Associate ID: 000000031	Name: Cramer, Neal S	Status: A	Rate Type: Hourly							
99B	1	19	40.00		40.00	80.00				
Associate ID: 000000035	Name: Davis, Peter K	Status: A	Rate Type: Salary							
99B	1	20			8.00	8.00	1,877.66			1,877.66
Associate ID: 000000036	Name: Dearborne, Susan M	Status: A	Rate Type: Salary							

Salaried Employees With Hours Report

Description

This report lists information on salaried employees for whom hours were entered for the current pay period.

Figure 7-12. Sample Salaried Employees With Hours Report

Batch ID	Pay #	Temporary Rate	Regular Hours	Overtime Hours	Hours 3	Hours 4
Company Code: 9OR						
Associate ID: 000000015	Name: Berry, Lawrence	Home Department: 902000-Training	Home Cost Number: 002902000-**			
99B	1				8.00	
Associate ID: 000000019	Name: Byrnes, Ronald A	Home Department: 111000-Corporate Staff	Home Cost Number: 002111000-**			
99B	1		72.00		8.00	
Associate ID: 000000024	Name: Intenzo, Bryan K	Home Department: 201000-Engineering-2	Home Cost Number: 003201000-003201000			
99B	1				8.00	
Associate ID: 000000025	Name: Cody, Timothy D	Home Department: 701000-Sales	Home Cost Number: 001701000			
99B	1				8.00	
Associate ID: 000000034	Name: Intermont, Lorraine R	Home Department: 701000-Sales	Home Cost Number: 004701000			
99B	1				8.00	
Associate ID: 000000035	Name: Davis, Peter K	Home Department: 701000-Sales	Home Cost Number: 004701000			
99B	1				8.00	
Associate ID: 000000036	Name: Dearborne, Susan M	Home Department: 111000-Corporate Staff	Home Cost Number: 001111000-**			
99B	1				40.00	
Associate ID: 000000044	Name: Intes, Marie L	Home Department: 111000-Corporate Staff	Home Cost Number: 001111000-**			
99B	1				8.00	
Associate ID: 000000045	Name: Fitzgerald, Gail	Home Department: 104000-Development-1	Home Cost Number: 004104000-**			
99B	1				8.00	
Associate ID: 000000094	Name: Interlan, Ronald A	Home Department: 701000-Sales	Home Cost Number: 004701000			
99B	1				8.00	
Associate ID: 000000005	Name: George, Eric	Home Department: 701000-Sales	Home Cost Number: 002701000			
99B	1				8.00	
Associate ID: 000000014	Name: Albright, Anthony	Home Department: 111000-Corporate Staff	Home Cost Number: 001111000-**			
99B	1				8.00	
Associate ID: VZNSDF6E5	Name: Buckshaw, Lisa	Home Department: 601000-Information Technology	Home Cost Number: 003601000			
99B	1				8.00	
Totals for Company Code 9OR: 13			72.00		136.00	
Totals Records In Report: 13			72.00		136.00	

Third Party Sick Pay - Full Report

Description

This report lists all detailed third-party sick pay information for the current pay period. It includes sick pay taxable and non-taxable amounts, statutory amounts, and company totals.

Figure 7-13. Sample Third Party Sick Pay - Full Report

Associate ID	Name	Pay #	Sickpay			Taxes						
			Taxable	Non-Taxable	Total	Total Taxes	Net Sickpay	Federal Tax	SS Tax	Medicare	Medicare Surtax	SUI/SDI Tax
Company Code: EJS												
YTIHIP5DZ	Adams, Rachel	S	3,000.00	2,000.00	5,000.00	229.50	4,770.50		186.00	43.50		
	Temporary Cost Number:	COST NUMBER FOR GLI HOME COST NUMBER										
	Temporary Tax Codes											
	Processing Date:											
	Worked In State:											
	SUI/SDI:											
	Worked In Locality:											
	Lived In State:											
	Lived In Locality:											
Totals for Company Code EJS : 1			3,000.00	2,000.00	5,000.00	229.50	4,770.50		186.00	43.50		
Totals For Report: 1			3,000.00	2,000.00	5,000.00	229.50	4,770.50		186.00	43.50		

Third Party Sick Pay - Summary Report

Description

This report lists summary third-party sick pay information for the current pay period. It includes taxable, non-taxable, gross sick pay, net sick pay, and company totals.

Figure 7-14. Sample Third Party Sick Pay - Summary Report

Associate ID	Name	Pay #	Taxable	Non-Taxable	Gross Sick Pay	Net Sick Pay
Company Code: EJS						
YTIH1P5DZ	Adams, Rachel	S	3,000.00	2,000.00	5,000.00	4,770.50
Total Records in Company Code EJS: 1			3,000.00	2,000.00	5,000.00	4,770.50
Grand Totals:			3,000.00	2,000.00	5,000.00	4,770.50
Total Records in Report: 1						

Chapter 8

Performance Reports

- 8-2** Performance Review Assignments Report
- 8-3** Performance Reviews - Final Copy Report
- 8-4** Performance Reviews - Working Copy Report

Performance Review Assignments Report

Description

This report lists the employees with performance review assignments, reviewing managers, review dates, statuses, and other related information. You can also list employees who do not have a performance review assignment. This report also lists performance plans and the templates, including categories and goals contained in the templates, and rating scales.

Figure 8-1. Sample Performance Review Assignments Report

Review Owner	Employee	Hire Date	Review Policy	Review Date	Review Due Date	Status
Review Owner:						
	Anderson, Todd	05/21/2003	Annual Review	05/21/2014	05/07/2014	Not Started
	Angulo, Selma	02/02/2012				
	Auge, Sue	03/01/2003				
	Balse, Reni	01/26/2012				
	Batres, Carl	01/02/2003				
	Biggins, Peter A	01/02/2014	Annual Review	01/02/2015	12/19/2014	Not Started
	Borcherding, Zonia	10/01/2014				
	Bruce, Manuel	01/25/2008				
	Bui, Waynetta	01/02/2008				
	Byrnes, Ronald A	02/04/1995	Annual Review	02/04/2015	01/21/2015	Not Started
	Byrone, Richard	12/05/2006	Annual Review	12/05/2014	11/21/2014	Not Started
	Cadler, Stacey	06/02/2013				
	Carrillo, Crystal	01/02/2000				
	Chandler, James	01/21/2012				
	Chang, Yi Ling	07/28/2014				
	Cinncinatti, David	01/31/2004				
	Clabbers, Michael	01/09/2012				
	Cole, Dale G	05/13/2000	Annual Review	05/13/2014	04/29/2014	Not Started
	Coslett, Daniel A	05/23/1996	Annual Review	05/23/2014	05/09/2014	Not Started
	Crossin, John	06/11/2013				
	Dearborne, Susan M	07/08/2005				
	DeLaFuente, Mark	01/31/2000				
	Delaney, Albert L	01/19/1997				
	Dinatio, Vincent	02/14/2012				
	Dominguez, Sara	01/31/2008				
	Dukiet, Francine	01/05/2012				
	England, Michael R	05/21/2003	Annual Review	05/21/2014	05/07/2014	Not Started

Performance Reviews - Final Copy Report

Description

This report displays the detail information about the reviews that are assigned to employees.

Figure 8-2. Sample Performance Review - Final Copy Report

Reviewer: Anthony Albright			
Performance Reviews - Final Review Report			
Anthony Albright			
Review Job Title:	HRV	Review Policy:	Annual 360 Review
Review Department:	111000	Reviewer:	Anthony Albright
Review Business Unit:	CORP	Review Period Start Date:	07/08/2012
Position Start Date:	01/21/2008	Review Period End Date:	07/07/2013
Hire Date/Rehire Date	07/08/2005	Review Date:	07/08/2013
Overall Rating:	0		
Contributor: Anthony Albright		Owner	
Acknowledgements:			
By selecting the Acknowledgment check box, you acknowledge that you have read this assessment and discussed it with your reviewing Manager. If you add comments, the comments will become a part of your permanent record.			
Employee has not acknowledged review.			
_____ Manager's Signature Date		_____ Employee's Signature Date	
Contributor: Berry, Lawrence		Peer	
Contributor: Byrnes, Ronald A		Peer	

Performance Reviews - Working Copy Report

Description

This report contains the performance review details of an employee. You can also print and use the report as a working document or worksheet to complete the final review.

Figure 8-3. Sample Performance Review - Working Copy Report

Review Owner: Anthony Albright			
Performance Review for:			
Anthony Albright			
Review Job Title:	HRV	Review Policy:	Annual 360 Review
Review Department:	111000	Reviewer:	Anthony Albright
Review Business:	CORP	Review Period Start Date:	07/08/2012
Unit:		Review Period End Date:	07/07/2013
Position Start Date:	01/21/2008	Review Date:	07/08/2013
Hire Date/Rehire Date:	07/08/2005		
Overall Rating:	0		
Rating Scale			
Rating Scale:	Annual Review Scale		
Description:			
Exceeds Job Requirements	Performance consistently exceeds most or all requirements		5
Sometimes Exceeds Job Requirements	Performance meets all, and exceeds several requirements		4
Meets Job Requirements	Performance meets all requirements with normal oversight		3
Sometimes Falls Below Job Requirements	Performance meets some, but not all, requirements and requires monitoring		2
Falls Below Job Requirements	Performance fails to meet requirements; requires extremely close monitoring		1

Chapter 9

Personal & Employment Reports

- 9-3** ACA Affordability Worksheet
- 9-4** ACA Applicable Large Employer Worksheet
- 9-5** Accumulator Report
- 9-6** Allowed/Taken Report
- 9-7** Average Age Minority and Service Report
- 9-8** Compa Ratio Analysis Report
- 9-9** Company Property Report
- 9-10** Compensation Change Report
- 9-11** Compensation History Report
- 9-12** Deductions in Arrears Report
- 9-13** Emergency Contact Report
- 9-14** Employee Directory Report
- 9-15** Employee Payroll Changes

9-16	Employee Profile Report
9-18	Employee Roster Report
9-19	Employee Summary Report
9-21	Name and Address Labels Report
9-22	Notes & Alerts Report
9-23	Reports To Report
9-24	Reserved File Number Report
9-25	Salary Review Report
9-26	Seniority Report
9-27	Terminated and Deceased Employees Report
9-28	Termination Report
9-29	Turnover Report
9-30	Voluntary Deduction Report
9-31	Workers Compensation Employee Detail Report
9-32	Workers Compensation Policy Report

ACA Affordability Worksheet

Description

This worksheet report displays the affordability of employees for minimum coverage options for the year 2014 and future years based on the Federal W-2 Taxable Wage or the current projected annualized wages.

Figure 9-1. Sample ACA Affordability Worksheet

Name	Tax ID	Accumulations Through Period			YTD	Current Year Federal Wages			Prior Year Federal W2 Wages		
		Start Date	End Date	Week #		Estimated Remaining	Projected Total	Affordability 9.5%	Year	Total	Affordability 9.5%
Name: Albright, Anthony											
Totals for Name Albright, Anthony:	XXX-XX-0050 USA	10/19/2015	11/01/2015	45	73853.00	11,488.24	85,341.24	8,107.42			
Name: Anderson, Todd											
Totals for Name Anderson, Todd:	XXX-XX-0009 USA	10/19/2015	11/01/2015	45	104369.16	16,235.20	120,604.36	11,457.41			
Name: Berry, Lawrence											
Totals for Name Berry, Lawrence:	XXX-XX-0001 USA	10/19/2015	11/01/2015	45	40855.36	6,355.27	47,210.63	4,485.01			
Name: Bethany, Beth											
Totals for Name Bethany, Beth:	XXX-XX-0026 USA	10/19/2015	11/01/2015	45	11998.26	1,866.39	13,864.65	1,317.14			
Name: Beyer, Laura A											
Totals for Name Beyer, Laura A:	XXX-XX-0002 USA	10/19/2015	11/01/2015	45	18189.95	2,829.54	21,019.49	1,996.85			
Name: Biggins, Peter A											
Totals for Name Biggins, Peter A:	XXX-XX-0003 USA	10/19/2015	11/01/2015	45	61347.66	9,542.96	70,890.62	6,734.61			
Name: Bonner, Edward J											
Totals for Name Bonner, Edward J:	XXX-XX-0004 USA	10/19/2015	11/01/2015	45	55326.19	8,606.29	63,932.48	6,073.59			
Name: Buckshaw, Lisa											
Totals for Name Buckshaw, Lisa:	XXX-XX-0053 USA	10/19/2015	11/01/2015	45	37969.60	5,906.38	43,875.98	4,168.22			
Name: Byrnes, Ronald A											
Totals for Name Byrnes, Ronald A:	XXX-XX-0005 USA	10/19/2015	11/01/2015	45	47536.21	7,394.52	54,930.73	5,218.42			
Name: Byrone, Richard											
Totals for Name Byrone, Richard:	XXX-XX-0006 USA	10/19/2015	11/01/2015	45	36234.64	5,636.49	41,871.13	3,977.76			

ACA Applicable Large Employer Worksheet

Description

This worksheet helps you to determine how many full-time employees and full-time equivalent employees (FTEs) you have as defined by the ACA. You can run this worksheet in either Summary or Detail Mode.

- Summary Mode (default) – Displays the monthly full-time equivalent employee count and average full-time equivalents per month within the review period.
- Detail Mode – Displays supporting pay statement details for each employee listed in the worksheet.


 You should run this worksheet on an annual basis to ensure that you meet the applicable large employer threshold.

Figure 9-2. Sample ACA Applicable Large Employer Worksheet

Last Name	First Name	Associate ID	Full Time / Part Time	Hours of Service	FTE Count
January 2015					
Albright	Anthony	0000000014	Full-Time	720.00	1.00
Anderson	Todd	0000000023	Full-Time	240.00	1.00
Berry	Lawrence	0000000015	Full-Time	720.00	1.00
Bethany	Beth	0000000040	Part-Time	80.00	0.67
Beyer	Laura A	0000000016	Part-Time	104.00	0.87
Biggins	Peter A	0000000017	Full-Time	240.00	1.00
Bonner	Edward J	0000000018	Full-Time	227.50	1.00
Buckshaw	Lisa	VZNSDF6E5	Full-Time	240.00	1.00
Byrnes	Ronald A	0000000019	Full-Time	960.00	1.00
Byrone	Richard	0000000020	Full-Time	240.00	1.00
Cecchetti	David	0000000021	Full-Time	227.50	1.00
Cody	Timothy D	0000000025	Full-Time	720.00	1.00
Coffey	Philip M	0000000026	Part-Time	104.00	0.87
Cole	Dale G	0000000027	Part-Time	104.00	0.87
Condo	Heidi	0000000028	Part-Time	80.00	0.67
Cormier	David	0000000029	Part-Time	104.00	0.87
Coslett	Daniel A	0000000030	Part-Time	64.00	0.53
Cramer	Neal S	0000000031	Full-Time	240.00	1.00
Davis	Peter K	0000000035	Full-Time	480.00	1.00
Dearborne	Susan M	0000000036	Full-Time	720.00	1.00

Accumulator Report

Description

This report lists adjustments and totals for accumulators. You can optionally include only adjustments made to employee accumulator amounts for the current pay period.

Figure 9-3. Sample Accumulator Report

Associate ID	Name	Home Department	Home Cost Number	Current Balances As Of: 11/04/2015 Week: 45	
Company Code: 9OR					
000000015	Berry, Lawrence	902000-Training	002902000		
				Amount	
		Accum #	Description	Current	Adjustment
		30	Cobra Credit Amount	177.67	
		15	MEDICAL H QTD	38.76	
		02	Ohio Sch Distret Tax	40.00	
		09	Vacation	280.00	
		04	Sick	16.00	
		16	MEDICAL H YTD	193.80	
		11	UNITED WAY	228.00	
		51	Total Hours	336.00	
		10	Bonus	2,000.00	
000000016	Beyer, Laura A	102000-Engineering-1	003102000		
				Amount	
		Accum #	Description	Current	Adjustment
		51	Total Hours	758.00	
		02	Ohio Sch Distret Tax	40.00	
		30	Cobra Credit Amount	79.01	
		49	Vol.Plan Nj Fli	718.00	
		01	Ohio Sch Distret Tax	933.60	
		11	UNITED WAY	228.00	
000000017	Biggins, Peter A	901000-Human Resources	004901000		
				Amount	
		Accum #	Description	Current	Adjustment
		16	MEDICAL H YTD	12.92	
		49	Vol.Plan Nj Fli	1,344.00	
		08	Vacation	5,187.57	
		50	Overtime Hours	15.00	
		01	Ohio Sch Distret Tax	1,729.20	
		30	Cobra Credit Amount	266.67	
		41		95.00	
		42		509.39	
		09	Vacation	120.00	
		51	Total Hours	1,535.00	
		02	Ohio Sch Distret Tax	40.00	

Allowed/Taken Report

Description

This report includes adjustments and totals for Allowed/Taken hours (holiday, vacation, sick). You can optionally include only adjustments made for the current pay period.

Figure 9-4. Sample Allowed/Taken Report

Associate ID: 000000015				Name: Berry, Lawrence				Home Department: 902000 - Training				Home Cost Number: 002902000 - **			
H	0.00	40.00		-40.00											
P	232.54	48.00		184.54											
S	232.54	0.00		232.54											
V	465.08	344.00		121.08											
Associate ID: 000000016				Name: Beyer, Laura A				Home Department: 102000 - Engineering-1				Home Cost Number: 003102000 - **			
H	0.00	40.00		-40.00											
P	252.56	0.00		252.56											
S	252.56	0.00		252.56											
V	505.12	24.00		481.12											
Associate ID: 000000017				Name: Biggins, Peter A				Home Department: 901000 - Human Resources				Home Cost Number: 004901000 - **			
H	0.00	40.00		-40.00											
P	320.32	16.00		304.32											
S	320.32	8.00		312.32											
V	640.64	176.00		464.64											
Associate ID: 000000018				Name: Bonner, Edward J				Home Department: 111000 - Corporate Staff				Home Cost Number: 001111000 - **			
H	0.00	40.00		-40.00											
P	320.32	48.00		272.32											
S	320.32	0.00		320.32											
V	640.64	128.00		512.64											
Associate ID: 000000019				Name: Byrnes, Ronald A				Home Department: 111000 - Corporate Staff				Home Cost Number: 002111000 - **			
H	0.00	40.00		-40.00											
P	417.34	0.00		417.34											
S	417.34	16.00		401.34											
V	834.68	272.00		562.68											
Associate ID: 000000020				Name: Byrone, Richard				Home Department: 104000 - Development-1				Home Cost Number: 004104000 - **			
H	0.00	40.00		-40.00											
P	252.56	0.00		252.56											
S	252.56	168.00		84.56											
V	505.12	32.00		473.12											
Associate ID: 000000021				Name: Cecchetti, David				Home Department: 102000 - Engineering-1				Home Cost Number: 004102000 - **			
H	0.00	40.00		-40.00											
P	320.32	0.00		320.32											
S	320.32	0.00		320.32											
V	640.64	64.00		576.64											
Associate ID: 000000022				Name: Selbert, Thomas				Home Department: 777345 - Manufacturing				Home Cost Number: 004777345 - **			
H	0.00	40.00		-40.00											
P	445.06	0.00		445.06											
S	445.06	224.00		221.06											
V	890.12	0.00		890.12											

Average Age Minority and Service Report

Description

This report displays the counts by gender, age, and service years.

Figure 9-5. Sample Average Age Minority and Service Report

Company	Job Title	Age	Gender	Average Age in Years	Average Service in Years	Head Count
	AA - Administrative Assistant	Under 40	Totals for Gender Female:	22.70	10 Months 0 Years	3
			Totals for Gender Male:	22.45	10 Months 0 Years	4
		Totals for Age Under 40		22.56	10 Months 0 Years	7
	Totals for Job Title AA - Administrative Assistant:			22.56	10 Months 0 Years	7
	AS - Area Supervisor	Under 40	Totals for Gender Female:	25.10	1 Months 0 Years	1
			Totals for Gender Male:	25.10	1 Months 0 Years	1
		Totals for Age Under 40		25.10	1 Months 0 Years	1
	Totals for Job Title AS - Area Supervisor:			25.10	1 Months 0 Years	1
	CH - Chemist	Under 40	Totals for Gender Female:	26.95	5 Months 2 Years	2
			Totals for Gender Male:	33.43	5 Months 2 Years	3
		Totals for Age Under 40		30.84	5 Months 2 Years	5
	Totals for Job Title CH - Chemist:			30.84	5 Months 2 Years	5
	DA - Data Analyst	Under 40	Totals for Gender Female:	21.40	10 Months 0 Years	1
			Totals for Gender Male:	27.85	8 Months 1 Years	2
		Totals for Age Under 40		25.70	8 Months 0 Years	3
	Totals for Job Title DA - Data Analyst:			25.70	8 Months 0 Years	3

Compa Ratio Analysis Report

Description

This report displays a list of pay grade, minimum salary, midpoint salary, maximum salary, and compa-ratio for an employee.

Figure 9-6. Sample Compa Ratio Analysis Report

GZM2K5LCG USA	Ali, Henry	IT Analyst	12/31/2014	Active	846.15	21,999.90	USD	AXB	A	120,000.00	150,000.00	180,000.00	USD	0.15
0RNP58TO3 USA	Baker, Abby	Manufacturing Associate	12/31/2014	Active	17.4500	36,296.0000	USD	BXD	A	35,000.0000	43,000.0000	51,000.0000	USD	0.84
SHBRGIZKE USA	Beckner, Jose	IT Analyst	12/31/2014	Active	2,297.96	59,746.96	USD	AXB	A	120,000.00	150,000.00	180,000.00	USD	0.40
4LEXMXRFB USA	Benavidez, Sara	Manufacturing Associate	12/31/2014	Active	19.7400		USD	BXD	A	35,000.0000	43,000.0000	51,000.0000	USD	
1T5WC3H2Y USA	Benitez, Hignacio	Software Engineer	12/31/2014	Active	846.15	21,999.90	USD	BXB	A	60,000.00	75,000.00	90,000.00	USD	0.29
11JWHHU57 USA	Brodersen, Debbie	Sales Manager	12/31/2014	Active	1,912.04	49,713.04	USD	BXA	A	30,000.00	42,500.00	55,000.00	USD	1.17
K9X52ZDL4 USA	Brown, Barbara	Manufacturing Associate	12/31/2014	Active	25.1400	52,291.2000	USD	BXD	A	35,000.0000	43,000.0000	51,000.0000	USD	1.22
3IOIF5EXO USA	Burnell, Jorge	IT Analyst	12/31/2014	Active	1,243.04	32,319.04	USD	AXB	A	120,000.00	150,000.00	180,000.00	USD	0.22
4RNX8PEZ6 DEU	Cadler, Stacey	Chemist	06/02/2013	Active	10,000.00	120,000.00	EUR	AXC	A	79,000.00	96,500.00	114,000.00	EUR	1.24
QLID58SC5 USA	Caldana, Jonathan	Software Engineer	12/31/2014	Active	4,346.38	113,005.88	USD	BXB	A	60,000.00	75,000.00	90,000.00	USD	1.51
221PJAPC1 USA	Calva, Maria	Software Engineer	12/31/2014	Active	2,333.38	60,667.88	USD	BXB	A	60,000.00	75,000.00	90,000.00	USD	0.81
RMQGBC2C7 USA	Camaya, Bailey	Data Analyst	12/31/2014	Active	2,011.54	52,300.04	USD	AXB	A	120,000.00	150,000.00	180,000.00	USD	0.35
4ZVL7RAS7 USA	Cano, Jose	Manufacturing Associate	12/31/2014	Active	10.5700	21,985.6000	USD	BXD	A	35,000.0000	43,000.0000	51,000.0000	USD	0.51
B7JP6YL8H USA	Canshaw, Teri	Manufacturing Associate	12/31/2014	Active	3,267.00	84,942.00	USD	BXD	A	35,000.00	43,000.00	51,000.00	USD	1.98
XSUO5FA2Y USA	Carroyo, Orlando	Administrative Assistant	12/31/2014	Active	17.4500	36,296.0000	USD	AXA	A	20,000.0000	32,500.0000	45,000.0000	USD	1.12

Company Property Report

Description

This report displays a list of the employees who have items of company property assigned to them.

Figure 9-7. Sample Company Property Report

Business Unit	Name	Property	Asset ID	Expiration Date	Date Acquired	Date Returned
CORP	Albright, Anthony	003 - Pager/Phone	2361		09/10/2006	
CORP	Albright, Anthony	L - Laptop	LPTP98	08/06/2014	08/06/2011	
CONPROD	Anderson, Todd	010 - BlackBerry	0002365		04/09/2008	
CORP	Berry, Lawrence	002 - Laptop	00056894		04/08/2011	
CORP	Berry, Lawrence	010 - BlackBerry	0003698		09/07/2009	
SPECPROD	Bethany, Beth	010 - BlackBerry	0007897		11/02/2010	
SPECPROD	Bethany, Beth	L - Laptop	00056487		02/21/2011	
CONPROD	Beyer, Laura A	009 - Company Cell Phone	00084521		04/01/2009	
CONPROD	Beyer, Laura A	L - Laptop	00058912		09/20/2010	
CONPROD	Byrnes, Ronald A	001 - Office Keys	122333		01/01/2000	
CONPROD	Byrnes, Ronald A	002 - Laptop	L11222		09/09/2007	
CORP	Cadler, Stacey	002 - Laptop	87954		06/02/2013	
SPECPROD	Cormier, David	002 - Laptop	L7878		02/02/2007	
SPECPROD	Cormier, David	004 - PDA	pda 2222		01/01/2007	
CONPROD	Crossin, John	002 - Laptop	54689		06/11/2013	
CONPROD	English, Stephen A	003 - Pager/Phone	PP333		02/07/2007	
CONPROD	French, Toni	005 - Access card	Ac000999		04/01/1999	
CONPROD	Garcia, Juan	002 - Laptop	76523		08/05/2013	
CORP	Grayson, Gunter	002 - Laptop	98746		05/28/2013	
CONPROD	Intenzo, Bryan K	007 - Company Car	a23232		04/01/2008	
SPECPROD	Intermont, Lorraine R	005 - Access card	ac223445		04/01/1999	
CONPROD	Lopez, Maria	002 - Laptop	76540		07/15/2013	
CONPROD	Selbert, Thomas	002 - Laptop	02254		05/02/2011	06/27/2012
CONPROD	Selbert, Thomas	005 - Access card	0005879		12/01/2010	06/27/2012

Compensation Change Report

Description

This report provides information regarding the current and previous salaries for employees with the change amount in percentage.

Figure 9-8. Sample Compensation Change Report

Name	Associate ID	Job Title	Review Rating	Review Date	Effective Date	Annual Salary	Changes	Compensation Change Reason
				Current Next	Current Previous	Current Previous	Amount %	
Company Code:								
Ali, Henry	GZM2K5LCG USA				12/31/2014	21,999.90 USD		New Hire
Baker, Abby	0RNP58TO3 USA				12/31/2014	36,296.00 USD		New Hire
Beckner, Jose	SHBRGIZKE USA				12/31/2014	59,746.96 USD		New Hire
Benavidez, Sara	4LEXMXRFB USA				12/31/2014			New Hire
Benitez, Hignacio	1T5WC3H2Y USA				12/31/2014	21,999.90 USD		New Hire
Brodersen, Debbie	11JWHHU57 USA				12/31/2014	49,713.04 USD		New Hire
Brown, Barbara	K9X52ZDL4 USA				12/31/2014	52,291.20 USD		New Hire
Burnell, Jorge	3IOIF5EXO USA				12/31/2014	32,319.04 USD		New Hire
Cadler, Stacey	4RNX8PEZ6 DEU				06/02/2013	120,000.00 EUR		New Hire
Caldana, Jonathan	QLID58SC5 USA				12/31/2014	113,005.88 USD		New Hire
Calva, Maria	221PJAPC1 USA				12/31/2014	60,667.88 USD		New Hire
Camaya, Bailey	RMQGBC2C7 USA				12/31/2014	52,300.04 USD		New Hire
Cano, Jose	4ZVL7RAS7 USA				12/31/2014	21,985.60 USD		New Hire
Canshaw, Teri	B7JP6YL8H USA				12/31/2014	84,942.00 USD		New Hire

Compensation History Report

Description

This report displays information regarding employees’ salary history and count of salary records by pay division, business units, and so on.

Figure 9-9. Sample Compensation History Report

Name	Associate ID	Effective Date	Rate Type	Amount	Annual Salary	Standard Hours
Albright, Anthony	0000000014 USA	07/08/2005	Salary	4,224.0000 USD	109,824.00 USD	80
Albright, Anthony	0000000014 USA	07/08/2005	Salary	3,500.0000 USD	91,000.00 USD	80
Albright, Anthony	0000000014 USA	07/08/2006	Salary	4,000.0000 USD	104,000.00 USD	80
Albright, Anthony	0000000014 USA	07/08/2007	Salary	4,224.0000 USD	109,824.00 USD	80
Albright, Anthony	0000000014 USA	12/07/2011	Salary	4,225.0000 USD	109,850.00 USD	80
Albright, Anthony	0000000014 USA	06/01/2012	Salary	4,226.0000 USD	109,876.00 USD	80
Albright, Anthony	0000000014 USA	01/03/2013	Salary	6,226.0000 USD	161,876.00 USD	80
Albright, Anthony	0000000014 USA	02/04/2013	Salary	7,226.0000 USD	187,876.00 USD	80
Albright, Anthony	0000000014 USA	03/11/2013	Salary	7,350.0000 USD	191,100.00 USD	80
Ali, Henry	GZM2K5LCG USA	12/31/2014	Salary	846.1500 USD	21,999.90 USD	80
Anderson, Todd	0000000023 USA	05/21/2003	Hourly	10.2200 USD	10,628.80 USD	40
Anderson, Todd	0000000023 USA	07/30/2004	Hourly	10.4400 USD	10,857.60 USD	40
Anderson, Todd	0000000023 USA	04/30/2006	Hourly	11.0000 USD	11,440.00 USD	40
Anderson, Todd	0000000023 USA	07/30/2008	Hourly	10.2200 USD	10,628.80 USD	40
Anderson, Todd	0000000023 USA	07/30/2008	Hourly	10.2200 USD	21,257.60 USD	80
Anderson, Todd	0000000023 USA	07/30/2008	Hourly	10.2200 USD	10,628.80 USD	40
Anderson, Todd	0000000023 USA	12/07/2011	Hourly	10.2300 USD	10,639.20 USD	40
Anderson, Todd	0000000023 USA	05/01/2012	Hourly	75.9615 USD	21,039.20 USD	40
Angulo, Selma	7TIX23M1B USA	02/02/2012	Salary	2,500.0000 USD	65,000.00 USD	80
Auge, Sue	KTWYZS0AC USA	10/01/2013	Hourly	17.5000 USD	36,400.00 USD	80
Baker, Abby	0RNP58TO3 USA	12/31/2014	Hourly	17.4500 USD	36,296.00 USD	80
Balse, Reni	79J3LF85M USA	01/26/2012	Salary	4,100.0000 USD	106,600.00 USD	80
Batres, Carl	E9W8EKCZJ USA	10/01/2013	Hourly	17.4500 USD	36,296.00 USD	80
Beckner, Jose	SHBRGIZKE USA	12/31/2014	Salary	2,297.9600 USD		80
Benavidez, Sara	4LEXMXRFB USA	12/31/2014	Hourly	19.7400 USD		
Benitez, Hignacio	1T5WC3H2Y USA	12/31/2014	Salary	846.1500 USD		80
Berry, Lawrence	0000000015 USA	05/13/2000	Salary	2,231.0000 USD	58,006.00 USD	40
Berry, Lawrence	0000000015 USA	05/15/2001	Salary	4,500.0000 USD	117,000.00 USD	40
Berry, Lawrence	0000000015 USA	07/30/2003	Salary	4,510.0000 USD	117,260.00 USD	40
Berry, Lawrence	0000000015 USA	08/13/2005	Salary	4,520.0000 USD	117,520.00 USD	40
Berry, Lawrence	0000000015 USA	07/30/2008	Salary	4,462.0000 USD	116,012.00 USD	40
Berry, Lawrence	0000000015 USA	07/30/2008	Salary	2,231.0000 USD	58,006.00 USD	80
Berry, Lawrence	0000000015 USA	12/07/2011	Salary	2,232.0000 USD	58,032.00 USD	80
Berry, Lawrence	0000000015 USA	02/04/2013	Salary	3,232.0000 USD	84,032.00 USD	80
Berry, Lawrence	0000000015 USA	11/28/2013	Salary	3,500.0000 USD	91,000.00 USD	80
Bethany, Beth	0000000040 USA	07/21/2007	Hourly	21.4400 USD	22,297.60 USD	40
Bethany, Beth	0000000040 USA	01/01/2008	Hourly	22.5000 USD	23,400.00 USD	40

Deductions in Arrears Report

Description

This report lists deductions in arrears balances and adjustments. You can optionally include only deductions with current pay period adjustments.

Figure 9-10. Sample Deductions in Arrears Report

Associate ID	Name	Deduction	Scheduled This Payroll	Current Cycle Adjustments	
				Balance Adjustment	Clear balance Do Not Deduct Arrears Balance
Company Code: &Q				Balance As of: 10/11/2013 Week: 42	
File #: 001110					
JKAC4PNCN	Albright, Anthony	23-Dia #1	Y	100.00	
JKAC4PNCN	Albright, Anthony	24-Dia #2	Y	200.00	Do Not Deduct
JKAC4PNCN	Albright, Anthony	26-Dia #4	Y	60.00	
Total Deduction Records For File # 001110: 3				360.00	
Total Deduction Records For Company Code &Q: 3				360.00	
Total Deduction For Report: 3				360.00	

Emergency Contact Report

Description

This report lists the primary emergency contact name and telephone number, physician, and hospital for employees.

Figure 9-11. Sample Emergency Contact Report

Type	Relationship	Name	Phone:	Home:	Work:	Ext/Pin:	Cell:	Alt:
Associate ID:000000014 USA			Name:Albright, Anthony					
Primary	Alice Albright			973-689-3214				
			Email Address:	_____				
			Address:	_____				
Doctor	Dr. John Russell		Phone:	212-410-4300	Hospital:	St. Barnabus		
Type	Relationship	Name	Phone:	Home:	Work:	Ext/Pin:	Cell:	Alt:
Associate ID:000000023 USA			Name:Anderson, Todd					
Primary	Alyssa Anderson			973-456-8752				
			Email Address:	_____				
			Address:	_____				
Type	Relationship	Name	Phone:	Home:	Work:	Ext/Pin:	Cell:	Alt:
Associate ID:000000015 USA			Name:Berry, Lawrence					
Other	Wendy Berry			973-897-6587				
			Email Address:	_____				
			Address:	_____				
Type	Relationship	Name	Phone:	Home:	Work:	Ext/Pin:	Cell:	Alt:
Associate ID:000000040 USA			Name:Bethany, Beth					
Other	Seth Bethany			973-588-9863				
			Email Address:	_____				
			Address:	_____				
Type	Relationship	Name	Phone:	Home:	Work:	Ext/Pin:	Cell:	Alt:
Associate ID:000000016 USA			Name:Beyer, Laura A					
Other	Dan Beyer			973-598-3241			201-988-9657	
			Email Address:	_____				
			Address:	_____				

Employee Directory Report

Description

This report includes employee name, Social Security number, address, and home and business telephone numbers.

Figure 9-12. Sample Employee Directory Report

Company Code:				
Ali, Henry		925 Dohrmann St	San Diego	92104
Baker, Abby		P O Box 1192	Lewiston	14241
Beckner, Jose		2008 Ron Ave	Nashville	37205
Benavidez, Sara		715 Mitchell St	Nashville	37205
Benitez, Hignacio		3418 Jennings St	Germantown	38138
Brodersen, Debbie		702 Esther	Dakota Dunes	57049
Brown, Barbara		2928 S Coral St	North Palm Beach	33405
Burnell, Jorge		4815 Orleans Ave	Davie	33325
Cadler, Stacey	+49-89-636-48018	Tannenweg 27	Saarbrucken	Hamburg 66123
Caldana, Jonathan		744 Colleen Ave	San Diego	92104
Calva, Maria		804 S Washington	Kansas City	64123
Camaya, Bailey		2207 Crescent Dr	Tarzana	91356
Cano, Jose		2224 West Kansas	New Orleans	70189
Canshaw, Teri		2730 E 2nd St	Long Beach	90807
Carroyo, Orlando		3812 NE 10th Ave	Nashville	37205
Casas, Joshua		1340 Englewood Ave	Lajunta	81050
Chang, Yi Ling	+65-54-63-9320	587 Bukit Timah Road	Singapore	269406
Chaparro, Daniel		514 Summit St	New Orleans	70189
Clay, Matthew		3506 Walden Ave	Marrietta	30068
Covic, Octavio		206 E 39 St	White Plains	10606
Crossin, John	+49-69-3333-3333			
Cruz, Andrea		208 W High St	Mott	58646
Czosnek, Travis		476 Prairie Blvd	Arvada	80004
Dalonso, Joan		1423 Pierce Lane	Rancho Bernardo	92104
Davenport, Kelly		711 Coniston Cir	Washington	20593
Davila, Benjamin		639 Streeter Dr	Boulder	80309
DeLa orre, Amanda		#7 Antelope Place	Boulder	80309

Employee Payroll Changes

Description

This report lists all changes to existing and new hire employee data, including lien information, that were made in the current pay period. It includes the old value and the new value. It also lists employee transfers, with the old and new file numbers, as well as changes to Automatic Labor Allocation, workers' compensation insurance policy information, status flags, pension basis, and special accounts. Your user profile or your security group and permissions, set up by your company's portal administrator, determine how bank deposit account numbers and Transit/ABA numbers are displayed for you in reports and in the application.

Figure 9-13. Sample Employee Payroll Changes Report

Associate ID: JKAC4PNCN Name: Albright, Anthony Home Department: 001000-** Home Cost Number:			
Field(Row)	Old Value	New Value	
Deductions In Arrears Do Not Deduct (24)		Yes	
Deductions In Arrears Code (26)		26	
Deductions In Arrears Balance Adjustment (26)		60	
Deductions In Arrears Balance Adjustment (23)		100	
Deductions In Arrears Balance Adjustment (24)		200	
Deductions In Arrears Code (23)		23	
Deductions In Arrears Code (24)		24	
Total Changes In Company Code &Q: 7			
Company Code: DE9			
Associate ID: 73KVA5MDF Name: Bedilia, Amelia Home Department: 100003-** Home Cost Number:			
Field(Row)	Old Value	New Value	
Autopay Date 9		07/01/2013	
Associate ID: MQ28WB96V Name: Alton, Honre Home Department: 299999-** Home Cost Number:			
Field(Row)	Old Value	New Value	
Autopay Date 9		07/01/2013	
Associate ID: TT5M95YAJ Name: Alvarez, Nuna Home Department: 300000-** Home Cost Number:			
Field(Row)	Old Value	New Value	
Autopay Date 9		07/01/2013	
Associate ID: 0K5TGXZHX Name: Robertson III, John Home Department: 100001-** Home Cost Number:			
Field(Row)	Old Value	New Value	
Autopay Date 9		07/01/2013	
Associate ID: 3EKMNEGXC Name: Young, Jackie Home Department: 100003-** Home Cost Number:			
Field(Row)	Old Value	New Value	
Autopay Date 9		07/01/2013	
Associate ID: D7TGXX0DA Name: Ewing, Ivan Home Department: 002000-** Home Cost Number:			
Field(Row)	Old Value	New Value	
Autopay Date 6		03/24/1999	
Autopay Date 4		03/27/1999	
Autopay Date 7		03/27/2000	
Autopay Date 5		03/24/1980	
Autopay Date 9		07/01/2013	

Employee Profile Report

Description

This report lists an employee's employment record. This report displays information for each employee and includes personal information, demographic data, regulatory data, status with effective dates, work/position details, citizenship/i9 data, time off summary, assigned manager with effective date and direct reports, earnings information, talent/development data, performance reviews, emergency contacts, federal/state/local taxes, direct deposit, and custom fields.

Figure 9-14. Sample Employee Profile Report

Albright,Anthony / 000000014 USA	
Position : 9OR000100 Effective Date : 03/11/2013	
Personal Information	
Salutation:	
First Name:	Anthony
Middle Name:	
Last Name:	Albright
Generation Suffix:	
Preferred Name:	Stan
Maiden Name:	Smith
Professional Suffix:	
Payroll Name:	Albright, Anthony
Marital Status:	Married EffectiveDate: 05/02/1976
Associate ID:	000000014 USA
Passport:	
Tax Id National Identifier Expiry Date	USA SSN XXX-XX-0050 UNITED STATES
Demographic Information	
Birthdate:	01/01/xxxx Age:xx
Gender:	M-Male
Education Level:	GRD-Graduate
# of Dependents:	2
Race ID Method:	Self ID
EEO Ethnic Code:	2 - Black or African American
Correspondence Language:	English (United)
Tobacco User:	N
Ethnic Code:	
Date of Death:	
<i>Custom Fields Values</i>	
Shoe Size :	9.5
T-Shirt Size :	L - Large
Contact	
Work E-mail:	nicci.puleo@adp.com
<i>User for Notification: Y</i>	
Personal E-mail:	niccipuleo@gmail.com
<i>User for Notification: N</i>	
Work Phone:	973-555-3245 Extn:
Work Fax:	
Work Cell:	973-713-3456 Extn:
Work Pager:	
Work Mail Stop:	nicci.puleo@adp.com
Home Phone:	973-534-8732
Home Fax:	
Personal Cell:	615-516-7027 Extn:
Personal Pager:	
Address	
Personal Address 1 (This is the Legal Address)	
Line 1:	28 Birchwood Avenue
City / State / ZIP Code:	Browns Mills, NJ 08016
Country:	UNITED STATES
Personal Address 2:	
Emergency Contact	
Contact:	Alice Albright
Relationship:	
Home Phone:	973-689-3214
Work Phone:	
Cell Phone:	
Primary:	Y
Doctor Name:	Dr. John Russell
Hospital:	St. Barnabus
Phone Number:	212-410-4300
Employee Notes	
Subject: Benefits	
Created By: Albright, Anthony	Created On: 08/01/2012 1:54 pm
Notes: Anthony came in today to discuss his benefits coverage. We reviewed his current coverage. Although he had reviewed via 'self service' he also wanted to discuss some specific questions around his Dental Coverage. I reviewed. He is also aware there are supporting documents on the Portal that he can access.	

Employee Roster Report

Description

This report includes home department, status, primary position indicator, hire date, job title, rate type, and pay rate amounts for all employees (active, leave of absence, terminated, and deceased).

Figure 9-15. Sample Employee Roster Report

Currency: USD-United States Dollar								
Associate ID	Name	Status	Hire Date	Primary Position	Job Title	Rate Type	Rate1	Rate2
Company Code:								
GZM2K5LCG USA	Ali, Henry	Active	12/31/2014	Yes	IT Analyst	S-Salary	846.1500 USD	0.0000
0RNP58TO3 USA	Baker, Abby	Active	12/31/2014	Yes	Manufacturing Associate	H-Hourly	17.4500 USD	0.0000
SHBRGZKE USA	Beckner, Jose	Active	12/31/2014	Yes	IT Analyst	S-Salary	2,297.9600 USD	0.0000
4LEXMXRFB USA	Benavidez, Sara	Active	12/31/2014	Yes	Manufacturing Associate	H-Hourly	19.7400 USD	0.0000
1T5WC3H2Y USA	Benitez, Hignacio	Active	12/31/2014	Yes	Software Engineer	S-Salary	846.1500 USD	0.0000
11JWHHU57 USA	Brodersen, Debbie	Active	12/31/2014	Yes	Sales Manager	S-Salary	1,912.0400 USD	0.0000
K9X52ZDL4 USA	Brown, Barbara	Active	12/31/2014	Yes	Manufacturing Associate	H-Hourly	25.1400 USD	0.0000
3IOIF5EXO USA	Burnell, Jorge	Active	12/31/2014	Yes	IT Analyst	S-Salary	1,243.0400 USD	0.0000
4RXN8PEZ6 DEU	Cadler, Stacey	Active	06/02/2013	Yes	Chemist	S-Salary	10,000.0000 EUR	0.0000
QLID58SC5 USA	Caldana, Jonathan	Active	12/31/2014	Yes	Software Engineer	S-Salary	4,346.3800 USD	0.0000
221PJAPC1 USA	Calva, Maria	Active	12/31/2014	Yes	Software Engineer	S-Salary	2,333.3800 USD	0.0000
RMQGB2C7 USA	Camaya, Bailey	Active	12/31/2014	Yes	Data Analyst	S-Salary	2,011.5400 USD	0.0000
4ZVL7RAS7 USA	Cano, Jose	Active	12/31/2014	Yes	Manufacturing Associate	H-Hourly	10.5700 USD	0.0000
B7JP6YL8H USA	Canshaw, Teri	Active	12/31/2014	Yes	Manufacturing Associate	S-Salary	3,267.0000 USD	0.0000
XSU05FA2Y USA	Carroyo, Orlando	Active	12/31/2014	Yes	Administrative Assistant	H-Hourly	17.4500 USD	0.0000
54TJNVBVC USA	Casas, Joshua	Active	12/31/2014	Yes	Software Engineer	S-Salary	846.1500 USD	0.0000
BISK1TLP SGP	Chang, Yi Ling	Active	07/28/2014	Yes	Software Engineer	S-Salary	4,000.0000 SGD	0.0000
GCZMGTLOD USA	Chaparro, Daniel	Active	12/31/2014	Yes	Manufacturing Associate	S-Salary	2,269.2300 USD	0.0000
5D38WMMRJ USA	Clay, Matthew	Active	12/31/2014	Yes	Manufacturing Associate	S-Salary	1,939.9600 USD	0.0000
FBVY1PAXD USA	Covic, Octavio	Active	12/31/2014	Yes	Administrative Assistant	H-Hourly	11.5000 USD	0.0000
8BFZG7CYF DEU	Crossin, John	Active	06/11/2013	Yes	Chemist	S-Salary	11,000.0000 EUR	0.0000
IGAAH1UNY USA	Cruz, Andrea	Active	12/31/2014	Yes	Manufacturing Associate	S-Salary	3,230.7700 USD	0.0000
E2OMIO57H USA	Czosnek, Travis	Active	12/31/2014	Yes	Operations Manager	S-Salary	3,267.0000 USD	0.0000
SRGE5YEHX USA	Dalonso, Joan	Active	12/31/2014	Yes	General Manager	S-Salary	2,785.0000 USD	0.0000
NOX2X2V1E USA	Davenport, Kelly	Active	12/31/2014	Yes	Software Engineer	S-Salary	1,265.3800 USD	0.0000
LS55F61NY USA	Davila, Benjamin	Active	12/31/2014	Yes	Manufacturing Associate	S-Salary	2,011.5400 USD	0.0000
XXIOHPYFJ USA	DeLa orre, Amanda	Active	12/31/2014	Yes	Sales Manager	S-Salary	2,297.9600 USD	0.0000
B774TEF22 USA	Epps, Daniel	Active	12/31/2014	Yes	IT Analyst	S-Salary	1,280.0000 USD	0.0000
VWGN08DWS USA	Espinal, LuCas	Active	12/31/2014	Yes	Manufacturing Associate	S-Salary	2,333.3800 USD	0.0000
PS1NXCRRO USA	Flowers, Nicole	Active	12/31/2014	Yes	Operations Manager	S-Salary	3,653.8500 USD	0.0000
X8SYCDYN0 MEX	Garcia, Juan	Active	07/01/2013	Yes	Chemist	S-Salary	110,000.0000 MXN	0.0000
L1OWAPHG0 USA	Gerber, Dula	Active	12/31/2014	Yes	Manufacturing Associate	S-Salary	3,134.8500 USD	0.0000
99NGUJEP A USA	Gomez, Marsha	Active	12/31/2014	Yes	Administrative Assistant	H-Hourly	12.0000 USD	0.0000
EWD06UZN1 USA	Gonzalez, Andrea	Active	10/01/2015	Yes	District Manager	S-Salary	2,525.0000 USD	0.0000

Employee Summary Report

Description

This report displays information about an employee in a two-page format. It includes employee personal information, contact information, employee information, position information, time off, regular pay, pay grade, additional earnings, pay rates, and direct reports.

Figure 9-16. Sample Employee Summary Report

Personal Information			Contact Information		
Full Name:	Anthony Albright		Work E-Mail:	nicci.puleo@adp.com	
Preferred Name:	Stan		Personal E-Mail:	niccipuleo@gmail.com	
Payroll Name:	Albright, Anthony		Work Phone:	973-555-3245	Extn:
Associate ID:	000000014		Work Fax:		
			Home Phone:	973-534-8732	
			Cell Phone:	615-516-7027	

Tax Information				
Tax ID	Tax ID	ID	Expiry Date	National Identifier
USA	SSN	XXX-XX-0050		UNITED STATES

Position ID: 9OR000100		Company / File Number: 9OR / 000100		
Position Information		Company / File Number: 9OR / 000100		
		Effective: 1/21/2008		
Position Start Date:	01/21/2008	Active	Management Position:	Yes
Position ID:	9OR000100		Reports To:	Dearborne, Susan M
Job Title:	HRV	VP Human Resources	Attendance Supervisor:	
Business Unit:	CORP	Corporate	Job Class:	EX
Home Department:	111000	Corporate Staff	FTE:	1.00
Location:	001	Atlantic	FLSA:	E
Pay Division:			NAICS Worker's Comp:	541000
Union Code:	N/A	Not Applicable	Assigned Shift:	1 First Shift
Union Local:			Scheduled Hours:	80
Employee Type:	F	Full Time	Hours Period:	Biweekly
Home Cost Number:	001111000			

Regular Pay			Pay Grade		
Effective: 1/21/2008			Effective: 1/21/2008		
Regular Pay Rate:	7,350.00 USD		Pay Grade:	GGG Executives	
Pay Frequency:	B	Biweekly	Salary Structure:	GG Executive Level	
Standard Hours:	80.00		Grade Period:	Annual	
Premium Rate Factors:	1.5*1.0		Compa Ratio:	0.99	
FLSA Overtime:	E		% of Range:	48.7826	
Rate 2:			Period Rate:	191,100.00	

Additional Earnings			Additional Rates		
Effective: 1/21/2008			Effective: 1/21/2008		
Earnings Code	Amount	Effective	Rate 3:		
			Rate 4:		
			Rate 5:		
			Rate 6:		
			Rate 7:		
			Rate 8:		
			Rate 9:		

Direct Reports
Garland, Carlo E
DeLaFuente, Mark
Zalton, Brenda
Delaney, Albert L

Name and Address Labels Report

Description

This report displays the names and addresses of employees.

Figure 9-17. Sample Name and Address Labels Report

Abby Baker P O Box 1192 Lewiston, 14241 USA	Andrew Johnston 219 Whitlock Drive London, SW19 6SW GBR	Cari Vans RR 1 Box 192D Clifton, 27103 USA
Addarris Mez 1306 W. Donald St. Oak Creek, 53154 USA	Angie Greathouse 905 W 15th Lanconia, 21029 USA	Carla Marquez 811 N. Public Rd Richmond, 23231 USA
Aida Ramirez 3601 Cobblestone Columbia, 39429 USA	Angie Halbmaier 1931 Woodland Sunnyvale, TX 75182 USA	Carol King PO Box 2611 Spartanburg, 29319 USA
Alfredo Munson 431 W 15th Brenwood, 13756 USA	Ann Perkins 1916 Boies St Alpharetta, 30024 USA	Chin Tsi-ang Suite 1502 Wheelock House 20 Peddar Street Hong Kong, Central and Western 124578 HKG
Alfredo Stapella 1247 Jasmine St. Provo, 84602 USA	Arturo Rubio 306 N. Jefferson St. Lexington, 68850 USA	Consuelo Hang 2138 Myrtle St Woodstock, 21163 USA
Alma Grace 9307 Buccola Amarillo, 79119 USA	Bailey Camaya 2207 Crescent Dr Tarzana, 91356 USA	Dabian Rocker 3700 28th St Bristol, 16010 USA
Amanda DeLa orre #7 Antelope Place Boulder, 80309 USA	Barbara Brown 2928 S Coral St North Palm Beach, 33405 USA	Damion Quezada 1311 W. 4th ST. Columbia, 39429 USA

Notes & Alerts Report

Description

This report lists the notes you created with their due dates, any notes that other users copied to you, and their status.

Figure 9-18. Sample Notes & Alerts Report

Title: Buy cards			
Created: 01/20/2016	By: AALBRIGHT@TEST9O6	For: Anthony Albright	Status: Open
Due Date: 01/29/2016	Reminder Date: 01/15/2016		
Category: Birthday			
Employees: 9O6000052 Laura A Beyer; 9O6000059 Todd Anderson; 9O6000053 Peter A Biggins			
Get birthday cards for these 3 folks.			
Title: Out Of Here			
Created: 01/20/2016	By: AALBRIGHT@TEST9O6	For: Anthony Albright	Status: Open
Due Date: 04/06/2018	Reminder Date: 10/08/2017		
Category: Confidential			
Eligible for Social Security and Medicare as of today at age 65!			

Reports To Report

Description

This report lists employees grouped by the immediate supervisor indicated in the Reports To field. Employees who do not have an entry in the Reports To field are listed at the beginning of the report or specified grouping. Employees with multiple file numbers are listed in each of the company codes to which they belong.

Figure 9-19. Sample Reports To Report

Employee Name	Employee Job Title	Reports To Name	Reports To Job Title	Reports To Business Unit	Reports To Home Cost Number	Reports To Home Department	Reports To Location
Reports To Name:							
Ali, Henry	IT - IT Analyst						
Baker, Abby	MA - Manufacturing Associate						
Beckner, Jose	IT - IT Analyst						
Benavidez, Sara	MA - Manufacturing Associate						
Benitez, Hignacio	SE - Software Engineer						
Brodersen, Debbie	SM - Sales Manager						
Brown, Barbara	MA - Manufacturing Associate						
Burnell, Jorge	IT - IT Analyst						
Caldana, Jonathan	SE - Software Engineer						
Calva, Maria	SE - Software Engineer						
Camaya, Bailey	DA - Data Analyst						
Cano, Jose	MA - Manufacturing Associate						
Canshaw, Teri	MA - Manufacturing Associate						
Carroyo, Orlando	AA - Administrative Assistant						
Casas, Joshua	SE - Software Engineer						
Chang, Yi Ling	SE - Software Engineer						

Reserved File Number Report

Description

This report identifies the file numbers that cannot be reused and assigned to another person. While a file number is in this table it is reserved and cannot be reused. When the file number is removed from this table, it is then available to be assigned to another employee.

Figure 9-20. Sample Reserved File Number Report

Co/File #	Name	Associate ID	Reserved Reason
Company Code: Z1L			
Z1L/001002 USA	Carr, Stephen	0000021118 USA	
Z1L/001003 USA	Brown, Roberta	0000021119 USA	
Z1L/001005 USA	Duncan, Heather	0000021121 USA	
Z1L/001130 USA	Barbato, Samuel	0000021185 USA	
Z1L/001150 USA	Brown, Peter	0000021186 USA	
Z1L/001180 USA	Evers, Thomas	0000021079 USA	
Z1L/001185 USA	Fager, Charles	0000021080 USA	
Z1L/001190 USA	Fisher, John	0000021081 USA	
Z1L/001195 USA	Hahn, Brenda	0000021082 USA	
Z1L/001210 USA	Franklin, David	0000021083 USA	
Z1L/003150 USA	Harper, Carl	0000021096 USA	
Z1L/009100 USA	Barrow, Gary	0000021107 USA	
Total Records in Company Code Z1L: 12			

Total Records in Report: 12

Salary Review Report

Description

This report lists the current salary for salaried and hourly employees during the specified report period. It includes the rate type, increase type, rate amount, rate effective date, and annual salary.

Figure 9-21. Sample Salary Review Report

Associate ID	Name	Rate Type	Compensation Change Reason	Rate	Eff Date	Current Annual	Currency
Company Code:							
GZM2K5LCG USA	Ali, Henry	S - Salary	NH - New Hire	846.15	12/31/2014	21,999.90	USD
0RNP58TO3 USA	Baker, Abby	H - Hourly	NH - New Hire	17.45	12/31/2014	36,296.00	USD
SHBRGIZKE USA	Beckner, Jose	S - Salary	NH - New Hire	2,297.96	12/31/2014	59,746.96	USD
4LEXMXRFB USA	Benavidez, Sara	H - Hourly	NH - New Hire	19.74	12/31/2014		
1T5WC3H2Y USA	Benitez, Hignacio	S - Salary	NH - New Hire	846.15	12/31/2014	21,999.90	USD
11JWHH57 USA	Brodersen, Debbie	S - Salary	NH - New Hire	1,912.04	12/31/2014	49,713.04	USD
K9X52ZDL4 USA	Brown, Barbara	H - Hourly	NH - New Hire	25.14	12/31/2014	52,291.20	USD
3IOIF5EXO USA	Burnell, Jorge	S - Salary	NH - New Hire	1,243.04	12/31/2014	32,319.04	USD
4RNX8PEZ6 DEU	Cadler, Stacey	S - Salary	NH - New Hire	10,000.00	06/02/2013	120,000.00	EUR
QLID58SC5 USA	Caldana, Jonathan	S - Salary	NH - New Hire	4,346.38	12/31/2014	113,005.88	USD
221PJAPC1 USA	Calva, Maria	S - Salary	NH - New Hire	2,333.38	12/31/2014	60,667.88	USD
RMQGBCC27 USA	Camaya, Bailey	S - Salary	NH - New Hire	2,011.54	12/31/2014	52,300.04	USD
4ZVL7RAS7 USA	Cano, Jose	H - Hourly	NH - New Hire	10.57	12/31/2014	21,985.60	USD
B7JP6YL8H USA	Canshaw, Teri	S - Salary	NH - New Hire	3,267.00	12/31/2014	84,942.00	USD
XSU05FA2Y USA	Carroyo, Orlando	H - Hourly	NH - New Hire	17.45	12/31/2014	36,296.00	USD
54TJNVBVC USA	Casas, Joshua	S - Salary	NH - New Hire	846.15	12/31/2014	21,999.90	USD
B15SK1TLP SGP	Chang, Yi Ling	S - Salary	NH - New Hire	4,000.00	07/28/2014	104,000.00	SGD
GCZMGTLOD USA	Chaparro, Daniel	S - Salary	NH - New Hire	2,269.23	12/31/2014	58,999.98	USD
5D38WMMRJ USA	Clay, Matthew	S - Salary	NH - New Hire	1,939.96	12/31/2014	50,438.96	USD
FBVY1PAXD USA	Covic, Octavio	H - Hourly	NH - New Hire	11.50	12/31/2014	23,920.00	USD
8BFZG7CYF DEU	Crossin, John	S - Salary	NH - New Hire	11,000.00	06/11/2013	132,000.00	EUR
IGAAH1UNY USA	Cruz, Andrea	S - Salary	NH - New Hire	3,230.77	12/31/2014	84,000.02	USD
E2OMIO57H USA	Czosnek, Travis	S - Salary	NH - New Hire	3,267.00	12/31/2014	84,942.00	USD
SRGE5YEHX USA	Dalonso, Joan	S - Salary	NH - New Hire	2,785.00	12/31/2014	72,410.00	USD
NOX2X2V1E USA	Davenport, Kelly	S - Salary	NH - New Hire	1,265.38	12/31/2014	32,899.88	USD
LS55F61NY USA	Davila, Benjamin	S - Salary	NH - New Hire	2,011.54	12/31/2014	52,300.04	USD
XXIOHPYFJ USA	DeLa orre, Amanda	S - Salary	NH - New Hire	2,297.96	12/31/2014	59,746.96	USD
B774TEF22 USA	Epps, Daniel	S - Salary	NH - New Hire	1,280.00	12/31/2014	33,280.00	USD
VWGN08DWS USA	Espinal, LuCas	S - Salary	NH - New Hire	2,333.38	12/31/2014	60,667.88	USD
PS1NXCRRO USA	Flowers, Nicole	S - Salary	NH - New Hire	3,653.85	12/31/2014	95,000.10	USD
X8SYCDYN0 MEX	Garcia, Juan	S - Salary	NH - New Hire	110,000.00	07/01/2013	1,320,000.00	MXN
L1OWAPHG0 USA	Gerber, Dula	S - Salary	NH - New Hire	3,134.85	12/31/2014	81,506.10	USD
99NGUJEP A USA	Gomez, Marsha	H - Hourly	NH - New Hire	12.00	12/31/2014	24,960.00	USD
EWD06LUZ1 USA	Gonzalez, Andrea	S - Salary	NH - New Hire	2,525.00	10/01/2015		
SHLA6E54N USA	Gonzalez, Frank	S - Salary	NH - New Hire	7,076.92	12/31/2014	183,999.92	USD
MVA2PZPXN USA	Grace, Alma	S - Salary	NH - New Hire	2,297.96	12/31/2014	59,746.96	USD
R4ZZ2PW6S DEU	Grayson, Gunter	S - Salary	NH - New Hire	9,000.00	05/28/2013	108,000.00	EUR

Seniority Report

Description

This report lists employees, their length of service, and date of hire.

Figure 9-22. Sample Seniority Report

Associate ID	Name	Status	Home Department	Home Cost Number	Business Unit	Location	Hire Date	Years of Service
Company Code:								
GZM2K5LCG USA	Ali, Henry	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
0RNP58TO3 USA	Baker, Abby	Active	777345 - Manufacturing		Consumer Products	Chesapeake	12/31/2014	0:10
SHBRGIZKE USA	Beckner, Jose	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
4LEXMXRFB USA	Benavidez, Sara	Active	777345 - Manufacturing		Consumer Products	Chesapeake	12/31/2014	0:10
1T5WC3H2Y USA	Benitez, Hignacio	Active	777345 - Manufacturing		Consumer Products	Delaware Valley	12/31/2014	0:10
11JWHHU57 USA	Brodersen, Debbie	Active	701000 - Sales		Sales	Chesapeake	12/31/2014	0:10
K9X52ZDL4 USA	Brown, Barbara	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
3IOIF5EXO USA	Burnell, Jorge	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
4RNX8PEZ6 DEU	Cadler, Stacey	Active	111100 - Laboratory		Corporate	Hamburg	06/02/2013	2:5
QLID58SC5 USA	Caldana, Jonathan	Active	777345 - Manufacturing		Speciality Products	Central	12/31/2014	0:10
221PJAPC1 USA	Calva, Maria	Active	111000 - Corporate Staff		Corporate	Chesapeake	12/31/2014	0:10
RMQGBC2C7 USA	Camaya, Bailey	Active	111000 - Corporate Staff		Corporate	Chesapeake	12/31/2014	0:10
4ZVL7RAS7 USA	Cano, Jose	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
B7JP6YL8H USA	Canshaw, Teri	Active	777345 - Manufacturing		Speciality Products	Central	12/31/2014	0:10
XSUO5FA2Y USA	Carroyo, Orlando	Active	701000 - Sales		Sales	Chesapeake	12/31/2014	0:10
54TJNVBVC USA	Casas, Joshua	Active	111000 - Corporate Staff		Corporate	Chesapeake	12/31/2014	0:10
B15SK1TLP SGP	Chang, Yi Ling	Active	601000 - Information Technology		Corporate	Singapore	07/28/2014	1:3
GCZMGTL0D USA	Chaparro, Daniel	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
5D38WMMRJ USA	Clay, Matthew	Active	777345 - Manufacturing		Speciality Products	Central	12/31/2014	0:10
FBVY1PAXD USA	Covic, Octavio	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
8BFZG7CYF DEU	Crossin, John	Active	111100 - Laboratory		Consumer Products	Hamburg	06/11/2013	2:5
IGAAH1UNY USA	Cruz, Andrea	Active	101000 - Distribution-1		Distribution	Mid-Atlantic	12/31/2014	0:10
E2OMIO57H USA	Czosnek, Travis	Active	777345 - Manufacturing		Speciality Products	Central	12/31/2014	0:10
SRGESYEHX USA	Dalonso, Joan	Active	777345 - Manufacturing		Consumer Products	Chesapeake	12/31/2014	0:10
NOX2X2V1E USA	Davenport, Kelly	Active	777345 - Manufacturing		Consumer Products	Delaware Valley	12/31/2014	0:10
LS55F61NY USA	Davila, Benjamin	Active	777345 - Manufacturing		Speciality Products	Central	12/31/2014	0:10
XXIOHPYFJ USA	DeLa orre, Amanda	Active	777345 - Manufacturing		Consumer Products	Chesapeake	12/31/2014	0:10
B774TEF22 USA	Epps, Daniel	Active	111000 - Corporate Staff		Corporate	Chesapeake	12/31/2014	0:10

Terminated and Deceased Employees Report

Description

This report lists all terminated or deceased employees and the date of termination.

Figure 9-23. Sample Terminated and Deceased Employees Report

Associate ID	Position ID	Co Code	File #	Change Effective On	Employee First Name	Employee Last Name	Termination Date	Hire Date
Company Code:								
7TIX23M1B	9OR41575N			07/01/2014	Selma	Angulo	07/01/2014	02/02/2012
KTWYZS0AC	9OR00135N			10/08/2013	Sue	Auge	10/08/2013	03/01/2003
79J3LF85M	9OR22183N			01/01/2015	Reni	Balse	01/01/2015	01/26/2012
E9W8EKCZJ	9OR02145N			07/01/2014	Carl	Batres	07/01/2014	01/02/2003
USDW8EO3Q	9OR63613N			07/01/2015	Zonia	Borcherding	07/01/2015	10/01/2014
V102TXS0D	9OR00877N			01/01/2015	Manuel	Bruce	01/01/2015	01/25/2008
JHFPQWL2M	9OR01912N			04/01/2014	Waynetta	Bui	04/01/2014	01/02/2008
N41P5O4CY	9OR00234N			01/15/2014	Crystal	Carrillo	01/15/2014	01/02/2000
SNKP1FCJE	9OR11240N			04/01/2014	James	Chandler	04/01/2014	01/21/2012
0F5OQS7FW	9OR08136N			01/01/2014	Michael	Clabbers	01/01/2014	01/09/2012
CKW8EIHMK	9OR00388N			07/02/2014	Mark	DeLaFuente	07/02/2014	01/31/2000
Q9IZIHMCN	9OR00643N			10/01/2014	Sara	Dominguez	10/01/2014	01/31/2008
AANMLOQKU	9OR03923N			01/01/2014	Francine	Dukiet	01/01/2014	01/05/2012
FJPLAJSK2	9OR01866N			10/01/2014	Alyssa	Flores	10/01/2014	03/04/2003
4UICQ6Z3C	9OR01321N			10/01/2015	Jack	Garcia	10/01/2015	01/02/2003
RVG9M1Z6C	9OR68414N			10/01/2015	Mary	Goetz	10/01/2015	01/01/2015
EA4KLMRPV	9OR33593N			10/08/2013	Pelop	Kerievsky	10/08/2013	07/01/2012
JLP8YT229	9OR77554N			10/01/2015	Cathirine	Luong	10/01/2015	01/01/2015
I95FZD2IU	9OR01020N			04/01/2015	Rebecca	Ogans	04/01/2015	01/31/2008
H9WAFX4M1	9OR04436N			07/01/2015	Jason	Redner	07/01/2015	10/01/2014
9E4UNE69D	9OR09593N			04/01/2015	Paula	Robertson	04/01/2015	07/01/2014
0KVNXXUG0Y	9OR00276N			11/14/2013	Jose	Waddell	11/14/2013	01/31/2005
Total Records in Company Code : 22								

Termination Report

Description

This report lists employees with a terminated status. It includes the termination date, reason for termination, length of service, supervisor, and date of hire.

Figure 9-24. Sample Termination Report

Associate ID	Name	Job Title	Termination Date	Reason	Years of Service	Reports To
Client: TEST 9OR [TEST9OR]						
Company Code: 9OR						
7TIX23M1B USA	Angulo, Selma	SM - Sales Manager	07/01/2014	K - Mutual Agreement	2:4	
KTWYZS0AC USA	Auge, Sue	MA - Manufacturing Associate	10/08/2013	O - Reduction in Force	10:7	
79J3LF85M USA	Balse, Reni	DA - Data Analyst	01/01/2015	O - Reduction in Force	2:11	
E9W8EKZJ USA	Batres, Carl	MA - Manufacturing Associate	07/01/2014	N - Personal	11:5	
USDW8EO3Q USA	Borcherding, Zonia	IT - IT Analyst	07/01/2015	N - Personal	0:9	
VI02XS0D USA	Bruce, Manuel	SE - Software Engineer	01/01/2015	O - Reduction in Force	6:11	
JHFPQWL2M USA	Bui, Waynetta	MA - Manufacturing Associate	04/01/2014	H - Layoff	6:2	
N41P504CY USA	Carrillo, Crystal	BS - Benefits Specialist	01/15/2014	A - Terminate	14:0	
SNKP1FCJE USA	Chandler, James	SE - Software Engineer	04/01/2014	P - Reorganization	2:2	
0F50QS7FW USA	Clabbers, Michael	SE - Software Engineer	01/01/2014	A - Terminate	1:11	
CKW8EIHMK USA	DeLaFuente, Mark	CP - Compensation Specialist	07/02/2014	D - Attendance	14:5	
Q9IZIHMCN USA	Dominguez, Sara	DM - District Manager	10/01/2014	P - Reorganization	6:8	
AANMLOQKU USA	Dukiet, Francine	BS - Benefits Specialist	01/01/2014	J - Misconduct	1:11	
FJPLAJSK2 USA	Flores, Alyssa	MA - Manufacturing Associate	10/01/2014	P - Reorganization	11:6	
4UICQ6Z3C USA	Garcia, Jack	MA - Manufacturing Associate	10/01/2015	P - Reorganization	12:8	
RVG9M1Z6C USA	Goetz, Mary	MA - Manufacturing Associate	10/01/2015	O - Reduction in Force	0:9	
EA4KLMRPV USA	Kerievsky, Pelop	HRM - Human Resource Manager	10/08/2013	J - Misconduct	1:3	
JLP8YT229 USA	Luong, Cathirine	LD - Learning and Development Manager	10/01/2015	P - Reorganization	0:9	
I95FZD2IU USA	Ogans, Rebecca	MA - Manufacturing Associate	04/01/2015	K - Mutual Agreement	7:2	
H9WFX4M1 USA	Redner, Jason	DM - District Manager	07/01/2015	F - Compensation	0:9	
9E4UNE69D USA	Robertson, Paula	MA - Manufacturing Associate	04/01/2015	A - Terminate	0:9	
0KVNXUG0Y USA	Waddell, Jose	HRG - HR Generalist	11/14/2013	P - Reorganization	8:9	
Count of Employees in Company Code 9OR: 22						
Count of Employees in Client: TEST 9OR [TEST9OR]: 22						
Count Of Employees In Report: 22						

Turnover Report

Description

This report provides information on employee position (Place On Leave, Return From Leave, Retired, Terminated, Rehire, and so on) changes over a period of time. For example, user can create a report to view how many times employees of a particular company changed their position from Place On Leave to Return from Leave over a period of 3 months.

Figure 9-25. Sample Turnover Report

Event Date	Name	Position ID	Hire Date	Position Start Date	Rehire Date	Termination Date	Previous Termination Date	Head Count Start Date	Head Count End Date	No Events Separations	Turn Over %
Time Period: 01/01/2015								01/01/2015	10/19/2015		
Separation Event:											
07/01/2013	Berry, Lawrence	9O6000051 USA	05/13/2000	07/01/2013				1	1		
01/14/2013	Beyer, Laura A	9O6000052 USA	07/21/2007	08/01/2008				1	1		
01/02/2014	Biggins, Peter A	9O6000053 USA	01/02/2014	01/02/2014				1	1		
01/14/2013	Bonner, Edward J	9O6000054 USA	05/23/1996	01/01/2005				1	1		
01/15/2013	Byrnes, Ronald A	9O6000055 USA	02/04/1995	01/01/2004				1	1		
02/01/2013	Byrone, Richard	9O6000056 USA	12/05/2006	02/01/2013				1	1		
01/15/2013	Cecchetti, David	9O6000057 USA	05/07/2003	05/07/2003				1	1		
01/01/2014	Selbert, Thomas	9O6000058 USA	01/19/1997	10/01/2004				1	1		
02/01/2013	Anderson, Todd	9O6000059 USA	05/21/2003	02/01/2013				1	1		
01/17/2013	Intenzo, Bryan K	9O6000060 USA	07/08/2005	07/08/2005				1	1		
04/03/2013	Cody, Timothy D	9O6000061 USA	04/03/2013	04/03/2013				1	1		
01/15/2013	Coffey, Philip M	9O6000062 USA	05/21/2003	05/21/2003				1	1		
01/15/2013	Cole, Dale G	9O6000063 USA	05/13/2000	05/13/2000				1	1		
02/01/2013	Condo, Heidi	9O6000064 USA	07/21/2007	07/21/2007				1	1		
01/15/2013	Cormier, David	9O6000065 USA	08/19/1990	08/19/1990				1	1		
01/15/2013	Coslett, Daniel A	9O6000066 USA	05/23/1996	05/23/1996				1	1		
02/01/2013	Cramer, Neal S	9O6000067 USA	02/04/1995	02/01/2013				1	1		
01/15/2013	Intermont, Lorraine R	9O6000068 USA	12/05/2006	12/05/2006				1	1		
01/15/2013	Davis, Peter K	9O6000069 USA	05/07/2003	05/07/2003				1	1		
01/15/2013	Dearborne, Susan M	9O6000070 USA	07/08/2005	07/08/2005				1	1		
02/06/2013	Delaney, Albert L	9O6000071 USA	01/19/1997	01/19/1997				1	1		
01/15/2013	England, Michael R	9O6000072 USA	05/21/2003	01/15/2013				1	1		
04/03/2013	English, Stephen A	9O6000073 USA	04/03/2013	04/03/2013				1	1		
02/11/2013	Bethany, Beth	9O6000074 USA	07/21/2007	08/01/2008				1	1		
02/01/2013	Field, John S	9O6000075 USA	08/19/1990	08/19/1990				1	1		
01/15/2013	Intes, Marie L	9O6000076 USA	05/23/1996	01/15/2013				1	1		
01/15/2013	Fitzgerald, Gail	9O6000077 USA	02/04/1995	02/04/1995				1	1		
01/01/2014	Flannagan, Christopher	9O6000078 USA	12/05/2006	02/01/2013				1	1		
02/11/2013	Foster, Christina	9O6000079 USA	05/07/2003	05/07/2003				1	1		
10/08/2013	Freeman, Sheila	9O6000080 USA	07/08/2005	07/08/2005				1	1		
01/15/2013	French, Toni	9O6000081 USA	01/19/1997	01/19/1997				1	1		
01/15/2013	Garland, Carlo E	9O6000082 USA	05/21/2003	05/21/2003				1	1		
01/15/2013	Gates, Dean A	9O6000083 USA	05/13/2000	05/13/2000				1	1		
01/15/2013	Interlan, Ronald A	9O6000084 USA	07/21/2007	07/21/2007				1	1		

Voluntary Deduction Report

Description

This report lists all scheduled voluntary deductions, deduction codes, descriptions, and dollar amounts or percentages for an employee.

Figure 9-26. Sample Voluntary Deduction Report

Associate ID: 000000014		Name: Albright, Anthony	
Deduction Code	Description	Deduction Amount	Deduction %
FM1	Medical Fsa	0.00	
D1	Dental H	12.92	
129		225.00	
E	Other Ded	6.46	
M	Medical	0.00	
M1	Medical H	44.77	
22	Garnishment	240.00	
Y	Checking	200.00	
CB1	Health Savings	24.36	
U	United Way	12.00	
82	401kh Percent		8.0000
L	Loan	20.00	
Associate ID: 000000023		Name: Anderson, Todd	
Deduction Code	Description	Deduction Amount	Deduction %
D	Ded D	4.62	
EAA	Ee Adopt Assit	0.00	
E	Other Ded	50.77	
M	Medical	0.00	
CB1	Health Savings	24.36	
U	United Way	12.00	
82	401kh Percent		8.0000
Associate ID: 000000015		Name: Berry, Lawrence	
Deduction Code	Description	Deduction Amount	Deduction %
82	401kh Percent		8.0000
D	Ded D	6.46	
E	Other Ded	50.77	
M	Medical	0.00	
M1	Medical H	12.92	
U	United Way	12.00	
CB1	Health Savings	24.36	
Associate ID: 000000040		Name: Bethany, Beth	
Deduction Code	Description	Deduction Amount	Deduction %
D	Ded D	0.00	
D1	Dental H	10.15	
E	Other Ded	4.62	
M1	Medical H	0.00	
M	Medical	44.77	
U	United Way	12.00	
CB1	Health Savings	24.36	
82	401kh Percent		8.0000

Workers Compensation Employee Detail Report

Description

This report lists all employees covered by workers compensation policies. It includes policy information and job classes for each state covered by the policy.

Figure 9-27. Sample Workers Compensation Employee Detail Report

Name	Associate ID	State	Job Classification	Job Classification Type	Status	Type
Company Code: &Q						
Anderson, Henry	EJE8D1F2A	NY				
Brown, Peter	5J8UOBBM7	NY				
Brown, Roberta	HPKJBVUJQ	NY				
Harper, Laura	440R57ATN	NY	DFLT - Default Governing Class		Subject to PBP Workers' Compensation calculation	Not Owner/Officer
Hillgrove, Johnha Marie	38UDRWZTG	NY	DFLT - Default Governing Class		Subject to PBP Workers' Compensation calculation	Not Owner/Officer
Paterno, Jennifer	Q8H0HXWOW	NY	DFLT - Default Governing Class		Subject to PBP Workers' Compensation calculation	Not Owner/Officer
Count Of Employees In Report Company Code &Q: 6						
Company Code: DE9						
Alton, Honre	MQ28WB96V	NY				
Anderson, Arthur	KZVPESSVV	NY				
Barr, Jay	IGTAY7YIS	NY				
Beacon, Jane	NMJBQWQOY	NY				
Biggs, Molly	NUI2PN71C	NY				
Brown, Peter	5J8UOBBM7	NY				
Fleener, Betty	YB3X4QVNP	NY				
Fleeter, May	YJHBN02DJ	NY				
Focker, Jack	5JU4POPTQ	NY				
Frignoea, Ivy	NYSKVZV2H	NY	DFLT - Default Governing Class		Subject to PBP Workers' Compensation calculation	Not Owner/Officer
Henderson, Laney	PSZPRI9HA	NY				
James, Mike	VUYNUW343	NY				
Johnson, Bill	0CILXK3YX	NY				
Jones, Mary	FP02U6Q0M	NY				
Lane, Eric	ACPOQMYQD	NY				
Retta, Faith	L3AZ1KWF6	NY				
Rickey, Lynol	5OBRAUT9J	NY				

Workers Compensation Policy Report

Description

This report lists all workers' compensation Job Classification codes and workers' compensation insurance policies that are available for this company.

Figure 9-28. Sample Workers Compensation Policy Report

Policy ID	Policy Status	Effective Date	Expiration Date	Cancellation Date	State	Job Classification	Job Classification Type
Company Code: &Q							
000005988	Active	01/01/2005	12/31/2040		NY	0005-02-Farm Products Christmas Trees & Drivers	
000005988	Active	01/01/2005	12/31/2040		NY	DFLT-Default Governing Class	
1786786786	Active	01/01/2004	12/31/2040		NY	0005-02-Farm Products Christmas Trees & Drivers	
1786786786	Active	01/01/2004	12/31/2040		NY	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		OH	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		CT	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		OH	0016-22-Turpentine Farm And Drivers	Regular
2221031041	Active	12/01/2007	12/31/2015		PA	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		CT	6003-00-Piledriving & Drivers	
2221031041	Active	12/01/2007	12/31/2015		NY	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		NJ	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		PA	0011-01-Florists Excluding Those Who Do Not Grow Plants	
2221031041	Active	12/01/2007	12/31/2015		NJ	0082-02-Livestock Dealer & Drivers (premium Basis Shall	
2221031041	Active	12/01/2007	12/31/2015		NY	0035-06-Farms: Mushroom Raising	
2221031041	Active	12/01/2007	12/31/2015		OH	0016-21-Nut Farm	Supplemental
2221031041	Active	12/01/2007	12/31/2015		OH	0034-00-Apiaries And Drivers	Regular
Count Of Policies For Company Code &Q: 16							
Company Code: DE9							
000005988	Active	01/01/2005	12/31/2040		NY	0005-02-Farm Products Christmas Trees & Drivers	
000005988	Active	01/01/2005	12/31/2040		NY	DFLT-Default Governing Class	
1786786786	Active	01/01/2004	12/31/2040		NY	0005-02-Farm Products Christmas Trees & Drivers	
1786786786	Active	01/01/2004	12/31/2040		NY	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		OH	0034-00-Apiaries And Drivers	Regular & Supplemental
2221031041	Active	12/01/2007	12/31/2015		OH	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		CT	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		OH	0016-22-Turpentine Farm And Drivers	Regular
2221031041	Active	12/01/2007	12/31/2015		PA	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		CT	6003-00-Piledriving & Drivers	
2221031041	Active	12/01/2007	12/31/2015		NY	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		NJ	DFLT-Default Governing Class	
2221031041	Active	12/01/2007	12/31/2015		PA	0011-01-Florists Excluding Those Who Do Not Grow Plants	

Chapter 10

Recruitment Reports

- 10-2** Applicant Flow by Gender and Ethnicity Report
- 10-3** Applicant Summary Report
- 10-4** Application Questions and Answers Report
- 10-5** Application Status History Report
- 10-6** Cost to Hire Report
- 10-7** Time to Hire Report

Applicant Flow by Gender and Ethnicity Report

Description

This report displays the count of applicants by gender and ethnicity.

Figure 10-1. Sample Applicant Flow by Gender and Ethnicity Report

Gender	Minority	Applicant Count	% Of Totals
Female	Minority	1	14.29
	Non-Minority	5	71.43
	Unknown	1	14.29
Count Of Applications For Female		7	70.00
Male	Minority	1	50.00
	Non-Minority	1	50.00
Count Of Applications For Male		2	20.00
Not Specified	Unknown	1	100.00
	Count Of Applications For Not Specified	1	10.00
Count Of Applicants For Report:		10	100.00

Applicant Summary Report

Description

This report displays the Applicant Summary for all applicants.

Figure 10-2. Sample Applicant Summary Report

Name:	Bellinger, Mary Beth	Application Date:	07/23/2012	Last Status Change Date:	07/23/2012
Requisition:	DM - District Manager	Application Status:	New Application		
Date of Birth:		Address:			
Home Phone:	1-315-453-2660		445 Electronics Pkwy		
Personal Cell:	1-315-456-8663		Liverpool, NY 13088		
Desired Salary:	95,000.00 USD - Annually		UNITED STATES		
Email:	marybeth.bellinger@adp.com				
Name:	Buckshaw, Lisa	Application Date:	07/20/2012	Last Status Change Date:	08/14/2012
Requisition:	DA - Data Analyst	Application Status:	Accepted Offer		
Date of Birth:		Address:			
Home Phone:	1-555-334-9999		16 Maple Street		
Personal Cell:	1-555-678-1212		Melville, NY 11555		
Desired Salary:	90,000.00 USD - Annually		UNITED STATES		
Email:	lromeo1@optonline.net				
Name:	Carr, Brock	Application Date:	08/21/2012	Last Status Change Date:	08/21/2012
Requisition:	DM - District Manager	Application Status:	New Application		
Date of Birth:		Address:			
Home Phone:	1-631-801-8810		101 Indian Head Road		
Personal Cell:			Commack, NY 11725		
Desired Salary:					
Email:					
Name:	Davis, Julie	Application Date:	06/04/2014	Last Status Change Date:	06/06/2014
Requisition:	AS - Area Supervisor	Application Status:	2nd Interview		
Date of Birth:	04/05/xxxx	Address:			
Home Phone:			7 West Street		
Personal Cell:	1-845-579-1232		Hudson Valley, NY 10532		
Desired Salary:	50,000.00 USD - Annually		UNITED STATES		
Email:	HRtest@email.com				
Name:	Dobbins, Debbie	Application Date:	07/17/2012	Last Status Change Date:	07/17/2012
Requisition:	DM - District Manager	Application Status:	New Application		

Application Questions and Answers Report

Description

This report lists the answers to questions on the recruitment application.

Figure 10-3. Sample Application Questions and Answers Report

Name:	Bellinger, Mary Beth	Application Status:	New Application
Application Date:	07/23/2012	Salary Requirement:	95,000.00 USD
Screening Status:			
Administrative			
	Do you have a Bachelors Degree in Accounting or Business Administration or the equivalent in education and experience?		
	Yes		
	Indicate the highest education level obtained:		
	Bachelors Degree		
General			
	How many hours can you work weekly?		
	40		
	Where did you hear about this opening?		
	Online Job Search		
Qualifying			
	Are you able to work in the United States		
	Y		
Sales			
	Tell us about the hardest sale you've made.		
<hr/>			
Name:	Buckshaw, Lisa	Application Status:	Accepted Offer
Application Date:	07/20/2012	Salary Requirement:	90,000.00 USD
Screening Status:			
Administrative			
	Are you willing to travel?		
	Y		
	Do you have SOX compliance experience?		
	Y		
	How many years experience do you have developing Internet applications?		
	For Internal applications I have 5 years of experience.		
	Indicate the highest education level obtained:		
	Bachelors Degree		
	What is your level of experience in HTML coding?		
	I have been coding in HTML for over ten years. I worked as an Independent Contractor, the anking industry as well as in the medical industry doing coding and migrating legacy systems.		
Experience Related			
	Please choose one to describe your experience as a chemist.		
	7 or more		
General			
	Are you looking for a full-time position?		

Application Status History Report

Description

This report lists application status history for an applicant and addresses the requirement to track applicant workflow history.

Figure 10-4. Sample Application Status History Report

Name:	Bellinger, Mary Beth			
Requisition:	/1002 (Open-Accepting Applications)			
Posting:	District Manager			
Hiring Manager:				
Recruiter:	Loretta Stone			
		<u>Application Status History</u>		
	Date	Application Status Type	Application Status Label	Number Of Days
	07/23/2012	Saved Candidate	New Application	1183
			Total Days To New Application:	1183
<hr/>				
Name:	Buckshaw, Lisa			
Requisition:	/1003 (Open-Accepting Applications)			
Posting:	Data Analyst			
Hiring Manager:				
Recruiter:	Mike Tessione			
		<u>Application Status History</u>		
	Date	Application Status Type	Application Status Label	Number Of Days
	07/20/2012	Saved Candidate	New Application	25
	08/14/2012	Awaiting a Decision	Accepted Offer	1161
			Total Days To Accepted Offer:	1186
<hr/>				
Name:	Carr, Brock			
Requisition:	/1002 (Open-Accepting Applications)			
Posting:	District Manager			
Hiring Manager:				
Recruiter:	Loretta Stone			
		<u>Application Status History</u>		
	Date	Application Status Type	Application Status Label	Number Of Days
	08/21/2012	Saved Candidate	New Application	1154
			Total Days To New Application:	1154

Cost to Hire Report

Description

This report lists costs associated with a requisition. In addition to itemizing costs, the report provides totals and average cost to hire based on total costs for requisitions and the total number of positions requested and filled. The costs are tracked by requisition and not by the individual applications.

Figure 10-5. Sample Cost to Hire Report

Requisition:		Hiring Manager:	Recruiter:
1000 Administrative Assistant		Albright, Anthony	Glenn Smith
Cost Details:			
Date	Cost Item	Amount	Comments
06/02/2014	Referral Fees	500.00	USD Rick White
Total Cost Information For This Requisition:			
	Requisition Costs:	500.00	USD
	Positions Requested:	1	
	Positions Filled:	0	
	Average Cost Per Requested Position:	500.0000	USD
	Average Cost Per Filled Position:	0.00	
Requisition:		Hiring Manager:	Recruiter:
1001 Chemist		Intenzo, Bryan K	Daniel Rodgers
Cost Details:			
Date	Cost Item	Amount	Comments
08/03/2011	Drive to meet with candidates or to job fairs	65.00	USD Mileage to Boston Univ Job Fair
Total Cost Information For This Requisition:			
	Requisition Costs:	65.00	USD
	Positions Requested:	1	
	Positions Filled:	0	
	Average Cost Per Requested Position:	65.0000	USD
	Average Cost Per Filled Position:	0.00	
Requisition:		Hiring Manager:	Recruiter:
1002 District Manager			Loretta Stone
Cost Details:			
Date	Cost Item	Amount	Comments
06/26/2012	Advertisement Agency	1,000.00	USD

Time to Hire Report

Description

This report lists the candidates who have completed the "onboarding" process. The report output displays information about the requisition and candidate.

Figure 10-6. Sample Time to Hire Report

Requisition	Applicant Name	Hiring Manager	Recruiter	Time To Hire		
				Requisition Create Date	Date of Hire	Days
Area Supervisor - 1005	Murray, Debbie	Berry, Lawrence		06/02/2014	09/21/2015	476
District Manager - 1007	James, Emily	Berry, Lawrence	Loretta Stone	05/30/2015	09/21/2015	114
Count Of Applicants For Report: 2					Average Time to Hire: 295.0	

Chapter 11

Statutory Compliance Reports

- 11-2** ADA Accommodation Requests Report
- 11-3** ADA Disability Report
- 11-4** EEO-1 Employee Detail Report
- 11-5** EEO-1 Worksheet Report
- 11-6** Family Leave (FMLA) Report
- 11-7** IRCA Employee Eligibility Verification Report
- 11-8** OSHA's Form 300 Report
- 11-9** OSHA's Form 300A Report
- 11-10** OSHA's Form 301 Report
- 11-11** Vets-4212 Report
- 11-12** Vets-4212 Employee Detail Report

ADA Accommodation Requests Report

Description

This report lists accommodation requests for employees under the Americans with Disabilities Act. It includes the request date and type, an indication of whether the accommodation was provided, and the estimated and actual costs of the accommodation.

Figure 11-1. Sample ADA Accommodation Requests Report

Associate ID	Name	Request Date	Request Type	Job Type	Job	Provider	Action Date	Est. Cost	Actual Cost
000000014	Albright, Anthony		Purchase/modification of equipment	Job held		P		500.75	500.00
000000014	Albright, Anthony	07/08/2005	Purchase/modification of equipment	Job held		P	07/08/2005	500.00	543.75

Count of Accommodation Requests in Report : 2

ADA Disability Report

Description

This report lists employees who are classified as disabled under the Americans with Disabilities Act. It includes the disability date and description.

Figure 11-2. Sample ADA Disability Report

Associate ID	Name	Date	Disability
000000014	Albright, Anthony	10/18/2001	Vision Impairment
000000014	Albright, Anthony	07/08/2005	Vision Impairment
000000024	Intenzo, Bryan K	01/01/2000	Hearing Impairment

Total Records in Report: 3

EEO-1 Employee Detail Report

Description

This reports lists gender, EEO ethnic code, and EEO job category for employees who were active or on leave of absence as of the run date. Terminated or deceased employees are also counted if their termination date is missing or is within the last 12 months.

Figure 11-3. Sample EEO-1 Employee Detail Report

Associate ID	Name	Gender	Ethnic Code	Occupation Category	Employment Status	Termination Date
Company Code: <NULL>						
GZM2K5LCG	Ali, Henry	Male	Black or African American	Professionals	Active	
0RNP58TO3	Baker, Abby	Male	White	Operatives	Active	
SHBRGIZKE	Beckner, Jose	Female	Hispanic or Latino	Professionals	Active	
4LEXMXRFB	Benavidez, Sara	Male	White	Operatives	Active	
1T5WC3H2Y	Benitez, Hignacio	Male	American Indian or Alaska Native	Professionals	Active	
11JWHHU57	Brodersen, Debbie	Male	White	Sales Workers	Active	
K9X52ZDL4	Brown, Barbara	Male	American Indian or Alaska Native	Operatives	Active	
3IOIF5EXO	Burnell, Jorge	Male	White	Professionals	Active	
4RNX8PEZ6	Cadler, Stacey	Female			Active	
QLID58SC5	Caldana, Jonathan	Male	Black or African American	Professionals	Active	
221PJAPC1	Calva, Maria	Female	White	Professionals	Active	
RMQGBC2C7	Camaya, Bailey	Male	White	Professionals	Active	
4ZVL7RAS7	Cano, Jose	Male	White	Operatives	Active	
B7JP6YL8H	Canshaw, Teri	Female	White	Operatives	Active	
XSUO5FA2Y	Carroyo, Orlando	Female	Black or African American	Administrative Support Workers	Active	
54TJNVBVC	Casas, Joshua	Female	Black or African American	Professionals	Active	
B15SK1TLP	Chang, Yi Ling	Female		Professionals	Active	
GCZMGTL0D	Chaparro, Daniel	Male	White	Operatives	Active	
5D38WMMRJ	Clay, Matthew	Male	White	Operatives	Active	
FBVY1PAXD	Covic, Octavio	Male	Black or African American	Administrative Support Workers	Active	
8BFZG7CYF	Crossin, John	Male			Active	

EEO-1 Worksheet Report

Description

This report lists counts of employees who were active or on leave of absence as of the run date by gender and ethnic code across EEO-1 job categories. Terminated and deceased employees are not counted. You should run this report and the EEO-1 Employee Detail report between July 1 and September 30 each year.

Figure 11-4. Sample EEO-1 Worksheet Report

		NUMBER OF EMPLOYEES (Report Employees In Only One Category)															
		Hispanic Or Latino		Race/Ethnicity										Total Col A - N			
				Male					Not Hispanic Or Latino					Female			
				White	Black Or African American	Native Hawaiian Or Other Pacific Islander	Asian	American Indian Or Alaska Native	Two Or More Races	White	Black Or African American	Native Hawaiian Or Other Pacific Islander	Asian	American Indian Or Alaska Native	Two Or More Races		
Job Categories		Male A	Female B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Senior Level Officials And Managers		1.1	0	0	1	0	0	0	0	1	1	0	0	0	0	2	5
First/Mid-Level Officials And Managers		1.2	1	1	1	0	0	2	0	2	0	1	0	0	0	0	8
Professionals		2	3	5	12	8	0	0	1	4	3	2	0	3	0	3	44
Technicians		3	2	0	3	1	0	0	0	0	0	0	0	0	0	3	9
Sales Workers		4	2	1	2	0	0	0	0	1	0	0	0	0	0	2	8
Administrative Support Workers		5	0	0	0	1	0	0	0	0	1	0	0	0	0	0	2
Crafts Workers		6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives		7	2	0	1	1	0	0	0	1	0	0	0	0	0	0	5
Laborers And Helpers		8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers		9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		10	10	7	20	11	0	2	1	9	5	3	0	3	0	10	81
Previous Totals		11															

Family Leave (FMLA) Report

Description

This report lists employees who have taken a leave of absence under the Family and Medical Leave Act. It includes the reason for the leave, leave start and end dates, and days taken.

Figure 11-5. Sample Family Leave (FMLA) Report

Associate ID	Name	Reason For Leave	Start Date	End Date	Days Taken	Birth Adoption Date	Illness
000000014	Albright, Anthony	Illness of Family Member	07/01/2006	08/10/2006	22		
000000014	Albright, Anthony	Illness of Family Member	07/06/2011	07/20/2011	11		Influenza
000000014	Albright, Anthony	Birth/Adoption of a child	08/16/2010	08/27/2010	10	08/16/xxxx	
000000019	Byrnes, Ronald A	Birth/Adoption of a child	01/15/2000	03/15/2000	25	01/10/xxxx	
000000029	Cormier, David	Illness of Employee	01/01/2007	03/01/2007	25		Ulcer
000000034	Intermont, Lorraine R	Illness of Family Member	01/02/2007		27		

Total Records: 6

IRCA Employee Eligibility Verification Report

Description

This report lists all employees missing identification or eligibility documentation, and all authorized aliens for whom one or more documents are due to expire.

Figure 11-6. Sample IRCA Employee Eligibility Verification Report

Business Unit	Location	Name	Associate ID	Work Auth Status	List Document Name	Issuing Authority	Receipt Provided / Expiration Date	Document ID	Expiration Date
DIST - Distribution	401 - Mid-	Ali, Henry	GZM2K5LCG		No Documentation		No		
CONPROD - Consumer Products	001 - Atlant	Anderson, Todd	0000000023		No Documentation		No		
SALES - Sales	004 - Cumb	Angulo, Selma	7TIX23M1B		No Documentation		No		
DIST - Distribution	001 - Atlant	Auge, Sue	KTWYZS0AC		No Documentation		No		
CONPROD - Consumer Products	101 - Chesa	Baker, Abby	0RNP58TO3		No Documentation		No		
CORP - Corporate	002 - Centr	Balse, Reni	79J3LF85M		No Documentation		No		
DIST - Distribution	004 - Cumb	Batres, Carl	E9W8EKCZJ		No Documentation		No		
DIST - Distribution	401 - Mid-	Beckner, Jose	SHBRGIZKE		No Documentation		No		
CONPROD - Consumer Products	101 - Chesa	Benavidez, Sara	4LEXMXRFB		No Documentation		No		
CONPROD - Consumer Products	301 - Delaw	Benitez, Hignacio	1T5WC3H2Y		No Documentation		No		
CORP - Corporate	002 - Centr	Berry, Lawrence	0000000015		No Documentation		No		
SPECPROD - Speciality Products	001 - Atlant	Bethany, Beth	0000000040		No Documentation		No		
CONPROD - Consumer Products	003 - Hudsc	Beyer, Laura A	0000000016		No Documentation		No		
CORP - Corporate	004 - Cumb	Biggins, Peter A	0000000017		No Documentation		No		
CORP - Corporate	001 - Atlant	Bonner, Edward J	0000000018		No Documentation		No		


OSHA's Form 300 Report

Description

This report classifies work-related injuries and illnesses and notes the extent and severity of each case.

Figure 11-7. Sample OSHA's Form 300 Report

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



Year 2007
U.S. Department Of Labor
Occupational Safety And Health Administration

Form Approved OMB No. 1218-0176

Establishment Name Headquarters
City Parsippany State NJ

Identify The Person			Describe The Case			Classify the case <small>CHECK ONLY ONE box for each case based on the most serious outcome for that case Enter The Number Of Days The Injured Or Ill Worker Was Retained At Work</small>				Enter The Number Of Days The Injured Or Ill Worker Was:		Check The "Injury" Column Or Choose One Type Of Illness: (M)					
(A) Case no.	(B) Employee's name	(C) Job Title <small>(e.g., Welder)</small>	(D) Date of injury or onset of illness	(E) Where the event occurred <small>(e.g., Loading dock north end)</small>	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill <small>(e.g., Second degree burns on right forearm from acetylene torch)</small>	(G) Death	(H) Days Away From Work	(I) Job Transfer Or Restriction	(J) Other Recordable Cases	(K) Away From Work	(L) On Job Transfer Or Restriction	(1)	(2)	(3)	(4)	(5)	(6)
1	Intenzo, Bryan K	District Manager	4/01 <hr/> Month/day			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Days	Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Privacy Case	Privacy Case	11/01 <hr/> Month/day		Fell down stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Days	1 Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishment Totals						0	1	1	0	2	1	1	0	0	0	1	0

OSHA's Form 300A Report

Description

This report lists the total number and type of work-related illnesses and injuries that occurred during a specified year. The report applies to employers subject to the Occupational Health and Safety Act (OSHA).

Figure 11-8. Sample OSHA's Form 300A Report

OSHA's Form 300A

Summary of Work- Related Injuries and Illnesses



Form approved OMB no. 1218-0176

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	1	1	0
(G)	(H)	(I)	(J)
Number of Days			
Total number of days away from work		Total number of days of job transfer or restriction	
2		1	
(K)		(L)	
Injury and Illness Types			
Total number of...			
(M)			
(1) Injuries	1	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	1
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Establishment Information

Your establishment name Headquarters

Street 100 Main Street

City Parsippany State NJ Zip 07054

Industry description (e.g., Manufacture of motor truck trailers)

Standard Industrial Classification (SIC), if Known (e.g.,3715)

1222

OR

North American Industrial Classification (NAICS), if Known (e.g.,336212)

Employment Information

Annual average number of employees

Total hours worked by all employees last year

Sign here

Knowingly falsifying this document may result in fine

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete

Company executive _____
Title

Phone _____
Date

Vets-4212 Report

Description

This worksheet enables you to generate the summary data required to meet your obligation as a federal contractor or sub-contractor to report specified information on protected veterans in your workforce in the aggregate, rather than for each category of veterans protected under the statute.

Figure 11-10. Sample Vets-4212 Report

Job Categories		NUMBER OF EMPLOYEES		NEW HIRES (Previous 12 Months)	
		Protected Veterans	Total Employees, Both Veterans And Non-Veterans	Protected Veterans	Total New Hires, Both Veterans And Non-Veterans
		(A)	(B)	(C)	(D)
Executive/Senior Level Officials And Managers	1	0	5	0	1
First/Mid-Level Officials And Managers	2	0	8	0	0
Professionals	3	0	44	0	2
Technicians	4	0	9	0	0
Sales Workers	5	0	8	0	0
Administrative Support Workers	6	0	2	0	0
Craft Workers	7	0	0	0	0
Operatives	8	0	5	0	0
Laborers And Helpers	9	0	0	0	0
Service Workers	10	0	0	0	0
Total	11	0	81	0	3

Minimum Number Of Employees: 58 Maximum Number Of Employees: 63

If an employee who has identified as a protected veteran at the time of new hire is rehired within the 12 month period covered in this worksheet, that employee will be counted twice in this worksheet under "New Hires (Previous 12 Months)" regardless of whether the individual was rehired into the same (previously held) position or an entirely different position. Employers are responsible for reconciling the actual number of protected veterans in their workforce for any given period.

Vets-4212 Employee Detail Report

Description

This worksheet enables you to see the details of the employees who appear in summarized form in the Vets-4212 Worksheet.

Figure 11-11. Sample Vets-4212 Employee Detail Report

Associate ID	Name	Counted	Primary Position	Temporary Employee	Hire Date	Rehire Date	Termination Date	Effective Date	Protected Veterans	Total Employees, Both Veterans and Non-Veterans
Company Code:										
Counted: Yes										
Job Category: Executive/Senior Level Officials and Managers										
SRGE5YEHX	Dalonso, Joan	Y	Y		12/31/2014			12/31/2014		1
EWD06UZN1	Gonzalez, Andrea	Y	Y		10/01/2015			10/01/2015		1
SHLA6E54N	Gonzalez, Frank	Y	Y		12/31/2014			12/31/2014		1
LGXOX4RIX	James, Emily	Y	Y		09/20/2015			09/20/2015		1
Counts for Job Category Executive/Senior Level Officials and Managers:									0	4
Job Category: First/Mid-Level Officials and Managers										
6AMNWGROY	Murray, Debbie	Y	Y		09/20/2015			09/20/2015		1
Counts for Job Category First/Mid-Level Officials and Managers:									0	1
Job Category: Professionals										
GZM2K5LCG	Ali, Henry	Y	Y		12/31/2014			09/23/2015		1
SHBRGIZKE	Beckner, Jose	Y	Y		12/31/2014			12/31/2014		1
1T5WC3H2Y	Benitez, Hignacio	Y	Y		12/31/2014			12/31/2014		1
3IOIF5EXO	Burnell, Jorge	Y	Y		12/31/2014			12/31/2014		1
QLID58SC5	Caldana, Jonathan	Y	Y		12/31/2014			12/31/2014		1
221PJAPC1	Calva, Maria	Y	Y		12/31/2014			12/31/2014		1
RMQGBC2C7	Camaya, Bailey	Y	Y		12/31/2014			12/31/2014		1
54TJNVBVC	Casas, Joshua	Y	Y		12/31/2014			12/31/2014		1
E2OMIO57H	Czosnek, Travis	Y	Y		12/31/2014			12/31/2014		1
NOX2X2V1E	Davenport, Kelly	Y	Y		12/31/2014			12/31/2014		1
B774TEF22	Epps, Daniel	Y	Y		12/31/2014			12/31/2014		1
PS1NXCRRQ	Flowers, Nicole	Y	Y		12/31/2014			12/31/2014		1
MVA2PZPXN	Grace, Alma	Y	Y		12/31/2014			12/31/2014		1
MFWA8OM94	Grinie, John	Y	Y		12/31/2014			12/31/2014		1
6XJB61VJ3	Halbmaier, Angie	Y	Y		10/01/2015			10/01/2015		1

If an employee who has identified as a protected veteran at the time of new hire is rehired within the 12 month period covered in this worksheet, that employee will be counted twice in this worksheet under "New Hires (Previous 12 Months)" regardless of whether the individual was rehired into the same (previously held) position or an entirely different position. Employers are responsible for reconciling the actual number of protected veterans in their workforce for any given period.

Chapter 12

Talent Profile Reports

- 12-2** Education Report
- 12-3** Licenses and Certifications Report
- 12-4** Memberships Report
- 12-5** Skills Report
- 12-6** Talent Profile Report

Education Report

Description

This report lists the educational background of employees. It includes learning institutions, qualifications, level of education, estimated completion date, actual completion date, education credit type, and major.

Figure 12-1. Sample Education Report

Associate ID	Name	Institution	Degree/Achievement Level	Ed Level.	Est.End Dt.	Actual End Dt.	Credit Type	Major
000000014 USA	Albright, Anthony		Associate Business Administration	Associate				
000000014 USA	Albright, Anthony		Bachelor - Arts	Undergraduate				
000000014 USA	Albright, Anthony	Northwestern University				06/05/1970	Grade	Business Administration
000000014 USA	Albright, Anthony	Boston College				05/21/1972		Business Administration
000000023 USA	Anderson, Todd	Notre Dame	Bachelor - Arts	Undergraduate			Grade	Accounting
000000023 USA	Anderson, Todd							
000000015 USA	Berry, Lawrence		Bachelor Business Administration	Undergraduate				
000000015 USA	Berry, Lawrence	University of Louisville	Bachelor - Arts	Undergraduate			Grade	Accounting
000000015 USA	Berry, Lawrence							
000000040 USA	Bethany, Beth	University of Louisville	Bachelor - Arts	Undergraduate			Grade	Accounting
000000040 USA	Bethany, Beth							
000000016 USA	Beyer, Laura A	Harvard	Bachelor - Arts	Undergraduate			Grade	Accounting
000000016 USA	Beyer, Laura A							
000000017 USA	Biggins, Peter A	Harvard	Bachelor - Arts	Undergraduate			Grade	Accounting
000000017 USA	Biggins, Peter A							
000000018 USA	Bonner, Edward J	De Paul University	Bachelor - Science	Undergraduate		06/02/1998	Credit	Business Administration
000000018 USA	Bonner, Edward J							
VZNSDF6E5 USA	Buckshaw, Lisa	De Paul University	Bachelor - Science	Undergraduate			Grade	Accounting
000000019 USA	Byrnes, Ronald A	Boston College						
000000019 USA	Byrnes, Ronald A	Northwestern University	Bachelor - Arts	Undergraduate			Grade	Accounting
000000020 USA	Byrone, Richard		Bachelor - Arts	Undergraduate				
000000020 USA	Byrone, Richard							
000000021 USA	Cecchetti, David		Bachelor - Arts	Undergraduate				
000000021 USA	Cecchetti, David							
000000025 USA	Cody, Timothy D		Bachelor - Arts	Undergraduate				
000000025 USA	Cody, Timothy D							
000000026 USA	Coffey, Philip M		Bachelor Business Administration	Undergraduate				
000000026 USA	Coffey, Philip M							
000000027 USA	Cole, Dale G	Notre Dame	Bachelor - Arts	Undergraduate			Grade	Accounting
000000027 USA	Cole, Dale G							
000000028 USA	Condo, Heidi	University of Kentucky	Bachelor - Arts	Undergraduate			Grade	Accounting
000000028 USA	Condo, Heidi							
000000029 USA	Cormier, David		Associate Science	Associate				
000000029 USA	Cormier, David	Northwestern University						Marketing
000000030 USA	Coslett, Daniel A	Harvard	Bachelor - Arts	Undergraduate			Grade	Accounting
000000035 USA	Davis, Peter K	Harvard	Bachelor - Arts	Undergraduate			Grade	Accounting

Licenses and Certifications Report

Description

This report lists the licenses and certifications an employee has acquired. It includes a description, category, license/certification ID, expiration date, renewal requirement, and the amount reimbursed by the company.

Figure 12-2. Sample Licenses and Certifications Report

Associate ID	Name	Description	Category	License ID	Expire Date	Renew	Reimb
000000014 USA	Albright, Anthony	Certified Benefits Professional	Human Resources	123AGH	04/26/2015	Test	1,235.00 USD
000000014 USA	Albright, Anthony	Senior Professional, Human Resources	Human Resources	1234567	12/31/2015	Yes	180.00 USD
000000023 USA	Anderson, Todd	Certified Manufacturing Engineer			11/14/2013		
000000023 USA	Anderson, Todd	Certified Cisco Network Associate	Information Technology	7654321	12/31/2014	Yes	2,000.00 USD
000000023 USA	Anderson, Todd	Certified Internet Webmaster	Information Technology		06/30/2014	Yes	1,000.00 USD
000000015 USA	Berry, Lawrence	Certified Manufacturing Technologist			01/10/2014		
000000015 USA	Berry, Lawrence	Certified to Perform CPR	Certification		05/31/2013	Yes	
000000040 USA	Bethany, Beth	Certified Manufacturing Engineer			09/24/2013		
000000040 USA	Bethany, Beth	Certified Cisco Network Associate	Information Technology	7654321	12/31/2014	Yes	2,000.00 USD
000000040 USA	Bethany, Beth	Certified Internet Webmaster	Information Technology		06/30/2014	Yes	1,000.00 USD
000000016 USA	Beyer, Laura A	Certified Cisco Network Associate	Information Technology	7654321	12/31/2014	Yes	2,000.00 USD
000000016 USA	Beyer, Laura A	Certified Internet Webmaster	Information Technology		06/30/2014	Yes	1,000.00 USD
000000016 USA	Beyer, Laura A	Microsoft Certified Systems Engineer			11/26/2013		
000000016 USA	Beyer, Laura A	Professional, Human Resource			01/04/2013		
000000017 USA	Biggins, Peter A	Certified Manufacturing Engineer	Manufacturing			No	5,000.00 USD
000000017 USA	Biggins, Peter A	Certified to Perform CPR	Certification		05/31/2013	Yes	
000000017 USA	Biggins, Peter A	Microsoft Certified Systems Engineer			08/27/2014		
000000018 USA	Bonner, Edward J	Certified Payroll Professional			02/01/2013		
000000018 USA	Bonner, Edward J	Certified to Perform CPR	Certification		05/31/2013	Yes	
VZNSDF6E5 USA	Buckshaw, Lisa	Certified Public Accountant	License			No	

Memberships Report

Description

This report lists professional memberships and associations for employees.

Figure 12-3. Sample Memberships Report

Associate ID	Name	Description	Category	Membership ID	Expire Date	Reimb
000000014 USA	Albright, Anthony	American Payroll Association	Payroll Professional	123456	12/01/2014	438.00
000000014 USA	Albright, Anthony	Society for Human Resource Management	HR Professional Memberships	AER123GRP	05/21/2008	5,000.00
000000023 USA	Anderson, Todd	American Society of Civil Engineers				
000000015 USA	Berry, Lawrence	Society for Human Resource Management				
000000040 USA	Bethany, Beth	American Society of Civil Engineers				
000000016 USA	Beyer, Laura A	IEEE Computer Society				
000000017 USA	Biggins, Peter A	IEEE Computer Society				
000000018 USA	Bonner, Edward J	International Assoc of Admin Professionals				
000000019 USA	Byrnes, Ronald A	American Management Association	Management	AMA947283	04/01/2013	300.00
000000019 USA	Byrnes, Ronald A	American Payroll Association				
000000020 USA	Byrone, Richard	American Society of Civil Engineers				
000000021 USA	Cecchetti, David	American Society of Civil Engineers				
000000025 USA	Cody, Timothy D	Society for Human Resource Management				
000000026 USA	Coffey, Philip M	IEEE Computer Society				
000000027 USA	Cole, Dale G	Society for Human Resource Management				
000000028 USA	Condo, Heidi	IEEE Computer Society				
000000029 USA	Cormier, David	Society for Human Resource Management			09/01/2009	
000000030 USA	Coslett, Daniel A	American Payroll Association	Payroll Professional	473819	01/28/2013	225.00
000000035 USA	Davis, Peter K	American Society of Training Development	Training	73849	10/01/2014	150.00
000000036 USA	Dearborne, Susan M	Association for Women in Communications	Women's	AWC429871	07/01/2015	100.00
000000037 USA	Delaney, Albert L	American Management Association	Management	AMA928708	06/13/2013	300.00

Skills Report

Description

This report lists the skills, experience, and proficiency levels an employee has acquired. It includes a description of the skill, category, date the skill was last used, years/months of experience, proficiency level, test requirement, and certification requirement.

Figure 12-4. Sample Skills Report

Associate ID	Name	Description	Category	Last Used	Exp	Proficiency	Test	Cert
000000014 USA	Albright, Anthony			08/01/2008	00 Years : 00 Months	Advanced	Yes	Yes
000000014 USA	Albright, Anthony				00 Years : 00 Months	Expert	Yes	No
000000014 USA	Albright, Anthony		Computer		00 Years : 00 Months	Expert	No	No
000000014 USA	Albright, Anthony		Computer		00 Years : 00 Months	Expert	No	No
000000014 USA	Albright, Anthony		Computer		00 Years : 00 Months		No	No
000000014 USA	Albright, Anthony		Computer		00 Years : 00 Months		No	No
000000023 USA	Anderson, Todd				00 Years : 00 Months		No	No
000000023 USA	Anderson, Todd	IT Architecture	Computer - Technical		00 Years : 00 Months		No	No
000000015 USA	Berry, Lawrence		Languages		04 Years : 10 Months	Advanced	No	No
000000015 USA	Berry, Lawrence		Languages		05 Years : 03 Months	Beginner	No	No
000000015 USA	Berry, Lawrence		Languages		04 Years : 00 Months	Intermediate	No	No
000000015 USA	Berry, Lawrence				00 Years : 00 Months		No	No
000000015 USA	Berry, Lawrence				00 Years : 00 Months		No	No
000000015 USA	Berry, Lawrence		Computer		00 Years : 00 Months		No	No
000000040 USA	Bethany, Beth		Languages		01 Years : 02 Months	Beginner	No	No
000000040 USA	Bethany, Beth				00 Years : 00 Months		No	No
000000040 USA	Bethany, Beth				00 Years : 00 Months		No	No
000000040 USA	Bethany, Beth	Web Development	Computer - Technical		00 Years : 00 Months		No	No
000000016 USA	Beyer, Laura A	Mechanical Construction	Engineering		07 Years : 02 Months	Beginner	No	No
000000016 USA	Beyer, Laura A		Languages		00 Years : 00 Months	Beginner	No	No
000000016 USA	Beyer, Laura A		Languages		10 Years : 08 Months	Intermediate	No	No
000000016 USA	Beyer, Laura A				00 Years : 00 Months		No	No

Talent Profile Report

Description

This report includes personal information, prior employers, education, skills, licenses and certifications, and membership information.

Figure 12-5. Sample Talent Profile Report

Personal Data										
Albright, Anthony										
28 Birchwood Avenue Browns Mills, NJ 08016 UNITED STATES										
Associate ID:	000000014 USA									
Home Phone:	1-973-534-8732	Hire Date:	07/08/2005	Status:	Active					
Job Title:	VP Human Resources									
Location:	Atlantic	Business Unit:	CORP							
Home Department:	111000-Corporate Staff									
Home Cost Number:	001111000.**									
Previous Employers										
Employer Name	Start Date	End Date	Reason For Leaving		Job Title	Job Class				
IAMR	5/18/1987 12:00:00AM	6/5/2002 12:00:00AM	Better position		Vice President R&D	EX				
Education										
Institution	Edu Lvl	Major	Degree/Achievement Level		Start Date	Est Complete	Actual Complete	GPA	Credit Type	Credits
Northwestern University		Business Administration	Bachelor - Arts		09/04/1966		06/05/1970	3.80	Grade	132
	Undergraduate Associate		Associate Business Administration							
Boston College		Business Administration			09/05/1970		05/21/1972	4.00		60
Training										
Course Name	Subject	Start Date	Completion Date	Grade	Hours	Description	Course Costs	Other Costs		
General Training	Workplace Safety	08/03/2010	08/03/2010							

Chapter 13

Time & Attendance Reports

- 13-4** Actual vs. Scheduled Hours Report - Employee Detail Report
- 13-5** Actual vs. Scheduled Hours Report - Employee Summary Report
- 13-6** Actual vs. Scheduled Hours Report - Worked / Non-Worked Summary Report
- 13-7** Approaching Weekly Overtime Report
- 13-8** Attendance Report
- 13-9** Attendance Report with Notes
- 13-10** Company Profile - Administrator Report
- 13-11** Daily Schedule Report
- 13-12** Department Detail Report
- 13-13** Department Summary Report
- 13-14** Edit Audit Report
- 13-15** Employee Badge Report
- 13-16** Employee Daily Totals Report

- 13-17 Employee Dates Report
- 13-18 Employee List Report
- 13-19 Employee Rates Report
- 13-20 Employee Time Position Status Report
- 13-21 Employee Total Hours Report
- 13-22 Payroll Detail Report with Dept
- 13-23 Payroll Detail Report with Supplemental Earnings
- 13-24 Payroll Summary Report
- 13-25 Posting Transaction Audit Report
- 13-26 Punch Source Report
- 13-27 Reconciliation Report
- 13-28 Supervisor Approval Status Report
- 13-29 Supervisor Assigned Employees List Report
- 13-30 Timecard Detail Report with Signature
- 13-31 Timecard Exception Report
- 13-32 Timecard Report with Adjusted Date
- 13-33 Timecard Report with Notes with Loc and Dept
- 13-34 Timecard Report with Notes
- 13-35 Timecard Report with Supervisor Approval
- 13-36 Timecard Report
- 13-37 Timecard with Payroll Report
- 13-38 Total Paid Hours Detail Report

- 13-39** Total Paid Hours Summary Report
- 13-40** User List Report
- 13-41** User Profile Report
- 13-42** Weekly Schedule Report

Actual vs. Scheduled Hours Report - Employee Detail Report

Description

This report includes actual hours, scheduled hours, and any variance between the hours for each employee and each pay date in the selected time frame. It also displays the earnings code for each entry (if one was entered). This version of the report can also include optional payroll information that allows you to see how time is distributed to payroll.

Figure 13-1. Sample Actual vs. Scheduled Hours Report - Employee Detail Report

Position ID	Last Name	First Name	Pay Date	Actual Hours (rounded)	Pay Code	Scheduled Hours (rounded)	Pay Code	Variance		
9OR000051	Berry	Lawrence	Mon 11/16/2015	8.00				8.00		
			Subtotal	8.00		0.00		8.00		
					Payroll					
				8.00	REGULAR					
			Tue 11/17/2015	8.00				8.00		
			Subtotal	8.00		0.00		8.00		
					Payroll					
				8.00	REGULAR					
			Wed 11/18/2015	8.00					8.00	
			Subtotal	8.00		0.00		8.00		
					Payroll					
				8.00	REGULAR					
			Thu 11/19/2015	8.00					8.00	
			Subtotal	8.00		0.00		8.00		
					Payroll					
				8.00	REGULAR					
			Fri 11/20/2015	8.00					8.00	
			Subtotal	8.00		0.00		8.00		
					Payroll					
				8.00	REGULAR					

Actual vs. Scheduled Hours Report - Employee Summary Report

Description

This report includes only actual hours, scheduled hours, and any variance between the hours for each employee in the selected time frame. This is a streamlined version of the detail report. It does not include pay dates or earnings codes.

Figure 13-2. Sample Actual vs. Scheduled Hours Report - Employee Summary Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>	Actual Hours (rounded)	Scheduled Hours (rounded)	Variance
9OR000051	Berry	Lawrence	80.00	0.00	80.00
9OR000052	Beyer	Laura A	55.00	0.00	55.00
9OR000053	Biggins	Peter A	80.00	0.00	80.00
9OR000054	Bonner	Edward J	68.00	0.00	68.00 Time Pair Errors
9OR000055	Byrnes	Ronald A	80.00	0.00	80.00
9OR000056	Byrone	Richard	80.00	0.00	80.00
9OR000057	Cecchetti	David	75.50	0.00	75.50
9OR000058	Selbert	Thomas	80.00	0.00	80.00
9OR000059	Anderson	Todd	80.00	0.00	80.00
9OR000060	Intenzo	Bryan K	8.00	0.00	8.00
9OR000061	Cody	Timothy D	80.00	0.00	80.00
9OR000062	Coffey	Philip M	40.00	0.00	40.00
9OR000063	Cole	Dale G	40.00	0.00	40.00
9OR000064	Condo	Heidi	32.00	0.00	32.00
9OR000065	Cormier	David	40.00	0.00	40.00
9OR000066	Coslett	Daniel A	16.00	0.00	16.00
9OR000067	Cramer	Neal S	80.00	0.00	80.00
9OR000068	Intermont	Lorraine R	8.00	0.00	8.00
9OR000069	Davis	Peter K	8.00	0.00	8.00
9OR000070	Dearborne	Susan M	40.00	0.00	40.00
9OR000071	Delaney	Albert L	80.00	0.00	80.00
9OR000072	England	Michael R	80.00	0.00	80.00
9OR000073	English	Stephen A	80.00	0.00	80.00
9OR000074	Bethany	Beth	32.00	0.00	32.00
9OR000075	Field	John S	80.00	0.00	80.00
9OR000076	Intes	Marie L	8.00	0.00	8.00

Actual vs. Scheduled Hours Report - Worked / Non-Worked Summary Report

Description

This version of the report has two sections:

- Worked Time
- Non-Worked Time

Under each section, the report displays the actual hours, scheduled hours, and any variance between the hours for each earnings code in the selected time frame.

Figure 13-3. Sample Actual vs. Scheduled Hours Report - Worked / Non-Worked Summary Report

	Pay Code	Actual Hours (rounded)	Scheduled Hours (rounded)	Variance
Worked Time				
	[Not Specified]	2,342.50	0.00	2,342.50 Time Pair Errors
	Subtotal	2,342.50	0.00	2,342.50
Non-Worked Time				
	HOLIDAY	424.00	0.00	424.00
	VACATION	152.00	0.00	152.00
	Subtotal	576.00	0.00	576.00
	Total for 9OR	2,918.50	0.00	2,918.50
	Grand Total	2,918.50	0.00	2,918.50

Approaching Weekly Overtime Report

Description

This report displays employee name, employee ID, timecard errors, total days worked to date, and total weekly hours to date of employees who are nearing the weekly threshold for receiving overtime pay.

Figure 13-4. Sample Approaching Weekly Overtime Report

<u>Last Name</u>	<u>First Name</u>	<u>Position ID</u>			
Albright	Anthony	9OR000100	Days Worked	Total Hours	Errors on Timecard
			3	45.00	

Attendance Report

Description

This report includes employee attendance exceptions.

Figure 13-5. Sample Attendance Report

Date Range: 02/02/2015 - 02/02/2016
Company Code: 9OR

<i>Last Name</i>	<i>First Name</i>	<i>Position ID</i>			
Attendance Date	Tracking Code	Pay Code	Exception	Hours	Occurrences
Albright	Anthony	9OR000100			
Fri 15/01/2016	ERLOUT		Clocked Out Early	2.50	1.00
Mon 25/01/2016	LATOUT		Clocked Out Late	1.50	1.00
Tue 26/01/2016	LATEIN		Clocked In Late	2.25	1.00
Subtotal				6.25	3.00
Total for: 9OR				6.25	3.00
Grand Total				6.25	3.00

Attendance Report with Notes

Description

This report includes employee attendance exceptions with any associated time pair notes and attendance exception notes.

Figure 13-6. Sample Attendance Report with Notes

Date Range: 02/02/2015 - 02/02/2016
Company Code: 9OR

<i>Last Name</i>	<i>First Name</i>	<i>Position ID</i>			
Attendance Date	Tracking Code	Pay Code	Exception	Hours	Occurrences
Albright	Anthony	9OR000100			
Fri 15/01/2016	ERLOUT		Clocked Out Early	2.50	1.00
<i>Attendance Exception Notes:</i>			Left early without approval		
Mon 25/01/2016	LATOUT		Clocked Out Late	1.50	1.00
Tue 26/01/2016	LATEIN		Clocked In Late	2.25	1.00
<i>Attendance Exception Notes:</i>			Not Excused		
Subtotal				6.25	3.00
Total for: 9OR				6.25	3.00
Grand Total				6.25	3.00

Company Profile - Administrator Report

Description

This report lists common Time & Attendance configuration items, such as holidays, pay cycles, pay groups, security groups and other items. For each list in the report, basic data such as the configuration item's ID, description, start and stop dates, and other information is displayed.

Figure 13-7. Sample Company Profile - Administrator Report

All Dates Holiday Program		
<i>Holiday Program</i>	<i>Description</i>	
	Description	Date
HOLIDAY	Holiday Program	
	New Year's Day	01/01/2016
	Martin Luther King Day	01/18/2016
	Presidents Day	02/15/2016
	Memorial Day	05/30/2016
	Independence Day	07/04/2016
	Labor Day	09/05/2016
	Columbus Day	10/10/2016
	Veterans' Day	11/11/2016
	Thanksgiving	11/24/2016
	Day After Thanksgiving	11/25/2016
	Christmas Eve	12/23/2016
	Christmas Day	12/26/2016
	New Year's Eve	12/30/2016
HOLIDAY4HR	Holiday Program 4 Hour Award	
	New Year's Day	01/01/2016
	Memorial Day	05/30/2016
	Independence Day	07/04/2016
	Labor Day	09/05/2016
	Thanksgiving	11/24/2016
	Day After Thanksgiving	11/25/2016
	Christmas Day	12/26/2016
Scheduled HOLIDAY	Scheduled Holiday Program	
	New Year's Day	01/01/2016
	Memorial Day	05/30/2016
	Independence Day	07/04/2016
	Labor Day	09/05/2016
	Thanksgiving	11/24/2016
	Christmas Day	12/25/2016

Daily Schedule Report

Description

This report displays employee daily schedules, including scheduled start and stop times and any earnings codes, shift rules, and labor charges associated with scheduled time pairs.

Figure 13-8. Sample Daily Schedule Report

Last Name	First Name	Position ID	TimeZone	Job or Project	Department	
In time	Out time	Hours	Pay Code	Scheduled Department	Lunch Plan	Pre-Paid Date
<i>Albright</i>	<i>Anthony</i>	<i>9OR000100</i>	<i>EST</i>		<i>111000</i>	
11/30/2015 08:00 AM	11/30/2015 04:30 PM	8.00				
<i>Anderson</i>	<i>Todd</i>	<i>9OR000059</i>	<i>EST</i>		<i>104000</i>	
11/30/2015 07:00 AM	11/30/2015 03:00 PM	7.50				
<i>Berry</i>	<i>Lawrence</i>	<i>9OR000051</i>	<i>EST</i>		<i>902000</i>	
11/30/2015 08:00 AM	11/30/2015 04:30 PM	8.00				
<i>Beyer</i>	<i>Laura A</i>	<i>9OR000052</i>	<i>EST</i>		<i>102000</i>	
11/30/2015 08:00 AM	11/30/2015 04:30 PM	8.00				
<i>Biggins</i>	<i>Peter A</i>	<i>9OR000053</i>	<i>EST</i>		<i>901000</i>	
11/30/2015 08:00 AM	11/30/2015 04:30 PM	8.00				
<i>Bonner</i>	<i>Edward J</i>	<i>9OR000054</i>	<i>EST</i>		<i>111000</i>	
11/30/2015 03:00 PM	11/30/2015 11:00 PM	7.50				
<i>Byrnes</i>	<i>Ronald A</i>	<i>9OR000055</i>	<i>EST</i>		<i>111000</i>	
11/30/2015 08:00 AM	11/30/2015 04:30 PM	8.00				
<i>Byrone</i>	<i>Richard</i>	<i>9OR000056</i>	<i>EST</i>		<i>104000</i>	
11/30/2015 08:00 AM	11/30/2015 04:30 PM	8.00				
<i>Cecchetti</i>	<i>David</i>	<i>9OR000057</i>	<i>EST</i>		<i>102000</i>	
11/30/2015 07:00 AM	11/30/2015 03:00 PM	7.50				
<i>Cody</i>	<i>Timothy D</i>	<i>9OR000061</i>	<i>EST</i>		<i>701000</i>	
11/30/2015 08:00 AM	11/30/2015 05:00 PM	8.50				
<i>Coffey</i>	<i>Philip M</i>	<i>9OR000062</i>	<i>EST</i>		<i>103000</i>	
11/30/2015 08:00 AM	11/30/2015 05:00 PM	8.50				
<i>Cole</i>	<i>Dale G</i>	<i>9OR000063</i>	<i>EST</i>		<i>901000</i>	
11/30/2015 08:00 AM	11/30/2015 04:00 PM	7.50				
<i>Condo</i>	<i>Heidi</i>	<i>9OR000064</i>	<i>EST</i>		<i>111100</i>	
11/30/2015 07:00 AM	11/30/2015 03:00 PM	7.50				
<i>Cormier</i>	<i>David</i>	<i>9OR000065</i>	<i>EST</i>		<i>103000</i>	
11/30/2015 07:00 AM	11/30/2015 03:00 PM	7.50				

Department Detail Report

Description

This report displays the number of actual and projected hours charged to each department and their cost, sorted by employee and earnings code.

Figure 13-9. Sample Department Detail Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>		
Worked Department	Pay Code		Hours	Dollars
9OR00052	Beyer	Laura A		
102000	HOLIDAY-Holiday		8.00	\$282.72
102000	REGULAR-Regular		32.00	\$1,130.88
			Subtotal	40.00
				\$1,413.60
9OR00057	Cecchetti	David		
102000	HOLIDAY-Holiday		8.00	\$433.76
102000	REGULAR-Regular		67.50	\$3,659.85
			Subtotal	75.50
				\$4,093.61
9OR00067	Cramer	Neal S		
102000	HOLIDAY-Holiday		8.00	\$193.04
102000	REGULAR-Regular		40.00	\$965.20
102000	VACATION-Vacation		32.00	\$772.16
			Subtotal	80.00
				\$1,930.40
9OR00099	Martinez	Tyffany		
102000	HOLIDAY-Holiday		8.00	\$177.84
102000	REGSH2-Regular Shift 2		24.00	\$533.52
102000	REGULAR-Regular		24.00	\$533.52
			Subtotal	56.00
				\$1,244.88
			Total for: 102000	251.50
				\$8,682.49

Department Summary Report

Description

This report displays the number of actual and projected hours charged to each department and their cost, sorted by earnings code only.

Figure 13-10. Sample Department Summary Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>		
Worked Department	Pay Code		Hours	Dollars
9OR000052	Beyer	Laura A		
102000	HOLIDAY-Holiday		8.00	\$282.72
102000	REGULAR-Regular		32.00	\$1,130.88
			Subtotal	\$1,413.60
9OR000057	Cecchetti	David		
102000	HOLIDAY-Holiday		8.00	\$433.76
102000	REGULAR-Regular		67.50	\$3,659.85
			Subtotal	\$4,093.61
9OR000067	Cramer	Neal S		
102000	HOLIDAY-Holiday		8.00	\$193.04
102000	REGULAR-Regular		40.00	\$965.20
102000	VACATION-Vacation		32.00	\$772.16
			Subtotal	\$1,930.40
9OR000099	Martinez	Tyffany		
102000	HOLIDAY-Holiday		8.00	\$177.84
102000	REGSH2-Regular Shift 2		24.00	\$533.52
102000	REGULAR-Regular		24.00	\$533.52
			Subtotal	\$1,244.88
			Total for: 102000	\$8,682.49

Edit Audit Report

Description

This report displays a detailed list of changes made by specific users.

Figure 13-11. Sample Edit Audit Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>	<i>Department</i>	<i>Job or Project</i>	<i>TimeZone</i>		
Module	Action	Date of Change	Reason	Changed By (Associate ID)	Attribute	Old Value	New Value
9OR000051		Berry	Lawrence	902000			EST
Timecard	Created	11/28/2015 12:18 PM	Timecard Edit	Albright , Anthony	Time In		10/05/2015 08:00 AM
					Time Out		10/05/2015 04:00 PM
					Hours		8.00
					Location		002
					Department		902000
	Created	11/28/2015 12:18 PM	Timecard Edit	Albright , Anthony	Time In		10/06/2015 08:00 AM
					Time Out		10/06/2015 04:00 PM
					Hours		8.00
					Location		002
					Department		902000
	Created	11/28/2015 12:18 PM	Timecard Edit	Albright , Anthony	Time In		10/07/2015 08:00 AM
					Time Out		10/07/2015 04:00 PM
					Hours		8.00
					Location		002
					Department		902000
	Created	11/28/2015 12:18 PM	Timecard Edit	Albright , Anthony	Time In		10/08/2015 08:00 AM
					Time Out		10/08/2015 04:00 PM
					Hours		8.00
					Location		002
					Department		902000
	Created	11/28/2015 12:18 PM	Timecard Edit	Albright , Anthony	Time In		10/09/2015 08:00 AM
					Time Out		10/09/2015 04:00 PM
					Hours		8.00
					Location		002
					Department		902000

Employee Badge Report

Description

This report displays employee names, position IDs, payroll transfer settings, and status, sorted by badge number.

Figure 13-12. Sample Employee Badge Report

Badge	Employee Name	Position ID	Employee Transfer to Payroll	Status
0052	Beyer, Laura A	9OR000052	Yes	Active
1001	Albright, Anthony	9OR000100	Yes	Active
104	Smith, Jill	9OR000104	No	Active
1067	Cramer, Neal S	9OR000067	Yes	Active
55	Byrnes, Ronald A	9OR000055	Yes	Active
62	Coffey, Philip M	9OR000062	Yes	Active
65	Cormier, David	9OR000065	Yes	Active
70	Dearborne, Susan M	9OR000070	Yes	Active
73	English, Stephen A	9OR000073	Yes	Active
78	Flannagan, Christopher	9OR000078	Yes	Active
81	French, Toni	9OR000081	Yes	Active
86	Gerry, Norman R	9OR000086	Yes	Active
89	Jeffreys, Melvin	9OR000089	Yes	Active
	Anderson, Todd	9OR000059	Yes	Active
	Berry, Lawrence	9OR000051	Yes	Active
	Bethany, Beth	9OR000074	Yes	Active
	Biggins, Peter A	9OR000053	Yes	Active
	Bonner, Edward J	9OR000054	Yes	Active
	Buckshaw, Lisa	9OR000103	No	Active
	Byrone, Richard	9OR000056	Yes	Active
	Cecchetti, David	9OR000057	Yes	Active
	Cody, Timothy D	9OR000061	Yes	Active

Employee Daily Totals Report

Description

This report displays employee hours and earnings by employee, date, and earnings code.

Figure 13-13. Sample Employee Daily Totals Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>		
Pay Date	Pay Code		Hours	Dollars
9OR000051	Berry	Lawrence		
Mon 11/16/2015	REGULAR-Regular		8.00	\$0.00
Tue 11/17/2015	REGULAR-Regular		8.00	\$0.00
Wed 11/18/2015	REGULAR-Regular		8.00	\$0.00
Thu 11/19/2015	REGULAR-Regular		8.00	\$0.00
Fri 11/20/2015	REGULAR-Regular		8.00	\$0.00
Mon 11/23/2015	HOLIDAY-Holiday		8.00	\$0.00
Tue 11/24/2015	REGULAR-Regular		8.00	\$0.00
Wed 11/25/2015	REGULAR-Regular		8.00	\$0.00
Thu 11/26/2015	REGULAR-Regular		8.00	\$0.00
Fri 11/27/2015	REGULAR-Regular		8.00	\$0.00
			Subtotal	\$0.00
9OR000052	Beyer	Laura A		
Mon 11/16/2015	REGSH3-Regular Shift 3		6.50	\$229.71
Mon 11/16/2015	REGULAR-Regular		7.50	\$265.05
Tue 11/17/2015	REGSH3-Regular Shift 3		6.50	\$229.71
Tue 11/17/2015	REGULAR-Regular		7.50	\$265.05
Mon 11/23/2015	HOLIDAY-Holiday		8.00	\$282.72
Tue 11/24/2015	REGULAR-Regular		8.00	\$282.72
Wed 11/25/2015	REGULAR-Regular		8.00	\$282.72
Thu 11/26/2015	REGULAR-Regular		8.00	\$282.72
Fri 11/27/2015	REGULAR-Regular		8.00	\$282.72
			Subtotal	\$2,403.12

Employee Dates Report

Description

This report displays employee dates such as hire dates, seniority dates, and benefit accrual dates.

Figure 13-14. Sample Employee Dates Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>
Date	Description	
9OR000051	Berry	Lawrence
05/13/2000	Hire Date	
9OR000052	Beyer	Laura A
07/21/2007	Hire Date	
9OR000053	Biggins	Peter A
01/02/2014	Hire Date	
9OR000054	Bonner	Edward J
05/23/1996	Hire Date	
9OR000055	Byrnes	Ronald A
02/04/1995	Hire Date	
9OR000056	Byrone	Richard
12/05/2006	Hire Date	
9OR000057	Cecchetti	David
05/07/2003	Hire Date	
9OR000058	Selbert	Thomas
01/19/1997	Hire Date	
9OR000059	Anderson	Todd
05/21/2003	Hire Date	
9OR000060	Intenzo	Bryan K
07/08/2005	Hire Date	
9OR000061	Cody	Timothy D
04/03/2013	Hire Date	
9OR000062	Coffey	Philip M
05/21/2003	Hire Date	

Employee List Report

Description

This report displays employee IDs, badge numbers, and basic configuration information, listed alphabetically by employee name.

Figure 13-15. Sample Employee List Report

Employee Name	Position ID	File Number	Badge	Department	Pay Class	Employee Transfer to Payroll	Status
Albright, Anthony	9OR000100	000100	1001	111000	MCLOCKTIME	Yes	Active
Anderson, Todd	9OR000059	000059		104000	MHOURS	Yes	Active
Berry, Lawrence	9OR000051	000051		902000	MHOURS	Yes	Active
Bethany, Beth	9OR000074	000074		104000	JOBHOURS	Yes	Active
Beyer, Laura A	9OR000052	000052	0052	102000	JOBLOCK	Yes	Active
Biggins, Peter A	9OR000053	000053		901000	MHOURS	Yes	Active
Bonner, Edward J	9OR000054	000054		111000	MVIEW	Yes	Active
Buckshaw, Lisa	9OR000103	000103		601000	SALARY	No	Active
Byrnes, Ronald A	9OR000055	000055	55	111000	SVCCLOCK	Yes	Active
Byrone, Richard	9OR000056	000056		104000	SVCHOURS	Yes	Active
Cecchetti, David	9OR000057	000057		102000	JOBTIME	Yes	Active
Cody, Timothy D	9OR000061	000061		701000	HHOURS	Yes	Active
Coffey, Philip M	9OR000062	000062	62	103000	HCLOCK	Yes	Active
Cole, Dale G	9OR000063	000063		901000	HHOURS	Yes	Active
Condo, Heidi	9OR000064	000064		111100	HTIME	Yes	Active
Cormier, David	9OR000065	000065	65	103000	HCLOCK	Yes	Active
Coslett, Daniel A	9OR000066	000066		901000	NPHOURS	Yes	Active
Cramer, Neal S	9OR000067	000067	1067	102000	JOBLOCKTIME	Yes	Active
Davis, Peter K	9OR000069	000069		701000	RHOURS	Yes	Active
Dearborne, Susan M	9OR000070	000070	70	111000	RCLOCK	Yes	Active
Delaney, Albert L	9OR000071	000071		901000	RHOURS	Yes	Active
England, Michael R	9OR000072	000072		777345	RTIME	Yes	Active

Employee Rates Report

Description

This report displays employee rates information by position ID.

Figure 13-16. Sample Employee Rates Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>	
Date	Description		Rate
9OR00052	Beyer	Laura A	
07/21/2007	Base Wage Rate		\$23.2200
01/01/2008	Base Wage Rate		\$24.0000
08/01/2008	Base Wage Rate		\$23.3300
08/02/2008	Base Wage Rate		\$23.3300
10/10/2010	Base Wage Rate		\$23.3300
12/07/2011	Base Wage Rate		\$23.3400
05/01/2012	Base Wage Rate		\$33.3400
02/04/2013	Base Wage Rate		\$35.3400
9OR00053	Biggins	Peter A	
08/19/1990	Base Wage Rate		\$43.2200
01/01/2005	Base Wage Rate		\$45.0000
01/01/2007	Base Wage Rate		\$46.5000
08/01/2008	Base Wage Rate		\$43.2200
12/07/2011	Base Wage Rate		\$43.2300
05/01/2012	Base Wage Rate		\$53.2300
04/03/2013	Base Wage Rate		\$53.2300
01/02/2014	Base Wage Rate		\$53.2300
9OR00054	Bonner	Edward J	
05/23/1996	Base Wage Rate		\$34.2100
01/01/1999	Base Wage Rate		\$35.4300
01/01/2002	Base Wage Rate		\$36.2100
08/01/2008	Base Wage Rate		\$34.2100
08/02/2008	Base Wage Rate		\$34.2100
12/07/2011	Base Wage Rate		\$37.2200
9OR00055	Byrnes	Ronald A	
02/04/1995	Base Wage Rate		\$43.2100
01/01/1999	Base Wage Rate		\$44.2200
01/01/2002	Base Wage Rate		\$45.6700

Employee Time Position Status Report

Description

This reports shows employees who are using time and attendance.

Figure 13-17. Sample Employee Time Position Status Report

Employee Name	Position ID	Supervisor	Status	Termination Date	Using Time	Using Time Start Date	Using Time Stop Date
Albright, Anthony	9OR000100		Active		Yes	02/21/2012	
Anderson, Todd	9OR000059	Byrnes, Ronald A(9OR000055)	Active		Yes	05/21/2003	
Berry, Lawrence	9OR000051	Albright, Anthony (9OR000100)	Active		Yes	05/13/2000	
Bethany, Beth	9OR000074	Intenzo, Bryan K(9OR000060)	Active		Yes	07/21/2007	
Beyer, Laura A	9OR000052	Intenzo, Bryan K(9OR000060)	Active		Yes	07/21/2007	
Biggins, Peter A	9OR000053	Berry, Lawrence (9OR000051)	Active		Yes	08/19/1990	
Bonner, Edward J	9OR000054	Albright, Anthony (9OR000100)	Active		Yes	05/23/1996	
Buckshaw, Lisa	9OR000103	French, Toni(9OR000081)	Active		Yes	08/14/2012	
Byrnes, Ronald A	9OR000055	Dearborne, Susan M(9OR000070)	Active		Yes	02/04/1995	
Byrone, Richard	9OR000056	Berry, Lawrence (9OR000051)	Active		Yes	12/05/2006	
Cecchetti, David	9OR000057	Intenzo, Bryan K(9OR000060)	Active		Yes	05/07/2003	
Cody, Timothy D	9OR000061	Intermont, Lorraine R(9OR000068)	Active		Yes	01/19/1997	
Coffey, Philip M	9OR000062	French, Toni(9OR000081)	Active		Yes	05/21/2003	

Employee Total Hours Report

Description

This report details employee hours and earnings by department and earnings code only.

Figure 13-18. Sample Employee Total Hours Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>		
Worked Department	Pay Code		Hours	Dollars
9OR000051	Berry	Lawrence		
902000	HOLIDAY-Holiday		8.00	\$0.00
902000	REGULAR-Regular		72.00	\$0.00
			Subtotal	80.00
9OR000052	Beyer	Laura A		
102000	HOLIDAY-Holiday		8.00	\$282.72
102000	REGULAR-Regular		32.00	\$1,130.88
111000	REGSH3-Regular Shift 3		13.00	\$459.42
111000	REGULAR-Regular		15.00	\$530.10
			Subtotal	\$2,403.12
9OR000053	Biggins	Peter A		
901000	HOLIDAY-Holiday		8.00	\$425.84
901000	REGULAR-Regular		72.00	\$3,832.56
			Subtotal	\$4,258.40
9OR000054	Bonner	Edward J		
111000	HOLIDAY-Holiday		8.00	\$297.76
111000	REGSH2-Regular Shift 2		60.00	\$2,233.20
111000	REGULAR-Regular		60.00	\$2,233.20
			Subtotal	\$4,764.16
9OR000055	Byrnes	Ronald A		
111000	HOLIDAY-Holiday		8.00	\$345.76
111000	REGULAR-Regular		72.00	\$3,111.84
			Subtotal	\$3,457.60

Payroll Detail Report with Dept

Description

This report displays information about employee payroll details, sorted by department.

Figure 13-19. Sample Payroll Detail Report with Dept

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>			
Pay Code	Worked Dept	Pay Rate		Hours	Dollars
9OR000051	Berry	Lawrence			
HOLIDAY-Holiday	902000	\$0.0000		8.00	\$0.00
REGULAR-Regular	902000	\$0.0000		72.00	\$0.00
			Subtotal	80.00	\$0.00
9OR000052	Beyer	Laura A			
HOLIDAY-Holiday	102000	\$35.3400		8.00	\$282.72
REGSH3-Regular Shift 3	111000	\$35.3400		13.00	\$459.42
REGULAR-Regular	102000	\$35.3400		32.00	\$1,130.88
REGULAR-Regular	111000	\$35.3400		15.00	\$530.10
			Subtotal	68.00	\$2,403.12
9OR000053	Biggins	Peter A			
HOLIDAY-Holiday	901000	\$53.2300		8.00	\$425.84
REGULAR-Regular	901000	\$53.2300		72.00	\$3,832.56
			Subtotal	80.00	\$4,258.40
9OR000054	Bonner	Edward J			
HOLIDAY-Holiday	111000	\$37.2200		8.00	\$297.76
REGSH2-Regular Shift 2	111000	\$37.2200		60.00	\$2,233.20
REGULAR-Regular	111000	\$37.2200		60.00	\$2,233.20
			Subtotal	128.00	\$4,764.16
9OR000055	Byrnes	Ronald A			
HOLIDAY-Holiday	111000	\$43.2200		8.00	\$345.76
REGULAR-Regular	111000	\$43.2200		72.00	\$3,111.84
			Subtotal	80.00	\$3,457.60

Payroll Detail Report with Supplemental Earnings

Description

This report displays employee payroll details by Earnings Code. It includes earnings code, supplemental earnings code, pay rate, hours, and dollars.

Figure 13-20. Sample Payroll Detail Report with Supplemental Earnings

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>			
Pay Code	Pay Rate		Amount	Hours	Dollars
9OR000051	Berry	Lawrence			
HOLIDAY-Holiday	\$0.0000			8.00	\$0.00
REGULAR-Regular	\$0.0000			72.00	\$0.00
			Pay Code Subtotal	80.00	\$0.00
			Gross Payroll	80.00	\$0.00
9OR000052	Beyer	Laura A			
HOLIDAY-Holiday	\$35.3400			8.00	\$282.72
REGSH3-Regular Shift 3	\$35.3400			13.00	\$459.42
REGULAR-Regular	\$35.3400			47.00	\$1,660.98
			Pay Code Subtotal	68.00	\$2,403.12
TIPS-Tips					\$120.00
			Supplemental Pay Codes Subtotal	0.00	\$120.00
			Gross Payroll	68.00	\$2,523.12
9OR000053	Biggins	Peter A			
HOLIDAY-Holiday	\$53.2300			8.00	\$425.84
REGULAR-Regular	\$53.2300			72.00	\$3,832.56
			Pay Code Subtotal	80.00	\$4,258.40
			Gross Payroll	80.00	\$4,258.40
9OR000054	Bonner	Edward J			
HOLIDAY-Holiday	\$37.2200			8.00	\$297.76
REGSH2-Regular Shift 2	\$37.2200			60.00	\$2,233.20
REGULAR-Regular	\$37.2200			60.00	\$2,233.20
			Pay Code Subtotal	128.00	\$4,764.16
			Gross Payroll	128.00	\$4,764.16

Payroll Summary Report

Description

This report displays total payroll (hours and dollars) by company code and earnings code only. It includes projected payroll, if applicable.

Figure 13-21. Sample Payroll Summary Report

Pay Code	Hours	Dollars
HOLIDAY	424.00	\$11,161.93
REGSH2	97.00	\$3,469.49
REGSH3	60.00	\$2,124.35
REGULAR	2,304.50	\$69,637.74
VACATION	152.00	\$6,464.40
Total for: 9OR	3,037.50	\$92,857.91
		\$0.00
Grand Total	3,037.50	\$92,857.91

Posting Transaction Audit Report

Description

This report displays a detailed list of all employee punch times.

Figure 13-22. Sample Posting Transaction Audit Report

Date Range: 01/01/2016 - 01/31/2016

Company Code: 9OR

<u>Last Name</u>	<u>First Name</u>	<u>Position ID</u>		
Punch Time	Punch Code	Source	Post Time	Worked Department
<i>Albright</i>	<i>Anthony</i>	<i>9OR000100</i>		
01/07/2016 04:11:52 PM	TR4	WEB	01/07/2016 04:11:54 PM	HC0001

Punch Source Report

Description

This report displays employee in and out time, total hours for each time pair, earnings code, clock in ID, and clock out ID. It also includes the mechanism (time clock, time sheet, Web clocking, or phone clocking) used to record each punch.

Figure 13-23. Sample Punch Source Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>			
<i>Date In</i>	<i>Time In - Out</i>	<i>Hours</i>	<i>Pay Code</i>	<i>Clock In ID</i>	<i>Clock Out ID</i>
9OR000051	Berry	Lawrence			
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	HOLIDAY	HOLIDAY
	Subtotal	8.00			
9OR000052	Beyer	Laura A			
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	HOLIDAY	HOLIDAY
	Subtotal	8.00			
9OR000053	Biggins	Peter A			
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	HOLIDAY	HOLIDAY
	Subtotal	8.00			
9OR000054	Bonner	Edward J			
P Mon 11/23/2015	03:00 PM - 11:00 PM	8.00	HOLIDAY	HOLIDAY	HOLIDAY
	Subtotal	8.00			
9OR000055	Byrnes	Ronald A			
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	HOLIDAY	HOLIDAY
	Subtotal	8.00			
9OR000056	Byrone	Richard			
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	HOLIDAY	HOLIDAY
	Subtotal	8.00			

Reconciliation Report

Description

This report displays actual and projected hours for the previous pay period. It is applicable only for companies that use Projected Payroll and Reconciliation.

Figure 13-24. Sample Reconciliation Report

Previous Pay Period (Fri 01/01/2016 - Fri 15/01/2016)
Pay Cycle: SEMI

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>						
Pay Date	Pay Code	Payroll Type	Hours	Rate	Dollars	Adjustments		Review Status
						Hours	Dollars	
ZCG100234	Wong	James						
Fri 08/01/2016	REGULAR-Regular	Projected	8.00	\$34.0915	\$272.73	-8.00	-\$272.73	Accepted
	VACATION-Vacation	Actual	8.00	\$34.0915	\$272.73	8.00	\$272.73	
Mon 11/01/2016	REGULAR-Regular	Projected	8.00	\$34.0915	\$272.73	-8.00	-\$272.73	Accepted
	VACATION-Vacation	Actual	8.00	\$34.0915	\$272.73	8.00	\$272.73	
					Total	0.00	\$0.00	

Supervisor Approval Status Report

Description

This report displays the following supervisor approval status information:

- All supervisors and the employees who are responsible for approving.
- The approval status for each employee. An employee's time is only considered Approved when all time pairs have been approved by the supervisor for the selected time frame. If one or more time pairs are not approved, the employee's time is Unapproved.

Figure 13-25. Sample Supervisor Approval Status Report

<i>Supervisor (ID)</i>	
Employee (ID)	Approval Status
Albright, Anthony (9OR000100)	
Berry, Lawrence (9OR000051)	Unapproved
Bonner, Edward J (9OR000054)	Unapproved
Delaney, Albert L (9OR000071)	Unapproved
Garland, Carlo E (9OR000082)	Unapproved
Rider, Emery (9OR31541N)	Unapproved
<i>Unapproved Employee Count</i>	
5	
Total Employee Count	
5	
Berry, Lawrence (9OR000051)	
Biggins, Peter A (9OR000053)	Unapproved
Byrone, Richard (9OR000056)	Unapproved
Foster, Christina (9OR000079)	Unapproved
Jeffreys, Melvin (9OR000089)	Unapproved
<i>Unapproved Employee Count</i>	
4	
Total Employee Count	
4	
Byrnes, Ronald A (9OR000055)	
Anderson, Todd (9OR000059)	Unapproved
Fitzgerald, Gail (9OR000077)	Unapproved
Freeman, Sheila (9OR000080)	Unapproved
French, Toni (9OR000081)	Unapproved

Supervisor Assigned Employees List Report

Description

This report displays employees listed by supervisor; additional selection criteria can be entered.

Figure 13-26. Sample Supervisor Assigned Employees List Report

Supervisor: Albright, Anthony(9OR000100)

Employee Name	Position ID	File Number	Badge	Department	Pay Class	Employee Transfer to Payroll	Status
Berry, Lawrence	9OR000051	000051		902000	MHOURS	Yes	Active
Bonner, Edward J	9OR000054	000054		111000	MVIEW	Yes	Active
Delaney, Albert L	9OR000071	000071		901000	RHOURS	Yes	Active
Garland, Carlo E	9OR000082	000082		900000	FHOURS	Yes	Active
Rider, Emery	9OR31541N			111000	FHOURS	No	Active
Number of Employees for Albright, Anthony(9OR000100):							5

Timecard Detail Report with Signature

Description

This report details employee timecard and payroll information. It includes timecard details, payroll summary by earnings code, supplemental earnings codes, and a signature line.

Figure 13-27. Sample Timecard Detail Report with Signature

Timecard Detail Report with Signature: **Albright, Anthony (9OR000100)**

Company Code: 9OR

Current Pay Period: 11/16/2015 - 11/29/2015

General Information

File Number: 000100

Supervisor:

Hours Summary

Pay Code	Hours
Holiday	8.00
Regular	72.00
Total	80.00

Timecard Details

Date In	Time In - Out	Hours	Daily Totals	Pay Code	Out Type	Worked Department
Mon 11/16/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Tue 11/17/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Wed 11/18/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Thu 11/19/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Fri 11/20/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	8.00	HOLIDAY		111000
Tue 11/24/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Wed 11/25/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Thu 11/26/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Fri 11/27/2015	08:00 AM - 04:30 PM	8.00	8.00			111000
Total		80.00				

Supplemental Pay Codes Summary

No Data

Supplemental Pay Code Details

No Data

Timecard Exception Report

Description

This report displays unresolved timecard exceptions, listed by employee. Exceptions that have been noted by a supervisor are listed on this report, even though they will not hold up payroll processing.

Figure 13-28. Sample Timecard Exception Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>				
Exception Severity	Exception Noted		In time	Out time	Hours	Exception
9OR00051	Berry	Lawrence				
Message	No		11/16/2015 08:00 AM	11/16/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/17/2015 08:00 AM	11/17/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/18/2015 08:00 AM	11/18/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/19/2015 08:00 AM	11/19/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/20/2015 08:00 AM	11/20/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/23/2015 08:00 AM	11/23/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/24/2015 08:00 AM	11/24/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/25/2015 08:00 AM	11/25/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/26/2015 08:00 AM	11/26/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/27/2015 08:00 AM	11/27/2015 04:00 PM	8.00	Supervisor Approval Required
9OR00052	Beyer	Laura A				
Message	No		11/16/2015 12:00 AM	11/16/2015 08:00 AM	7.50	Supervisor Approval Required
Warning	No		11/16/2015 12:00 AM	11/16/2015 08:00 AM	7.50	Loan Supervisor Approval Required
Message	No		11/16/2015 12:00 AM	11/16/2015 08:00 AM	7.50	Worked different
Message	No		11/17/2015 12:00 AM	11/17/2015 08:00 AM	7.50	Supervisor Approval Required
Message	No		11/17/2015 12:00 AM	11/17/2015 08:00 AM	7.50	Worked different
Warning	No		11/17/2015 12:00 AM	11/17/2015 08:00 AM	7.50	Loan Supervisor Approval Required
Message	No		11/23/2015 08:00 AM	11/23/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/24/2015 08:00 AM	11/24/2015 04:30 PM	8.00	Supervisor Approval Required
Message	No		11/25/2015 08:00 AM	11/25/2015 04:30 PM	8.00	Supervisor Approval Required
Message	No		11/26/2015 08:00 AM	11/26/2015 04:30 PM	8.00	Supervisor Approval Required
Message	No		11/27/2015 08:00 AM	11/27/2015 04:30 PM	8.00	Supervisor Approval Required
9OR00053	Biggins	Peter A				
Message	No		11/16/2015 08:00 AM	11/16/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/17/2015 08:00 AM	11/17/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/18/2015 08:00 AM	11/18/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/19/2015 08:00 AM	11/19/2015 04:00 PM	8.00	Supervisor Approval Required
Message	No		11/20/2015 08:00 AM	11/20/2015 04:00 PM	8.00	Supervisor Approval Required

Timecard Report with Adjusted Date

Description

This report displays employee timecard information, including the in and out times, hours, earnings codes, labor charges, and adjusted date associated with each time pair.

Figure 13-29. Sample Timecard Report with Adjusted Date

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>		
Date In	Time In - Out	Hours	Pay Code	
<i>9OR000051</i>	<i>Berry</i>	<i>Lawrence</i>		
P Mon 11/16/2015	08:00 AM - 04:00 PM	8.00		
P Tue 11/17/2015	08:00 AM - 04:00 PM	8.00		
P Wed 11/18/2015	08:00 AM - 04:00 PM	8.00		
P Thu 11/19/2015	08:00 AM - 04:00 PM	8.00		
P Fri 11/20/2015	08:00 AM - 04:00 PM	8.00		
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	
P Tue 11/24/2015	08:00 AM - 04:00 PM	8.00		
P Wed 11/25/2015	08:00 AM - 04:00 PM	8.00		
P Thu 11/26/2015	08:00 AM - 04:00 PM	8.00		
P Fri 11/27/2015	08:00 AM - 04:00 PM	8.00		
	Subtotal	80.00		
<i>9OR000052</i>	<i>Beyer</i>	<i>Laura A</i>		
W Mon 11/16/2015	12:00 AM - 08:00 AM	7.50		
W Tue 11/17/2015	12:00 AM - 08:00 AM	7.50		
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	
P Tue 11/24/2015	08:00 AM - 04:30 PM	8.00		
P Wed 11/25/2015	08:00 AM - 04:30 PM	8.00		
P Thu 11/26/2015	08:00 AM - 04:30 PM	8.00		
P Fri 11/27/2015	08:00 AM - 04:30 PM	8.00		
	Subtotal	55.00		

Timecard Report with Notes with Loc and Dept

Description

This report displays employee's timecard information, including the in and out times, hours, earnings codes, labor charges, location, and department associated with each time pair.

Figure 13-30. Sample Timecard Report with Notes with Loc and Dept

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>			
Date In	Time In - Out	Hours	Pay Code	Worked Location	Worked Department
<i>9OR000051</i>	<i>Berry</i>	<i>Lawrence</i>			
P Mon 11/16/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Tue 11/17/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Wed 11/18/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Thu 11/19/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Fri 11/20/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	002	902000
P Tue 11/24/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Wed 11/25/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Thu 11/26/2015	08:00 AM - 04:00 PM	8.00		002	902000
P Fri 11/27/2015	08:00 AM - 04:00 PM	8.00		002	902000
	Subtotal	80.00			
<i>9OR000052</i>	<i>Beyer</i>	<i>Laura A</i>			
W Mon 11/16/2015	12:00 AM - 08:00 AM	7.50		003	111000
W Tue 11/17/2015	12:00 AM - 08:00 AM	7.50		003	111000
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	003	102000
P Tue 11/24/2015	08:00 AM - 04:30 PM	8.00		003	102000
P Wed 11/25/2015	08:00 AM - 04:30 PM	8.00		003	102000
P Thu 11/26/2015	08:00 AM - 04:30 PM	8.00		003	102000
P Fri 11/27/2015	08:00 AM - 04:30 PM	8.00		003	102000
	Subtotal	55.00			

Timecard Report with Notes

Description

This report displays employee timecard information, including the in and out times, hours, earnings codes, labor charges, and notes associated with each time pair.

Figure 13-31. Sample Timecard Report with Notes

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>		
<i>Date In</i>	<i>Time In - Out</i>	<i>Hours</i>	<i>Pay Code</i>	<i>Worked Department</i>
<i>9OR00051</i>	<i>Berry</i>	<i>Lawrence</i>		
P Mon 11/16/2015	08:00 AM - 04:00 PM	8.00		902000
P Tue 11/17/2015	08:00 AM - 04:00 PM	8.00		902000
P Wed 11/18/2015	08:00 AM - 04:00 PM	8.00		902000
P Thu 11/19/2015	08:00 AM - 04:00 PM	8.00		902000
P Fri 11/20/2015	08:00 AM - 04:00 PM	8.00		902000
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	902000
P Tue 11/24/2015	08:00 AM - 04:00 PM	8.00		902000
P Wed 11/25/2015	08:00 AM - 04:00 PM	8.00		902000
P Thu 11/26/2015	08:00 AM - 04:00 PM	8.00		902000
P Fri 11/27/2015	08:00 AM - 04:00 PM	8.00		902000
	Subtotal	80.00		
<i>9OR00052</i>	<i>Beyer</i>	<i>Laura A</i>		
W Mon 11/16/2015	12:00 AM - 08:00 AM	7.50		111000
W Tue 11/17/2015	12:00 AM - 08:00 AM	7.50		111000
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	102000
P Tue 11/24/2015	08:00 AM - 04:30 PM	8.00		102000
P Wed 11/25/2015	08:00 AM - 04:30 PM	8.00		102000
P Thu 11/26/2015	08:00 AM - 04:30 PM	8.00		102000
P Fri 11/27/2015	08:00 AM - 04:30 PM	8.00		102000
	Subtotal	55.00		

Timecard Report with Supervisor Approval

Description

This report displays a list of employee timecards with punch information and supervisor approval status. Additional search criteria can be entered.

Figure 13-32. Sample Timecard Report with Supervisor Approval

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>			
Date In	Time In - Out	Hours	Pay Code	Worked Department	Supervisor Approved
<i>9OR000051</i>	<i>Berry</i>	<i>Lawrence</i>			
P Mon 11/16/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Tue 11/17/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Wed 11/18/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Thu 11/19/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Fri 11/20/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	902000	No
P Tue 11/24/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Wed 11/25/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Thu 11/26/2015	08:00 AM - 04:00 PM	8.00		902000	No
P Fri 11/27/2015	08:00 AM - 04:00 PM	8.00		902000	No
	Subtotal	80.00			
<i>9OR000052</i>	<i>Beyer</i>	<i>Laura A</i>			
W Mon 11/16/2015	12:00 AM - 08:00 AM	7.50		111000	No
W Tue 11/17/2015	12:00 AM - 08:00 AM	7.50		111000	No
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	102000	No
P Tue 11/24/2015	08:00 AM - 04:30 PM	8.00		102000	No
P Wed 11/25/2015	08:00 AM - 04:30 PM	8.00		102000	No
P Thu 11/26/2015	08:00 AM - 04:30 PM	8.00		102000	No
P Fri 11/27/2015	08:00 AM - 04:30 PM	8.00		102000	No
	Subtotal	55.00			

Timecard Report

Description

This report displays employee timecard information, including the in and out times, hours, earnings codes, and labor charges associated with each time pair.

Figure 13-33. Sample Timecard Report

<i>Position ID</i>	<i>Last Name</i>	<i>First Name</i>			
<i>Date In</i>	<i>Time In - Out</i>	<i>Hours</i>	<i>Pay Code</i>	<i>Worked Department</i>	
<i>9OR000051</i>	<i>Berry</i>	<i>Lawrence</i>			
P Mon 11/16/2015	08:00 AM - 04:00 PM	8.00		902000	
P Tue 11/17/2015	08:00 AM - 04:00 PM	8.00		902000	
P Wed 11/18/2015	08:00 AM - 04:00 PM	8.00		902000	
P Thu 11/19/2015	08:00 AM - 04:00 PM	8.00		902000	
P Fri 11/20/2015	08:00 AM - 04:00 PM	8.00		902000	
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	902000	
P Tue 11/24/2015	08:00 AM - 04:00 PM	8.00		902000	
P Wed 11/25/2015	08:00 AM - 04:00 PM	8.00		902000	
P Thu 11/26/2015	08:00 AM - 04:00 PM	8.00		902000	
P Fri 11/27/2015	08:00 AM - 04:00 PM	8.00		902000	
	Subtotal	80.00			
<i>9OR000052</i>	<i>Beyer</i>	<i>Laura A</i>			
W Mon 11/16/2015	12:00 AM - 08:00 AM	7.50		111000	
W Tue 11/17/2015	12:00 AM - 08:00 AM	7.50		111000	
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00	HOLIDAY	102000	
P Tue 11/24/2015	08:00 AM - 04:30 PM	8.00		102000	
P Wed 11/25/2015	08:00 AM - 04:30 PM	8.00		102000	
P Thu 11/26/2015	08:00 AM - 04:30 PM	8.00		102000	
P Fri 11/27/2015	08:00 AM - 04:30 PM	8.00		102000	
	Subtotal	55.00			

Timecard with Payroll Report

Description

This report displays detailed timecard and payroll summary information for each employee, including in and out times, hours, earnings codes, and labor charges. It also includes supplemental earnings and projected payroll information, if applicable.

Figure 13-34. Sample Timecard with Payroll Report

<u>Position ID</u>	<u>Last Name</u>	<u>First Name</u>		
<u>Date In</u>	<u>Time In - Out</u>	<u>Hours</u>	<u>Pay Code</u>	<u>Worked Department</u>
9OR000051	Berry	Lawrence		
<u>Pay Date: 11/16/2015</u>				
P Mon 11/16/2015	08:00 AM - 04:00 PM	8.00	902000	
	<u>Totals</u>	<u>Hours</u>	<u>Rate</u>	<u>Dollars</u>
	REGULAR	8.00	\$0.0000	\$0.00
<u>Pay Date: 11/17/2015</u>				
P Tue 11/17/2015	08:00 AM - 04:00 PM	8.00	902000	
	<u>Totals</u>	<u>Hours</u>	<u>Rate</u>	<u>Dollars</u>
	REGULAR	8.00	\$0.0000	\$0.00
<u>Pay Date: 11/18/2015</u>				
P Wed 11/18/2015	08:00 AM - 04:00 PM	8.00	902000	
	<u>Totals</u>	<u>Hours</u>	<u>Rate</u>	<u>Dollars</u>
	REGULAR	8.00	\$0.0000	\$0.00
<u>Pay Date: 11/19/2015</u>				
P Thu 11/19/2015	08:00 AM - 04:00 PM	8.00	902000	
	<u>Totals</u>	<u>Hours</u>	<u>Rate</u>	<u>Dollars</u>
	REGULAR	8.00	\$0.0000	\$0.00
<u>Pay Date: 11/20/2015</u>				
P Fri 11/20/2015	08:00 AM - 04:00 PM	8.00	902000	
	<u>Totals</u>	<u>Hours</u>	<u>Rate</u>	<u>Dollars</u>
	REGULAR	8.00	\$0.0000	\$0.00
<u>Pay Date: 11/23/2015</u>				
P Mon 11/23/2015	08:00 AM - 04:00 PM	8.00 HOLIDAY	902000	
	<u>Totals</u>	<u>Hours</u>	<u>Rate</u>	<u>Dollars</u>
	HOLIDAY	8.00	\$0.0000	\$0.00
<u>Pay Date: 11/24/2015</u>				
P Tue 11/24/2015	08:00 AM - 04:00 PM	8.00	902000	

Total Paid Hours Detail Report

Description

This report lists the total paid hours, average weekly total paid hours, and average monthly total paid hours by week and month for employees who meet or exceed total paid hours thresholds. The report includes a count of employees meeting or exceeding the report thresholds, with average weekly total paid hours by week and month for each employee.

Figure 13-35. Sample Total Paid Hours Detail Report

Last Name, First Name (ID)	Pay Class	Home Department	Month	Week 1	Week 2	Week 3	Week 4	Week 5	Monthly
Albright,Anthony(9OR000100)	MCLOCKTIME	111000	2015 Nov	40.00	40.00	40.00	40.00	8.00	168.00
Total Paid Hours for Albright,Anthony = 168.00									
Average Total Paid Hours for Albright,Anthony :									
Weekly = 40.00 Monthly = 168.00									
Anderson,Todd(9OR000059)	MHOURS	104000	2015 Nov	45.00	40.00	40.00	40.00	7.50	172.50
Total Paid Hours for Anderson,Todd = 172.50									
Average Total Paid Hours for Anderson,Todd :									
Weekly = 41.25 Monthly = 172.50									
Berry,Lawrence(9OR000051)	MHOURS	902000	2015 Nov	40.00	40.00	40.00	40.00	8.00	168.00
Total Paid Hours for Berry,Lawrence = 168.00									
Average Total Paid Hours for Berry,Lawrence :									
Weekly = 40.00 Monthly = 168.00									
Bethany,Beth(9OR000074)	JOBHOURS	104000	2015 Nov	62.00		46.00	8.00		116.00
Total Paid Hours for Bethany,Beth = 116.00									
Average Total Paid Hours for Bethany,Beth :									
Weekly = 29.00 Monthly = 116.00									
Beyer,Laura A(9OR000052)	JOBLOCK	102000	2015 Nov	40.00		28.00	40.00	8.00	116.00
Total Paid Hours for Beyer,Laura A = 116.00									
Average Total Paid Hours for Beyer,Laura A :									
Weekly = 27.00 Monthly = 116.00									
Biggins,Peter A(9OR000053)	MHOURS	901000	2015 Nov	40.00	40.00	40.00	40.00	8.00	168.00
Total Paid Hours for Biggins,Peter A = 168.00									
Average Total Paid Hours for Biggins,Peter A :									
Weekly = 40.00 Monthly = 168.00									
Bonner,Edward J(9OR000054)	MVIEW	111000	2015 Nov	68.00	75.00	75.00	53.00	7.50	278.50
Total Paid Hours for Bonner,Edward J = 278.50									
Average Total Paid Hours for Bonner,Edward J :									
Weekly = 67.75 Monthly = 278.50									

Total Paid Hours Summary Report

Description

This report lists the total paid hours for a specified time frame for employees who meet or exceed total paid hours thresholds. Average total paid hours thresholds can be applied to filter the report results. You have the option to hide the average weekly total paid hours and average monthly total paid hours from the report. A count of employees meeting or exceeding the report thresholds is also included.

Figure 13-36. Sample Total Paid Hours Summary Report

Last Name, First Name (ID)	Pay Class	Home Department	Actual Total Paid Hours	Actual Average Weekly Paid Hours	Actual Average Monthly Paid Hours	Projected Schedule Total Paid Hours	Actual + Projected Schedule Total Paid Hours	Projected Average Weekly Paid Hours	Projected Average Monthly Paid Hours
Albright,Anthony(9OR000100)	MCLOCKTIME	111000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Anderson,Todd(9OR000059)	MHOURS	104000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Berry,Lawrence(9OR000051)	MHOURS	902000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Bethany,Beth(9OR000074)	JOBHOURS	104000	54.00	8.00	54.00	0.00	54.00	8.00	0.00
Beyer,Laura A(9OR000052)	JOBLOCK	102000	68.00	40.00	68.00	0.00	68.00	40.00	0.00
Biggins,Peter A(9OR000053)	MHOURS	901000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Bonner,Edward J(9OR000054)	MVIEW	111000	128.00	53.00	128.00	0.00	128.00	53.00	0.00
Byrnes,Ronald A(9OR000055)	SVCCLOCK	111000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Byrone,Richard(9OR000056)	SVCHOURS	104000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Cecchetti,David(9OR000057)	JOBTIME	102000	75.50	38.00	75.50	0.00	75.50	38.00	0.00
Cody,Timothy D(9OR000061)	HHOURS	701000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Coffey,Philip M(9OR000062)	HCLOCK	103000	40.00	8.00	40.00	0.00	40.00	8.00	0.00
Cole,Dale G(9OR000063)	HHOURS	901000	40.00	8.00	40.00	0.00	40.00	8.00	0.00
Condo,Heidi(9OR000064)	HTIME	111100	32.00	8.00	32.00	0.00	32.00	8.00	0.00
Cormier,David(9OR000065)	HCLOCK	103000	40.00	40.00	40.00	0.00	40.00	40.00	0.00
Coslett,Daniel A(9OR000066)	NPHOURS	901000	16.00	8.00	16.00	0.00	16.00	8.00	0.00
Cramer,Neal S(9OR000067)	JOBLOCKTIME	102000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
Davis,Peter K(9OR000069)	RHOURS	701000	8.00	8.00	8.00	0.00	8.00	8.00	0.00
Dearborne,Susan M(9OR000070)	RCLOCK	111000	40.00	40.00	40.00	0.00	40.00	40.00	0.00
Delaney,Albert L(9OR000071)	RHOURS	901000	80.00	40.00	80.00	0.00	80.00	40.00	0.00
England,Michael R(9OR000072)	RTIME	777345	80.00	40.00	80.00	0.00	80.00	40.00	0.00

User List Report

Description

This report displays basic user information, sorted by associate ID.

Figure 13-37. Sample User List Report

Associate ID	Position ID	Last Name	First Name	Supervisor Flag	Administrator
000000001	9OR000083	Gates	Dean A	No	No
000000002	9OR000096	Lowell	Kurt	No	No
000000003	9OR000097	Maple	Myra	Yes	No
000000004	9OR000084	Interlan	Ronald A	Yes	Yes
000000005	9OR000085	George	Eric	Yes	No
000000006	9OR000086	Gerry	Norman R	No	No
000000007	9OR000087	Hall	Laurie	No	No
000000008	9OR000088	Ingles	Daniel G.	No	No
000000009	9OR000089	Jeffreys	Melvin	Yes	No
000000010	9OR000090	Johnson	Margaret	No	Yes
000000011	9OR000091	Kennedy	Marshall	No	No
000000012	9OR000098	Marshall	Stephen E	No	No
000000013	9OR000099	Martinez	Tyffany	No	No
000000014	9OR000100	Albright	Anthony	Yes	Yes
000000015	9OR000051	Berry	Lawrence	Yes	No
000000016	9OR000052	Beyer	Laura A	Yes	No
000000017	9OR000053	Biggins	Peter A	No	No
000000018	9OR000054	Bonner	Edward J	No	No
000000019	9OR000055	Byrnes	Ronald A	Yes	No
000000020	9OR000056	Byrone	Richard	No	No
000000021	9OR000057	Cecchetti	David	No	No
000000022	9OR000058	Selbert	Thomas	No	No
000000023	9OR000059	Anderson	Todd	No	No
000000024	9OR000060	Intenzo	Bryan K	Yes	Yes

User Profile Report

Description

This report displays detailed information about all user settings.

Figure 13-38. Sample User Profile Report

General Information	
Associate ID:	HIU9U9TZX
Position ID:	9OR31160N
Last Name:	DeLeon
First Name:	Hilda
Culture:	English (United States)
Administrator:	No
Supervisor:	No
Employee Flag:	Yes

Pay Cycle Access	
Pay Cycle ID	Pay Cycle Description

Weekly Schedule Report

Description

This report displays employee schedules, listed in a weekly calendar format by employee.

Figure 13-39. Sample Weekly Schedule Report

Employee Name	Position ID	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Albright, Anthony	9OR000100		08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	
Anderson, Todd	9OR000059		07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	
Berry, Lawrence	9OR000051		08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	
Bethany, Beth	9OR000074				06:00 PM-10:00 PM	06:00 PM-10:00 PM		06:00 PM-10:00 PM
Beyer, Laura A	9OR000052		08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	
Biggins, Peter A	9OR000053		08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	
Bonner, Edward J	9OR000054		03:00 PM-11:00 PM	03:00 PM-11:00 PM	03:00 PM-11:00 PM	03:00 PM-11:00 PM	03:00 PM-11:00 PM	
Byrnes, Ronald A	9OR000055		08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	
Byrone, Richard	9OR000056		08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	08:00 AM-04:30 PM	
Cecchetti, David	9OR000057		07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	
Cody, Timothy D	9OR000061		08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	
Coffey, Philip M	9OR000062		08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	
Cole, Dale G	9OR000063		08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	
Condo, Heidi	9OR000064		07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	
Cormier, David	9OR000065		07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	07:00 AM-03:00 PM	
Coslett, Daniel A	9OR000066		08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	
Cramer, Neal S	9OR000067		08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	
Davis, Peter K	9OR000069		08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	
Dearborne, Susan M	9OR000070		08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	
Delaney, Albert L	9OR000071		09:30 AM-06:00 PM	09:30 AM-06:00 PM	09:30 AM-06:00 PM		09:30 AM-06:00 PM	09:30 AM-06:00 PM
England, Michael R	9OR000072		08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	08:00 AM-04:00 PM	
English, Stephen A	9OR000073				06:00 PM-10:00 PM	06:00 PM-10:00 PM		06:00 PM-10:00 PM
Fitzgerald, Gail	9OR000077		08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	
Flannagan, Christopher	9OR000078		08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	08:00 AM-05:00 PM	

Chapter 14

Time Off Reports

- 14-2** Time Off Balance Detail Report
- 14-3** Time Off Balance Summary Report
- 14-4** Time Off Policy Assignment Report
- 14-5** Time Off Request Report

Time Off Balance Detail Report

Description

This report displays detailed information on employee Time-Off balances per policy in a given time period, showing all transactions that impact balances. It can be used to troubleshoot any issues related to balance calculation.

Figure 14-1. Sample Time Off Balance Detail Report

Name	Associate ID	Status	Policy Name	Assignment Start Date	Transaction Type	Transaction Date	Transaction Amount	Balance	Comments
Albright, Anthony	0000000014 USA	Active	Vacation	01/01/2012	Balance Forward		192.00 Hours	192.00 Hours	
				01/01/2012	Earned	01/01/2015	120.00 Hours	312.00 Hours	
				01/01/2012	Maximum Carryover Adjustment	01/01/2015	0.00 Hours	312.00 Hours	
Albright, Anthony	0000000014 USA	Active	Sick	01/02/2012	Balance Forward		240.00 Hours	240.00 Hours	
				01/02/2012	Earned	01/12/2015	40.00 Hours	280.00 Hours	
				01/02/2012	Earned	01/26/2015	40.00 Hours	320.00 Hours	
				01/02/2012	Earned	02/09/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	02/23/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	03/09/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	03/23/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	04/06/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	04/20/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	05/04/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	05/18/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	06/01/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	06/15/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	06/29/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	07/13/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	07/27/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	08/10/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	08/24/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	09/07/2015	0.00 Hours	320.00 Hours	
				01/02/2012	Earned	09/21/2015	0.00 Hours	320.00 Hours	
01/02/2012	Earned	10/05/2015	0.00 Hours	320.00 Hours					
01/02/2012	Earned	10/19/2015	0.00 Hours	320.00 Hours					
Albright, Anthony	0000000014 USA	Active	Personal	01/01/2012	Balance Forward		40.00 Hours	40.00 Hours	
				01/01/2012	Earned	01/01/2015	0.00 Hours	40.00 Hours	
Anderson, Todd	0000000023 USA	Active	Vacation	01/01/2012	Balance Forward		336.00 Hours	336.00 Hours	
				01/01/2012	Earned	01/01/2015	160.00 Hours	496.00 Hours	
				01/01/2012	Maximum Carryover Adjustment	01/01/2015	0.00 Hours	496.00 Hours	
Anderson, Todd	0000000023 USA	Active	Sick	01/01/2012	Balance Forward		160.00 Hours	160.00 Hours	
				01/01/2012	Earned	01/12/2015	40.00 Hours	200.00 Hours	
				01/01/2012	Earned	01/26/2015	40.00 Hours	240.00 Hours	
				01/01/2012	Earned	02/09/2015	0.00 Hours	240.00 Hours	
				01/01/2012	Earned	02/23/2015	0.00 Hours	240.00 Hours	
				01/01/2012	Earned	03/09/2015	0.00 Hours	240.00 Hours	
				01/01/2012	Earned	03/23/2015	0.00 Hours	240.00 Hours	
				01/01/2012	Earned	04/06/2015	0.00 Hours	240.00 Hours	
				01/01/2012	Earned	04/20/2015	0.00 Hours	240.00 Hours	
				01/01/2012	Earned	05/04/2015	0.00 Hours	240.00 Hours	

Time Off Balance Summary Report

Description

This report displays a summary of all the different transaction types for a particular policy. Managers and practitioners are provided an option to view employee Time Off balances, where transaction types are summarized.

Figure 14-2. Sample Time Off Balance Summary Report

Name	Associate ID	Policy Name	Transaction Type	Last Transaction Date	Transaction Summary
Albright, Anthony	000000014 USA	Personal			40.00 Hours
			Earned	01/01/2015	0.00 Hours
			Balance		40.00 Hours
Albright, Anthony	000000014 USA	Sick			240.00 Hours
			Earned	10/19/2015	80.00 Hours
			Balance		320.00 Hours
Albright, Anthony	000000014 USA	Vacation			192.00 Hours
			Earned	01/01/2015	120.00 Hours
			Maximum Carryover Adjustment	01/01/2015	0.00 Hours
			Balance		312.00 Hours
					40.00 Hours
Anderson, Todd	000000023 USA	Personal			40.00 Hours
			Earned	01/01/2015	0.00 Hours
			Balance		40.00 Hours
Anderson, Todd	000000023 USA	Sick			160.00 Hours
			Earned	10/19/2015	80.00 Hours
			Balance		240.00 Hours
Anderson, Todd	000000023 USA	Vacation			336.00 Hours
			Earned	01/01/2015	160.00 Hours
			Maximum Carryover Adjustment	01/01/2015	0.00 Hours
			Balance		496.00 Hours
					40.00 Hours
Berry, Lawrence	000000015 USA	Personal			40.00 Hours
			Earned	01/01/2015	0.00 Hours
			Balance		40.00 Hours
Berry, Lawrence	000000015 USA	Sick			160.00 Hours
			Earned	10/19/2015	80.00 Hours
			Balance		240.00 Hours
Berry, Lawrence	000000015 USA	Vacation			360.00 Hours
			Earned	01/01/2015	160.00 Hours
			Maximum Carryover Adjustment	01/01/2015	0.00 Hours
			Balance		520.00 Hours
					40.00 Hours

Time Off Policy Assignment Report

Description

This report will help practitioners review the policies employees are assigned to in a given time period. It shows details about employee assignment/un-assignment to different policies that can be generated in this report.

Figure 14-3. Sample Time Off Policy Assignment Report

Name	Associate ID	Policy Name	Accrual Method	Assignment Start Date	Assignment End Date	Balance
Albright, Anthony	0000000014 USA	Bereavement	Based on settings in this policy	01/02/2012	01/02/2013	0.00 Hours
Albright, Anthony	0000000014 USA	Jury Duty	Based on settings in this policy	01/02/2012		0.00 Hours
Albright, Anthony	0000000014 USA	Personal	Based on settings in this policy	01/01/2012		40.00 Hours
Albright, Anthony	0000000014 USA	Sick	Based on settings in this policy	01/02/2012		320.00 Hours
Albright, Anthony	0000000014 USA	Vacation	Based on settings in this policy	01/01/2012		312.00 Hours
Anderson, Todd	0000000023 USA	Bereavement	Based on settings in this policy	01/01/2012	01/02/2013	0.00 Hours
Anderson, Todd	0000000023 USA	Jury Duty	Based on settings in this policy	01/01/2012		0.00 Hours
Anderson, Todd	0000000023 USA	Personal	Based on settings in this policy	01/01/2012		40.00 Hours
Anderson, Todd	0000000023 USA	Sick	Based on settings in this policy	01/01/2012		240.00 Hours
Anderson, Todd	0000000023 USA	Vacation	Based on settings in this policy	01/01/2012		496.00 Hours
Berry, Lawrence	0000000015 USA	Bereavement	Based on settings in this policy	01/02/2012	01/02/2013	0.00 Hours
Berry, Lawrence	0000000015 USA	Jury Duty	Based on settings in this policy	01/01/2012		0.00 Hours
Berry, Lawrence	0000000015 USA	Personal	Based on settings in this policy	01/01/2012		40.00 Hours
Berry, Lawrence	0000000015 USA	Sick	Based on settings in this policy	01/02/2012		240.00 Hours
Berry, Lawrence	0000000015 USA	Vacation	Based on settings in this policy	01/01/2012		520.00 Hours
Bethany, Beth	0000000040 USA	Bereavement	Based on settings in this policy	01/02/2012	01/02/2013	0.00 Hours
Bethany, Beth	0000000040 USA	Jury Duty	Based on settings in this policy	01/01/2012		0.00 Hours
Bethany, Beth	0000000040 USA	Personal	Based on settings in this policy	01/01/2012		40.00 Hours
Bethany, Beth	0000000040 USA	Sick	Based on settings in this policy	01/02/2012		240.00 Hours
Bethany, Beth	0000000040 USA	Vacation	Based on settings in this policy	01/01/2012		396.00 Hours
Beyer, Laura A	0000000016 USA	Bereavement	Based on settings in this policy	01/02/2012	01/02/2013	0.00 Hours
Beyer, Laura A	0000000016 USA	Jury Duty	Based on settings in this policy	01/01/2012		0.00 Hours
Beyer, Laura A	0000000016 USA	Personal	Based on settings in this policy	01/01/2012		40.00 Hours
Beyer, Laura A	0000000016 USA	Sick	Based on settings in this policy	01/02/2012		240.00 Hours
Beyer, Laura A	0000000016 USA	Vacation	Based on settings in this policy	01/01/2012		432.00 Hours
Biggins, Peter A	0000000017 USA	Bereavement	Based on settings in this policy	01/02/2012	01/02/2013	0.00 Hours
Biggins, Peter A	0000000017 USA	Jury Duty	Based on settings in this policy	01/01/2012		0.00 Hours
Biggins, Peter A	0000000017 USA	Personal	Based on settings in this policy	01/01/2012		40.00 Hours
Biggins, Peter A	0000000017 USA	Sick	Based on settings in this policy	01/02/2012		240.00 Hours
Biggins, Peter A	0000000017 USA	Vacation	Based on settings in this policy	01/01/2012		563.99 Hours
Bonner, Edward J	0000000018 USA	Bereavement	Based on settings in this policy	01/02/2012	01/02/2013	0.00 Hours

Time Off Request Report

Description

This report will help Practitioners and Managers keep track of employees' Time-Off activities. It shows employees' time off requests with status and other details.

Figure 14-4. Sample Time Off Request Report

Name	Associate ID	Policy Name	Reason Code	Created On Date	Time Off Request Date	Start Time	Duration	Request Status	Last Reviewer's Name	Last Review Date	Comments
Cody, Timothy D	000000025 USA	Vacation	V	02/06/2015	01/26/2015	12:00 am	8.00 Hours	Approved		02/06/2015	
Cody, Timothy D	000000025 USA	Vacation	V	02/06/2015	01/27/2015	12:00 am	8.00 Hours	Approved		02/06/2015	
Cramer, Neal S	000000031 USA	Vacation	V	01/23/2015	01/20/2015	8:00 am	8.00 Hours	Approved		01/23/2015	
Cramer, Neal S	000000031 USA	Vacation	V	01/23/2015	01/21/2015	8:00 am	8.00 Hours	Approved		01/23/2015	
Cramer, Neal S	000000031 USA	Vacation	V	01/23/2015	01/22/2015	8:00 am	8.00 Hours	Approved		01/23/2015	
Cramer, Neal S	000000031 USA	Vacation	V	01/23/2015	01/23/2015	8:00 am	8.00 Hours	Approved		01/23/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/17/2015	8:00 am	7.50 Hours	Canceled		02/19/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/17/2015	8:00 am	8.00 Hours	Approved		02/19/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/18/2015	8:00 am	7.50 Hours	Canceled		02/19/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/18/2015	8:00 am	8.00 Hours	Approved		02/19/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/19/2015	8:00 am	7.50 Hours	Canceled		02/19/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/19/2015	8:00 am	8.00 Hours	Approved		02/19/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/20/2015	8:00 am	7.50 Hours	Canceled		02/19/2015	
Cramer, Neal S	000000031 USA	Vacation	V	02/19/2015	02/20/2015	8:00 am	8.00 Hours	Approved		02/19/2015	
Dearborne, Susan M	000000036 USA	Vacation	V	01/23/2015	01/20/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Dearborne, Susan M	000000036 USA	Vacation	V	01/23/2015	01/21/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Dearborne, Susan M	000000036 USA	Vacation	V	01/23/2015	01/22/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Dearborne, Susan M	000000036 USA	Vacation	V	01/23/2015	01/23/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Delaney, Albert L	000000037 USA	Personal	P	02/06/2015	02/05/2015	12:00 am	8.00 Hours	Approved		02/06/2015	
Delaney, Albert L	000000037 USA	Personal	P	02/06/2015	02/06/2015	9:30 am	8.00 Hours	Approved		02/06/2015	
Foster, Christina	000000047 USA	Vacation	V	01/23/2015	01/20/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Foster, Christina	000000047 USA	Vacation	V	01/23/2015	01/21/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Foster, Christina	000000047 USA	Vacation	V	01/23/2015	01/22/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Foster, Christina	000000047 USA	Vacation	V	01/23/2015	01/23/2015	12:00 am	8.00 Hours	Approved		01/23/2015	
Foster, Christina	000000047 USA	Vacation	V	02/19/2015	02/17/2015	8:00 am	8.00 Hours	Approved		02/19/2015	
Foster, Christina	000000047 USA	Vacation	V	02/19/2015	02/18/2015	8:00 am	8.00 Hours	Approved		02/19/2015	
Foster, Christina	000000047 USA	Vacation	V	02/19/2015	02/19/2015	8:00 am	8.00 Hours	Approved		02/19/2015	
Foster, Christina	000000047 USA	Vacation	V	02/19/2015	02/20/2015	8:00 am	8.00 Hours	Approved		02/19/2015	

Chapter 15

Wage Garnishment Reports

- 15-2** Employee Lien Detail Report
- 15-3** Employee Termination Letter Report
- 15-4** Payee Detail Report
- 15-5** Payee/Lien Detail Report

Employee Lien Detail Report

Description

This report lists employee lien information. It includes lien number, lien type, lien deduction code, deduction description, court order information, and deduction amounts.

Figure 15-1. Sample Employee Lien Detail Report

Lien Detail

Heidi Condo	Lien #: 1	Lien Type: G	Deduction: 22 - Garnishment	Disbursed By ADP: N
Associate ID: 000000028			Home Department: Laboratory	
			Home Cost Number: 002111100	
Lien Subtype: R - Regular				
Court Order State: NJ - New Jersey			Case # / Lien ID: 45321	
Lien Status: A - Active				
Lien Start Date: 03/18/2010				
Deduction Amount: \$ 240.00			Percentage Basis:	
State Service Charge:				
Client Override: N			Marital Status: P - Married - filing separately	
Exemptions: 2				

Funds Disbursement

Payee: 001 - Morris County Court	Contact Name:	
Obligee Name:	Phone #:	Extension:
Check Payable To: Payee		
Check Stub Messages:	Line 1:	
	Line 2:	
Funds Disbursement Schedule: Disburse on Pay Date + 5 days		

Exclusions

Deduction: D, D1, M, M1	Earnings:
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Employee Termination Letter Report

Description

This report is used to generate letters for terminated employees with active liens.

Figure 15-2. Sample Employee Termination Letter Report

<u>NOTIFICATION - TERMINATION OF EMPLOYMENT</u>		03/02/2013
<p>Notification To: Child Support Enforcement of Passaic County _____ 123 Main Street _____ Paterson, NJ 07501 _____ Randy Coswell _____</p>	<p>Notification From: L1M Company, Inc _____ 15 Waterview Blvd _____ Parsippany, NJ 07054 _____ _____</p>	
This Letter Certifies That The Employment Of The Obligor Listed Below Has Been Terminated:		
<p>Obligor's Name: Anthony Albright _____ Obligor's SSN: XXX-XX-XXXX _____</p> <p>Obligor's Last Known Address: 67 Main Ave _____ Hartford, CT 06114 _____</p>	<p>Case #: 1002 _____ Termination Date: 03/02/2013 _____</p> <p>New Employer's Name & Address: (If Known) _____ _____ _____ _____</p>	
Comments Or Additional Information Required:		
_____ Signature Of Authorized Individual _____ Title Of Authorized Individual		

Payee Detail Report

Description

This report lists wage garnishment payee information for all payees in the Wage Garnishment Payee validation table. You can limit the report to only those payees who are not assigned to a lien.

Figure 15-3. Sample Payee Detail Report

Code	Name	Address	City	State	Zip	Transit/ABA	Account #	Updated	Updated By
001	Morris County Court	1 Main Court	Morristown	NJ	07960	XXXXXXXXXX	XXXXXXXXXXXXXXXXX4 567		
TXAG	Attorney General State of Texas	543 Guadalupe Street	Austin	TX	78745				

Total Records in Report: 2

Payee/Lien Detail Report

Description

This report lists payee and lien information for all payees. It includes lien number, lien type, lien deduction codes, and deduction amounts.

Figure 15-4. Sample Payee/Lien Detail Report

Company Code: 9OR			As Of Week #: 47-1; Pay Date: 11/20/2015; P/E Date 1: 11/15/2015		
Payee: 001 Morris County Court			1 Main Court	Morristown	NJ 07960
Name	Associate ID	Lien #	Lien Type	Ded Code	Ded Amount/Pct
Condo, Heidi	000000028	1	Garnishment	22	\$ 240.00
Albright, Anthony	000000014	1	Garnishment	22	\$ 240.00
Cormier, David	000000029	1	Garnishment	22	\$ 155.00

Total Records in Company Code 9OR: 3
Total Records in Report: 3

