

HR Reports

Modified on: Tue, 21 Dec, 2021 at 2:18 PM

Synopsis:

This section provides a variety of reports for gathering HR related information. What follows in this manual is an explanation of what each report provides when run

ACCESS THE HR REPORTS

- Click 'HR Reports' in the 'Reports' column of the Full Payroll Menu to access the HR Reports

Full Payroll Menu						
Payroll Processing	Reports	History	Periodic Activities	Setup	Setup Groups	Posting Setup
Payroll Employees	Payroll Report	Posted Payroll	Periodic Processing..	Payroll Setup	Additional Setups..	Employee Posting Groups
Payroll Processing	US Tax Reports..	Payroll Ledger Entries	Financial Periodic Activities..	Payroll Codes	HR Setup..	Earnings
Batch Payroll Processing	Payroll Financial Reports..	Payroll Statistics	ACA Compliance..	Pay Cycles..	Report Setup..	Withholdings / Deductions
Payroll Applicants	Payroll Employee Info..	Posted Batch List	Web Portal Documents	Payroll Calc. Formulae	Process Procedures..	Employer Taxes
Payroll Journal	HR Reports..	PFO Ledger Entries	Create Emp. Info. from Template..	Earnings Rates	Payroll Division Templates..	Employer Contributions
PFO Management..	Garnishment Report	Hours Detail Entries	Time Transfer Reports..	Payroll Tax Setup	Applicant Setup..	Reimbursements
Enter Hours / Quantity..	Employee Deduction Information	Approved PFO Hours	Labor Cost Updates..	Customer Payroll Tax Setup	Position and Union Setup..	Payment Advances
Emp. Change Req/Approve..	Applicant History	Other Ledgers..	Automatic Data Migration..	State Tax IDs	Labor Cost Setups..	Payments
	Dependent List					
	Employee Dependent Information					
	Benefit Calculations					
	Benefit Mismatch					
	Benefit Distribution					
	Employee Benefit Summary					

GARNISHMENT REPORT:

This reports will show any garnishments and affiliated case numbers

APPLICANT HISTORY:

This report shows Applicant History

DEPENDENT LIST:

This report shows a list of all dependents contained in the 'Dependents Table' of the Employee's Card

EMPLOYEE DEPENDENT INFORMATION:

This report shows all information from the dependent setup that's attached to the employee card

BENEFIT EXCEPTION**BENEFIT MISMATCH****BENEFIT DISTRIBUTION**

All three of these reports are designed to show exceptions / employees who are missing deductions. These reports are typically used during the data transfer process of a new implementation.

EMPLOYEE BENEFITS SUMMARY

This reports is mainly for the Employee Web Portal. You can link this report to the web portal so that once the employees have their benefits in the employee card, you can print off a benefits summary