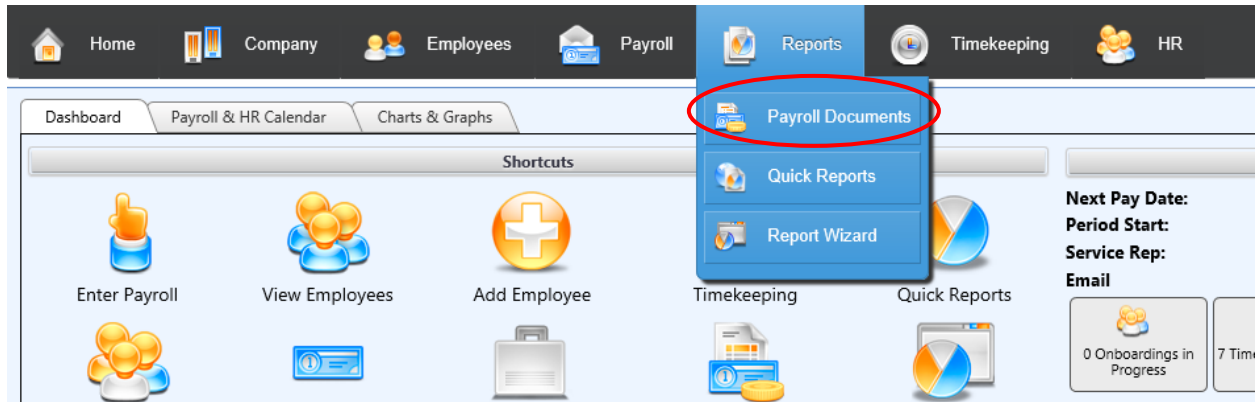
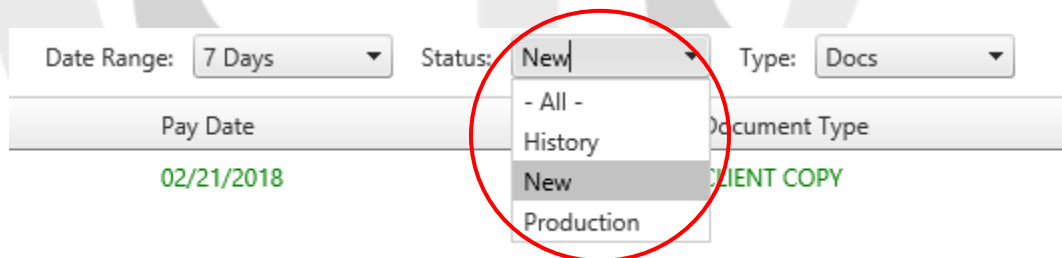


Report Package

- 1) Log into your Employer on the Go account
- 2) Go to the “Reports” tab and select “Payroll Documents”



- 3) Select the status type that applies to you from the drop-down options



- 4) Click the “+” on the left side of the screen to view all reports from a certain pay day





5) To view a report, select “Report Viewer” under the “Report Type” column. Next, click “View” under the “View Report” column. Look below the following image to see descriptions of what each package includes.

Description	1 Report Type	2 View Report
001-ShippingLabel10x13Report	Report Viewer ▾	<input type="button" value="View"/>
002-PayrollCheckReport	Report Viewer ▾	<input type="button" value="View"/>
003-PayrollSummaryReport	Report Viewer ▾	<input type="button" value="View"/>
004-PayrollDetailReport	Report Viewer ▾	<input type="button" value="View"/>
005-CheckRegisterReport	Report Viewer ▾	<input type="button" value="View"/>
006-InvoiceReport	Report Viewer ▾	<input type="button" value="View"/>

Payroll Check Report: View this report to see employee pay stubs. If the employee does not have direct deposit, then there will be an actual check on this report.

Payroll Summary Report: View this page to see a breakdown of all taxes paid by the employee and the employer (including Federal 941, FUTA, State Income Tax, State Unemployment Tax, and Total Tax).

Payroll Detail Report: View this page to see gross income during the pay period and total tax paid for individual employees.

Check Register Report: View this package to see the total amount of checks that will be sent out to employees, the amount paid to each employee, and the total check amount.

Invoice Report: View this page to see the amount due to Smart Payroll Solutions for the services you have chosen to receive for that billing period.

Deduction Report: View this document to see a list of all deductions being offered to employees (401k, medical, dental, and vision).

- 6) Once you are finished viewing a report, click “Exit” to return to the full list of reports.

