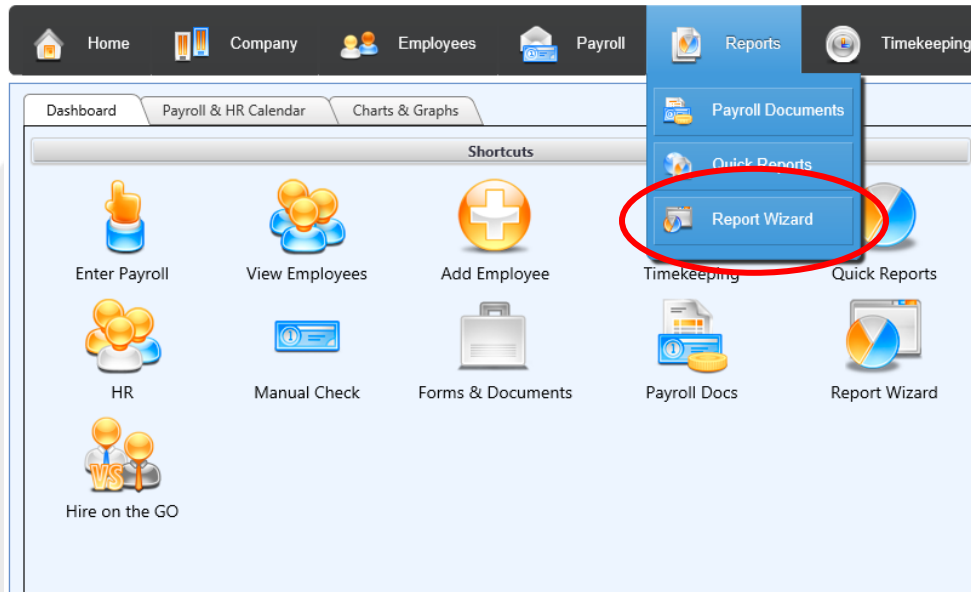
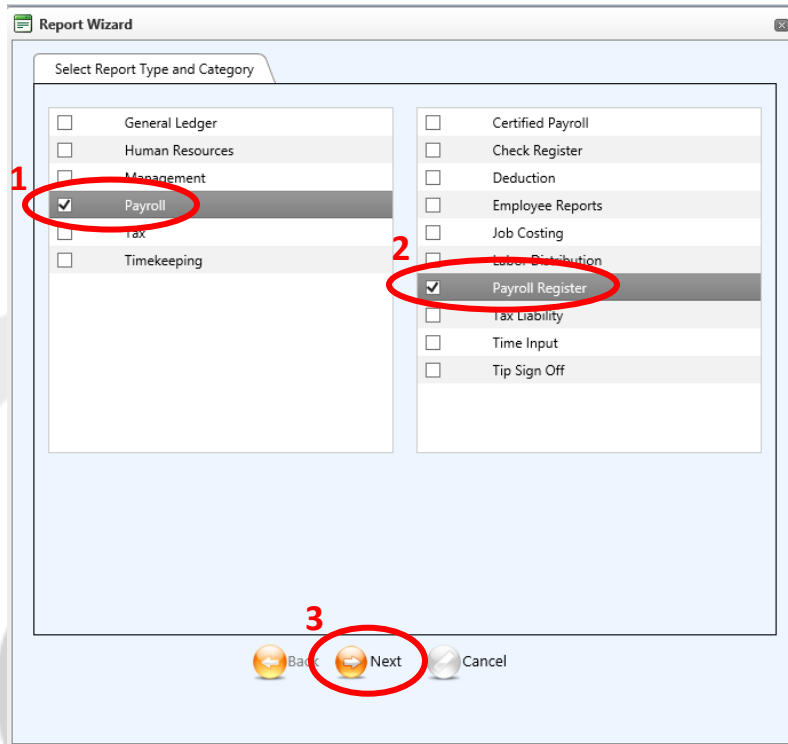


Report Wizard – Payroll Detail Report

1. Log into Employer on the Go
2. Select “Report Wizard” under the “Reports” tab



3. Check off “Payroll” and “Payroll Register.” Then click “Next”



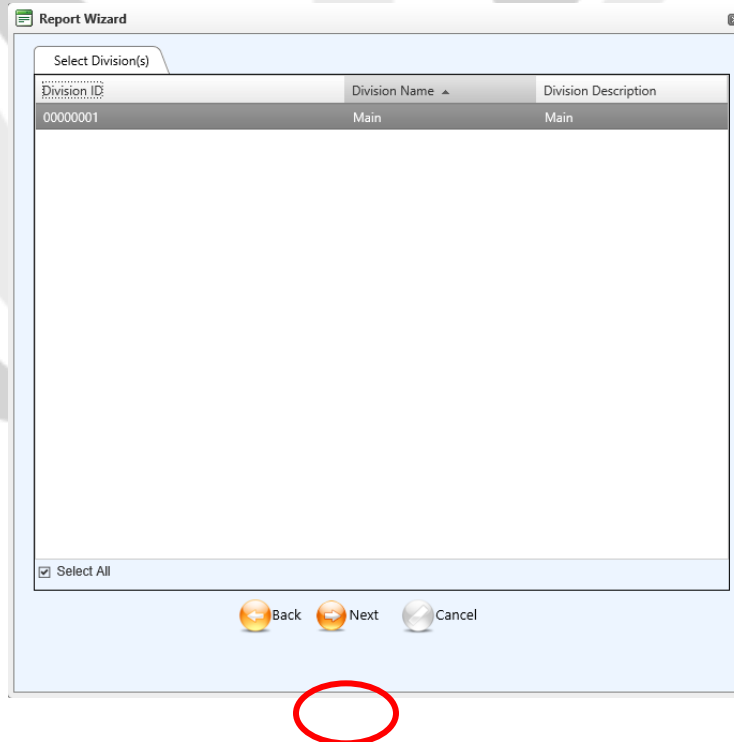
Select Report Type and Category

<input type="checkbox"/>	General Ledger	<input type="checkbox"/>	Certified Payroll
<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Check Register
<input type="checkbox"/>	Management	<input type="checkbox"/>	Deduction
<input checked="" type="checkbox"/>	Payroll	<input type="checkbox"/>	Employee Reports
<input type="checkbox"/>	Tax	<input type="checkbox"/>	Job Costing
<input type="checkbox"/>	Timekeeping	<input type="checkbox"/>	Labor Distribution
		<input checked="" type="checkbox"/>	Payroll Register
		<input type="checkbox"/>	Tax Liability
		<input type="checkbox"/>	Time Input
		<input type="checkbox"/>	Tip Sign Off

Back Next Cancel

4. Keep option "Next"

the default and click



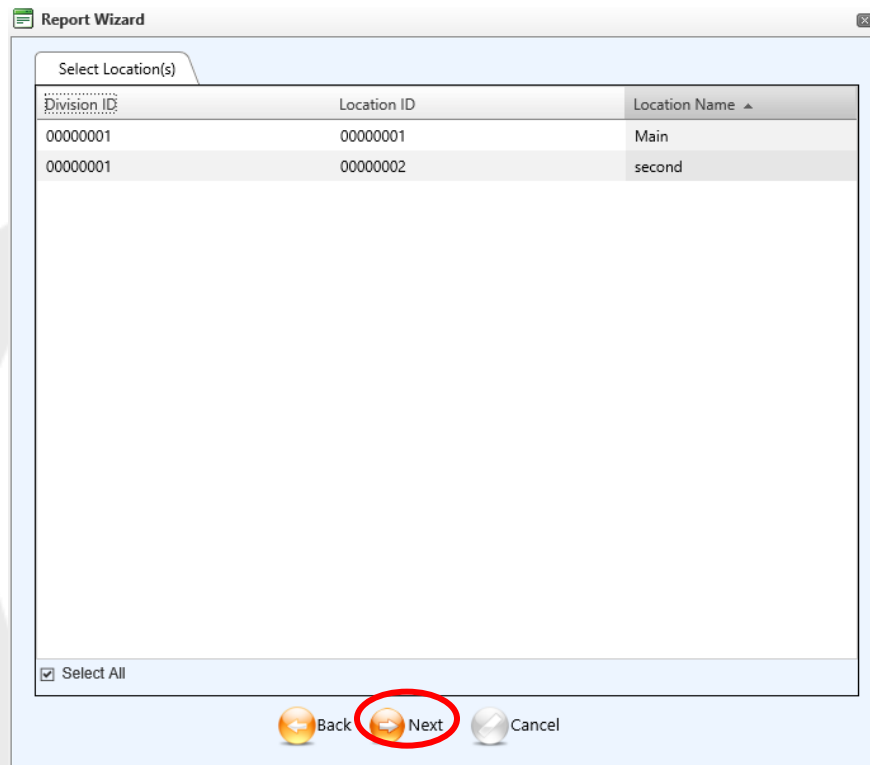
Select Division(s)

Division ID	Division Name	Division Description
00000001	Main	Main

Select All

Back Next Cancel

5. If you want to run a report for only a specific location, select the desired location. Otherwise, click “Next”

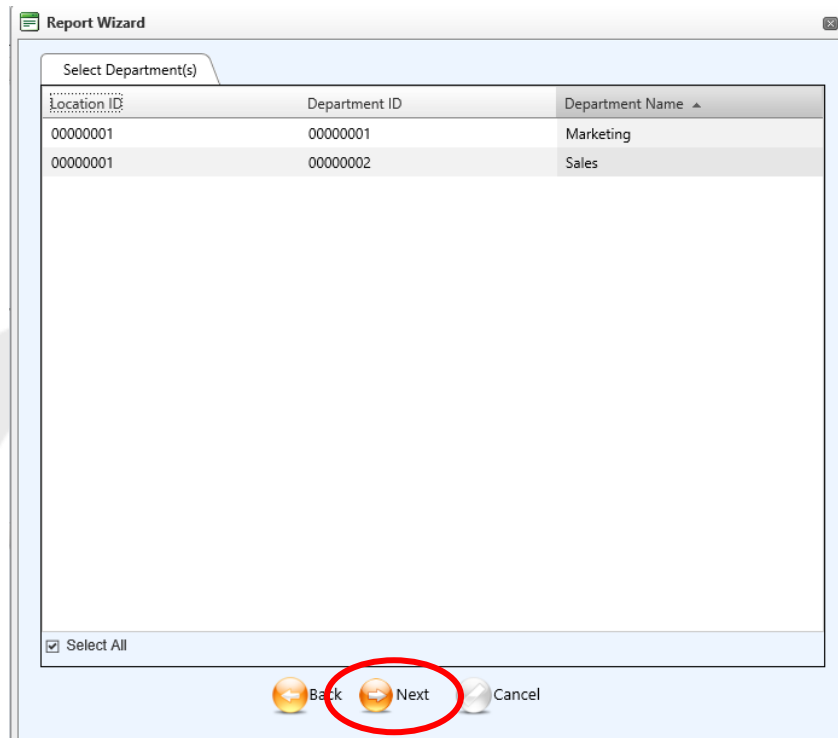


Division ID	Location ID	Location Name
00000001	00000001	Main
00000001	00000002	second

Select All

Back Next Cancel

6. If you want to run a report for a specific department, select the desired department. Otherwise, click “Next”



Report Wizard

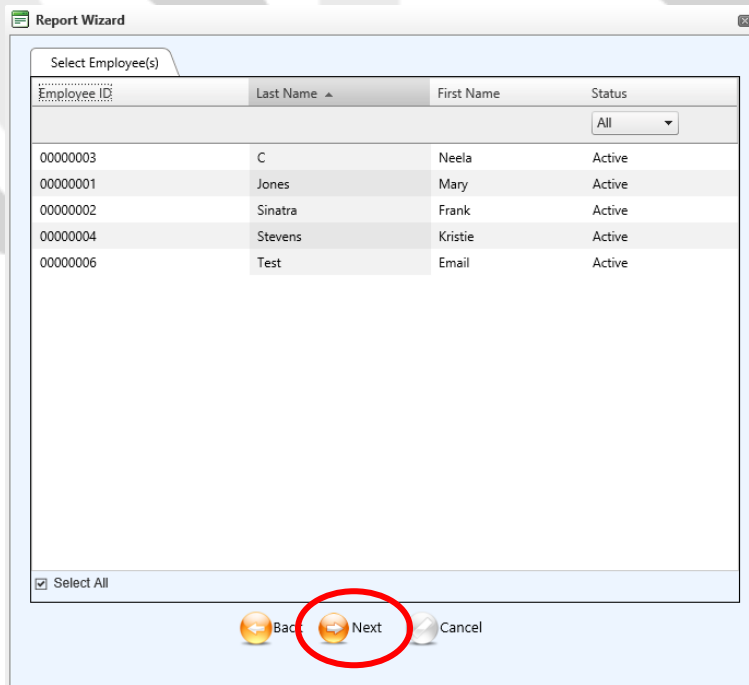
Select Department(s)

Location ID	Department ID	Department Name
00000001	00000001	Marketing
00000001	00000002	Sales

Select All

Back Next Cancel

7. Click "Next" to run report on all listed employees



Report Wizard

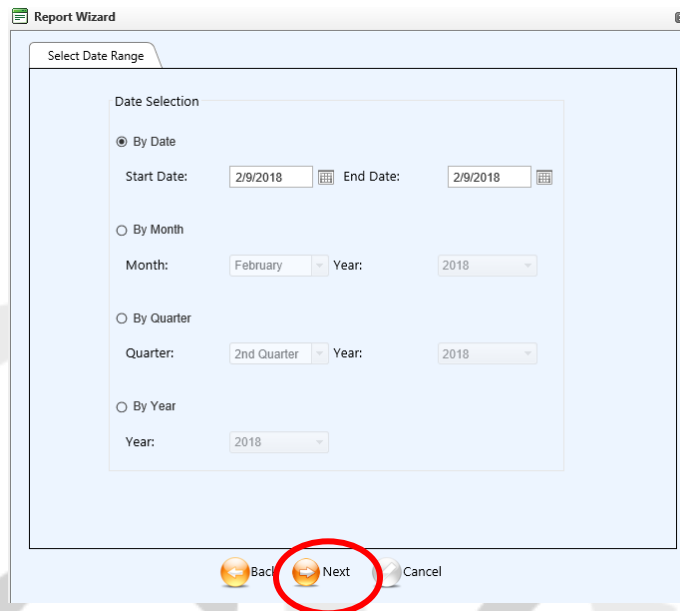
Select Employee(s)

Employee ID	Last Name	First Name	Status
00000003	C	Neela	Active
00000001	Jones	Mary	Active
00000002	Sinatra	Frank	Active
00000004	Stevens	Kristie	Active
00000006	Test	Email	Active

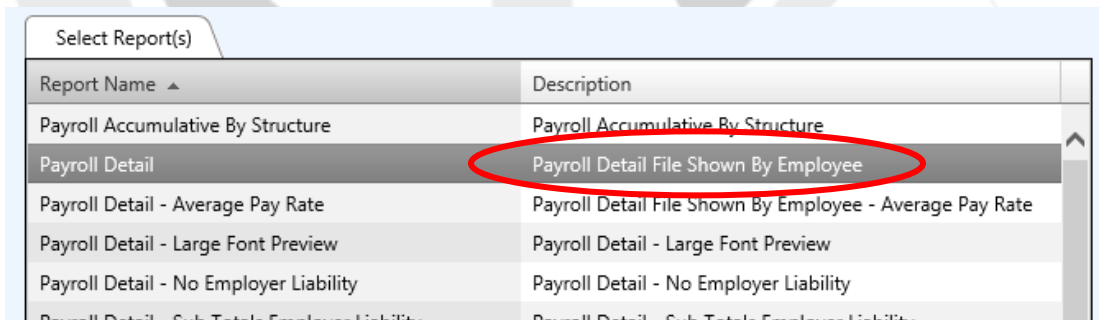
Select All

Back Next Cancel

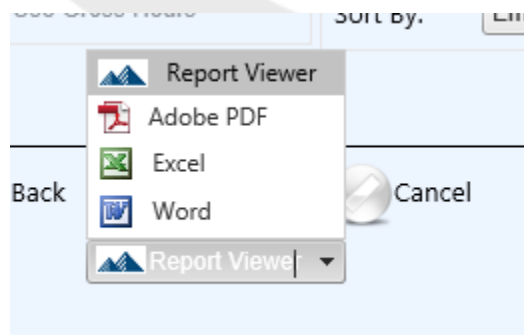
8. Choose your desired date range and then click "next"






9. Select “Payroll Detail File Shown By Employee”




10. You can also change the exporting format from the drop-down menu at the bottom the screen



11. Finally, click “Run Report”

 Back  Run Report  Cancel

 Report Viewer ▾

