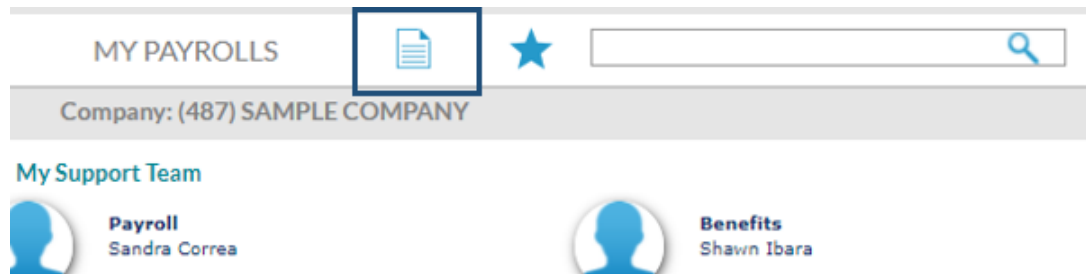
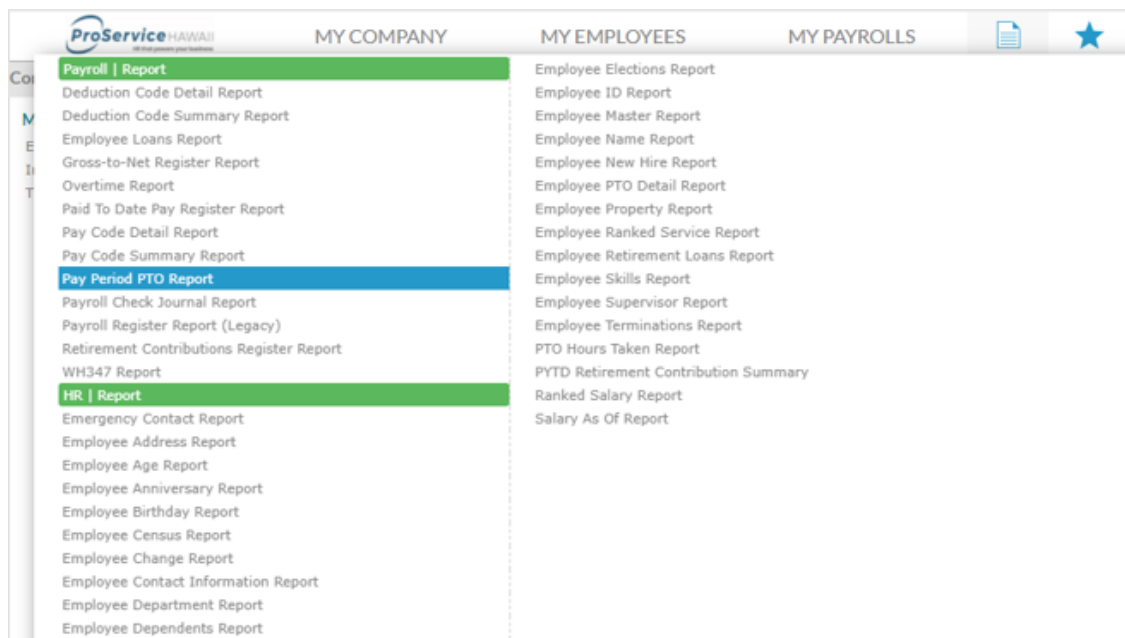


# How to Search and Run Reports

## 1. Select **Report** icon



## 2. Select the desired report from the list of reports



3. Enter desired report parameters
4. Select the [Blue Payroll Number](#) hyperlink to run the report for a specific batch or enter Before and After Pay Dates for a specified date range
5. Select other sorting options if desired

6. Select **Run** button to run the report

Payroll / Report / Payroll Register Report (Legacy) Company: (487) SAMPLE COMPANY

Payroll Register Report [About](#)

**Selection Parameters**

Payroll Number

Pay Date On Or After   
Pay Date On Or Before

**Department** Department Name  
> X

**Division** Division Name  
> X

**Location** Location Name  
> X

**Project** Description  
> X

**Shift** Description  
> X

**Employee ID** Employee Name  
> X

**Display Columns**  
(select up to 2)

Division ☐ Position ☐  
Department ☐ Project ☐  
Location ☐

**Sort Parameters**

Primary Sort -- Select --  
Secondary Sort Field -- Select --

**Other Options**

Totals Only ☐ Hours ☐ Earnings ☐

**Run** **Close**

7. To download the report to Excel, select the **XLS hyperlink** at the top of the report window.

Search  [Search Next](#) Actions REP~19471-91263149959011 actions [XLS](#)

**SAMPLE COMPANY**  
**Employee Census Report**  
All Employees Sorted by Employee Name

Birth Date	Age	Marital Status	State	Gender	Last Hire Date	Orig Hire Date	Term Date	Annual Pay
04/15/1980	41	S	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00
04/16/1990	31	M	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00

8. To Print a hard copy of the report, select **Print** from the dropdown menu at the top of the report window. Selecting **Convert to PDF** will download the report in PDF format.

MY EMPLOYEES MY PAYROLLS [XLS](#)

Search Next Actions REP~19471-91263149959011 actions [XLS](#)

Print  
Convert to PDF  
Print/PDF Page(s)

ort  
oyee Name

Marital Status	State	Gender	Last Hire Date	Orig Hire Date	Term Date	Annual Pay
S	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00
M	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00