



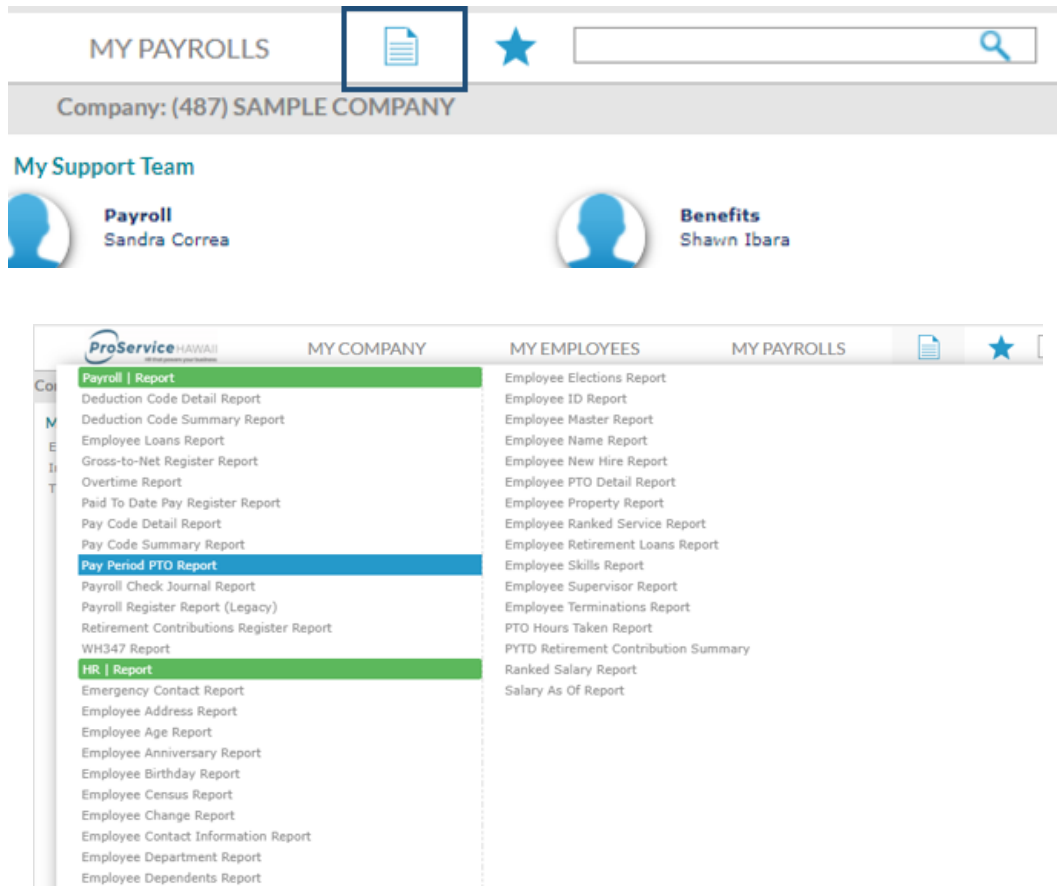
Report Guide

REPORTS

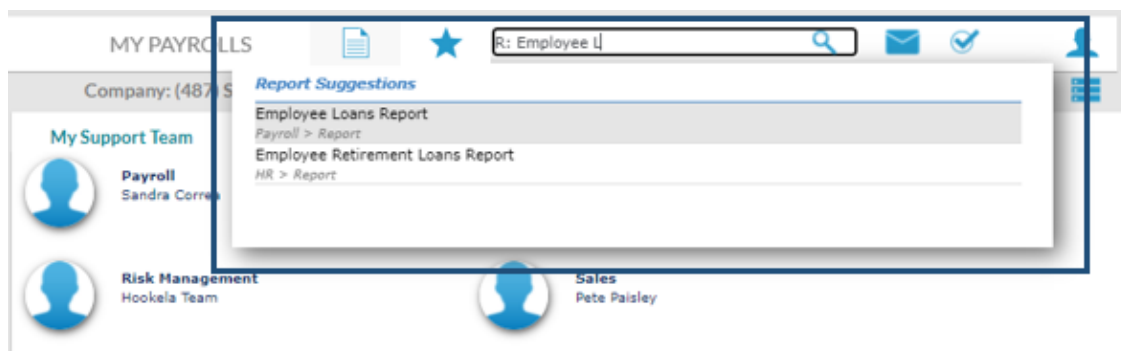
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INTRODUCTION TO HR PORTAL REPORTS

Reports can be accessed by selecting the Report icon from the Menu Bar. A list of available reports will be displayed.



Alternatively, if the name of the report is known, you can use the search bar to access the report. Enter R with a colon and the name of the report in the search bar (*R: Employee Loans Report*). As you type, the list will automatically filter the results. The desired report can be selected from the Report Suggestions List.



To learn more about the selected report and the information that will be displayed on the report, select the **About** hyperlink.

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

+
[Project](#)
Description

Payroll Register Report (Legacy)

Report Description Provide pay register information

Options to display 2 of the following columns:
Department, Division, Position, Location, Project

Selection Criteria By Payroll Number, Pay Date On Or After, Pay Date On Or Before, Department, Division, Location, Project, Shift, Employee ID

Sort Options

Primary Sort
By Division, Department, Location, Project, Shift

Secondary Sort
By Division, Department, Location, Project

Other Options
Totals Only, Hours, Earnings

Field Name	Field Type	Field Description
Department	A	The department the employee is assigned to i.e., "Engineering"
Name	A	Employee sort name (last, first)
Description	A	Description of pay
Hrs/Units	N	The number of hours/units
Rate	N	The rate of pay
Amounts	N	The amount of pay
Description	A	Description of deduction
Amount	N	The amount of deduction
Employee ID	A	employee ID number
Location	A	The location the employee is assigned to
Position	A	The position of the employee, i.e., "Clerk"
Shift	A	The shift the employee is assigned to, i.e., "Day", "3-11"
Division	A	The division the employee is assigned to
Project	A	The project the employee is assigned to

Close

Some reports require *Selection Parameters* be entered before the report can be run. Select the blue *Payroll Number* hyperlink to select a specific batch or enter the desired date range. Other organization level sorting options are available to be selected. Once all parameters have been selected, click **Run** to generate the report.

Some reports do not require *Selection Parameters* and can be run by selecting the **Run** button at the bottom of the pop-up window.

Once the report is run, it will generate in a pop-out window

Completed Page 1 of 1 Search Search Next Actions REP-19471-91263149959011 actions

ProService HAWAII
HR that powers your business

SAMPLE COMPANY
Employee Census Report
All Employees Sorted by Employee Name

Employee Name	Employee ID	Status	Birth Date	Age	Marital Status	State	Gender	Last Hire Date	Orig Hire Date	Term Date	Annual Pay
ALAPAI, TESTC L	D43732	TERM	04/15/1980	41	S	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00
ALAPAI, TESTNA L	D42314	TERM	04/16/1990	31	M	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00
DOE, JOHN S	D05692	TERM	04/01/1950	71	S	HI	Male	04/01/2000	04/01/2000	08/14/2005	12,480.00
EMPLOYEE, TEST	D27464	Active	08/22/1990	30	S	FL	Male	05/08/2017	05/08/2017		22,880.00
FERRARA, CHRISTOPHER	D05692	Active	04/10/1940	81	M	HI	Male	01/01/2007	04/01/2000		21,000.00
GAMMEL, KENT TEST	Y27671	Active	01/01/1945	76	S	HI	Male	12/01/2005	12/01/2005		21,008.81
KALANI, KENDRA F	X09790	Term No RH	03/01/1955	66	S	HI	Male	03/15/2002	03/15/2002	07/19/2002	18,000.00
KEALOH, KIMO S	D05694	LITE DUTY	04/01/1950	71	S	HI	Male	03/03/2002	04/01/2000		21,008.81
MAVES, BRUCE	D09417	Active	12/07/1941	79	S	HI	Female	12/01/2002	12/01/2002		21,008.81
MORTENSEN, LINDY	D09792	Active	04/12/1965	56	S	HI	Male	03/15/2002	03/15/2002		39,999.96
MOSS, RICHARD C	D27672	Active	05/18/1954	66	S	HI	Female	12/01/2005	12/01/2005		21,008.81
MOSTELLER, HEIDI	D14961	Active	10/10/1955	65	S	HI	Female	07/21/2003	07/21/2003		21,008.81
RYAN, PHILLIPS D	D09288	TERM	01/01/1950	71	S	HI	Male	03/15/2002	03/15/2002	01/01/2007	18,200.00
SMITH, SANDY	U18739	Active	05/01/1950	70	S	HI	Female	05/19/2004	05/19/2004		50,000.00
SUE, KEENAN M	D42081	Active	03/14/1982	39	S	HI	Female	10/15/2007	10/15/2007		83,200.00
SUGA, GARRET M	D43729	Active	03/14/1982	39	S	HI	Female	10/15/2007	10/15/2007		83,200.00
SUSSEL, KENNETH	D09281	Active	03/01/1959	62	S	HI	Male	04/01/2003	03/15/2002		21,008.81
WILSON, DAVID	D14962	Active	10/10/1922	98	M	HI	Female	07/21/2003	07/21/2003		41,600.00
WILSON, JASON M	D09289	Active	01/02/1955	66	M	HI	Female	03/15/2002	03/15/2002		21,008.81

Total Number of Employees: 19

22 Apr 2021 - 16:23 Page 1 of 1

You can select the hyperlinked Employee ID to be taken directly to the Employee Details screen.

Completed Page 1 of 1 Search Search Next Act

ProService HAWAII
HR that powers your business

SAMPLE COMPANY
Employee Census Report
All Employees Sorted by Employee Name

Employee Name	Employee ID	Status	Birth Date	Age	Marital Status	State	Gender	Last
ALAPAI, TESTC L	D43732	TERM	04/15/1980	41	S	HI	Female	07
ALAPAI, TESTNA L	D42314	TERM	04/16/1990	31	M	HI	Female	07
DOE, JOHN S	D05692	TERM	04/01/1950	71	S	HI	Male	04
EMPLOYEE, TEST	D27464	Active	08/22/1990	30	S	FL	Male	05

Employee ID: [D43732](#)

HR / Change / Employee Details Company: (487) SAMPLE COMPANY

Sandy Smith Name Personal Work Pay Tax Deposit Skills & Education Property Other

Employee ID: [U18739](#)

Name & Contact

Last Name: SMITH Work Phone: Work Email: EP Username: demouser

First Name: SANDY

Middle Name: Nickname:

Employment

Employment Status: ACTIVE Status Type Change: Employer: ProService Pacific, LLC

Status Date: 05/19/2004 Employer Start Date: 05/19/2004

Employment Type: Full-Time Last Hire Date: 05/19/2004

Type Date: 05/19/2004 Original Hire Date: 05/19/2004

Position: Clerical/Office Adm Position Change:

Position EEO Code: CLERK

FLSA Exempt: ☐ W/C Class: HI-8810 CLERICAL ONLY

Save Cancel Close

Use the navigation arrows at the top of the report window to move from one page to the next. You can also search within the report by using the Search bar.

Completed

Page 1 of 1

Navigation arrows

Search

Search Next

Actions

REP~19471-91

ProService

HAWAII

HR that powers your business

SAMPLE COMPANY

Employee Census Report

All Employees Sorted by Employee Name

Employee Name	Employee ID	Status	Birth Date	Age	Marital Status	State	Gender	Last Hire Date	Orig Hire
ALAPAI, TESTC L	D43732	TERM	04/15/1980	41	S	HI	Female	07/14/2008	07/14/2
ALAPAI, TESTNA L	B42314	TERM	04/16/1990	31	M	HI	Female	07/14/2008	07/14/2
DOE, JOHN S	D05692	TERM	04/01/1950	71	S	HI	Male	04/01/2000	04/01/2
EMPLOYEE, TEST	D27464	Active	08/22/1990	30	S	FL	Male	05/08/2017	05/08/2

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

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.

Y

MY EMPLOYEES

MY PAYROLLS



[Search Next](#)

Actions

REP~19471-91263149959011 actions ▾

REP~19471-91263149959011 actions

Print

Convert to PDF

Print/PDF Page(s)

[XLS](#)

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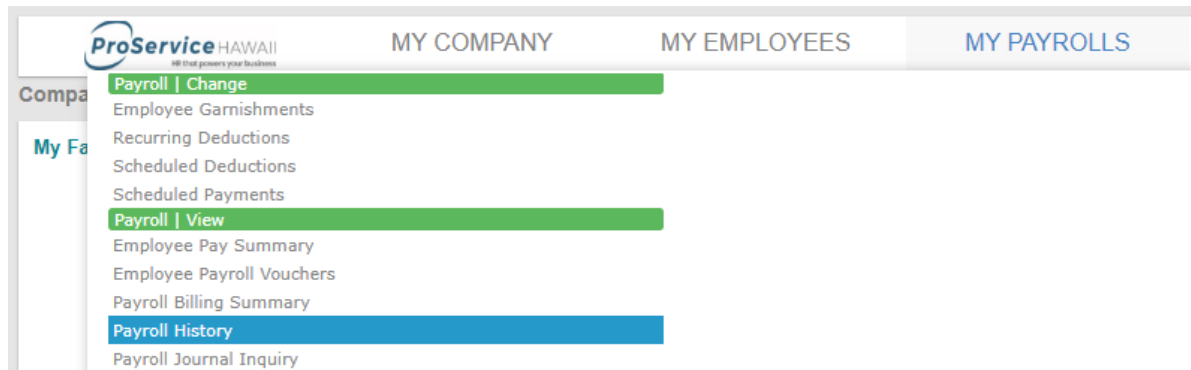
oyee Name

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

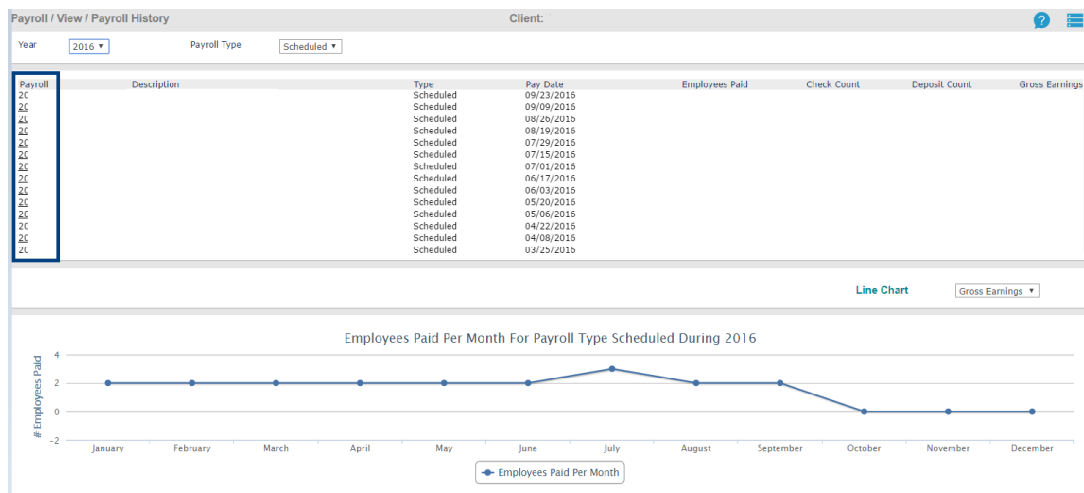
STANDARD PAYROLL REPORT LIST & HOW TO ACCESS THEM

Report Name	Description
Invoice	Shows you the total amount for payroll.
Client Allocation Report	Breaks down the total burden for each employee
Benefits Billing Report	Shows you which employee is enrolled with medical, or on an HC-5 Waiver. You will see the employer paid portion, employee contributions, and the total cost or premiums.
Payroll Register Report	Lists the details of each employee. It includes the employee's address, withholdings, hours worked, pay rate, net total, deductions, etc. Essentially, it's a broken down paystub for each employee all on one report.
Deduction Register	Shows each deduction withheld on the employee's check including employer contributions
Payroll Check Journal Report	Detailed report of client allocation. Shows employee and employer labor burden cost in detail.

1. Click on **My Payrolls** and then select **Payroll History**:




2. Click on the payroll number you wish to view and it will display a list of payrolls that have been run previously.



- Once you click on the payroll number, a summary of the chosen payroll number will be displayed. Click on the report icon (image of a paper) to pull up the standard reports posted with the selected payroll:

Payroll / View / Payroll Summary Company:

Payroll Summary

Payroll Number: 21 

Description: 05-23-16 BIWEEKLY
Pay Date: 06/17/2016
Payroll Type: Regularly Scheduled

Pay Group	Period Start	Period End	Weeks Worked	Deduction Period	Period Number
BIWEEKLY BIWEEKLY PAY FRI END SUN	04/04/16	05/18/16	2.00	2	9

Search:

Sort report by

Pay Code	Job Code	Department	Location	Division	Shift	Project	Employee				
Employee Name	Voucher#	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type	Man Check
Ki	000	81.00	937.25	937.25	116.96	0.00	820.29	0.00	820.29	Paper	
W	000	83.00	2,456.25	2,456.25	539.81	0.00	1,916.44	0.00	1,916.44	Paper	
Report totals		2	164.00	3,393.50	3,393.50	656.77	0.00	2,736.73	0.00	2,736.73	

Payroll / View / Payroll Reports

Client: (487) SAMPLE COMPANY

Payroll Reports

Payroll Number202110

Date	Time	Report Title	Class	User Id	User Name	Job	Output Status
04/23/2021	15:14:33	Benefits Billing Report	Payroll Report	phimkaua Maile Kauakahi		1005	  Completed
04/23/2021	15:14:33	Deduction Register	Payroll Report	phimkaua Maile Kauakahi		1008	  Completed
04/23/2021	15:14:33	PAYROLL CHECK JOURNAL REPORT	Payroll Report	phimkaua Maile Kauakahi		1007	  Completed
04/23/2021	15:14:32	ACH Paychecks 11	Check	phimkaua Maile Kauakahi		1002	  Completed
04/23/2021	15:14:32	Allocation Report	Payroll Report	phimkaua Maile Kauakahi		N/A	  Process Error
04/23/2021	15:14:32	Payroll Delivery Sheets	Delivery Sheet	phimkaua Maile Kauakahi		1003	  Completed
04/23/2021	15:14:32	Invoice	Invoice	phimkaua Maile Kauakahi		1004	Completed
04/23/2021	15:14:32	Payroll Register	Payroll Report	phimkaua Maile Kauakahi		1006	Completed
04/23/2021	15:14:32	Consolidated PDF Reports	Consolidate	phimkaua			Completed

- To download **all** reports for the selected Payroll Number, select the download icon (blue file with a down arrow) on the line listing **Consolidated PDF Reports**:

04/23/2021	15:14:32	Invoice	Invoice	phimkaua Maile Kauakahi	1004	  Co
04/23/2021	15:14:32	Payroll Register	Payroll Report	phimkaua Maile Kauakahi	1006	  Co
04/23/2021	15:14:32	Consolidated PDF Reports	Consolidate	phimkaua		 

- To download an individual report from the selected Payroll Number report list, select the download icon on the line for that particular report:

Payroll Reports

Payroll Number202110

Date	Time	Report Title	Class	User Id	User Name	Job	Output Status
04/23/2021	15:14:33	Benefits Billing Report	Payroll Report	phimkaua	Maile Kauakahi	1005	  Completed
04/23/2021	15:14:33	Deduction Register	Payroll Report	phimkaua	Maile Kauakahi	1008	  Completed
04/23/2021	15:14:33	PAYROLL CHECK JOURNAL REPORT	Payroll Report	phimkaua	Maile Kauakahi	1007	  Completed

STANDARD REPORTS

PAYROLL REGISTER

*This report shows gross to net for employees.

Payroll Register SAMPLE COMPANY

Payroll # 20217 | Pay Date 04/02/2021 | Pay Period 03/14/2021 to 03/27/2021 - Sorted by Department by Employee Name

ADAMS, KEN

91-515 HAPALUA ST		Employee ID J33202	Hire 03-04-2018		Tax Filing Info			Direct Deposit			
EWA BEACH, HI 96706		Dept	Term		TYPE	STATUS	ADD'L	ACCOUNT NO	TRAN/ABA	CHK/SAV	\$/%
Title PROJECT COORDINATOR		W/C HI8810	Review		Federal	M-7		*****5468	*****	C	Balance
Status ACT		FLSA Exempt	Employee No		HI	M-5					
Type FULL TIME		PayGrd	Gender M								
EEO Administrative Support Workers		Salary \$2,907.69 Bi-Weekly	DOB 05-25-1975								

Earnings					Deductions					Disbursements				
TYPE	CURRENT	MTD	QTD	YTD	TYPE	CURRENT	MTD	QTD	YTD	VOUCHER NO	CHECK NO	CHK AMOUNT	DD AMOUNT	
SALARY-REGULAR H	24.00	24.00	24.00	440.00	1.5 PRETAX MED D	43.62	43.62	43.62	305.34	006539	849306	0.00	2,347.05	
H\$	872.31	872.31	872.31	15,992.29	401(K) DEDUCTION	0.00	0.00	0.00	0.00					
					401K POST TAX	0.00	0.00	0.00	0.00					
PERSONAL TIME H	0.00	0.00	0.00	16.00	401(K) CATCH UP	0.00	0.00	0.00	0.00	Paid Time Off				
H\$	0.00	0.00	0.00	581.54	401K ROTH	0.00	0.00	0.00	0.00	DESCRIPTION	CARRYFWD ACCRUED	USED	BALANCE	
					401K ROTH CATCH	0.00	0.00	0.00	0.00	PAID TIME OFF	0.00	32.34	16.00	16.34
HOLIDAY H	0.00	0.00	0.00	32.00	Previous Paid -	0.00	0.00	0.00	2,347.20					
H\$	0.00	0.00	0.00	1,163.08	FEDERAL INCOME T	133.15	133.15	133.15	932.05	Total PTO	0.00	32.34	16.00	16.34
					FICA - MEDICARE	41.53	41.53	41.53	290.70					
VACATION H	56.00	56.00	56.00	72.00	FICA - OASDI	177.58	177.58	177.58	1,243.01					
H\$	2,035.38	2,035.38	2,035.38	2,616.92	HI INCOME TAX	164.76	164.76	164.76	1,153.32					
Totals H	80.00	80.00	80.00	560.00	Total Deductions	560.64	560.64	560.64	6,271.62					
H\$	2,907.69	2,907.69	2,907.69	20,353.83										
Net Totals	2,347.05	2,347.05	2,347.05	14,082.21										

PAYROLL INVOICE

PROSERVICE HUMAN RESOURCES, INC. Invoice **154921**
 6600 KALANIANA'OLE HWY STE 200 Date **04/02/2021**
 HONOLULU, HI 96825

Pay Period Ending **03/27/2021**
 Control Number **290-20217**

SAMPLE COMPANY
 6600 KALANIANA'OLE HWY.
 HONOLULU, HI 96813

GROSS WAGES	3,461.54
FICA-SOCIAL SECURITY	214.62
FICA-MEDICARE	50.20
FUTA	0.00
SUTA	110.77
SUTA - ETA	0.34
TDI	11.03
EPLI INSURANCE	10.38
WORKERS COMPENSATION	0.00
ADMINISTRATIVE FEE	32.31
HI G.E.T on CLIENT FEE	1.52
Other: PSH HEALTH BENEFITS	294.50
Other: MISCELLANEOUS CREDIT	-33.33
Other: LABOR FEES ADJUSTMENT	62.42
SUB-TOTAL ..HI.0000	4,216.30
GROSS WAGES	28,576.91
FICA-SOCIAL SECURITY	1,668.56
FICA-MEDICARE	390.24
FUTA	0.00
SUTA	906.01
SUTA - ETA	2.86
TDI	77.21
EPLI INSURANCE	85.74
WORKERS COMPENSATION	408.41
ADMINISTRATIVE FEE	226.17
HI G.E.T on CLIENT FEE	10.67
CLIENT STAND ALONE BENEFITS	-368.94
Other: PSH HEALTH BENEFITS	1,648.00
Other: LABOR FEES ADJUSTMENT	515.33
SUB-TOTAL ..HI.5606	34,147.17

CLIENT ALLOCATION REPORT

DEPARTMENT	DEPARTMENT Description	Emp ID	Employee	POSTED HOURS	GROSS WAGES	LABOR FEES	WORKERS COMP	HEALTH BENEFITS	ADMIN SERV FEES	HAWAII G.E.T.	EMPLOYEE CRD/DBT	OTH FEES & CHARGES	REIMBMT NON-TAXBL	EMPLOYEE TOTAL
(None)		Y27671	Gammel Kent Test	87.00	1,414.05	181.55	113.55	654.89	100.00	4.71	-21.21			2,447.54
(None)		Z27672	Moss Richard C	72.00	808.00	103.76	8.24	3,052.62	100.00	4.71				4,077.33
(None)		I14961	Mosteller Heidi	62.00	626.20	80.40	6.39	2,183.16	100.00	4.71				3,000.86
(None)		Y09791	Sussel Kenneth	79.00	802.95	103.09	5.22	2,581.05	100.00	4.71				3,597.02
(None)			~Totals for DEPARTMENT : (None)	300.00	3,651.20	468.80	133.40	8,471.72	400.00	18.84	-21.21			13,122.75

Report Parameters: Can be sorted and subtotaled by any of the Organizations.

BENEFITS BILLING DETAIL REPORT

Plan Description	Plan Id	Employee Name	Emp. ID	Amount Billed	Employee Deduction	Net-Amount Billed
DTC HMSA COMPMD 01	DCOMPMD01	GAMMEL KENT TEST	Y27671	1,830.36	0.00	1,830.36
		HOOKANO KATE	U18739	4,725.37	0.00	4,725.37
		MOSS RICHARD C	Z27672	6,806.10	0.00	6,806.10
		MOSTELLER HEIDI	I14961	4,105.08	0.00	4,105.08
		SUSSEL KENNETH	Y09791	5,568.57	0.00	5,568.57
Totals For Plan:	DTC HMSA COMPMD 01			23,035.48	0.00	23,035.48
DTC HMSA COMPMD VISION 01	DCOMPV01	GAMMEL KENT TEST	Y27671	5.46	0.00	5.46
		HOOKANO KATE	U18739	20.02	0.00	20.02
		MOSS RICHARD C	Z27672	25.48	0.00	25.48
		MOSTELLER HEIDI	I14961	21.84	0.00	21.84
		SUSSEL KENNETH	Y09791	25.48	0.00	25.48
Totals For Plan:	DTC HMSA COMPMD VISION 01			98.28	0.00	98.28
DTC \$30K GTL W/COMPMD VISION 01	DCOMPV30K01	GAMMEL KENT TEST	Y27671	15.30	0.00	15.30
		HOOKANO KATE	U18739	35.70	0.00	35.70
		MOSS RICHARD C	Z27672	35.70	0.00	35.70
		MOSTELLER HEIDI	I14961	20.40	0.00	20.40
		SUSSEL KENNETH	Y09791	35.70	0.00	35.70
Totals For Plan:	DTC \$30K GTL W/COMPMD VISION 01			142.80	0.00	142.80
DTC HMSA CHIRO 01	DHCHIRO01	FERRARA CHRISTOPHER	F05693	0.00	0.00	0.00
		GAMMEL KENT TEST	Y27671	0.00	0.00	0.00
		HOOKANO KATE	U18739	0.00	0.00	0.00
		MAYES BRUCE	J09417	0.00	0.00	0.00
		MOSS RICHARD C	Z27672	0.00	0.00	0.00
		MOSTELLER HEIDI	I14961	0.00	0.00	0.00
		SUE KEENAN M	I42081	0.00	0.00	0.00
		SUGA GARRET M	A43729	0.00	0.00	0.00
		SUSSEL KENNETH	Y09791	0.00	0.00	0.00

DEDUCTION REGISTER

SAMPLE COMPANY
Deduction Register
Payroll # 202110 | Pay Date 05/05/2021 | Pay Group: SM15/EOM 04/16/21 to 04/30/21
Sorted by Employee Name

Emp ID	Employee Name	Ded Code	Benefit Plan	EE Amt	ER Amt	Total Amt	Monthly Prem EE	Monthly Prem ER	Check Number
E05693	FERRARA, CHRISTOPHER	15HLTHADJ		50.00	0.00	50.00	0.00	0.00	4471593
E05693	FERRARA, CHRISTOPHER	Client401K	Client401k	24.23	0.00	24.23	0.00	0.00	4471593
E05693	FERRARA, CHRISTOPHER	Client401KROTH	Client401k	0.00	0.00	0.00	0.00	0.00	4471593
E05693	FERRARA, CHRISTOPHER	Client401KROTHCU	Client401k	0.00	0.00	0.00	0.00	0.00	4471593
E05693	FERRARA, CHRISTOPHER	Cl401CU	Client401k	0.00	0.00	0.00	0.00	0.00	4471593
E05693	FERRARA, CHRISTOPHER	Cl401KPost	Client401k	0.00	0.00	0.00	0.00	0.00	4471593
E05693	FERRARA, CHRISTOPHER	DHMSA	DHCHIRO01	0.00	0.00	0.00	0.00	0.00	4471593
E05693	FERRARA, CHRISTOPHER	DHMSA	DHDENH101	0.00	37.85	37.85	0.00	75.70	4471593
E05693	FERRARA, CHRISTOPHER	DHMSA	DPPMPD01	0.00	617.42	617.42	0.00	1,234.84	4471593
E05693	FERRARA, CHRISTOPHER	DHMSA	DPPPV01	0.00	1.82	1.82	0.00	3.64	4471593
E05693	FERRARA, CHRISTOPHER	DHMSA	DPPPV30K01	0.00	5.10	5.10	0.00	10.20	4471593
Totals: Employee : E05693 – FERRARA, CHRISTOPHER				74.23	662.19	736.42	0.00	1,324.38	Employee Count: 1
Y27671	GAMMEL, KENT TEST	15Health		21.21	0.00	21.21	0.00	0.00	4471594
Y27671	GAMMEL, KENT TEST	Client401KROTH	Client401k	0.00	0.00	0.00	0.00	0.00	4471594
Y27671	GAMMEL, KENT TEST	Client401KROTHCU	Client401k	0.00	0.00	0.00	0.00	0.00	4471594
Y27671	GAMMEL, KENT TEST	Cl401CU	Client401k	0.00	0.00	0.00	0.00	0.00	4471594
Y27671	GAMMEL, KENT TEST	Cl401KPost	Client401k	0.00	0.00	0.00	0.00	0.00	4471594
Y27671	GAMMEL, KENT TEST	DHMSA	DCOMPMD01	0.00	610.12	610.12	0.00	1,220.24	4471594
Y27671	GAMMEL, KENT TEST	DHMSA	DCOMPV01	0.00	1.82	1.82	0.00	3.64	4471594
Y27671	GAMMEL, KENT TEST	DHMSA	DCOMPV30K01	0.00	5.10	5.10	0.00	10.20	4471594
Y27671	GAMMEL, KENT TEST	DHMSA	DHCHIRO01	0.00	0.00	0.00	0.00	0.00	4471594
Y27671	GAMMEL, KENT TEST	DHMSA	DHDENH101	0.00	37.85	37.85	0.00	75.70	4471594
Totals: Employee : Y27671 – GAMMEL, KENT TEST				21.21	654.89	676.10	0.00	1,309.78	Employee Count: 1
U18739	HOOKANO, KATE	DHMSA	DCOMPMD01	0.00	2,119.61	2,119.61	0.00	972.30	4471598
U18739	HOOKANO, KATE	DHMSA	DCOMPV01	0.00	9.10	9.10	0.00	3.64	4471598
U18739	HOOKANO, KATE	DHMSA	DCOMPV30K01	0.00	15.30	15.30	0.00	10.20	4471598
U18739	HOOKANO, KATE	DHMSA	DHCHIRO01	0.00	0.00	0.00	0.00	0.00	4471598
U18739	HOOKANO, KATE	DHMSA	DHDENH101	0.00	91.25	91.25	0.00	36.50	4471598

RETIREMENT CONTRIBUTIONS REGISTER REPORT



SAMPLE COMPANY Retirement Contributions Register Report For Plan Year "2021 And Plan Period "1"

Employee Name	Emp. ID	Plan ID	Qualified Earnings	Pre-Tax Contrib	Catch-Up Contrib	ROTH Contrib	ROTH Catchup	Post-Tax Contrib	Loan Payments	Employer Match	Non-Elect Match	Safe Harbor (1) Match	Safe Harbor (2) Match
FERRARA CHRISTOPHER	E05693	Client401k	5,582.99	167.49	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
GAMMEL KENT TEST	Y27671	Client401k	2,116.05	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
MAYES BRUCE	I09417	Client401k	1,010.00	200.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
SUSSEL KENNETH	Y09791	Client401k	1,610.95	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
WILSON JASON M	W09789	Client401k	2,126.05	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
Report Totals:			12,446.04	367.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Number of Employees: 5

PAY PERIOD PTO REPORT



SAMPLE COMPANY Pay Period PTO Report for Payroll 202111 For Period 05-01-2021 to 05-15-2021

Employee	Accrued Thru	Year Ending	Plan Description	Accrual Rate	Carry Over	Pay Period		Y-T-D (as of today)		Balance
						Accrued	Used	Accrued	Used	
HOOKANO KATE	05/18/2021	05/18/2022	PTO HOURS	200.04	59.72	0.00	-40.00	0.00	0.00	59.72
Grand Totals:					59.72	0.00	-40.00	0.00	0.00	59.72

Total Number of Employees: 1

EMPLOYEE CENSUS REPORT



SAMPLE COMPANY
Employee Census Report
All Employees Sorted by Employee Name

Employee Name	Employee ID	Status	Birth Date	Age	Marital Status	State	Gender	Last Hire Date	Orig Hire Date	Term Date	Annual Pay
ALAPAI, TESTC L	D43732	TERM	04/15/1980	41	S	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00
ALAPAI, TESTNA L	B42314	TERM	04/16/1990	31	M	HI	Female	07/14/2008	07/14/2008	07/14/2008	20,800.00
DOE, JOHN S	D05692	TERM	04/01/1950	71	S	HI	Male	04/01/2000	04/01/2000	08/14/2005	12,480.00
EMPLOYEE, TEST	D27464	Active	08/22/1990	30	S	FL	Male	05/08/2017	05/08/2017		22,880.00
FERRARA, CHRISTOPHER	F05693	Active	04/10/1940	81	M	HI	Male	01/01/2007	04/01/2000		21,000.00
GAMMEL, KENT TEST	Y27671	Active	01/01/1945	76	S	HI	Male	12/01/2005	12/01/2005		21,008.81
KALANI, KENIKA F	X09790	Term No RH	03/01/1955	66	S	HI	Male	03/15/2002	03/15/2002	07/19/2002	18,000.00
KEALOHA, KIMO S	F05694	LITE DUTY	04/01/1950	71	S	HI	Male	03/03/2002	04/01/2000		21,008.81
MAYES, BRUCE	I09417	Active	12/07/1941	79	S	HI	Female	12/01/2002	12/01/2002		21,008.81
MORTENSEN, LINDY	Z09792	Active	04/12/1965	56	S	HI	Male	03/15/2002	03/15/2002		39,999.96
MOSS, RICHARD C	Z27672	Active	05/18/1954	66		HI	Female	12/01/2005	12/01/2005		21,008.81
MOSTELLER, HEIDI	I14961	Active	10/10/1955	65	S	HI	Female	07/21/2003	07/21/2003		21,008.81
RYAN, PHILLIPS D	V09788	TERM	01/01/1950	71	S	HI	Male	03/15/2002	03/15/2002	01/01/2007	18,200.00
SMITH, SANDY	U18739	Active	05/01/1950	70	S	HI	Female	05/19/2004	05/19/2004		50,000.00
SUE, KEENAN M	I42081	Active	03/14/1982	39	S	HI	Female	10/15/2007	10/15/2007		83,200.00
SUGA, GARRET M	A43729	Active	03/14/1982	39	S	HI	Female	10/15/2007	10/15/2007		83,200.00
SUSSEL, KENNETH	Y09791	Active	03/01/1959	62	S	HI	Male	06/01/2003	03/15/2002		21,008.81
WILSON, DAVID	J14962	Active	10/10/1922	98	M	HI	Female	07/21/2003	07/21/2003		41,600.00
WILSON, JASON M	W09789	Active	01/02/1955	66	M	HI	Female	03/15/2002	03/15/2002		21,008.81

Total Number of Employees: 19

PAY CODE DETAIL REPORT



SAMPLE COMPANY
Pay Code Detail Report
Pay Dates from 05/05/2021 to 05/05/2021 | All Pay Codes

Pay Code	Pay Description	Employee ID	Employee Name	Pay Date	Check #	Voucher #	Amount Paid	Hours
Bonus	Bonus	Y27671	KENT TEST GAMMEL	05/05/2021	4471594	000624	500.00	1.00
Totals For: KENT TEST GAMMEL							500.00	1.00
Totals For Pay Code: Bonus							500.00	1.00
Holiday	Holiday	Y27671	KENT TEST GAMMEL	05/05/2021	4471594	000624	0.00	0.00
Totals For: KENT TEST GAMMEL							0.00	0.00
Totals For Pay Code: Holiday							0.00	0.00
PersTime	Paid Personal Time	Z27672	RICHARD C MOSS	05/05/2021	4471596	000625	80.80	8.00
Totals For: RICHARD C MOSS							80.80	8.00
Totals For Pay Code: PersTime							80.80	8.00
SALARY	Salary-Regular	E05693	CHRISTOPHER FERRARA	05/05/2021	4471593	000616	807.66	80.00
Totals For: CHRISTOPHER FERRARA							807.66	80.00
SALARY	Salary-Regular	U18739	SANDY SMITH	05/05/2021	4471598	000621	0.00	0.00
Totals For: SANDY SMITH							0.00	0.00
Totals For Pay Code: SALARY							807.66	80.00
WK/1OVT	Overtime Wk-1	Y09791	KENNETH SUSSEL	05/05/2021	4471601	000623	15.15	1.00
Totals For: KENNETH SUSSEL							15.15	1.00
WK/1OVT	Overtime Wk-1	Y27671	KENT TEST GAMMEL	05/05/2021	4471594	000624	75.75	5.00
Totals For: KENT TEST GAMMEL							75.75	5.00

UNPAID EMPLOYEES REPORT

Unpaid Employees | Days Last Worked from 04/23/2021
SAMPLE COMPANY

Department	Employee ID	Employee Name	Gross Pay	Deductions	Net Pay	Check Number	Check Date	Benefits?	Employee Status Class
(None)	P34359	OWENS, DAVID	0.00	0.00	0.00		04/02/2021	N	A
Employee Count:1	Report Totals		0.00	0.00	0.00				
Payroll Summary:	Federal Tax W/H	FICA Medicare W/H	FICA Social Security W/H	FICA Medicare W/H	Advanced EIC Payments Made				
	0.00	0.00	0.00	0.00	0.00				
Total Tax Liability								0.00	

EMPLOYEE CHANGE REPORT

SAMPLE COMPANY
Employee Change Report – Other Changes
Changes Entered from 01/01/2021 to 04/23/2021 – Sorted by Employee Name

Employee Name	Emp ID	Change Date	Description	Changed From	Changed To
ALAPAI TESTC L	D43732	04/10/2021	Retirement Benefit Group		1
DOE JOHN S	D05692	04/10/2021	Retirement Benefit Group		1
EMPLOYEE TEST	D27464	02/22/2021	Home Division	15200	1-BBH
EMPLOYEE TEST	D27464	02/22/2021	Officer		N
EMPLOYEE TEST	D27464	03/11/2021	Web Password	63373334833923	63324330533493
EMPLOYEE TEST	D27464	04/05/2021	Job Start Date	05-08-2017	04-05-2021
FERRARA CHRISTOPHER	E05693	02/08/2021	New record		EMP
FERRARA CHRISTOPHER	E05693	02/08/2021	New record		A
FERRARA CHRISTOPHER	E05693	02/08/2021	New record		EMP
FERRARA CHRISTOPHER	E05693	02/08/2021	New record		A
FERRARA CHRISTOPHER	E05693	02/08/2021	New record		EMP

PAYROLL RETIREMENT CONTRIBUTIONS

Payroll Retirement Contributions
 SAMPLE COMPANY
 Payroll # 202111 | Pay Date 05/20/2021 | Pay Group: SM15/EOM 05/01/21 to 05/15/21
 Sorted by Employee Name

Employee ID	Employee Name	Voucher Number	Base Earnings	Employee Elective Contributions	Employee Post-Tax Contributions	Employee Catch Up	Roth Contributions	Roth Catch Up	Employer Matching Contributions	Employer Non-Elect Match	Employee Loan Payment	PEO Match
D84151	Bond, James	000692	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E05693	FERRARA, CHRISTOPHER	000693	1467.66	44.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Y27671	GAMMEL, KENT TEST	000701	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
U18739	HOOKANO, KATE	000698	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I09417	MAYES, BRUCE	000694	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Z27672	MOSS, RICHARD C	000702	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I14961	MOSTELLER, HEIDI	000695	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
I42081	SUE, KEENAN M	000696	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
A43729	SUGA, GARRET M	000691	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Y09791	SUSSEL, KENNETH	000700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
J14962	WILSON, DAVID	000697	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
W09789	WILSON, JASON M	000699	853.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Count:12		Report Totals		44.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FLSA CLASSIFICATION ANALYSIS REPORT

SAMPLE COMPANY
 FLSA Classification Analysis Report

Employee Name	ID	Position Classification	Salaried (Y/N)	Pay Group	FLSA Type	FLSA Exempt	Annual Pay	FLSA Threshold	Difference	Pct% Difference	Misclassified
ALAPAI TESTC L	D43732		N	SEMI-MTHLY	S	N	20,800.00	35,568.00	14,768.00	42	N
ALAPAI TESTNA L	B42314		N	SEMI-MTHLY	S	N	20,800.00	35,568.00	14,768.00	42	N
BOND JAMES	D84151	Outside Sales	N	PAY SM-5th	S	Y	207,987.20	35,568.00	0.00	0	Y
DOE JOHN S	D05692	Outside Sales	Y	SEMI-MTHLY	S	Y	12,480.00	35,568.00	23,088.00	65	Y
EMPLOYEE TEST	D27464	Amusement Park	N	WEEKLY PAY	S	N	52,000.00	35,568.00	0.00	0	N
FERRARA CHRISTOPHER	E05693	Drivers/Chauffeurs	N	PAY SM-5th	S	N	21,600.00	35,568.00	13,968.00	39	N
GAMMEL KENT TEST	Y27671	Bus Co. Drivers	N	PAY SM-5th	S	N	21,008.81	35,568.00	14,559.19	41	N
HOOKANO KATE	U18739	Clerical/Office Ad	N	PAY SM-5th	S	N	50,000.00	35,568.00	0.00	0	N
KALANI KENIKA F	X09790	Clerical/Office Ad	Y	SEMI-MTHLY	S	N	18,000.00	35,568.00	17,568.00	49	N
KEALOHA KIMO S	F05694	Clerical/Office Ad	N	SEMI-MTHLY	S	N	21,008.81	35,568.00	14,559.19	41	N
MAYES BRUCE	I09417	Clerical/Office Ad	Y	PAY SM-5th	S	N	21,008.81	35,568.00	14,559.19	41	N
MORTENSEN LINDY	Z09792	Clerical/Office Ad	Y	WEEKLY PAY	S	N	39,999.96	35,568.00	0.00	0	O
MOSS RICHARD C	Z27672	Outside Sales	N	PAY SM-5th	S	Y	21,008.81	35,568.00	14,559.19	41	Y
MOSTELLER HEIDI	I14961	Outside Sales	Y	PAY SM-5th	S	Y	21,008.81	35,568.00	14,559.19	41	Y
RYAN PHILLIPS D	V09788	Outside Sales	Y	WEEKLY PAY	S	Y	18,200.00	35,568.00	17,368.00	49	Y
SUE KEENAN M	I42081	Clerical/Office Ad	N	PAY SM-5th	S	N	83,200.00	35,568.00	0.00	0	N
SUGA GARRET M	A43729	Clerical/Office Ad	N	PAY SM-5th	S	N	83,200.00	35,568.00	0.00	0	N
SUSSEL KENNETH	Y09791	Clerical/Office Ad	N	PAY SM-5th	S	N	21,008.81	35,568.00	14,559.19	41	N
WILSON DAVID	J14962	Clerical/Office Ad	N	PAY SM-5th	S	N	41,600.00	35,568.00	0.00	0	N
WILSON JASON M	W09789	Clerical/Office Ad	N	PAY SM-5th	S	N	21,008.81	35,568.00	14,559.19	41	N

OVERTIME REPORT

SAMPLE COMPANY
Overtime Report
Payroll 202110 sorted by Employee Name for Hours Paid

Home Division	Home Department	Employee ID	Employee Name	Location	Project	Shift	Batch Overtime	YTD Overtime	YTD Regular	YTD Gross
15200	ADMIN	E05693	FERRARA CHRISTOPHER	1 OAHU	ADMIN MAIN OFFIC		Pay: 0.00 Hours: 0.00	0.00 0.00	807.66 80.00	807.66
		Y27671	GAMMEL KENT TEST	1 OAHU			Pay: 106.05 Hours: 7.00	106.05 7.00	808.00 80.00	914.05
		Z27672	MOSS RICHARD C	1 OAHU			Pay: 0.00 Hours: 0.00	0.00 0.00	727.20 72.00	727.20
12000	SALES	U18739	SMITH SANDY	1 OAHU	CONTRACT1 CONTRACT #		Pay: 0.00 Hours: 0.00	0.00 0.00	1,923.00 80.00	1,923.00
	200	I42081	SUE KEENAN M	1 OAHU			Pay: 0.00 Hours: 0.00	0.00 0.00	2,000.00 50.00	2,000.00

EMPLOYEE ROSTER REPORT

SAMPLE COMPANY
Employee Roster Report
with Status Class "Active" Sorted by Employee Name

Employee Name	Employee ID	Position	Department	Status	Type	Hire Date
EMPLOYEE, TEST	D27464	Clerical/Office Adm	GRANT 1	Active	Full-Time	05/08/2017
FERRARA, CHRISTOPHER	E05693	BUS CO. DRIVERS	MAIN OFFICE STAFF	Active	Full-Time	01/01/2007
GAMMEL, KENT TEST	Y27671	BUS CO. DRIVERS		Active	Full-Time	12/01/2005
KEALOHA, KIMO S	F05694	Clerical/Office Adm	OUTSIDE SALES	LITE DUTY	Full-Time	03/03/2002
MAYES, BRUCE	I09417	Clerical/Office Adm	MAIN OFFICE STAFF	Active	Full-Time	12/01/2002
MORTENSEN, LINDY	Z09792	Clerical/Office Adm		Active	Full-Time	03/15/2002
MOSS, RICHARD C	Z27672	OUTSIDE SALES		Active	Full-Time	12/01/2005
MOSTELLER, HEIDI	I14961	OUTSIDE SALES		Active	Full-Time	07/21/2003
SMITH, SANDY	U18739	Clerical/Office Adm	OUTSIDE SALES	Active	Full-Time	05/19/2004
SUE, KEENAN M	I42081	Clerical/Office Adm	200	Active	Full-Time	10/15/2007
SUGA, GARRET M	A43729	Clerical/Office Adm	200	Active	Full-Time	10/15/2007
SUSSEL, KENNETH	Y09791	Clerical/Office Adm		Active	Full-Time	06/01/2003
WILSON, DAVID	J14962	Clerical/Office Adm	MAIN OFFICE STAFF	Active	Full-Time	07/21/2003
WILSON, JASON M	W09789	Clerical/Office Adm	BENEFIT ADMIN	Active	Part-Time	03/15/2002

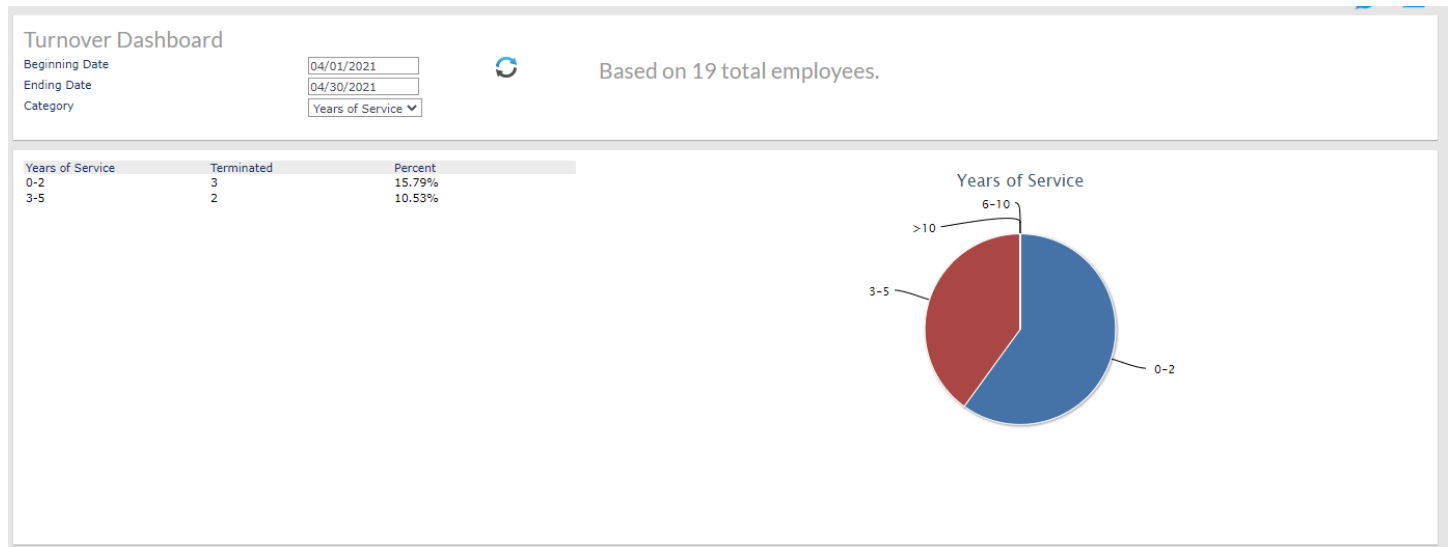
STATISTICS BY POSITION REPORT



By Position Code

Position Code	Position Title	Head Count	Average Rate	Average Annual Salary	Total Annual Salary
7382	BUS CO. DRIVERS	2	10.10	21,004.41	42,008.81
8742	OUTSIDE SALES	4	8.74	18,174.41	72,697.62
8810	Clerical/Office Adm	11	19.48	38,446.84	422,915.20
DA	DA	2	10.00	20,800.00	41,600.00
Report Totals		19			579,221.63

EMPLOYEE TURNOVER



ADDITIONAL REPORTS

Previous HRP Standard	Prism Equivalent
401(K) EMPLOYER MATCHING PERSENT PYTD	REPORTS HR REPORT RETIREMENT MATCHING PERCENT REPORT
401K EMPLOYEE AND EMPLOYER MATCH REGISTER REPORT	HR REPORT RETIREMENT MATCHING PERCENTAGE REPORT
ABSENCE REGISTER SUMMARY REPORT	HR REPORT EMPLOYEE PTO DETAIL REPORT (REPORT TYPE SUMMARY)
ARREARS REPORT	PAYROLL REPORT PAYROLL DEDUCTION IN ARREARS REPORT
BATCH DEDUCTION	PAYROLL REPORT DEDUCTION CODE SUMMARY OR DEDUCTION CODE DETAIL
BATCH DEDUCTION REBATED REGISTER REPORT	REPORTS PAYROLL REPORT DEDUCTION REGISTER REPORT
BATCH PAY CODE REPORT	PAYROLL REPORT PAY CODE SUMMARY REPORT (TOTALS CAN BE FOUND ON PAYROLL SUMMARY CLICK PAY CODE)
BATCH PAY REGISTER	PAY CODE DETAIL REPORT
BATCH RETIREMENT CONTRIBUTIONS REPORT	REPORTS PAYROLL REPORT PAYROLL RETIREMENT CONTRIBUTIONS REPORT
BATCH TIME ENTRY BY DEPARTMENT	PAYROLL REPORT TIME SHEET REPORT (PRIMARY SORT BY DEPARTMENT)
BENEFIT BILLING REPORT	HR REPORT BENEFITS BILLING DETAIL (CAN BE SET TO AUTO GENERATE FOR CLIENTS)
CERTIFIED HOURS REPORT	PAYROLL REPORT CERTIFIED PAYROLL REPORT OR PAYROLL REPORT WH347
CERTIFIED PAYROLL REPORT	PAYROLL REPORT WH347 REPORT
CLIENT ALLOCATION REPORT (MVQUERY)	PAYROLL REPORT CLIENT ALLOCATION REPORT
COST ALLOCATION	REPORTS PAYROLL REPORT CLIENT ALLOCATION REPORT
DED REPORT	REPORTS PAYROLL REPORT DEDUCTION REGISTER REPORT

DEDUCTION BY EMPLOYEE	PAYROLL REPORT DEDUCTION REGISTER REPORT
DEDUCTION SUMMARY REPORT - SIMPLE IRA	REPORTS PAYROLL REPORT DEDUCTION CODE SUMMARY REPORT
DEPARTMENTAL COST ALLOCATION REPORT - SUMMARY BY DEPT	REPORTS PAYROLL REPORT CLIENT ALLOCATION REPORT
EMPLOYEE 401K LOAN REPORT	REPORTS HR REPORT EMPLOYEE RETIREMENT LOANS DETAIL REPORT
EMPLOYEE CENSUS REPORT	EMPLOYEE CENSUS REPORT
EMPLOYEE DEDUCTION REGISTER REPORT	REPORTS PAYROLL REPORT DEDUCTION REGISTER REPORT
EMPLOYEE NUMBER REPORT	HR REPORT EMPLOYEE NAME REPORT
EMPLOYEE PAYROLL REGISTER BY BATCH SORT BY DEPARTMENT	PAYROLL REPORT PAYROLL REGISTER REPORT (PRIMARY SORT BY DEPARTMENT)
EMPLOYEE PTO YTD ABSENCE SUMMARY REPORT WITH ACCRUAL LEVEL	EMPLOYEE PTO DETAIL REPORT
EMPLOYEE PTO YTD ABSENCE SUMMARY REPORT WITH ACCRUAL LEVEL	HR REPORT EMPLOYEE PTO DETAIL REPORT (REPORT TYPE ABSENCE SUMMARY REPORT WITH ACCRUAL LEVEL)
EMPLOYEE ROSTER REPORT (HR PORTAL – REPORT - EE INFORMATION – EE MISC REPORTS- EMPLOYEE ROSTER REPORT (MYQUERY)	HR REPORT EMPLOYEE MASTER REPORT
GROSS TO NET	PAYROLL REPORT GROSS-TO-NET REPORT
MONTHLY COST ALLOCATION BY DEPT	PAYROLL REPORT CLIENT ALLOCATION REPORT - RUN BY DATE RANGE W/PARAMETERS
PAY CODE REPORT	REPORTS PAYROLL REPORT PAY CODE DETAIL REPORT
PAY CODE SUMMARY WITHIN PAY DATES REPORTS	REPORTS PAYROLL REPORT PAY CODE SUMMARY REPORT
PAY REGISTER	REPORTS PAYROLL REPORT PAYROLL REGISTER
PAYROLL ALLOCATION BY LOC/DIV/DEPT	PAYROLL CHECK JOURNAL

PTO REGISTER	HR REPORT EMPLOYEE PTO DETAIL RAN WITH REPORT TYPE PTO ABSENCE SUMMARY REPORT WITH ACCRUAL LEVEL
PTO REGISTER SUMMARY	EMPLOYEE PTO DETAIL REPORT
PTO SUMMARY	REPORTS PAYROLL REPORT PAY PERIOD PTO REPORT
PTO YTD ABSENCE SUMMARY REPORT	REPORTS PAYROLL REPORT PAY PERIOD PTO REPORT
PTO YTD ABSENCE SUMMARY REPORT WITH BALANCES	REPORTS PAYROLL REPORT PAY PERIOD PTO REPORT
PTO YTD ABSENCE SUMMARY WITH ACCRUAL	REPORTS PAYROLL REPORT PAY PERIOD PTO REPORT
SALARY ANALYSIS REPORT	PAYROLL REPORT EMPLOYEE PAY RATE REPORT
W/C REPORT	PAYROLL REPORT WORKERS COMPENSATION REPORT
YEAR TO DATE CLIENT ALLOCATION	PAYROLL REPORT CLIENT ALLOCATION REPORT - RUN BY DATE RANGE W/PARAMETERS