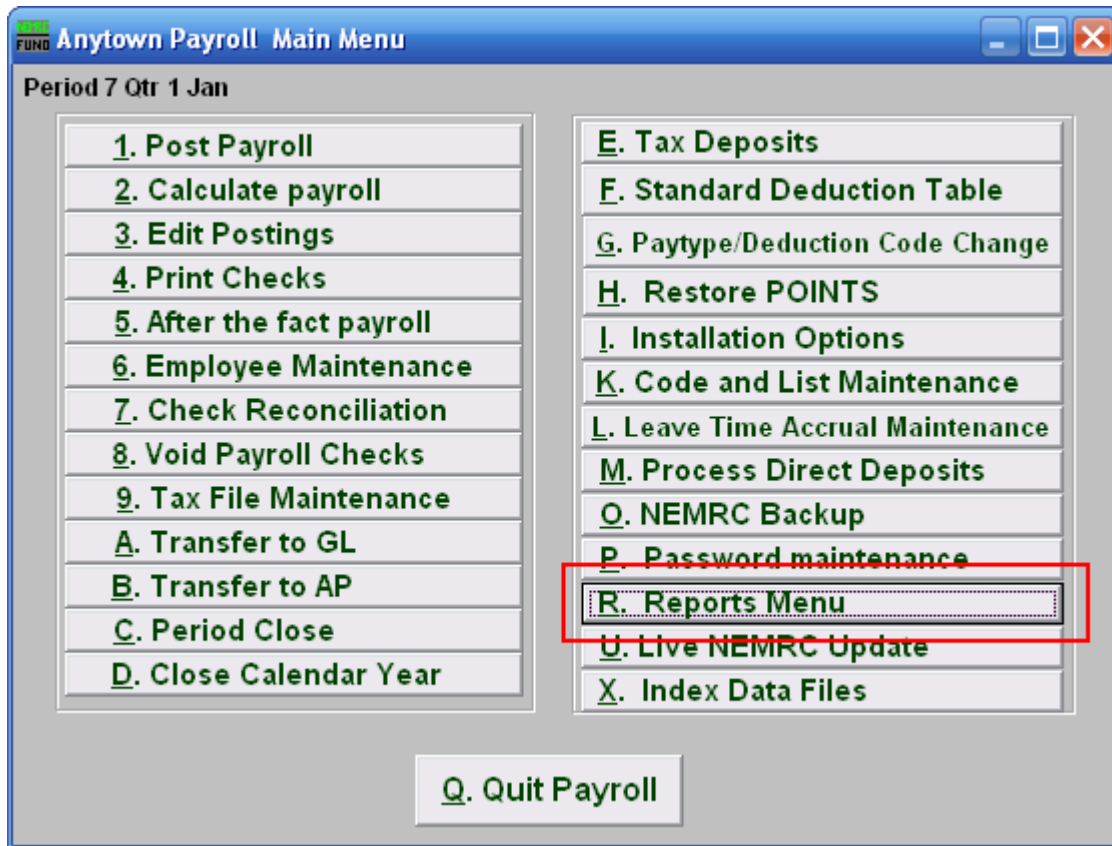


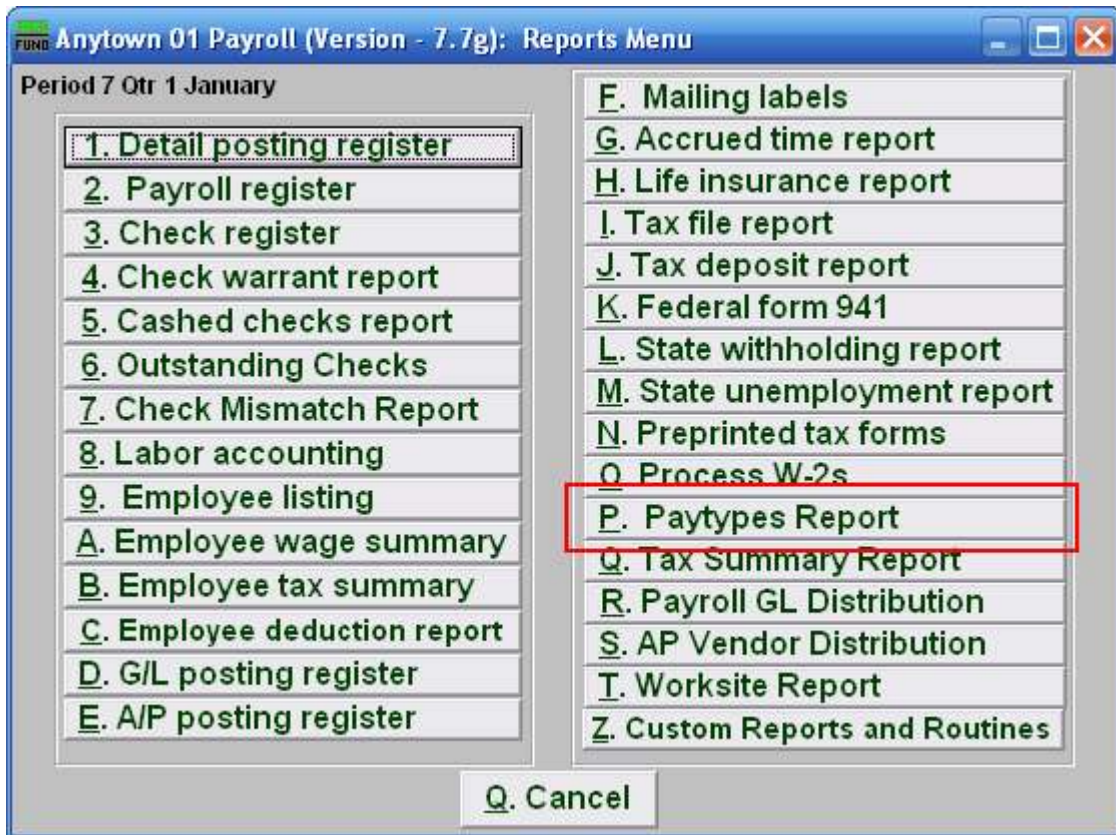
Payroll

R. Reports Menu: P. Paytypes Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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Click on “P. Paytypes Report” from the Reports Menu and the following window will appear:

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Paytypes Report

The screenshot shows the 'Paytypes Report' window. At the top, there's a title bar with 'FUND' and 'Paytypes Report'. Below it, the 'Range' section has three radio buttons: 'Individual' (1), 'Department', and 'All' (selected). The 'Employee #' field (2) contains '2' and has a 'Find' button. The 'Department' field (3) contains '3'. The 'Order' section (4) has four radio buttons: 'Employee number' (selected), 'Name', 'Department/EE', and 'Department/Name'. Below this is the 'Check to Include' section with checkboxes for 'Gross (1-9)' (5), 'Hourly (1-9) (A-Z) no P' (6), 'Other (1-9)' (7), 'Leave (1-6)' (with sub-checks for Sick, Vacation, Holiday, Personal), 'Overtime' (with sub-checks for Double Time, Triple Time), 'Fringes (1-9) (A-D)' (10), 'Reimbursements (1-9)' (11), and 'Deductions (1-9) (A-Z) no T' (12). To the right of these is the 'Code Restrictions (Blank for All)' section with input boxes for each category. The 'Withholdings' section (14) includes checkboxes for Federal, State, FICA, MEDI, SDI, SUTA, FUTA, Local, Employer FICA, and Employer MEDI. The 'Ending Dates' section shows two date pickers set to '15'. Below that are checkboxes for 'Detail Report' (16) and 'Include G/L account descriptions?' (17). The 'Only paytypes exempt from' and 'Only Pre-tax deduction for' sections have checkboxes for Federal, State, FICA, and MEDI (18, 19). At the bottom are buttons for 'Preview' (20), 'Print' (21), 'File' (22), and 'Cancel' (23).

- 1. Range:** Click to choose whether this report is for an Individual, a Department, or for All Employees.
- 2. Employee #:** If you chose “Individual” for Range, then this option becomes available. Select the Employee # for the Employee you want this report to be for.
- 3. Department:** If you chose “Department” for Range, then this option becomes available. Select the Department you want this report to be for. Leave blank to use all Departments.
- 4. Order:** Click to choose whether this report prints in order of Employee number or Name or Department/EE or Department/Name or in order of WComp Code/EE.
- 5. Gross (1-9):** Check the box on the left to include Gross pays in the report. You can restrict the report by entering specific codes to report in the box on the right.
- 6. Hourly:** Check the box on the left to include Hourly pays in the report. You can restrict the report by entering specific codes to report in the box on the right.

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- 7. Other (1-9):** Check the box on the left to include Other pays in the report. You can restrict the report by entering specific codes to report in the box on the right.
- 8. Leave (1-6):** Check the box on the left to include Leave pay in the report. You can restrict the report by entering specific codes to report in the box on the right.
- 9. Overtime:** Check the box on the left to include Overtime pay in the report. You can restrict the report by entering specific codes to report in the box on the right.
- 10. Fringes (1-9)(A-D):** Check the box on the left to include Fringe Benefits in the report. You can restrict the report by entering specific codes to report in the box on the right.
- 11. Reimbursements:** Check the box on the left to include Reimbursements in the report. You can restrict the report by entering specific codes to report in the box on the right.
- 12. Deductions (1-9)(A-Z):** Check the box on the left to include Deductions in the report. You can restrict the report by entering specific codes to report in the box on the right.
- 13. Standard Deduction Code:** A single standard deduction code can be selected for reporting from the drop down list.
- 14. Withholdings:** Check the specific boxes related to tax items to include in the report.
- 15. Ending Dates:** Enter the beginning and ending dates for the range of pay periods to collect data for reporting.
- 16. Detail Report:** The detail report will show every pay period and postings for each Employee reported. The summary with total all paytypes for pay period range selected.
- 17. Include G/L account descriptions?:** Check this box to include account descriptions from the General Ledger module.
- 18. Only paytypes exempt from:** Check the boxes to the left of each tax only if you are looking for pay types that were exempt from the tax during posting.
- 19. Only Pre-tax deduction for:** Check the boxes to the left of each tax only if you are looking for deductions that were exempt from the tax during posting.
- 20. Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 21. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 22. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

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23. Cancel: Click “Cancel” to cancel and return to the previous screen.