

Introduction

The purpose of this guide is to provide you with the level of detail provided in each Report Type, allowing the user to make an educated decision when selecting the type.

Report Writer

Navigate to **Reporting > Report Writer**. The first step when adding a new report is to add a Report Type. Based on the Report Type selected, the results in the chart below will help you understand what details will be present on the report and what dates/companies can be applied to the report when processing.

- Click on the **Add New** icon.
- Under **Report Options**, select the **Report Type** from the drop-down menu.

Note: Once the options on this tab are selected and saved, the Report Type can no longer be changed.

Quick Reference Table

The following table breaks down each Report Type available in Report Writer.

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
			By Pay Run	By Date Range	Across Legal		
Audit Details	N/A	1 row for each employee Audit Item	Y	Y	Y	Display items from the change log	
Payroll Employee Summary Report	N/A	1 row per-employee	Y	N	Y	Displays a single row of data for each employee. This is the most common report type and is typically used to get general information about employees. All employees will be included in the report, regardless of status.	Employee Status ("Active")

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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Payroll Check Detail Report	N/A	1 row per check	Y	N	N	<p>Displays a single row of data for each check the employee has for the selected Payroll. Check accumulation fields display as they were on the specific payroll run. Employees not paid during the payroll will be listed but can be easily removed by using a filter.</p>	<ul style="list-style-type: none"> Gross Wage (not equal to zero) Net Pay (not equal to zero) Check Type
Date Range Report	N/A	1 row per-check	N	Y	Y	<p>Contains multiple rows of data for each employee (one row of data for each check the employee is issued within the date range). If an employee has no checks in the specified date range, they will appear in the report once with a blank or zero in the check-related columns. These employees can be easily removed by using a filter.</p>	<ul style="list-style-type: none"> Gross Wage (not equal to zero) Net Pay (not equal to zero) Check Type

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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Date Range Employee Summary Report	N/A	1 row per-employee	N	Y	Y	Summarizes all checks issued to an employee within the specified date range. The summary of the employee check information will be listed in a single row representing the total for the employee in the date range. If an employee has no checks in the specified date range, they will appear in the report with a blank or zero in the check-related columns. These employees can be easily removed by using a filter.	<ul style="list-style-type: none"> Gross Wage (not equal to zero) Net Pay (not equal to zero)
HR Reports	Assets	1 row for each employee Asset	N	Y	Y	Returns 1 row of data for each asset record of each employee. If the employee has no asset records, they will appear on the report and all asset columns will be blank. A filter can be used to eliminate employees with no asset records.	<ul style="list-style-type: none"> Date Assigned >= From Date Date Assigned <= To Date Date Returned Asset Type
	Awards	1 row for each employee Award	N	Y	Y	Returns 1 row of data for each award record of each employee. If the employee has no award records, they will appear on the report and all award columns will be blank. A filter can be used to eliminate employees with no award records.	<ul style="list-style-type: none"> Date Assigned >= From Date Date Assigned <= To Date Award Received Award

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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HR Reports (continued)	Certification	1 row for each employee Certification	N	Y	Y	Returns 1 row of data for each certification record of each employee. If the employee has no certification records, they will appear on the report and all certification columns will be blank. A filter can be used to eliminate employees with no certification records.	<ul style="list-style-type: none"> Effective Date >= From Date Effective Date <= To Date Expiration Date Certification
	Disciplinary Actions	1 row per-employee Disciplinary Action	N	Y	Y	Returns 1 row of data for each disciplinary action record of each employee. If the employee has no disciplinary action records, they will appear on the report and all disciplinary actions columns will be blank. A filter can be used to eliminate employees with no disciplinary action records.	<ul style="list-style-type: none"> Offense Date >= From Date Offense Date <= to Date Expiration Date Disciplinary Action
	Education	1 row per employee Education record	N	Y	Y	Returns 1 row of data for each education record of each employee. If the employee has no education records, they will appear on the report and all education columns will be blank. A filter can be used to eliminate employees with no education records.	<ul style="list-style-type: none"> Completion Date >= From Date Completion Date <= To Date

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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HR Reports (continued)	Employee Benefits	1 row per employee Benefit	N	Y	Y	Returns 1 row for the most current benefit record of each benefit type. Each active benefit will be included based on the “from” and “to” date of the report. The most recent terminated benefits will be included if there is not a current benefit plan record of that benefit type. If the employee has no benefit records, they will appear on the report and all benefit columns will be blank. A filter can be used to eliminate employees with no benefit records.	<ul style="list-style-type: none"> Plan Name Benefit Start Date Benefit Stop Date
	Employee Contacts	1 row for each Employee Contact	N	Y	Y	Returns 1 row for each employee contact. If the employee has no contact records, they will appear on the report and all contact columns will be blank. A filter can be used to eliminate employees with no contact records.	<ul style="list-style-type: none"> Emergency Contact (Y, N) Dependent (Y, N) Beneficiary (Y, N)

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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HR Reports (continued)	Employee Garnishment	1 row for each Employee Garnishment	N	Y	Y	Returns 1 row of data for each employee garnishment record. If the employee has no garnishment records, they will appear on the report and all garnishment columns will be blank. A filter can be used to eliminate employees with no garnishment records.	<ul style="list-style-type: none"> Garnishment Type Start Date Stop Date
	Employee I-9	1 row for each employee I-9 document	N	Y	Y	Returns 1 row of data for each employee I-9 document record. If the employee has no I-9 document records, they will appear on the report and all I-9 document columns will be blank. A filter can be used to eliminate employees with no I-9 document records.	<ul style="list-style-type: none"> I-9 Completed (Y, N) I-9 Completed Date Expiration Date
	Employee Misc Data Set	1 row for each Employee Misc. Data Set record	N	Y	Y	Returns 1 row of data for each employee misc data set record. If the employee has no employee misc data set records, they will appear on the report and all employee misc data set columns will be blank. A filter can be used to eliminate employees with no employee misc data set record.	Varies, depending on the Misc. Data Set

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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HR Reports (continued)	Employee Notes	1 row for each Employee Note	N	Y	Y	Returns 1 row of data for each note record of each employee. If the employee has no note records, they will appear on the report and all note columns will be blank. A filter can be used to eliminate employees with no note records.	<ul style="list-style-type: none"> Effective Date Expiration Date Follow-Up Date
	Employment Category	1 row for each Employment Category record	N	Y	Y	Returns 1 row of data for each employment category record of each employee.	<ul style="list-style-type: none"> Effective Date >= From Date Effective Date <= To Date Employment Category
	Employment Status History	1 row for each employee Status History record	N	Y	Y	Returns 1 row of data for each employment status record of each employee.	<ul style="list-style-type: none"> Effective Date Expiration Date Employment Status Code
	Job History	1 row for each employee Job History record	N	Y	Y	Returns 1 row of data for each job history record of each employee. If the employee has no job history records, they will appear on the report and all job history columns will be blank. A filter can be used to eliminate employees with no job history records.	<ul style="list-style-type: none"> Effective Date Job Code Job Title Manager

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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HR Reports (continued)	OSHA	1 row for each employee OSHA incident	N	Y	Y	Returns 1 row of data for each OSHA incident of each employee. If the employee has no OSHA incidents, they will appear on the report and all OSHA columns will be blank. A filter can be used to eliminate employees with no OSHA incidents.	<ul style="list-style-type: none"> Incident Date Incident Type Incident Location Completed Date
	Prior Employment	1 row for each employee Prior Employment record	N	Y	Y	Returns 1 row of data for each prior employment record of each employee. If the employee has no prior employment records, they will appear on the report and all prior employment columns will be blank. A filter can be used to eliminate employees with no prior employment records.	<ul style="list-style-type: none"> Start Date End Date
	Salary History Report	1 row for each employee Salary History Report	N	Y	Y	Returns 1 row of data for each salary history record of each employee.	Effective Date
	Skills	1 row for each employee Skill	N	Y	Y	Returns 1 row of data for each skill record of each employee. If the employee has no skill records, they will appear on the report and all skill columns will be blank. A filter can be used to eliminate employees with no skill records.	Date Attained

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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HR Reports (continued)	Training	1 row for each employee Training record	N	Y	Y	Returns 1 row of data for each training record of each employee. If the employee has no training records, they will appear in the report and all training columns will be blank. A filter can be used to eliminate employees with no training records.	<ul style="list-style-type: none"> Start Date >= From Date Start Date <= To Date
Time & Attendance	Attendance Date Range	1 row for each date, based on the employee's schedule	N	Y	Y	Returns 1 row for an employee for each date in the date range where the employee has a schedule. Employees without a schedule will appear in a single row with no data in the attendance columns.	<ul style="list-style-type: none"> Shift In Variance Out Variance
	Attendance Payroll	1 row for each date in the period, based on the employee's schedule	Y	N	N	Returns 1 row for an employee for each date in pay period where the employee has a schedule.	<ul style="list-style-type: none"> Shift In Variance Out Variance
	Timecard Adjustment Payroll	1 row for each employee Timecard Adjustment	Y	N	N	Returns 1 row for each timecard adjustment of each employee for the pay period. Employees with no timecard adjustments will appear in the report with zero or blank in the timecard adjustment columns.	<ul style="list-style-type: none"> Pay Item Title Hours Dollars

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
			By Pay Run	By Date Range	Across Legal		
Time & Attendance (continued)	Timecard Adjustment Date Range	1 row for each employee timecard Adjustment	N	Y	Y	Returns 1 row for each timecard adjustment of each employee within the specified date range. Employees with no timecard adjustments will appear in the report with zero or blank in the timecard adjustment columns.	<ul style="list-style-type: none"> • Pay Item Title • Hours • Dollars
	Timecard Alerts Date Range	1 row for each employee timecard Alert	N	Y	Y	Returns 1 row for each timecard alert within the date range of each employee. Employees with no timecard alerts will appear in the report with zero or blank in the timecard alert columns.	<ul style="list-style-type: none"> • Alert • Level
	Timecard Alerts Payroll	1 row for each employee timecard Alert	Y	N	N	Returns 1 row for each timecard alert within the pay period of each employee. Employees with no timecard alerts will appear in the report with zero or blank in the timecard alert columns.	<ul style="list-style-type: none"> • Alert • Level

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
			By Pay Run	By Date Range	Across Legal		
Time & Attendance (continued)	Timecard Hours Date Range	1 row for each employee timecard punch set (in punch/out punch)	N	Y	Y	Returns 1 row for each employee timecard punch set within the date range. Each row will be based on the start and stop time of the timecard punch and will display the hours for the timecard. Hours are not designated by earning type, and overtime rules are not applied. Use the “Timecard Hours Result” report for earning designation of Timecards.	<ul style="list-style-type: none"> • Is Meal • Is Break • Holiday Name • Absence Name • Hours
	Timecard Hours Payroll	1 row for each employee timecard punch set (in punch/out punch)	Y	N	N	Returns 1 row for each employee timecard punch set within the pay period. Each row will be based on the start and stop time of the timecard punch and will display the hours for the timecard punch set. Hours are not designated by earning type, and overtime rules are not applied. Use the “Timecard Hours Result” report for earning designation of Timecards.	<ul style="list-style-type: none"> • Is Meal • Is Break • Holiday Name • Absence Name • Hours

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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Time & Attendance (continued)	Timecard Hours Results Date Range	1 row for each employee Earning by timecard date/time	N	Y	Y	Returns 1 row for each earning for each date/time within the date range. The hours and earning will be the result of timecard rules and will represent what was or is expected to be processed with payroll.	<ul style="list-style-type: none"> Earning Code Earning Title
	Timecard Hours Results Payroll	1 row for each employee earning by timecard date/time	Y	N	N	Returns 1 row for each earning for each date/time within the pay period. The hours and earning will be the result of timecard rules and will represent what was or is expected to be processed with payroll.	<ul style="list-style-type: none"> Earning Code Earning Title
	Timecard Punch Date Range	1 row for each employee timecard punch	N	Y	Y	Returns 1 row for each timecard punch for each employee within the date range. Hours are not available on this report type; only data relating to punch.	<ul style="list-style-type: none"> Is Hours Punched Is Door Punched Is Transfer Punch
	Timecard Punch Payroll	1 row for each employee timecard punch	Y	N	N	Returns 1 row for each timecard punch for each employee within the pay period. Hours are not available on this report type; only data relating to the punch.	<ul style="list-style-type: none"> Is Hours Punched Is Door Punched Is Transfer Punch

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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Time & Attendance (continued)	Timecard Verification Date Range	1 row for each employee per payroll	N	Y	Y	Returns 1 row for each employee to display the status of the employee timecard verification for each pay period in the date range.	<ul style="list-style-type: none"> Verifying Manager Verifying Supervisor Verification Status
	Timecard Verification Payroll	1 row for each employee	Y	N	N	Returns 1 row for each employee to display the status of the employee timecard verification for the pay period.	<ul style="list-style-type: none"> Verifying Manager Verifying Supervisor Verification Status
Time Entry Accumulator	N/A	1 row for each employee Time Entry, by Accumulator	Y	N	N	Returns 1 row for each Time Entry of an employee by accumulator.	<ul style="list-style-type: none"> Accumulator Code Accumulator Title Check Type
Time Entry Detail	N/A	1 row for each Time Entry Pay Item	Y	N	N	Returns 1 for each Time Entry of an employee. Each earning, memo, or deduction that is entered on the check will be listed as a unique row.	<ul style="list-style-type: none"> Code Title Check Type Hours Dollars
Time Entry Summary	N/A	1 row for each employee	Y	N	N	Returns 1 row for each employee. Time Entry earnings, memos, and deductions are available as columns to display hours and dollars.	Check Type

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
			By Pay Run	By Date Range	Across Legal		
Labor Allocation	Date Range Labor Allocation	1 row for each employee Labor distribution	N	Y	Y	Returns 1 row per employee labor value combination from labor history based on the date range. The labor items (i.e. earnings, deductions, taxes, etc.) included in this report are displayed in columns across the report and are summarized based on the labor fields selected in the report.	Labor Values
	Payroll Labor Allocation	1 row for each employee Labor combination	Y	N	N	Returns 1 row per employee labor value combination for the pay period. The labor items (i.e. earnings, deductions, taxes, etc.) included on this report are displayed in columns across the report and are summarized based on the labor fields selected in the report.	Labor Values
Labor Expense	Date Range Labor Expense	1 row per employee Labor Pay Item combination	N	Y	Y	Returns 1 row per employee labor value for each pay item included in the report from labor history, based on the date range. All labor items, from employee labor check details, are included by default. Use filters to remove specific pay items that should appear on the report.	Labor Values

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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Labor Expense (continued)	Payroll Labor Expense	1 row per employee Labor Pay Item combination	Y	N	N	This report will return 1 row per employee labor value for each pay item included in the report for the pay period. All labor items, from employee labor check details, are included by default. Use filters to remove specific pay items that should not appear on the report.	Labor Values
Payroll and General Ledger	N/A	1 row per Labor/GL field value combination	Y	N	N	Returns 1 row for each labor/GL field value combination. This report will summarize debits and credits for the pay period based on the labor/GL fields included in the report. Employee-level details are available by simply adding employee level fields to the report.	GL Account Labor Values
Date Range and General Ledger	N/A	1 row per Labor/GL field value combination	N	Y	N	Returns 1 row for each labor/GL field value combination. This report will summarize debits and credits for the date range based on the labor/GL fields included in the report. Employee-level details are available by simply adding employee level fields to the report.	N/A

Report Type	Sub-Report	Level of Detail	Availability			Description	Common Filtering
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Check File	N/A	1 row of data for each check in a pay run	Y	N	N	Allows users to create a payroll report that returns 1 row of data for each check generated in a payroll run. This includes 3rd Party Checks.	<ul style="list-style-type: none"> • Check Type • Check Amount • Bank Account