

## Introduction

The continuous reports archive displays all payroll status' along with the scheduled reports for each. This area gives the user the ability to generate and bundle multiple scheduled reports simultaneously per payroll.

## Continuous Reports Archive

Navigate to **Reporting > Continuous Reports Archive**

The screen displays Payroll Status, Payroll Type, Run#, Period Begin, Period End, Run Date, Pay Date, Last of Month, Last of Quarter, Last of Year, New Fiscal Year, and an Actions column.

If there are multiple legal companies and pay groups, select the desired **Legal** and **Pay Group** from the corresponding drop-down menus.

Payroll Status	Payroll Type	Run #	Period Begin	Period End	Run Date	Pay Date	Last of M...	Last Of Q...	Last of Ye...	New Fisc...	Actions
Complete	Regular Payroll	47	7/24/2023	7/30/2023	8/3/2023	8/4/2023					🔍
Complete	Regular Payroll	46	6/5/2023	6/11/2023	6/16/2023	6/16/2023					🔍

To view and download the reports, follow these steps:

1. Click the **View** icon  under Actions. Once the view icon has been selected, the list of reports display.
2. There is a **Reports** and **Exports** tab at the top. All .pdf reports display on the **Reports** tab and all Excel reports display on the **Exports** tab.
3. Select the checkbox next to each report needed or check the **Select All** box if all reports are needed.
4. Click **View Reports**.
5. Click **Go Back to List** to view other payroll reports.

