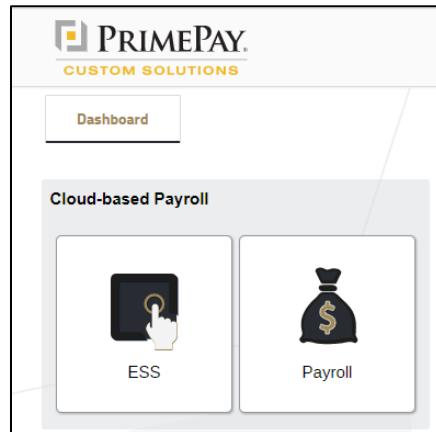


How To - Retrieve Various Recommended Reports

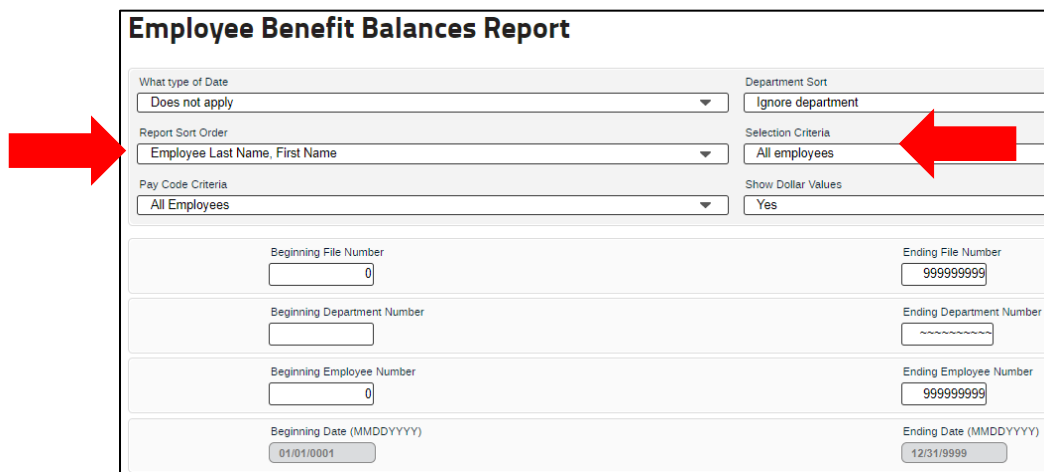
1. Click **Payroll** on the PrimePay Dashboard



2. Select the **PrimePay division**
3. Select **Reports** on the left menu
4. Under **Payroll Reports** (top right section), generate and review the following:

General Reports	Payroll Reports
<input type="button" value="Report Archive"/>	<input type="button" value="Employee Maintenance Report"/>
<input type="button" value="Check Browse"/>	<input type="button" value="Hours and Dollars Proof Listing"/>
<input type="button" value="Check History"/>	<input type="button" value="ACH Deposits Report"/>
<input type="button" value="Quarterly Tax Reports"/>	<input type="button" value="Deduction Activation Report"/>
	<input type="button" value="Employee Deduction Report"/>
	<input type="button" value="Employee PTO Listing Report"/>
	<input type="button" value="Employee Rate Change Report"/>
Validation Reports	
<input type="button" value="Employee Maintenance Validation"/>	

- **Employee PTO Listing Report**
 - Shows PTO balance as of the last closed payroll
 - Check balances for accuracy (high, low, negative)
 - Sort Order=Employee Last Name; Selection=Actives

A screenshot of the 'Employee Benefit Balances Report' form. It has several fields for filtering and sorting. A red arrow points to the 'Report Sort Order' dropdown, which is set to 'Employee Last Name, First Name'. Another red arrow points to the 'Selection Criteria' dropdown, which is set to 'All employees'. Other fields include 'What type of Date' (Does not apply), 'Department Sort' (Ignore department), 'Pay Code Criteria' (All Employees), 'Show Dollar Values' (Yes), and various numerical and date ranges for file numbers, department numbers, employee numbers, and dates.

Employee Benefit Balances Report	
What type of Date	Department Sort
Does not apply	Ignore department
Report Sort Order	Selection Criteria
Employee Last Name, First Name	All employees
Pay Code Criteria	Show Dollar Values
All Employees	Yes
Beginning File Number	Ending File Number
0	999999999
Beginning Department Number	Ending Department Number
	~~~~~
Beginning Employee Number	Ending Employee Number
0	999999999
Beginning Date (MMDDYYYY)	Ending Date (MMDDYYYY)
01/01/0001	12/31/9999

## Employee Rate Change Report

- Shows hourly/salary rate changes with dates of each change
- Save this report securely
- Sort Order=Last Name; Selection=All employees; Date Fields=Blank

**Employee Rate Change Report**

Report Sort Order: Last Name (dropdown) | Enter Selection Criteria: All employees (dropdown)

Beginning File Number: 0 | Ending File Number: 99999999

Beginning Department Number: | Ending Department Number: |

Beginning Employee Number: 0 | Ending Employee Number: 99999999

Please Note: If BEGINNING or ENDING dates zero, dates are NOT TESTED against that date. If both zero, ALL DATES are reported.

Beginning Date: | Ending Date: |

5. Under **HR Reports** (bottom right section), run/review the following:

- **Employee Address Listing**

- Review employee Social Security Numbers for accuracy
- Sort Order=Last Name; Selection=All employees; Include SSN=Include; Date Fields=Blank

**History Reports**

- Employee History Report
- Status History Report
- Salary History Report

**HR Reports**

- Employee Listing
- Employee Address Listing (highlighted with red arrow)
- Employee Job Titles Report
- Employee Miscellaneous Amounts Report

**Employee Address Listing Report**

What type of Date: Does not apply (dropdown) | Report Sort Order: Last Name (dropdown)

Enter Selection Criteria: All employees (dropdown) | Include Social Security Number: Include (dropdown)

Beginning File Number: 0 | Ending File Number: 0

Beginning Department Number: | Ending Department Number: |

Beginning Employee Number: 0 | Ending Employee Number: 0

Beginning Date (MMDDYYYY): | Ending Date (MMDDYYYY): |

Run Report