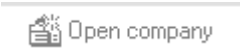


Reports

How to Run a Report

1. Click on the  button on the left hand side of the screen.

2. Click on .

3. Click on  if you are unable to see your listing of reports

| <input type="checkbox"/> | Report Name |
|--------------------------|---|
| <input type="checkbox"/> | 401k Report (B1934) |
| <input type="checkbox"/> | A Check Line State Report (B168) |
| <input type="checkbox"/> | Address Labels - Alpha (B717) |
| <input type="checkbox"/> | Agency Check Listing (C1) |
| <input type="checkbox"/> | Benefits Reconciliation - Actual (S2072) |
| <input type="checkbox"/> | Certified Payroll Report (S518) |
| <input type="checkbox"/> | Check Reconciliation (S214) |
| <input type="checkbox"/> | Child Support/Garnishment Report (S181) |
| <input type="checkbox"/> | Cover Letter (S193) |
| <input type="checkbox"/> | Cover Letter For QECs (S193) |
| <input type="checkbox"/> | Custom 401K File (C2) |
| <input type="checkbox"/> | Deduction Code Report (S181) |
| <input type="checkbox"/> | Deductions Not Taken Report (S228) |
| <input type="checkbox"/> | Delivery Instructions (S187) |
| <input type="checkbox"/> | Delivery Instructions For QECs (S187) |
| <input type="checkbox"/> | Delivery Label (S184) |
| <input type="checkbox"/> | Delivery Label For QECs (S184) |
| <input type="checkbox"/> | Delivery Label Single (S1028) |
| <input type="checkbox"/> | Direct Deposit (S211) |
| <input type="checkbox"/> | EE Shortfall Report (S638) |
| <input type="checkbox"/> | Employee Address Listing (S1134) |
| <input type="checkbox"/> | Employee Assessment List (B2098) |
| <input type="checkbox"/> | Employee Change Listing (New) (S1075) |
| <input type="checkbox"/> | Employee Mailing Labels (S603) |
| <input type="checkbox"/> | Employee Profiles (S263) |
| <input type="checkbox"/> | Employee Rate & Department Comparison (B1597) |
| <input type="checkbox"/> | Evo Exchange TDA Import (C25) |
| <input type="checkbox"/> | General Ledger Report (S183) |
| <input type="checkbox"/> | GL Export (S348) |
| <input type="checkbox"/> | HR Alert (S759) |
| <input type="checkbox"/> | HR Workers Compensation Code Report (S454) |
| <input type="checkbox"/> | Input Worksheet (S351) |
| <input type="checkbox"/> | Input Worksheet Fax Cover (S360) |
| <input type="checkbox"/> | Labor Distribution (New) (S1077) |
| <input type="checkbox"/> | Labor Distribution (Template/ASCII) (S853) |
| <input type="checkbox"/> | Labor Distribution Report (S121) |
| <input type="checkbox"/> | MTD Check Reconciliation (S214) |

4. Select the report that you would like to run by clicking in the white check box next to the report name.

5. Click on the  tab.

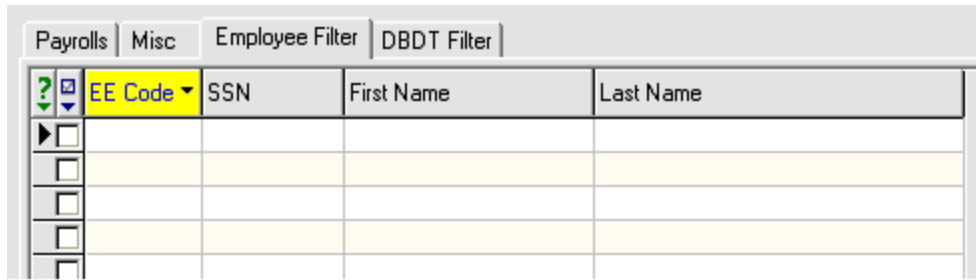
- Select your check date(s). You can select as many check dates as needed. To select check dates for a range you can utilize the 1st Quarter – 4th Quarter, or Year radials and all payrolls within those time periods will be marked. Please be aware that if you have any payrolls in a waiting status and not yet processed, you may want to check the “Show Processed Only” radial to exclude any amounts from those payrolls.

7.

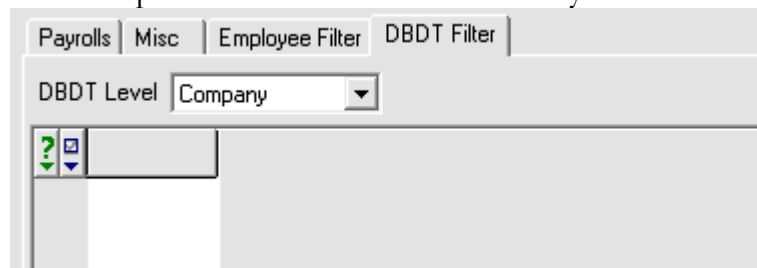
| Check Date | Run # | Processed | Status | Type |
|------------|-------|---------------------|--------|------|
| 7/26/2006 | 2 | 8/3/2006 8:57:54 AM | P | V |

- Select any additional sorting or filtering parameters from the Misc tab. Reports will have different options on the Misc tab based on the report functionality. A few common options are :
 - Mask Sensitive Information : Remove SSN from the report
 - Show only Summary for Multiple Check Dates: If you select multiple check dates it will summarize all of the check dates together.
 - Page Break after each Group: Will start the next group level on a new page.

- Select Employee from the Employee Filter Tab. Select as many employees as needed. If you do not select any employees the report will run for all employees

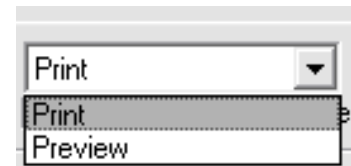


10. If you would like to run this report for a specific Division, Branch, Department or Team click on the DBDT Filter tab. Select your DBDT Level from the drop down menu and then make your selection.



**** Any changes made when running a report will not change report default setup ****

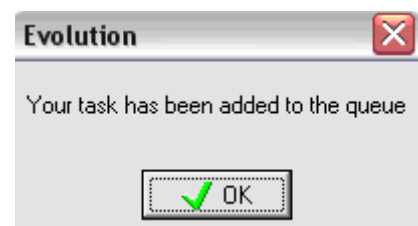
11. Select the Preview or Print option on the upper right hand side of the screen. If you select Print the report will print to your default printer. If you select Preview the reports will not physically print but will be saved on your task queue.



12. Running the report through the queue should also be checked. This means that the report will be run on PayData's resources so that you may continue working while the report is running.

13. Click Run Report.

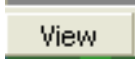
14. Your task has been added to the queue. Click ok.




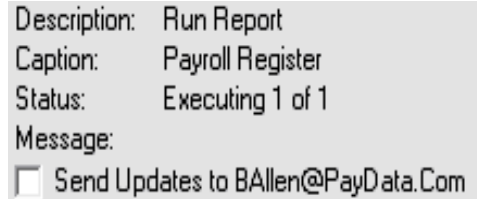
15. Your report will be finished when your Task Queue becomes bold and the number of items identified as New Finished changes.



16. The system has the capability of emailing you once a report has finished. After you have added your report to your task queue, click on




the  button. In the upper right hand corner of the screen click the check box to send updates to your email address.

A screenshot of a report execution details box. It contains the following text: 'Description: Run Report', 'Caption: Payroll Register', 'Status: Executing 1 of 1', 'Message:', and a checkbox followed by 'Send Updates to BAllen@PayData.Com'.

Description: Run Report
Caption: Payroll Register
Status: Executing 1 of 1
Message:
 Send Updates to BAllen@PayData.Com

**** If you do not see your email address on the screen, please contact your client service representative to set up this feature ****

How to View / Save a Report

1. Click on the  button at the bottom left hand corner of your screen.
2. Your screen will default to a split screen view and will show the last report that you ran. Your report will be on the bottom of the screen and the list of all reports in your queue will be at the top of the screen.

Your queue tasks

| User | Finished | Priority | Id | Updated | Status | Description | Caption |
|------|-------------------------------------|----------|------|---------|----------------------|-----------------------|-----------------------------|
| | <input checked="" type="checkbox"/> | | 1000 | 38605 | 8/21/2006 4:02:54 PM | Finished successfully | Run Report Payroll Register |

Description: Run Report
Caption: Payroll Register
Status: **Finished successfully**
Message:
 Send Updates to Baller@PayData.Com


Changed: 8/21/2006 4:02:54 PM
NI

Page 1 of 1


#0010 Becky's Test Company


| Payroll Register (S109) | | | | | | | | | | | | |
|--|------------------------|--------------------------|----------------|--------------|------------|------------------------|----------------|------------|-------------------|----------------|------------|--------|
| Check Date : | | 07/26/2006-1 | | | | | | | | | | |
| Period Range : | | 07/16/2006 TO 07/22/2006 | | | | | | | | | | |
| Week Number : | | Week #30 | | | | | | | | | | |
| Employee Name | Social Security Number | Salary | Frequency | Check Number | Check Date | Check Type | Net Check | | | | | |
| Earnings Description | Rate of Pay | Current Hours | Current Amount | YTD Hours | YTD Amount | Deductions Description | Current Amount | YTD Amount | Taxes Description | Current Amount | YTD Amount | |
| <i>Child, Julie - 56 - 999-99-0010</i> | | | | | | | | | | | | |
| 01 Salary | 12.72 | 0.00 | 1,500.00 | 0.00 | 1,500.00 | 11 Checking | 989.19 | 989.19 | -9999898 Memo | 07/26/2006 | Regular | 0.00 |
| 10 Incentive Ovr | 0.00 | 0.00 | 0.00 | 0.00 | 450.00 | | | | Federal (S/0) | 311.03 | 496.32 | |
| 11 Incentive Use | 0.00 | 0.00 | 0.00 | 0.00 | 450.00 | | | | OASDI | 93.00 | 148.80 | |
| | | | | | | | | | Medicare | 21.75 | 34.81 | |
| | | | | | | | | | State VT (S /0) | 85.03 | 111.93 | |
| Check Totals: | | 0.00 | 1,500.00 | 0.00 | 2,400.00 | | 989.19 | 989.19 | | 510.81 | 791.86 | |
| <i>Manson, Becky - 1 - 000-00-1111</i> | | | | | | | | | | | | |
| 01 Salary | 0.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 | 05 EE 401k | 25.00 | 25.00 | 1 | 07/26/2006 | Regular | 585.55 |
| 02 Regular | 0.00 | 0.00 | -200.00 | 0.00 | -200.00 | 06 ER 401K M3 | 24.50 | 24.50 | Federal (S/1) | 101.17 | 101.17 | |
| | | | | | | | | | OASDI | 49.60 | 49.60 | |
| | | | | | | | | | Medicare | 11.60 | 11.60 | |
| | | | | | | | | | State VT (S /1) | 27.08 | 27.08 | |
| Check Totals: | | 0.00 | 800.00 | 0.00 | 800.00 | | 49.50 | 49.50 | | 189.45 | 189.45 | |
| Company | | | | | | | | | | | | |
| 01 Salary | 0.00 | 0.00 | 2,500.00 | 0.00 | 2,500.00 | 05 EE 401k | 25.00 | 25.00 | 2 Checks | | | 585.55 |
| 02 Regular | 0.00 | 0.00 | -200.00 | 0.00 | -200.00 | 06 ER 401K M3 | 24.50 | 24.50 | 2 EMPLOYEES | | | |
| 10 Incentive Ovr | 0.00 | 0.00 | 0.00 | 0.00 | 450.00 | 11 Checking | 989.19 | 989.19 | Federal | 412.20 | 597.49 | |
| 11 Incentive Use | 0.00 | 0.00 | 0.00 | 0.00 | 450.00 | | | | OASDI | 142.60 | 198.40 | |
| | | | | | | | | | Medicare | 33.35 | 46.41 | |
| | | | | | | | | | State VT | 112.11 | 139.01 | |

Results Log




3. If you would like to review this report and it has multiple pages, you can click the  Page 1 of 1 arrows to go forward and back. The double arrow pointing to the right will take you to the last page and the double arrow pointing to the left will take you back to the first page.


4. If you would like to view the report in a full screen, on the right hand side of your screen you will see tabs for list view, split view, detail view and full screen. Click on full screen to see your report larger on your screen.

5. If you would like to save this file as a .pdf file, click on the  key. The save file as window will appear on your screen. Select where you would like to save the file and make sure that the type is PDF File (.pdf). Click Save.

6. If you would like to print this report to a printer other than your default printer, click on  key. This will allow you to select the printer where you would like this report to print.



7. If you would like to print this report to your default printer. Click on the  key.
8. If you have printed a lengthy report and would like to find one particular employee, click on the  key. In the *find what* field enter what you are looking for. You can find all instances of this item by clicking on *find next*
9. You can also add a password to the report so that emailing the report is more secure. To enter a password click on the . Click on one password or two. Enter your password and click ok.

Then click on the  and save this report to a system directory or your desktop as a .pdf. From the saved location you can email it to the intended recipient. They will not be able to open the saved .pdf file without entering the password.



The image shows a 'Report Security' dialog box with the following elements:

- Security Level:** Three radio buttons: 'Unsecured', 'One password' (which is selected), and 'Two passwords'.
- Specify Password:** Two text input fields. The first is labeled 'Full Access Password' and the second is labeled 'Preview Only Password'.
- Compression:** A checkbox labeled 'Compression' which is currently unchecked.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom right.