



Base Reports

Here are some commonly used reports and the menu pathing. Report access may be limited based on your currently enabled modules. The reports listed will be found through the Team tab or My Info tab > My Reports icon.

- Payroll Reports
 - Earning/Deduction/Tax Listing
 - Payroll > Reports > Pay History > Earning/Deduction/Tax Listing
 - Payroll Register by PST
 - Payroll > Reports > Payroll Register > By Employee
 - Scheduled Deductions
 - Payroll > Employee Payroll Maintenance > Deductions
 - Retirement Plan Summary or Detail
 - Payroll > Reports > Post Payroll Reporting >
 - Retirement Plan Report Summary
 - Retirement Plan Report Detail
 - Tax Documents
 - This is where you will find your quarterly tax reports, including 941s
 - Payroll > Reports > Taxes > Tax Documents
- HR Reports
 - Base Compensation History
 - HR > Reports > Employee Maintenance > Base Compensation History
 - Employee Information
 - My Team > Employee Information
- Timekeeping Reports
 - Accrual Balances
 - Accruals > Balances
 - All Timesheets
 - Time > Timesheets > All Timesheets
 - Detailed Hours
 - Time > Reports > Time Allocation > Detailed Hour