

How to Create a Report for Employee Pay Totals

A date range employee totals report is frequently requested for Worker Compensation audits. To create one navigate to 'On Demand' reports and then select the 'Employee Totals Report' from the 1st drop down menu. Complete the rest of the parameters and run the report. You will have an opportunity to create a pdf or word file that you can save or print after it is generated.

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- Change Password

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Select a report: Employee Payroll Totals

Parameters

Report range: Date Range

Start date: 1/1/2013

End date: 8/31/2014

Run Report

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Excel
PDF
Word

Employee Payroll Totals Report

Report Period: 1/1/2013 - 8/31/2014