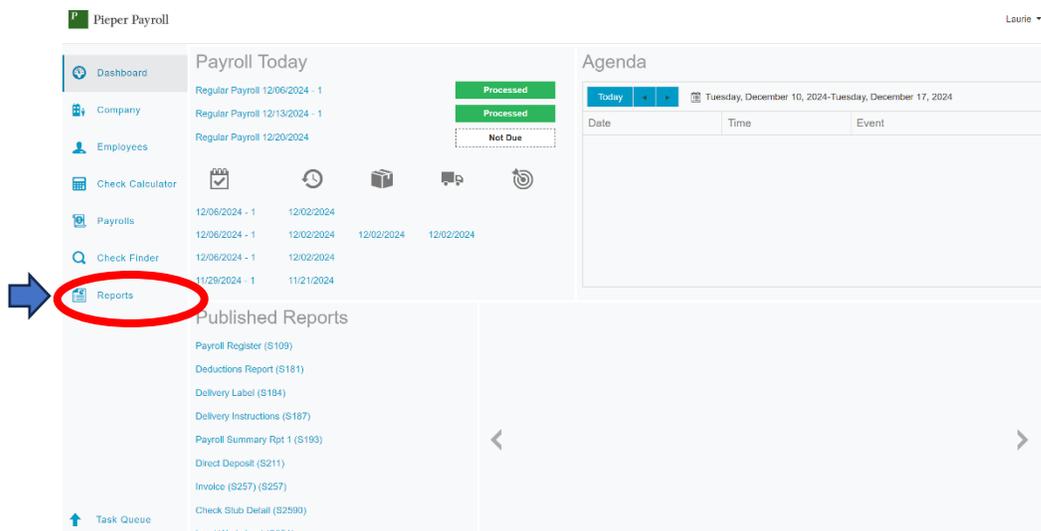


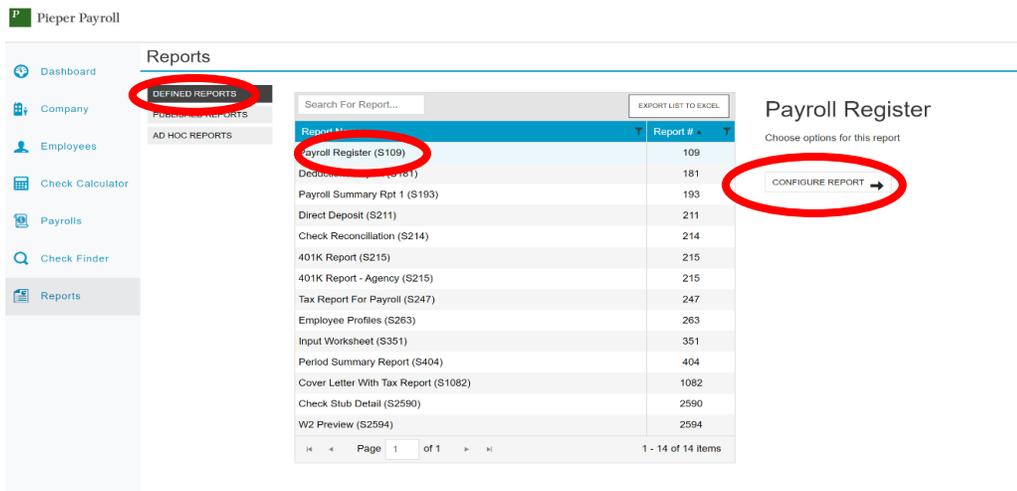
DATE RANGE REPORT

Date Range reports can be created to run for specific payroll periods, and employees. These reports are often required for compensation insurance audits.

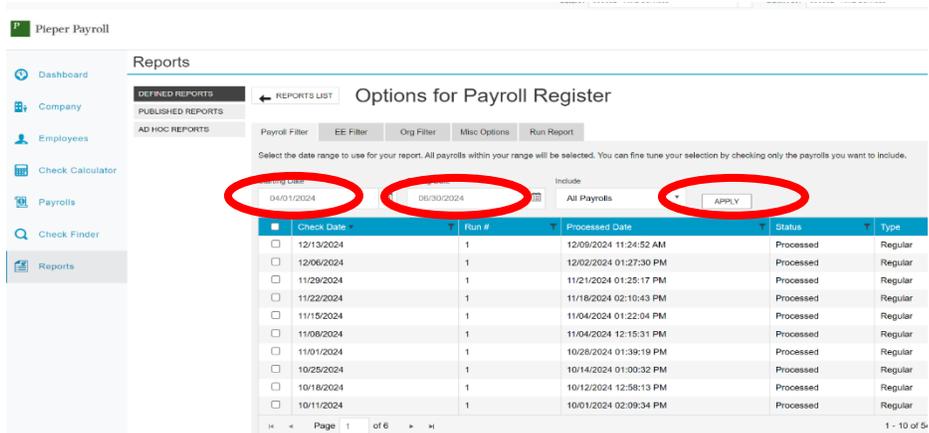
1. To create your own date range reports log onto your online portal and from the first screen select **REPORTS** from the left side bar.



2. Clicking on this option will bring up the Report Selection Screen. Highlight the **DEFINED REPORT**, then the **PAYROLL REGISTER**. After the selections have been highlighted click on the **CONFIGURE REPORT** bar.



3. The most current payrolls will appear on the grid, to adjust for a specific date range input the starting and ending date for the period required. This can be typed into the boxes or entered using the drop down option by clicking on the calendar symbol and then using the directional arrows as appropriate. Click on the **APPLY BOX** to set the range requested. In the example, the second quarter (4/1/24 through 6/30/24) is the requested date range.



- The next screen will show a new grid that includes all activity in the specified date range. Click on the square box in the blue column head (to the left of the Check Date) to select all of the dates in the period. Remember: depending upon payroll frequency, there may be more than one page of information. Be sure to scroll to the next page if required. Review the list of payroll dates and the type of payroll to determine if any line items need to be “unselected” by clicking on the square selection box to the left of the check date line.

Options for Payroll Register

Payroll Filter | **EE Filter** | Org Filter | Misc Options | Run Report

Select the date range to use for your report. All payrolls within your range will be selected. You can fine tune your selection by checking only the payrolls you want to include.

Starting Date: 04/01/2024 | Ending Date: 06/30/2024 | Include: All Payrolls | APPLY

<input type="checkbox"/>	Check Date	Run #	Processed Date	Status	Type
<input type="checkbox"/>	06/30/2024	1	06/30/2024 04:32:21 PM	Processed	Tax Adjustment
<input checked="" type="checkbox"/>	06/28/2024	1	06/25/2024 04:30:36 PM	Processed	Regular
<input checked="" type="checkbox"/>	06/21/2024	1	06/17/2024 03:20:27 PM	Processed	Regular
<input checked="" type="checkbox"/>	06/14/2024	1	06/11/2024 05:09:11 PM	Processed	Regular
<input checked="" type="checkbox"/>	06/07/2024	1	06/05/2024 04:03:41 PM	Processed	Regular
<input checked="" type="checkbox"/>	05/31/2024	1	05/23/2024 01:18:15 PM	Processed	Regular
<input checked="" type="checkbox"/>	05/24/2024	1	05/14/2024 02:18:00 PM	Processed	Regular
<input checked="" type="checkbox"/>	05/17/2024	1	05/14/2024 02:17:49 PM	Processed	Regular
<input checked="" type="checkbox"/>	05/10/2024	1	05/03/2024 01:14:09 PM	Processed	Regular
<input checked="" type="checkbox"/>	05/03/2024	1	04/29/2024 02:11:25 PM	Processed	Regular

Page 1 of 2

- If needed to adjust your report for specific employee(s), click on the **EE FILTER** and select the appropriate employees. Remember, there may be multiple pages

Options for Payroll Register

Payroll Filter | **EE Filter** | Org Filter | Misc Options | Run Report

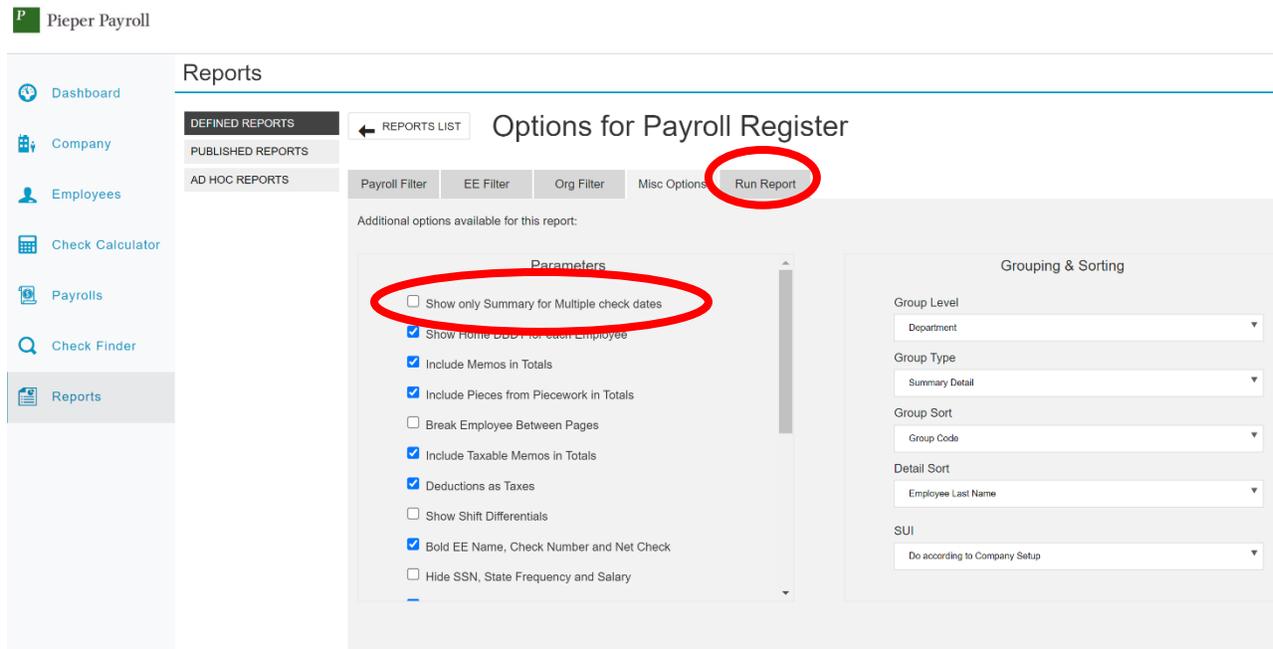
You can apply a filter to reduce the number of employees in the list. Fine tune the list by checking.

Search for employee(s)

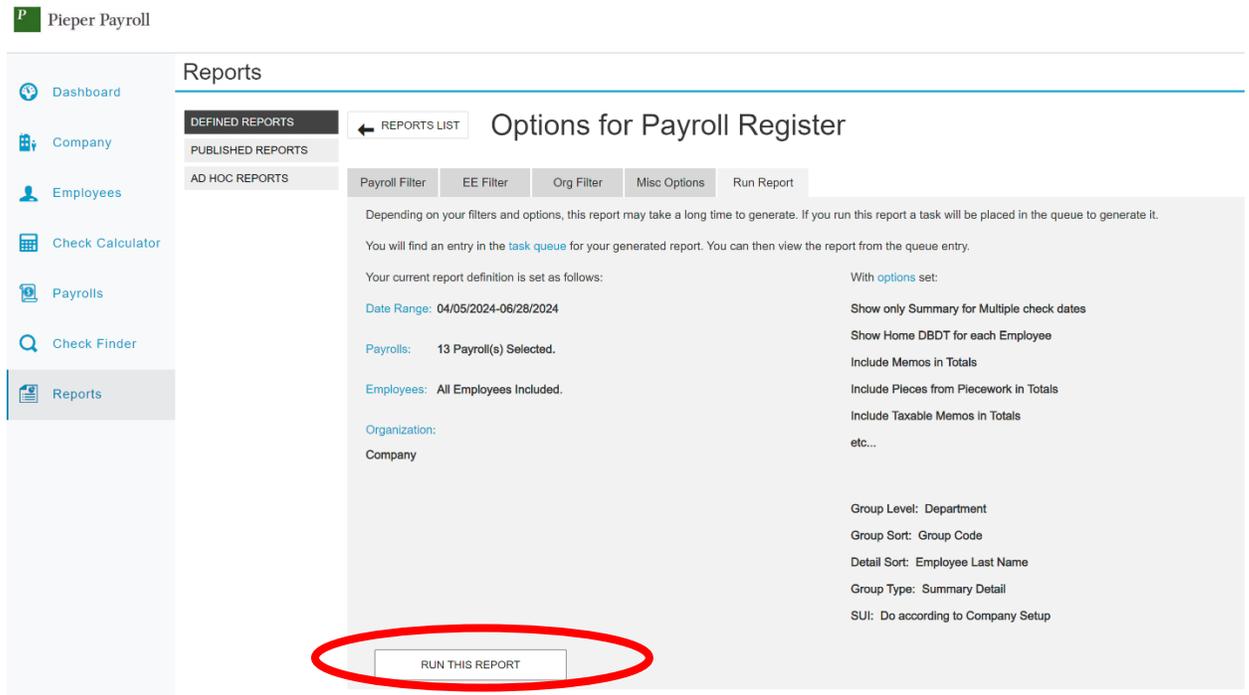
<input type="checkbox"/>	EE #	SSN / EIN	Last Name	First Name	MI	Status
<input type="checkbox"/>	1					Active
<input type="checkbox"/>	2					Active
<input type="checkbox"/>	3					Terminated
<input type="checkbox"/>	4					Terminated
<input type="checkbox"/>	5					Active
<input type="checkbox"/>	6					Other - See Notes
<input type="checkbox"/>	7					Terminated
<input type="checkbox"/>	8					Terminated
<input type="checkbox"/>	9					Terminated
<input type="checkbox"/>	10		Love	Jurisdiction		Terminated

Page 1 of 5

6. Clicking on the MISC OPTIONS tab to configure the report format. Once the Screen appears clicking on the **SHOW ONLY SUMMARY FOR MULTIPLR CHECK DATES** (this will give a total for the employee per the range period). If a report for each individual pay period is required do not select this option. Click on the run report tab when ready to create the report.



7. The next screen will appear with the report parameters, click the **RUN THIS REPORT** at the bottom of the screen to process the report



8. Printing the report will require a download of the report

Retrieving Specialized Reports:

1. Audits will often require specific reports in addition to a date range Payroll Report. To obtain these reports, choose the “Published Reports” option from the report page.

The screenshot shows the Pieper Payroll interface. On the left is a navigation menu with 'Reports' selected. The main area is titled 'Reports' and has three tabs: 'DEFINED REPORTS', 'PUBLISHED REPORTS' (circled in red), and 'AD HOC REPORTS'. A search bar is present with the text 'Search For Report...'. Below the search bar is a table of reports:

Report Name	Report #
Payroll Register (S109)	109
Deductions Report (S181)	181
Payroll Summary Rpt 1 (S193)	193
Direct Deposit (S211)	211
Check Reconciliation (S214)	214
401K Report (S215)	215
401K Report - Agency (S215)	215
Tax Report For Payroll (S247)	247
Employee Profiles (S263)	263
Input Worksheet (S351)	351
Period Summary Report (S404)	404
Cover Letter With Tax Report (S1082)	1082
Check Stub Detail (S2590)	2590
W2 Preview (S2594)	2594

At the bottom of the table, it says 'Page 1 of 1' and '1 - 14 of 14 Items'. To the right of the table is a 'Payroll Register' section with a 'CONFIGURE REPORT' button.

2. The next page to appear will contain recently created reports. To create the specific report needed use the search bar to sort accordingly. Entering “Tax” will call up all tax relevant reports. To further cull the list, enter the specific tax or parameter.

This screenshot shows the same 'Reports' page, but with the search bar containing the word 'Tax'. The table now displays a list of reports filtered by tax-related terms:

	Check Date	Run #	Check Period	Report #	Report Name	Type
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S109	Payroll Register	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S181	Deductions Report	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S184	Delivery Label	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S187	Delivery Instructions	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S193	Payroll Summary Rpt 1	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S211	Direct Deposit	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S257	Invoice (S257)	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S2590	Check Stub Detail	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S351	Input Worksheet	Report
<input type="checkbox"/>	12/20/2024	1	12/01/2024 - 12/14/2024	S760	Time Off Register	Report
<input type="checkbox"/>	12/06/2024	2	01/01/2024 - 12/31/2024	S109	Payroll Register	Report
<input type="checkbox"/>	12/06/2024	1	11/17/2024 - 11/30/2024	S109	Payroll Register	Report
<input type="checkbox"/>	12/06/2024	2	01/01/2024 - 12/31/2024	S181	Deductions Report	Report
<input type="checkbox"/>	12/06/2024	1	11/17/2024 - 11/30/2024	S181	Deductions Report	Report
<input type="checkbox"/>	12/06/2024	2	01/01/2024 - 12/31/2024	S184	Delivery Label	Report

The page footer indicates 'Page 1 of 112' and '1 - 15 of 1673 Items'.

This screenshot shows the 'Reports' page with the search bar containing the word 'Tax'. The table displays a list of tax-related reports:

	Check Date	Run #	Check Period	Report #	Report Name	Type
<input type="checkbox"/>	09/30/2024	0		S14	NJ 927 Return-000015	TaxReturn
<input type="checkbox"/>	09/30/2024	0		S485	NJ WR-30 Wage Report-000015	TaxReturn
<input type="checkbox"/>	09/30/2024	0		S5188	941-000015	TaxReturn
<input type="checkbox"/>	06/30/2024	0		S14	NJ 927 Return-000015	TaxReturn
<input type="checkbox"/>	06/30/2024	0		S485	NJ WR-30 Wage Report-000015	TaxReturn
<input type="checkbox"/>	06/30/2024	0		S5188	941-000015	TaxReturn
<input type="checkbox"/>	03/31/2024	0		S14	NJ 927 Return-000015	TaxReturn
<input type="checkbox"/>	03/31/2024	0		S485	NJ WR-30 Wage Report-000015	TaxReturn
<input type="checkbox"/>	03/31/2024	0		S5188	941-000015	TaxReturn
<input type="checkbox"/>	12/31/2023	0		S138	NJ W-3 M1 Annual Recon-000015	TaxReturn
<input type="checkbox"/>	12/31/2023	0		S14	NJ 927 Return-000015	TaxReturn
<input type="checkbox"/>	12/31/2023	0		S485	NJ WR-30 Wage Report-000015	TaxReturn
<input type="checkbox"/>	12/31/2023	0		S4942	940-000015	TaxReturn
<input type="checkbox"/>	12/31/2023	0		S4946	941-000015	TaxReturn
<input type="checkbox"/>	12/31/2023	0		S5074	W2 Annual EE-000015	TaxReturn

The page footer indicates 'Page 1 of 7' and '1 - 15 of 91 Items'.

Pieper Payroll Lauree

Reports

DEFINED REPORTS WR EXPORT LIST TO EXCEL

PUBLISHED REPORTS

AD HOC REPORTS

<input type="checkbox"/>	Check Date	Run #	Check Period	Report #	Report Name	Type
<input type="checkbox"/>	09/30/2024	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	06/30/2024	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	03/31/2024	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	12/31/2023	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	09/30/2023	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	06/30/2023	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	03/31/2023	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	12/31/2022	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	09/30/2022	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	06/30/2022	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	03/31/2022	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	12/31/2021	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	09/30/2021	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	06/30/2021	0		S485	NJ WR-30 Wage Report-000082	TaxReturn
<input type="checkbox"/>	03/31/2021	0		S485	NJ WR-30 Wage Report-000082	TaxReturn

Page 1 of 2 1 - 15 of 23 items

PREVIEW REPORT

- As in the Payroll Register, choose the dates/reports required by clicking on the box next to the date. (Remember, the look for extra pages that might be available). Once complete, go to the bottom of the page and click on the “Preview Report” box. The requested report will appear. Save the report and print as required

Pieper Payroll

Reports

DEFINED REPORTS ← REPORTS LIST

PUBLISHED REPORTS

AD HOC REPORTS

page 1 of 1

Form **941 for 2023: Employer's QUARTERLY Federal Tax Return** 970122
(Rev. March 2023) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

<p>Employer identification number (EIN) _____</p> <p>Name (not yr) _____</p> <p>Trade name _____</p> <p>Address _____</p>	<p>Report for this Quarter of 2023 (Check one.)</p> <p><input type="checkbox"/> 1: January, February, March</p> <p><input type="checkbox"/> 2: April, May, June</p> <p><input type="checkbox"/> 3: July, August, September</p> <p><input checked="" type="checkbox"/> 4: October, November, December</p> <p><small>Go to www.irs.gov/Form941 for instructions and the latest information.</small></p>
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