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.

 P Pieper Payroll									Laurie 🔻
Oashboard	Payroll To	day			Processed	Agenda			
E Employees	Regular Payroll 12/ Regular Payroll 12/	13/2024 - 1 20/2024			Processed Not Due	Today	Tuesday, December 10,	2024-Tuesday, December 17, 2024 Event	
Check Calculator		0	Ŷ	÷₽	1				
Payrolls	12/06/2024 - 1 12/06/2024 - 1 12/06/2024 - 1	12/02/2024 12/02/2024	12/02/2024	12/02/2024					
Reports	11/29/2024 - 1	11/21/2024							
	Published Payroll Register (S Deductions Report Delivery Label (S10 Delivery Instruction Payroll Summary R Direct Deposit (S21	I Reports (S181) H) s (S187) pt 1 (S193) 1)			<				>
1 Task Queue	Check Slub Detail (S2590)							

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 chick on the **CONFIGURE REPORT** bar.

P Pieper Payrol	11			
Dashboard	Reports			
U Daoino da d	DEFINED REPORTS			
📴 Gompany	PUBLICHES HEFORTS	Search For Report	EXPORT LIST TO EXCEL	Payroll Register
Employees	AD HOC REPORTS	Report	▼ Report # ▲ ▼	Choose options for this report
		Payroll Register (S109)	109	
Gheck Calcula	itor	Payroll Summary Rot 1 (\$103)	181	CONFIGURE REPORT
		Direct Deposit (S211)	211	
Payrolis		Check Reconciliation (S214)	214	
Q Check Finder		401K Report (S215)	215	
_		401K Report - Agency (S215)	215	
Reports		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	
		H ⊲ Page 1 of 1 ► H	1 - 14 of 14 items	

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.

Dashboard	Reports					
Cushboard	DEFINED REPORTS		tions for Pouro	Il Pogietor		
Company	PUBLISHED REPORTS	Op	tions for Faylo	ii Registei		
Employees	AD HOC REPORTS Payro	EE Filter	Org Filter Misc Options	Run Report		
	Select	the date range to use for t	our report. All payrolls within your re	ange will be selected. You can fine tune your selection	in by checking only the payrolls you w	ant to inclu
Check Calculator						
		Date Contract	000000004	Include		
Payrolls	047	01/2024	00/30/2024	All Payrolis	APPLY	
Check Finder		Check Date *	T Run#	T Processed Date	T Status	т тур
Check Pilider	0	12/13/2024	1	12/09/2024 11:24:52 AM	Processed	Reg
Reports	0	12/06/2024	1	12/02/2024 01:27:30 PM	Processed	Re
	0	11/29/2024	1	11/21/2024 01:25:17 PM	Processed	Re
		11/22/2024	1	11/18/2024 02:10:43 PM	Processed	Re
	0	11/15/2024	1	11/04/2024 01:22:04 PM	Processed	Re
		11/08/2024	1	11/04/2024 12:15:31 PM	Processed	Re
		11/01/2024	1	10/28/2024 01:39:19 PM	Processed	Re
		10/25/2024	1	10/14/2024 01:00:32 PM	Processed	Re
		10/18/2024	1	10/12/2024 12:58:13 PM	Processed	Re
	0					

4. 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.

Dashboard	Reports									
	DEFINED REPORTS		S LIST OD	otions	for Pavro	ll R	legister			
Company	PUBLISHED REPORTS				,		0			
Employees	AD HOC REPORTS	Payroll Filter	EE Filter	Org Fi	Iter Misc Options	Run	Report			
		Select the dat	e range to use for	your report.	All payrolls within your ra	nge wil	I be selected. You can fine tune your selected	ction by ch	ecking only the pay	olls you want to includ
Check Calculator										,
		Starting Date		Endi	ng Date	-	Include			
Payrolls		04/01/202	4		6/30/2024		All Payrolls *	APPLY		
Check Finder			eck Date 🔻		▼ Run#	T	Processed Date	T	Status	Т Туре
oneek i meer		06	30/2024		1		06/30/2024 04:32:21 PM		Processed	Tax Adjustme
Reports		2 06	28/2024		1		06/25/2024 04:30:36 PM		Processed	Regular
		0 6	21/2024		1		06/17/2024 03:20:27 PM		Processed	Regular
		2 06/	14/2024		1		06/11/2024 05:09:11 PM		Processed	Regular
		0 6	07/2024		1		06/05/2024 04:03:41 PM		Processed	Regular
		2 05/	31/2024		1		05/23/2024 01:18:15 PM		Processed	Regular
		O 5	24/2024		1		05/14/2024 02:18:00 PM		Processed	Regular
		05/	17/2024		1		05/14/2024 02:17:49 PM		Processed	Regular
							05/02/2024 04:14:00 PM		Processed	Regular
		☑ 05/	10/2024		1		03/03/2024 01.14.09 PM		FIOCESSEC	regulai

5. 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

0	Dashboard	Reports							
•	Company	DEFINED REPORTS PUBLISHED REPORTS	← RE	PORTS LIST	Options for I	Payroll Regist	ter		
L	Employees	AD HOC REPORTS	Payroll	Filter EE Fi	lter rg Filter M	isc Options Run Report			
⊒	Check Calculator		You can Searc	apply a filter to re	duce the number of employee	es in the list. Fine tune the list by	checking.		
<u>3</u>	Payrolls			EE #	T SSN / EIN	T Last Name	T First Name	т мі т	Status
~	Check Finder			1					Active
-	Check Pinder			2					Active
U	Reports			3					Terminated
_				4					Terminated
				5					Active
				6					Other _ See Notes
				7					Terminated
				8					Terminated
				9					Terminated
				10	110-2-5752-00 (1 1	LOVE	Juliquiau	D	Terminated

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.

Р	Pieper Payroll		
0	Dashboard	Reports	
⊞,	Company	DEFINED REPORTS PUBLISHED REPORTS	ter
	Employees	AD HOC REPORTS Payroll Filter EE Filter Org Filter Misc Options Run Report	
	Check Calculator	Additional options available for this report:	Grouping & Sorting
0	Payrolls	Show only Summary for Multiple check dates	Group Level
Q	Check Finder	Show Home bob - to team Employee	Department Type
	Reports	 Include Memos in Totals Include Pieces from Piecework in Totals 	Surmary Detail
		Break Employee Between Pages	Group Code
		 Include ratable without in rotain Deductions as Taxes 	Detail Sort
		Show Shift Differentials	SUI
		Bold EE Name, Check Number and Net Check	Do according to Company Setup
		Hige SSN, State Frequency and Salary	

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

Dashboard	Reports					
Company	DEFINED REPORTS PUBLISHED REPORTS)ptions fo	or Payro	ll Regis	ter
Employees	AD HOC REPORTS	Payroll Filter EE Filter	Org Filter	Misc Options	Run Report	
		Depending on your filters a	nd options, this repor	t may take a long ti	ne to generate. If	you run this report a task will be placed in the queue to generate it.
Check Calculator		You will find an entry in the	task queue for your g	generated report. Yo	u can then view th	ne report from the queue entry.
		Your current report definition	n is set as follows:			With options set:
Payrolls		Date Range: 04/05/2024-0	6/28/2024			Show only Summary for Multiple check dates
Check Finder			Coloriad			Show Home DBDT for each Employee
		Payrolis: 13 Payroli(s)	Selected.			Include Memos in Totals
Reports		Employees: All Employee	s Included.			Include Pieces from Piecework in Totals
		Organization:				Include Taxable Memos in Totals
		Company				etc
						Group Level: Department
						Group Sort: Group Code
						Detail Sort: Employee Last Name
						Group Type: Summary Detail
						SUI: Do according to Company Setup

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

Retrieving Specialized Reports:

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

Dashboard	Reports			
	DEFINED REPORTS			
Company	PUBLISHED REPORTS	Search For Report	EXPORT LIST TO EXCEL Payroll Re	egister
	AD HOUTEFORTS	Report Name	Report # Choose options for this	s report
Employees		Payroll Register (S109)	109	
Check Calculator		Deductions Report (S181)	181 CONFIGURE REPORT	-
		Payroll Summary Rpt 1 (S193)	193	-
Payrolls		Direct Deposit (S211)	211	
		Check Reconciliation (S214)	214	
Check Finder		401K Report (S215)	215	
		401K Report - Agency (S215)	215	
Reports		Tax Report For Payroll (S247)	247	
		Employee Profiles (S263)	263	
		Input Worksheet (S351)	351	
		Period Summary Report (S404)	404	
		Cover Letter With Tax Report (\$1082)	1082	
		Check Stub Detail (S2590)	2590	
		W2 Preview (S2594)	2594	
		u page di ofdi u u		

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.

Р	Pieper Payroll								Laurie 1				
0	Dashboard	Reports											
8,	Company	DEFNED REPORTS											
		AD HOC REPORTS		Check Date 🔹 🍸	Run # 🛛 🝸	Check Period	Report#▲ ▼	Report Name	Т Туре Т				
1	Employees			12/20/2024	1	12/01/2024 - 12/14/2024	S109	Payroll Register	Report				
_				12/20/2024	1	12/01/2024 - 12/14/2024	S181	Deductions Report	Report				
	Check Calculator			12/20/2024	1	12/01/2024 - 12/14/2024	S184	Delivery Label	Report				
9	Paurolla			12/20/2024	1	12/01/2024 - 12/14/2024	S187	Delivery Instructions	Report				
2	Payrons			12/20/2024	1	12/01/2024 - 12/14/2024	S193	Payroll Summary Rpt 1	Report				
a	Check Finder			12/20/2024	1	12/01/2024 - 12/14/2024	S211	Direct Deposit	Report				
				12/20/2024	1	12/01/2024 - 12/14/2024	S257	Invoice (S257)	Report				
	Reports			12/20/2024	1	12/01/2024 - 12/14/2024	S2590	Check Stub Detail	Report				
				12/20/2024	1	12/01/2024 - 12/14/2024	\$351	Input Worksheet	Report				
				12/20/2024	1	12/01/2024 - 12/14/2024	S760	Time Off Register	Report				
				12/06/2024	2	01/01/2024 - 12/31/2024	S109	Payroll Register	Report				
				12/06/2024	1	11/17/2024 - 11/30/2024	S109	Payroll Register	Report				
				12/06/2024	2	01/01/2024 - 12/31/2024	S181	Deductions Report	Report				
				12/06/2024	1	11/17/2024 - 11/30/2024	S181	Deductions Report	Report				
				12/06/2024	2	01/01/2024 - 12/31/2024	S184	Delivery Label	Report				
			14 4	Page 1 of 112	► H				1 - 15 of 1673 items				

Dashboard	Reports							
Company	DEFINED REPORTS PUBLISHED REPORTS	tax	Chaoli Data	Due 4	Obert Derived	Depend 6 . X	Depart Name	EXPORT LIST TO EXC
Employees	AD HOC REPORTS		09/30/2024	Null #)	Check Penda	S14	NJ 927 Return.000015	TaxReturn
		0	09/30/2024	0		\$485	NJ WR-30 Wage Report-000015	TaxReturn
Check Calculator			09/30/2024	0		S5188	941-000015	TaxReturn
			06/30/2024	0		S14	NJ 927 Return-000015	TaxReturn
Payrolls			06/30/2024	0		S485	NJ WR-30 Wage Report-000015	TaxReturr
Check Finder			06/30/2024	0		S5188	941-000015	TaxReturn
			03/31/2024	0		S14	NJ 927 Return-000015	TaxReturr
Reports			03/31/2024	0		S485	NJ WR-30 Wage Report-000015	TaxRetur
			03/31/2024	0		S5188	941-000015	TaxReturr
			12/31/2023	0		S138	NJ W-3 M1 Annual Recon-000015	TaxReturr
			12/31/2023	0		S14	NJ 927 Return-000015	TaxReturn
			12/31/2023	0		S485	NJ WR-30 Wage Report-000015	TaxReturn
			12/31/2023	0		\$4942	940-000015	TaxReturr
			12/31/2023	0		S4946	941-000015	TaxReturn
			12/31/2023	0		S5074	W2 Annual EE-000015	TaxReture

•	Dashboard	Reports							
ŧ	Company	DEFINED REPORTS PUBLISHED REPORTS	WR						EXPORT LIST TO
		AD HOC REPORTS		Check Date 🔹 🛛 🕇	Run #	Check Period	Report # 🔺 🛛 🝸	Report Name	т Туре
	Employees		0	09/30/2024	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				06/30/2024	0		\$485	NJ WR-30 Wage Report-000082	TaxRet
	Check Calculator			03/31/2024	0		S485	NJ WR-30 Wage Report-000082	TaxRet
	Payrolis			12/31/2023	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				09/30/2023	0		S485	NJ WR-30 Wage Report-000082	TaxRet
	Check Finder			06/30/2023	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				03/31/2023	0		S485	NJ WR-30 Wage Report-000082	TaxRet
	Reports			12/31/2022	0		S485	NJ WR-30 Wage Report-000082	TaxRet
			- 0	09/30/2022	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				06/30/2022	0		\$485	NJ WR-30 Wage Report-000082	TaxRet
				03/31/2022	0		S485	NJ WR-30 Wage Report-000082	TaxRel
				12/31/2021	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				09/30/2021	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				06/30/2021	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				03/31/2021	0		S485	NJ WR-30 Wage Report-000082	TaxRet
				Page 1 of 2	н н				1 - 15 of 23

3. 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

Р	Pieper Payroll	
٩	Dashboard	Reports
₿¥	Company	PUBLISHED REPORTS
*	Employees	AD HOC REPORTS
	Check Calculator	
0	Payrolls	Form: 941 for 2023: Employer's QUARTERLY Federal Tax Return 970 122 (Rev. March 2023) Department of the Treasury – Internal Revenue Service ONB No. 1545-0029 ECODOLE OF this Official Control 2028
٩	Check Finder	Employer identification number (EIN) [(Check one) 1: January, February, March
	Reports	Trade name 22: April, May, June
		Address
		Go to www.is.gov/Form941 for instructions and the latest information.