

Enterprise Report Manual



tempworks
SOFTWARE

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Affordable Care Act

ACA Benefit Lookback List Ins Census Mail Export

Screen Shot:

Employee Id	Last Name	First Name	Branch	SSN	DOB	Age	Gender	RHours	OHours	Total Hours	Gross	# Weeks	Avg Hours	Address
4294972266	Adjuster	Korey	CardiffUK	xxx-xx-5485				87.00	0.00	87.00	\$1,186.00	8	10.88	123 Main St
4295004233	Cotchery	Jericho	Memphis SW	xxx-xx-8888				256.00	0.00	256.00	\$2,560.00	8	32.00	
4294973044	Zipper	Jessica	Memphis SE	xxx-xx-4010				59.25	0.00	59.25	\$850.88	8	7.41	85 Cleary Lane

Purpose:

The report has additional information that insurance companies are requesting in order to give you a quote for how much insurance coverage would cost for these employees and has the employee's address on here to assist with prefiling initial enrollment forms and creating mailing labels.

This report allows you to see which employees have worked a weekly average of hours above a given amount and is designed to allow you to look back to see who qualified for the Affordable Care Act as a Full Time Employee (FTE).

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the entire period, even if they do not have a break in service since they started working with you and worked an average amount of hours per week over the entered hour amount. This rule is to keep you in compliance with the ACA regulations.

Parameters:

1. **Start Date:** Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. **End Date:** Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
3. **Branch:** A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. **Show:** A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Active Employees Only
 - d. Inactive Employees Only
 - e. Employees Missing an ACA Hire Date Only
 - f. Current Assigned Employees Only
 - g. Current Un-Assigned Employees Only
5. **Average Hours >=:** Allows you to set a limit to see which employees have a weekly average of hours over or equal to the entered amount.

ACA Benefit Lookback List Insurance Census

Screen Shot:

Start Date	1/1/2014	End Date	3/1/2014
Branch	Canada 2, Canada Test, Cardi	Group By	(no grouping)
Show	EIN Records Separated	Average Hours >=	1

ACA Benefit Lookback List Insurance Census												tempworks [™] software	
High Tech Staffing												Entity Level (Hierid 2)	
Employees with an average of 1hrs or more per week between weekend date 1/1/2014 and 3/1/2014, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.													
Employee Id	Last Name	First Name	Mailing Address	SSN	DOB	Age	Gender	RHours	OHours	Total Hours	Gross	# Weeks	Avg Hours
High Tech Staffing - Einc: 0													
(no grouping)													
4294972266	Adjuster	Korey	123 Main St Eagan, MN 55121	xxx-xx-5485				87.00	0.00	87.00	\$1,186.00	8	10.88
4295004233	Cotchery	Jericho	, MN	xxx-xx-8888				256.00	0.00	256.00	\$2,560.00	8	32.00
4294973044	Zipper	Jessica	85 Cleary Lane Eagan, MN 55121	xxx-xx-4010				59.25	0.00	59.25	\$850.88	8	7.41
(no grouping) Total Employees: 3								402.25	0.00	402.25	\$4,596.88		
High Tech Staffing Total Employees: 3								402.25	0.00	402.25	\$4,596.88		
Report Total Employees: 3								402.25	0.00	402.25	\$4,596.88		

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Purpose:

This report allows you to see which employees have worked a weekly average of hours above a given amount and is designed to allow you to look back to see who qualified for the Affordable Care Act as a Full Time Employee (FTE).

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the entire period, even if they do not have a break in service since they started working with you and worked an average amount of hours per week over the entered hour amount. This rule is to keep you in compliance with the ACA regulations.

The report also has additional information that insurance companies are requesting in order to give you a quote for how much insurance coverage would cost for these employees.

Parameters:

1. Start Date: Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. End Date: Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Branch
5. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Active Employees Only
 - d. Inactive Employees Only
 - e. Employees Missing an ACA Hire Date Only
 - f. Current Assigned Employees Only
 - g. Current Un-Assigned Employees Only
6. Average Hours >=: Allows you to set a limit to see which employees have a weekly average of hours over or equal to the entered amount.

ACA Employee Adjustments

Screen Shot:

Start Date: 7/1/2014 End Date: 7/8/2014
Branch: Canada 2, Canada Test, Can Date Filter: Check Date
Group By: Check Number Employee Filter:
Adjustment Type: ACA Match: Employee Pren Check ID:
Expand All Detail?: Yes

ACA Employee Adjustments
High Tech Staffing Entity Level (Hierd 2)
A list of the following adjustments withheld from employee checks with a CheckDate between 7/1/2014 and 7/8/2014, from the following selected branches: (All Branches Selected)

Employee	Employee ID	SSN	Check ID	Check Number	Check Date	Adjustment	Employee Contribution	Employer Contribution	
208376									
Abele, Kevin	17747	xxx-xx-6033	4295010720	208376	7/8/2014	ACATempMed: Medical Employee Portion Temp Employees Weekly Payroll	\$6.08	\$0.00	
Abele, Kevin	17747	xxx-xx-6033	4295010720	208376	7/8/2014	MEDCompany: ACA Employer Portion Medical Temp Employee Weekly Pay	\$0.00	(\$6.08)	
2 adjustments							\$6.08	(\$6.08)	
208384									
Aardson, Steve	5759	xxx-xx-3652	4295010729	208384	7/8/2014	ACATempMed: Medical Employee Portion Temp Employees Weekly Payroll	\$50.00	\$0.00	
1 adjustment							\$50.00	\$0.00	
Report Totals							18 adjustments	\$468.74	\$45.01

NOTE: When an employee does not get paid, there is no check in the system and no Employee or Employer Contribution amounts, even though the Employer still has to pay the full insurance amount for that employee until they hit a break in service mark. Therefore, this report may not accurately reflect the full amount of ACA Insurance cost/expense incurred by the Employer for the time period the report is ran for. This report is for general tracking purposes only and should not be used as an accounting resource.

NOTE: Since one check can have multiple timecards/transactions associated with it, the branch on this report, that the check is associated to, is only one of the possible multiple branches from the timecards. This may cause report balancing discrepancies when comparing with transactional reports such as the Employee Transaction and Management reports.

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Purpose:

This report allows you to see how much of the ACA insurance adjustments are being passed onto the employee and how much it is costing you as a company. Report is designed to give you both a high level and a detailed view of your cost. If you run the report with the “Expand All Detail?” set to Yes, you will get each individual adjustment amount that is on an employee’s check. If you set that parameter to No, then you will just see the summary lines based upon what you set the Group By parameter to. Therefore, if you just want to see company totals, set the Group By parameter to “Employer” and set the “Expand All Detail?” to No and you will see one line per Federal EIN you have setup in TempWorks. You can also expand and collapse the details within each individual group, by clicking on the (+) located to the left of the group header.

NOTE: When an employee does not get paid, there is no check in the system and no Employee or Employer Contribution amounts, even though the Employer still has to pay the full insurance amount for that employee until they hit a break in service mark. Therefore, this report may not accurately reflect the full amount of ACA Insurance cost/expense incurred by the Employer for the time period the report is ran for. This report is for general tracking purposes only and should not be used as an accounting resource.

Parameters:

-
1. Start Date: Starting date of your desired date range
 2. End Date: Ending date of your desired date range
 3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of check
 - b. Weekend Bill of check
 4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Adjustment
 - c. Employer
 - d. Branch on the check
 - e. Check Date on the check
 - f. Check Number on the check
 - g. Employee Name on the check
 6. Employee Filter: Filters on the employee's name
 7. Adjustment Type: A drop down list of all ACA adjustment types, both employee and employer paid adjustments. Is a multi-value parameter so they can select all adjustment type, just one adjustment type or any combination of different adjustment types.
 8. Check ID: Filters for a specific check id.
 9. Expand All Detail?: A drop down determining if all of the detail records will be shown when the report is ran or if just the summary lines are shown. Summary lines are determined by the selected Group By parameter.

ACA Employee Cycles

Screen Shot:

Start Date ☒ NULL End Date ☒ NULL

Branch Canada 2, Canada Test, Can Date Filter Measurement Period Start Date

ACA Status (none), Full-Time, Part-Tim Insurance Offering Response Status (none)

Employee Filter Customer Filter

Average Hours Min 1 Average Hours Max 10000

Show All Employees Group By (no grouping)

1 of 1 Find | Next

ACA Employee Cycles

High Tech Staffing Entity Level (Hield 2) tempworks software

A list of employees, from the following selected branches: '(All Branches Selected)'. Showing: All Employees

Employee	Employee ID	Hire Date	ACAStatus	Insurance	Measurement Period			Admin Period		Stability Period		Break In Service	
					Hrs Worked	Weeks Worked	Avg Hrs Per Week	Start Date	End Date	Start Date	End Date	Start Date	End Date
(no grouping)													
Alberico, Tacie	17553				80.00	51.00	1.57	10/15/2013	10/14/2014	10/15/2014	12/31/2014	1/1/2015	5/31/2015
Busey, George	16526				100.00	51.00	1.96	10/15/2013	10/14/2014	10/15/2014	12/31/2014	1/1/2015	5/31/2015
Caley, Milagros	4294969394				80.00	51.00	1.57	10/15/2013	10/14/2014	10/15/2014	12/31/2014	1/1/2015	5/31/2015
Johnson, Brandon	4294971938				205.00	51.00	4.02	10/15/2013	10/14/2014	10/15/2014	12/31/2014	1/1/2015	5/31/2015
Najera, Cesar	17659				80.00	51.00	1.57	10/15/2013	10/14/2014	10/15/2014	12/31/2014	1/1/2015	5/31/2015
Zipper, Jessica	4294973044				385.25	51.00	7.55	10/15/2013	10/14/2014	10/15/2014	12/31/2014	1/1/2015	5/31/2015
(no grouping) Total: Emp Count 6													
Report Total: Emp Count 6													

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Purpose:

This report allows you to see at a glance each employee's ACA cycle data that the system has calculated. It is designed to allow you to find employees that have just completed their Measurement period and are now in their Admin period and need to have their record reviewed to determine their ACA Status (Full Time/Part Time/Variable/Seasonal) for their next Stability period. On top of that, this report allows you to find employees that have had a break in service and now can be removed from your insurance coverage.

The Measurement period hours and results can be cross referenced against one of the Lookback or Minimum Hours reports if you run the Lookback reports for the same start and end date of the measurement period for a given cycle.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on unless no dates are entered (no dates entered, meaning the Null check boxes are checked next to the start and end date parameters).
 - a. Measurement Period Start Date

-
- b. Measurement Period End Date
 - c. Admin Period Start Date
 - d. Admin Period End Date
 - e. Stability Period Start Date
 - f. Stability Period End Date
 - g. Break in Service Start Date
 - h. Break in Service End Date
 - i. Hire Date
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 5. ACA Status: A drop down list of all ACA statuses. Is a multi-value parameter so you can select all ACA statuses, just one specific ACA Status or any combination of different ACA statuses in the list.
 - a. Filters on the ACA Status set on the employee's cycle when they were in their Admin period for that given cycle. It does not filter on the employee's current ACA Status that they have set currently on their employee record. Use the ACA Employee Details report to filter on that one.
 6. Insurance Offering Response Status: A drop down list of all insurance offering response statuses. Is a multi-value parameter so you can select all insurance offering response statuses, just one specific insurance offering response status or any combination of different insurance offering response statuses in the list
 7. Employee Filter: a free text field that filters on Employee's name.
 8. Customer Filter:
 - a. A free text field that filters on the Customer - Department name. Filters in "Customer Name – Department Name" format. To filter for the accounting department of ABC company you would enter "ABC - Accounting".
 - b. Filters for the customer name on the employees current open assignment if no date range is selected. If there is a date range, then it will filter for customer names of any open assignment that the employee was on between the date range.
 9. Average Hours Min: Employee must have an average hour per week amount greater than the entered minimum.
 10. Average Hours Max: Employee must have an average hour per week amount less than the entered maximum.
 11. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. All Employees
 - b. Employees Missing Cycles Only
 - c. Active Employees Only
 - d. Inactive Employees Only
-

-
- e. Employees Missing an ACA Hire Date Only
 - f. Current Assigned Employees Only
 - g. Current Un-Assigned Employees Only

12. Group By: A list of different fields to group the data into on the report. Has the following options:

- a. (no grouping)
- b. Branch
- c. ACA Status
- d. Customer
- e. Customer - Department

ACA Employee Details

Screen Shot:

Start Date ☒ NULL End Date ☒ NULL

Branch Date Filter

Group By ACA Status

Insurance Offering Response Status Admin Status

Declined Reason FTE Status

Employee Filter

Average Hours Min Customer Filter

Average Hours Max

Show

1 of 2 100% Find | Next

ACA Employee Details

High Tech Staffing Entity Level (Hierd 2) tempworks software

A list of employees, from the following selected branches: '(All Branches Selected)'. Showing: All Employees

Employee	Employee ID	Hire Date	FTE Status	Avg Hrs	ACA Status	Admin Status	Insurance	Date Offered	Effective Insurance Date	Insurance Deadline	Last Eval Date	Admin Period Start Date
Branch: Memphis CA												
Freeman, RAUL	4294971942		Not FTE	0.00	Full-Time		Accepted		10/9/2013			
Branch: Memphis CA Total: Emp Count 1												
Branch: Memphis NorEast												
perdu, frank	4294972806		Not FTE	0.00	Full-Time		Offered	5/13/2014			5/16/2014	
Aardson, Steve	5759		Not FTE	0.00	Full-Time		Accepted	5/14/2014	6/1/2014		5/13/2014	
Abbott, sam J	5412	5/4/2014	Not FTE	10.50	Full-Time		Accepted	4/1/2014	4/22/2014		8/4/2014	
Abootorabi, Deborah J	5021		Not FTE	0.00	Full-Time		Declined	7/1/2014			7/7/2014	
Declined Date: 7/8/2014												
Declined Reason: State Exchange												
State Exchange												
State: AL												

Purpose:

Report was designed to allow you to find any sub set of employees based upon their ACA data listed in their Pay Setup area. This report allows you to filter on any of the ACA dates and any of the different statues. It also allows you to enter a range to filter for employees who have an average hour per week amount between the entered min and max amounts. This will allow you to narrow down your search to people who are over, under, coming up to or not even close to the average hours per week limit mark that would deem them as a Full Time Employee according to ACA regulations.

One thing to note on this report is, for the date range, if you do not enter a date range (you leave the Null check boxes checked next to the start and end date) then the date range will not filter on anything in the report because we have no dates entered, even though the date filter drop down has a date field selected. Reason for this, is to allow you to still see employees even if they do not have any of the ACA dates entered into the system yet.

Parameters:

1. Start Date: Starting date of your desired date range

-
2. End Date: Ending date of your desired date range
 3. Date Filter: A drop down determining what field your date range filters on unless no dates are entered (no dates entered, meaning the Null check boxes are checked next to the start and end date parameters).
 - a. Hire Date
 - b. Date Offered
 - c. Effective Insurance Date
 - d. Date Declined
 - e. Insurance Due Date
 - f. Last Eval Date
 - g. Admin Period Start Date
 4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list. Filters on the branch that the employee is listed in.
 5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Branch
 - c. ACA Status
 - d. Admin Status
 - e. Insurance
 - f. Declined Reason
 - g. State Exchange State
 - h. FTE Status
 6. ACA Status: A drop down list of all ACA statuses. Is a multi-value parameter so you can select all ACA statuses, just one specific ACA Status or any combination of different ACA statuses in the list.
 7. Insurance Offering Response Status: A drop down list of all insurance offering response statuses. Is a multi-value parameter so you can select all insurance offering response statuses, just one specific insurance offering response status or any combination of different insurance offering response statuses in the list
 8. Admin Status: A drop down list of all admin statuses. Is a multi-value parameter so you can select all admin statuses, just one specific admin Status or any combination of different admin statuses in the list.
 9. Declined Reason: A drop down list of all declined reasons. Is a multi-value parameter so you can select all declined reasons, just one specific declined reason or any combination of different declined reasons in the list.
 10. FTE Status: A drop down list of all FTE statuses. Is a multi-value parameter so you can select all FTE statuses, just one specific FTE Status or any combination of different FTE statuses in the list.
 11. Employee Filter: A free text field that filters on the Employee name field. Filters in "Last Name, First Name Middle Initial" format. To filter for Joe Michael Smith you would enter "Smith, Joe Michael".
 12. Customer Filter:
-

-
- a. A free text field that filters on the Customer - Department name. Filters in "Customer Name – Department Name" format. To filter for the accounting department of ABC company you would enter "ABC - Accounting".
 - b. Filters for the customer name on the employees current open assignment if no date range is selected. If there is a date range, then it will filter for customer names of any open assignment that the employee was on between the date range.
13. Average Hours Min: Employee must have an average hour per week amount greater than the entered minimum.
14. Average Hours Max: Employee must have an average hour per week amount less than the entered maximum.
15. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
- a. All Employees
 - b. Active Employees Only
 - c. Inactive Employees Only
 - d. Employees Missing an ACA Hire Date Only
 - e. Current Assigned Employees Only
 - f. Current Un-Assigned Employees Only

ACA Employee Details Communication Export

Screen Shot:

Start Date ☐ NULL End Date ☐ NULL

Branch Date Filter

ACAStatus Insurance Offering Response Status

Admin Status Declined Reason

FTE Status Show

Average Hours Min Average Hours Max

Employee Filter Customer Filter

1 of 2 ? 100% Find | Next

ACA Employee Details Communication Export

A list of employees, from the following selected branches: '(All Branches Selected)': Showing: All Employees, customers from assignments that the employee was on between 8/11/2014 and 8/11/2014

Employee	Employee ID	Customer Name	Department Name	Root Customer ID	Customer ID	Hire Date	FTE Status	Avg Hrs	ACAStatus
perdu, frank	4294972806	Vandy Enterprises	Warehouse	4294969395	4294999838		Not FTE	0.00	Full-Time
A, A A	4294973344						Not FTE	0.00	Full-Time
Aaljaddou, Nolan	19221	A Wet Pet	Primary	10436	10436		Not FTE	0.00	Full-Time
Aaljaddou, Nolan	19221	Los Pollos Hermanos	Manufacturing	4294999649	4294999650		Not FTE	0.00	Full-Time
Aardson, Steve	5759	Chamberlin	Primary	4294979521	4294979521		Not FTE	0.00	Full-Time
Aardson, Steve	5759	Toyota Corporation	Primary	4294999831	4294999831		Not FTE	0.00	Full-Time
Aardvark, Adam	4295004277	Los Pollos Hermanos	Manufacturing	4294999649	4294999650				Full-Time

Purpose:

This report is an exact replica of the ACA Employee Details report with the addition of the employees contact info (phone, email and address) and minus the Group By parameter. Report is designed to be exported to Excel in order to allow for mass mailings or mass communication efforts to contact employees about ACA.

Report was designed to allow you to find any sub set of employees based upon their ACA data listed in their Pay Setup area. This report allows you to filter on any of the ACA dates and any of the different statuses. It also allows you to enter a range to filter for employees who have an average hours per week amount between the entered min and max amounts. This will allow you to narrow down your search to people who are over, under, coming up to or not even close to the average hours per week limit mark that would deem them as a Full Time Employee according to ACA regulations.

One thing to note on this report is, for the date range, if you do not enter a date range (you leave the Null check boxes checked next to the start and end date) then the date range will not filter on anything in the report because we have no dates entered, even though the date filter drop down has a date field selected. Reason for this, is to allow you to still see employees even if they do not have any of the ACA dates entered into the system yet.

Parameters:

-
1. Start Date: Starting date of your desired date range
 2. End Date: Ending date of your desired date range
 3. Date Filter: A drop down determining what field your date range filters on unless no dates are entered (no dates entered, meaning the Null check boxes are checked next to the start and end date parameters).
 - a. Hire Date
 - b. Date Offered
 - c. Effective Insurance Date
 - d. Date Declined
 - e. Insurance Due Date
 - f. Last Eval Date
 - g. Admin Period Start Date
 4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 5. ACA Status: A drop down list of all ACA statuses. Is a multi-value parameter so you can select all ACA statuses, just one specific ACA Status or any combination of different ACA statuses in the list.
 6. Insurance Offering Response Status: A drop down list of all insurance offering response statuses. Is a multi-value parameter so you can select all insurance offering response statuses, just one specific insurance offering response status or any combination of different insurance offering response statuses in the list
 7. Admin Status: A drop down list of all admin statuses. Is a multi-value parameter so you can select all admin statuses, just one specific admin Status or any combination of different admin statuses in the list.
 8. Declined Reason: A drop down list of all declined reasons. Is a multi-value parameter so you can select all declined reasons, just one specific declined reason or any combination of different declined reasons in the list.
 9. FTE Status: A drop down list of all FTE statuses. Is a multi-value parameter so you can select all FTE statuses, just one specific FTE Status or any combination of different FTE statuses in the list.
 10. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. All Employees
 - b. Active Employees Only
 - c. Inactive Employees Only
 - d. Employees Missing an ACA Hire Date Only
 - e. Current Assigned Employees Only
 - f. Current Un-Assigned Employees Only
 11. Average Hours Min: Employee must have an average hour per week amount greater than the entered minimum.
-

-
12. Average Hours Max: Employee must have an average hour per week amount less than the entered maximum.
 13. Employee Filter: A free text field that filters on the Employee name field. Filters in “Last Name, First Name Middle Initial” format. To filter for Joe Michael Smith you would enter “Smith, Joe Michael”.
 14. Customer Filter:
 - a. A free text field that filters on the Customer - Department name. Filters in “Customer Name – Department Name” format. To filter for the accounting department of ABC company you would enter “ABC - Accounting”.
 - b. Filters for the customer name on the employees current open assignment if no date range is selected. If there is a date range, then it will filter for customer names of any open assignment that the employee was on between the date range.

ACA Minimum Hours Ins Census Mail Export

Screen Shot:

Start Date 1/1/2014 End Date 3/1/2014
Branch Canada 2, Canada Test, Cardi Total Hours >= 8
Show EIN Records Separated

1 of 1 100% Find | Next

ACA Minimum Hours Ins Census Mail Export

Employees with total hours of 8hrs or more between weekend date 1/1/2014 and 3/1/2014, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Branch	SSN	DOB	Age	Gender	RHours	OHours	Total Hours	Gross	Address
4294972266	Adjuster	Korey	CardiffUK	xxx-xx-5485				87.00	0.00	87.00	\$1,186.00	123 Main St
4295004233	Cotchery	Jericho	Memphis SW	xxx-xx-8888				256.00	0.00	256.00	\$2,560.00	
4294973044	Zipper	Jessica	Memphis SE	xxx-xx-4010				59.25	0.00	59.25	\$850.88	85 Cleary Lane

Purpose:

The report has additional information that insurance companies are requesting in order to give you a quote for how much insurance coverage would cost for these employees and has the employee's address on here to assist with prefilling initial enrollment forms and creating mailing labels.

This report allows you to see employees that have worked over a given amount of hours for a given date range to determine which employees are considered Full Time Employees (FTE) for ACA.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the entire period, even if they do not have a break in service since they started working with you and worked an average amount of hours per week over the entered hour amount. This rule is to keep you in compliance with the ACA regulations.

Parameters:

1. Start Date: Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.

-
2. End Date: Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
 3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 4. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Active Employees Only
 - d. Inactive Employees Only
 - e. Employees Missing an ACA Hire Date Only
 - f. Current Assigned Employees Only
 - g. Current Un-Assigned Employees Only
 5. Total Hours >=: Allows you to set a limit to see which employees have more or the same amount of total hours than the entered amount.

ACA Minimum Hours Insurance Census

Screen Shot:

Start Date: 1/1/2014 End Date: 3/1/2014
Branch: Canada 2, Canada Test, Cardi Group By: (no grouping)
Show: EIN Records Separated Total Hours >= 8

1 of 1 100% Find Next

ACA Minimum Hours Insurance Census

High Tech Staffing Entity Level (Hierid 2) tempworks software

Employees with total hours of 8hrs or more between weekend date 1/1/2014 and 3/1/2014, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Mailing Address	SSN	DOB	Age	Gender	RHours	OHours	Total Hours	Gross
High Tech Staffing - Einc: 0											
(no grouping)											
4294972266	Adjuster	Korey	123 Main St Eagan, MN 55121	xxx-xx-5485				87.00	0.00	87.00	\$1,186.00
4295004233	Cotchery	Jericho	, MN	xxx-xx-8888				256.00	0.00	256.00	\$2,560.00
4294973044	Zipper	Jessica	85 Cleary Lane Eagan, MN 55121	xxx-xx-4010				59.25	0.00	59.25	\$850.88
(no grouping) Total Employees: 3								402.25	0.00	402.25	\$4,596.88
High Tech Staffing Total Employees: 3								402.25	0.00	402.25	\$4,596.88
Grand Total Employees: 3								402.25	0.00	402.25	\$4,596.88

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Purpose:

This report allows you to see employees that have worked over a given amount of hours for a given date range to determine which employees are considered Full Time Employees (FTE) for ACA.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the entire period, even if they do not have a break in service since they started working with you and worked an average amount of hours per week over the entered hour amount. This rule is to keep you in compliance with the ACA regulations.

The report also has additional information that insurance companies are requesting in order to give you a quote for how much insurance coverage would cost for these employees.

Parameters:

1. **Start Date:** Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. **End Date:** Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
3. **Branch:** A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. **Group By:** A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Branch
5. **Show:** A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Active Employees Only
 - d. Inactive Employees Only
 - e. Employees Missing an ACA Hire Date Only
 - f. Current Assigned Employees Only
 - g. Current Un-Assigned Employees Only
6. **Total Hours >=:** Allows you to set a limit to see which employees have more or the same amount of total hours than the entered amount.

Affordable Care Act Benefit Lookback List

Screen Shot:

Start Date: 1/1/2014 End Date: 3/1/2014
Branch: Canada 2, Canada Test, Cardi Group By: (no grouping)
Show: EIN Records Separated, Custo Average Hours >= 1

1 of 1 100% Find | Next

Affordable Care Act Benefit Lookback List

High Tech Staffing Entity Level (Hield 2)

Employees with an average of 1hrs or more per week between weekend date 1/1/2014 and 3/1/2014, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated, Customer Detail.

Employee Id	Last Name	First Name	Total Hours	# Weeks	Avg Hours	Customer Name	Department Name
High Tech Staffing - Einc: 0							
(no grouping)							
4294972266	Adjuster	Korey	8.00	8	1.00	Crom Equipment	Accounting
4294972266	Adjuster	Korey	79.00	8	9.88	Vandy Enterprises	Primary
4295004233	Cotchery	Jericho	256.00	8	32.00	City Wok	Primary
4294973044	Zipper	Jessica	9.00	8	1.13	Crom Equipment	Accounting
4294973044	Zipper	Jessica	8.00	8	1.00	Crom Equipment	Primary
4294973044	Zipper	Jessica	10.00	8	1.25	Nissan Corporation	Corporate
4294973044	Zipper	Jessica	32.25	8	4.03	Worthington Industries	Finance
(no grouping) Total: Emp Count 3			402.25		50.28		
High Tech Staffing Total: Emp Count 3			402.25				
Report Total: Emp Count 3			402.25				

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Purpose:

This report allows you to see which employees have worked a weekly average of hours above a given amount and is designed to allow you to look back to see who qualified for the Affordable Care Act as a Full Time Employee (FTE).

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the entire period, even if they do not have a break in service since they started working with you and worked an average amount of hours per week over the entered hour amount. This rule is to keep you in compliance with the ACA regulations.

Parameters:

1. **Start Date:** Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. **End Date:** Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
3. **Branch:** A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. **Group By:** A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Branch
 - c. Customer
 - d. Customer – Department
 - e. Employee
5. **Show:** A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Customer Detail (will make the customer and department columns show up in the report)
 - d. Active Employees Only
 - e. Inactive Employees Only
 - f. Employees Missing an ACA Hire Date Only
 - g. Current Assigned Employees Only
 - h. Current Un-Assigned Employees Only
6. **Average Hours >=:** Allows you to set a limit to see which employees have a weekly average of hours over or equal to the entered amount.

Affordable Care Act Compliance Determination

Screen Shot:

Start Date 1/1/2004 End Date 3/1/2014

Branch Canada 2, Canada Test, Cardi Average Hours >= 2

Show EIN Records Separated

1 of 1 100% Find Next

Affordable Care Act Compliance Determination

High Tech Staffing Entity Level (Hierid 2)

Employees with an average of 2hrs or more per week between weekend date 1/1/2004 and 3/1/2014, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

High Tech Staffing - Einc: 0

Employee Id	Last Name	First Name	Total Hours	# Weeks	Avg Hours
15841	Bedilion	William	2,603.00	530	4.91
4294971938	Johnson	Brandon	1,202.00	530	2.27
Total Fulltime 2+ Hours			2	3,805.00	7.18
Total Part Time Employees FTE			397		
Total Full Time Employees			399		

Note: if Total Full Time Employees is more than 100, then the company is subject to Affordable Care Act Compliance. Total Part Time Employees FTE = total avg hours for all PTE / 2

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Purpose:

This report allows you to see employees who have worked a weekly average of hours above a given amount and is designed to allow you to see if you are required to comply with the Affordable Care Act (ACA). If you click on the (+)'s, the detail will expand to show you the employees who qualify under each category. Total Part Time Employees FTE is calculated by taking the sum of the weekly average amount for your PTE, who have worked an average of less than the entered hour limit amount, and dividing that sum/total by the entered hour limit amount. In the screen shot above the entered hour limit amount is 10.

Companies who have more than 100 FTE are subject to ACA.

Parameters:

1. Start Date: Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. End Date: Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.

-
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 4. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 5. Average Hours >=: Allows you to set a limit to see which employees have a weekly average of hours over or equal to the entered amount.

Affordable Care Act Financial Exposure

Screen Shot:

Start Date: 1/1/2014 End Date: 3/1/2014
Branch: Canada 2, Canada Test, Cardi Monthly Ins Cost Per Employee \$: 450
Group By: (no grouping) Average Hours >=: 1
Show: EIN Records Separated, Custo

1 of 1 100% Find Next

Affordable Care Act Financial Exposure

High Tech Staffing Entity Level (Hierid 2)

Employees with an average of 1hrs or more per week between weekend date 1/1/2014 and 3/1/2014, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: (All Branches Selected). Showing: EIN Records Separated, Customer Detail.

Employee Id	Last Name	First Name	Pay			Play				Customer Name	Department Name				
			Monthly Tax Penalty	Estimated Monthly Employer Tax Expense	Tax Penalty Per 12 Month Period	Company Monthly Ins Cost	Monthly Ins Less Employee Portion	Company Yearly Ins Cost	Yearly Ins Less Employee Portion						
High Tech Staffing - Einc: 0															
(no grouping)															
4294972266	Adjuster	Korey	\$11.67	\$4.67	\$196.00	\$31.50	\$27.23	\$378.00	\$326.74	Crom Equipment	Accounting				
4294972266	Adjuster	Korey	\$155.00	\$62.00	\$2,604.00	\$418.50	\$361.79	\$5,022.00	\$4,340.91	Vandy Enterprises	Primary				
4295004233	Cotchery	Jericho	\$166.67	\$66.67	\$2,800.00	\$450.00	\$318.37	\$5,400.00	\$3,819.20	City Wok	Primary				
4294973044	Zipper	Jessica	\$18.33	\$7.33	\$308.00	\$49.50	\$44.69	\$594.00	\$536.20	Crom Equipment	Accounting				
4294973044	Zipper	Jessica	\$23.33	\$9.33	\$392.00	\$63.00	\$56.87	\$756.00	\$682.44	Crom Equipment	Primary				
4294973044	Zipper	Jessica	\$20.00	\$8.00	\$336.00	\$54.00	\$48.75	\$648.00	\$584.95	Nissan Corporation	Corporate				
4294973044	Zipper	Jessica	\$105.00	\$42.00	\$1,764.00	\$283.50	\$255.94	\$3,402.00	\$3,070.99	Worthington Industries	Finance				
(no grouping) Totals:			\$500.00	\$200.00	\$8,400.00	\$1,350.00	\$1,113.63	\$16,200.00	\$13,361.43						
High Tech Staffing Totals:			\$500.00	\$200.00	\$8,400.00	\$1,350.00	\$1,113.63	\$16,200.00	\$13,361.43						
Report Totals:			\$500.00	\$200.00	\$8,400.00	\$1,350.00	\$1,113.63	\$16,200.00	\$13,361.43						

Note: Monthly employee portion is calculated as (9.50 % * average weekly gross of employee * 4.33).

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Purpose:

This report allows you to see which employees have worked a weekly average of hours above a given amount and is designed to allow you see which how much each Affordable Care Act (ACA) option would cost your company.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the entire period, even

if they do not have a break in service since they started working with you and worked an average amount of hours per week over the entered hour amount. This rule is to keep you in compliance with the ACA regulations.

You have the option to Pay the tax penalties or Play and offer your employees health insurance. Report calculates the average weekly gross amount that an employee earns to determine how much they would contribute to their insurance premiums if you were to decide to offer insurance coverage (Play) to them. Therefore, this report is just an estimation on what your yearly cost would be, based upon the averages for your employees for the given date range you entered.

Report also has the ability to be grouped by customer so that you can see an estimation for how much of the cost each one of you customers would be responsible for.

Parameters:

1. Start Date: Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. End Date: Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Monthly Ins Cost Per Employee \$: Enter in the total monthly insurance premiums per employee that is being paid for insurance coverage regardless of who pays the amounts (Employee or Employer).
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Branch
 - c. Customer
 - d. Customer – Department
 - e. Employee
6. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Customer Detail (will make the customer and department columns show up in the report)
 - d. Active Employees Only
 - e. Inactive Employees Only

-
- f. Employees Missing an ACA Hire Date Only
 - g. Current Assigned Employees Only
 - h. Current Un-Assigned Employees Only
7. Average Hours >=: Allows you to set a limit to see which employees have a weekly average of hours over or equal to the entered amount.

Affordable Care Act Minimum Hours

Screen Shot:

Start Date: 1/1/2014 End Date: 3/1/2014
Branch: Canada 2, Canada Test, Cardi Group By: (no grouping)
Show: EIN Records Separated, Custo Total Hours >= 8

1 of 1 100% Find Next

Affordable Care Act Minimum Hours

High Tech Staffing Entity Level (Hierld 2)

Employees with total hours of 8hrs or more between weekend date 1/1/2014 and 3/1/2014, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated, Customer Detail.

Employee Id	Last Name	First Name	Total Hours	Customer Name	Department Name
High Tech Staffing - Einc: 0					
(no grouping)					
4294972266	Adjuster	Korey	8.00	Crom Equipment	Accounting
4294972266	Adjuster	Korey	79.00	Vandy Enterprises	Primary
4295004233	Cotchery	Jericho	256.00	City Wok	Primary
4294973044	Zipper	Jessica	9.00	Crom Equipment	Accounting
4294973044	Zipper	Jessica	8.00	Crom Equipment	Primary
4294973044	Zipper	Jessica	10.00	Nissan Corporation	Corporate
4294973044	Zipper	Jessica	32.25	Worthington Industries	Finance
(no grouping) Total: Emp Count 3			402.25		
High Tech Staffing Total: Emp Count 3			402.25		
Report Total: Emp Count 3			402.25		

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Purpose:

This report allows you to see employees that have worked over a given amount of hours for a given date range.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the entire period, even if they do not have a break in service since they started working with you and worked an average amount of

hours per week over the entered hour amount. This rule is to keep you in compliance with the ACA regulations.

Parameters:

1. Start Date: Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. End Date: Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Branch
 - c. Customer
 - d. Customer – Department
 - e. Employee
5. Show: A drop down determining what/how you want certain items to show up on the report. Is a multi-value parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Customer Detail (will make the customer and department columns show up in the report)
 - d. Active Employees Only
 - e. Inactive Employees Only
 - f. Employees Missing an ACA Hire Date Only
 - g. Current Assigned Employees Only
 - h. Current Un-Assigned Employees Only
6. Total Hours >=: Allows you to set a limit to see which employees have more or the same amount of total hours than the entered amount.

Customer

Contact Birthday List

Screen Shot:

The screenshot shows a web-based report titled "Contact Birthday List" for "High Tech Staffing". At the top, there are filters for "Branch Name" (set to "CardiffUK, Memphis CA, Me") and "Month" (set to "(all months)"). A "View Report" button is in the top right. Below the filters is a search bar labeled "Enter Customer Name or leave blank for all". The report itself is a table with columns: Birthday, Contact, Customer, Address, City, State, Zip, and Office Phone. It is filtered by "Memphis SE". The table shows birthdays for January, February, and May. The TempWorks software logo is in the top right corner of the report area.

Birthday	Contact	Customer	Address	City	State	Zip	Office Phone
Memphis SE							
January							
1/31	Holcomb, Jim	ABC	10116 Waterson Trail	Jeffersontown	KY	40299	(651) 769-5769x123
February							
2/28	Winfrey, Oprah	Amy's Software	123 Fabulous Street	New Haven	CT	12345	651-112-5112
May							
5/3	Greene, Justin	Green Thumb	123 West Street Suite 308	Columbus	OH	43220	(651) 146-2146x123
5/10	Achins, Sandeep	Oncology	111 Main Street	Plymouth	MN	55512	651-050-5050
5/31	Alpha, Marc	Alpha Incorporated	1234 Broad Street	Fort Pierce	FL	34982	(651) 935-5935x123

Purpose:

This is a customer relations tool to enable you to know when your contact's birthdays are coming up.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Month: Drop down that has all of the months of the year listed. Can select all months or just one.
3. Customer Name: Filters on the customer name for the customer that the contact is linked to

Contact Messages

Screen Shot:

Date	Time	Age	Rep	Action	Contact	Location	Customer	Department
3/4/2013	10:40 AM	38 days	jmoline	Email	Outlook, Fred		10623 - Crom Equipment	Primary

Purpose:

This report allows you to audit the messages logged on your customer contact records. It is a great report to view who your reps are contacting and get the detail of those contacts made.

Parameters:

1. Start Date: Starting message logged date of your desired date range
2. End Date: Ending message logged date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (none)
 - b. Branch
 - c. Customer
 - d. Date
 - e. Rep
 - f. Message Action
5. Message Action: A drop down list of message actions. Is a multi-value parameter, therefore you can select all action codes, just one specific code or all action codes.
6. Filter by Rep: A drop down list of reps who logged the message. Is a multi-value parameter, therefore you can select all reps, just one specific rep or all reps.
7. Filter by Contact: Filters for a given contact's messages logged on their file
8. Filter by Customer: Filters on the customer name for the customer that the contact is linked to

Customer Address Labels 30up

Screen Shot:



Purpose:

This report is designed to work with the Avery 5160 label template. This uses the same mailing address that shows up on the invoices when they are sent out. You can also view an export view that makes exporting to excel very easy in the event that you want to send this info off to a mailing company or do a mail merge yourself.

Parameters:

- 1. Customer Status: Allows you to filter on one, all or any combination of customer status in the system.
- 2. Show Export List View: When this is set to False it will show the Avery 5160 template view so that you can print out the labels. When this is set to true it displays a date grid view of the labels with each field broken out into its own column.

Customer List

Screen Shot:

Branch: Customer Status:

Group By: Sort By:

Interest Code:

1 of 44 100% Find Next

Customer List

High Tech Staffing Entity Level (Hieird 2) **tempworks™**
software

Customers with status like A,B,C,D,H,I,L,N,P,S1,T,W,X,Z, grouped by branchname, sorted by customername, from the following selected branches:
(All Branches Selected).

ID	Customer	Department	Office Phone	Status	Attn To	Activation Date	Account Manager	City	State
Canada 2									
4294969530	Mayo Clinic	Primary		A		12/4/2012	mbinder	Austin	MN
Canada 2 (1 customer)									
CardiffUK									
780311	test1	Primary		P		12/7/2010	jeff	Faribault	MN
780313	test1	Primary		P		12/7/2010	jeff	Faribault	MN
779762	UKTest Company	Primary	+44 20 2442 4224	P		2/9/2010	aaron		GLA
CardiffUK (3 customers)									

Purpose:

This report allows you to view all of your customers at once. Great report if you want a list of all prospects and you want to follow up with them.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Customer Status: Allows you to filter on one, all or any combination of customer status in the system.
3. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the customer
 - b. Customer Name on the customer
 - c. Status on the customer
4. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
 - a. Customer Name on the customer
 - b. State on the customer
5. Interest Code: Filters for customers that have an interest code starting with the text entered here.

Customer Messages

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch: CardiffUK, Memphis CA, M... Group By: Branch

Customer Id: Action: 1st Interview w/ client, 1st R...

1 of 487 100% Find | Next

Customer Messages

High Tech Staffing Entity Level (HierId 2)

tempworks[™] software

Messages logged from 1/1/2000 to 1/1/2018 grouped by Branch for CustomerId: from the following selected branches: (All Branches Selected).

Date	Time	Customer Id	Customer Name	Rep	Action	Customer Location
Memphis CA						
3/17/2010	7:32 PM	779506	123 Nursing	matts	Message	Eagan, MN
test						
2/15/2010	5:17 PM	779506	123 Nursing	matts	Message	Eagan, MN
test						
2/11/2010	10:50 PM	779506	123 Nursing	matts	Message	Eagan, MN
test						
5/19/2009	2:57 PM	779506	123 Nursing	mkramer	Message	Eagan, MN
Memphis CA Totals 4 messages						

Purpose:

This report allows you to view all messages logged on customer records for a give date range. It is designed to enable you to view different types of activity going on with a customer as well as audit your reps productivity at certain customers.

Parameters:

1. Start Date: Starting message logged date of your desired date range
2. End Date: Ending message logged date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the customer
 - b. Customer Name on the customer
 - c. Date of the message
 - d. Rep who logged the message
5. Customer ID: Can enter a specific customer id to filter for
6. Action: A drop down list of message actions. Is a multi-value parameter, therefore you can select all action codes, just one specific code or all action codes.

Marketing Calls

Screen Shot:

Enter Zip 55161 Distance (in miles) 5

1 of 1 100% Find | Next

Marketing Calls

System System Level (Hierid 1) tempworks software

Contacts within 5 miles of zip code 55161

Contact	Title	Office Phone	Last Message Date	Last Message Rep
Stoerzinger Inc	1001 E. Franklin			Minneapolis, MN 55102
Anderson, Jessica		(651) 555-2211x	02/25/2009	colin
Message: Cold call				
Brady, Colin			02/26/2009	colin
Message: Follow up on promise to pay				
Dunshee, Chad		(651) 555-2213x	02/25/2009	colin
Message: Cold Call				
Stoerzinger, Elise			08/24/2009	
Wells Fargo	5353 7th Ave. S			Minneapolis, MN 55101
Burrow, Michael		(651) 867-0867x123	03/12/2009	
Herrman, John	President	(651) 684-5684x123	12/04/2008	
ZZDreamworks	205 E. 1st St.			ST. Paul, MN 55104
Gainers, Gregory	AP Mgr		08/17/2009	
Michael, Jonas	Owner		08/17/2009	
Rhodes, Samantha	HR Manager		01/22/2010	

page 1 of 1 generated 5/11/2011 3:18:01 PM by TEMPWORKS\jaredg

Purpose:

This report is designed for you to be able to search through your customer contacts by zip code and make sales calls to. It also displays the last message logged on the contact to see what the last correspondence with them was. The search is a proximity search to allow you to find contacts in a given area. The search is accurate within 10 miles depending on the area of the zip codes in the search.

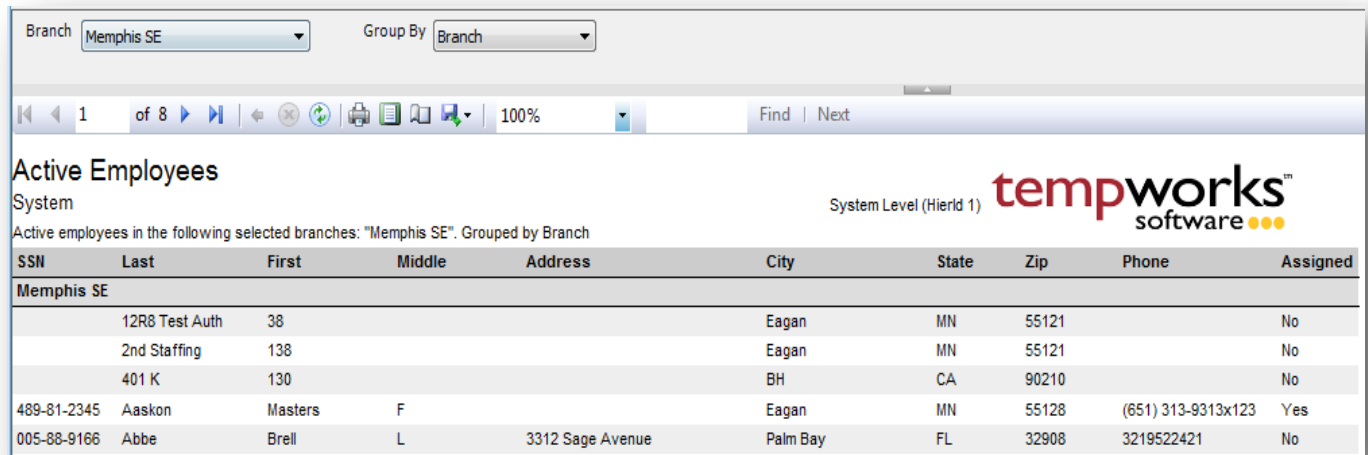
Parameters:

1. Zip Code: This is the zip code you want to search around.
2. Distance: Specifies the distance in miles from the entered zip code to the zip code on the contact record that you want to include in your search results.

Employee Info

Active Employees

Screen Shot:



Branch: Memphis SE Group By: Branch

1 of 8 100% Find | Next

Active Employees
System Level (Hierarchy 1) tempworks™ software

Active employees in the following selected branches: "Memphis SE". Grouped by Branch

SSN	Last	First	Middle	Address	City	State	Zip	Phone	Assigned
Memphis SE									
12R8 Test Auth	38				Eagan	MN	55121		No
2nd Staffing	138				Eagan	MN	55121		No
401 K	130				BH	CA	90210		No
489-81-2345	Aaskon	Masters	F		Eagan	MN	55128	(651) 313-9313x123	Yes
005-88-9166	Abbe	Brell	L	3312 Sage Avenue	Palm Bay	FL	32908	3219522421	No

Purpose:

Allows you to view at a glance all of your active employees. Can be used if you want to setup a mailing for all of your active employees or do a mass calling. Could be exported into excel and sent to a mailing company if needed. We also have our Employee Address Labels report that allows you to print off mailing labels of all active employees as well.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Assigned Status
 - c. State
 - d. City, State

Application Survey Results

Screen Shot:

The screenshot shows the 'Application Survey Results' window in TempWorks software. At the top, there are input fields for 'Start Date' (1/1/2000), 'End Date' (1/1/2018), 'Branch Name' (Canada 2, Canada Test, Cardi), and 'Employee ID'. Below these is a toolbar with navigation icons and a 'Find | Next' button. The main header area displays 'Application Survey Results', 'High Tech Staffing', 'Entity Level (HierId 2)', and the 'tempworks software' logo. A subtitle reads 'Survey Results Recieved between 1/1/2000 and 1/1/2018'. Below this is a table with the following columns: Employee Name, Employee ID, Date Submitted, # Dependability Cautions, # Drug Cautions, # Theft Cautions, # Violence Cautions, # Fraud Cautions, and # At Risk Cautions. The table currently shows 'page 1 of 1' and a footer indicating it was 'generated 4/11/2013 4:49:50 PM by TEMPWORKS\Jaredg'.

Purpose:

Allows you to view the survey results from Applicant Center. Can run it for all applicants or one give employee/applicant.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Employee ID: Can enter a specific employee id to filter for.

Deactivated Employees

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2011
Branch: CardiffUK, Memphis CA, Me Group By: Branch

Deactivated Employees
High Tech Staffing
Entity Level (Hieird 2)
Employees deactivated by DEACT action code between 1/1/2000 and 1/1/2011 grouped by Branch, from the following selected branches: 'All Branches Selected'.

SSN	Last	First	Middle	Address	City	State	Zip	Phone	Action Code	Last Week Worked
Memphis CA										
	zzOlson	zzRoger				ON			Deact	
Memphis CA (1 employee)										
Memphis NE										
068-11-5425	Abontina	Susie				AZ	55123		Deact (Failed App)	
	as;lfkaj	asd;lfkaj				MN	55121		Deact (Failed App)	
	asdf	asdf	a			CA	94596		Deact (Failed App)	
	asdfsdf	safdsd				MN	55121		Deact (Failed App)	
	asdfsoid	sas;lkdf				MN	55121		Deact (Failed App)	
474-11-1127	Peterson	Fran				MN	55121	(651) 370-8370	Deact (Failed App)	12/29/2010
	safasd	sdfsadfsd				MN	55121		Deact (Failed App)	
	Smith	Laura		111 royal rd	Eagan	MN	55121	(651) 478-9478x123	Deact (Hired-on)	
	glsad	glsad				MN	55121		Deact (Failed App)	

Purpose:

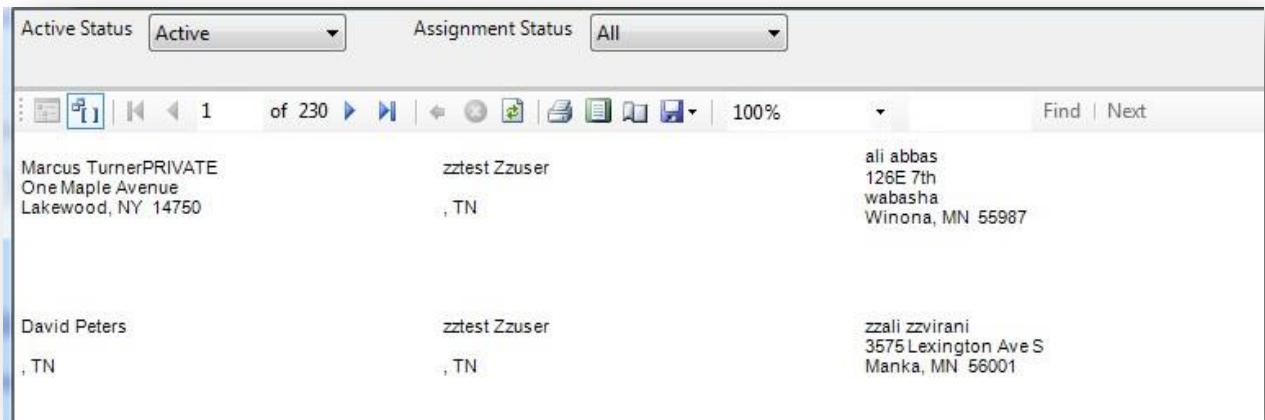
Allows you to view all of your employees that have been de-activated in the system.

Parameters:

5. Start Date: Starting message logged date of your desired date range
6. End Date: Ending message logged date of your desired date range
7. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
8. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the customer
 - b. Customer Name on the customer
 - c. Date of the message
 - d. Rep who logged the message

Employee Address Labels 30up

Screen Shot:



Purpose:

A printable report designed to be printed on Avery 5160 label template.

Parameters:

- 1. Active Status: Allows you to choose if you want to view only active, in active or all employees.
- 2. Assignment Status: Allows you to choose if you want to view only assigned, unassigned or all employees.

Employee Application

Screen Shot:

Employee ID	16610			Questionnaire Language	English
High Tech Staffing					
Activity for 16610				HierID 2	
Employee Information					
Employee ID	16610			Activation Date	7/13/2010
Name	Knox		Sandra		
	Last	First	Middle		
Present Address	N1915 Shambeau Trace		Albany	AK	94583
	Number	Street	City	State	Zip
Branch	Memphis NorEast		Social Security No.	xxx-xx-5862	
Telephone	() -		Email		

Purpose:

This report displays a printable version of their employment application. It pulls a date from the employee's info stored in the system. This report can be run from the employee's file directly from the reports option; it cannot be run from the standard reports area.

Info shown on the application:

1. Contact info
2. Work History
3. Education
4. Interest codes
5. Questionnaire questions and answers from the Online Application.

Parameters:

1. Aident: This is the employee id you wish to view the info for.

Employee Birthday List

Screen Shot:

Branch: CardiffUK, Memphis CA, Me
Month: (all months)
Assignment Status: All
Customer Filter:
Active Status: All
View Report

1 of 3 100% Find | Next

Employee Birthday List

High Tech Staffing

Entity Level (HierId 2) **tempworks** software

Employees with birthdays in any month, from the following selected branches: (All Branches Selected).

Birthday	Employee	Address	City	State	Zip	Phone	Current Assignment	Status
Memphis NE								
January								
1/1	West, Allison R	4512 Ash str.	Minneapolis	MN	55460	(651) 497-8497x123	Thomson's Testing	A
1/1	Jacobs, eff	1444 Brittany Road	Hastings	MN	55033	(651) 281-2281x123		FP
1/1	Zzaptestuser79, zzaptestuser79			MN	55123	(651) 242-2242x123		E
1/1	ZZSunnyTestEnterprise, ZZSunnyTestEnterprise	123 Highway 360	Eagan	MN	55121	(651) 222-1212x	ZZDreamworks Inc.	E

Purpose:

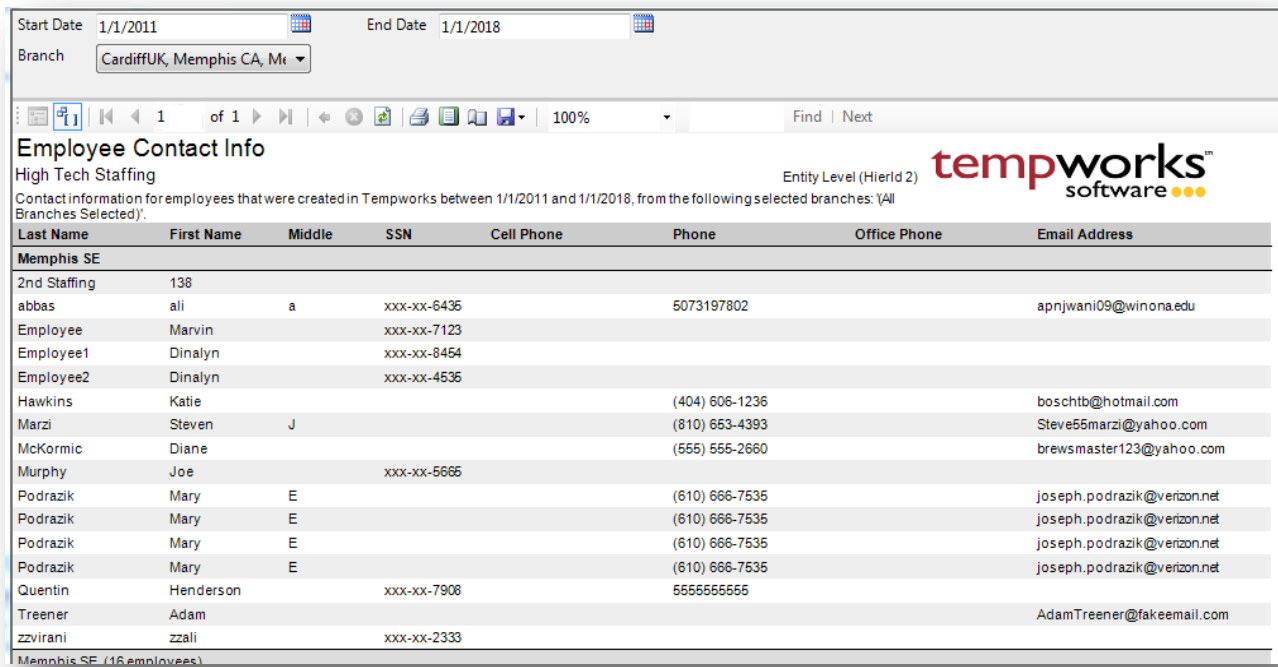
This report is designed to give you the needed info to send out birthday cards or make birthday calls to your employees.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Customer Filter: The customer name on the employees current assignment
3. Month: Drop down that has all of the months of the year listed. Can select all months or just one.
4. Active Status: Allows you to choose if you want to view only active, in active or all employees.
5. Assignment Status: Allows you to choose if you want to view only assigned, unassigned or all employees.

Employee Contact Info

Screen Shot:



Start Date: 1/1/2011 End Date: 1/1/2018

Branch: CardiffUK, Memphis CA, Me

Entity Level (HierId 2)

tempworks software

Contact information for employees that were created in Tempworks between 1/1/2011 and 1/1/2018, from the following selected branches: 'All Branches Selected'.

Last Name	First Name	Middle	SSN	Cell Phone	Phone	Office Phone	Email Address
Memphis SE							
2nd Staffing	138						
abbas	ali	a	xxx-xx-6436		5073197802		apnjwani09@winona.edu
Employee	Marvin		xxx-xx-7123				
Employee1	Dinalyn		xxx-xx-8454				
Employee2	Dinalyn		xxx-xx-4536				
Hawkins	Katie				(404) 606-1236		boschtb@hotmail.com
Marzi	Steven	J			(810) 653-4393		Steve55marzi@yahoo.com
McKormic	Diane				(555) 555-2660		brewsmaster123@yahoo.com
Murphy	Joe		xxx-xx-5665				
Podrazik	Mary	E			(610) 666-7535		joseph.podrazik@verizon.net
Podrazik	Mary	E			(610) 666-7535		joseph.podrazik@verizon.net
Podrazik	Mary	E			(610) 666-7535		joseph.podrazik@verizon.net
Podrazik	Mary	E			(610) 666-7535		joseph.podrazik@verizon.net
Quentin	Henderson		xxx-xx-7908		5555555555		
Treener	Adam						AdamTreener@fakeemail.com
zzvirani	zzali		xxx-xx-2333				

Memphis SE (16 employees)

Purpose:

This report is designed to find employees based on the date their employee record was created in TempWorks in order to be able to contact them. This report works well for mass callings or mass emailing. Can be exported, if needed, to Excel, CSV, Text, etc.

Parameters:

1. Start Date: Starting date of employee's creation date for your desired date range
2. End Date: Ending date of employee's creation date for your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Employee List

Screen Shot:

Branch	Canada 2, Canada Test, Can	Group By	Branch	View Report
Active Status	Both	Assignment Status	Both	
City Filter		State Filter		
Sort By	Employee Name			

1 of 280 100% Find | Next

Employee List

High Tech Staffing

Entity Level (Hierid 2) tempworks software

All grouped by branch sorted by employee name, from the following selected branches: '(All Branches Selected)'.

Employee ID	SSN	Last	First	Middle	Address	City	State	Zip	Phone	Assigned
Canada 2										
4294972301	xxx-xx-9814	Bartel	Glen		Po Box 214	Eagan	MN	55121		Yes
4295003780	xxx-xx-8896	Grundy	Avery	E	210 skyline circle	Eagan	MN	55121	(615) 446-9696x	No
4294973415	xxx-xx-3896	McDaniel	Colleen		55662 Loring Park Road	Minneapolis	MN	55423	(612) 878-7777x	No
4294972973	xxx-xx-1996	sd7f8sa56d41	sd7f8sa56d41		Oxborough Ave S	Yuma Station	MN	94575		No
4294972577	xxx-xx-9802	Smith	Bob		W8653 Center Ave.	Yuma Station	BC	94575		No
4295003484	xxx-xx-7979	sutter	kurt		10 2nd st.	Eagan	MN	55121	(270) 821-0033x	No
4295004275		Test	Ryan				MN			Yes
4294971981	xxx-xx-9461	test	test		N3431 S Harmony Rd	Yuma Station	AK	99701		No
4295024420	xxx-xx-2038	White	Betty	S.	100 South 1st street	Albemarle	NC	28001	(704) 982-3002x	No
4294971913	xxx-xx-5522	zzEmployee	zzTester		N7421 Hwy 89	Eagan	MN	55121		No
Canada 2 (10 employees)										
Canada Test										
4295024411	xxx-xx-4567	Dahling	Star		789 Bright Drive	San Fran	CA	90345	(904) 567-0234x	No
4295004191	xxx-xx-2222	Gustafson	Eric	R	2460 Yellowstone Drive	Hastings	MN	55033	(612) 867-5309x	Yes
4295004279		Jakerfield	Kyle				AB			No
4295004062	xxx-xx-6571	Maloki	Brian		7196 2nd St.	Yuma Station	AB	55121		No

Purpose:

This report is designed to give you a list of employee based on different criteria. It is a good report for finding all active employees that are not on assignment and live in a certain state. Also it is a good report to see the breakdown of your employees by location (state, city).

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch of the employee
 - b. Assignment Status of the employee
 - c. State the employee lives in
 - d. City, State the employee lives in
3. Active Status: Allows you to filter for Active, Inactive or All employees

-
4. Assignment Status: Allows you to filter for Assigned, Unassigned or All employees
 5. City Filter: Allows you to filter for employees that live in a specific city
 6. State Filter: Allows you to filter for employees that live in a specific state.
 7. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
 - a. Employee Name
 - b. State
 - c. City & State
 - d. Assigned Status
 - e. Active Status

Employee Messages

Screen Shot:

Start Date: 2/27/2011 End Date: 3/24/2011 View Report

Branch: Canada 2, Canada Test, Can Group by: Rep Message Action: 1st Interview w/ client, 1st R

Employee ID:

1 of 2 100% Find | Next

Employee Messages

High Tech Staffing Entity Level (Hield 2)

tempworks software

Messages logged from 2/27/2011 to 3/24/2011 grouped by Rep for aident: , from the following selected branches: '(All Branches Selected)'.

Date	Time	Employee ID	Employee Name	Rep	Action	Employee Location
jason						
3/7/2011	11:26 AM	16011	Dravid, Carrie	jason	Order Candidate	Eagan, MN
Candidate -- Dravid, Carrie OrderID: 6154 - A Wet Pet Comments:						
jason Totals 1 message						
jmoline						
3/15/2011	11:27 AM	5474	Aaskon, Masters F	jmoline	Placed	Eagan, MN
Placed -- Aaskon, Masters OrderID: 4365 - Crom Equipment Comments:						
jmoline Totals 1 message						
laurak						
3/17/2011	11:38 AM	16407	Alisha s company LLC, Alisha s Compan	laurak	Order Candidate	Alexandria, CA
Candidate -- Alisha s company LLC, Alisha s Compan OrderID: 5719 - 123 Nursing Comments:						
3/17/2011	11:38 AM	5028	Alaska, Joe	laurak	Extend	Anchorage, AB
Extend -- Alaska, Joe OrderID: 5719 - 123 Nursing Comments:						

Purpose:

This report allows you to view all messages logged on employee records for a give date range. It is designed to enable you to view different types of activity going on with an employee as well as audit your reps productivity with certain employees. This report is very similar to the Customer Message report.

Parameters:

1. Start Date: Starting message logged date of your desired date range
2. End Date: Ending message logged date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. No grouping
 - b. Branch on the employee
 - c. Date of the message
 - d. Rep who logged the message
 - e. Action of the message

-
5. Employee ID: Can enter a specific employee id to filter for
 6. Action: A drop down list of message actions. Is a multi-value parameter, therefore you can select all action codes, just one specific code or all action codes.

Employee Resume Generator

Screen Shot:

Sal zzResumeTest



Education

Andover Newton Theological School	Master	Divinity, masters	Dates Attended: - 1/1/1988
Bethel College	Bachelor of Arts	Philosophy, bachelors	Dates Attended: - 1/1/1984

Work History

SMART DATA SOLUTIONS	<i>Position Held: Contractor</i>	<i>Employed From: 07/01/04 - 08/01/04</i>
Duties: Contractor 7/2004 - 8/2004 SMART DATA SOLUTIONS St. Paul, MN Production support of a medical claims processing system written in Java using MySQL RDBMS on a Windows 2000 platform. * Monitored systems to ensure they were running properly and managed pro		
HARLEYSVILLE INSURANCE COMPANY	<i>Position Held: Senior Application Developer/Analyst</i>	<i>Employed From: 06/01/99 - 07/01/04</i>
Duties: Senior Application Developer/Analyst 6/1999 - 7/2004 HARLEYSVILLE INSURANCE COMPANY (formerly Minnesota Fire & Casualty) Edina, MN Production support including maintenance/enhancement and new development of a large on-line and batch system written in LIN		
EXPRESS SCRIPTS/VALUE Rx	<i>Position Held: Programmer/Analyst</i>	<i>Employed From: 05/01/98 - 06/01/99</i>
Duties: Programmer/Analyst 5/1998 - 6/1999 EXPRESS SCRIPTS/VALUE Rx Plymouth, MN Production support for maintenance/enhancement and new development of a large pharmacy benefits claims processing system written in Informix running in a Unix environment. Primary r		

Purpose:

This report takes the information stored on the employee's record and puts it into a resume format. This is very useful in the case where a customer requires a resume for the employee and the employee does not have a resume document on file or has not made a resume before. This report can be run from the employee's file directly for the actions menu option; it cannot be run from the standard reports area.

Parameters:

1. Exclude Contact Information: If this is set to True the contact info under the employees name will not be shown.

Labor Hall Register

Screen Shot:

Start Date: 6/21/2011 End Date: 6/23/2011
Branch: ABC, Apple1, Boxter, BrandNe Date Filter: Arrival Date
Employee Name: SSN:
Group By: Branch

Employee Hall Register
System Level (Hierid 1)
Employees with a Arrival Date between 6/21/2011 and 6/23/2011, grouped by branch, from the following branches: '(All Branches Selected)'.

empname	SSN	Arrival Date Time	Order Id	Start Date	Customer Name	Order Type	Shift	Note
Branch: Labor Hall 101 - 1640								
Employee Hall Status: Direct								
Branch: Labor Hall 101 - 1640 Count: 12								
Employee Hall Status: Direct Count: 4								
Alabama, Nick A	545-55-5565	6/23/2011 2:47 PM						
Bornett, Drew	454-54-5445	6/23/2011 5:16 PM						
Clapton, Eric	051-95-9299	6/23/2011 5:18 PM						
Franklin, Susie	477-89-5645	6/23/2011 5:18 PM						
Employee Hall Status: Assigned								
Employee Hall Status: Assigned Count: 1								
Alabama, Nick A	545-55-5565	6/21/2011 10:58 AM	4294969716	6/21/2011	ABC Corporation	DailyPay/Labor		
Employee Hall Status: Hall Cleared								
Employee Hall Status: Hall Cleared Count: 7								
Alabama, Nick A	545-55-5565	6/22/2011 2:18 PM						
Alabama, Nick A	545-55-5565	6/23/2011 5:18 PM						
Alaska, Joe	683-48-7411	6/22/2011 2:18 PM						
Amos, Tori H.	447-35-2718	6/23/2011 5:16 PM						
Anderson, Eric	332-45-6847	6/23/2011 5:16 PM						
Barry, Greg	683-45-8123	6/23/2011 4:09 PM						
Classen, Sandra L	298-09-0224	6/23/2011 5:18 PM						

Purpose:

This report is designed to show you what happened in your labor hall for a given date range. It will display all employees that checked into the hall and their current status for the day. The report will always group by Employee Hall Status first and then by the selected Group By parameter. The different Employee Hall Statuses are:

1. Direct – Went straight to the job. Did not come to the hall.
2. Assigned – Was sent to a job.
3. Worked/Paid – Completed the job and received a paycheck
4. Individually Removed From Hall – Was removed for some given reason. We display the note if one is logged.
5. Hall Cleared – employee was not sent out and went home because the hall was cleared of all remaining workers.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Arrival Date

-
- b. Order Start Date
 - c. (no date filter)
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Employee
 - c. Employee Hall Status
 - d. Customer
 - e. Customer/Department
 - f. Order
 - g. Date Filter
 - h. (no grouping)
 8. Employee Name: Allows you to filter for employees whose names start with the specified input.
 6. SSN: Allows you to filter for an employee based upon a given SSN.

New Employee

Screen Shot:

Aldent	Emp Name	Branch Name	Customer Name	Department Name	Job Title
1 New Employee(s) for Branch: Memphis NE					
23896	zzVanDeWalker, zzKorey D	Memphis NE	zzVandy Enterprises	Primary	Unknown
7 New Employee(s) for Branch: Memphis SE					
5759	Aardson, Steve	Memphis SE	ABC	Primary	Computer Cleaning
5474	Aaskon, Masters F	Memphis SE	American Banks	Primary	Excel On The Mactintosh
16439	Bateman, Kathy	Memphis SE	Anderson Consulting	Primary	Traffic Counter
23926	Employee1, Dinalyn	Memphis SE	Health Care	Wendell S Number 1	Evaluation
23904	Kautzman, Mari	Memphis SE	Tempworks	Primary	Unknown
23903	Murphy, Joe	Memphis SE	Anderson Consulting	Primary	Accountant
23908	Quentin, Henderson	Memphis SE	Crom Equipment	Primary	Forklift
Report Totals (8 employees)					

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Purpose:

This report shows you any employee that is in system that has a timecard in the current open week but does not have a paycheck yet in the system. Since they have a timecard this means that they have an open assignment that they are working on.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. No grouping
 - b. Branch on the timecard/transaction
 - c. Customer on the timecard/transaction
 - d. Job Title timecard/transaction

Unemployment Claims

Screen Shot:

Start Date	1/1/2000	End Date	1/1/2018
Branch	CardiffUK, Memphis CA, Me	Status	Allowed, Disallowed, Pendir
Group By	Branch	Sort By	Employee Name

Employee ID	Emp Name	Date Filed	Last Date Worked	Status	Job Refused	Appeal Pending
Memphis CA						
15883	Cole, David Andrew	9/9/2009		Disallowed	No	No
15883	Cole, David Andrew	9/26/2009		Disallowed	No	No
Memphis NE						
5759	Aardson, Steve	3/28/2006	1/17/2006	Allowed	Yes	Yes
5759	Aardson, Steve	3/28/2006		Pending	No	No
5412	Abbott, sam J	5/5/2005		Pending	No	No
5412	Abbott, sam J	5/5/2005		Pending	No	No
5412	Abbott, sam J	5/5/2005		Pending	No	No
5024	Adams, Cindy	2/7/2005	1/6/2005	Pending	No	No
5025	Alabama, Nick A	7/10/2009		Allowed	No	No
12644	Arcie, Karie Lynn	4/14/2008	2/15/2008	Pending	No	No

Purpose:

This report list out all of the entered unemployment claims in the system. Allows you to find claims based on their status as well.

Parameters:

1. Start Date: Starting date filed of your desired date range
2. End Date: Ending date filed of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the employee
 - b. Status of the unemployment claim.
 - c. Employee Start Date: very first weekend date of the employee's transactions between the specified date ranges.

Employee Reporting

EEO-1

EEO

System

Showing EEO information for weekend bill date 9/17/2017.

System Level (Hierarchy 1)



Branch Name	Job Title	Gross Wages	I choose not to disclose	Male	No Gender Specified	Total
			I choose not to disclose	White (Not Hispanic or Latino)	No Race Specified	Count
Minneapolis						
	Laborers (unskilled)	\$19,239 and under			1	1
	Officials & Managers	\$19,239 and under		1	3	4
		\$19,240 - \$24,439		1		1
	Operatives (semiskilled)	\$19,239 and under	1	1	1	3
	Branch Totals		1	3	5	9

Purpose:

Displays a count of how many employees you have in each race, job, and gender category. The job categories pull off of the specified EEO Class on the job title on the assignment. If the job categories do not look right you will need to configure the EEO Class on the job titles through the administration form. The report will not show a category, race or gender if there are no employees in the system in that area.

This report is designed to be used to fill out the EEO-1 survey report.

Parameters:

1. EINC: Select which EINC's should be included in the report
2. Branch Name: Select which branches should be included in the report
3. Show: You can choose to show Employee Headcount or Employee Hours
4. Include Paycode: Select paycodes that should be included for this report (especially important when choosing Employee Hours)
5. Weekend Bill: Processing Sunday date for desired date for reporting
6. Report Type: Choose between ≥ 100 Employees or <100 Employees (less than 100 employees option does not divide numbers by gross wages)

New Hires

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2011

Branch: Canada 2, Canada Test, Cardi Group By: Tax State

1 of 1 100% Find Next

New Hires

High Tech Staffing Entity Level (Hierid 2)

tempworks software

Employees with transactional data between 1/1/2000 and 1/1/2011 but no data between 12/2/1999 and 12/31/1999 grouped by Tax State, from the following selected branches: '(All Branches Selected)'.

SSN	Start Date	First Name	Initial	Last Name	Address	City	State	Zip	Date of Birth
LA									
546-51-2321	11/7/2010	Jodi		Arkansas	3155, Joy Ct	Fayetteville	AR	72701	
1 New Hires									
MN									
156-81-5896	11/7/2010	Joe		Alaska	709 West Orleans St	Eagan	MN	55121	3/31/1985
389-64-8936	11/7/2010	Charles		Baudelaire	123 Fake St	Somewhere	MN	55121	
234-26-2343	11/7/2010	Sal	wow		123 Fake St	Somewhere	MN	55123	
3 New Hires									

NOTE: New Hire uploadable files can be exported by going to the Pay/Bill area and using the Export action menu item. Choose the "Employee" category and then choose the "New Hire Files" procedure.

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Purpose:

This report is designed to Show a report layout of the employees that meet the New Hire specifications.

New hire specifications are:

1. An employee that has transactional data between the specified date range
2. An employee that does not have any transactional data 30 days prior to the start date of your date range.

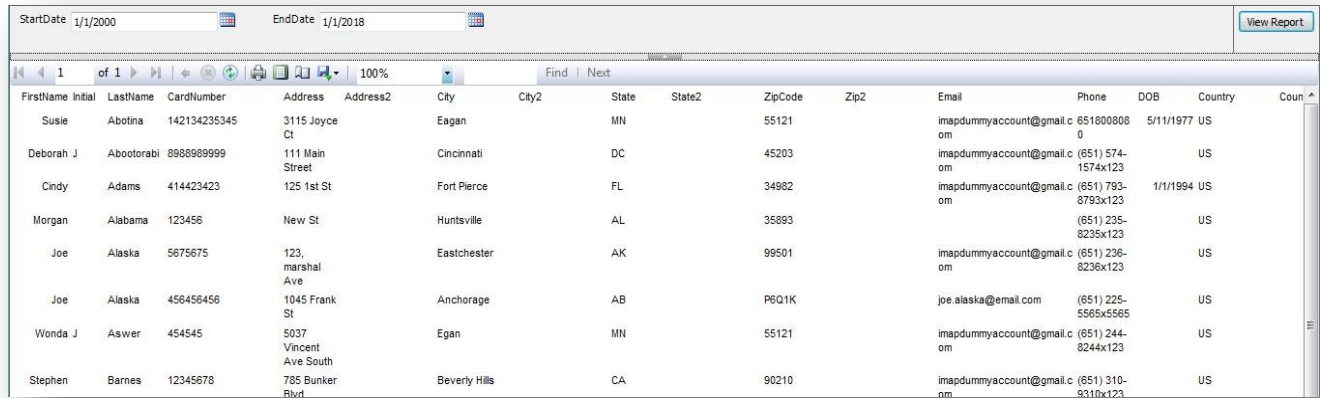
Parameters:

1. Start Date: Starting weekend date of your desired date range
2. End Date: Ending weekend date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the employee
 - b. Tax State on the employee
 - c. Employee Start Date: very first weekend date of the employee's transactions between the specified date ranges.

Exports

Paycard Setup – Global Cash Card

Screen Shot:



FirstName	Initial	LastName	CardNumber	Address	Address2	City	City2	State	State2	ZipCode	Zip2	Email	Phone	DOB	Country	Coun
Susie		Abotina	142134235345	3115 Joyce Ct		Eagan		MN		55121		imapdummyaccount@gmail.com	6518008080	5/11/1977	US	
Deborah	J	Abotorabi	8988989999	111 Main Street		Cincinnati		DC		45203		imapdummyaccount@gmail.com	(651) 574-1574x123		US	
Cindy		Adams	414423423	125 1st St		Fort Pierce		FL		34982		imapdummyaccount@gmail.com	(651) 793-8793x123	1/1/1994	US	
Morgan		Alabama	123456	New St		Huntsville		AL		35893			(651) 235-8235x123		US	
Joe		Alaska	5675675	123, marshal Ave		Eastchester		AK		99501		imapdummyaccount@gmail.com	(651) 236-8236x123		US	
Joe		Alaska	456456456	1045 Frank St		Anchorage		AB		P6Q1K		joe.alaska@email.com	(651) 225-5565x5565		US	
Wonda	J	Aswer	454545	5037 Vincent Ave South		Egan		MN		55121		imapdummyaccount@gmail.com	(651) 244-8244x123		US	
Stephen		Barnes	12345678	785 Bunker Blvd		Beverly Hills		CA		90210		imapdummyaccount@gmail.com	(651) 310-9310x123		US	

Purpose:

This report is designed to be viewed and then exported. It gives you the needed info to send to Global Cash Card to setup new paycards for employees.

Parameters:

1. Start Date: Starting pre note approved date of your desired date range
2. End Date: Ending pre note approved date of your desired date range

Payroll Summary Detail Export

Screen Shot:

Start Date 1/1/2000

End Date 1/1/2018

Date Filter

Check Date

Branch

CardiffUK, Memphis CA, Me

1 of 16

100%

Find | Next

Employee Taxes										Employer Taxes							
Emp Name	Txns Max Cust Name	Check Number	Gross	Fed Inc Tax	Efica	EMed	Sta Inc Tax	Other Employee Taxes	Total Garnishm ent	Total Reimburs ements	Net	Cfica	CMed	FUTA	SUTA	Other Employer Taxes	Total Employer Taxes
SNARHEM, ZZTIMOTHY	123 Nursing	24746	2,320.00	495.62	97.44	33.64	154.14				1,539.16	143.84	33.64	18.56	27.84		223.88
Memphis CA Totals:			2,320.00	495.62	97.44	33.64	154.14				1,539.16	143.84	33.64	18.56	27.84		223.88
Finklestein, Grindlebelle	Davis Inn and Restau	24747	600.00	30.58	25.20	8.70	31.03				504.49	37.20	8.70	4.80	0.00		50.70
Folger, Polly E	Folger Supply Co	24748	310.00	21.60	13.02	4.50	10.62				260.26	19.22	4.50	2.48	3.72		29.92
Greene, Stephanie K	Calendar Wonders Inc	24749	380.00	21.42	15.96	5.51	13.00				324.11	23.56	5.51	3.04	3.80		36.91
Jingleheimer-Schmidt, Joh	Folger Inc	24750	360.00	69.10	15.12	5.22	13.29				257.27	22.32	5.22	2.88	4.32		34.74
McNealy, Trip	Moes A place for Ste	24751	160.00	4.85	6.72	2.32	3.40				142.71	9.92	2.32	1.28	2.08		15.60

Purpose:

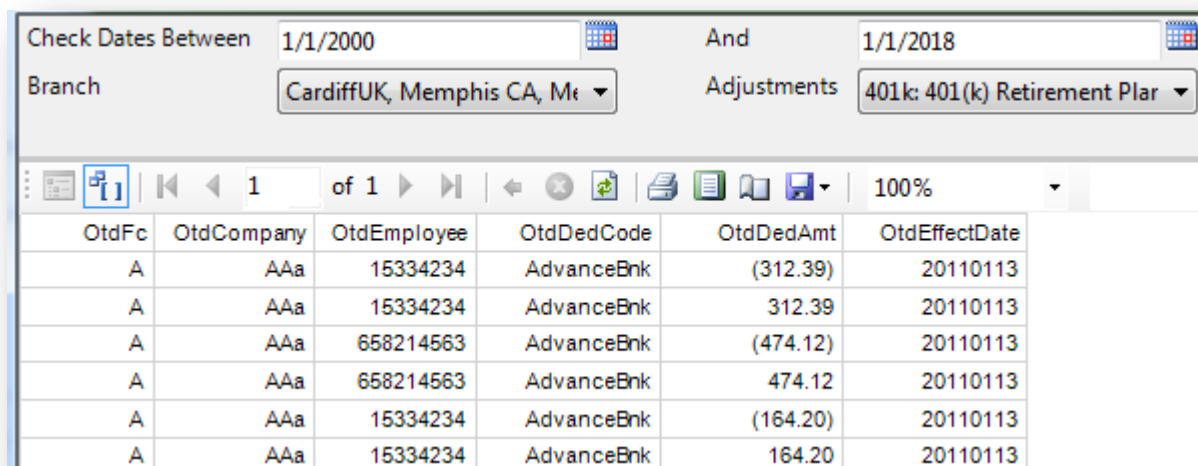
This report is designed to be viewed and then exported. It sums all the different taxes and adjustments into buckets per check.

Parameters:

3. Start Date: Starting date of your desired date range
4. End Date: Ending date of your desired date range
5. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the check
 - b. Weekend Bill of the check
6. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 - a. **NOTE:** Since one check can have multiple timecards/transactions associated with it, the branch on this report, that the check is associated to, is only one of the possible multiple branches from the timecards. This may cause report balancing discrepancies when comparing with transactional reports such as the Employee Transaction and Management reports.

SCI - Adjustment Export

Screen Shot:



OtdFc	OtdCompany	OtdEmployee	OtdDedCode	OtdDedAmt	OtdEffectDate
A	AAa	15334234	AdvanceBnk	(312.39)	20110113
A	AAa	15334234	AdvanceBnk	312.39	20110113
A	AAa	658214563	AdvanceBnk	(474.12)	20110113
A	AAa	658214563	AdvanceBnk	474.12	20110113
A	AAa	15334234	AdvanceBnk	(164.20)	20110113
A	AAa	15334234	AdvanceBnk	164.20	20110113

Purpose:

This report is designed to be sent to the payroll processing company SCI (Staffing Concepts International). It is designed to be exported to excel and sent off to them.

Parameters:

1. Check Date Between: Starting check date of your desired date range
2. And: Ending check date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 - a. **NOTE:** Since one check can have multiple timecards/transactions associated with it, the branch on this report, that the check is associated to, is only one of the possible multiple branches from the timecards. This may cause report balancing discrepancies when comparing with transactional reports such as the Employee Transaction and Management reports.

SCI - Payroll Export

Screen Shot:

The screenshot shows the SCI Payroll Export interface. At the top, there are filter fields: 'Check Dates Between' (1/1/2000), 'And' (3/25/2011), 'Paycheck Delivery Code' (#Mail#, S d, T, T !EPay!, T !EI), 'Branch' (CardiffUK, Memphis CA, Me), 'Customer' (empty), and 'Show Blank Delivery Code' (True). Below the filters is a table with 10 columns: Company, BatchNbr, Employee, LastName, FirstName, PayCode, Hours, Rate, TrDate, and CheckGrp. The table contains 8 rows of data.

Company	BatchNbr	Employee	LastName	FirstName	PayCode	Hours	Rate	TrDate	CheckGrp
1	T #Mail#	465465465	Ipsum	Lorem	Reg	25.00	12.00	20100925	
1	T #Mail#	516897981	BEARDEN	ELLE	Reg	20.00	10.00	20100926	
1	T T#Mail#	15334234	Spade	Sam	Reg	20.00	10.00	20100926	
1	T #Mail#	366566666	Spring	Sally	Reg	25.00	45.00	20100926	
1	T #Mail#	345445654	Anderson	John	Reg	40.00	20.00	20101229	
1	T C#Mail#	456456654	Berg	Damian	Reg	40.00	15.00	20101229	
1	T #Mail#	242345398	Burns	Jacob	Reg	40.00	15.00	20101229	
1	T #Mail#	534568432	Guernsey	Robert	Reg	40.00	12.00	20101229	

Purpose:

This report is designed to be sent to the payroll processing company SCI (Staffing Concepts International). It is designed to be exported to excel and sent off to them. It uses the Paycheck Deliver code to act as the BatchNbr column. This report requires some customization and specific assignment setup to run properly. Please talk to your TempWorks support rep if you wish to utilize this report and they will get you more information.

Parameters:

1. Check Date Between: Starting check date of your desired date range
2. And: Ending check date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 - a. **NOTE:** Since one check can have multiple timecards/transactions associated with it, the branch on this report, that the check is associated to, is only one of the possible multiple branches from the timecards. This may cause report balancing discrepancies when comparing with transactional reports such as the Employee Transaction and Management reports.
4. Paycheck Delivery Code: List of all delivery codes in the system. This will have all of the BatchNbr from the assignments business code when the appropriate customizations are in place.
5. Customer: A drop down list of all customers in the user's current hierarchy. Is a multi-value parameter so they can select all customers, just one specific customer or any combination of different customers in the list.
6. Show Blank Delivery Code: allows you to view checks that did not have the business code setup on their assignment.

Transaction Export Report

Screen Shot:

Start Date		1/1/2000		End Date		2/1/2011															
Branch		CardiffUK, Memphis CA, M																			
1		of 9		100%		Find Next															
Last Name	First Name	Cust Name	Dept Name	Cust Id	SSN	Aident	Reg Hrs	OT Hrs	DT Hrs	Pay Rate	Bill Rate	OT Bill	DT Bill	Adj Net	Bill Adj	Gross	Total Bill	ER Taxes	WC Code	weekenddate	weekendbill
Abbott	sam	Hair Extensions Inc	Primary	778862	000-00-5412	5412	40.00	0.00	0.00	\$15.00	\$25.00	\$37.50	\$50.00	\$0.00	\$0.00	\$600.00	\$980.00	\$68.70	8810	1/2/2011	1/2/2011
Abbott	sam	Hair Extensions Inc	Primary	778862	000-00-5412	5412	-40.00	0.00	0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$600.00)	\$0.00	(\$68.70)	8810	1/9/2011	1/9/2011
Abbott	sam	Hair Extensions Inc	Primary	778862	000-00-5412	5412	-40.00	0.00	0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$600.00)	\$0.00	(\$68.70)	8810	1/2/2011	1/9/2011
Abbott	sam	Hair Extensions Inc	Primary	778862	000-00-5412	5412	40.00	0.00	0.00	\$15.00	\$0.00	\$37.50	\$50.00	\$0.00	\$0.00	\$600.00	\$0.00	\$68.70	8810	1/9/2011	1/9/2011
Abbott	sam	Hair Extensions Inc	Primary	778862	000-00-5412	5412	40.00	0.00	0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$206.10	8810	1/9/2011	1/9/2011
Abron	Jill	Alpine Inc	Energy	778976	342-44-5765	5022	40.00	0.00	0.00	\$15.00	\$25.00	\$37.50	\$50.00	\$0.00	\$0.00	\$600.00	\$980.00	\$59.70	8810	1/2/2011	1/2/2011
Abron	Jill	Alpine Inc	Energy	778976	342-44-5765	5022	40.00	0.00	0.00	\$15.00	\$0.00	\$37.50	\$50.00	\$0.00	\$0.00	\$600.00	\$0.00	\$59.70	8810	1/9/2011	1/9/2011
Acosta	Davis	Crom Equipment	Primary	10623	654-78-9657	5023	40.00	0.00	0.00	\$16.67	\$20.00	\$36.00	\$48.00	\$0.00	\$0.00	\$666.80	\$780.00	\$66.34	8810	1/2/2011	1/2/2011

Purpose:

This report shows all of the main transaction information. It is designed to be used to export your information out of the system in to excel if you need it to send to an invoicing company, another payroll processing company or if you want to have it as a backup for your own purposes. This report can only be run for the closed weeks to ensure that you are exporting all information that you need.

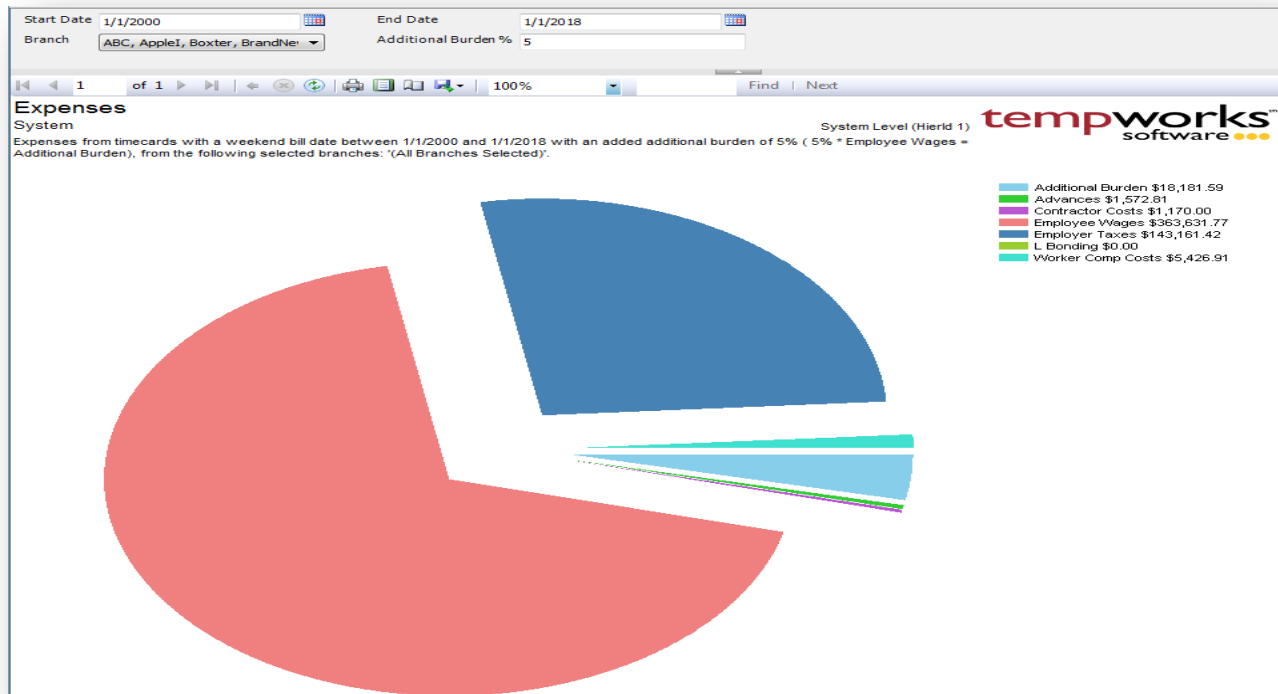
Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Financial

Expenses

Screen Shot:



Purpose:

This report gives you a visual breakdown of your payroll costs/expenses that have been calculated in the system for a give weekend bill period.

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Additional Burden %: Allows you to calculate an additional burden for overhead expenses. Calculation is Gross on employee's check * the entered % rate.

General Ledger

Screen Shot:

Company Name	Account #	Account Name	Source	Debit Amount	Credit Amount	Debit (+) or Credit(-)	Weekend Bill
High Tech Staffing	5200	Employer Paid Tax Expense	Payroll: Taxes :MNSUTA	\$118.45	\$0.00	\$118.45	11/11/2012
High Tech Staffing	5200	Employer Paid Tax Expense	Payroll: Taxes :NYDisabC	\$0.58	\$0.00	\$0.58	11/11/2012
High Tech Staffing	5200	Employer Paid Tax Expense	Payroll: Taxes :NYFUTA	\$8.10	\$0.00	\$8.10	11/11/2012
High Tech Staffing	5200	Employer Paid Tax Expense	Payroll: Taxes :NYSUTA	\$47.52	\$0.00	\$47.52	11/11/2012
High Tech Staffing	5200	Employer Paid Tax Expense	Payroll: Taxes :NYSUTARESF	\$1.01	\$0.00	\$1.01	11/11/2012
High Tech Staffing	5200	Employer Paid Tax Expense	Payroll: Taxes :WIFUTA	\$1.22	\$0.00	\$1.22	11/11/2012
High Tech Staffing	5200	Employer Paid Tax Expense	Payroll: Taxes :WISUTA	\$2.65	\$0.00	\$2.65	11/11/2012
High Tech Staffing	5400	Workers Comp Insurance Expense	WC from txns:MN 8810	\$78.24	\$0.00	\$78.24	11/11/2012
High Tech Staffing	5400	Workers Comp Insurance Expense	WC from txns:Tx8742	\$1.09	\$0.00	\$1.09	11/11/2012
Totals:				\$19,127.46	\$19,127.46	\$0.00 Difference	

page 2 of 2

report generated 4/11/2013 4:25:51 PM by TEMPWORKS\Jaredg

Purpose:

This report breaks out all of your payroll and invoicing numbers into generic GL accounts for a given weekend bill range. Report can be used to help prepare a journal entry to book your payroll and invoicing numbers in your accounting system. (Note: report uses generic account numbers. If you need to have your specific account numbers displayed instead of the generic ones, please contact TempWorks Software about getting a GL Feed setup for you)

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range

Gross Profit Detail

Screen Shot:

Department	Hours	Calculated Burden	Billable Adj	Gross Sales	Payroll Cost	Gross Profit	Gross Profit %
Memphis CA							
123 Nursing							
Credit	39.00	\$50.92	\$0.00	\$585.00	\$534.52	\$50.48	8.62 %
Customer Total:	39.00	\$50.92	\$0.00	\$585.00	\$534.52	\$50.48	8.63 %
Branch Total:	39.00	\$50.92	\$0.00	\$585.00	\$534.52	\$50.48	8.63 %

Purpose:

This report allows you to view all the detail that goes into your gross profit amount. It is designed to allow you to determine what costs you want to go into your gross profit calculation. This report must be run after you close the week to ensure that you capture all data for the specified date range. Since this report is very complex let's look at a couple of examples on how it should be run.

1. You want to view how much you made off of a specific client "ABC Corp" and you want to view each department's numbers individually. Your gross profit is determined as (total bill – (gross + employer taxes + worker comp costs)).
 - a. Set the date range and appropriate date filter
 - b. Set the Filter by Customer to : ABC Corp
 - c. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - ii. Employer Taxes
 - iii. Worker Comp Costs
 - d. Set the Group By to: Department
2. Your gross profit is determined as (total bill – (gross + employer taxes + worker comp costs + one-time adjustments + 10% burden)).
 - a. Set the date range and appropriate date filter

-
- b. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - ii. Employer Taxes
 - iii. Worker Comp Costs
 - iv. One Time Adjustment
 - c. Set the Flat Burden % to: 10

Parameters:

- 1. Start Date: Starting weekend bill date of your desired date range
- 2. End Date: Ending weekend bill date of your desired date range
- 3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
- 4. Filter by Customer: filters for a specific customer name
- 5. Payroll Costs Filter: specifies the different costs that you want included in your payroll costs. Can select one, all or any combination of the available costs. Has the following options:
 - a. Gross of the transaction
 - b. LBonding from the Worker Comp Code
 - c. Contractor Costs on the transaction
 - d. Worker Comp Costs on the transaction
 - e. One Time Adjustments on the transaction
 - f. Employer Taxes on the transaction
 - g. Benefits on the transaction
 - h. Branch Burden on the transaction
 - i. No payroll costs (used when you do not want any payroll costs in the GP calculation)
- 6. Flat Burden %: Adds the (Specified % * Gross on the transaction) to the Payroll costs
- 7. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
 - a. Name of the group by
 - b. GP
 - c. GP %
- 8. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Assignment on the transaction
 - b. Department on the transaction
 - c. Employee on the transaction
 - d. Transaction
 - e. Asg Entered By on the assignment
 - f. Asg Service Rep on the assignment
- 9. Filter by Asg Entered By: filters on the rep who entered the assignment for that transaction

10. Filter by Asg Service Rep: filters on the rep who is listed as the service rep on the assignment for that transaction

Gross Profit Summary

Screen Shot:

Salesteam	Payroll Cost	Gross Sales	Gross Profit	Gross Profit %
Default	\$70,688.67	\$120,983.37	\$50,294.70	41.57 %
dwood	\$17,484.26	\$25,134.21	\$7,649.95	30.43 %
New Team	\$181.33	\$1,200.00	\$1,018.67	84.88 %
Regional	\$152,859.82	\$236,518.11	\$83,658.29	35.37 %
stephanie	\$1,422.30	\$1,747.85	\$325.55	18.62 %
Report Totals:	\$242,636.38	\$385,583.54	\$142,947.16	37.07 %

Purpose:

This report is a summary of your gross profit by many different groupings. The group by filter will determine the first column on this report. The report is designed to allow you to determine what costs you want to go into your gross profit calculation. This report must be run after you close the week to ensure that you capture all data for the specified date range. Since this report is very complex let's look a couple of examples on how it should be run.

1. You want to view how much you made off of a specific client "ABC Corp" and you want to view each department's numbers individually. Your gross profit is determined as (total bill – (gross + employer taxes + worker comp costs)).
 - a. Set the date range and appropriate date filter
 - b. Set the Filter by Customer to : ABC Corp
 - c. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - ii. Employer Taxes
 - iii. Worker Comp Costs
 - d. Set the Group By to: Department
2. Your gross profit is determined as (total bill – (gross + employer taxes + worker comp costs + onetime adjustments + 10% burden)).

-
- a. Set the date range and appropriate date filter
 - b. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - ii. Employer Taxes
 - iii. Worker Comp Costs
 - iv. One Time Adjustment
 - c. Set the Flat Burden % to: 10

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Filter by Customer: filters for a specific customer name
5. Payroll Costs Filter: specifies the different costs that you want included in your payroll costs. Can select one, all or any combination of the available costs. Has the following options:
 - a. Gross of the transaction
 - b. LBonding from the Worker Comp Code
 - c. Contractor Costs on the transaction
 - d. Worker Comp Costs on the transaction
 - e. One Time Adjustments on the transaction
 - f. Employer Taxes on the transaction
 - g. Benefits on the transaction
 - h. Branch Burden on the transaction
 - i. No payroll costs (used when you do not want any payroll costs in the GP calculation)
6. Flat Burden %: Adds the (Specified % * Gross on the transaction) to the Payroll costs
7. Sales Team: A drop down list of all sales teams in the user's current hierarchy. Is a multi-value parameter so they can select all sales teams, just one specific sales team or any combination of different sales teams in the list.
8. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the transaction
 - b. Customer on the transaction
 - c. Division on the transaction
 - d. EINC on the transaction
 - e. Pay code on the transaction
 - f. Sales Team on the transaction
 - g. Shift on the transaction

- h. Supervisor on the transaction
 - i. Weekend Bill on the transaction
 - j. Asg Entered By on the assignment
 - k. Asg Service Rep on the assignment
9. Filter by Asg Entered By: filters on the rep who entered the assignment for that transaction
10. Filter by Asg Service Rep: filters on the rep who is listed as the service rep on the assignment for that transaction

Management

Screen Shot:

Start Date 1/1/2000

End Date 9/1/2012

4 of 6

100%

Find | Next

Management

High Tech Staffing

Entity Level (Hierid 2)

tempworks™
software

Activity from 1/1/2000 through 9/1/2012 by Weekendbill Date

Branch: Memphis SE



Payroll		Billing		Taxes	
Employee Hours		Billed Hours		Employee Taxes	
RHours Paid	8,922.95	RHours Billed	9,166.95		Amt Taxable Amt Tax
OHours Paid	720.00	OHours Billed	666.00	OASDI	\$230,657.12 \$9,612.77
DHours Paid	14.00	DHours Billed	14.00	Medicare	\$230,657.12 \$3,318.15
Total Hours Paid	9,656.95	Total Hours Billed	9,846.95	State WH	\$283,936.42 \$14,322.35
Employee Wages		Billed Amounts		Federal WH	\$230,601.42 \$50,553.05
Regular Pay	\$213,887.12	Temp Billing	\$454,334.58	EIC	\$0.00 \$0.00
Vacation Pay	\$0.00	Contractor Bill	\$14,816.85	City Local Tax	\$19,267.87 \$158.19
Holiday Pay	\$17,921.20	DH Billing	\$205.00	County Local Tax	\$0.00 \$0.00
Bonus Pay	\$350.00	Total Billing	\$469,356.43	School Local Tax	\$1,337.00 \$8.89
Other Pay	\$3,200.30	Sales Tax	\$13,070.82	EE Other Tax	\$38,429.00 \$115.34
Gross Pay	\$235,358.62	Total	\$482,427.25	Total	\$78,088.74
Employee Other		Other Financial		Employer Taxes	
Emp Deductions	\$741.90	Gross Pay	\$235,358.62		Amt Taxable Amt Tax
Employee Taxes	\$78,088.74	Net Pay Adjusts	\$1,655.80	OASDI	\$230,657.12 \$14,286.81
Net	\$149,738.14	Employer Taxes	\$21,509.81	Medicare	\$230,657.12 \$3,341.35
Live Checks	\$140,933.16	Workers Comp	\$3,307.41	FUTA	\$105,354.22 \$691.54
Direct Deposit	\$8,804.98	Cost of Sales	\$272,793.53	State FUTA Credit	\$106,443.50 \$339.38
Contractor Pay	\$10,455.15	Hours NonBill	20.50	SUTA	\$171,357.12 \$2,849.30
Number of Checks	406	Temp GP	\$191,770.78	ER Other Tax	\$872.62 \$1.43
Avg Hours Worked	23.79	Temp GP Percent	42.21 %	Total	\$21,509.81
Avg Per-Hour Pay	\$24.37	Total GP	\$196,562.90		
Avg Per-Hour Bill	\$46.14	Total GP Percent	41.88 %	Fed Tax Deposit	\$81,112.13

page 4 of 6

generated 4/25/2013 1:36:30 PM by TEMPWORKS Jared

Purpose:

This report gives you an overview of all the activity going on in your company. It is designed to show you all of the major costs and sales items so you can determine how much you are making. This report runs on the weekend bill, therefore you can only run this for closed weeks to ensure you get all of the data for the week. Many of the fields on this report are linked to corresponding detail reports. For instance if you click on the

40.00 in the RHours Paid field from the above example you will be taken to the Employee Hours report so that you can see the detail of those 40 hours. You will know when a field is linked by hovering over the field and your cursor will change from a  to a 

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range

Worker Comp Breakout

Screen Shot:

WC Code	Employee Name	RHours	OHours	DHours	THours	Gross	Subject Wages	WC Rate	WC Cost	Check Date	Weekend Bill
Branch: CardiffUK											
Code: Tx8742											
Tx8742	Kong, Diddy	9.00	0.00	0.00	9.00	\$135.00	\$135.00	1.2800%	\$1.73	11/8/2012	10/21/2012
Tx8742	Kong, Diddy	11.00	0.00	0.00	11.00	\$165.00	\$165.00	1.2800%	\$2.11	2/6/2013	1/13/2013
Tx8742	Timeclock, Timeclock	40.00	13.00	0.00	53.00	\$606.25	\$537.50	1.2800%	\$6.88	2/19/2013	2/10/2013
Tx8742	Timeclock, Timeclock	32.00	0.00	0.00	32.00	\$322.50	\$322.50	1.2800%	\$4.13	4/9/2013	2/10/2013
Totals for Code: Tx8742		92.00	13.00	0.00	105.00	\$1,228.75	\$1,160.00		\$14.85		
Totals for Branch: CardiffUK		92.00	13.00	0.00	105.00	\$1,228.75	\$1,160.00		\$14.85		

Purpose:

This shows you the individual transactional break out of the worker comp costs. This is the detail report for your Worker Comp Summary report. This is a great report to send in with your worker comp payment. The Subject Wages column is will show you the amount that the worker comp cost is calculated off of (full gross vs. straight time amounts) given the type of worker comp.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the timecard/transaction
 - b. Weekend Bill date of the timecard/transaction
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Primary Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the transaction
 - b. Customer Name on the transaction
 - c. Worker Comp Code on the transaction
 - d. Weekend Bill on the transaction
 - e. Check Date on the transaction
 - f. State of the worker comp code on the transaction

-
6. Secondary Group By: A list of different fields to group the data into on the report. Has the following options:
- a. Branch on the transaction
 - b. Customer Name on the transaction
 - c. Worker Comp Code on the transaction
 - d. Weekend Bill on the transaction
 - e. Check Date on the transaction
 - f. State of the worker comp code on the transaction

Worker Comp List

Screen Shot:

einc 213123: EINC - 580, CliffJump							
1 of 1 100% Find Next							
Worker Comp List				tempworks [™] software			
System				System Level (Hierld 1)			
Code	Description	State	Percentage	Landl Employee	Landl Company	OTCalcType	Active
High Tech Staffing							
AK							
8813	Book Binding	AK	1.1300%	1.0000%	2.0000%	R	Yes
AL							
8820	Law Office	AL	0.7895%	1.0000%	2.0000%	R	Yes
DC							
Jeffer Test	New Comp Code	DC	0.0000%	0.0000%	0.0000%	R	No
T1002	Top Secret	DC	5.0000%	0.0000%	0.0000%	R	No
GA							
GA3681	GP Test	GA	5.9800%	0.0000%	0.0000%	F	Yes

Purpose:

This report lists out all of your worker comp codes that are in the system with their rates and other appropriate information. The OT Calc Type determines if you weight the OT or not. R = regular, takes the regular pay rate times the total hours regardless of overtime or double time rates. F = full, takes the full gross on the transaction, regular hours * regular pay rate + over time hours * overtime pay rate, etc.

Parameters:

1. EINC: A drop down list of all EINC's in the user's current hierarchy. Is a multi-value parameter so they can select all EINC's, just one specific EINC or any combination of different EINC's in the list.

Worker Comp Summary

Screen Shot:

Start Date

9/30/2012

End Date

1/1/2018

Branch

Canada 2, Canada Test, Cardi

Date Field

Check Date

State

(all)

1

of 3

Find

Next

Worker Comp Summary

High Tech Staffing

Entity Level (Hierid 2)

tempworks[™] software

Activity from Check Date 9/30/2012 through 1/1/2018, from the following selected branches: '(All Branches Selected)'.

Check Date	WC Cost	Percent	Subject Wages	Gross	RHours	OHours	DHours	Reg Pay	OT Pay	DT Pay	Other Pay	THours Pay
3017 (MN)												
3/12/2013	\$28.84	10.4500 %	\$276.00	\$276.00	23.00	0.00	0.00	\$276.00	\$0.00	\$0.00	\$0.00	\$276.00
5/29/2013	\$12.54	10.4500 %	\$120.00	\$120.00	10.00	0.00	0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
3017 (MN) Total	\$41.38	10.4500 %	\$396.00	\$396.00	33.00	0.00	0.00	\$396.00	\$0.00	\$0.00	\$0.00	\$396.00

Purpose:

This report shows you a summary of your worker comp costs. This is a great report to send with your work comp payment to your worker comp insurance vendor. The Subject Wages column is will show you the amount that the worker comp cost is calculated off of (full gross vs. straight time amounts) given the type of worker comp.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date
 - b. Weekend Bill
5. State: A drop down list of all states that have a worker comp code setup in them. Is a multi-value parameter so they can select all states, just one specific state or any combination of different states in the list.

Forecast

Hours Forecast

Screen Shot:

Employee Name	Customer/Dept Name	Asg Id	Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	OT Hours	DT Hours	Total Hours
2nd Staffing, 2nd Staffing ID: 5820														
					5/16/2009	5/15/2009	5/14/2009	5/13/2009	5/12/2009	5/11/2009	5/10/2009			
2nd Staffing, 2nd Staffing	Jimmy's Pizza - HR	6749	8:00 AM	10:00 PM	14.00	14.00	14.00	14.00	14.00	0.00	14.00	44.00	0.00	84.00
2nd Staffing, 2nd Staffing	Jimmy's Pizza - HR	4294970936	8:00 AM	10:00 PM	14.00	14.00	14.00	14.00	14.00	0.00	14.00	44.00	0.00	84.00
Totals:					28.00	28.00	28.00	28.00	28.00	0.00	28.00	88.00	0.00	168.00
5/23/2009 5/22/2009 5/21/2009 5/20/2009 5/19/2009 5/18/2009 5/17/2009														
2nd Staffing, 2nd Staffing	Jimmy's Pizza - HR	4294970936	8:00 AM	10:00 PM	14.00	14.00	14.00	14.00	14.00	0.00	14.00	44.00	0.00	84.00
2nd Staffing, 2nd Staffing	Jimmy's Pizza - HR	6749	8:00 AM	10:00 PM	14.00	14.00	14.00	14.00	14.00	0.00	14.00	44.00	0.00	84.00
Totals:					28.00	28.00	28.00	28.00	28.00	0.00	28.00	88.00	0.00	168.00

Purpose:

This report is designed for you to project upcoming hours and over time. It pulls from either the employee's assignment schedule setup or the shift schedule setup that the assignment is set to. For the case where you have an employee on 2 different over time plans you will need to use the OT Plan Override to have the report use that OT plan for the OT calculation.

Parameters:

1. Start Date: Starting date of your desired assignment start date range
2. End Date: Ending date of your desired assignment start date range
3. Employee Name: Allows you to filter for a specified employee name.
4. OT Plan Override: Is a list of the different OT plans in the system. Allows you to override the specified OT plan on the order the assignment is on.
5. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
6. Shift Type: Determines where you want to calculate the schedule from. Has the following options:
 - a. Shifts Only
 - b. Free text start and end times only

-
- c. All assignments
7. Group By: A list of different fields to group the data into on the report. Has the following options:
- a. Employee
 - b. Weekend bill

Log Information

Assignment Change Log

Screen Shot:

Emp Name	Employee ID	Asg ID	Date Updated	Field Changed	Old Value	New Value	Updated by Rep
Assignment ID: 4294970843							
Troi, Deanna	4294971638	4294970843	8/30/2012 1:07 PM	Salary	0.00	1000.00	erikr
Troi, Deanna	4294971638	4294970843	8/30/2012 1:07 PM	SalaryBill	0.00	1500.00	erikr
Assignment ID: 4301242116							
1099 Test 12, Jeff1	16408	4301242116	7/27/2012 4:38 PM	EndDate	Apr 1 2012 12:00AM	Apr 2 2012 12:00AM	jmlone
1099 Test 12, Jeff1	16408	4301242116	7/27/2012 4:47 PM	EndDate	Apr 2 2012 12:00AM	Apr 5 2012 12:00AM	jmlone
1099 Test 12, Jeff1	16408	4301242116	7/27/2012 4:48 PM	SalesteamSID	21	29	jmlone
1099 Test 12, Jeff1	16408	4301242116	7/27/2012 4:51 PM	Srident	21902	21858	jmlone

Purpose:

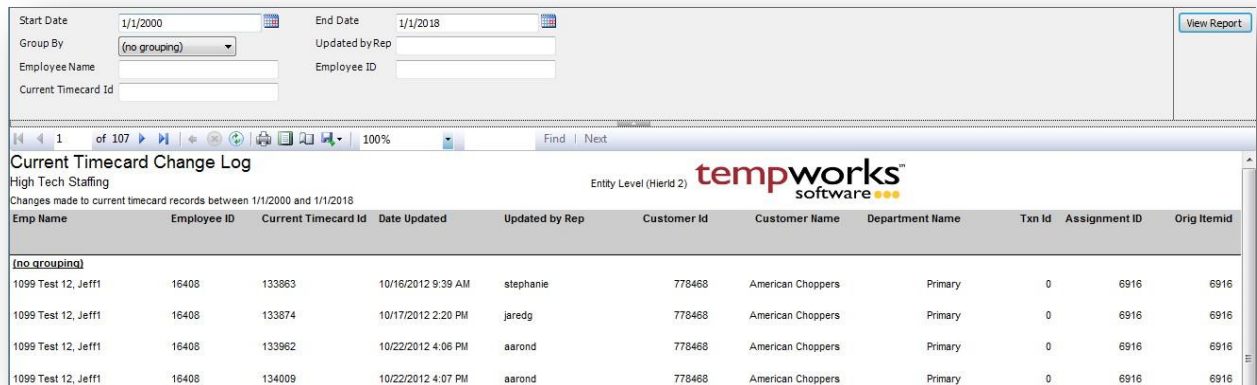
This report is designed to show you all of the logged changes made to assignments. This is a great report to see who changed a start date, pay rate, bill rate, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

9. Start Date: Starting date updated of your desired date range
10. End Date: Ending date updated of your desired date range
11. Employee Name: filters for a given employee based upon their name.
12. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Employee
 - c. Updated by Rep
 - d. Assignment
13. Employee ID: Allows you to filter for a specified employee id.
14. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.
15. Assignment ID: Allows you to filter for a specified assignment id.

Current Timecard Change Log

Screen Shot:



Start Date: 1/1/2000 End Date: 1/1/2018 View Report

Group By: (no grouping) Updated by Rep: Employee Name: Employee ID: Current Timecard ID:

1 of 107 100% Find Next

Current Timecard Change Log

High Tech Staffing Entity Level (Hierid 2) tempworks software

Changes made to current timecard records between 1/1/2000 and 1/1/2018

Emp Name	Employee ID	Current Timecard ID	Date Updated	Updated by Rep	Customer ID	Customer Name	Department Name	Txn Id	Assignment ID	Orig Itemid
(no grouping)										
1099 Test 12, Jeff1	16408	133863	10/16/2012 9:39 AM	stephanie	778468	American Choppers	Primary	0	6916	6916
1099 Test 12, Jeff1	16408	133874	10/17/2012 2:20 PM	jaredg	778468	American Choppers	Primary	0	6916	6916
1099 Test 12, Jeff1	16408	133962	10/22/2012 4:06 PM	aarond	778468	American Choppers	Primary	0	6916	6916
1099 Test 12, Jeff1	16408	134009	10/22/2012 4:07 PM	aarond	778468	American Choppers	Primary	0	6916	6916

Purpose:

This report is designed to show you all of the logged changes made to current timecards. This is a great report to see who changed a pay rate, bill rate, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: Starting date updated of your desired date range
2. End Date: Ending date updated of your desired date range
3. Employee Name: filters for a given employee based upon their name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Employee
 - c. Updated by Rep
 - d. Current Timecard ID
5. Employee ID: Allows you to filter for a specified employee id.
6. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.
7. Current Timecard ID: Allows you to filter for a specified timecard id.

Customer Change Log

Screen Shot:

Customer - Department	Customer Id	Date Updated	Updated by Rep	Billing Department Name	Customer Name	Department Name	Status	Attn To	Activation Date	Description
(no grouping)										
123 Nursing - HR	779252	7/31/2012 11:54 AM	laurak	Primary	123 Nursing	HR	A	Mr Tuna	11/16/2007 12:00:00 AM	
AAA Digital Media Solutions - Accounts Payable - 0000200	4294969496	10/22/2012 2:14 PM	aarond	Primary	AAA Digital Media Solutions	Accounts Payable - 0000200	A		10/22/2012 12:00:00 AM	
AAA Digital Media Solutions - Accounts Payable - 0000200	4294969496	10/23/2012 1:39 PM	aarond	Primary	AAA Digital Media Solutions	Accounts Payable - 0000200	A		10/1/2012 12:00:00 AM	
AAA Digital Media Solutions - Finance	4294969492	10/22/2012 10:19 AM	aarond	Primary	AAA Digital Media Solutions	Finance	P		10/22/2012 10:09:00 AM	
AAA Digital Media Solutions - Finance	4294969492	10/22/2012 10:45 AM	aarond	Primary	AAA Digital Media Solutions	Finance	H		10/22/2012 10:09:00 AM	
AAA Digital Media Solutions - Finance	4294969492	10/22/2012 11:42 AM	aarond	Primary	AAA Digital Media Solutions	Finance	A		10/22/2012 10:09:00 AM	

Purpose:

This report is designed to show you all of the logged changes made to customers. This is a great report to see who changed the remit to address, status, department name, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: Starting date updated of your desired date range
2. End Date: Ending date updated of your desired date range
3. Customer – Department Name: filters for a given customer based upon the customer name – department name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Customer – Department
 - c. Updated by Rep
5. Customer ID: Allows you to filter for a specified customer id.
6. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.

Employee Adjustment Setup Change Log

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018 View Rep

Employee Name: Employee ID: Adjustment Name:

Group By: (no grouping) Updated by Rep:

1 of 47 100% Find Next

Employee Adjustment Setup Change Log
High Tech Staffing
Changes made to employee adjustment setup records between 1/1/2000 and 1/1/2018

Entity Level (Hicord 2) tempworks software

Emp Name	Employee ID	ID	Adj Name	Adj Id	Date Updated	Updated by Rep	EINC
<u>(no grouping)</u>							
Aardson, Steve	5759	1090	AdvanceBnk	3	1/12/2011 3:49:32 PM	jason	0
Aardson, Steve	5759	1090	AdvanceBnk	3	8/15/2011 1:51:34 PM	laurak	0
Aardson, Steve	5759	1090	AdvanceBnk	3	3/29/2012 2:43:37 PM	korey	0
Aardson, Steve	5759	1090	AdvanceBnk	3	3/29/2012 2:51:12 PM	korey	0
Aardson, Steve	5759	27543	AdvanceBnk	3	5/7/2012 12:12:28 PM	kvaluet	0

Purpose:

This report is designed to show you all of the logged changes made to employee adjustments setup. This is a great report to see who changed the case number, authority, amount, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: Starting date updated of your desired date range
2. End Date: Ending date updated of your desired date range
3. Employee Name: filters for a given employee based upon their name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Employee
 - c. Updated by Rep
 - d. Employee Adjustment
5. Employee ID: Allows you to filter for a specified employee id.
6. Adjustment Name: filters for a given adjustment based upon the Adj Name.

-
7. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.

Employee Change Log

Screen Shot:

Emp Name	Employee ID	Date Updated	Field Changed	Old Value	New Value	Updated by Rep
(no grouping)						
Aardson, Steve	5759	7/9/2014 7:14 AM	SSN	389648501		susan
Aardson, Steve	5759	7/9/2014 7:22 AM	SSN		541223652	susan
Abbott, Zayden	4294972588	7/1/2014 10:13 AM	Washed Status	130	0	vern
Abotina, Susie	4295003729	7/10/2014 8:11 AM	Branch	1636	1635	susan
Love, Chad	20548	7/3/2014 9:16 AM	Name change	Chad Love	Chad Figg	Chad.Figg
Love, Chad	20548	7/3/2014 11:56 AM	Name change	Chad Figg	Chad Love	Chad.Figg

Purpose:

This report is designed to show you all of the logged changes made to employee records. This is a great report to see who changed the address, federal exemptions, first name, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: Starting date updated of your desired date range
2. End Date: Ending date updated of your desired date range
3. Employee Name: filters for a given employee based upon their name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Employee
 - c. Updated by Rep
5. Employee ID: Allows you to filter for a specified employee id.
6. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.

Employee Electronic Pay Setup Change Log

Screen Shot:

Emp Name	Employee ID	Employee Bank ID	Date Updated	Updated by Rep	EINC	Hier ID	Bank Name	Active
(no grouping)								
Abotina, Susie	13142	1368	5/20/2014 11:20:00 AM	vern	0	2	1ST CHOICE CREDIT UNION	True
Abotina, Susie	13142	1375	5/20/2014 1:23:00 PM	vern	0	2	1ST AMER BK	True
Abotina, Susie	13142	1376	5/20/2014 1:25:00 PM	vern	0	2	1ST AMER BK	True
Abotina, Susie	13142	1377	5/20/2014 1:32:00 PM	vern	0	2	1ST ADVANTAGE BANK	True
Abotina, Susie	13142	1377	5/20/2014 1:33:00 PM	vern	0	2	1ST ADVANTAGE BANK	True
Abotina, Susie	13142	1377	5/20/2014 1:34:00 PM	vern	0	2	1ST ADVANTAGE BANK	True
Abotina, Susie	13142	1377	5/20/2014 1:34:00 PM	vern	0	2	1ST ADVANTAGE BANK	True
Abotina, Susie	13142	1377	5/20/2014 1:36:00 PM	vern	0	2	1ST ADVANTAGE BANK	True

Purpose:

This report is designed to show you all of the logged changes made to employee's electronic pay setup records. This is a great report to see who changed the routing number, bank account number, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: Starting date updated of your desired date range
2. End Date: Ending date updated of your desired date range
3. Employee Name: filters for a given employee based upon their name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Employee
 - c. Employee Electronic Pay
 - d. Updated by Rep
5. Employee ID: Allows you to filter for a specified employee id.
6. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.

Employee Tax Setup Change Log

Screen Shot:

Emp Name	Employee ID	Juris	ID	Date Updated	Updated by Rep	EINC	Year ID	Exempt	Percentage
Jurisdiction: ALZERO 278385									
Test, Zakk	4295004126	ALZERO	278385	5/29/2014 5:00:08 PM	wc_admin	0	2014	False	0.00000000
Jurisdiction: MNMAR 278300									
perdu, frank	4294972806	MNMAR	278300	5/21/2014 2:27:59 PM	alishas	0	2014	False	0.00000000
perdu, frank	4294972806	MNMAR	278300	5/21/2014 2:44:13 PM	alishas	0	2014	False	0.00000000
perdu, frank	4294972806	MNMAR	278300	5/21/2014 2:46:10 PM	alishas	0	2014	False	0.00000000
perdu, frank	4294972806	MNMAR	278300	5/21/2014 2:48:54 PM	alishas	0	2014	False	0.00000000
Jurisdiction: MNSINGLE 278300									
perdu, frank	4294972806	MNSINGLE	278300	5/21/2014 2:27:58 PM	alishas	0	2014	False	0.00000000

Purpose:

This report is designed to show you all of the logged changes made to employee's tax setup records. This is a great report to see who changed the exemptions, additional withholding, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: Starting date updated of your desired date range
2. End Date: Ending date updated of your desired date range
3. Employee Name: filters for a given employee based upon their name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Employee
 - c. Employee Jurisdiction
 - d. Updated by Rep
5. Employee ID: Allows you to filter for a specified employee id.
6. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.
7. Jurisdiction: Allows you to filter for a tax jurisdiction.

Order Change Log

Screen Shot:

Start Date	8/1/2012	End Date	1/1/2013	View Report	
Order ID		Group By	(no grouping)		
Customer ID		Updated by Rep			
Customer - Department Name					

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Order Change Log
High Tech Staffing
Changes made to order records between 8/1/2012 and 1/1/2013

Customer - Department	Customer ID	Order ID	Date Updated	Updated by Rep	Confirmed	Date Time Order Taken	Note	Job Description	Safety	Start Date
(no grouping)										
Toro Company - Primary	4294969436	4294971716	10/23/2012 12:03 PM	dans	False	10/23/2012 12:03 PM				
Toro Company - Primary	4294969436	4294971716	10/23/2012 12:03 PM	dans	False	10/23/2012 12:03 PM				
A&F - Accounting	779722	4294971694	10/5/2012 1:19 PM	erika	False	10/5/2012 1:20 PM				
A&F - Accounting	779722	4294971694	10/5/2012 1:19 PM	erika	False	10/5/2012 1:20 PM				
A-Z Excavating - Accounting	779594	4294971651	8/7/2012 2:11 PM	joed	False	8/7/2012 2:12 PM				
A-Z Excavating - Accounting	779594	4294971657	9/12/2012 11:42 AM	mbinder	False	9/12/2012 11:43 AM				
A-Z Excavating - Primary	779593	4294971650	8/1/2012 3:47 PM	erikr	False	7/24/2012 9:37 AM				7/24/2012 12:00:00 AM
A-Z Excavating - Primary	779593	4294971650	8/1/2012 3:52 PM	erikr	False	7/24/2012 9:37 AM				7/24/2012 12:00:00 AM
AAA Digital Media Solutions - Accounts	4294969496	4294971713	10/22/2012 2:23 PM	aarond	False	10/22/2012 2:24 PM				

Purpose:

This report is designed to show you all of the logged changes made to orders. This is a great report to see who changed the start date, worker comp code, worksite, etc. in order for you to follow up with them to see why they made the given change.

Parameters:

1. Start Date: Starting date updated of your desired date range
2. End Date: Ending date updated of your desired date range
3. Customer – Department Name: filters for a given customer based upon the customer name – department name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Customer – Department
 - c. Order
 - d. Updated by Rep
5. Customer ID: Allows you to filter for a specified customer id.
6. Order ID: Allows you to filter for a specified order id.
7. Updated by Rep: Allows you to filter for a specific rep name of the rep that made the change.

Web Center Email Notifications

Screen Shot:

Email Destination Name	Current To Address	Last Delivery Attempt	Successfully Sent	Sent From Address	Sent To Address	Log Date
ApplicationRegisteredNewUser						
zzBradford, Sal		3/29/2011 4:29 PM	No	WebCenter@someplace.com		3/29/2011 4:26 PM
Error Text: The parameter 'to' cannot be an empty string. Parameter name: to						
zzBradford, Sal		3/29/2011 4:29 PM	No	WebCenter@someplace.com		3/29/2011 4:24 PM
Error Text: The parameter 'to' cannot be an empty string. Parameter name: to						
zzBradford, Sal		3/29/2011 4:29 PM	No	WebCenter@someplace.com		3/29/2011 4:28 PM
Error Text: The parameter 'to' cannot be an empty string. Parameter name: to						
WebCenterInvitationForCustomer						
Argyle, John		2/16/2011 3:32 PM	Yes	Tworks.TWDEV00.SQL2005@tempworks.com	laurak@tempworks.com	2/16/2011 3:31 PM
Email Subject: WebCenter Invitation						
Argyle, John		2/16/2011 3:32 PM	Yes	Tworks.TWDEV00.SQL2005@tempworks.com	laurak@tempworks.com	2/16/2011 3:31 PM
Email Subject: WebCenter Application Registered						

Purpose:

This report is designed to allow you to determine if a Web Center email notification has been sent or not and if it has, who it was sent to and at what time. If an email is not listed here the user probably has unsubscribed from their email notification. You can verify this by impersonating the user and checking their notifications options. If they have the missing notification type listed in their account you will need to add that back and then they will start receiving new notifications from that point going forward. Another reason a user would not receive a notification once it has been sent would be due to it being caught in their junk mail or SPAM filters.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Last Delivery Attempt
 - b. Log Date
4. Destination Type: A list of different origin/record types that the emails go to. Has the following options:
 - a. Application
 - b. Employee

-
- c. Customer Contact
 - d. Vendor Contact
 - e. Service Rep
 - f. Branch
5. Notification Event Type: A drop down list of all events that trigger an email notification. Is a multi-value parameter so they can select all types, just one specific type or any combination of different types in the list.
 6. Sent: A drop down list that allows you to filter for Sent, Non-Sent, and All notifications
 7. Email Destination Name: Allows you to filter for a specific name of the person the email is destined for.

Order & Assignment

Assignment Calendar

Screen Shot:

Date: 3/17/2011
Calendar Type: Monthly
Branch: ABC, AppleI, Boxter, BrandNe
Customer Filter:
Department Filter:
Employee Filter:

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100%
Find | Next

Assignment Calendar

System

System Level (Hield 1) tempworks™ software

Assignments that start during the month of 3/17/2011 for branches '(All Branches Selected)'.

March 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14 ABC Kluver, Laura Computer Cleaning shift: (unknown) 123 Nursing Kluver, Laura Payroll Clerk II shift: 1	15	16	17	18	19

Purpose:

Is a visual representation of when assignments start. Allows you to view either entire the month or just one week.

Parameters:

1. Date: Either the month or the week you want to view depending on the selected Calendar Type parameter
2. Calendar Type: Choose between viewing the entire month or week of the date selected
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Customer Filter: The customer name on the order that the assignment is tied to
5. Department Filter: The department name on the order that the assignment is tied to
6. Employee Filter: The employee name of the employee on the assignment. Filters in "Last Name, First Name Middle Initial" format. To filter for Joe Michael Smith you would enter "Smith, Joe Michael".

Assignment Register

Screen Shot:

Employee	SSN	Job Title	Start Date	End Date	Pay Rate	Bill Rate	OT Pay	OT Bill	WC Code	Shift	GM %
123 Nursing											
Billings, Janet	xxx-xx-5834	Reg Nurse	7/31/2012		\$24.00	\$35.00	\$36.00	\$52.50	MN 8810		24.96%
Erickson, Jenna		Payroll Clerk II	7/31/2012		\$12.00	\$18.39	\$18.00	\$27.59	MN 8810	1	28.59%
McCormak, Aidan	xxx-xx-9234	Access Operator	7/24/2012		\$15.35	\$25.25	\$23.03	\$37.88	MN 8810		33.48%
3 assignments											

Purpose:

It is designed to show you essential assignment information and allows you to filter your results by many different variables in order for you to get a very specific set of assignments. Below are some very useful uses:

1. Allows you to view all active assignment for a given date range. Very useful to see what assignments are currently active for a given week. This can be used to verify who needs to fill out a timecard for a given week as well.
2. Allows you to audit Worker Comp codes for assignments.
3. Allows you to find all assignments that were ended for a customer with a specified performance code.
4. Find a list of assignments for a given customer
5. Find a list of assignments for a given order type
6. Find a list of assignments for a give performance code

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Start Date of assignment
 - b. End Date of assignment
 - c. Date Created of assignment

-
- d. Active Asg with specified range
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 5. Customer Name: The customer name on the order that the assignment is tied to
 6. Department Name: The department name on the order that the assignment is tied to
 7. Employee Name: The employee name on the assignment
 8. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer Name
 - c. Customer & Department
 - d. Employee Name
 - e. Job Title
 - f. Order Type
 - g. Shift
 - h. WC Code
 - i. Performance Code
 - j. Rep Name
 9. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
 - a. Employee Name
 - b. SSN
 - c. Job Title
 - d. Start Date
 - e. End Date
 - f. Pay Rate
 - g. Bill Rate
 - h. WC Code
 - i. Shift
 - j. GM %
 10. Order Type: A list of all the different Order Types in the system. Can select all, one or any combination of types.
 11. Performance Code: A list of all the different Performance Code in the system. Can select all, one or any combination of codes.

Filled Assignments

Screen Shot:

Start Date	1/1/2000	End Date	1/1/2018
Group By	Branch	Branch	Canada 2, Canada Test, Cardi

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Filled Assignments

High Tech Staffing

Entity Level (Hierid 2) tempworks software

Assignments made between 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'.

Date Assigned	Order ID	Customer Name	Department Name	Employee ID	Employee Name	Job Title	Start Date	End Date	Pay Rate	BillRate
CardiffUK										
4/3/2012	4294971554	Vandy Enterprises	Primary	4294972266	Adjuster, Korey	Unknown	4/3/2012		\$0.00	\$0.00
4/4/2012	4294971590	Vandy Enterprises	Vandy Other Department	4294972266	Adjuster, Korey	Unknown	4/4/2012		\$0.00	\$0.00
5/29/2012	4294971589	Vandy Enterprises	Vandy Other Department	4294972505	Timeclock, Timeclock	Unknown	5/27/2012		\$0.00	\$0.00
CardiffUK (Assigned 3)										

Purpose:

This report shows you all assignments created for a specified date range. It is very similar to the Assignment Register.

Parameters:

1. Start Date: Starting creation date of your desired date range
2. End Date: Ending creation date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. No grouping
 - b. Branch on the assignment
 - c. Sales team on the assignment
 - d. Service Rep on the assignment

Order Print

Screen Shot:

Order: 4365 - Forklift

Customer Information

Order Id: 4365

Customer: Crom Equipment

Customer Id: 778105

Department: Accounting

Worker Comp: Code

Address:

400 Main Street

Baltimore, MD 21202

Job Information

Required: 1

Assigned: 8

Order Type: Temp

Dress Code:

Safety Notes:

Job Title: Forklift

Description: driver to deliver food boxes to hungry accounting staff

Start Date: 3/1/2006

Est. End Date: 11/30/2006

Duration: 9 months

Start Time: 7:00:00 AM

End Time: 3:00:00 PM

Shift: 12 Day

Sun

Mon

Tue


Wed

Thu

Fri

Sat

Purpose:

This report can be run from the orders area under the order report option . This is a printable version of all of the order details

Parameters:

- 1. Order ID: Is hidden, therefore can only be run for the order you are viewing.

Order Register

Screen Shot:

The screenshot shows the 'Order Register' interface for 'High Tech Staffing'. At the top, there are filter fields: 'Start Date' (1/1/2000), 'End Date' (1/1/2018), 'Branch Name' (CardiffUK, Memphis CA, Me), 'Date Filter' (Start Date), 'Group By' (Branch), 'Order Status' (Active, Cancelled, Cancelled), 'Customer Filter', and 'Department Filter'. Below the filters is a toolbar with navigation icons and a status bar showing '1 of 39' and '100%'. The main title 'Order Register' is followed by 'High Tech Staffing' and 'Entity Level (Hieird 2)'. The 'tempworks software' logo is in the top right. A note states: 'Orders with a Start Date between 1/1/2000 and 1/1/2018 grouped by Branch, from the following selected branches: '(All Branches Selected)'. The data is presented in a table with columns: Customer, Department, Order ID, Order Status, Start Date, End Date, Rep Name, Job Title, Shift, Bill Rate, Pay Rate, Required, and Assigned. The table is divided into two sections: 'BRANCH: Memphis CA' and 'BRANCH: Memphis NE'. The 'Memphis CA' section shows one order for '123 Nursing' with a status of 'Closed'. The 'Memphis NE' section shows several orders for various companies like 'OH Local Tester', 'Folger Inc', 'Folger Supply Co', 'Crom Equipment', and 'Bracy Supply Company'.

Customer	Department	Order ID	Order Status	Start Date	End Date	Rep Name	Job Title	Shift	Bill Rate	Pay Rate	Required	Assigned
BRANCH: Memphis CA												
123 Nursing	Credit	5516	Closed	2/11/2009	2/19/2009	testing_pc	Unknown	1	\$0.00	\$58.00	1	0
BRANCH: Memphis NE												
OH Local Tester	Primary	4501	Closed	1/1/2005	5/4/2006	jschachtele	Accountant	1	\$15.00	\$12.00	1	0
Folger Inc	Primary	4619	Closed	1/22/2007	1/26/2007	julie	Assembler	1	\$11.70	\$9.00	2	0
Folger Inc	Primary	4620	Closed	1/22/2007	1/26/2007	julie	Supervisor III	1	\$17.85	\$13.28	1	0
Folger Supply Co	Primary	4621	Closed	1/22/2007	1/31/2007	julie	Data Entry Clerk	1	\$11.50	\$8.50	2	0
Folger Supply Co	Primary	4622	Closed	1/22/2007	1/24/2007	julie	File Clerk I	1	\$10.08	\$7.75	1	0
Crom Equipment	Primary	4666	Unfilled	2/12/2007		greggd	Data Entry	1	\$0.00	\$7.50	2	0
Bracy Supply Company	Primary	5098	Closed	1/21/2008	5/23/2009	stephanie	Human Resource Assistant	1	\$20.00	\$10.50	1	0

Purpose:

This report allows you to find orders based on many different filtering options. It is a great report to use for auditing your outstanding orders or get a list of all closed orders for a specific client or branch.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Start Date of order
 - b. End Date of order
 - c. Date Opened of order
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Order Status: A drop down list of all order statuses in the user's current hierarchy. Is a multi-value parameter so they can select all order statuses, just one specific order status or any combination of different order statuses in the list.
6. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Department
 - d. Start Date

-
- e. Shift
 - f. Job Title
 - g. (no grouping)
- 7.
 8. Customer Filter: The customer name on the order
 9. Department Filter: The department name on the order

Paper Timecard Print Off

Screen Shot:

Item Id 10040

tempworks™ software

PHONE: () - FAX: (651) 452-0366

CUSTOMER	zzTempworks	REPORT TO	
ADDRESS	3140 Neil Armstrong Blvd	PHONE #	(123) 456-7890
	Eagan, MN 55121	EMPLOYEE	102, 102

	DATE	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
WEEKLY HOURS:						

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	TITLE:

Is this employee to continue? YES NO

Comments:

Please Fax Back By 10am Monday Morning

Purpose:

This report is run from the assignment form by going to the assignment report menu option. This is a generic paper timecard that you can print off and give to your employees that they can then fill out and return to you at the end of the week.

Parameters:

1. ItemID: This is the assignment id of the selected assignment.

Productivity

Messages

Screen Shot:

The screenshot shows the TempWorks Messages report interface. At the top, there are filters for Start Date (1/27/2013), End Date (2/10/2013), Rep Name (**All Inactive & TW Reps**, A), Linked To (Employee, Customer, Contact), Filter Type, and Action (10-Day Call, 1st Interview w/ c). Below the filters is a toolbar with navigation icons and a search bar. The main content area displays the report title "Messages" and the company name "tempworks software". It also shows the entity level "High Tech Staffing" and the date range "Messages created between: 1/27/2013 and 2/10/2013". A table with columns Date, Employee, Customer, Contact, Order Id, and Item Id is shown. The table contains one row of data for a message sent to Kent, Clark on 1/28/2013 at 11:32 AM, with the subject "Invoices Dated Thursday, January 24, 2013".

Date	Employee	Customer	Contact	Order Id	Item Id
1/28/2013 11:32 AM		DC Comics	Kent, Clark		

Purpose:

This report is designed to allow you to find any message logged in the system. It gives you a list of different record types that a message could be linked to, such as an employee or customer. This way you can filter for just messages linked to an employee only, or you can filter for any message linked to an employee or a customer, etc.

Parameters:

1. Start Date: Starting message creation date of your desired date range
2. End Date: Ending message creation date of your desired date range
3. Rep Name: A drop down list of all reps in the user's current hierarchy. Is a multi-value parameter so they can select all reps, just one specific rep or any combination of different reps in the list.
4. Linked To: A drop down list of all the different record types that a message can be linked to. Is a multi-value parameter so they can select all different types, just one specific type or any combination of different types in the list.
5. Filter Type: A drop down list that determines what record type the Filter parameter will filter on
6. Filter: A free text field that filters on the name of the selected Filter Type parameter.

-
7. Action: A drop down list of message actions. Is a multi-value parameter, therefore you can select all action codes, just one specific code or all action codes.

Message Productivity

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Rep Name: **All Inactive & TW Reps** Branch Name: Canada 2, Canada Test, Cardi

Customer Name:

1 of 2 100% Find | Next

Message Productivity

High Tech Staffing Entity Level (Hierid 2)

For messages created between: 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'.

Date	Employee	Customer	Contact	Order Id	Item Id
Branch Name: Memphis CA					
Rep Name: Aaron Moline					
Attendance 1					
9/25/2007 4:28 AM Smith, Jim					
This is the 10-day logged by amoline					
Message 4					
Total Messages Logged by: Aaron Moline 5					
Rep Name: Mike Bracy					
1st Interview w/ client 1					
Customer Interview 1					
Message 4					
Order Candidate 1					
Total Messages Logged by: Mike Bracy 7					
Total Messages Logged for Branch: Memphis CA 12					

Purpose:

This report shows all messages a rep has logged grouped out by the message action code. This is a fantastic report for auditing your rep's activities in the system. Each action code can be expanded to see the actual message that was logged.

Parameters:

1. Start Date: Starting message creation date of your desired date range
2. End Date: Ending message creation date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Rep Name: A drop down list of all reps in the user's current hierarchy. Is a multi-value parameter so they can select all reps, just one specific rep or any combination of different reps in the list.
5. Customer Name: Filters for messages logged on the specified customer record.

Metrics Back Office

Screen Shot:

Start Date 1/1/2000

End Date 1/1/2018

Branch Memphis CA, Memphis East

1 of 1

100%

Find | Next

Metrics Back Office

System

System Level (HierId 1)

tempworks[™] software

Activity for weekend bill dates between 1/1/2000 and 1/1/2018, from the following selected branches: 'Memphis NE, Memphis CA, Memphis East'.

Branch Name	WC TC	Manual TC	Upload TC	DD Checks	Live Checks	Total Checks	Total Inv	Printed Inv	Email Invoices
Memphis CA	0	1	0	0	1	1	0	0	0
Memphis East	0	0	0	0	0	0	0	0	0
Memphis NE	0	11	0	0	8	8	9	8	1
Totals	0	12	0	0	9	9	9	8	1

page 1 of 1

generated 3/28/2011 2:55:23 PM by TEMPWORKS\jaredg

Purpose:

This report is designed to give you a snap shot of how much volume you are doing in your back office functions

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Metrics Front Office

Screen Shot:

Start Date 1/1/2000

End Date 1/1/2018

Branch Eval SE, Memphis CA, Mem

1 of 1

100%

Find | Next

Metrics Front Office

System

System Level (Hierld 1)

tempworks
software

For activity between 1/1/2000 and 1/1/2018, from the following selected branches: 'Memphis SE, Memphis NE, Eval SE, Memphis CA, Memphis East'.

Branch Name	EE Proc	# Hired	# Not Hired	# Web App	# New Cust	# New Ord	# Lost Ord	# Canc Ord	# New Asmt	# Asmt Comp	# Client Hire	# Unfav End	# Submit
Memphis SE	7209	7096	0	64	879	3115	0	0	8567	913	0	0	5
Memphis NE	710	541	0	481	32	61	0	0	58	13	0	0	2
Eval SE	75	60	0	2	60	87	0	0	11	4	0	0	0
Memphis CA	5	5	0	0	4	4	0	0	12	8	0	0	0
Memphis East	2	1	0	0	0	0	0	0	0	0	0	0	0
Totals	8001	7703	0	547	975	3267	0	0	8648	938	0	0	7

page 1 of 1

generated 3/28/2011 2:58:37 PM by TEMPWORKS\jaredg

Purpose:

This report is designed to give you a quick snap shot of the volume of activities going on in your front office functions. Is a great report to use in conjunction with the Metrics Back Office report to see if the front office functions are really turning into employees being placed and billed for.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
 - a. NOTE: Each column uses a different date field. Example: # New Asmt is the number of assignments with a date created between the date range, where # Hired is the number of employees with a hired date between the date range.
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Order Fill Ratio

Screen Shot:

Start Date: 2/28/2011 End Date: 3/28/2011

Group By: Branch Branch: ABC, AppleI, Boxter, Brand

Limit by customerID: (Null) Sales Team: Default, _test_, dwood, New

Order Fill Ratio

System

Order fill ratio for orders that were created between 2/28/2011 and 3/28/2011, from the following selected branches: (All Branches Selected).

Group Header	Customer ID	Customer Name	Department	Required	Assigned	Avg Fill Ratio
Memphis NE	779459	The Maids	Primary	1	1	100.00 %
Memphis SE	779703	Bilingual Staffing Solutions	Primary	1	1	100.00 %
Total				2	2	100.00 %

page 1 of 1 generated 3/28/2011 4:36:17 PM by TEMPWORKS Jared G

Purpose:

This report shows you the number of assignments on an order verse the number of required assignments for that order. Allows you to see at a glance the average percentage of spots that you filled on an order.

Parameters:

1. Start Date: Starting order taken date of your desired date range
2. End Date: Ending order taken date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Sales Team
 - c. Job Title
5. Limit by Customer Id: A drop down list of all customer records in the user's current hierarchy.
6. Sales Team: A drop down list of all sales teams in the user's current hierarchy. Is a multi-value parameter so they can select all sales teams, just one specific sales team or any combination of different sales teams in the list.

Order Interview Turnover Ratio

Screen Shot:

Start Date	1/1/2000	End Date	1/1/2011
Group By	Customer	Branch	ABC, Apple, Boxter, BrandN
Customer Name		Show	Show Orders With Candidates Only
Order Interview Turnover Ratio			
System Level (Hierid 1)			
Interview and turnover data for orders that were taken (created) between 1/1/2000 and 1/1/2011, from the following selected branches: '(All Branches Selected)'.			
Customer	Department Name	Order Id	Job Title
ABC	Primary	5268	Forklift
ABC	Primary	5106	C#
ABC Averages:		5.00	0.00
ABC 123			

Purpose:

This report allows you to see how many candidates it takes to generate an assignment. Shows you the numbers from the interview all the way to employee termination. This is a great report to see how effective your recruiters are being and to see if there are trends in certain branches or customers when it comes to the number of candidates it takes to make a placement.

Parameters:

1. Start Date: Starting order taken date of your desired date range
2. End Date: Ending order taken date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Job Title
 - d. (no grouping)
5. Customer Name: Filters for a specified customer name on the order record
6. Show: A drop down list that allows you to filter out orders that do not have candidates on them. Has the following options:
 - a. Show Orders with Candidates Only
 - b. Show Orders with No Candidates Only
 - c. Show All

Order Time To Fill Ratio

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018 View Report

Group By: Job Title Branch: ABC, Apple, Boxer, BrandN Show Filled: Show Filled Only

Order Time To Fill Ratio

System Level (HirId: 1) tempworks software

Order Time To Fill data for orders that were taken (created) between 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'.

Customer	Department Name	Order Id	Job Title	Date Order Taken	Fill Date Time To Fill	First Assign Date Time to First Assign	Last Contact with Customer Time to fill From Last Contact with Customer
12 hour Nurse							
zzTest	Primary	5117	12 hour Nurse	1/31/2008	8/18/2010 930.00 Days	8/18/2010 930 Days	10/3/2008 -246 Days
					12 hour Nurse Averages:	930.00 Days	(246.00) Days
Access Operator							
ABC	Primary	4274	Access Operator	12/28/2005	5/4/2009 1,223 Days	12/28/2005 0 Days	8/10/2009 -1321 Days
zzz	Primary	5278	Access Operator	1/29/2006	10/20/2010 1,725 Days	10/19/2010 1724 Days	8/14/2009 -1293 Days
					Access Operator Averages:	1,474 Days	(1,307.00) Days
Account Analyst							

Purpose:

This report allows you to see how long it takes to fill an order from the time it is taken to the time you fill all the spots on it. It is a great report to see how fast your orders are being filled and find branches or customers that are having problems getting places filled once the order comes in.

Parameters:

1. Start Date: Starting order taken date of your desired date range
2. End Date: Ending order taken date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Job Title
 - d. (no grouping)
5. Customer Name: Filters for a specified customer name on the order record
6. Show Filled: A drop down list that allows you to filter out orders that have not been filled yet in order to not skew your results. Has the following options:
 - a. Show Filled Only
 - b. Show UnFilled Only
 - c. Show All

Order Time To Hire Ratio

Screen Shot:

Customer	Department Name	Order Id	Job Title	Date Order Taken	Date Offer Accepted	Date Candidate Starts	Time To Hire	Time To Start Work
Rosefire Imports	Primary	4126	C#	4/29/2005	4/30/2005	7/17/2005	1.00 Days	79 Days
Rosefire Imports	Warehouse	4129	Account Rep. II	5/2/2005	10/19/2005	1/17/2006	170.00 Days	260 Days
Rosefire Imports	Warehouse	4130	Forklift	5/2/2005	5/20/2005	7/31/2005	18.00 Days	90 Days
Rosefire Imports Averages:							63.00 Days	143.00 Days

Purpose:

This report is designed to show you how long it takes from the time an order is placed to the time you hire the first employee for that job. Also shows how long it takes till that employee actually starts on the order.

Parameters:

1. Start Date: Starting order taken date of your desired date range
2. End Date: Ending order taken date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Job Title
 - d. (no grouping)
5. Customer Name: Filters for a specified customer name on the order record
6. Show Hired: A drop down list that allows you to filter out orders that have not been filled yet in order to not skew your results. Has the following options:
 - a. Show Hired Only
 - b. Show Non-Hired Only
 - c. Show All

Order Type – Job Title Metrics

Screen Shot:

Start Date

1/1/2000

End Date

1/1/2018

Branch

CardiffUK, Memphis CA, Me

Group By Type

Order Type

1

of 1

100%

Find

Next

Order Type - Job Title Metrics

High Tech Staffing

Entity Level (HieId 2)

Metric info between 1/1/2000 and 1/1/2018, from the following branches: '(All Branches Selected)'.

tempworks software

Order Type	Count of Assignments	Total Assignments	Count of Assignments/Total Assignments
Assignments Metrics Creation Dates: 01/01/00 - 01/01/18			
TE	8,753	8,849	98.92%
DH	78	8,849	0.88%
DP	10	8,849	0.11%
TF	7	8,849	0.08%
SC	1	8,849	0.01%
Totals: 8,849			

Order Type	Sales	Total Sales	Sales/Total Sales
Sales Metrics Weekend Bills: 01/01/00 - 01/01/18			
DH	\$193,282.00	\$232,072.16	83.28%
TE	\$38,790.16	\$232,072.16	16.71%
Totals: \$232,072.16			

Purpose:

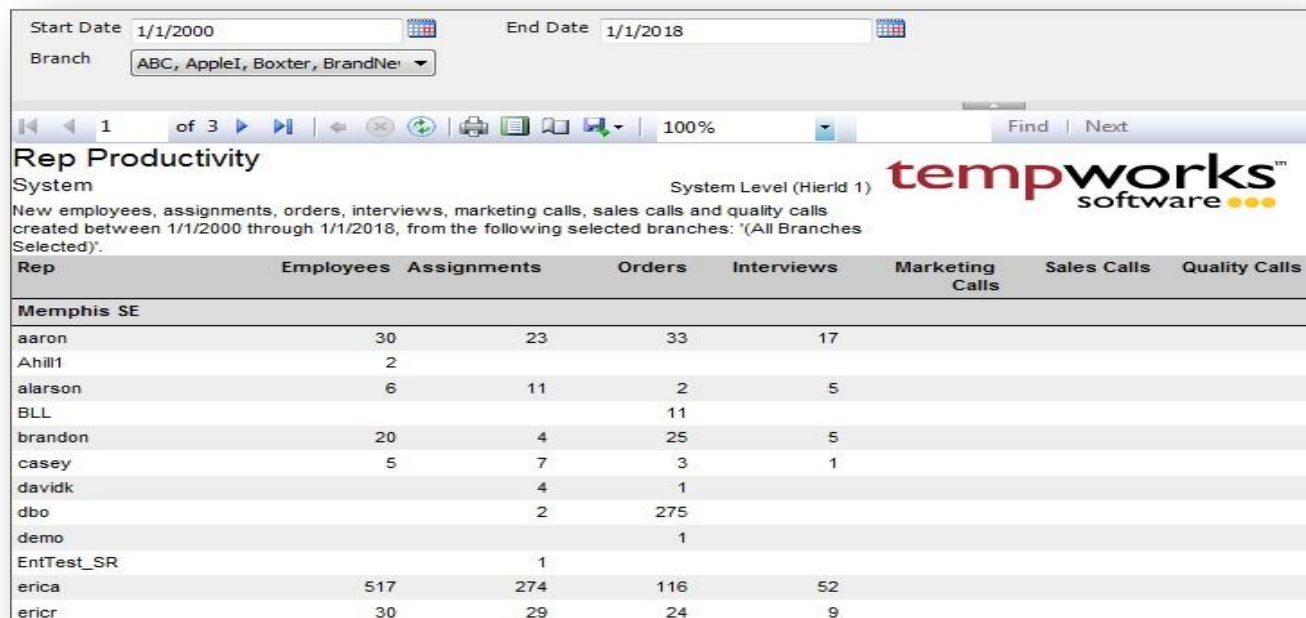
This report is designed for you to see what your most productive order type or job title is in your company. The report will show you 3 different ratios: Count of Assignments/Total Assignments, Sales/Total Sales, and Count of Timecards/Total Timecards.

Parameters:

7. Start Date: Starting order taken date of your desired date range
8. End Date: Ending order taken date of your desired date range
9. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
10. Group By Type: A list of different fields to group the data into on the report. Has the following options:
 - a. Order Type
 - b. Job Title

Rep Productivity

Screen Shot:



Rep	Employees	Assignments	Orders	Interviews	Marketing Calls	Sales Calls	Quality Calls
Memphis SE							
aaron	30	23	33	17			
Ahill1	2						
alarson	6	11	2	5			
BLL			11				
brandon	20	4	25	5			
casey	5	7	3	1			
davidk		4	1				
dbo		2	275				
demo			1				
EntTest_SR		1					
erica	517	274	116	52			
ericr	30	29	24	9			

Purpose:

This report shows you how many new assignments, employees, orders and interviews your reps have made in the specified date range. This is a great report to get a quick snap shot to see which reps are not being productive with their time or to see if you might have a rep that needs some additional training to improve their productivity. Here are the criteria for each of the columns:

1. Employees
 - a. Any employee record that was created in TempWorks between the date range.
 - b. Filters on the date created field on the employee record
2. Assignments
 - a. Any assignment record that was created in TempWorks between the date range.
 - b. Filters on the when assigned field on the assignment record
3. Orders
 - a. Any order record that was created in TempWorks between the date range.
 - b. Filters on the date time order taken field on the order record
4. Interviews
 - a. Any employee record that was created in TempWorks between the date range.
 - b. Filters on the date created field on the employee record and uses the Interviewed by field to determine which rep did the interview

5. Marketing Calls

- a. Any message that was created in TempWorks between the date range and has a message action code with the word “Market” in the text of the action code. Therefore, action codes “Marketing Call” or “Brochure – Market” would both be included in this count.

6. Sales Calls

- a. Any message that was created in TempWorks between the date range and has a message action code with the word “Sales” in the text of the action code. Therefore, action codes “Sales Call” or “Customer Sales Visit” would both be included in this count.

7. Quality Calls

- a. Any message that was created in TempWorks between the date range and has a message action code with the word “QC” in the text of the action code. Therefore, action codes “QC Call” or “Inspection – QC” would both be included in this count.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Branch: A drop down list of all branches in the user’s current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Scorecard

Screen Shot:

W/E Date	W/E Bill	Customer Name	Emp Name	Bill Rate	Pay Rate	Total Hours	Total Units	Unit Pay	Unit Bill	Salary Pay	Salary Bill	Total Sales	Total GP	GP %	ASG Sales Team	ASG Rep
(no grouping): (no grouping)																
1/23/2011	1/23/2011	123 Nursing	Fredericks, Sam	\$12.00	\$10.00	10.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$5.47	4.56%	Regional	greggd
1/23/2011	1/23/2011	123 Nursing	Joe, Banden	\$12.00	\$10.00	10.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$5.47	4.56%	Regional	greggd
1/23/2011	1/23/2011	123 Nursing	Joe, Banden	\$0.00	\$10.00	(10.00)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.53	0.00%	Regional	greggd
1/23/2011	1/23/2011	123 Nursing	McTester, Sal	\$15.00	\$12.40	14.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00	\$18.12	8.63%	Regional	jason
1/23/2011	1/23/2011	123 Nursing	McTester, Sal	\$15.00	\$12.40	25.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00	\$32.36	8.63%	Regional	jason

Purpose:

This report is designed to allow you to view how your reps and sales teams are doing on a transaction by transaction basis. It could be thought of as a Gross Profit detail report as well. Many people use this in conjunction with the Gross Profit reports as well as the Commission reports to evaluate their reps and sales teams' profitability.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Start Date of order
 - b. End Date of order
 - c. Date Opened of order
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Assignment Sales Team: A drop down list of all sales teams in the user's current hierarchy. Is a multi-value parameter so they can select all sales teams, just one specific sales team or any combination of different sales teams in the list.
6. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Weekend Bill

-
- b. Weekend Date
 - c. Check Date
 - d. Customer
 - e. Branch
 - f. Employee
 - g. Assignment Sales Team
 - h. Assignment Rep
 - i. (no grouping)
7. Payroll Costs Filter: specifies the different costs that you want included in your payroll costs. Can select one, all or any combination of the available costs. Has the following options:
- a. Gross of the transaction
 - b. LBonding from the Worker Comp Code
 - c. Contractor Costs on the transaction
 - d. Worker Comp Costs on the transaction
 - e. One Time Adjustments on the transaction
 - f. Employer Taxes on the transaction
 - g. Benefits on the transaction
 - h. Branch Burden on the transaction
 - i. No payroll costs (used when you do not want any payroll costs in the GP calculation)
8. Flat Burden %: Adds the (Specified % * Gross on the transaction) to the Payroll costs

Turnover Detail

Screen Shot:

Start Date: 1/2/2013 End Date: 4/25/2013

Termination Status: CX - Customer Cancelled, CXw Branch: Canada 2, Canada Test, Cardi

Group By: Customer Customer Name:

1 of 2 100% Find Next

Turnover Detail

High Tech Staffing Entity Level (Hierid 2)

Assignments that have an end date between 1/2/2013 and 4/25/2013.

Employee Name	Asg ID	Customer	Department	Job Title	Start Date	End Date	Term Code	Asg Status
ABC: 778163								
Alaska, Joe	430126180 3	ABC	Primary	Forklift	2/11/2008	2/28/2013	N	Complete
Alaska, Joe	430126180 1	ABC	Primary	Forklift	2/11/2008	3/1/2013	N	Complete
Alaska, Joe	430126180 2	ABC	Primary	Forklift	2/11/2008	3/1/2013	N	Complete
Alaska, Joe	430126180 4	ABC	Primary	Forklift	2/11/2008	3/1/2013	N	Complete
Alaska, Joe	430126180 5	ABC	Primary	Forklift	2/11/2008	3/5/2013	N	Complete
Alaska, Joe	430126180 0	ABC	Primary	Forklift	2/11/2008	3/6/2013	N	Complete
Alaska, Joe	430125156 4	ABC	Accounting	Forklift	4/30/2012	3/6/2013	Y	Unsatisfactory Labor
Alaska, Joe	430126180 7	ABC	Primary	Forklift	3/1/2013	3/6/2013	N	Complete
Alaska, Joe	430126180 6	ABC	Primary	Forklift	3/2/2013	3/6/2013	N	Complete
Alaska, Joe	430126180 9	ABC	Accounting	SQL Developer	4/1/2013	4/1/2013	N	Complete

ABC: 778163 Placements: 10 Terminations: 1 Turnover: 10.00%

Purpose:

This report is designed to show you which assignments ended in a termination and which ones did not. The Termination Status drop down is a list of employment status's that you can select to be used as termination codes in this report. If you select the status of "Open" in this list, then any assignment that has the status of "Open" will show as being terminated on this report.

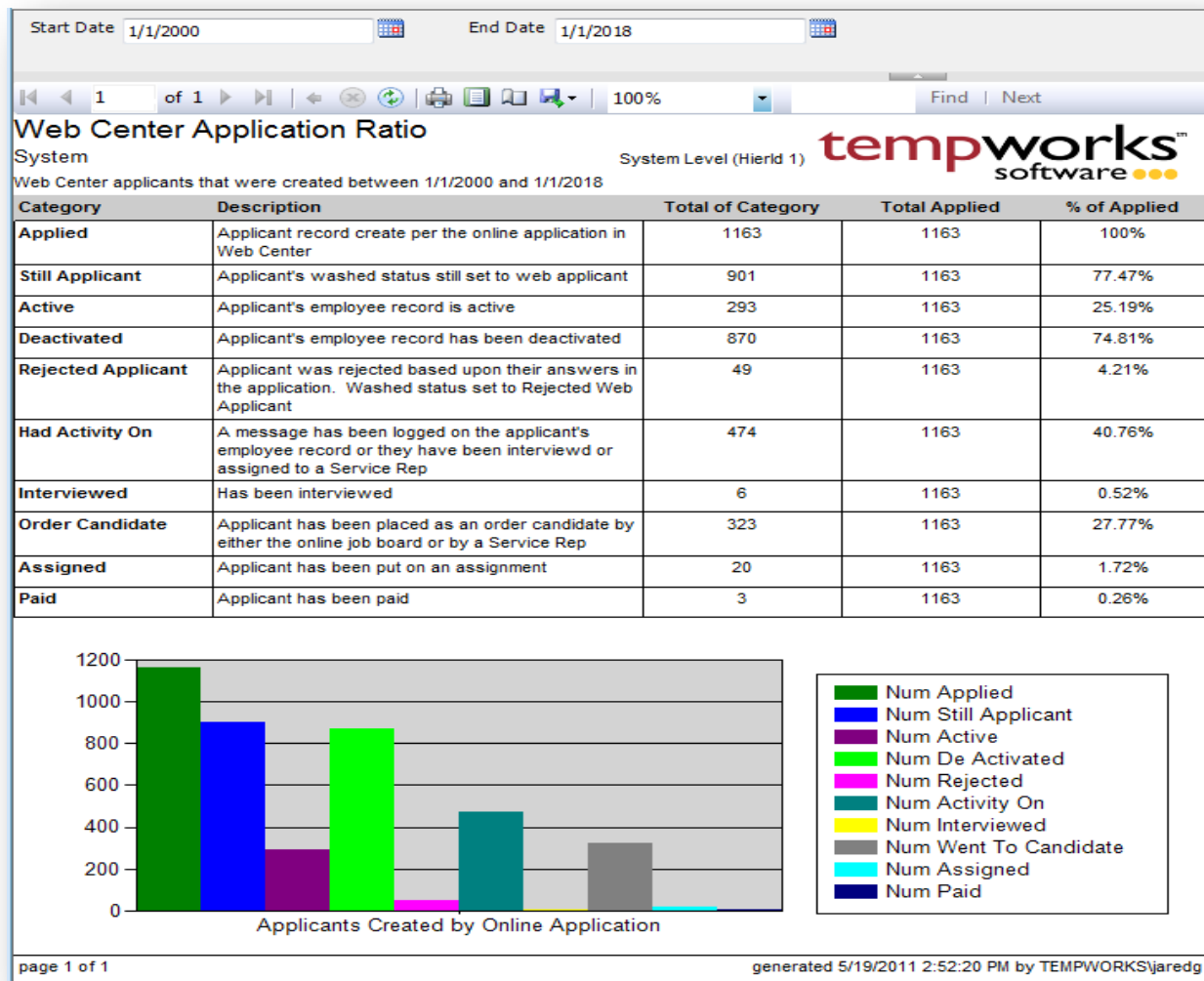
Parameters:

1. Start Date: Starting date of your desired date range. Date range filters on the End Date of the assignment.
2. End Date: Ending date of your desired date range. Date range filters on the End Date of the assignment.
3. Termination Status: A drop down list of the available assignment status codes. The selected status's will be the list status's that mark an assignment as being terminated. Is a multi-value parameter so you can select all status's, just one specific status or any combination of different status's in the list.
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Customer

-
- b. Customer – Department
 - c. Order
 - d. Asg Status
 - e. Employee
 - f. (no grouping)
6. Customer Name: Filters for a specified customer name on the order record

Web Center Application Ratio

Screen Shot:



Purpose:

This report is designed to show you how effective your online application is. It track how many applicants came in from the online application and then walks through some major categories all the way to when the employee gets paid. This is a great report to see if you are utilizing the applicants coming in from the Online Application.

Parameters:

1. Start Date: Starting applicant employee record creation date of your desired date range
2. End Date: Ending applicant employee record creation date of your desired date range

Sales & Invoicing

AR Statement Summary

Screen Shot:

Invoice Date	Invoice Number	Invoice Amount	Amount Paid	Balance Due
9/17/2011	1235	\$0.00	\$15.00	(\$15.00)
11/1/2011	43254	\$1,120.00	\$0.00	\$1,120.00
10/31/2011	5553786	\$180.00		\$180.00
10/31/2011	5553787	\$763.19		\$763.19
Totals:		\$2,063.19	\$15.00	\$2,048.19

Purpose:

This report is designed to be a print off and mailed out using window envelopes. Is a great report to use for reminding your customers of their outstanding invoices left in the system. The report works like an aging report in respect to showing you the current open invoices as of the End Date entered. To run this report for all current open invoices run the report with today's date as the End Date parameter.

Parameters:

1. End Date: The date in which you want to view the statement for. If you want to view a statement of open invoices that were un-paid as of last year, put in a date for last year. If you want open invoices as of yesterday put in yesterday's date.
2. Include Zero Balance Invoices: Allows you to determine if you want to show invoices that have been paid off and have a zero dollar balance on them or if you just want to show invoices that have a remaining balance on them.
3. Customer ID: Can enter a specific customer id to view the statement for that customer only.
4. Customer Name: Can enter a customer name of a customer that you want to view their statement only.
5. Sort By: A list of different fields to sort the data within the specified group. Has the following options:

-
- a. Invoice Date
 - b. Invoice Number
 - c. Invoice Amount
 - d. Balance Due

Commission by Rep

Screen Shot:

Start Date: 11/17/2010 End Date: 2/14/2011

Group By: (no grouping) Date Filter: Weekend Bill

Rep Field Filter: Timecard - Service Rep Rep:

Commission Formula: Gross Profit Commission %: 0

Payroll Costs Filter: Gross, LBonding, Contracto Flat Burden %: 0

Branch: CardiffUK, Memphis CA, M

1 of 2 100% Find | Next

Commission by Rep

High Tech Staffing Entity Level (Hieird 2)

Activity for Weekend Bill between 11/17/2010 and 2/14/2011 grouped by (no grouping) for Timecard - ServiceRep: . Commission is calculated off of (Gross Profit*0%).. From the following selected branches: (All Branches Selected).

Employee Name	Weekend Bill	Payroll Cost	Total Bill	Gross Profit	Gross Profit %	Commission
<input checked="" type="checkbox"/> Timecard - Service Rep: aaron		\$1,113.05	\$1,175.85	\$62.80	5.34 %	\$0.00
(no grouping): (no grouping)		\$1,113.05	\$1,175.85	\$62.80	5.34 %	\$0.00
Sterling Aaron	1/2/2011	\$707.58	\$707.85	\$0.27	0.04 %	\$0.00
Stoerzinger Polly E	1/2/2011	\$405.47	\$468.00	\$62.53	13.36 %	\$0.00
<input checked="" type="checkbox"/> Timecard - Service Rep: Adeel		\$6,123.26	\$8,030.00	\$1,906.74	23.75 %	\$0.00

Purpose:

This report allows you to calculate commission for your service reps/recruiters. It is designed to allow you dynamically choose what costs go into making up your payroll costs and to determine if you want the commission calculated of the gross profit or just the total bill amount. It also allows you to determine what rep you want to view the data by. This report must be run after you close the week to ensure that you capture all date for the specified date range. Since this report is very complex let's look a couple of examples on how it should be run.

1. You want to pay commission to all of your reps who are currently listed on the Assignment as the Service Rep. You want to pay them 5% of the gross profit (where gross profit is determined as (total bill – (gross + employer taxes + worker comp costs)).
 - a. Set the date range and appropriate date filter
 - b. Set the Rep Field Filter to "Assignment – Service Rep"
 - c. Set the Commission Formula to "Gross Profit"
 - d. Set the Commission % to 5
 - e. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - ii. Employer Taxes

iii. Worker Comp Costs

2. You want to pay 3% commission off of the gross margin (Total bill – Gross) to all of the reps on the customer record.
 - a. Set the date range and appropriate date filter
 - b. Set the Rep Field Filter to “Customer – Account Manager”
 - c. Set the Commission Formula to “Gross Profit”
 - d. Set the Commission % to 3
 - e. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
3. You want to pay 10% commission off of the (Total bill – (Gross + 70 % flat burden) to all of the reps on the Order
 - a. Set the date range and appropriate date filter
 - b. Set the Rep Field Filter to “Order – Taken By”
 - c. Set the Commission Formula to “Gross Profit”
 - d. Set the Commission % to 10
 - e. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - f. Set the Flat Burden % to 70 (the flat burden is the (Specified % * Gross))

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the transaction
 - b. Weekend Date on the transaction
 - c. Check Date on the transaction
 - d. Invoice Date on the transaction
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the transaction
 - b. Customer on the transaction
 - c. Weekend bill on the transaction
 - d. Employee on the transaction
 - e. Weekend Date on the transaction
 - f. Check Date on the transaction
 - g. No grouping

-
5. Rep Field Filter: A list of different rep fields to use as your primary grouping and also to filter on in the Rep parameter. Has the following options:
 - a. Customer – Account Manager
 - b. Order – Taken By
 - c. Assignment – Service Rep
 - d. Employee – Staffing Specialist
 - e. Timecard – Service Rep
 6. Rep: Filters for the specified rep name determined by the Rep Field Filter parameter
 7. Commission Formula: Determines what the Commission % is multiplied by. Has the following options:
 - a. Gross Profit (determined by the (Total bill – Specified Payroll Costs Filter))
 - b. Total Bill
 8. Commission %: The percentage you want calculate for the Commission field
 9. Payroll Costs Filter: specifies the different costs that you want included in your payroll costs. Can select one, all or any combination of the available costs. Has the following options:
 - a. Gross of the transaction
 - b. LBonding from the Worker Comp Code
 - c. Contractor Costs on the transaction
 - d. Worker Comp Costs on the transaction
 - e. One Time Adjustments on the transaction
 - f. Employer Taxes on the transaction
 - g. Benefits on the transaction
 - h. Branch Burden on the transaction
 - i. No payroll costs (used when you do not want any payroll costs in the GP calculation)
 10. Flat Burden %: Adds the (Specified % * Gross on the transaction) to the Payroll costs
 11. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Commission by Sales Team

Screen Shot:

Employee Name	Weekend Bill	Payroll Cost	Total Bill	Gross Profit	Gross Profit %	Commission
<input checked="" type="checkbox"/> Timecard - Sales Team: Default		\$1,479.66	\$2,853.49	\$1,373.83	48.15 %	\$0.00
(no grouping): (no grouping)		\$1,479.66	\$2,853.49	\$1,373.83	48.15 %	\$0.00
Avery Marcelle	1/9/2011	\$337.89	\$450.00	\$112.11	24.91 %	\$0.00
Bradford Jeff	1/9/2011	(\$515.39)	\$0.00	\$515.39	0.00 %	\$0.00
Bradford Jeff	1/9/2011	(\$257.70)	\$0.00	\$257.70	0.00 %	\$0.00
Bradford Jeff	1/9/2011	(\$687.18)	\$0.00	\$687.18	0.00 %	\$0.00

Purpose:

This report allows you to calculate commission for your sales teams. It is designed to allow you dynamically choose what costs go into making up your payroll costs and to determine if you want the commission calculated off of the gross profit or just the total bill amount. It also allows you to determine what sales team you want to view the data by. This report must be run after you close the week to ensure that you capture all data for the specified date range. Since this report is very complex let's look at a couple of examples on how it should be run.

1. You want to pay commission to all of your sales teams who are currently listed on the Assignment. You want to pay them 5% of the gross profit (where gross profit is determined as (total bill – (gross + employer taxes + worker comp costs))).
 - a. Set the date range and appropriate date filter
 - b. Set the Sales Team Field Filter to "Assignment – Sales Team"
 - c. Set the Commission Formula to "Gross Profit"
 - d. Set the Commission % to 5
 - e. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - ii. Employer Taxes
 - iii. Worker Comp Costs

-
2. You want to pay 3% commission off of the gross margin (Total bill – Gross) to all of the sales teams on the customer record.
 - a. Set the date range and appropriate date filter
 - b. Set the Sales Team Field Filter to “Customer – Sales Team”
 - c. Set the Commission Formula to “Gross Profit”
 - d. Set the Commission % to 3
 - e. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 3. You want to pay 10% commission off of the (Total bill – (Gross + 70 % flat burden) to all of the sales teams on the Order
 - a. Set the date range and appropriate date filter
 - b. Set the Sales Team Field Filter to “Order – Sales Team”
 - c. Set the Commission Formula to “Gross Profit”
 - d. Set the Commission % to 10
 - e. Set the Payroll Costs Filter to have the following costs selected by having the box checked next to them:
 - i. Gross
 - f. Set the Flat Burden % to 70 (the flat burden is the (Specified % * Gross))

Parameters:

1. Start Date: Starting date of your desired date range
 2. End Date: Ending date of your desired date range
 3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the transaction
 - b. Weekend Date on the transaction
 - c. Check Date on the transaction
 - d. Invoice Date on the transaction
 4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the transaction
 - b. Customer on the transaction
 - c. Weekend bill on the transaction
 - d. Employee on the transaction
 - e. Weekend Date on the transaction
 - f. Check Date on the transaction
 - g. No grouping
 5. Sales Team Field Filter: A list of different sales team fields to use as your primary grouping and also to filter on in the Sales Team parameter. Has the following options:
-

-
- a. Customer – Sales Team
 - b. Order – Sales Team
 - c. Assignment – Sales Team
 - d. Employee – Sales Team
 - e. Timecard – Sales Team
 6. Sales Team: Filters for the specified sales team name determined by the Sales Team Field Filter parameter
 7. Commission Formula: Determines what the Commission % is multiplied by. Has the following options:
 - a. Gross Profit (determined by the (Total bill – Specified Payroll Costs Filter))
 - b. Total Bill
 8. Commission %: The percentage you want calculate for the Commission field
 9. Payroll Costs Filter: specifies the different costs that you want included in your payroll costs. Can select one, all or any combination of the available costs. Has the following options:
 - a. Gross of the transaction
 - b. LBonding from the Worker Comp Code
 - c. Contractor Costs on the transaction
 - d. Worker Comp Costs on the transaction
 - e. One Time Adjustments on the transaction
 - f. Employer Taxes on the transaction
 - g. Benefits on the transaction
 - h. Branch Burden on the transaction
 - i. No payroll costs (used when you do not want any payroll costs in the GP calculation)
 10. Flat Burden %: Adds the (Specified % * Gross on the transaction) to the Payroll costs
 11. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Direct Hire Billing Fees

Screen Shot:

Start Date

1/1/2000

Branch

Canada 2, Canada Test, Cardi

Show

All

Rep Filter

End Date

1/1/2018

Date Filter

Date Created

Expand All Detail

No

1

of 1

100%

Find | Next

Direct Hire Billing Fees

High Tech Staffing

Entity Level (Hierid 2)

tempworks™ software

Direct Hire billing fees that have a Date Created between 1/1/2000 and 1/1/2018, from the following branches: '(All Branches Selected)'.

Emp Name	Assignment ID	Customer - Department	Rate	Billed Amount	Fee Amount	
Aardson, Steve	6750	ABC - Primary	\$3.00		\$3.00	
Abron, Jill	4301242525	Crom Equipment - Accounting	\$153,000.00		\$3,000.00	
Appleseed, John	6819	Thompson Industries Inc - Primary				
Fee Detail:	Start Date	Date Created	Weekend Bill	Invoice Number	Invoice Amount	Balance Amount
	7/15/2009	8/11/2009			\$1.00	
	7/16/2009	8/11/2009			\$6,250.00	
	8/11/2009	8/11/2009			\$5,000.00	
Appleseed, John Asg ID - 6819 Totals:			\$11,251.00		\$11,250.00	
Arcie, Karie Lynn	6893	Crom Equipment - Accounting	\$0.83		\$0.83	
Arcie, Karie Lynn	6813	Douglas Machine - Primary	\$29.00		\$45.00	
Arkansas, Jodi	4294969320	City of Eagan - Primary	\$6,500.00		\$6,500.00	
Bender, Terry	4294969321	City of Eagan - Primary	\$2,750.00		\$2,750.00	
Cole, David Andrew	6761	Midwest Wireless - Primary	\$0.00		\$0.00	
Currin, Elaine	10144	ABC - Primary	\$35.00		\$45,000.00	
Gary, Davenport J	6816	Crom Equipment - Welding	\$25.16		\$25.16	
Hilton, Samantha	6553	Tristan Plumbing - Primary	\$3,983.00		\$12.00	
Hurley, Dan	6556	Creative Intentions Inc - Primary	\$2,500.00		\$0.00	
McWellen, Bethany	4294969870	Aaron's Autos - Primary	\$1,500.00		\$0.00	
Oliver, Theresa M	6835	ZZJuno Inc. - HR	\$11,250.00		\$11,250.00	
Poe, Edgar	4294969861	Phoenix Footwear - Primary	\$150.00		\$0.00	
Wood, Jen	3425	Crom Equipment - Accounting	\$15.00		\$0.00	
Report Totals:			\$192,991.99			

page 1 of 1

generated 4/23/2012 4:52:22 PM by TEMPWORKSVJared

Purpose:

This report is designed to show you how much of your DH fees you have billed to the client. This is especially helpful when you are breaking up the bill amounts into smaller amounts, and then you can use this report to ensure that all of the different billings have been billed out correctly.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the transaction
 - b. Weekend Date on the transaction

-
- c. Check Date on the transaction
 - d. Invoice Date on the transaction
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 5. Show: A drop down list of different filtering options. Is a multi-value parameter so you can select all filters, just one specific filter or any combination of different filters in the list.
 - a. All
 - b. Only: Total Billed Amount <> Fee Amount
 - c. Only: Total Billed Amount = Fee Amount
 6. Expand All Detail: If this is set to Yes then when the report is run all of the detail rows will be expanded for you.
 7. Rep Filter: Filters for the specified rep name on the assignment where the DH fee is entered on.

Invoice Aging

Screen Shot:

Period End Date: 1/21/2013
Date Filter: Invoice Date
Branch: Canada 2, Canada Test, Cardi
Group By: Branch
Sort By: Invoice Date
Show: Invoices by Merged Invoice

Invoice Aging
High Tech Staffing
Entity Level (Hierid 2)
AR Aging based on the Invoice Date as of 1/21/2013, from the following selected branches: '(All Branches Selected)'.

Customer Name	Invoice Date	Invoice #	Amount	Paid	0-30	31-60	61-90	90+	Balance	Credit Limit	DSO
Branch: Memphis NE											
Accruals Inc.	10/31/2011	5553720	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00		448
Boston Tire Co	11/23/2011	5553813	\$498.03	\$0.00	\$0.00	\$0.00	\$0.00	\$498.03	\$498.03		425
City of Eagan	3/14/2011	43162	\$901.46	\$901.63	\$0.00	\$0.00	\$0.00	(\$0.17)	(\$0.17)		679
City of Eagan	3/21/2011	43167	\$880.63	\$0.00	\$0.00	\$0.00	\$0.00	\$880.63	\$880.63		672
City of Eagan	4/1/2011	5553647	\$1,457.35	\$8.00	\$0.00	\$0.00	\$0.00	\$1,449.35	\$1,449.35		661

Purpose:

This report shows you how old your un paid invoices are. It splits out the invoices into current, 30 day, 60 day, 90 day and 90 day + categories. The current column is any invoice that has not reached its due date. The 0-30 is any invoice that is 0-30 days out from the due date. This report allows you to find customers that are not paying their invoices in a timely manner. It also allows you to go back in time and view what invoices were marked as paid or un paid on a given date.

Parameters:

1. Period End Date: The date on which you want to view your invoices balances and aging
2. Date Filter: A drop down determining what field your date filters on.
 - a. Invoice Date
 - b. Due Date
 - c. Weekend Bill Date
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Department
 - d. Invoice Date
 - e. Due Date
 - f. (no grouping)

-
5. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
 - a. Invoice Date on the invoice
 - b. Invoice Number on the invoice
 - c. Invoice Amount on the invoice
 - d. Due Date on the invoice
 - e. Amount Paid on the invoice
 - f. Balance on the invoice
 6. Show: Will determine if the report will show the invoice number of the invoice that payment the payment was entered on or if it will show the invoice number of the parent invoice that the child invoice (the one that the payment was actually entered on in the system) was merged into. This allows you to see what was actually entered into the system vs. what the client put on their payment detail.
 7. Customer Filter: Filters for a specified customer name

Invoice Aging Summary

Screen Shot:

Pd End Date: 1/21/2013 Date Filter: Invoice Date
Branch: Canada 2, Canada Test, Cardi Summary By: Branch
Show: Invoices by Merged Invoice Customer Name:
Credit Analyst:
1 of 1 100% Find | Next

Invoice Aging Summary

High Tech Staffing Entity Level (Hierid 2) tempworks software

AR Aging based on the Invoice Date as of 1/21/2013, from the following selected branches: (All Branches Selected).

Branch	Amount	Paid	0-30	31-60	61-90	90+	Balance	Credit Limit	Credit - Balance	Analyst
Memphis NE	\$28,477.11	\$4,586.63	\$0.00	\$2,379.20	\$12,102.50	\$9,408.78	\$23,890.48	\$0.00	(\$23,890.48)	
Memphis NW	\$10,162.04	\$1,563.00	\$0.00	\$3,944.10	\$553.74	\$4,101.20	\$8,599.04	\$0.00	(\$8,599.04)	
Memphis SE	\$656,293.87	\$36,201.65	\$0.00	\$26,539.37	\$153,343.59	\$440,209.26	\$620,092.22	\$338,002.00	(\$282,090.22)	
Memphis SW	\$9,345.62	\$350.00	\$0.00	\$6,558.50	\$0.00	\$2,437.12	\$8,995.62	\$0.00	(\$8,995.62)	
Report Totals:	\$704,278.64	\$42,701.28	\$0.00	\$39,421.17	\$165,999.83	\$456,156.36	\$661,577.36	\$338,002.00	(\$323,575.36)	
Percentage of Total Balance:			0.00 %	5.96 %	25.09 %	68.95 %				

NOTE: Report does not support credit limits when grouping by Due Date or Invoice Date

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Purpose:

This report is a summary of the Invoice Aging report. It summarizes by many different options listed below in the Summary By parameter. Is a great report to view at a glance what customers, branches etc. are paying their invoices and which ones are not.

Parameters:

1. Period End Date: The date on which you want to view your invoices balances and aging
2. Date Filter: A drop down determining what field your date filters on.
 - a. Invoice Date
 - b. Due Date
 - c. Weekend Bill Date
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Summary By: A list of different fields to summarize the data on the report. Has the following options:
 - a. Customer
 - b. Department
 - c. Branch
 - d. Invoice Date
 - e. Due Date
 - f. (no grouping)
5. Sort By: A list of different fields to sort the data within the specified group. Has the following options:

-
- a. Invoice Date on the invoice
 - b. Invoice Number on the invoice
 - c. Invoice Amount on the invoice
 - d. Due Date on the invoice
 - e. Amount Paid on the invoice
 - f. Balance on the invoice
 6. Show: Will determine if the report will show the invoice number of the invoice that payment the payment was entered on or if it will show the invoice number of the parent invoice that the child invoice (the one that the payment was actually entered on in the system) was merged into. This allows you to see what was actually entered into the system vs. what the client put on their payment detail.
 7. Customer Name: Filters for a specified customer name on the invoice
 8. Credit Analyst: Filters for a specified analyst on the customer record

Invoice Delivery

Screen Shot:

The screenshot shows the 'Invoice Delivery' software interface. At the top, there are filter fields: 'Start Date' (1/1/2000), 'End Date' (1/1/2018), 'Branch' (ABC, AppleI, Boxter, BrandNe), 'Date Filter' (Weekendbill Date), 'Customer Filter' (empty), and 'Delivery Status' (All). Below these is a toolbar with navigation icons and a 'Find | Next' button. The main header area displays 'Invoice Delivery System' and the 'tempworks software' logo. A summary line states: 'Activity from 1/1/2000 through 1/1/2018 by Weekendbill Date, from the following selected branches: (All Branches Selected)'. Below this is a table with the following columns: Invident, Invoice Number, Customer, Customer ID, Amount, Invoice Date, Weekend Bill, Delivery Ready, and Delivered. The table contains data for customer 'zzTestJason' across several invoices.

Invident	Invoice Number	Customer	Customer ID	Amount	Invoice Date	Weekend Bill	Delivery Ready	Delivered
Einc: 0 High Tech Staffing								
Branch: Memphis NE								
Customer: zzTestJason								
5497	43143	zzTestJason	779754	\$200,812.50	12/29/2010	11/7/2010	False	False
5502	43148	zzTestJason	779754	\$7,458.76	12/29/2010	11/7/2010	False	False
5519	43156	zzTestJason	779754	\$172.13	1/18/2011	1/16/2011	False	False
5520	43157	zzTestJason	779754	\$195.07	2/3/2011	1/23/2011	False	False
5524	43161	zzTestJason	779754	\$4,410.99	2/9/2011	1/23/2011	False	False
5528	43162	zzTestJason	779754	\$860.63	3/14/2011	1/23/2011	False	False

Purpose:

This report is to audit our Delivery system. The Delivery system allows you to post invoices without timecards attached and close your week. Then you can go back later and link timecards and send them out via email or standard mail.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Date
 - b. Invoice Date
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Customer Filter: Filters for a specified customer name on the invoice
6. Delivery Status: A drop down list that allows you to filter for different invoices groups based on their delivery status. Has the following options:
 - a. All
 - b. Not Ready For Delivery
 - c. Delivery Ready – Not Delivered
 - d. Delivered Only

Invoice Delivery Method

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018
Group By: Branch Date Filter: Weekend Bill
Email/Print: All Invoices

1 of 2 100% Find | Next

Invoice Deliver Method System

System Level (Hierd 1) **tempworks** software

Invoices processed between Weekend Bill 1/1/2000 and 1/1/2018

Invoice Number	Customer	Weekend Bill	Print	Email	Email Address
Branch: Labor Hall 101					
43193	aldi inc	1/23/2011	1	0	
43184	Best Buy	1/23/2011	0	1	
43185	Dees Diner	1/23/2011	1	1	
43194	Global Technologies, Inc	1/23/2011	1	0	
Branch: Labor Hall 101 Totals:			3	2	
Branch: Memphis NE					
	Thompson Industries Inc	1/23/2011	1	0	tjohnson01@thompsonindustries.com
43143	zzTestJason	11/7/2010	1	0	

Purpose:

This report allows you to see how each specific invoice is setup to be delivered (Printed or Emailed). If it is supposed to be emailed we show one of the email addresses that are setup to receive the invoice. To see a full list of emails setup to receive the invoices go to the customers billing setup. If there is no email address and the Email column has a one in it that means there is no email setup for invoicing.

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the invoice
 - b. Invoice Date on the invoice
1. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Invoice Date
 - d. Printed
 - e. Emailed

f. Printed and Email

4. Email/Print: A list of the different invoice methods setups on the customer record.
- a. All Invoices
 - b. Print Only
 - c. Email Only
 - d. Print and Email.

Invoice Email Log

Screen Shot:

Customer Name	Department Name	Invoice Number	Invoice Amount	Weekend Bill	Email Sent To
123 Nursing	CC:	5553655	\$120.00	1/23/2011	emailtestrecipient@gmail.com
123 Nursing	CC:	5553656	\$120.00	1/23/2011	emailtestrecipient@gmail.com
ABC		43187	\$50.00	1/23/2011	
ABC		5553653	\$50.00	1/23/2011	emailtestrecipient@gmail.com
Anderson Consulting	Primary Sup:	43171	\$784.00	1/23/2011	
Anderson Consulting	Primary Sup:	43177	\$784.00	1/23/2011	
Best Buy	Store #456	43154	\$150.00	1/16/2011	
Best Buy	Store #456	43172	\$325.00	1/23/2011	
Best Buy	Store #456	43179	\$325.00	1/23/2011	jason@tempworks.com

Purpose:

This report allows you to see all of the invoices that have been or should be sent via mail. It will show one line item per invoice and per email address the invoice is sent to. Therefore, you will see invoices listed multiple times if it is sent to multiple contacts.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the invoice
 - b. Invoice Date on the invoice
 - c. Date Sent on the invoice
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Sent Filter: A drop down list that allows you to filter for different invoices groups based on their sent status. Has the following options:
 - a. All Invoices
 - b. Invoices Sent Only
 - c. Invoices Not Sent Only
6. Customer Filter: Filters for a specified customer name on the invoice
7. Invoice Filter: Filters for a specified invoice number on the invoice

Invoice Payments

Screen Shot:

Payment Date	Customer	Cust #	Inv #	Invoice Amount	Check #	Reason	Action	Payment
Memphis NE								
40113 - Thompson Industries Inc								
5/11/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$150.00
7/26/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$24.00
7/26/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$2.00
7/26/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$12.00
7/26/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$2.00
7/26/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$2.00
7/26/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$2.00
8/5/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$2.00
9/9/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$4.00
9/12/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	(\$2.00)
9/28/2011	Thompson Industries Inc	779438	40113	\$198.00		(none)	Payment	\$25.00
40113 - Thompson Industries Inc Totals:		11 payments						\$223.00

Purpose:

This report is designed for you to view all of the payments applied to your invoices in the system. This is a great report to run to make sure you have posted all of your payments in TempWorks vs. the amount deposited into your bank account.

Parameters:

2. Start Date: Starting date of your desired date range
3. End Date: Ending date of your desired date range
4. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the payment
 - b. Payment Date on the payment
5. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
6. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Customer
 - b. Department
 - c. Invoice Number
 - d. Payment Date

e. Reason

f. Action

7. Reason: A drop down list of all reason codes in the user's current hierarchy. Is a multi-value parameter so they can select all reason codes, just one specific reason code or any combination of different reason codes in the list.
8. Action: A drop down list of all payment actions in the user's current hierarchy. Is a multi-value parameter so they can select all payment actions, just one specific payment action or any combination of different payment actions in the list.
9. Show: Will determine if the report will show the invoice number of the invoice that payment the payment was entered on or if it will show the invoice number of the parent invoice that the child invoice (the one that the payment was actually entered on in the system) was merged into. This allows you to see what was actually entered into the system vs. what the client put on their payment detail.
10. Customer Name: Filters for a specified customer name on the invoice
11. Invoice Number: Filters for a specified invoice number on the invoice

Invoice Register

Screen Shot:

The screenshot shows the 'Invoice Register' window in TempWorks software. At the top, there are filter controls: 'Start Date' (1/1/2000), 'End Date' (1/1/2018), 'Branch' (ABC, AppleI, Boxter, BrandNe), 'Date Filter' (Weekendbill Date), 'Customer Filter' (empty), and 'Group By' (Branch). Below the filters is a toolbar with navigation icons and a 'Find | Next' button. The main area displays the title 'Invoice Register' and 'System Level (Hierid 1)' next to the 'tempworks software' logo. A summary line states: 'Activity from 1/1/2000 through 1/1/2018 by Weekendbill Date, from the following selected branches: '(All Branches Selected)'.' Below this is a table with columns: Invoice Number, Customer, Customer ID, weekendbill, Due Date, Amount, Paid, Balance, Past Due, and DSO. The table shows four invoices for 'Branch: Labor Hall 101' and a 'Group Totals' row.

Invoice Number	Customer	Customer ID	weekendbill	Due Date	Amount	Paid	Balance	Past Due	DSO
Branch: Labor Hall 101									
43193	aldi inc	4294969323	5/6/2011	5/26/2011	\$150.00	\$0.00	\$150.00		5 days
43184	Best Buy	780280	4/22/2011	5/12/2011	\$114.00	\$0.00	\$114.00	7 days	19 days
43185	Dees Diner	780288	4/22/2011	5/12/2011	\$1,140.00	\$0.00	\$1,140.00	7 days	19 days
43194	Global Technologies, Inc	4294969326	5/12/2011	6/1/2011	\$1,138.22	\$0.00	\$1,138.22		
Group Totals:			4 invoices		\$2,542.22	\$0.00	\$2,542.22		

Purpose:

This report is designed for you to view a list of all invoices in your system. The balance amount will update as you post your payments in TempWorks. This is a great report to see the total of invoicing for a specific client for a given period.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the invoice
 - b. Invoice Date on the invoice
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Customer Filter: Filters for a specified customer name on the invoice
6. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Date Filter
 - c. Due Date
 - d. Customer
 - e. (no grouping)

PO Number Summary

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch: ABC, Apple, Boxter, BrandN Date Filter: PO Date Created

Active PO's: Active Only Group By: Branch

PO Number Summary

System Level (Hield 1) tempworks software

Active Only PO Numbers with a PO Date Created between 1/1/2000 and 1/1/2018, grouped by Branch, from the following selected branches: 'All Branches Selected'.

PO Number	PO Value	PO Date Created	PO End Date	Amount Used	PO Warning Amount	PO Warning Date	Customer Name	Department Name	Apply To Children Depts
Branch: Memphis NE BranchID: 1608									
1232333	\$100,000.00	6/3/2005		\$3,761.14	\$75,000.00		Abbot Hospital	Primary	No
1234567	\$1,000,000.00	1/20/2005	12/30/2005		\$750,000.00	12/20/2005	Abbot Hospital	Primary	No
12983	\$1,500.00	1/20/2005	1/1/2020	\$20,000.00	\$1,125.00	12/22/2019	Abbot Hospital	Primary	No
3473472	\$50,000.00	9/6/2006	12/31/2006	\$1,448.83	\$37,500.00	12/21/2006	Abbot Hospital	Primary	No
456849EN56	\$15.00	4/29/2009	5/27/2009		\$11.25	5/17/2009	Moes A place for Steak	Moes Cucina	Yes
75549843	\$10,000.00	9/6/2006	10/30/2006	\$0.00	\$7,500.00	10/20/2006	Abbot Hospital	Primary	No
8716249443245465	\$500.00	9/28/2006	9/9/2007	\$1,176.00	\$375.00	8/30/2007	Abbot Hospital	Primary	No
Abc12343		10/18/2005					Abbot Hospital	Primary	No
Amer1234	\$5,000.00	10/19/2004	8/7/2005	\$1,019.20	\$3,750.00	7/28/2005	Abbot Hospital	Primary	No
AMer35754	\$10,000.00	6/1/2005		\$739.26	\$7,500.00		Thompson Industries Inc	Human Resources	No
B98504587642	\$1,230.00	5/13/2009	9/9/2011		\$922.50	8/30/2011	Moes A place for Steak	Primary	No

11 PO Number(s) for Branch: Memphis NE BranchID: 1608

Purpose:

This report is a great report to audit your PO's in the system. It has a link to the PO Number Transaction Detail report by clicking on the specific PO Number.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. PO Date Created on the PO
 - b. PO End Date on the PO
 - c. PO Warning Date on the PO
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Active PO's: A list of different active filtering options to allow for selection of active and non-active PO's. Has the following options:
 - a. Active Only
 - b. In-Active Only

-
- c. Show All
6. Group By: A list of different fields to group the data into on the report. Has the following options:
- a. Branch
 - b. Customer/Department
 - c. PO Number Active Status
 - d. (no grouping)

PO Number Transaction Detail

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch: ABC, Apple, Boxer, BrandN Date Filter: Weekend Bill

Active PO's: Active Only Group By: Branch

PONumber Filter:

1 of 2 100% Find | Next

PO Number Transaction Detail

System Level (Hierld 1) **tempworks™ software**

Active Only PO Numbers with a Weekend Bill between 1/1/2000 and 1/1/2018, grouped by Branch., from the following selected branches: {All Branches Selected}.

Emp Name	Customer Name	Department Name	Date	THours	Total Bill
Branch: Memphis SE BranchID: 1604					
PO Number: Staff3579534		PO Value:	5000.0000	Amount Used:	
Hinkl, Matthew L	Crom Equipment	Accounting	1/2/2011	40.00	\$980.00
Staff3579534 Transactional Totals:				40.00	\$980.00
The Transactional Total does not match the Amount Used. This means that the Amount Used is not being updated. Please Contact Support.					
PO Number: 34567		PO Value:	1000.0000	Amount Used:	\$33,757.61
Hary, Smith	American Banks	Finance	1/2/2011	40.00	\$448.45
Perry, Harold	American Banks	Finance	1/2/2011	40.00	\$980.00
Sampson, Shelly	American Banks	Finance	1/2/2011	40.00	\$980.00
34567 Transactional Totals:				120.00	\$2,408.45
The Transactional Total does not match the Amount Used. This means that the Amount Used is not being updated. Please Contact Support.					

Purpose:

This report shows you all of the transactions processed that were linked to a PO. It is a great report to make sure that the amount used on PO matches the amount of the transactions processed for it. A message will show up when the transactional total does not match the amount used on the PO record itself.

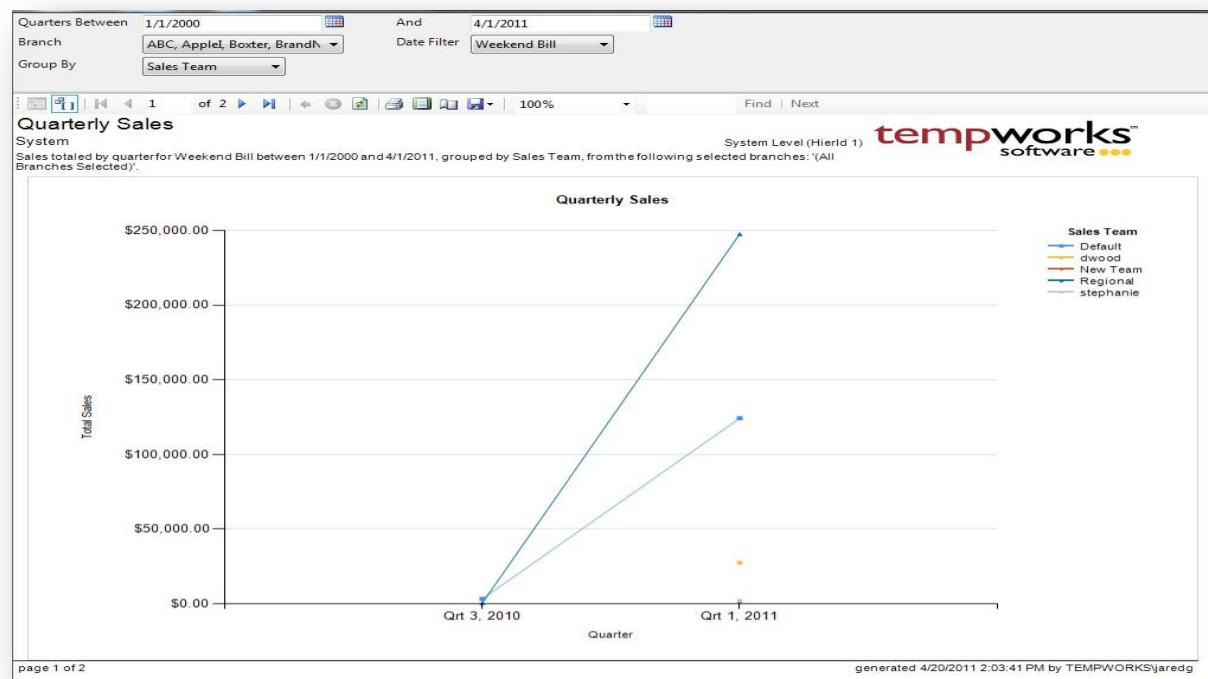
Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the transaction
 - b. Weekend Date of the transaction
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Active PO's: A list of different active filtering options to allow for selection of active and non-active PO's. Has the following options:
 - a. Active Only
 - b. In-Active Only
 - c. Show All

-
6. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer/Department
 - c. PO Number Active Status
 - d. Date Filter
 - e. (no grouping)
 7. PONumber Filter: Allows you to filter for a specific PO or for PO's that start with a specified value.

Quarterly Sales

Screen Shot:



Sales Team	Qrt 3, 2010	Qrt 1, 2011
Default	\$3,247.15	\$124,201.79
dwood		\$27,417.41
New Team		\$1,200.00
Regional	\$500.00	\$247,597.65
stephanie		\$2,077.85
Totals	\$3,747.15	\$402,494.70

page 2 of 2

Purpose:

This report breaks down total sales by quarter and then by the specified group by parameter. We first show the sales in a graphical output and then display the detail in a matrix on separate pages. This report is a great tool for getting a snap shot of the trends in your company's sales cycle. The information is pulled directly from the transaction record. Therefore the sales team and the rep are the sales team and rep from the assignment at the time the transaction was processed.

Parameters:

-
1. Start Date: Starting date of your desired date range
 2. End Date: Ending date of your desired date range
 3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the transaction
 - b. Weekend Date of the transaction
 - c. Invoice Date of the transaction
 4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Employee
 - d. Sales Team
 - e. Rep
 - f. (no grouping)

Sales Analysis Four Week

Screen Shot:

End Date: 5/30/2012 Branch: Canada 2, Canada Test, Card Group By: Branch

1 of 1 100% Find | Next

Sales Analysis Four Week
High Tech Staffing
Sales for weekend bills between 5/30/2012 and 5/2/2012, from the following selected branches: '(All Branches Selected)'.

Entity Level (Hierid 2) tempworks software

Customer	6/3/2012			5/27/2012			5/20/2012			5/13/2012		
	Sales	Margin	Hours	Sales	Margin	Hours	Sales	Margin	Hours	Sales	Margin	Hours
Branch: Memphis NE												
Crom Equipment							\$805.60	25.68%	40.00			
Vandy Enterprises							\$1,800.00	-12.94%	140.00			
Vandy Industrial							\$0.00		0.00			
Branch: Memphis NE Totals:		NaN			NaN		\$2,605.60	-1.00%	180.00		NaN	
Branch: Memphis NW												
Crom Equipment							\$805.60	25.61%	40.00			
Jon Tax Test							(\$800.00)		(40.00)			
Branch: Memphis NW Totals:		NaN			NaN		\$5.60	-10600.54%	0.00		NaN	

Purpose:

This report is a great report to view the trends in your sales on a customer by customer level. The sales column is your total bill, the margin column is your gross profit / total bill and your hours column is your total hours for the week. There is a page break between each grouping (i.e. each branch will have its own page).

Parameters:

1. End Date: Ending weekend bill date of your desired 4 week date range
2. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
3. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Sales Team

Sales Analysis Four Week Comparison

Screen Shot:

End Date: 5/30/2012 Branch: Canada 2, Canada Test, Cardi

1 of 2 100% Find | Next

Sales Analysis Four Week Comparison

High Tech Staffing

Sales for weekend bills between 5/30/2012 and 5/2/2012, from the following selected branches: '(All Branches Selected)'.

Entity Level (Hicld 2) tempworks software

Customer	6/3/2012			5/27/2012			5/20/2012			5/13/2012		
	Sales	Prior Yr	Diff	Sales	Prior Yr	Diff	Sales	Prior Yr	Diff	Sales	Prior Yr	Diff
Branch: Memphis CA												
123 Nursing	\$0.00	\$180.00	(\$180.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Memphis CA Totals:	\$0.00	\$180.00	(\$180.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Branch: Memphis NE												
123 Nursing	\$0.00	\$127.40	(\$127.40)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Accruals Inc.	\$0.00	\$600.00	(\$600.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Boston Tire Co	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
City of Eagan	\$0.00	\$18,705.00	(\$18,705.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Crom Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$805.60	\$0.00	\$805.60	\$0.00	\$0.00	\$0.00
Discount Tires of Maine	\$0.00	\$540.00	(\$540.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SubPay Test	\$0.00	\$600.00	(\$600.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Thompson Industries Inc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vandy Enterprises	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00
Vandy Industrial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Memphis NE Totals:	\$0.00	\$20,572.40	(\$20,572.40)	\$0.00	\$0.00	\$0.00	\$2,605.60	\$0.00	\$2,605.60	\$0.00	\$0.00	\$0.00

Purpose:

This report is a great report to compare where you were at last year compared to this year. It can also help you find customers that you have lost business from and can help you investigate why you have lost business from them. We use week number to determine the prior year week. Therefore if you look at the screen shot above the first week is 3/4/12 which is the 10th week of the year. The year before 2/27/11 was the 10th week of the year. Therefore, 2/27/11 is the prior year week we are comparing 3/4/12 to in this report.

Parameters:

1. End Date: Ending weekend bill date of your desired 4 week date range
2. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Sales Pipeline

Screen Shot:

The screenshot shows the Tempworks Software interface for the Sales Pipeline report. At the top, there are filters for Branch (Canada 2, Canada Test, Card), Pipeline Status Filter (test, Establish Contact, Infor), Sales Team Filter (_test_, _test_2, _test_3, Defau), Customer Filter, and Acct Manager Filter (**All Inactive & TW Reps**, A). Below the filters, the report title "Sales Pipeline" is displayed, followed by "High Tech Staffing" and the Tempworks Software logo. The report parameters are listed: Pipeline Status(es): (All Pipeline Statuses Selected), Branch(es): (All Branches Selected), Sales Team(s): (All SalesTeams Selected), and Account Manager(s): (All Account Managers Selected). The main data table has columns: Acct Mgr, CustomerID, Customer Name, First Cont, How Heard Of, Prog %, Sales Team, Last Cont, Pipeline Status, Est Value, Est Val Per, and Last Message. The table contains five rows of customer data. The first row is for Tamarack Holdings, and the others are for 123 Nursing, DC Comics, Microsoft, and Cintas. The footer shows "page 1 of 1" and "generated 7/16/2014 2:51:16 PM by TEMPWORKS\justinj".

Acct Mgr	CustomerID	Customer Name	First Cont	How Heard Of	Prog %	Sales Team	Last Cont	Pipeline Status	Est Value	Est Val Per	Last Message
greggd	10268	Tamarack Holdings	10/1/2007		0	dwood	7/7/2014	test	\$1036	Weekly	Resumes Vern Heuer Tempworks Software Engineer vern@tempworks.com
sunny	778658	123 Nursing	9/12/2007		61	Regional	2/3/2014	Inetrim	\$100000	Yearly	No fit
erikr	4294969433	DC Comics	9/24/2012	Former Employee	8	Default	7/24/2013	Establish Contact	\$10000	Monthly	
brandon	4294969452	Microsoft			100	Default		Profit			
john.meyer	4294969568	Cintas			100	Default		Profit	\$20000	Weekly	

page 1 of 1 generated 7/16/2014 2:51:16 PM by TEMPWORKS\justinj

Purpose:

This report shows a list of customers and current information related to the Sales Pipeline features in Enterprise. The Sales Pipeline is a way to track prospects by keeping track of contact, and estimating their progress toward a sale and the estimated value of the contract.

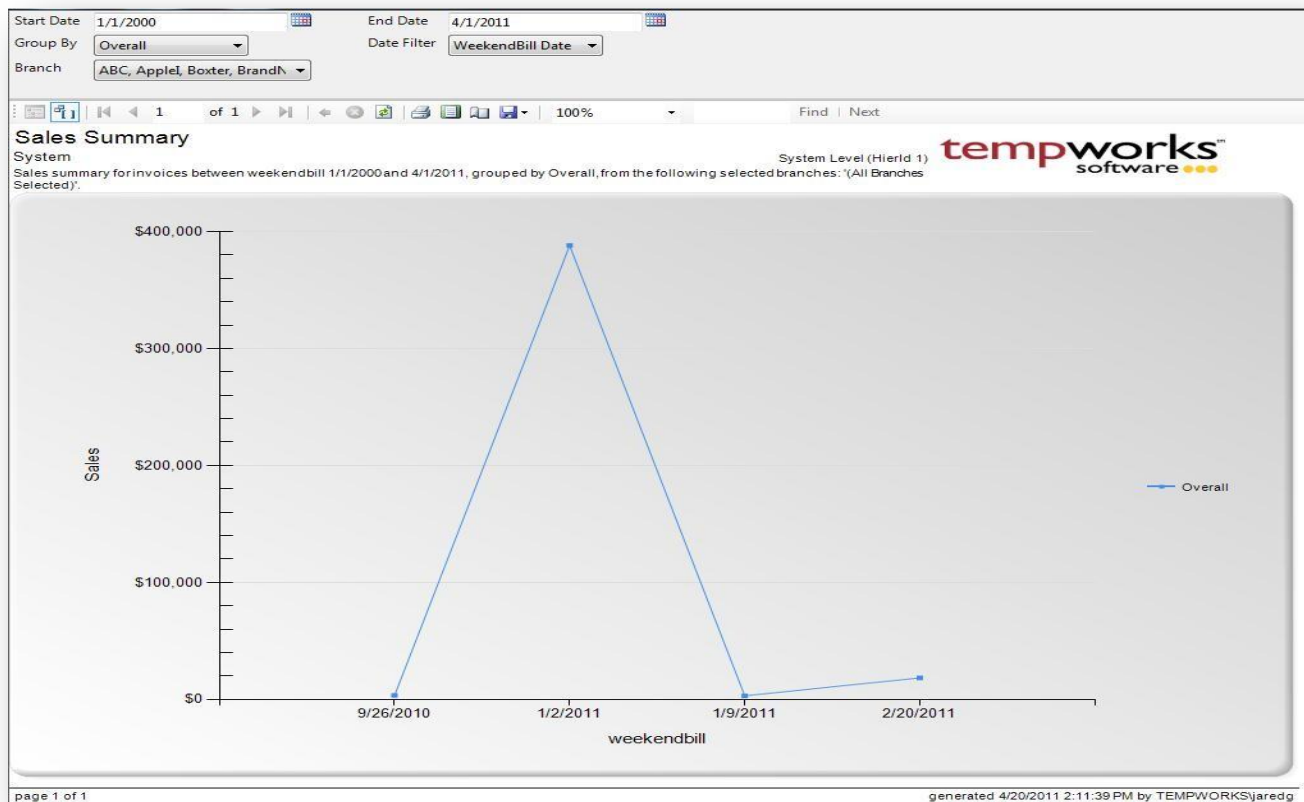
Parameters:

1. Branch: A drop down list of all branches visible to the user's current hierarchy. This is a multi-value parameter so the user may select all branches, multiple combinations of branches, or just one specific branch from in the list.
2. Pipeline Status Filter: A drop down list of all Pipeline Statuses set up in the system visible to the user's current hierarchy. This also is a multi-value parameter so the user may select all statuses, multiple combinations of statuses, or just one specific status from in the list.
3. Sales Team Filter: A drop down list of all Sales Teams set up in the system visible to the user's current hierarchy. This also is a multi-value parameter so the user may select all Sales Teams, multiple combinations of Sales Teams, or just one specific Sales Teams from in the list.
4. Customer Filter: Basic text field on which the report procedure will find matches to a customer name.
5. Account Manager Filter: A drop down list of all service reps set up in the system that can be used as the account manager on a customer record. This also is a multi-value parameter so the user may select all

Account Managers, multiple combinations of Account Managers, or just one specific Account Managers from in the list.

Sales Summary

Screen Shot:



Purpose:

This report is a great report to get a picture of how much revenue your company is pulling each week. Each point on the graph can be clicked on and will link to the Invoice Register report for that given week so that you can see the specific break down of the invoices that went out for that week. This is also a good report to see what customer or what branch is doing more business or to see if they have certain trends throughout a given time period.

Parameters:

7. Start Date: Starting date of your desired date range
8. End Date: Ending date of your desired date range
9. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the invoice
 - b. Invoice Date of the invoice

-
10. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 11. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Overall

Short Pay Invoices

Screen Shot:

Branch ABC, Apple, Boxter, BrandN Group By Branch

Purpose:

This report is designed for you to view all of your invoices that have a payment that has been applied to them but still have not been paid of yet.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer

Top 25 Customers

Screen Shot:

Start Date

1/1/2000

End Date

1/1/2018

Branch

ABC, AppleI, Boxter, BrandNe

Top By Type

Gross Profit

1 of 1

100%

Find | Next

Top 25 Customers

System

System Level (Hierid 1)

tempworks software

Top 25 customers for weekend bill dates 1/1/2000 through 1/1/2018 based on Gross Profit, from the following selected branches: "(All Branches Selected)".

Customer Id	Customer	Branch Name	Sales	Total GP	Top By Type
778105	Crom Equipment	Memphis SE	\$4,029.91	\$3,579.37	\$3,579.37
10623	Crom Equipment	Memphis SE	\$4,158.00	\$2,130.64	\$2,130.64
3000000000	Big Int Testers	Memphis SE	\$2,975.20	\$1,900.20	\$1,900.20
780287	Crom Equipment	Labor Hall 101	\$2,190.00	\$979.85	\$979.85
779265	Worthington Industries	Memphis SE	\$2,448.00	\$682.96	\$682.96
4294969326	Global Technologies, Inc	Labor Hall 102	\$1,068.75	\$444.15	\$444.15
779261	Green Thumb	Memphis SE	\$775.00	\$423.87	\$423.87
780288	Dees Diner	Labor Hall 101	\$1,140.00	\$324.66	\$324.66
780251	Kickstand Bikes	Memphis SE	\$420.00	\$220.73	\$220.73
779438	Thompson Industries Inc	Memphis NE	\$198.00	\$198.98	\$198.98
779477	Uline Products Inc.	Memphis SE	\$290.00	\$79.12	\$79.12
4294969317	Abberton Towing	Memphis NW	\$900.00	\$77.81	\$77.81
779072	Best Buy	Memphis SE	\$325.00	\$67.31	\$67.31
778977	Anderson Consulting	Memphis SE	\$784.00	\$58.10	\$58.10
4294969324	aldi inc	Labor Hall 101	\$150.00	\$39.02	\$39.02
10436	A Wet Pet	Memphis SE	\$300.37	\$36.76	\$36.76
779458	Telluride Ski Lifts Inc.	Memphis SE	\$205.00	\$25.42	\$25.42
779476	Uline Products Inc.	Memphis SE	\$237.10	\$16.10	\$16.10
778658	123 Nursing	Memphis SE	\$240.00	\$14.94	\$14.94
778163	ABC	Memphis SE	\$50.00	\$13.73	\$13.73
780255	Sales Tax Test	Memphis SE	\$30.00	\$12.85	\$12.85
780280	Best Buy	Labor Hall 101	\$114.00	(\$41.88)	(\$41.88)
3000000001	Big Int Testers	Memphis SE	\$971.03	(\$107.05)	(\$107.05)
779266	Worthington Industries	Memphis SE	\$4,800.00	(\$155.97)	(\$155.97)
779754	zzTestJason	Memphis NE	\$206,171.00	(\$168,527.98)	(\$168,527.98)
Grand Total:			\$234,970.36	(\$157,506.31)	(\$157,506.31)

page 1 of 1

generated 5/20/2011 8:50:23 AM by TEMPWORKS\jaredg

Purpose:

This report shows you your top 25 customers based on their total GP for a given time period.

Parameters:

1. Start Date: Starting Weekend Bill date of your desired date range
2. End Date: Ending Weekend Bill date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Top By Type: Allows you to choose what category you want the top 25 customers from. Has the following options:
 - a. Gross Profit
 - b. Gross Profit as a Percentage of Sales
 - c. Sales

Yearly Sales

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Primary Group By: Branch Secondary Group By: Customer

Customer ID:

1 of 8 100% Find / Next

Yearly Sales

High Tech Staffing

Entity Level (Hierid 2)

Sales from timecards processed between weekend bills 1/1/2000 and 1/1/2018

Year ID	Jan Bill	Feb Bill	Mar Bill	Apr Bill	May Bill	Jun Bill	Jul Bill	Aug Bill	Sep Bill	Oct Bill	Nov Bill	Dec Bill	Total
Branch: Memphis CA													
Customer: 123 Nursing ID: 778658													
2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2011	\$585.00	\$0.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,120.00	\$0.00	\$0.00	\$1,885.00
2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Customer: 123 Nursing ID: 778658 Totals:													\$1,885.00
Branch: Memphis CA Totals:													\$1,885.00

Purpose:

This report shows you a 12 month breakout of your sales. Is a great report to see the trends in your business as a whole as well on a customer by customer level or a branch by branch level. This report shows a grand total of sales each month for each year included in the report at the end of the report.

Parameters:

1. Start Date: Starting Weekend Bill date of your desired date range
2. End Date: Ending Weekend Bill date of your desired date range
3. Primary Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Department
4. Secondary Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Department
5. Customer ID: Allows you to specify a specific customer id.

Tasks

Task Register

Screen Shot:

Start Date

1/1/2000

End Date

1/1/2018

Group By

Task Type

Date Filter

Created Date

1

of 1

100%

Find | Next

Task Register

System

System Level (Hierid 1)

tempworks[™] software

Task between Created Date 1/1/2000 and 1/1/2018, grouped by task type

Task Type	Priority	Category	Assigned To Rep	Date Created	Created By Rep	Complete	Complete Date	Completed By Rep	Reminder Date
Task Type: Personal Task									
Personal Task	Normal		System Task	2/15/2011		No			
Subject: AC Test									
Personal Task	Normal	Description:	System Task	3/17/2011		Yes			
Subject: follow up									
Personal Task	Normal	Description:	System Task	3/17/2011		Yes			
Subject: follow up too									
Personal Task	Normal	Description:	System Task	2/3/2011		Yes			
Subject: This is a test									
Personal Task	Normal	Description:	System Task	2/3/2011		No			
Subject: test									
Description: test									

Purpose:

This report is designed to allow you to audit your tasks from your system. It is written to allow you to see at a glance what each rep has marked down on their to-do list.

Parameters:

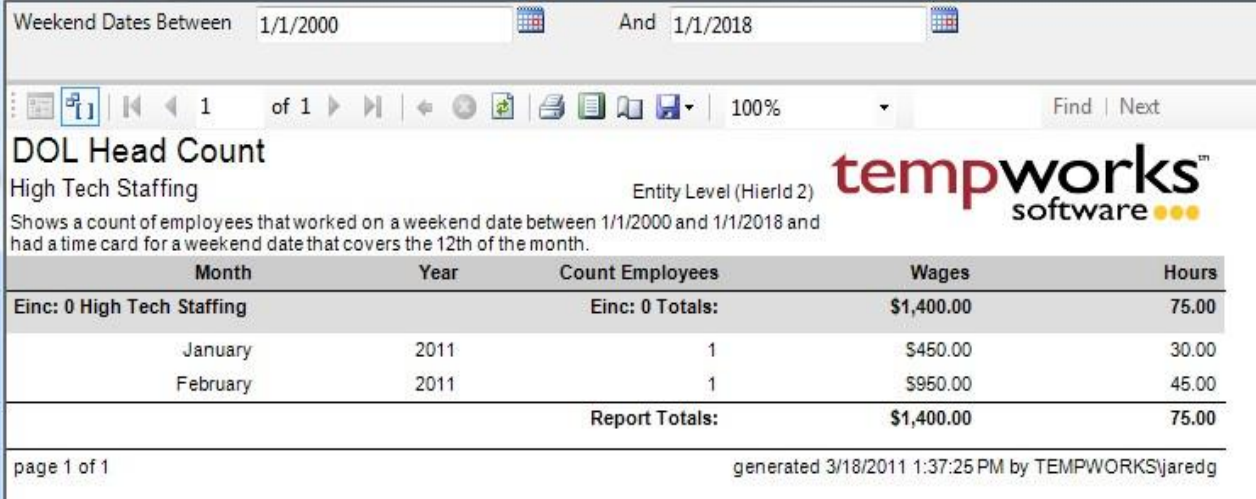
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Created Date
 - b. Completed Date
 - c. Reminder Date
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Task Type
 - b. Completed
 - c. Date Filter

-
- d. Completed by Rep
 - e. Created by Rep
 - f. Assigned to Rep
 - g. Priority
 - h. (no grouping)

Tax Administration

DOL Head Count

Screen Shot:



Weekend Dates Between 1/1/2000 And 1/1/2018

1 of 1

Find | Next

DOL Head Count

High Tech Staffing Entity Level (HierId 2)

Shows a count of employees that worked on a weekend date between 1/1/2000 and 1/1/2018 and had a time card for a weekend date that covers the 12th of the month.

Month	Year	Count Employees	Wages	Hours
Einc: 0 High Tech Staffing		Einc: 0 Totals:	\$1,400.00	75.00
January	2011	1	\$450.00	30.00
February	2011	1	\$950.00	45.00
Report Totals:			\$1,400.00	75.00

page 1 of 1 generated 3/18/2011 1:37:25 PM by TEMPWORKS\jaredg

Purpose:

This report is used to fill out reports for the Department Of Labor. This report displays a count of employees that had federal income tax withheld from the check that had a timecard covering the 12th day of the month. Splits out each month and each year. Shows their Federal Gross wages.

Parameters:

1. Weekend Dates Between : starting weekend date for desired date range.
2. And: ending weekend date for desired date range.

Employer Tax Setup Verification List

Screen Shot:

State Name	State ID	Suta ID	Suta Rate	Limit
Employer Info				
Employer Name:	NursesNow, Inc	Street	701 Main St.	
Legal Name:	NursesNow, Inc	Street 2		
EINC	541	City	Duluth	
Fed Employer ID:	021212212	State	MN	
Phone	555-555-5555	Zip	70139	
		Country	United States of America	
Mag Media				
PIN	1234	Street	701 Main St.	
Contact	Joe	Street 2		
Phone	(555) 555-5555	City	Duluth	
Email		State	MN	
Contact Method	Email	Zip	70139	
Preparer		Country	United States of America	
Federal BP PIN	1234			
Taxes Filed Externally?	No	Print W2's Externally?	No	
Taxes Paid Externally?	No	Skip new Hire Reporting?	No	
Armed Forces - Americas				
Alberta				
Armed Forces - Europe				
Alaska			5.40 %	\$35,800.00
Alabama			2.70 %	\$8,000.00
Armed Forces - Pacific				
Arkansas			3.20 %	\$12,000.00

Purpose:

This report is designed to allow you to verify the company specific tax rates, id and mailing addresses. It lists out all of your state unemployment and income tax employer ids that are listed in the system along with your unemployment rates and limits which are active as of the date the report was created. This is a great report to use for auditing your unemployment rates and limits each year to ensure that they are set correctly. This report does not show employee portions of unemployment.

Parameters:

1. Employer: A drop down list of all employers in the user's current hierarchy. Is a multi-value parameter so they can select all employers, just one specific employer or any combination of different employers in the list.

Federal 941

Screen Shot:

Start Date: 1/1/2011 End Date: 3/1/2011
Employer: High Tech Staffing L. EINC - 0

Federal 941
High Tech Staffing
941 info for checks between check date 1/1/2011 and 3/1/2011
Entity Level (Hield 2)
tempworks software

EIN: 021212212
Name: High Tech Staffing L.
Year: 2011
Quarter: 1

Address: 701 Main St.
Duluth MN 70139
City State Zip

Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)

Line	Description	Amount	
1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	41	
2	Wages, tips, and other compensation	\$6,254.40	
3	Income tax withheld from wages, tips, and other compensation	\$744.28	
Calculated Amount		Withheld Amount	
5a	Taxable social security wages	\$6,269.40	\$652.02
5b	Taxable social security tips	X 0.104	
5c	Taxable Medicare wages & tips	\$6,269.40	\$181.81
5d	Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c	\$833.83	\$833.86
6e	Total taxes before adjustments (add lines 3, 5d, and 5e)		\$1,578.11
7	Current quarter's adjustment for fractions of cents		\$0.03

Schedule B

Month 1

Line	Description	Amount
1		
2		
3		
4		
5		
6	68.66	
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Tax liability for Month 1: 132.24

Month 2

Line	Description	Amount
1		
2		
3	23.81	
4		
5		
6		
7	1,177.38	
8		
9	73.46	
10		
11		
12		
13		
14	103.61	
15		
16	67.64	
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Tax liability for Month 2: 1,445.90

Month 3

Line	Description	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Tax liability for Month 3: 0.00

Total Quarter Liability: 1,578.14

Purpose:

This report is designed to help you fill out your federal 941 returns. It cannot be printed and filed with the IRS since it is not in an acceptable format.

Parameters:

1. Start Date: Starting check date of your desired date range
2. End Date: Ending check date of your desired date range
3. Employer: A drop down list of all employers in the user's current hierarchy. Is a multi-value parameter so they can select all employers, just one specific employer or any combination of different employers in the list.

Federal Tax Deposit

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018
Employer: High Tech Staffing: EINC - C Date Filter: Check Date
Branch: CardiffUK, Memphis CA, Me

1 of 1 100% Find | Next

Federal Tax Deposit

High Tech Staffing Entity Level (HierId 2) **tempworks**
software

Federal taxes withheld from checks with check dates from 1/1/2000 through 1/1/2018, from the following selected branches: (All Branches Selected).

Branch Name	EFica	CFica	EMed	CMed	Fed Inc Tax	Total
High Tech Staffing FEIN: 021212212 EINC: 0						
Memphis CA	\$97.44	\$143.84	\$33.64	\$33.64	\$495.62	\$804.18
Memphis NE	\$151.20	\$223.20	\$52.21	\$52.21	\$324.49	\$803.31
Memphis SE	\$8,982.33	\$13,259.64	\$3,101.09	\$3,101.09	\$22,724.73	\$51,168.88
High Tech Staffing Total:	\$9,230.97	\$13,626.68	\$3,186.94	\$3,186.94	\$23,544.84	\$52,776.37
Report Total:	\$9,230.97	\$13,626.68	\$3,186.94	\$3,186.94	\$23,544.84	\$52,776.37

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Purpose:

This report shows you a breakdown of your federal deposit amount. This report should always be run by check date when you are making your deposit to the IRS. The Weekend Bill date filter is to allow you to balance with your other reports such as the Management report.

Parameters:

4. Start Date: Starting date of your desired date range
5. End Date: Ending date of your desired date range
6. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
7. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
8. Employer: A drop down list of all employers in the user's current hierarchy. Is a multi-value parameter so they can select all employers, just one specific employer or any combination of different employers in the list.

Invoice Sales Tax

Screen Shot:

Customer	Customer Id	Invoice Date	Invoice Number	Invoice Amount	Tax	Amount	Percentage	Weekend Bill
City of Aleknagik - AK Sales Tax						City of Aleknagik - AK Sales Tax Total:	\$198.90	
Crom Equipment	10623	4/22/2011		\$4,256.46	City of Aleknagik - AK Sales Tax	\$198.90	5.00%	1/23/2011
City of Aniak - AK Sales Tax						City of Aniak - AK Sales Tax Total:	\$79.58	
Crom Equipment	10623	4/22/2011		\$4,256.46	City of Aniak - AK Sales Tax	\$79.58	2.00%	1/23/2011
City of Saint Paul - MN Sales Tax						City of Saint Paul - MN Sales Tax Total:	\$271.86	
Crom Equipment	10623	12/23/2010	5553628	\$206.56	City of Saint Paul - MN Sales Tax	\$13.73	7.63%	11/7/2010
zzTestJason	779754	12/29/2010	43143	\$200,812.50	City of Saint Paul - MN Sales Tax	\$0.00	7.63%	11/7/2010
zzTestJason	779754	2/9/2011	43161	\$4,410.99	City of Saint Paul - MN Sales Tax	\$67.49	7.63%	1/23/2011
zzTestJason	779754	3/16/2011	43163	\$573.76	City of Saint Paul - MN Sales Tax	\$38.13	7.63%	1/23/2011
zzTestJason	779754	3/16/2011	43163-1	\$0.00	City of Saint Paul - MN Sales Tax	\$0.00	7.63%	1/23/2011
zzTestJason	779754	3/21/2011	43167	\$596.72	City of Saint Paul - MN Sales Tax	\$38.13	7.63%	1/23/2011
zzTestJason	779754	3/21/2011	43167-1	\$283.91	City of Saint Paul - MN Sales Tax	\$19.06	7.63%	1/23/2011
zzTestJason	779754	4/1/2011	5553647	\$1,973.72	City of Saint Paul - MN Sales Tax	\$129.63	7.63%	1/23/2011
zzTestJason	779754	4/4/2011	5553647-2	(\$286.87)	City of Saint Paul - MN Sales Tax	(\$19.06)	7.63%	1/23/2011
zzTestJason	779754	4/4/2011	5553647-1	(\$229.50)	City of Saint Paul - MN Sales Tax	(\$15.25)	7.63%	1/23/2011

Purpose:

This report shows you the breakdown of the sales tax calculated on your invoices. Is designed to be the detail report of the Sales Tax Deposit report.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Type: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the invoice
 - b. Invoice Date of the invoice
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Customer
 - c. Tax
 - d. Invoice Date
 - e. Weekend Bill

Local Tax Detail

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018
Tax Type: City Tax, County Tax, School Tax Date Filter: Check Date
Tax State: Minnesota, Alaska, Alabama, A

Local Tax Detail
High Tech Staffing
Local taxes for employees with a check between Check Date 1/1/2000 and 1/1/2018.
Entity Level (Hield 2) tempworks software

Last Name	First Name	Middle	SSN	Address	City	State	Zip	Juris	Description	Amount Taxable	Amount Tax	
Einc: 0 High Tech Staffing												
Tax Type: City Tax												
City Tax: AKRON OH												
Non-Resident												
Emp1	Adj		413-51-3213	123 Fake St	Saint Paul	MN	55102	XOHA132392	AKRON OH	\$200.00	\$4.50	
Emp0	Adj		563-54-1332	123 Fake St	Saint Paul	MN	55102	XOHA132392	AKRON OH	\$650.00	\$14.63	
Non-Resident Total										Employee Count: 2	\$850.00	\$19.13
AKRON OH Total										Employee Count: 2	\$850.00	\$19.13

Purpose:

This report shows you the detail of the local taxes withheld from employees checks. It is designed to be the detail of the State – Local Tax Deposit for the local taxes.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the check
 - b. Weekend Bill of the check
4. Tax Type: A list of different local tax types. Can select one or multiple of the types. Has the following options:
 - a. City Tax
 - b. County Tax
 - c. School Tax
5. Tax State: List of different all the states in the system. Allows you to choose which state you wish to view. Allows only one state to be selected at a time.

NY Disab Worksheet

Screen Shot:

NY Disab Worksheet				
Disability tax worksheet for check between Check Date 1/1/2011 and 3/31/2011 .				
Company Name: TEMPORARY STAFFING				
Company FEIN: 1340				
Number of Employees	Males	Females	No Gender Specified	Total
1st Month	10	17	66	93
2nd Month	10	14	69	93
3rd Month	9	17	79	105
Total	29	48	214	291
Insured wages up to \$340 per employee per check				\$287,814.25
Disability Insurance withheld this quarter totalled				\$549.05
Employee wages up to \$7,000 per employee per year				\$461,230.77
page 20 of 37				
generated 4/12/2011 1:19:37 PM by devtw				

Purpose:

Is used for private insurance plans outside of the one provided by the state of NY. Can only be run for a 3 month period.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the check
 - b. Weekend Bill of the check

PA LST Tax

Screen Shot:

Last Name	First Name	Middle	Einc	Address	City	State	Zip	City Worked	State Worked	Amount Tax
Einc: 0 High Tech Staffing										Total: \$0.00
										Total: \$0.00
Brell	Anders		0	3312 Sage Avenue	Palm Bay	FL	32908			\$0.00
Devon	Deitrich	Jack	0	3140 Neil Armstrong Blvd	Eagan	MN	55121			\$0.00
Helgren	Richard		0	45 US Route 42	West Jefferson	OH	43162			\$0.00
Wood	Jen		0	275 Lago Circle #201	Saint Paul	MN	55121			\$0.00
zzaptestuser24	zzaptestuser	24	0			MN	55123			\$0.00
										Report Total: \$0.00
page 1 of 1										generated 4/20/2011 2:57:49 PM by TEMPWORKS\jaredg

Purpose:

This report is to be used for your PA LST Taxes. It shows you their residency as well as the city and state they worked in and the tax withheld.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the check
 - b. Weekend Bill of the check
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Einc
 - c. Employee
 - d. Employee State
 - e. City Worked

Quarter End Error List

Screen Shot:



Purpose:

This report is designed to show you a list of errors that were created when running your mag media file export and allows you to see all of the errors for all states and companies in order for you to clear them all up at once and the re run your export to get your files.

Parameters:

None

Quarter End Mag Media Employee Detail

Screen Shot:

Year: 2012 Quarter: 1

Quarter End Mag Media Employee Detail
High Tech Staffing
Employee wage detail for mag media files in year 2012, quarter 1

Entity Level (Hierid 2) tempworks software

State	SSN	Employee	SUTA Gross Wages	SUTA Amount Taxable	SUTA Amount Tax	State Amount Taxable	State Amount Tax	SDI Amount Taxable	SDI Amount Tax	Weeks	Hrs	M1	M2	M3
High Tech Staffing L EINC: 0 FEIN: 021212212														
PA	SUTA ID: 1234567R State Inc Tax ID: 13345687													
PA	xxx-xx-4653	MolinePA, Jathan	\$230.00	\$230.00	\$7.94	\$230.00	\$7.06			1	23			
PA Totals: 1 Employees			\$230.00	\$230.00	\$7.94	\$230.00	\$7.06			1	23			
EINC: 0 Total 1 Employees			\$230.00	\$230.00	\$7.94	\$230.00	\$7.06			1	23			
Report Totals: 1 Employees			\$230.00	\$230.00	\$7.94	\$230.00	\$7.06			1	23			
NOTE: Mag media files can be exported by going to the Pay/Bill area and using the Export action menu item. Choose the "Taxes" category and then choose the "Quarterly Mag Media Files" procedure.														
page 1 of 1														

generated 4/23/2012 4:13:34 PM by TEMPWORKSJaredg

Purpose:

This report is designed to show you a report layout of the information included in your quarterly mag media files that are sent into the state unemployment agencies on a quarterly basis. To export the actual files which you upload/send to the state unemployment agencies go to the Pay/Bill area and using the Export action menu item. Choose the "Taxes" category and then choose the "Quarterly Mag Media Files" procedure.

A good report to balance against this one is either the Unemployment Wage Detail or Tax Deposit report.

Parameters:

1. Year: calendar year.
2. Quarter: the given quarter within the select year.

Quarter End Mag Media File Summary

Screen Shot:

Year: 2012 Quarter: 1

1 of 1 100% Find | Next

Quarter End Mag Media Files Summary

High Tech Staffing Entity Level (Hierid 2) tempworks software

File summary for year 2012, quarter 1

Quarter ID	EINC	Tax State	Mag Format Type	Total Gross	SUTA Taxable	SUTA Tax	SUTA Due	State WH Taxable	State WH Tax
					# Employers	# Employees	Month 1 Count	Month 2 Count	Month 3 Count
2012Q1_0	0	MN	ICESA						
2012Q1_0	0	PA	ICESA	\$230.00	\$230.00	\$7.94	\$7.94	\$230.00	\$7.06
					1	1	0	0	0
			Report Totals:	\$230.00	\$230.00	\$7.94	\$7.94	\$230.00	\$7.06
					1	1	0	0	0

NOTE: Mag media files can be exported by going to the Pay/Bill area and using the Export action menu item. Choose the "Taxes" category and then choose the "Quarterly Mag Media Files" procedure.

page 1 of 1 generated 4/23/2012 4:20:23 PM by TEMPWORKS\ Jaredg

Purpose:

This report is designed to show you a report layout of the information included in your quarterly mag media files that are sent into the state unemployment agencies on a quarterly basis. To export the actual files which you upload/send to the state unemployment agencies go to the Pay/Bill area and using the Export action menu item. Choose the "Taxes" category and then choose the "Quarterly Mag Media Files" procedure.

A good report to balance against this one is either the Unemployment Summary or Tax Deposit report.

Parameters:

1. Year: calendar year.
2. Quarter: the given quarter within the select year.

Sales Tax Deposit

Screen Shot:

Start Date1/1/2000End Date1/1/2018

EmployerHigh Tech Staffing L: EINC - 0BranchCanada 2, Canada Test, Cardi

1 of 3100%FindNext

Sales Tax Deposit

High Tech Staffing

Entity Level (Hierld 2)

tempworks software

Sales tax charged on invoices with invoice dates from 1/1/2000 through 1/1/2018

Sales Tax Code Desc	Total Bill	Amount Taxable	Sales Tax Amount
Tax Authority:			
High Tech Staffing L EINC: 0 FEIN: 021212212			
Branch: Memphis SE			
Jurisdiction: City of Ithaca - NY			
Customer - Department: Crom Equipment - Primary			
City of Ithaca - NY Sales Tax	\$395.20	\$395.20	\$31.60
Crom Equipment - Primary Total:	\$395.20	\$395.20	\$31.60
City of Ithaca - NY Total:	\$395.20	\$395.20	\$31.60

Purpose:

This report is designed for you to make your sales tax deposits to their respective tax authorities. The report groups by Tax Authority, Einc, and Jurisdiction.

Parameters:

- 1. Start Date: Starting Invoice date of your desired date range
- 2. End Date: Ending Invoice date of your desired date range
- 3. Employer: A drop down list of all employers in the user’s current hierarchy. Is a multi-value parameter so they can select all employers, just one specific employer or any combination of different employers in the list.
- 4. Branch: A drop down list of all branches in the user’s current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

State - Local Tax Deposit

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Employer: High Tech Staffing L: EINC - 0 Compatible Juris: CA FUTA Credit Reduction, CA

Filing Frequency: Semi-Weekly, Weekly, Quarter

1 of 2 100% Find | Next

State - Local Tax Deposit

High Tech Staffing Entity Level (Hierld 2) tempworks software

Taxes withheld from checks with check dates from 1/1/2000 through 1/1/2018

Tax Description	Compatible Juris	Employer ID	Employee Count	Amount Taxable	Amount Tax
Payment Type: (No Payment Type Setup)					
Frequency: (No Frequency Setup)					
Tax Authority: (No Tax Authority Setup)					
High Tech Staffing L EINC: 0 FEIN: 021212212					
California SDI (Disability)	CASDI	55555	3	\$2,896.25	\$34.76
California State Tax	CAIncTax	133456879	3	\$2,896.25	\$86.81
High Tech Staffing L Total:					\$121.57
(No Tax Authority Setup) Total:					\$121.57
(No Frequency Setup) Total:					\$121.57
(No Payment Type Setup) Total:					\$121.57

page 1 of 2 generated 4/23/2012 4:06:18 PM by TEMPWORKS\Jaredg

Purpose:

This report is designed to be used to make your state and local tax deposits. It pulls the payment type, filing frequency and tax authority from the tax management/tax pay area. If you are not using this, these will not be setup. The report groups by Payment Type, Frequency, Tax Authority, and EINC.

Parameters:

1. Start Date: Starting Invoice date of your desired date range
2. End Date: Ending Invoice date of your desired date range
3. Employer: A drop down list of all employers in the user's current hierarchy. Is a multi-value parameter so they can select all employers, just one specific employer or any combination of different employers in the list.
4. Compatible Juris: A drop down list of all compatible juris's. Is a multi-value parameter so they can select all compatible juris's, just one specific compatible juris or any combination of different compatible juris's in the list.

-
5. Filing Frequency: A drop down list of all filing frequencies. Is a multi-value parameter so they can select all filing frequencies, just one specific filing frequency or any combination of different filing frequencies in the list.

Tax Deposit

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch: ABC, AppleI, Boxter, BrandNe Date Filter: Check Date

Employer: 213123: EINC - 580, CliffJump Compatible Juris: XCOA16614, XCOD13773, XCC

Group By: Compatible Juris

1 of 13 100% Find | Next

Tax Deposit

System Level (Hieird 1) tempworks software

Taxes for checks with Check Date from 1/1/2000 through 1/1/2018 grouped by Compatible Juris, from the following selected branches: '(All Branches Selected)'.

Compatible Juris	Parent Juris	Tax State	Check Date	Amount Taxable	Amount Tax
EINC: 0 High Tech Staffing L FEIN: 021212212					
BALTIMORE					
BALTIMORE	StalncTax	MD	3/8/2011	\$280.00	\$0.00
BALTIMORE	StalncTax	MD	4/4/2011	\$1,200.00	\$0.00
CompatibleJuris Total				\$1,480.00	\$0.00

Purpose:

This is an overarching tax deposit report that shows every tax withheld from an employee's check as well as all employer paid taxes. Is grouped by employer and then by the specified group by parameter. If this report is being used to file taxes, the report should always be run by Check Date.

Parameters:

2. Start Date: Starting date of your desired date range
3. End Date: Ending date of your desired date range
4. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
5. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
6. Employer: A drop down list of all employers in the user's current hierarchy. Is a multi-value parameter so they can select all employers, just one specific employer or any combination of different employers in the list.
7. Compatible Juris: A drop down list of all compatible juris's. Is a multi-value parameter so they can select all compatible juris's, just one specific compatible juris or any combination of different compatible juris's in the list.
8. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Compatible Juris

-
- b. Parent Juris
 - c. Tax State

Tax Deposit Breakout

Screen Shot:

Compatible Juris	Check Date	Check Number	Employee Name	Amount Taxable	Amount Tax
High Tech Staffing EINC: 0					
BALTIMORE					
BALTIMORE	3/8/2011	207436	Abotina, Susie	\$280.00	\$0.00
BALTIMORE	4/4/2011	207440	Abotina, Susie	\$1,200.00	\$0.00
BALTIMORE Total:				\$1,480.00	\$0.00
Employee Portion Medicare tax					
Employee Portion Medicare tax	11/7/2010	205089	Baudelaire, Charles	\$90.00	\$1.31
Employee Portion Medicare tax	12/30/2010	207413	Atkins, Miranda	\$350,000.00	\$5,075.00
Employee Portion Medicare tax	1/6/2011	207414	zzLN, Sal	\$330.60	\$4.79
Employee Portion Medicare tax	1/27/2011	207423	Redillon, William Jr.	\$15.00	\$0.22

Purpose:

This report is the detail to the Tax Deposit report. It is designed to show you the individual break down of each tax in the system and which check it was calculated on.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Compatible Juris
 - b. Date Filter
 - c. Tax State
6. Show Taxes: Allows you to filter for employee paid taxes or employer paid taxes only or both.

Tax Pay Run Summary

Screen Shot:

Tax Pay Run ID 24524

1 of 1 100% Find Next

Tax Pay Run Summary

System Level (Hierld 1) tempworks software

Summary of tax pay run id: 24524

Jurisdiction	Taxable Wages			Tax Withheld			Adjustments	Total Payment
	Resident	Non-Resident	Total	Resident	Non-Resident	Total		
Tax Authority: LauraTestCompany Due Date: 1/31/2011								
Georgia State Tax		\$30,845.00	\$30,845.00		\$1,483.20	\$1,483.20		\$1,483.20
Report Totals:		\$30,845.00	\$30,845.00		\$1,483.20	\$1,483.20		\$1,483.20

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Purpose:

This report is designed to help with local taxes that are all paid to the same authority. It will show you the resident vs. the non-resident tax amounts so that you can file your taxes correctly. It is also a helpful report to print out the summary of any other give tax pay run.

Parameters:

1. Tax Pay Run ID: Tax pay run id of the given run you wish to view.

Unemployment Correction Detail

Screen Shot:

Start Date01/01/2000End Date01/01/2018BranchABC, AppleI, Boxter, BrandNeDate FilterCheck DateUnemployment TypeSUTA

1 of 19100%FindNext

Unemployment Correction DetailSystem

System Level (Hierld 1)tempworkssoftware

Checks with a Check Date between 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'.

Employee	Check Number	Check ID	Correction / Original Record	Gross Wages	Pre Tax Adjustment	SUTA Wages	Amount Taxable	Amount Tax
EINC: 582 Optimus Prime								
FEIN: 564874645								
ALSUTA				Employer ID: 123423		Wage Limit: \$8,000.00	Current Tax Rate: 2.7000%	
Dourgar, M2000	205890	4294968112	Original	\$385.00	\$0.00	\$385.00	\$385.00	\$0.00
Dourgar, M2000	205890	4294968112	Correction	\$0.00	\$0.00	\$0.00	\$0.00	\$11.55
Dourgar, M2001	205891	4294968113	Original	\$490.00	\$0.00	\$490.00	\$490.00	\$0.00
Dourgar, M2001	205891	4294968113	Correction	\$0.00	\$0.00	\$0.00	\$0.00	\$14.70
Dourgar, M2002	205892	4294968114	Original	\$1,015.00	\$0.00	\$1,015.00	\$1,015.00	\$0.00
Dourgar, M2002	205892	4294968114	Correction	\$0.00	\$0.00	\$0.00	\$0.00	\$30.45

Purpose:

This report is designed to show you the detail of the corrections done to the unemployment calculated on each check. The main reason for a correction is, due to a rate change in your unemployment rates that is effective for the entire year and you receive the notice after the 1st of that year. Report will only show checks that have had a correction done on them. Does not show all checks for the given date range.

Parameters:

- 2. Start Date: Starting date of your desired date range
- 3. End Date: Ending date of your desired date range
- 4. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
- 5. Branch: A drop down list of all branches in the user’s current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
- 6. Unemployment Type: Allows you to choose if you want to view your State or Federal Unemployment.

Unemployment Summary

Screen Shot:

Start Date: 01/01/2000 End Date: 04/01/2011
Branch: ABC, AppleI, Boxter, BrandNe Date Filter: Check Date
Unemployment Type: Federal

Unemployment Summary
System Level (HierId 1) tempworks software

Taxes for checks with Check Date from 1/1/2000 through 4/1/2011, showing active tax rates and limits as of 4/1/2011, from the following selected branches: '(All Branches Selected)'.

Quarter	Quarterly Wages	Pre Tax Adj	FUTA Wages	Amount Taxable	Excess Wages	Amount Tax
EINC: 0 High Tech Staffing L						
FEIN: 021212212						
Federal Unemployment				Wage Limit: \$7,000.00		Tax Rate: 0.8000%
4 Quarter 2010	\$350,090.00	\$0.00	\$350,090.00	\$7,090.00	\$343,000.00	\$56.72
1 Quarter 2011	\$8,049.40	\$0.00	\$8,049.40	\$8,049.40	\$0.00	\$64.39
2 Quarter 2011	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$8.00
n/a Total	\$359,139.40	\$0.00	\$359,139.40	\$16,139.40	\$343,000.00	\$129.11
FL FUTA Credit Reduction				Wage Limit: \$7,000.00		Tax Rate: 0.3000%
1 Quarter 2011	\$280.00	\$0.00	\$280.00	\$280.00	\$0.00	\$0.84
FL Total	\$280.00	\$0.00	\$280.00	\$280.00	\$0.00	\$0.84

Purpose:

This report is designed specifically for you to use to file your quarterly unemployment returns. To fill out the wage detail worksheets use our Unemployment Tax report. The wage limit and tax rate are the ones in the system that are active as of the entered End Date parameter.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Unemployment Type: Allows you to choose if you want to view your State or Federal Unemployment.

Unemployment Wage Detail

Screen Shot:

Tax State	SSN	Employee	Gross Wages	Pre Tax Adjustment	FUTA Wages	Amount Taxable	Excess Wages	Amount Tax
EINC: 0 High Tech Staffing L								
FEIN: 021212212								
FLFUTA						Wage Limit: \$7,000.00		Tax Rate: 0.3000%
FLFUTA	456-78-4561	Abotina, Susie	\$1,480.00	\$0.00	\$1,480.00	\$1,480.00	\$0.00	\$4.44
FLFUTA	546-58-3215	zzVanDeWalker, zzKorey D	\$864.00	\$0.00	\$864.00	\$864.00	\$0.00	\$2.59
FLFUTA Totals:			\$2,344.00	\$0.00	\$2,344.00	\$2,344.00	\$0.00	\$7.03
FUTA						Wage Limit: \$7,000.00		Tax Rate: 0.8000%
FUTA	456-78-4561	Abotina, Susie	\$1,480.00	\$0.00	\$1,480.00	\$1,480.00	\$0.00	\$11.84
FUTA	545-55-5565	Alabama, Nick A	\$1,360.00	\$0.00	\$1,360.00	\$1,360.00	\$0.00	\$10.88
FUTA	332-45-6847	Anderson, Eric	\$180.00	\$0.00	\$180.00	\$180.00	\$0.00	\$1.44
FUTA	277-82-6481	Arcie, Karie Lynn	\$160.00	\$0.00	\$160.00	\$160.00	\$0.00	\$1.28
FUTA	546-51-2321	Arkansas, Jodi	\$880.00	\$0.00	\$880.00	\$880.00	\$0.00	\$7.04
FUTA	156-81-5896	Atkins, Miranda	\$350,150.00	\$0.00	\$350,150.00	\$7,150.00	\$343,000.00	\$57.20
FUTA	389-64-8936	Baudelaire, Charles	\$190.00	\$0.00	\$190.00	\$190.00	\$0.00	\$1.52

Purpose:

This report is designed specifically to be used to fill out the wage detail portions of your unemployment returns. This should be used in conjunction with our Unemployment Summary report. The wage limit and tax rate are the ones in the system that are active as of the entered End Date parameter. At the end of the report there is a break out of how many employees worked on the 12th day of the 1st, 2nd and 3rd months of the quarter. This can be used for filling out your unemployment returns.

Parameters:

7. Start Date: Starting date of your desired date range
8. End Date: Ending date of your desired date range
9. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
10. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
11. Unemployment Type: Allows you to choose if you want to view your State or Federal Unemployment.

Time & Pay

ACH Verification

Screen Shot:

Employee ID	Emp Name	Check Date	Date ACH Gen	Check Number	Check Amount
5759	Aardson, Steve	8/15/2011		20254	\$45.24
		8/15/2011		20254	\$123.00
		8/15/2011		20254	\$18.69
		5/17/2012		208060	\$0.00
		5/17/2012		208060	\$0.00
		5/22/2012		208091	\$0.00
		5/22/2012		208091	\$0.00
		8/30/2012		208143	\$0.00
		8/30/2012		208143	\$0.00
		10/23/2012	10/30/2012	685	\$0.00
10/23/2012	10/30/2012	685	\$0.00		
					\$186.93

Purpose:

To verify that all processed checks that are setup for direct deposit have been pulled into an ACH file. The report only shows checks that are setup to be sent through direct deposit. Live checks will not show in this report. This report also encompasses the secondary direct deposit amounts that are setup in the Adjustment area. The date range is on the date of when the ACH file was generated. Checks that have been pulled into an ACH file that were generated between that date range or checks that have not been pulled into an ACH file will show on this report. All checks that have not been put into an ACH file will show in red.

Parameters:

1. Start Date: Starting ACH File Generation Date of your desired date range.
2. End Date: Ending ACH File Generation Date of your desired date range.
3. Bank ID: Drop down list of bank accounts setup in the system.

Adjustment Frequency

Screen Shot:

Adjustment Frequency

High Tech Staffing

Entity Level (HierId 2)

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Active assignments where the employee's adjustment frequency does not match the pay period frequency on the order.

Aident	Employee Name	ItemID	OrderID	Adjustment Name	Employee Adjustment Frequency	Order Pay Periods
25830		4294969886	4294969575			
12861		4301251407	4294971519			
12861		4301251407	4294971519			

page 1 of 1

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Purpose:

This report is designed to show you all employees that have an adjustment frequency that does not match their pay frequency on the order that they are assigned to. This is used as an audit prior to payroll to ensure that the employee’s adjustment frequency matches the order pay frequency.

Parameters:

None

Arrears Register

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch: ABC, AppleI, Boxter, BrandNe Show Zero Balance: Show All

Group By: Branch

Arrears Register

System System Level (HierId 1)

Arrears transaction history that was occurred for weekend dates Sundays between 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'.

Emp Name	Adj Name	Check Number	Check Id	Sunday Of Weekend Date	Amount
Branch: Memphis NE					
Alabama, Nick A	Levy: Federal Levy on Wages	207438	4294969670	1/23/2011	\$20.00
Arrear Balance					\$20.00
Branch: Memphis NE Total					\$20.00
Report Totals					\$20.00

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Purpose:

This report is designed for you to see the adjustments that have an arrear attached to them and to find out how much you have outstanding in arrears.

Parameters:

1. Start Date: Starting Sunday Of Weekend Date of your desired date range.
2. End Date: Ending Sunday Of Weekend Date of your desired date range.
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Show Zero Balance: A drop down that allows you to determine if you want to see arrears with zero \$ balance. Has the following options:
 - a. Show All
 - b. Show Zero Balance Only
 - c. Do Not Show Zero Balance
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch
 - b. Employee
 - c. Adjustment

Authority Check Detail

Screen Shot:

Start Date: 1/1/2011 End Date: 1/1/2018
Payroll Run Id: Date Filter: Check Date
Authority Name: Authority Check Number:

Authority Check Detail
High Tech Staffing Entity Level (HierId 2)
Authority check detail for authority checks with a Check Date between 1/1/2011 and 1/1/2018.

Employee	SSN	Case #	Employee Check #	Employee Check Date	Amount
Gavin County					
58384 G St. Eagan, MN 55121					
High Tech Staffing FEIN: 021212212					
Authority Check Number: 18 Check Date 3/17/2011					
Marshall, Mathew	390-11-2223	10-000	15	3/3/2011	\$96.50
Total for check number: 18					\$96.50
Total for High Tech Staffing					\$96.50
Total for Gavin County					\$96.50

page 2 of 2 generated 3/17/2011 12:49:33 PM by TEMPWORKS\jaredg

Purpose:

This report allows you to view the details that went into each check sent to each authority. The report will print off each authority on a separate page so it can be used to be sent into the authority along with the check, in case you do not print off the detail with the check during the payroll run. This report is also very useful for going back and seeing how much was withheld from the employees check and from which check in came from in the case where an authority sends payment back to you or is questioning a payment. This report acts as a check register for authority checks.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the authority check
 - b. Weekend Bill of the authority check
4. Payroll Run Id: Filters for the payroll run that they authority check was processed in.
5. Authority Name: Filters for checks with the specified authority name
6. Authority Check Number: Filters for a specific authority check number

Authority Garnishment

Screen Shot:

Employee Name	SSN	Case Number	Check Number	Weekend Bill	Amount
Another Test 123 St New Cityz, AL 55454 Authority ID:5					
(no grouping)					
Hodges, Tosheba	394-83-9483	1263465	207455	1/23/2011	\$50.00
Hodges, Tosheba	394-83-9483	1263465	207456	1/23/2011	\$50.00
Bradley, Sherrie A. A.	444-44-4444	456456	207430	1/23/2011	\$500.00
Bradley, Sherrie A. A.	444-44-4444	456456	207430	1/23/2011	\$500.00
Bradley, Sherrie A. A.	444-44-4444	456456	207431	1/23/2011	\$500.00
(no grouping) Totals					\$1,600.00
Authority Totals					\$1,600.00
BadaBing Pilot's Knob Rd Eagan, MN 55123 Authority ID:29					
(no grouping)					
Abotina, Susie	456-78-4561	123456	207440	1/23/2011	\$55.00
(no grouping) Totals					\$55.00
Authority Totals					\$55.00

Purpose:

This report allows you to view all adjustments withheld from employee checks that are setup to be paid out to an Authority. It is a good report to balance against your Authority Check Detail report to see what adjustments that were withheld that still need to be paid out.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Primary Group By: A list of different fields to group the data into on the report. Has the following options:

-
- a. (no grouping)
 - b. Branch
 - c. Date Filter
 - d. Employee
 - e. Authority
 - f. Authority Type
6. Secondary Group By: A list of different fields to group the data into on the report. Has the following options:
- a. (no grouping)
 - b. Branch
 - c. Date Filter
 - d. Employee
 - e. Authority
 - f. Authority Type

Check Register

Screen Shot:

Employee	ePay	Chk Id	Check #	Check Date	Gross	Taxes	Adjustments	Net
Authority Checks								
Cooper, B W		429496968 4	20186	5/6/2011	\$69.00	\$3.90	\$0.00	\$65.10
Cooper, B W		429496969 2	20193	5/9/2011	\$632.50	\$134.88	\$0.00	\$497.62
Kluver, Laura	E	429496968 5	20187	5/6/2011	\$32.62	\$1.84	\$0.00	\$30.78
Branch Totals:		3 checks			\$734.12	\$140.62	\$0.00	\$593.50

Purpose:

Allows you to view a list of employees, vendors and contractors checks processed in the system.

If there is an E in the ePay column this indicates that this check is flagged to be deposited via direct deposit.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the check
 - b. Weekend Bill of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 - a. **NOTE:** Since one check can have multiple timecards/transactions associated with it, the branch on this report, that the check is associated to, is only one of the possible multiple branches from the timecards. This may cause report balancing discrepancies when comparing with transactional reports such as the Employee Transaction and Management reports.
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch

-
- b. Check Date of the check
 - c. Electronic Pay
 - d. Payroll Run
6. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
- a. Employee Name
 - b. Check ID
 - c. Check Number
 - d. Check Date of the check
 - e. Gross of the check
 - f. Taxes of the check
 - g. Adjustments of the check
 - h. Net of the check

Check Sign Off

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch Name: CardiffUK, Memphis CA, Me Date Criteria Type: Check Date

Customer Name:

1 of 10 100% Find | Next

Check Sign-In Report

High Tech Staffing Entity Level (Hierid 2) tempworks software

Aident	Employee Name	Check Date	Check Number	Check Delivery	Weekend Bill	Signature Line
Branch Name: Memphis NE						
5412	Abbott, sam J	1/25/2011	25114	T !EPay! A#Mail#	1/9/2011	
5022	Abron, Jill	2/18/2011	25123	T #Mail#	1/9/2011	
5023	Acosta, Davis A	1/11/2011	24757	T #Mail#	1/2/2011	
5024	Adams, Cindy	1/11/2011	24758	T !EPay! C#Mail#	1/2/2011	
5026	Alabama, Morgan	1/11/2011	24759	T !EPay! T#Mail#	1/2/2011	
5030	Anderson, John	1/11/2011	24763	T #Mail#	1/2/2011	

Purpose:

Is used for when employees come in and pick up their checks in the branch offices. The report has a page break between each branch.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of the check
 - b. Weekend Bill of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 - a. **NOTE:** Since one check can have multiple timecards/transactions associated with it, the branch on this report, that the check is associated to, is only one of the possible multiple branches from the timecards. This may cause report balancing discrepancies when comparing with transactional reports such as the Employee Transaction and Management reports.
5. Customer Filter: The customer name on the check
 - a. **NOTE:** Since one check can have multiple timecards/transactions associated with it, the customer on this report, that the check is associated to, is only one of the possible multiple customers from the timecards.

Current Timecards

Screen Shot:

BranchesCanada 2, Canada Test, Can

Customer Name

Hours TypeShow All Hours

Employee Name

1 of 50100%Find | Next

Current Timecards

High Tech Staffing

Entity Level (Hierid 2)

tempworks[™] software

Timecards in the current open week

Employee Name	Assignment ID	RHours	OHours	DHours	THours	Pay Rate	OT Pay Rate	Bill Rate	OT Bill Rate	Units	Units Pay Rate	Units Bill Rate	Salary	Pay Adj	Bill Adj	Gross	Total Bill
Branch: Canada 2																	
MeyerTest, John Ben	4301322681	0.00	0.00	0.00	0.00	\$50.00	\$50.00	\$51.00	\$51.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee ID: 4294983473		Job Title: Psychio		Customer Name: Puerto Rico Test		Start Date: 1/31/2014		Check Number:									
SSN: xxx-xx-1563		Branch Name: Canada 2		Customer ID: 4294999844		End Date:		Invoice Number:									
MeyerTest13, John	4301322699	0.00	0.00	0.00	0.00	\$50.00	\$50.00	\$51.00	\$51.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee ID: 4295003809		Job Title: Psychio		Customer Name: Puerto Rico Test		Start Date: 2/4/2014		Check Number:									
SSN: xxx-xx-8998		Branch Name: Canada 2		Customer ID: 4294999844		End Date:		Invoice Number:									
MeyerTest14, John	4301322690	0.00	0.00	0.00	0.00	\$50.00	\$50.00	\$51.00	\$51.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee ID: 4295004028		Job Title: Psychio		Customer Name: Puerto Rico Test		Start Date: 2/3/2014		Check Number:									
SSN: xxx-xx-5509		Branch Name: Canada 2		Customer ID: 4294999844		End Date:		Invoice Number:									
MeyerTest15, John	4301322691	0.00	0.00	0.00	0.00	\$50.00	\$50.00	\$51.00	\$51.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee ID: 4295004129		Job Title: Psychio		Customer Name: Puerto Rico Test		Start Date: 2/3/2014		Check Number:									
SSN: xxx-xx-2815		Branch Name: Canada 2		Customer ID: 4294999844		End Date:		Invoice Number:									
MeyerTest3, John	4301322682	0.00	0.00	0.00	0.00	\$50.00	\$50.00	\$51.00	\$51.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Employee ID: 4294983478		Job Title: Psychio		Customer Name: Puerto Rico Test		Start Date: 1/31/2014		Check Number:									
SSN: xxx-xx-8888		Branch Name: Canada 2		Customer ID: 4294999844		End Date:		Invoice Number:									

Purpose:

This report is designed to show you all of the information you have entered in on your current timecards. It pulls the same information shown in the timecard entry area. This is a good report for printing out your current timecard information to audit and double check before sending it to be processed through payroll.

Parameters:

1. Branches: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Hours Type: A drop down list of different filtering options on the hour to allow you to view different types of hours. Is a multi-value parameter so you can select all hour types, just one specific hour type or any combination of different hour types in the list.
 - a. Show All Hours
 - b. Do not Show Zero Hour
 - c. Show Zero Hours Only
 - d. Show Payable Hours Only
 - e. Show Billable Hours Only
 - f. Show Pay Only Hours – Hours that were only paid with no billing on the transaction

-
- g. Show Bill Only Hours – Hours that were only billed with no payable information on the transaction
 - 3. Customer Name: Allows you to filter for a specified customer name.
 - 4. Employee Name: Allows you to filter for a specified employee name.

Direct Deposit Register

Screen Shot:

Employee	Chk Id	Check #	Check Date	Bank	Chk or Sav	Account	Amount
Memphis NE							
Aardson, Steve	429497046 1	203998	5/7/2012	STILLWATER NATL. BANK & TRUST CO.	Chk	42675200006429 49	\$297.13
Aardson, Steve	429497044 3	208041	5/7/2012		Chk		\$0.00
Aardson, Steve	429497044 3	208041	5/7/2012	(AFCU) ACADEMIC FEDERAL CREDIT UNION	Chk	134244323	\$0.00
Aardson, Steve	429497044	208044	5/7/2012		Chk		\$0.00

Purpose:

This report shows you all checks that are setup to be deposited via direct deposit and the amount that is supposed to be deposited. This report is a good report to use in conjunction with the ACH Verification report. The Ach Verifications report will show you the total amount that went to each account and this report will show you the breakdown of the checks that went into that amount.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill on the check
 - b. Check Date on the check
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Branch on the check
 - b. Check Date on the check
5. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
 - a. Employee Name on the check
 - b. Check Id on the check

-
- c. Check Number on the check
 - d. Check Date on the check
6. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Employee Accruals

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch: Memphis NorEast Date Filter: Check Date

Group By: Branch Accrual Type: Anniversary Accrual, Annua

Employee Filter: Abo Check ID:

1 of 1 100% Find | Next

Employee Accruals

High Tech Staffing Entity Level (Hierld 2)

Date range: 1/1/2000 through 1/1/2018 by Check Date, from the following selected branches: Memphis NorEast.

Employee	Employee ID	SSN	Check ID	Check Number	Check Date	Accrual	Amount
Memphis NorEast							
Abotina, Susie	13142	xxx-xx-0512				Hourly	35.00
Abotina, Susie	13142	xxx-xx-0512	429501052	252231066	5/5/2014	Hourly	2.00
1 accrual							37.00
Report Totals							37.00

NOTE: If the Check ID, Check Number and Check Date fields are blank, this means that the accrual was manually adjusted by a rep for the given amount. The branch on this report is the branch the employee record is located in.

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Purpose:

This report allows you to view all accruals calculated on an employee's check. Is a great report to see the total amount of accruals outstanding for your company.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of check
 - b. Weekend Bill of check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Accrual Type

-
- b. Branch on the check
 - c. Check Date on the check
 - d. Check Number on the check
 - e. Employee Name on the check
6. Employee Filter: Filters on the employee's name
 7. Accrual Type: A drop down list of all accrual types. Is a multi-value parameter so they can select all accrual type, just one accrual type or any combination of different accrual types.
 8. Check ID: Filters for a specific check id.

Employee Adjustments

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018 View Report

Branch: Canada 2, Canada Test, Can Date Filter: Check Date

Group By: Branch Employee Filter:

Adjustment Type: 401k: 401(k) Retirement Plan Check ID:

1 of 29 100% Find Next

Employee Adjustments

High Tech Staffing Entity Level (Herd 2) tempworks software

A list of the following adjustments withheld from employee checks with a CheckDate between 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'.

Employee	Employee ID	SSN	Check ID	Check Number	Check Date	Adjustment	Amount	Benefit Amount
CardiffUK								
Adjuster, Corey	4294972266	xxx-xx-5485	4295010435	208048	3/18/2014	Mileage: Mileage Reimbursement	\$10.00	\$0.00
Kong, Diddy	4294971685	xxx-xx-8123	4294970701	208150	2/6/2013	Parking: Parking Reimbursement	(\$60.00)	\$0.00

Purpose:

This report allows you to view all adjustments withheld from an employee's check.

Parameters:

10. Start Date: Starting date of your desired date range
11. End Date: Ending date of your desired date range
12. Date Filter: A drop down determining what field your date range filters on.
 - a. Check Date of check
 - b. Weekend Bill of check
13. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
14. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. Adjustment
 - b. Branch on the check
 - c. Check Date on the check
 - d. Check Number on the check
 - e. Employee Name on the check
15. Employee Filter: Filters on the employee's name
16. Adjustment Type: A drop down list of all adjustment types. Is a multi-value parameter so they can select all adjustment type, just one adjustment type or any combination of different adjustment types.
17. Check ID: Filters for a specific check id.

Employee Hours

Screen Shot:

Start Date: 10/1/2013 End Date: 12/31/2013 View Report

Branch: Canada 2, Canada Test, Can Date Filter: Weekend Bill

Hours Type: Show All Hours Hide Rates: ☐ True ☒ False

Customer Filter: Employee ID:

1 of 233 100% Find | Next

Employee Hours

High Tech Staffing Entity Level (Hierid 2)

Employee hours on timecards with Weekend Bill between 10/1/2013 and 12/31/2013, from the following selected branches: 'Memphis SE, Memphis CA, CardiffUK, Memphis NW, Memphis SW, Canada 2, Canada Test, Memphis'.

Employee	Employee ID	SSN	Pay Code	RHours	OHours	DHours	THours	Pay Rate	Bill Rate	Weekend Bill
Memphis SE										
777956	ACME Auto Parts	Primary								
Acoff, Fidel	24318	xxx-xx-0295	Reg	40.00	0.00	0.00	40.00	\$7.50	\$13.99	11/10/2013
Acosta, Davis A	5023	xxx-xx-9657	Reg	40.00	0.00	0.00	40.00	\$12.00	\$22.00	11/10/2013
Acosta, Marlin	17407	xxx-xx-5693	Reg	40.00	0.00	0.00	40.00	\$13.88	\$17.21	11/10/2013
Acosta, Marlin	17407	xxx-xx-5693	Reg	40.00	0.00	0.00	40.00	\$13.50	\$18.75	11/10/2013
Acosta, Ofelia Hinjosa	20475	xxx-xx-1169	Reg	40.00	0.00	0.00	40.00	\$17.20	\$31.58	11/10/2013
Acosta, Richard	19636	xxx-xx-0129	Reg	40.00	0.00	0.00	40.00	\$9.32	\$14.21	11/10/2013
Acosta-Soto, Jofree	22922	xxx-xx-7998	Reg	40.00	0.00	0.00	40.00	\$11.41	\$21.33	11/10/2013
Action, Laubach Literacy	12748	xxx-xx-0002	Reg	40.00	0.00	0.00	40.00	\$12.00	\$22.00	11/10/2013
Adade, JOSHUA	24905	xxx-xx-1783	Reg	40.00	0.00	0.00	40.00	\$7.50	\$13.99	11/10/2013
Adame, Rafael	17390	xxx-xx-5676	Reg	40.00	0.00	0.00	40.00	\$13.50	\$18.75	11/10/2013

Purpose:

This report allows you to view the details of the hours entered for each employee. It groups by branch and then customer. This is a great report for auditing total hours at a customer, total hours for an employee to see if they are qualified for benefits or employees that have reach the customer's hour limits. If you wish to send this report off to a customer you can set the Hide Rates parameter to True and then they cannot see your markup.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the transaction
 - b. Weekend Date of the transaction
 - c. Check Date of the transaction
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

-
5. Hours Type: A drop down list of different filtering options on the hour to allow you to view different types of hours. Is a multi-value parameter so you can select all hour types, just one specific hour type or any combination of different hour types in the list.
 - a. Show All Hours
 - b. Do not Show Zero Hour
 - c. Show Zero Hours Only
 - d. Show Payable Hours Only
 - e. Show Billable Hours Only
 - f. Show Pay Only Hours – Hours that were only paid with no billing on the transaction
 - g. Show Bill Only Hours – Hours that were only billed with no payable information on the transaction
 6. Hide Rates: This will toggle on and off the visibility of the Pay Rate and Bill Rate columns. This is so that you can either send this report to an employee or customer without them seeing the mark up.
 7. Current
 8. Employee ID: Allows you to filter for a specified employee id.

Employee Hours Range

Screen Shot:

Start Date: 10/1/2013 End Date: 12/31/2013 View Report

Hours Range Start: 0.00 Hours Range End: 1000000000.00

Hours Range Type: Total Hours Date Filter: Weekend Bill

Hours Type: Show All Hours Branch: Canada 2, Canada Test, Car

Pay Code: AP - Accounts payable, Aut Group By: Employee

Customer Filter: Employee Filter:

1 of 596 100% Find Next

Employee Hours Range

High Tech Staffing Entity Level (Hierid 2)

Timecards with Weekend Bill between 10/1/2013 and 12/31/2013 for Employee with Total Hours between 0.00 and 1000000000.00, from the following selected branches: (All Branches Selected).

Employee	Employee ID	Customer Name	Department Name	Pay Code	RHours	OHours	DHours	THours	Weekend Bill
Bartel, Glen	ID:4294972301								
Bartel, Glen	4294972301	ACME Auto Parts	Primary	Reg	40.00	0.00	0.00	40.00	11/10/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Reg	0.00	0.00	0.00	0.00	10/27/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Reg	0.00	0.00	0.00	0.00	10/27/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Reg	0.00	0.00	0.00	0.00	10/27/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Reg	12.00	0.00	0.00	12.00	11/3/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Reg	6.00	0.00	0.00	6.00	11/3/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Retro	23.00	0.00	0.00	23.00	11/3/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Retro	15.00	0.00	0.00	15.00	11/3/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Reg	40.00	0.00	0.00	40.00	11/10/2013
Bartel, Glen	4294972301	Creative Solutions	Primary	Reg	40.00	5.00	0.00	45.00	12/8/2013
Bartel, Glen ID:4294972301 Totals:					176.00	5.00	0.00	181.00	
Grundy, Avery E	ID:4295003780								
Grundy, Avery E	4295003780	ACME Auto Parts	Primary	Reg	40.00	0.00	0.00	40.00	11/10/2013
Grundy, Avery E ID:4295003780 Totals:					40.00	0.00	0.00	40.00	

Purpose:

This report allows you to view the details of the hours entered for each employee that has a sum of hours between the specified hours range. This is a great report for finding employees who have over or under a certain hour limit for one customer or to find employees that have enough hours to be qualified for benefits. If you wish to send this report off to a customer you can set the Hide Rates parameter to True and then they cannot see your markup.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the transaction
 - b. Weekend Date of the transaction
 - c. Check Date of the transaction

-
4. Hours Range Start: Starting value of your hour range that you want to filter for.
 5. Hours Range End: Starting value of your hour range that you want to filter for.
 6. Hour Range Type: A drop down determining what types of hours you want your Hours Range to filter on.
 - a. Total Hours
 - b. Regular Hours
 - c. Overtime Hours
 - d. Double Time Hours
 7. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
 8. Hours Type: A drop down list of different filtering options on the hour to allow you to view different types of hours. Is a multi-value parameter so you can select all hour types, just one specific hour type or any combination of different hour types in the list.
 - a. Show All Hours
 - b. Do not Show Zero Hour
 - c. Show Zero Hours Only
 - d. Show Payable Hours Only
 - e. Show Billable Hours Only
 - f. Show Pay Only Hours – Hours that were only paid with no billing on the transaction
 - g. Show Bill Only Hours – Hours that were only billed with no payable information on the transaction
 9. Hide Rates: This will toggle on and off the visibility of the Pay Rate and Bill Rate columns. This is so that you can either send this report to an employee or customer without them seeing the mark up.
 10. Customer Filter: Allows you to filter for a specified customer name.
 11. Employee ID: Allows you to filter for a specified employee id.

Employee Transaction Report

Screen Shot:

Start Date: 1/1/2000 End Date: 4/1/2011

Customer Name: Hide Bill: ☐ True ☒ False

Invoice Number: Employee ID:

Employee Transaction Report

System Level (Hierid 1) tempworks software

For transactions between weekend bill dates 1/1/2000 and 4/1/2011

W/E Date	W/E Bill	Date Worked	Customer Name	Cust ID	Job Title	Pay Code	Pay Rate	Adj Net	Bill Adj	Reg Hrs	OT Hrs	DT Hrs	Gross	CCost	Bill Rate	Total Bill	Inv #
2nd Staffing, 2nd Staffing SSN: 123-55-2498 Employee ID: 5820																	
1/23/2011	2/20/2011	3/13/2011	Jimmy's Pizza	778958	Applicant Response Specialist	Reg	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$15.00	\$25.00	\$24.50	43186
1/23/2011	2/20/2011	3/13/2011	Jimmy's Pizza	778958	Applicant Response Specialist	Reg	\$0.00	\$0.00	\$0.00	10.00	0.00	0.00	\$0.00	\$245.00	\$25.00	\$269.50	5553654
1/23/2011	2/20/2011	3/13/2011	Jimmy's Pizza	778958	Applicant Response Specialist	Reg	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	\$0.00	\$15.00	\$25.00	\$24.50	43186
1/23/2011	2/20/2011	3/13/2011	Jimmy's Pizza	778958	Applicant Response Specialist	Reg	\$0.00	\$0.00	\$0.00	10.00	0.00	0.00	\$0.00	\$245.00	\$25.00	\$269.50	5553654
2nd Staffing, 2nd Staffing Totals:								\$0.00	\$0.00	20.00	0.00	0.00	\$0.00	\$520.00		\$588.00	

Purpose:

This report shows the details of an employee's timecards/transactions. It is designed to allow you to filter for one specific employee and be able to print it off and give to them if they want or need a record of their transactions. You can do this by setting the Hide Bill parameter to True so that they do not see their markup. This report is also designed to allow you to view the transaction detail that went into a specific invoice. The invoice register report links to this report for each invoice.

Parameters:

1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Customer Name: Allows you to filter transactions for a specific customer
4. Hide Bill: Allows you to hide all of the bill information in order to give this as a print out to your employee
5. Invoice Number: Filters for a specific invoice.
6. Employee ID: Filters for a specific Employee ID.

Employee Wage Statement

Screen Shot:

Start Date	01/01/2000	End Date	01/01/2018
Employee ID			

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100%

Find | Next

Employee Wage Statement

System

System Level (Hierid 1)

tempworks[™] software

For checks issued between 1/1/2000 and 1/1/2018

Chk Id	Check #	Weekend	Check Date	Reg Hrs	OT Hrs	DT Hrs	Gross	Taxes	Adjustments	Misc Pay	Net
Nottestad, M1				SSN: XXX-XX-3786		Employee ID: 4294967381					
4294967312	205090	11/7/2010	7/23/2010	31.00	0.00	0.00	\$868.00	\$167.73	\$0.00	\$0.00	\$700.27
4294967712	205490	11/7/2010	12/23/2010	35.00	0.00	0.00	\$945.00	\$188.43	\$0.00	\$0.00	\$756.57
4294968433	206211	11/7/2010	12/23/2010	35.00	0.00	0.00	\$945.00	\$188.43	\$0.00	\$0.00	\$756.57
4294968832	206610	11/7/2010	12/23/2010	39.00	0.00	0.00	\$780.00	\$144.05	\$0.00	\$0.00	\$635.95
4294969232	207010	11/7/2010	12/23/2010	10.00	0.00	0.00	\$100.00	\$8.16	\$0.00	\$0.00	\$91.84
Employee Totals:				150	0	0	\$3,638.00	\$696.80	\$0.00	\$0.00	\$2,941.20
Nottestad, M2				SSN: XXX-XX-3787		Employee ID: 4294967382					
4294967313	205201	11/7/2010	7/23/2010	31.00	0.00	0.00	\$589.00	\$92.67	\$0.00	\$0.00	\$496.33
4294967713	205601	11/7/2010	12/23/2010	35.00	0.00	0.00	\$1,050.00	\$216.68	\$0.00	\$0.00	\$833.32
4294968434	206321	11/7/2010	12/23/2010	35.00	0.00	0.00	\$665.00	\$113.11	\$0.00	\$0.00	\$551.89
4294968833	206721	11/7/2010	12/23/2010	39.00	0.00	0.00	\$741.00	\$133.55	\$0.00	\$0.00	\$607.45
4294969233	207121	11/7/2010	12/23/2010	10.00	0.00	0.00	\$230.00	\$22.38	\$0.00	\$0.00	\$207.62
Employee Totals:				150	0	0	\$3,275.00	\$578.39	\$0.00	\$0.00	\$2,696.61

Purpose:

This report was originally designed to only be run from the employee reports option, however it is now part of the standard reports. It is designed to show a check history for a given employee. If you click on one of the individual Taxes or Adjustment amounts you will be taken to the detail of those amounts.

Parameters:

1. Start Date: Starting check date of your desired date range
2. End Date: Ending check date of your desired date range
3. Employee ID: Filter for a specific employee

Missing Authority

Screen Shot:

Adjustment Type: AuthAdj: System level Adjustm Branch: Canada 2, Canada Test, Cardi

1 of 1 100% Find | Next

Missing Authority Entity Level (Hierid 2) tempworks software

High Tech Staffing

Employee adjustments that are missing an authority on the adjustment setup for the following adjustments: AuthAdj: System level Adjustment used for Authority Pay Balance, BenefitExp: , ChildSupt1: CHILD SUPPORT 1, ChildSupt2: CHILD SUPPORT 2, ChildSupt3: CHILD SUPPORT 3, from the following selected branches: '(All Branches Selected)'.

Employee	Employee ID	Branch Name	Adj Name	Active Adjustment?
Bigint,Kial	4294969520	Memphis SE	AuthAdj	Yes
Frodowald,Eric	13111	Memphis SE	AuthAdj	Yes

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Purpose:

This report is designed to show you adjustments setup on employees that do not have an authority linked to them. It is best practice to only select the adjustment types that need an authority setup on them in order to limit the number of false positive results that come back in the report.

Parameters:

1. Adjustment Type: A drop down list of all adjustment types. Is a multi-value parameter so they can select all adjustment type, just one adjustment type or any combination of different adjustment types.
2. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Missing Timecards

Screen Shot:

Branch: ABC, AppleI, Boxter, BrandNei
Filter by Customer:
Filter by Rep:
GroupBy: Customer
Filter by Employee:

1 of 7 | 100% | Find | Next

Missing Timecards

System Level (Hierld 1)

All employees that have a timecard created in the system but do not have any hours entered in on that system timecard, grouped by Customer, from the following selected branches: '(All Branches Selected)'.

Customer	Employee	SSN	Job Title	Asg Start	Asg End	Last Paid	Rep
zzTestJason							
zzTestJason	Arkansas, Jodi	546-51-2321	Unknown	8/1/2010		4/4/2011	jason
zzTestJasonTotals				1 timecard			
Crom Equipment							
Crom Equipment	Cole, David Andrew	086-85-8216	Forklift	3/1/2006			greggd
Crom Equipment	Anderson, Jessica	321-54-6987	Account Analyst	2/5/2011	2/5/2011	5/19/2011	aramg
Crom Equipment	Jones, Matt	664-89-9898	Account Analyst	2/4/2011	2/4/2011		aramg
Crom Equipment	Jon, Barker Lance	675-75-7575	Account Analyst	2/4/2011	2/4/2011		aramg
Crom Equipment	Kozelek, Jordan Cecilia	277-84-5647	Account Analyst	2/4/2011	2/4/2011		aramg
Crom Equipment	Bailey, Brian John	435-44-6357	Account Analyst	2/4/2011	2/4/2011	4/25/2011	aramg
Crom Equipment	Amos, Tori H.	447-35-2718	Access Operator	2/4/2011	2/4/2011		aramg
Crom Equipment	Rawlings, Sam	389-64-8906	Account Analyst	2/4/2011	2/4/2011		aramg
Crom Equipment	test5, teas3	655-19-5195	Account Analyst	2/4/2011	2/4/2011		aramg

Purpose:

This report shows all timecards in the current week that do not have any hours entered on them yet. It is designed to show you which employees have not turned in their paper timecard or submitted their hours to you yet.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (none)
 - b. Customer
 - c. Rep
3. Filter by Customer: Allows you to specify a specific customer name on the timecard.
4. Filter by Employee: Allows you to specify a specific employee name on the timecard.
5. Filter by Rep: Allows you to specify a specific rep name on the timecard.

Outstanding Advance Bank Adjustments

Screen Shot:

Branch: Canada 2, Canada Test, Cardi									
1 of 1 100% Find Next									
Outstanding Advance Bank Adjustments									
High Tech Staffing									
Entity Level (Hierid 2) tempworks software									
Employees that have a balance left on their Advanced Bank adjustment, from the following branches: '(All Branches Selected)'.									
Employee ID	Last Name	First Name	Address	Address2	City	State	Zip	Staffing Specialist	Balance
Branch: Memphis NE									
5759	Aardson	Steve	598 Main St	389-64-8501	Saint Paul	MN	55121	jschachtele	\$1.00
5022	Abron	Jill	6701 Aldrich Avenue N		Brooklyn Center	MN	5543	mkramer	\$65.00
5050	Barnes	Stephen	785 Bunker Blvd		Beverly Hills	CA	90210	jschachtele	\$100.00
4294969448	Bullock	Jeanne	asdf	asdfasdf	Eagan	MN	55123	webcenteruser	(\$41.22)
12536	Devon	Deitrich	3140 Neil Armstrong Blvd	Apt. 209	Eagan	MN	5512	alisha	\$30.00
Memphis NE Totals:									\$154.78
Branch: Memphis SE									
15842	Bradley	Sherrie	Main Street 123		Somewhere	MN	55123	marlad	\$301.74
4294971953	Deposit	Doug			Apple Valley	MN	55124	korey	(\$1,330.28)
16206	Meade	Sheila	23086 Ahoy Lane		Abingdon	VA	24211	ntran	(\$114.77)
25830	Treener	Adam	5555 Major Circle		Davison	MI	48423	mkramer	\$404.18
12011	Wood	Jen	275 Lago Circle #201		West Melbourne	SD	32904	aaron	(\$216.21)
Memphis SE Totals:									(\$955.34)
Branch: CardiffUK									
16411	wow	Sal	123 Fake St		Somewhere	MN	55123	webcenteruser	(\$632.74)
CardiffUK Totals:									(\$632.74)
Report Totals:									(\$1,433.30)
Note: A positive balance amount, is the amount that is still owed to the employee. Negative balance amounts, are amounts that are still owed to the staffing company by the employee.									
page 1 of 1						generated 1/21/2013 4:06:39 PM by TEMPWORKS\Jaredg			

Purpose:

This report is designed to show you all employees that still have a balance left on their advance bank adjustment. Advance bank adjustments are adjustments that are setup by the system when reversing an employee's check due to a correction that was made to it. This is a great report to determine how much you still owe an employee or how much they still owe you.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.

Outstanding TimeClock Timecards

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018

Branch: Canada 2, Canada Test, Cardi Group By: Branch

Customer Id:

1 of 2 100% Find Next

Outstanding TimeClock Timecards

High Tech Staffing Entity Level (Hield 2) tempworks software

Outstanding TimeClock timecards between weekend dates 1/1/2000 to 1/1/2018 grouped by Branch for CustomerId: , from the following selected branches: '(All Branches Selected)'.

Week End Date	Customer Id	Customer Name	EmployeeId	Assignment ID	Employee	Job Title
CardiffUK						
4/8/2012	4294969395	Vandy Enterprises	4294972266	4301251467	Adjuster, Korey	Data Entry Specialist
4/8/2012	4294969430	Vandy Enterprises	4294972266	4301251511	Adjuster, Korey	Data Entry
4/15/2012	4294969430	Vandy Enterprises	4294972266	4301251511	Adjuster, Korey	Data Entry
4/15/2012	4294969395	Vandy Enterprises	4294972266	4301251467	Adjuster, Korey	Data Entry Specialist
4/22/2012	4294969395	Vandy Enterprises	4294972266	4301251467	Adjuster, Korey	Data Entry Specialist
4/22/2012	4294969430	Vandy Enterprises	4294972266	4301251511	Adjuster, Korey	Data Entry
4/29/2012	4294969430	Vandy Enterprises	4294972266	4301251511	Adjuster, Korey	Data Entry
4/29/2012	4294969395	Vandy Enterprises	4294972266	4301251467	Adjuster, Korey	Data Entry Specialist
5/6/2012	4294969395	Vandy Enterprises	4294972266	4301251467	Adjuster, Korey	Data Entry Specialist

Purpose:

This report is designed to show you all unapproved TimeClock timecards. This is a great report for pay clerks to run before running payroll to make sure all of the TimeClock timecards have been approved.

Parameters:

1. Start Date: Starting weekend date of your desired date range
2. End Date: Ending weekend date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Branch
 - c. Customer
 - d. Weekend Date
5. Customer ID: Allows you to specify a specific customer id.

Overtime Hours Audit

Screen Shot:

Start Date1/1/2000End Date1/1/2018BranchABC, AppleI, Boxter, BrandNeHours TypeCalculated OT <> Actual OTEmployee NameOT Plan OverrideUse Assignment OT Plan

1 of 6100%FindNext

Overtime Hours AuditSystem

System Level (Hierid 1)tempworks software

Timecards with a weekend date between 1/1/2000 and 1/1/2018 using the Use Assignment OT Plan over time plan, from the following branches: "

Employee Name	Employee ID	Actual Reg Hours	Actual OTHours	Actual DTHours	Actual Total Hours	Calculated Reg Hours	Calculated OT Hours	Calculated DT Hours	Calculated Total Hours	Weighted OT Payrate	Max Pay Rate	Max Bill Rate
EINC: -80349												
Weekend Date: 5/22/2011												
	4294971774	78.00	8.00	0.00	86.00	40.00	46.00	0.00	86.00	\$30.00	\$20.00	\$35.00
Pay Code's: Reg, Customer's: MDTestIPWiz - Primary,												
	4294971775	78.00	8.00	0.00	86.00	40.00	46.00	0.00	86.00	\$30.00	\$20.00	\$35.00
Pay Code's: Reg, Customer's: MDTestIPWiz - Primary,												
Weekend Date 5/22/2011 Totals:		156.00	16.00	0.00	172.00	80.00	92.00	0.00	172.00			
Einc -80349 Totals:		156.00	16.00	0.00	172.00	80.00	92.00	0.00	172.00			

Purpose:

This report is designed to show you how much overtime to pay an employee across multiple assignments. The Weighted OT Pay Rate is the sum of each individual timecard’s total hours times it regular pay rate, then divided by the total hours for that employee for that weekend date. (SUM(Totalhours * RegRate)/Sum(Totalhours)) * weighted OT factor (ot factor is typically 1.5) . This weighted rate will give you the rate needed to pay the employee.

This is also a great report to use for ensuring that you are paying/paid your employees the proper amount of overtime.

Parameters:

- 1. Start Date: Starting weekend date of your desired date range
- 2. End Date: Ending weekend date of your desired date range
- 3. Branch: A drop down list of all branches in the user’s current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
- 4. Hours Type: A drop down list of different filtering options on the hour to allow you to view different types of hours. Is a multi-value parameter so you can select all hour types, just one specific hour type or any combination of different hour types in the list.
 - a. Show All Hours

-
- b. Do not Show Zero Hour
 - c. Show Zero Hours Only
 - d. Show Payable Hours Only
 - e. Show Billable Hours Only
 - f. Show Pay Only Hours – Hours that were only paid with no billing on the transaction
 - g. Show Bill Only Hours – Hours that were only billed with no payable information on the transaction
- 5. Employee Name: Allows you to specify a specific employee name on the timecard.
 - 6. OT Plan Override: Is a list of the different OT plans in the system. Allows you to override the specified OT plan on the order the assignment is on.

Paycheck Stub Reprint

Screen Shot:

Start Date 5/30/2012 End Date 6/7/2012
Branch Canada 2, Canada Test, Cardi Date Filter Check Date
Employee ID
Payroll Run ID

1 of 2 100% Find Next

High Tech Staffing
Memphis SE branch
3140 Neil Armstrong Blvd #205
555-555-1212

Earnings Statement

Employee	Aident	SSN	Check Date	Check Number	Gross Pay	Net Pay	YTD Gross	YTD Net
Joe Alaska 709 West Orleans St, Eagan, MN 55121	16438	xxx-xx-5896	6/4/2012	-20426	(\$80.00)	\$0.00	\$740.00	\$533.47

Date	Customer	Type	RHours	OHours	DHours	PayRate	Salary	AdjGrMisc	Units	URate	Asg#	TotalPay
3/17/2012	ABC	Reg	-8.00	0.00	0.00	\$10.00	\$0.00	\$0.00	0.00	\$0.00	430124251 6	\$0.00

Taxes and adjustments on this check						Current tax and adjustment YTD totals					
Tax Type	Taxable	Tax	Adj Type	Benefit	Amount	Tax Type	YTD Taxable	YTD Tax	Adj Type	YTD Benefit	YTD Total
EFica	(\$80.00)	(\$3.36)	401k		(\$0.80)	EFica	\$740.00	\$31.08	401k		\$7.40
EMed	(\$80.00)	(\$1.16)	AdvanceBnk		(\$56.01)	EMed	\$740.00	\$10.73	AdvanceBnk		(\$56.01)
MNSINGLE	(\$79.20)	\$0.00	ChildSupt1		(\$18.67)	MNSINGLE	\$732.60	\$16.88	ChildSupt1		\$159.17
USS	(\$79.20)	\$0.00				USS	\$732.60	\$37.28			
Total:		(\$4.52)	Total:		(\$75.48)	Total:		\$95.97	Total:		\$110.56

page 1 of 2 generated 6/14/2012 2:53:54 PM by TEMPWORKS\jaredg

Purpose:

This report allows you to print off all of the check stub information for a give date range, employee, payroll run or a specific check. Is great if an employee needs all of their stubs for the past year.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Employee ID: Allows you to filter for a specified employee id.
6. Check ID: Allows you to filter for a specified check id.
7. Payroll Run Id: Allows you to filter for a specified payroll run id.

Payroll Journal

Screen Shot:

The screenshot shows the Payroll Journal application interface. At the top, there are filter controls: Start Date (01/01/2000), End Date (01/01/2018), Branch (ABC, AppleI, Boxter, BrandNe), Date Filter (Check Date), Group By (Check Delivery), and Sort By (Employee Name). Below these is a toolbar with various icons and a 'Find | Next' button. The main header area displays 'Payroll Journal System' and the 'tempworks software' logo. A descriptive line states: 'Payroll info for Check Dates 1/1/2000 through 1/1/2018 grouped by Check Delivery sorted by Employee Name, from the following selected branches: (All Branches Selected)'. The data table has columns: Check #, Check ID, Check Date, SSN, Employee, Gross, Contractor Costs, Deductions, Taxes, and Net. The table shows two entries for 'McTester, Sal' with check dates of 5/9/2011. Summary rows for 'Group Totals' and 'Branch Totals' are at the bottom of the data section.

Check #	Check ID	Check Date	SSN	Employee	Gross	Contractor Costs	Deductions	Taxes	Net
High Tech Staffing EINC: 0									
Branch: Memphis CA									
CheckDelivery: T #Mail#									
20192	429496969	5/9/2011	456-78-7324	McTester, Sal	\$310.00	\$0.00		\$30.85	\$279.15
	1								
20188	429496968	5/9/2011	456-78-7324	McTester, Sal	\$173.60	\$0.00		\$9.81	\$163.79
	7								
Group Totals:				2 checks	\$483.60	\$0.00		\$40.66	\$442.94
Branch Totals:				2 checks	\$483.60	\$0.00		\$40.66	\$442.94

Purpose:

This report is designed to show you a summary of the details of each check in the system. If you click on the Deductions or the Taxes amount it will link to the detail of each of those values.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (none)
 - b. Check Date
 - c. Check Delivery

-
- d. Electronic Pay
 - e. Employee Name
 - f. Payee Type
 - g. Payroll Run
6. Sort By: A list of different fields to sort the data within the specified group. Has the following options:
- a. Check Date
 - b. Check ID
 - c. Check Number
 - d. Employee Name
 - e. Gross
 - f. Net

Payroll Journal Detail

Screen Shot:

Start Date: 1/1/2000 End Date: 1/1/2018
Branch: Canada 2, Canada Test, Card Date Filter: Weekend Bill
Show Employer Paid Taxes: No

1 of 26 100% Find | Next

Payroll Journal Detail

High Tech Staffing Entity Level (Hierid 2)

Payroll Journal detail for paycheck data between Weekend Bill 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'. **tempworks software**

Emp Name	SSN	Total Wages/Hours			Total Adjustments			Total Taxes			Total Net
Company Name: High Tech Staffing EINC: 0											
1099 Test 12, Jeff1		Pay Code	Wages	Pay Code	Rate	Hours	Adj Name	Adj Amt	Benefit Amt	Tax Name	Tax Amount
		Reg	\$746.40	Reg	\$18.66	40.00					
		Total Wages:	\$746.40	Total Hours:		40.00	Total Adj:			Total Tax Withheld:	\$746.40
Aardson, Steve	xxx-xx-8501	Pay Code	Wages	Pay Code	Rate	Hours	Adj Name	Adj Amt	Benefit Amt	Tax Name	Tax Amount
		Reg	\$4,325.00	Reg	\$10.00	30.00	AdvanceBnk	\$1.00	\$0.00	Employee Portion Medicare tax	\$62.71
				Reg	\$13.00	225.00	Checking1	\$141.69	\$0.00	Employee Portion Social Security tax	\$181.65
				Reg-OT	\$15.00	2.00				Federal- Married	\$204.01
				Reg-OT	\$19.50	10.00				Minnesota Married	\$3.65
										New York	\$144.18
										NY employee disability	\$3.00
		Total Wages:	\$4,325.00	Total Hours:		267.00	Total Adj:	\$142.69	\$0.00	Total Tax Withheld:	\$599.20

Purpose:

This report is designed to give you a detailed view of a of an employee's payroll information for a given time period.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Show Employer Paid Taxes: determines whether or not the report pulls in the employer paid taxes along with the employee paid ones.

Payroll Summary

Screen Shot:

Start Date 1/1/2011 End Date 1/10/2011
Date Filter Check Date

1 of 1 Find | Next

Payroll Summary

System

Tempworks software

System Level (Hierid 1)

Tax summary for checks with a Check Date between 1/1/2011 and 1/10/2011.

High Tech Staffing, EIN = 0

Gross Wages:

PayCode	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount	Pay Code	Amount
Reg	\$1,825.00										
Column Total:	\$1,825.00	Column Total:		Column Total:		Column Total:		Column Total:		Column Total:	

Gross Wage Totals: \$1,825.00

Employee Taxes:

Federal Withholding	Amount	Taxable Wages	State Withholding	Amount	Taxable Wages	Other Withholding	Amount	Taxable Wages	Local Withholding	Amount	Taxable Wages
EFica	\$76.65	\$1,825.00	MNIncTax	\$81.57	\$1,625.00		\$0.00	\$0.00		\$0.00	\$0.00
EMed	\$26.46	\$1,825.00	TXIncTax	\$0.00	\$200.00		\$0.00	\$0.00		\$0.00	\$0.00
FedIncTax	\$229.13	\$1,825.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
Column Total:	\$332.24	\$5,475.00	Column Total:	\$81.57	\$1,625.00	Column Total:	\$0.00	\$0.00	Column Total:	\$0.00	\$0.00

Employee Tax Totals: \$413.81

Adjustments:

Adjustment	Amount	Adjustment	Amount	Adjustment	Amount	Adjustment	Amount	Adjustment	Amount
Column Total:		Column Total:		Column Total:		Column Total:		Column Total:	

Adjustment Totals: \$0.00

Net:

Pay Method	Net
Live Check	\$1,411.19
Column Total:	\$1,411.19

Total Net: \$1,411.19

Federal Tax Deposit:

Tax Type	Employer Taxes	Employee Taxes	Total Taxes	Taxable Wages	EECount	ERTax ID
Social Security	\$113.15	\$76.65	\$189.80	\$1,825.00	4	123456789
Medicare	\$26.46	\$26.46	\$52.92	\$1,825.00	4	123456789
Federal Withholding	\$0.00	\$229.13	\$229.13	\$1,825.00	4	123456789
Column Total:	\$139.61	\$332.24	\$471.85			

Total Deposit: \$471.85

Other Taxes:

Tax Type	ERTax	EETax	Total Tax	Taxable Wages	EECount	ERTax ID	SUI Rate
Federal Unemployment	\$14.60	\$0.00	\$14.60	\$1,825.00	4	123456789	
Federal Unemployment	\$4.88	\$0.00	\$4.88	\$1,625.00	3		
MN State WH	\$0.00	\$81.57	\$81.57	\$1,625.00	3	133456879	
MN ER SUI	\$19.50	\$0.00	\$19.50	\$1,625.00	3	133456879	1.10%
Federal Unemployment	\$0.60	\$0.00	\$0.60	\$200.00	1		
TX State WH	\$0.00	\$0.00	\$0.00	\$200.00	1	xxxxxxxxxx	
TX ER SUI	\$5.40	\$0.00	\$5.40	\$200.00	1	xxxxxxxxxx	2.70%
Column Total:	\$44.98	\$81.57	\$126.55				

Other Taxes Total: \$126.55

Cash Flow Summary:

Transaction	Amount	Taxable Wages
Net Direct Deposits		\$0.00
Net Live Checks	\$597.79	\$0.00
Federal Taxes	\$211.44	\$5,190.50
All Other Taxes	\$55.43	\$4,167.40
Direct Deposit Other	\$14.13	\$0.00
Column Total:	\$878.79	

Cash Flow Total: \$878.79

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Purpose:

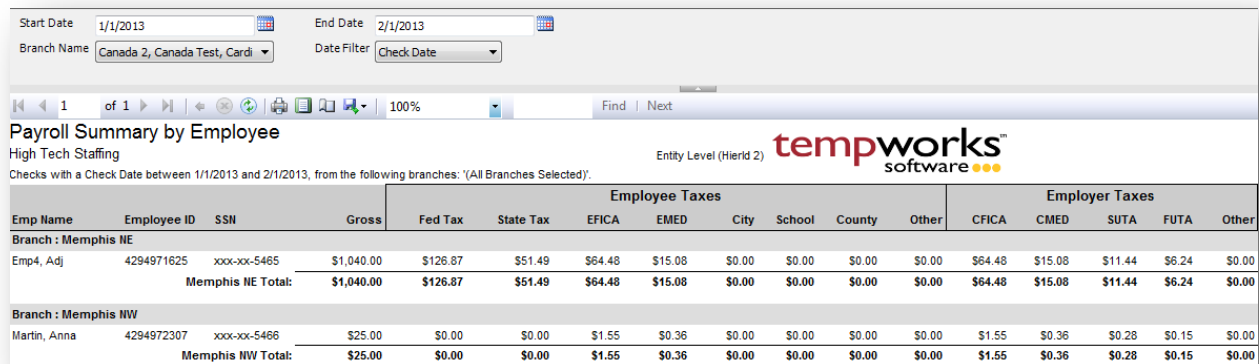
This report is designed to give you summary of everything that goes into your payroll. Can be ran for multiple employers at once and will put a page break between each employer

Parameters:

-
1. Start Date: Starting date of your desired date range
 2. End Date: Ending date of your desired date range
 3. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check

Payroll Summary By Employee

Screen Shot:



Start Date: 1/1/2013 End Date: 2/1/2013
Branch Name: Canada 2, Canada Test, Cardi Date Filter: Check Date

Payroll Summary by Employee
High Tech Staffing Entity Level (Hierid 2) tempworks software

Checks with a Check Date between 1/1/2013 and 2/1/2013, from the following branches: '(All Branches Selected)'

Emp Name	Employee ID	SSN	Gross	Fed Tax	State Tax	Employee Taxes	City	School	County	Other	Employer Taxes	CFICA	CMED	SUTA	FUTA	Other
Branch : Memphis NE																
Emp4, Adj	4294971625	xxx-xx-5465	\$1,040.00	\$126.87	\$51.49	\$64.48	\$15.08	\$0.00	\$0.00	\$0.00	\$0.00	\$64.48	\$15.08	\$11.44	\$6.24	\$0.00
Memphis NE Total:			\$1,040.00	\$126.87	\$51.49	\$64.48	\$15.08	\$0.00	\$0.00	\$0.00	\$0.00	\$64.48	\$15.08	\$11.44	\$6.24	\$0.00
Branch : Memphis NW																
Martin, Anna	4294972307	xxx-xx-5466	\$25.00	\$0.00	\$0.00	\$1.55	\$0.36	\$0.00	\$0.00	\$0.00	\$0.00	\$1.55	\$0.36	\$0.28	\$0.15	\$0.00
Memphis NW Total:			\$25.00	\$0.00	\$0.00	\$1.55	\$0.36	\$0.00	\$0.00	\$0.00	\$0.00	\$1.55	\$0.36	\$0.28	\$0.15	\$0.00

Purpose:

This report shows you payroll totals by employee for a given date range. Each of the major taxes and adjustments are categorized into different buckets so that you can see at a glance both the employee and employer portions for an employee. This is a great report for getting year to date or quarterly numbers.

Parameters:

1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
4. Date Filter: A drop down determining what field your date range filters on.
 - a. Weekend Bill of the check
 - b. Check Date of the check

Sub Contractor Outstanding

Screen Shot:

Subcontractor - Outstanding Transactions

System

System Level (HierId 1)

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Current outstanding transactions

Employee	Customer	WE Date	Inv Number	Contractor Cost
Vendor: Staffing Plus Company ID: 37				
Proke, Dominic E	Global Technologies, Inc	1/23/2011	43194	\$120.00
Vendor Total:				\$120.00
Grand Total:				\$120.00

page 1 of 1

generated 5/20/2011 11:38:43 AM by TEMPWORKS\jaredg

Purpose:

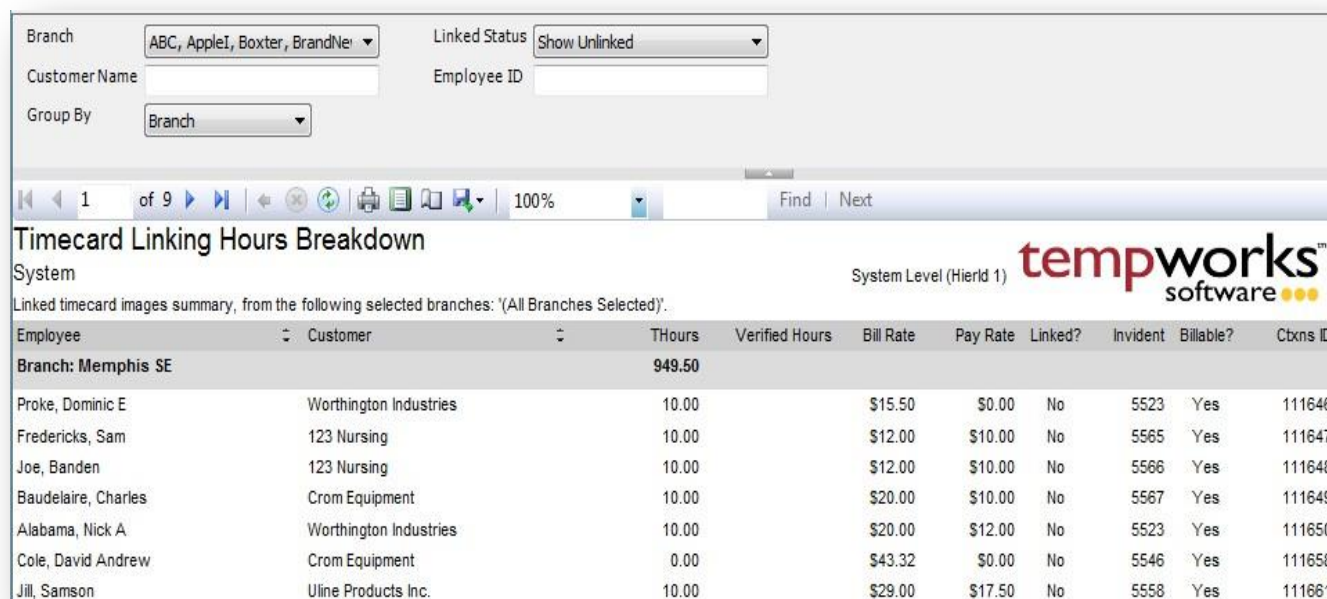
This report shows you all of your vendor employee transactions that have been pushed but have not been consolidated into a check to the vendor yet. This is a great report to run at the end of the week to make sure you have paid out all of your vendors needed.

Parameters:

None

Timecard Linking Hours Breakdown

Screen Shot:



Branch: ABC, AppleI, Boxter, BrandNe
Customer Name:
Group By: Branch
Linked Status: Show Unlinked
Employee ID:
1 of 9
100%
Find | Next

Timecard Linking Hours Breakdown
System
System Level (HierId 1)
tempworks[™] software

Linked timecard images summary, from the following selected branches: '(All Branches Selected)'.

Employee	Customer	THours	Verified Hours	Bill Rate	Pay Rate	Linked?	Invident	Billable?	Cbxns ID
Branch: Memphis SE		949.50							
Proke, Dominic E	Worthington Industries	10.00		\$15.50	\$0.00	No	5523	Yes	111646
Fredericks, Sam	123 Nursing	10.00		\$12.00	\$10.00	No	5565	Yes	111647
Joe, Banden	123 Nursing	10.00		\$12.00	\$10.00	No	5566	Yes	111648
Baudelaire, Charles	Crom Equipment	10.00		\$20.00	\$10.00	No	5567	Yes	111649
Alabama, Nick A	Worthington Industries	10.00		\$20.00	\$12.00	No	5523	Yes	111650
Cole, David Andrew	Crom Equipment	0.00		\$43.32	\$0.00	No	5546	Yes	111658
Jill, Samson	Uline Products Inc.	10.00		\$29.00	\$17.50	No	5558	Yes	111661

Purpose:

This report is designed to be used if you are using the Timecard Image Linker. This allows you to find timecards that have hours that do not have an image linked to them. It also allows you to find linked images where the verified hours do not match the actual hours on the timecard.

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Linked Status: Allows you to filter for different combinations of timecard statuses. Has the following options:
 - a. Show Linked
 - b. Show Unlinked
 - c. Hide Zero Hours
 - d. Show Invoiced Only
 - e. Show Billable Only
 - f. Unmatching Verified Hours
 - g. Show Verified Hours <= Total Hours Only
3. Customer Name: Allows you to filter for a specified customer name
4. Employee ID: allows you to filter for a specified Employee ID

-
5. Group By: A list of different fields to group the data into on the report. Has the following options:
- a. Customer
 - b. Branch
 - c. Employee
 - d. (No Grouping)
 - e. Linked

Web Center Timecard Status

Screen Shot:

The screenshot shows a web application interface for viewing timecard status. At the top, there are input fields for 'Customer ID' and 'Weekend Date', and a 'Status' dropdown menu set to 'Web Only: All'. Below these is a navigation bar with '1 of 3' pages, a '100%' zoom level, and 'Find | Next' buttons. The main title 'Web Center Timecard Status' is followed by 'System' and 'System Level (Hierd 1)'. The report is titled 'Web Timecards' and contains a table with columns: Employee, Order, Asg, Job Title, Timecard status, Weekend Date, RHours, OHours, DHours, and THours. The table is divided into sections: 'Branch:' (summary), 'Approved Timecards' (summary), 'In Payroll Timecards' (summary), and 'Not Submitted Timecards' (summary). Each section lists individual employee records with their respective timecard details.

Employee	Order	Asg	Job Title	Timecard status	Weekend Date	RHours	OHours	DHours	THours
Branch:						473.00	15.50	0.00	488.50
Approved Timecards						32.75	0.00	0.00	32.75
	42374	1480	HR Assistant	Approved	4/24/2011	32.75	0.00	0.00	32.75
In Payroll Timecards						18.00	0.00	0.00	18.00
	43483	1520	Clerk - General	In Payroll	4/24/2011	9.00	0.00	0.00	9.00
Sparks,	43483	1520	Clerk - General	In Payroll	4/24/2011	9.00	0.00	0.00	9.00
Not Submitted Timecards						354.25	15.50	0.00	369.75

Purpose:

This report is designed for you to view all of your Web Center timecards in one area. It allows you to view all of the different status groups as well as lets you see those employees with a Web Center account that have an open assignment for the current processing week but have not created a timecard online yet.

Parameters:

1. Customer ID: Allows you to specify a specific customer id.
2. Status: A drop down list of Web Center statuses. Has the following options:
 - a. All current Week Missing Timecards
 - b. Web Only: All
 - c. Web Only: Not Submitted
 - d. Web Only: Submitted, Not Approved
 - e. Web Only: Approved
 - f. Web Only: In Proofing

User Security Setup

Form Permissions

Screen Shot:

Form Permissions

System

Form permissions by Security Role

System Level (Hicld 1)

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Form Type	A/R Clerk	A/R Clerk Cash Posting	A/R Supervisor	Account Executive	Accounts receivable
Assignment.AssignmentCalls					
Assignment.Details					
Assignment.VisiPanel					
BackOffice.CheckDetail					
BackOffice.CheckRegister					
BackOffice.CustomerPOList					
BackOffice.EmployerDetailsForm					
BackOffice.EmployerFundingForm					
BackOffice.EmployerSearchForm					
BackOffice.EmployerSUTASetup					
BackOffice.InvoiceDetails					
BackOffice.InvoiceHistory					
BackOffice.PayrollHolds					

Purpose:

This report is designed to show you which security roles have permissions to which forms. This is a good report to make sure certain roles do not have access to the areas they should not.

Parameters:

None

Function Permissions

Screen Shot:

Function Permissions					
System					
Function permissions by Security Role					
Function Description	A/R Clerk	A/R Clerk Cash Posting	A/R Supervisor	Account Executive	Accounts receivable
Allow auto batch post					
Allow timecard image linking on web timecards					
Can Abandon Instant Pay Runs					
Can Abandon Invoice Run					
Can Abandon Payroll Run					
Can Abandon Tax Pay Runs					
Can Abandon/Recreate Ach					
Can Access Invoice Tab					
Can Access Payroll Tab					
Can Access Timecard Tab					
Can Access Transactions Tab					
Can Activate Paycards					
Can Administor Dashboard					
Can Approve CTXNS Errors					
Can Approve Payroll Errors					
Can assign despite DNA	X	X	X	X	X
Can Change Customer Parent					
Can change employer paid taxes					
Can change PayeeId for Posting					
Can Close Week					

Purpose:

This report is designed to show you which security roles have permissions to perform certain functions. This is a good report to make sure certain roles do not have the ability to perform tasks that they are not supposed to.

Parameters:

None

Report Permissions

Screen Shot:

Report Permissions Per Report

Report Permissions

System

Report permissions by Security Role

System Level (Hierid 1)

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	PC	SR
	Payroll Clerk	Staffing Specialist
Account Breakdown	X	X
ACH Verification	X	X
Active Employees	X	X
AR Statement Summary	X	X
Arrears Register	X	X
Assignment Calendar	X	X
Assignment Register	X	X
Authority Check Detail	X	X
Authority Garnishment	X	X
Check Register	X	X
Check Sign Off	X	X
Commission by Rep	X	X
Commission by Sales Team	X	X
Contact Birthday List	X	X
Customer Address Labels 30up	X	X
Customer List	X	X
Customer Messages	X	X
Deactivated Employees	X	X
Direct Deposit Register	X	X

Report Permissions Per Report Group

of 1

Find | Next

Report Permissions

High Tech Staffing

Entity Level (Hierid 2)

tempworks[™]
software

Report permissions by Security Role

	C	E	EX	F	FC	FI
	Report Group - Customer	Report Group - Employee	Report Group - Exports	Report Group - Funding	Report Group - Forecast	Report Group - Financial
Report Group						
Customer	X					
Employee		X				
Exports			X			
Financial						X
Forecast					X	
Funding				X		
Log Information						
Order & Assignment						
Productivity						
Sales & Invoicing						
Tasks						
Tax Administration						
Time & Pay						
User Security Setup						

page 1 of 1

generated 4/23/2012 4:01:12 PM by TEMPWORKS\Jaredg

Purpose:

This report is designed to show you which security roles have permissions to which reports. There are 2 views of it because there are 2 different ways you can permission the reports. You can either set permission on an individual report level or permission on a group level. This is a good report to make sure certain roles do not have access to run reports that they should not.

Parameters:

None

Security Role Permissions

Screen Shot:

Employer: High Tech Staffing L: EINC - 0

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Security Role Permissions

High Tech Staffing

Security Role Permissions

Entity Level (Hieid 2)

tempworks™ software

Repname	A/R Clerk	A/R Clerk Cash Posting	A/R Supervisor	Account Executive	Accounts receivable	Allow SuperUserMode
High Tech Staffing EINC: 0						
aaron						
abbasr ***Inactive						
acohen						
adamh						
Administrator						
Ahill1 ***Inactive						
alarson						
alissa ***Inactive						
amoline ***Inactive						
amy						
bcox						
ben	X	X	X	X	X	X

Purpose:

This report is designed to show you which security roles each user has access to. This is a good report to audit users security roles.

Parameters:

- 1. Employer: A drop down list of all employers in the user’s current hierarchy. Is a multi-value parameter so they can select all employers, just one specific employer or any combination of different employers in the list.