Enterprise Report Manual

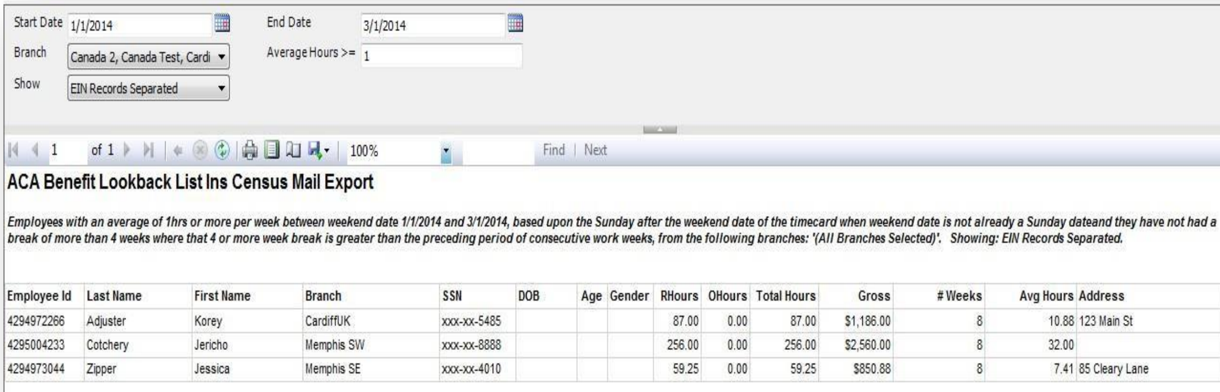
tempworks
SOFTWARE

Table of Contents

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 prefilling 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).

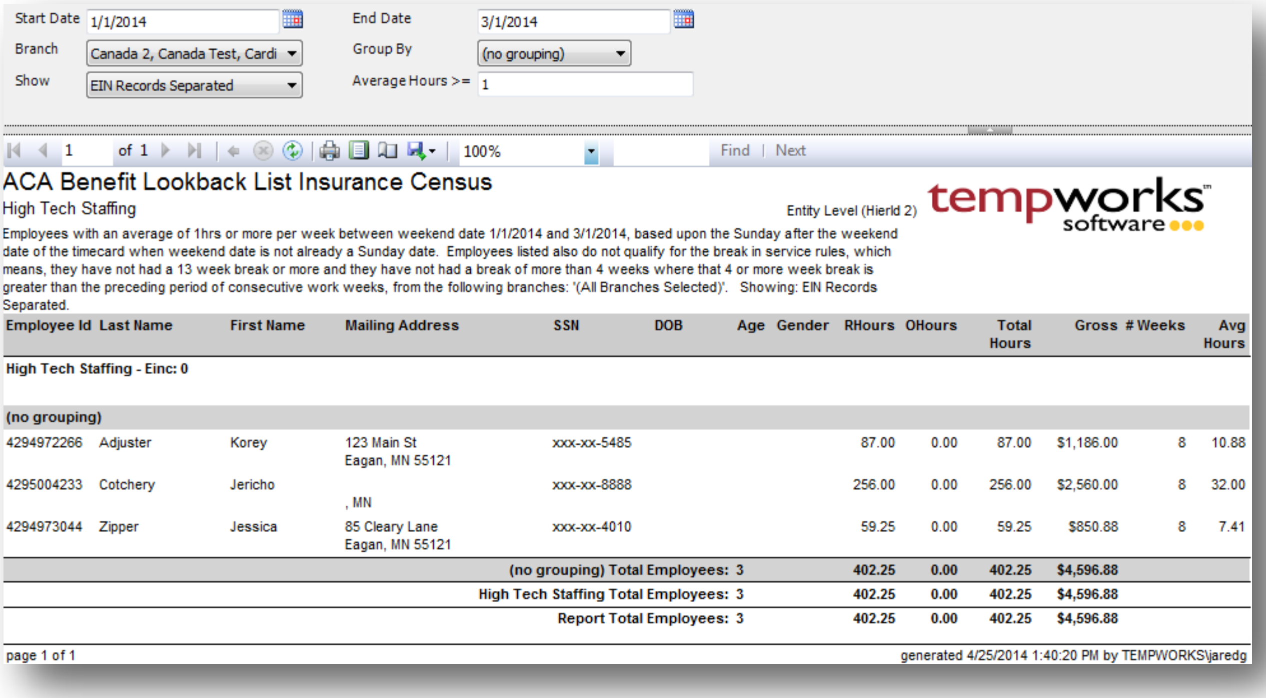
On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the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

1 of 1 100% Find | Next

ACA Benefit Lookback List Insurance Census
High Tech Staffing
Entity Level (Hierld 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**		

page 1 of 1 generated 4/25/2014 1:40:20 PM by TEMPWORKS\jaredg

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.

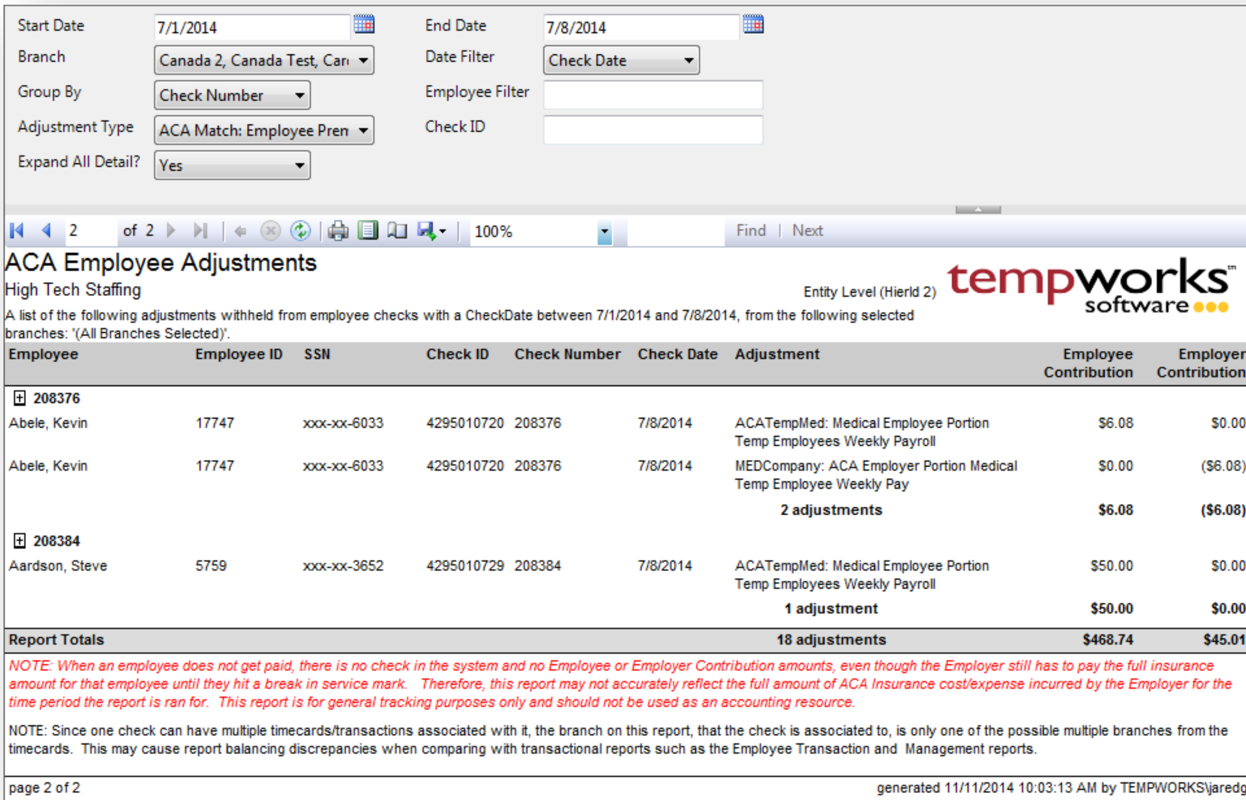
The report also has additional information that insurance companies are requesting in order to give you a quote for how much insurance coverage would cost for these employees.

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		

2 of 2 100% Find | Next

ACA Employee Adjustments

High Tech Staffing

Entity Level (HierId 2)

tempworks software

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.

page 2 of 2 generated 11/11/2014 10:03:13 AM by TEMPWORKS\jaredg

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.

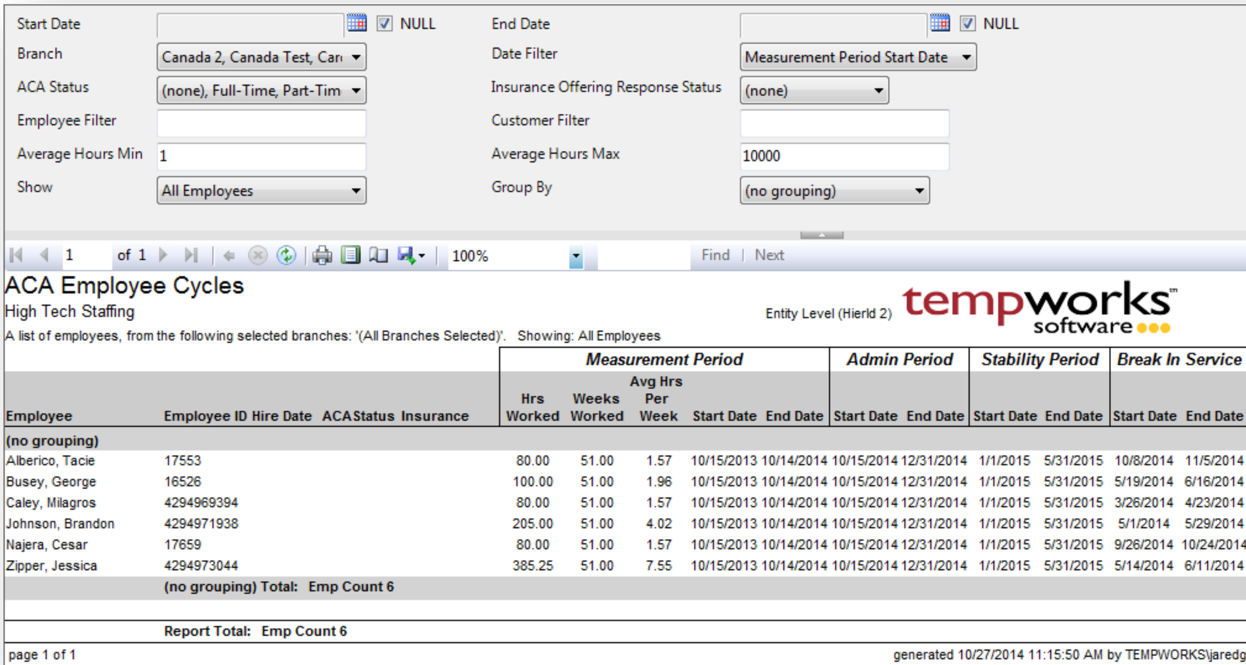
NOTE: When an employee does not get paid, there is no check in the system and no Employee or Employer Contribution amounts, even though the Employer still has to pay the full insurance amount for that employee until they hit a break in service mark. Therefore, this report may not accurately reflect the 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
Branch: Canada 2, Canada Test, Can
ACA Status: (none), Full-Time, Part-Tim
Employee Filter
Average Hours Min: 1
Show: All Employees
End Date ☑ NULL
Date Filter: Measurement Period Start Date
Insurance Offering Response Status: (none)
Customer Filter
Average Hours Max: 10000
Group By: (no grouping)

1 of 1 | 100% | Find | Next

ACA Employee Cycles
High Tech Staffing
Entity Level (Hierld 2)
tempworks software
A list of employees, from the following selected branches: '(All Branches Selected)'. Showing: All Employees

					Measurement Period					Admin Period		Stability Period		Break In Service	
Employee	Employee ID	Hire Date	ACAStatus	Insurance	Hrs Worked	Weeks Worked	Avg Hrs Per Week	Start Date	End Date	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	10/8/2014	11/5/2014
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	5/19/2014	6/16/2014
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	3/26/2014	4/23/2014
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	5/1/2014	5/29/2014
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	9/26/2014	10/24/2014
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	5/14/2014	6/11/2014
	(no grouping) Total: Emp Count 6														
	Report Total: Emp Count 6														

page 1 of 1
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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

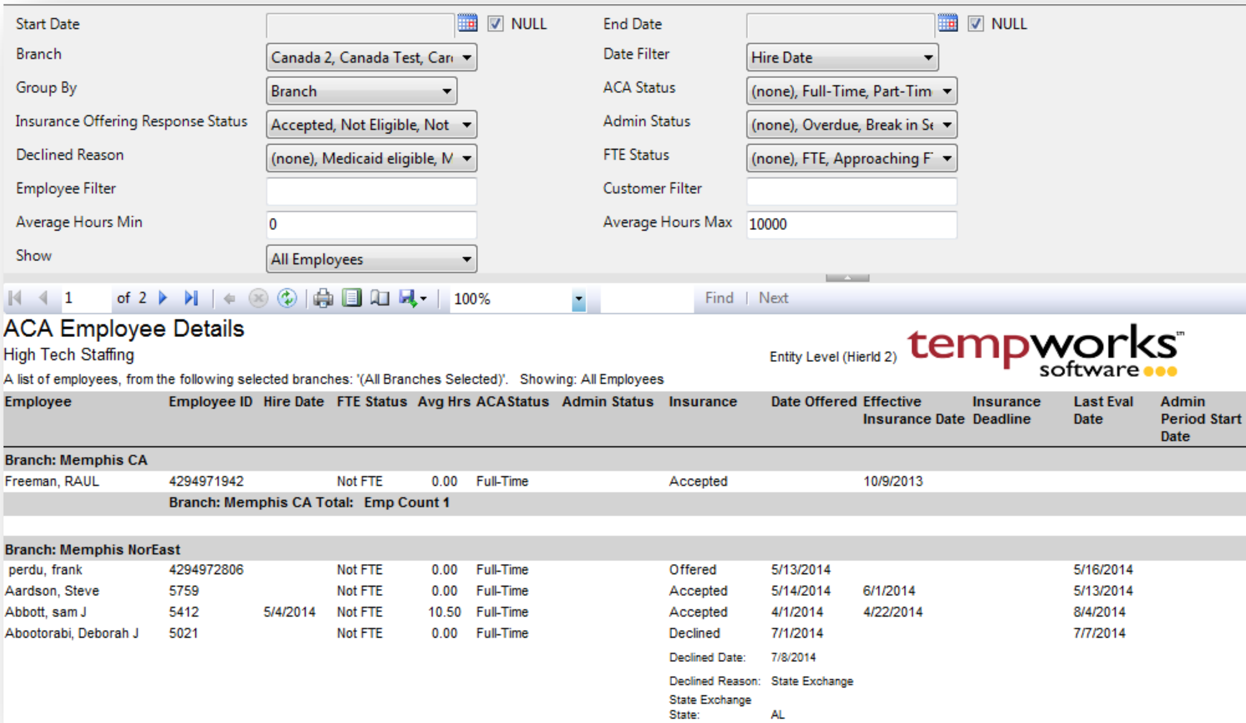
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. ACA Status: A drop down list of all ACA statuses. Is a multi-value parameter so you 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 periodfor 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 thatone.
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 theentered 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:



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:

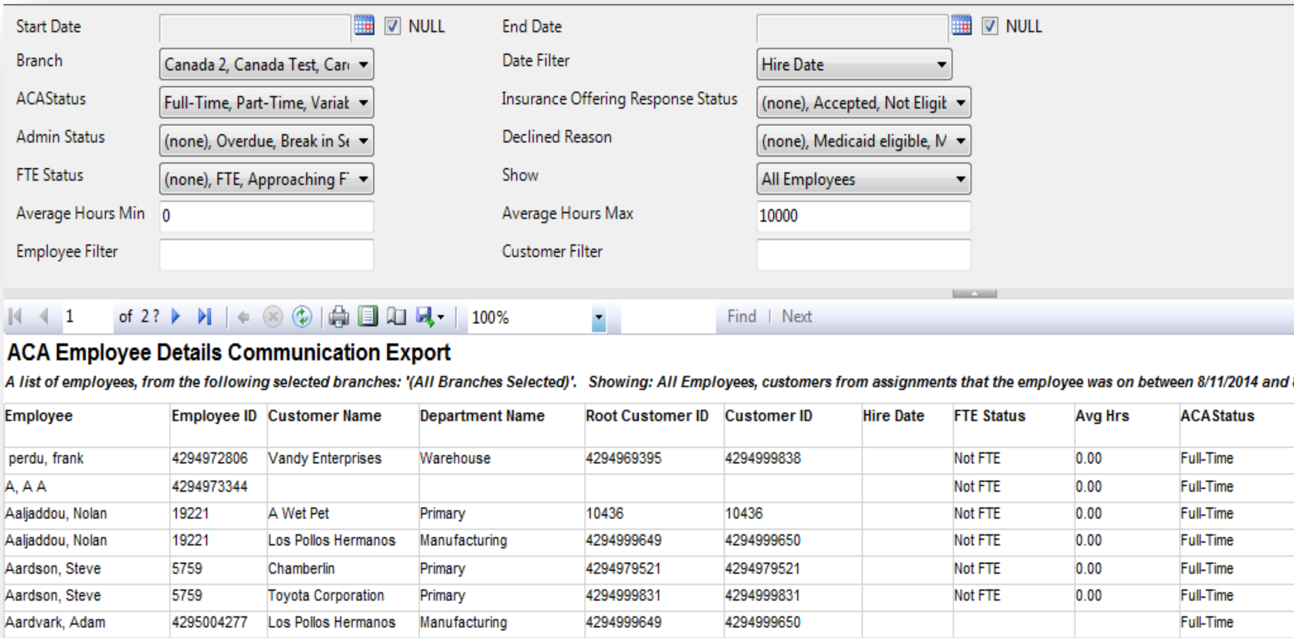
1. Start Date: Starting date of your desired date range

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:



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

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 statues. 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.

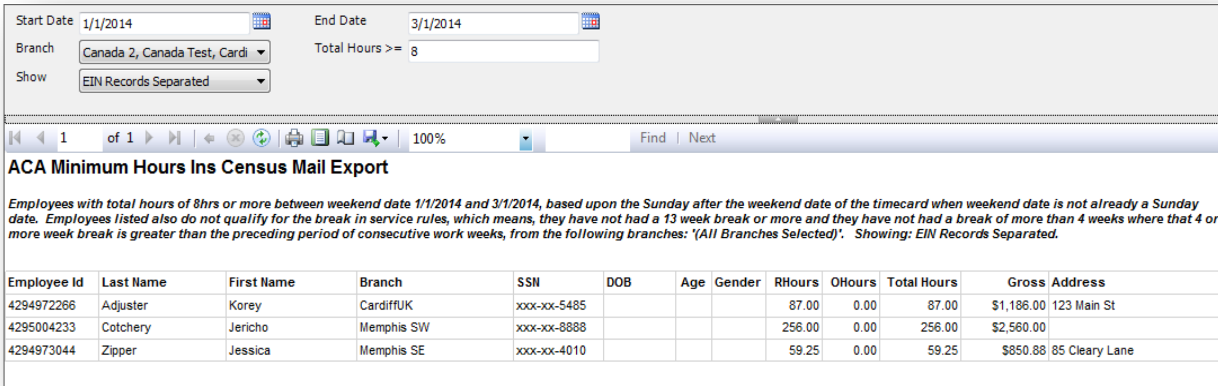
Parameters:

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:



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.

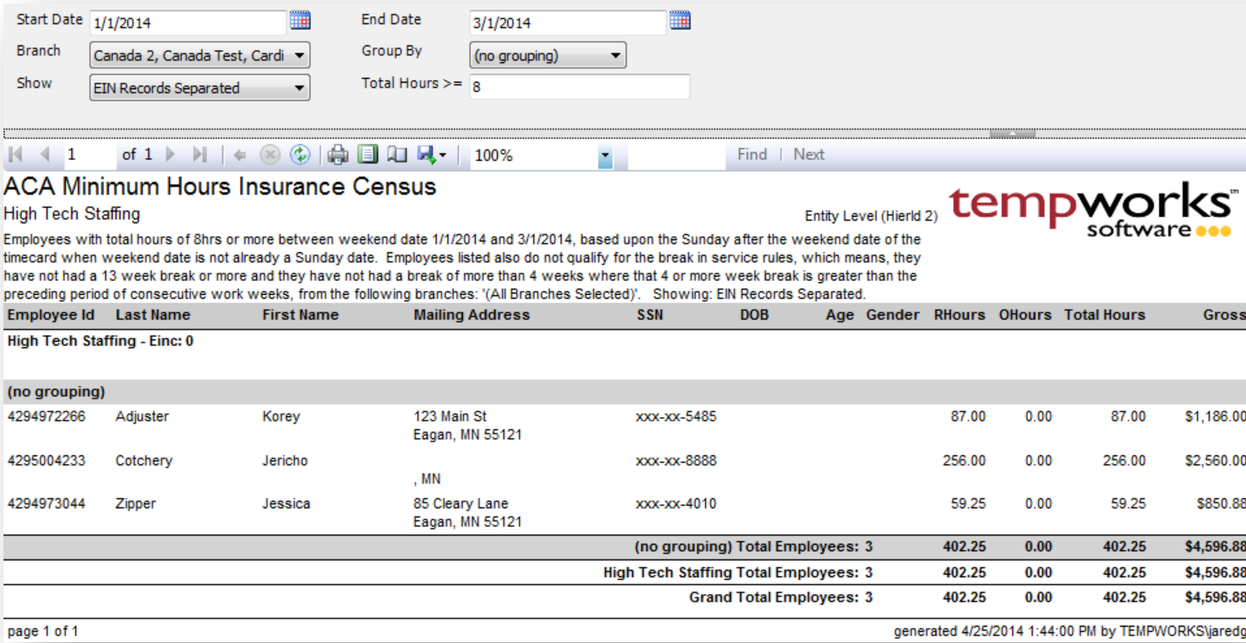
Parameters:

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)

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**

page 1 of 1 generated 4/25/2014 1:44:00 PM by TEMPWORKS\jaredg

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.

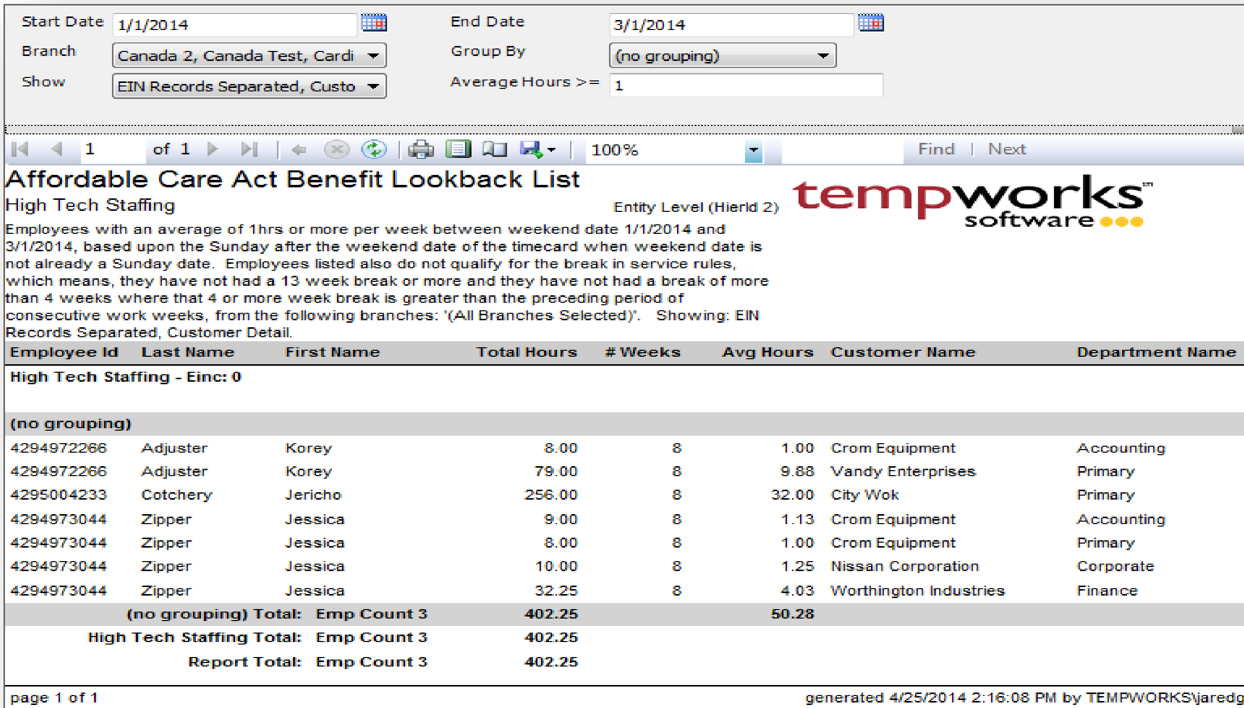
The report also has additional information that insurance companies are requesting in order to give you a quote for how much insurance coverage would cost for these employees.

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 (HierId 2)

tempworks software

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**				

page 1 of 1 generated 4/25/2014 2:16:08 PM by TEMPWORKS\jaredg

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).

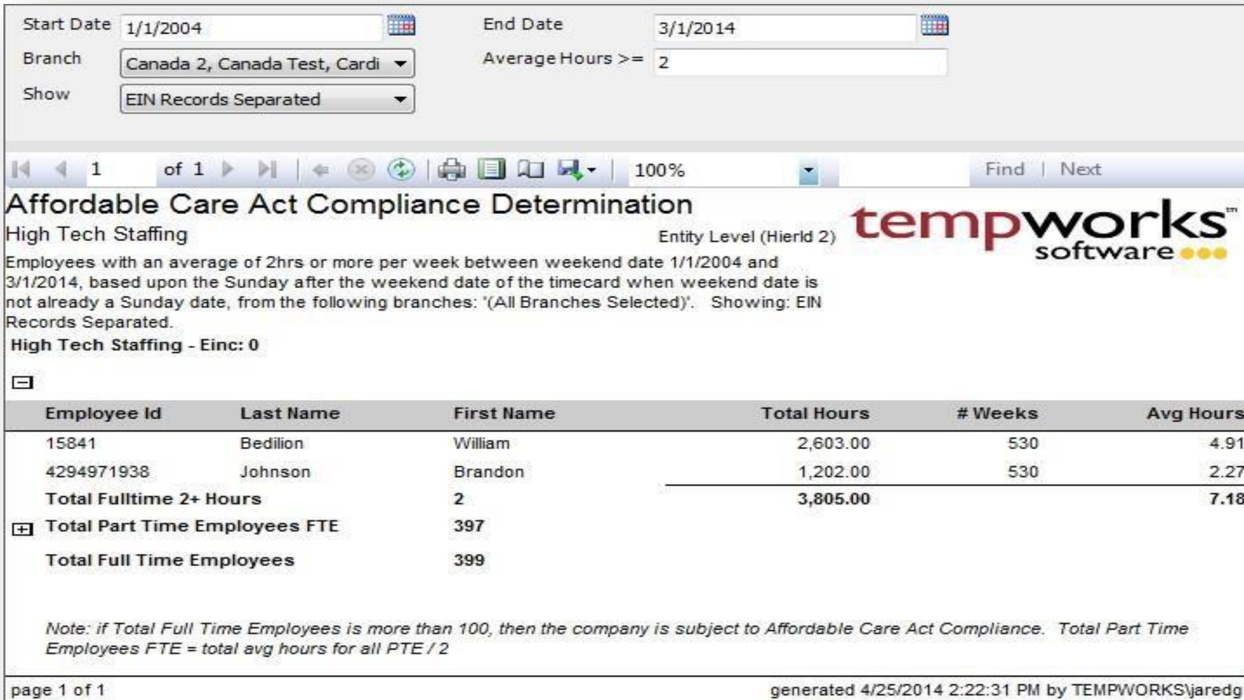
On top of the break in service rules, the report also ensures that the employee worked the entire date range/period that you are running the report for. Therefore, if an employee started working for you in the middle of your date range, they will not show on this report because they did not work the 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 (Hierld 2)

tempworks software

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

page 1 of 1 generated 4/25/2014 2:22:31 PM by TEMPWORKS\jaredg

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.

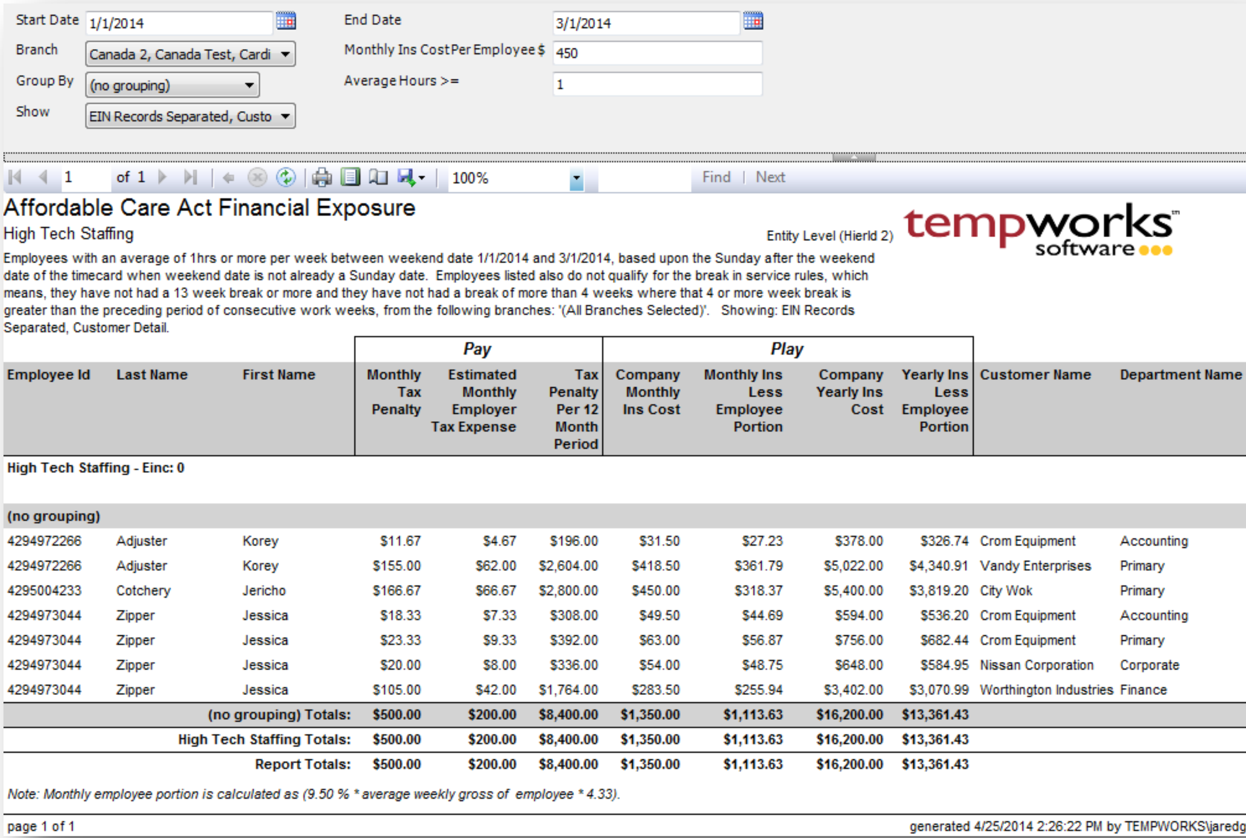
Parameters:

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 (Hierld 2)
tempworks software

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.

			Pay			Play					
Employee Id	Last Name	First 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	Customer Name	Department Name
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).*

page 1 of 1 generated 4/25/2014 2:26:22 PM by TEMPWORKS\jaredg

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:

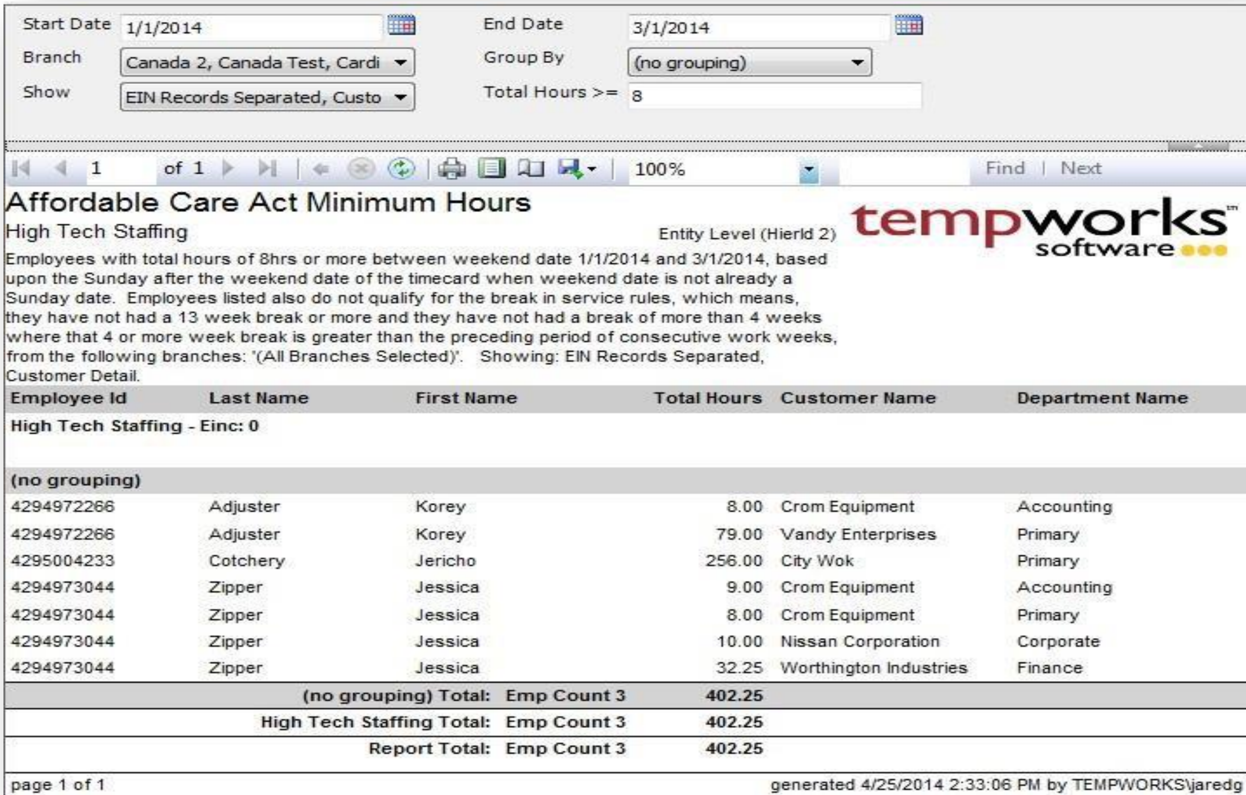
1. Start Date: Starting weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when the weekend date is not already a Sunday date.
2. End Date: Ending weekend date of your desired date range based upon the Sunday after the weekend date of the timecard when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



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		

page 1 of 1 generated 4/25/2014 2:33:06 PM by TEMPWORKS\jaredg

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.

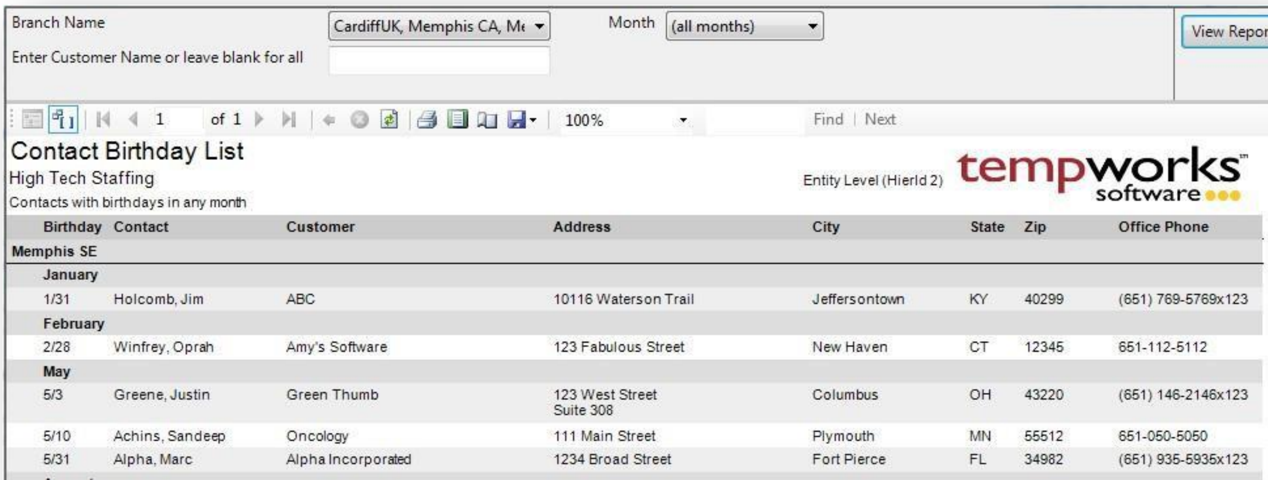
Parameters:

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:


Branch Name CardiffUK, Memphis CA, Me
Month (all months)
View Report
Enter Customer Name or leave blank for all
1 of 1 100% Find | Next

Contact Birthday List
High Tech Staffing
Contacts with birthdays in any month
Entity Level (HierId 2)

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:

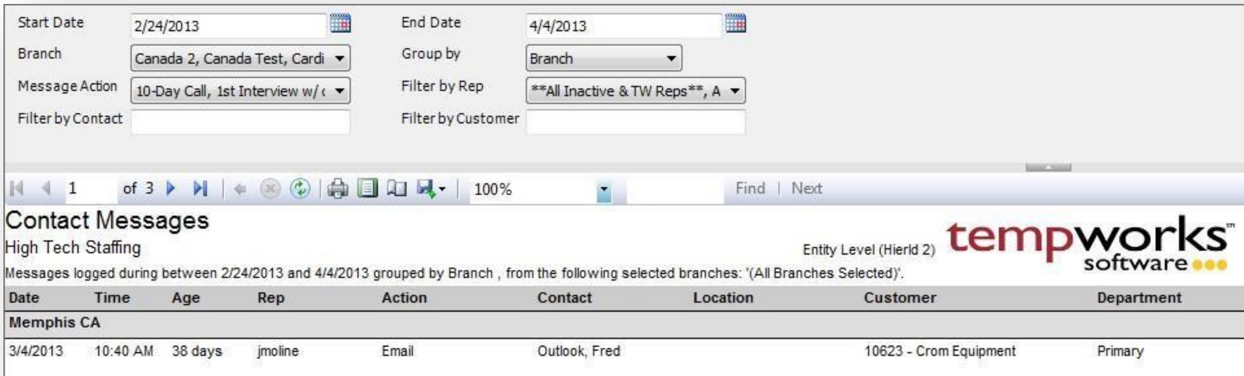
This is a customer relations tool to enable you to know when your contact's birthdays are coming up.

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:



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:

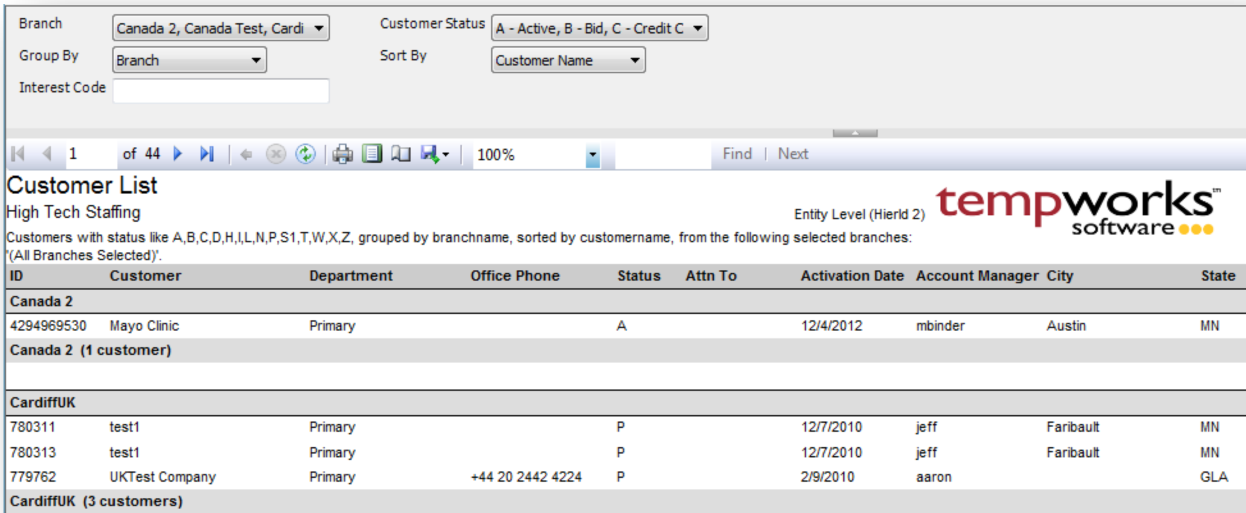
This report is designed to work with the Avery 5160 label template. This uses the same mailing address that shows up on the invoices when they are sent out. You can also view an export view that makes exporting to excel very easy in the event that you want to send this info off to a mailing company or 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: Canada 2, Canada Test, Cardi | Customer Status: A - Active, B - Bid, C - Credit C
Group By: Branch | Sort By: Customer Name
Interest Code:

1 of 44 | 100% | Find | Next

Customer List
High Tech Staffing
Entity Level (Hierld 2)
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:

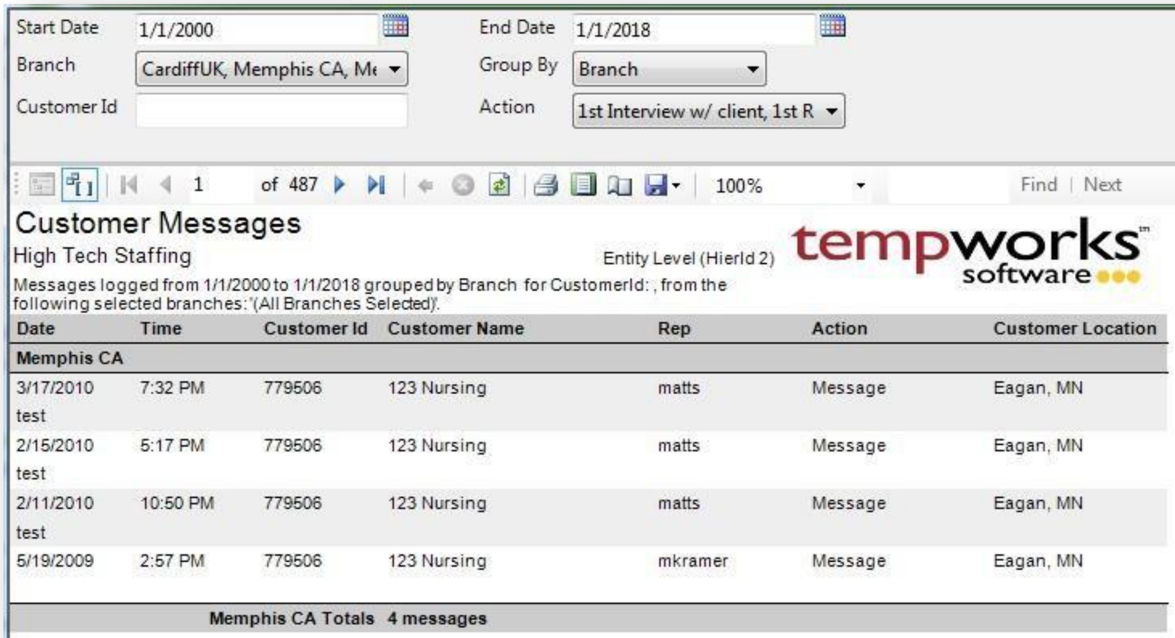
This report allows you to view all of your customers at once. Great report if you want a list of all prospects and you want to follow up with them.

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:



Purpose:

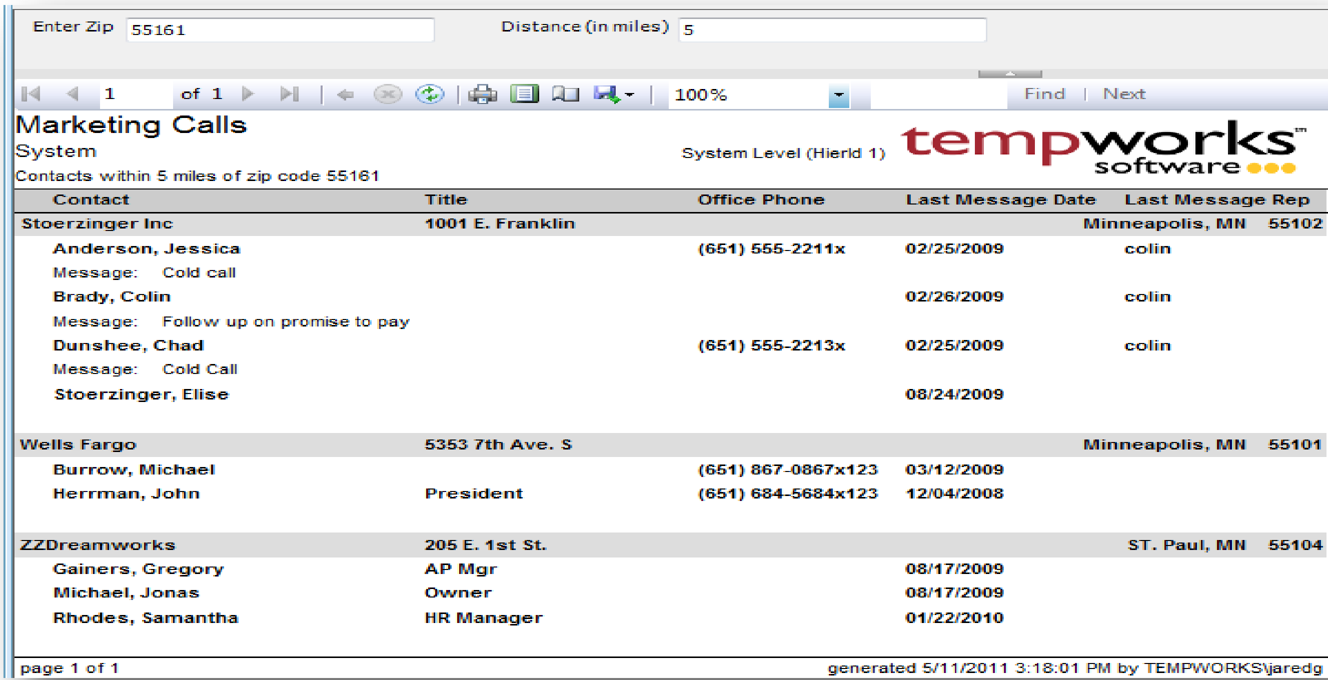
This report allows you to view all messages logged on customer records for a give date range. It is designed to enable you to view different types of activity going on with a customer as well as audit your reps productivity at certain customers.

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

Contacts within 5 miles of zip code 55161

System Level (Hierld 1)

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.

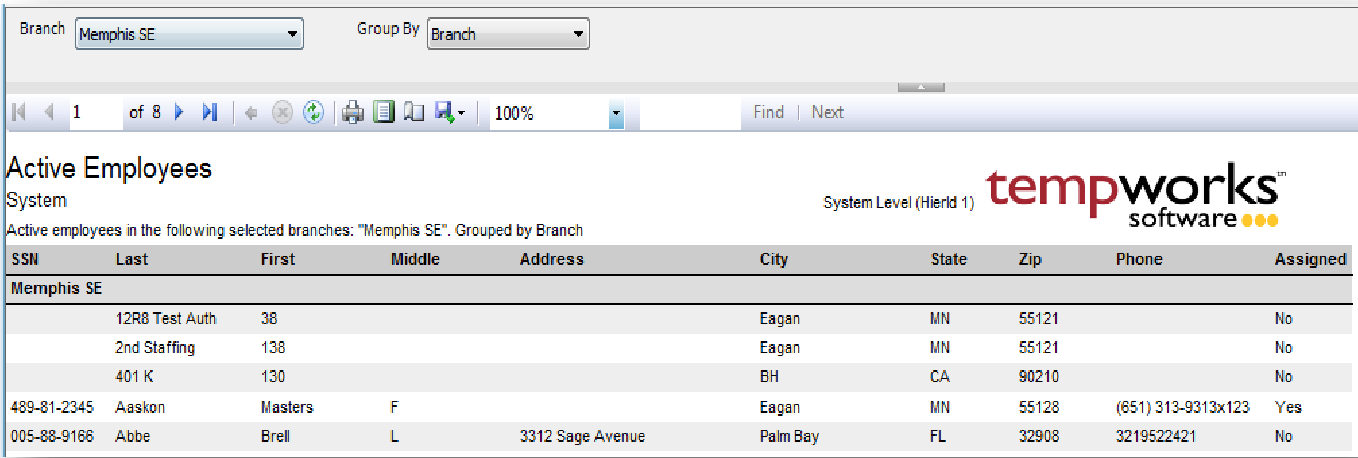
Parameters:

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:



Active Employees
System
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:

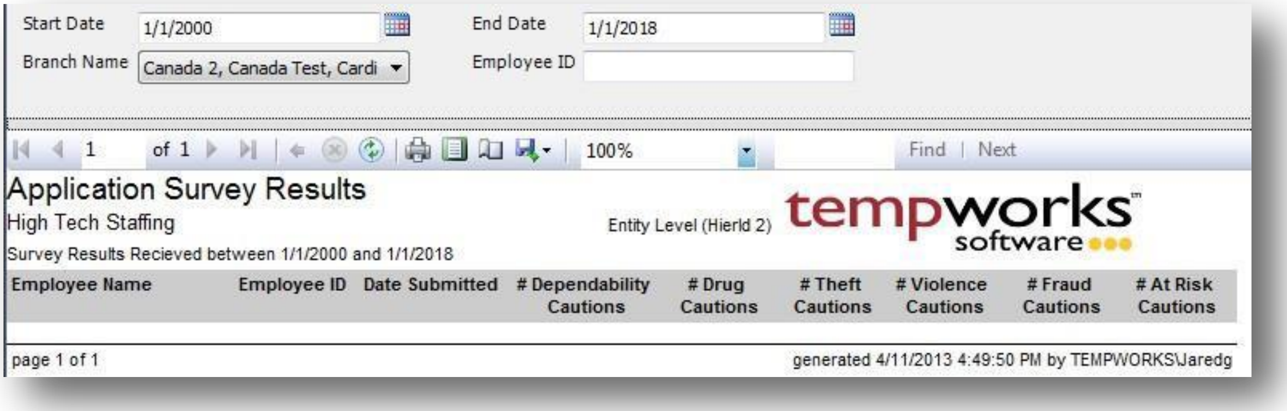
Allows you to view at a glance all of your active employees. Can be used if you want to setup a mailing for all of your active employees or do a mass calling. Could be exported into excel and sent to a mailing company if needed. We also have our Employee Address Labels report that allows you to print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



Purpose:

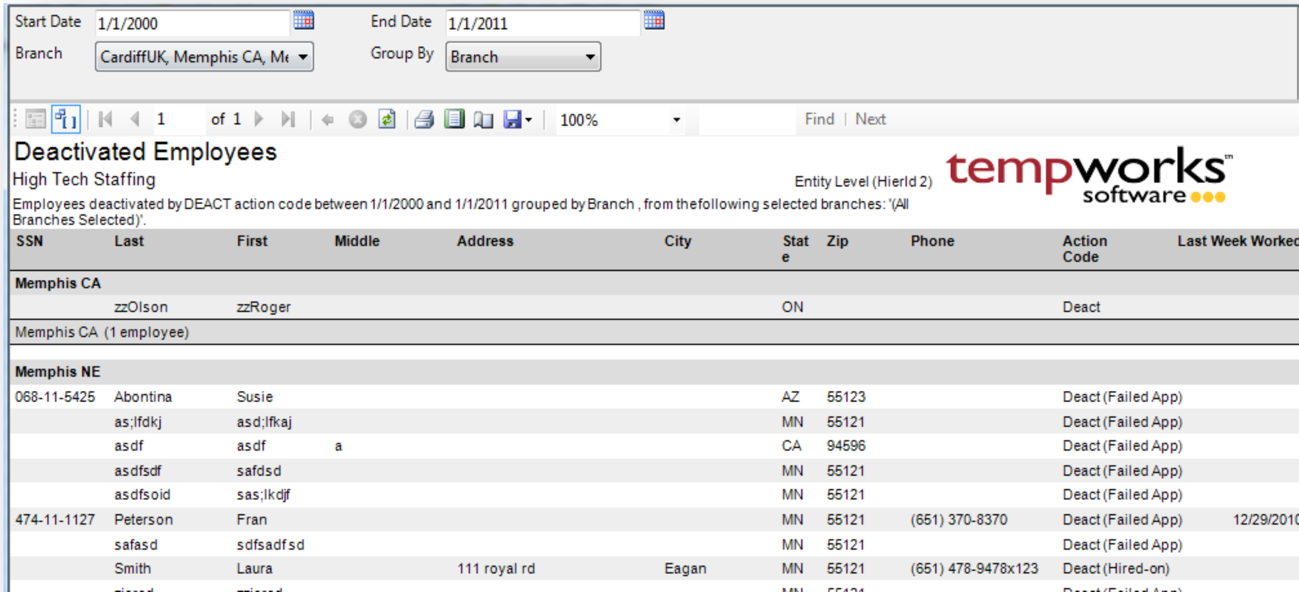
Allows you to view the survey results from Applicant Center. Can run it for all applicants or one give employee/applicant.

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:



Purpose:

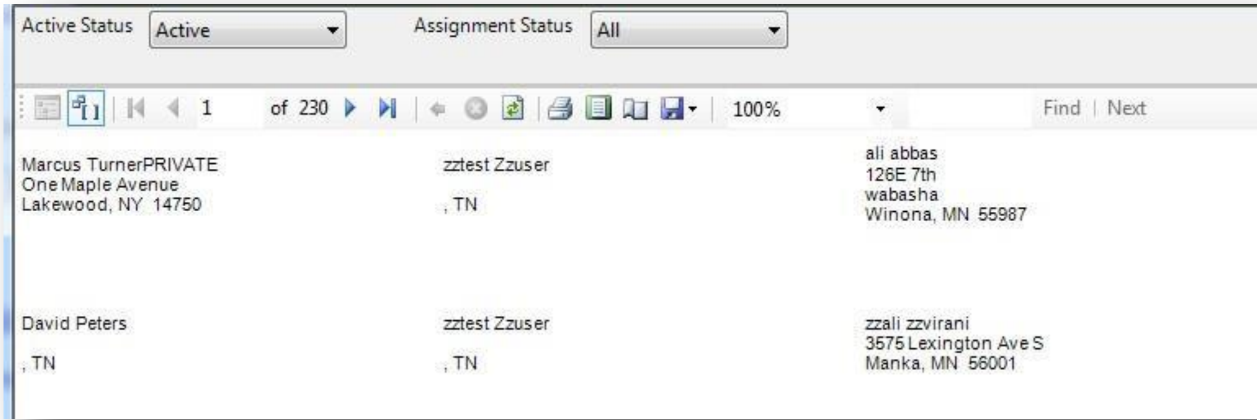
Allows you to view all of your employees that have been de-activated in the system.

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:

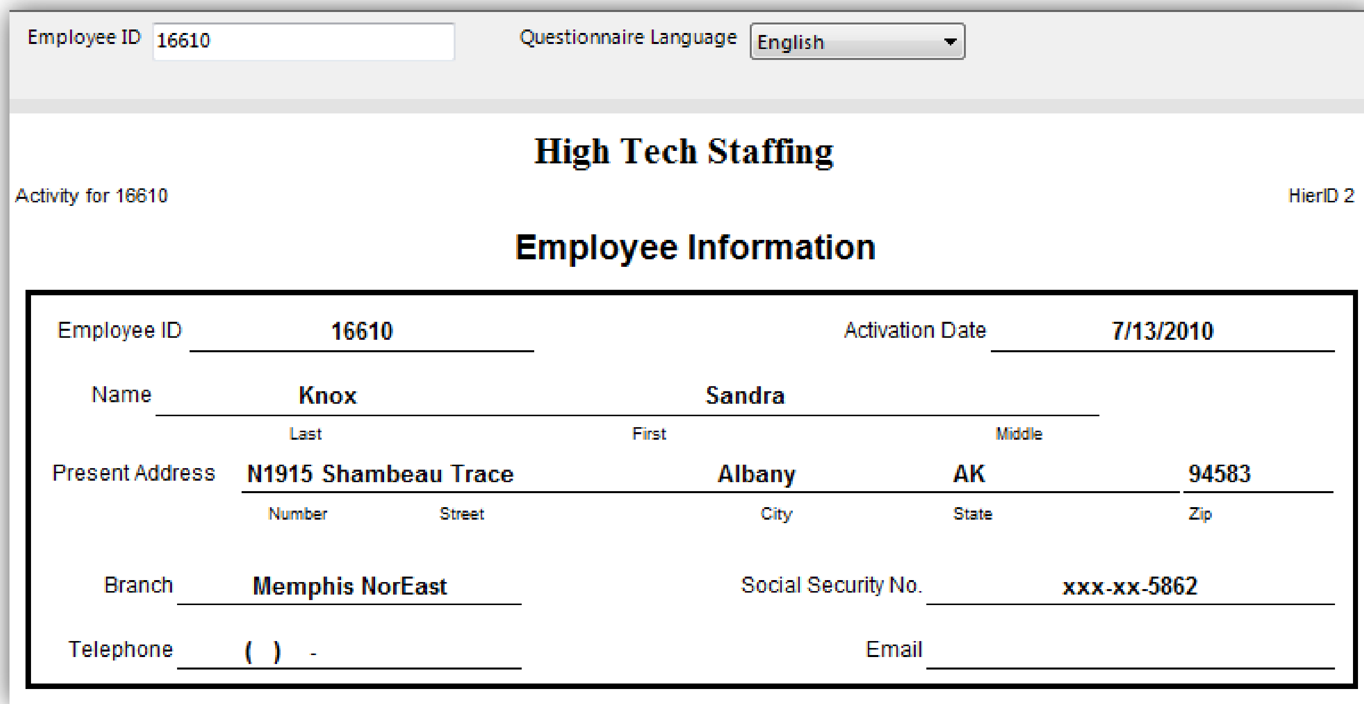
A printable report designed to be printed on Avery 5160 label template.

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 (Last)	Sandra (First)	(Middle)		
Present Address	N1915 Shambeau Trace (Number, Street)	Albany (City)	AK (State)	94583 (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:

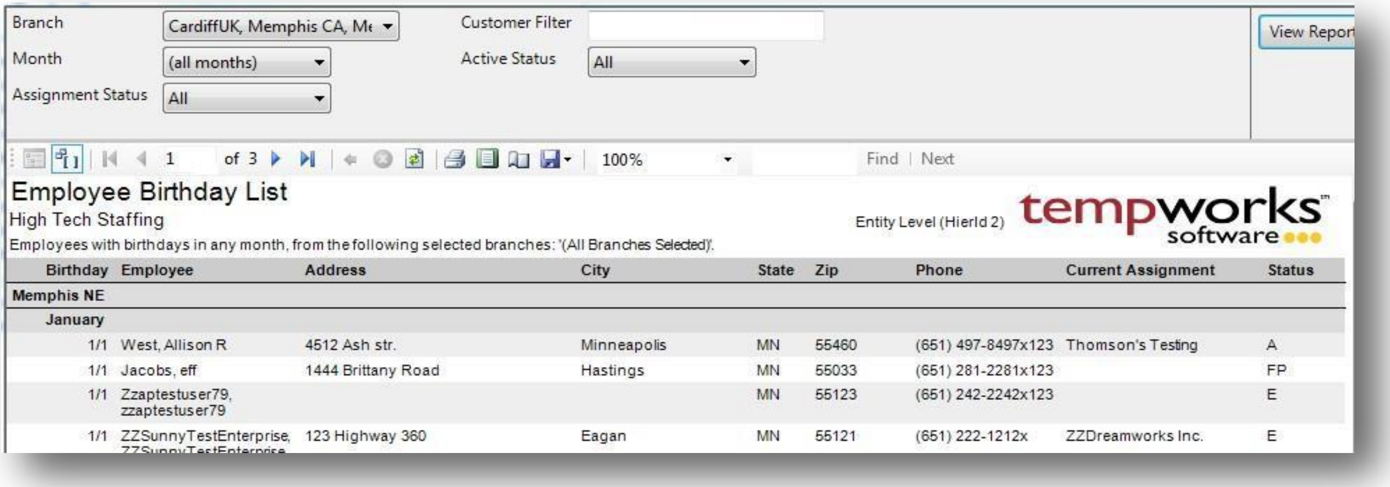
1. Contact info
2. Work History
3. Education
4. Interest codes
5. Questionnaire questions and answers from the Online Application.

Parameters:

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

Employee Birthday List

Screen Shot:



Purpose:

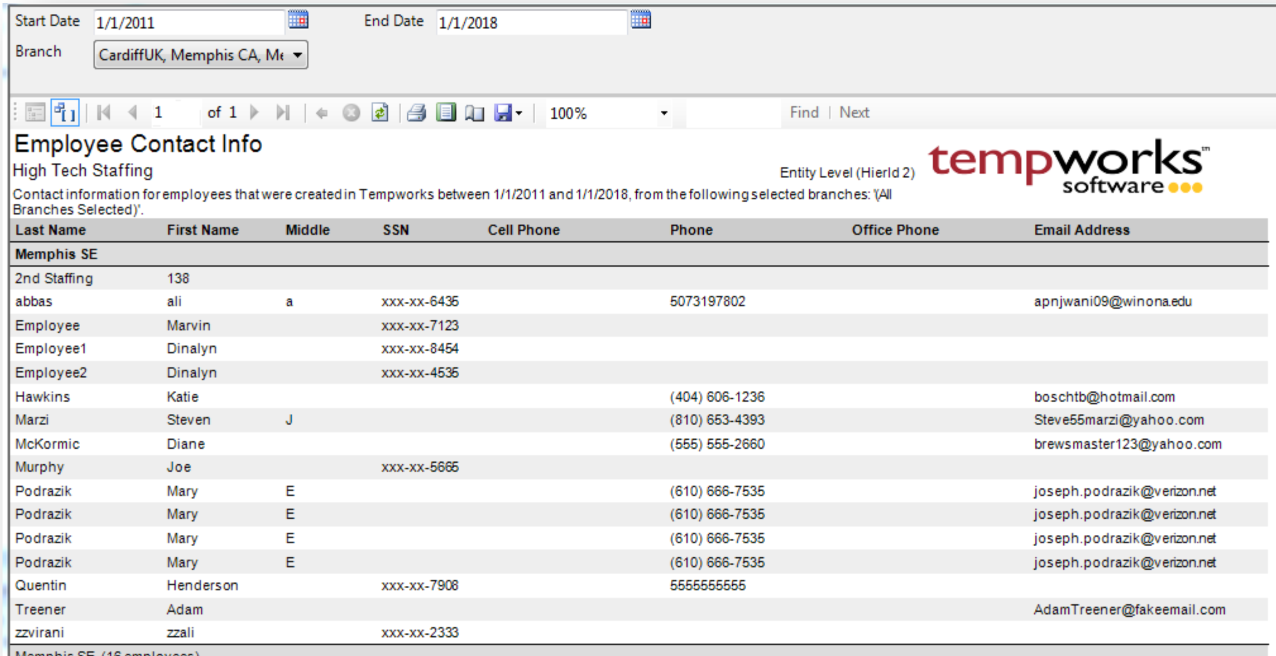
This report is designed to give you the needed info to send out birthday cards or make birthday calls to your employees.

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

1 of 1 100% Find | Next

Employee Contact Info
High Tech Staffing
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:

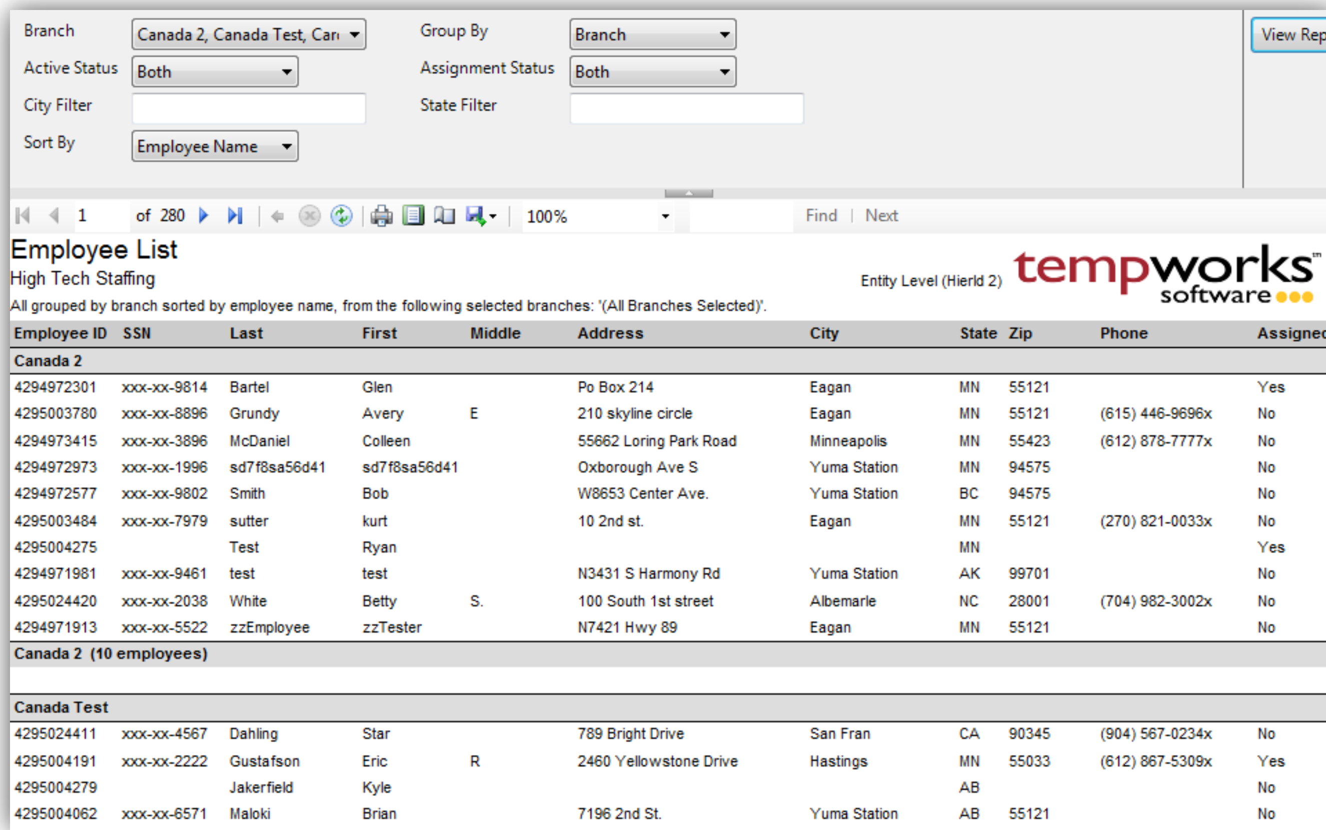
This report is designed to find employees based on the date their employee record was created in TempWorks in order to be able to contact them. This report works well for mass callings or mass emailing. Can be exported, if needed, to Excel, CSV, Text, etc.

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:



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).

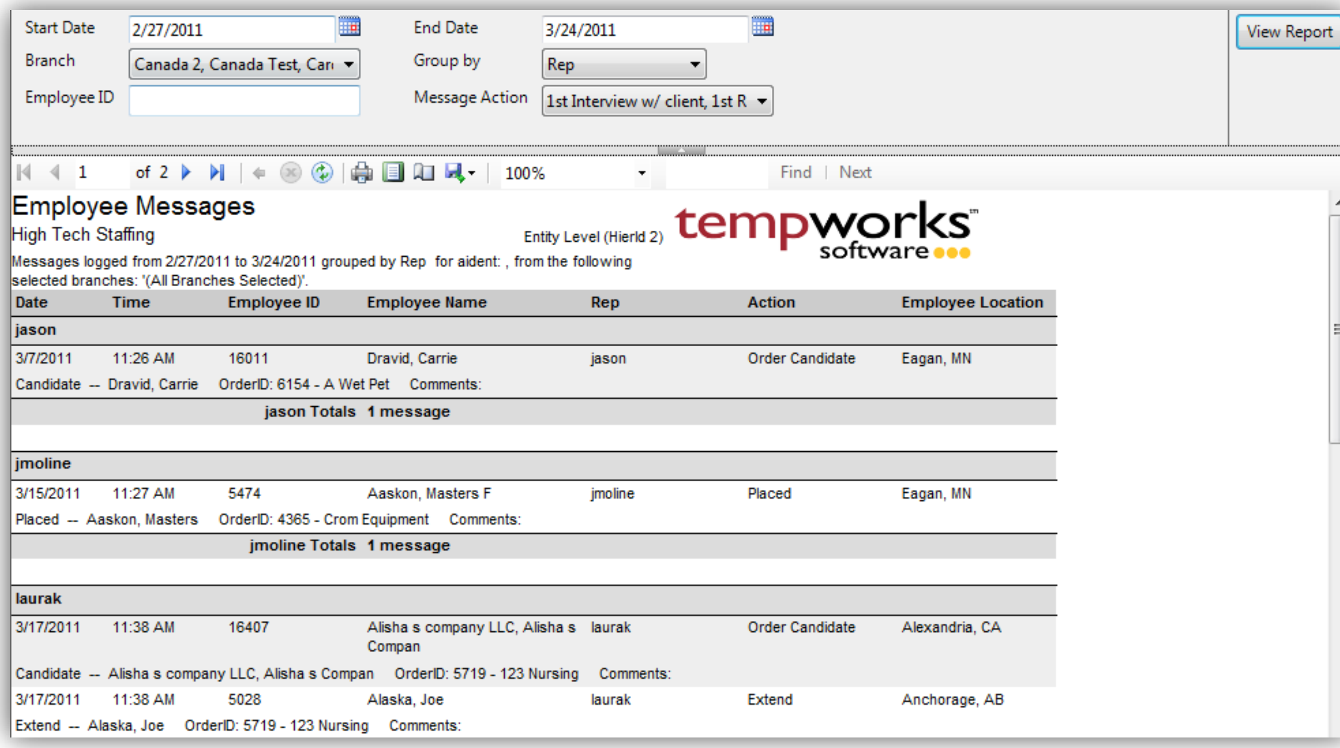
Parameters:

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:



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.

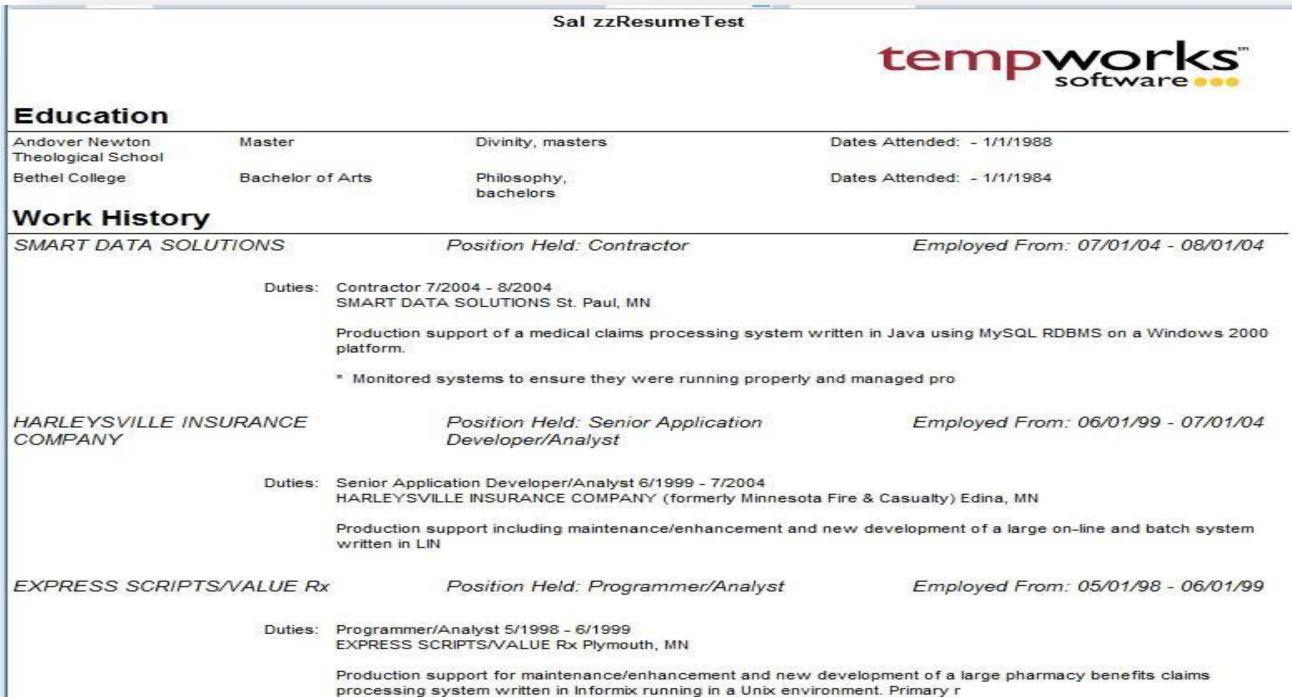
Parameters:

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 selectall action codes, just one specific code or all action codes.

Employee Resume Generator

Screen Shot:



Sal zzResumeTest

tempworks software

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 — *Position Held: Contractor* — *Employed From: 07/01/04 - 08/01/04*

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 — *Position Held: Senior Application Developer/Analyst* — *Employed From: 06/01/99 - 07/01/04*

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 — *Position Held: Programmer/Analyst* — *Employed From: 05/01/98 - 06/01/99*

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:

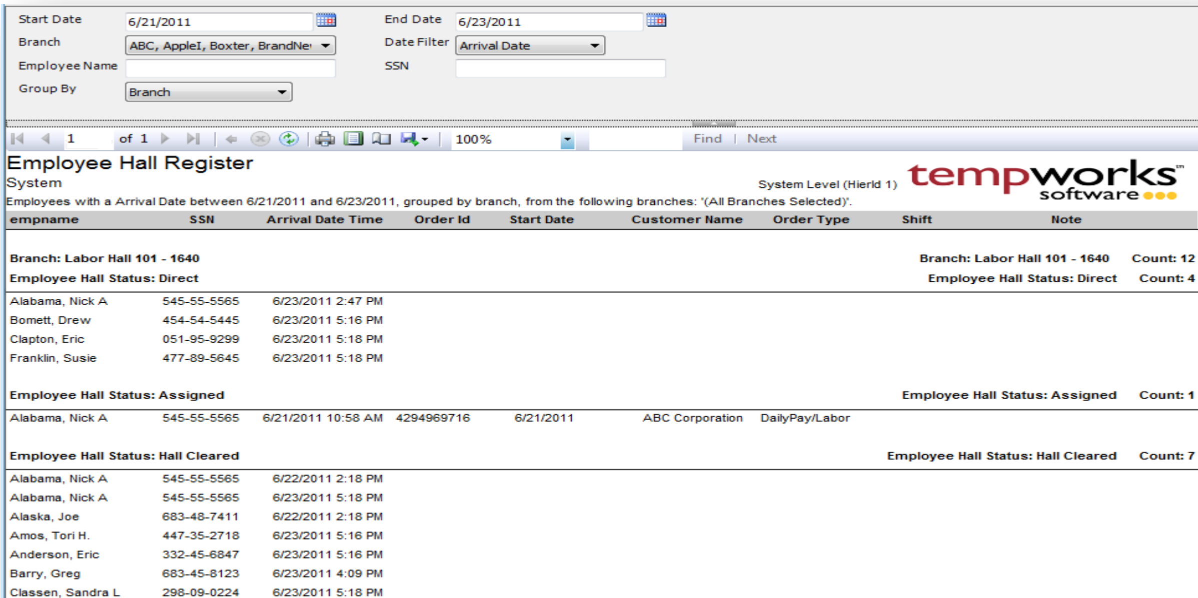
This report takes the information stored on the employee's record and puts it into a resume format. This is very useful in the case where a customer requires a resume for the employee and the employee does not have a resume document on file or has not made a resume before. This report can be run from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



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)

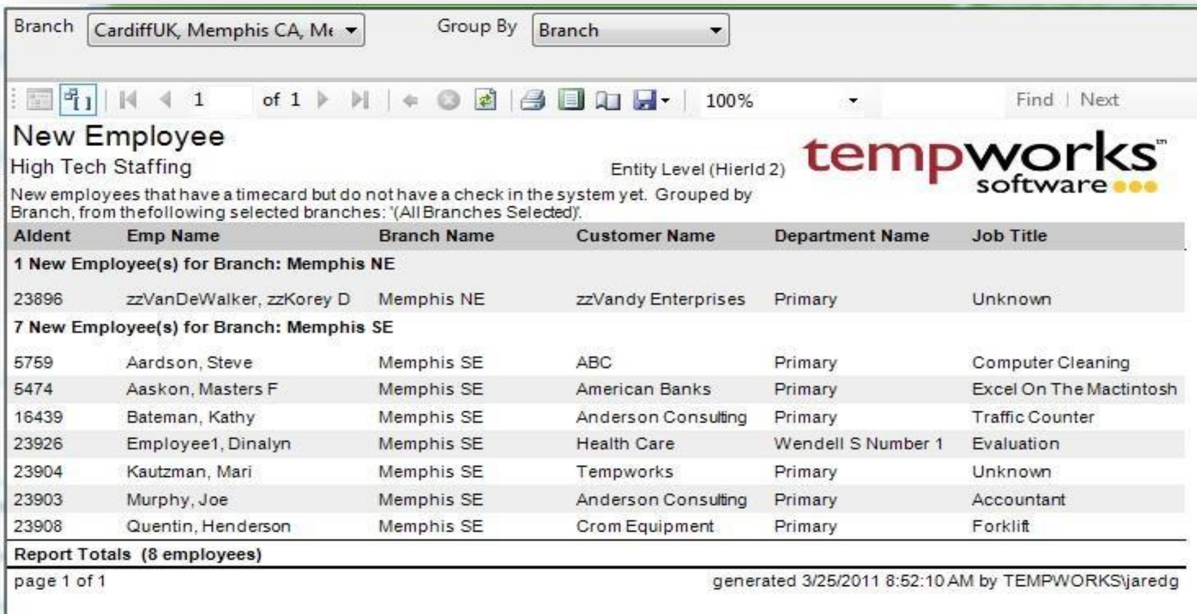
4. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
5. Group By: A list of different fields to group the data into on the report. Has the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



Branch: CardiffUK, Memphis CA, Me   Group By: Branch

1 of 1   100%   Find | Next

New Employee
High Tech Staffing
Entity Level (HierId 2)

New employees that have a timecard but do not have a check in the system yet. Grouped by Branch, from the following selected branches: '(All Branches Selected)'.

AIdent	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)					

page 1 of 1   generated 3/25/2011 8:52:10 AM by TEMPWORKS\jaredg

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

1 of 1 100% Find | Next

Unemployment Claims
High Tech Staffing
Entity Level (HierId 2)
Unemployment claims with a date filed between 1/1/2000 and 1/1/2018

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
Show ing EEO information for w eekend bill date 9/17/2017.

System Level (Hierld 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.

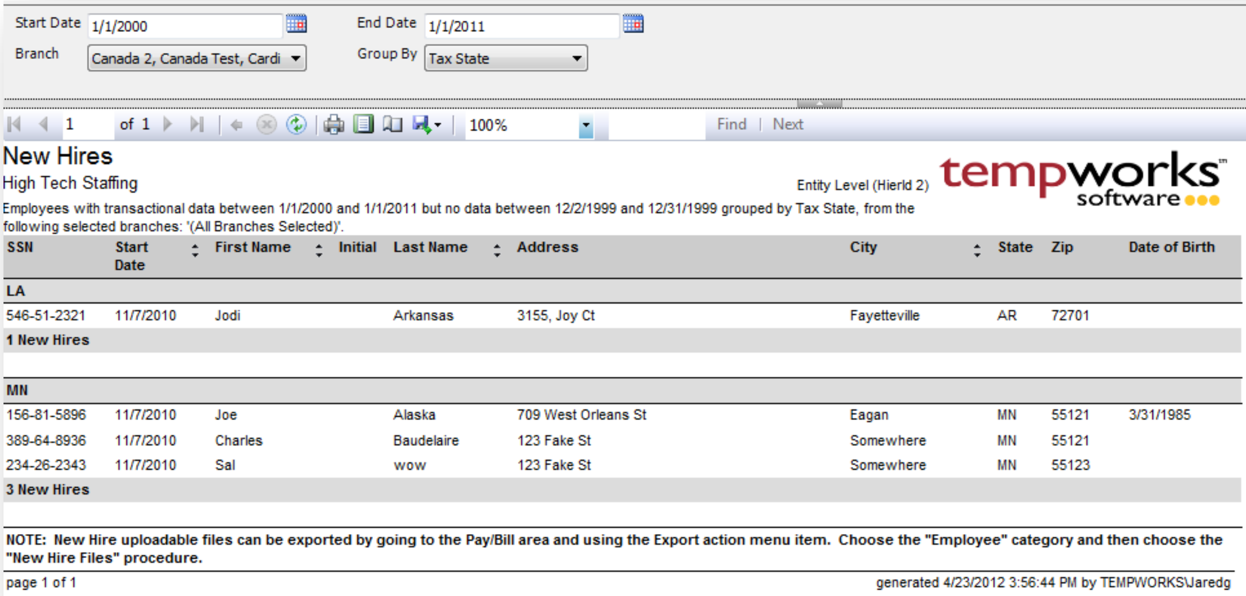
This report is designed to be used to fill out the EEO-1 survey report.

Parameters:

1. EINC: Select which EINCs 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 (Hierld 2)
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.

page 1 of 1 generated 4/23/2012 3:56:44 PM by TEMPWORKS\Jaredg

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.

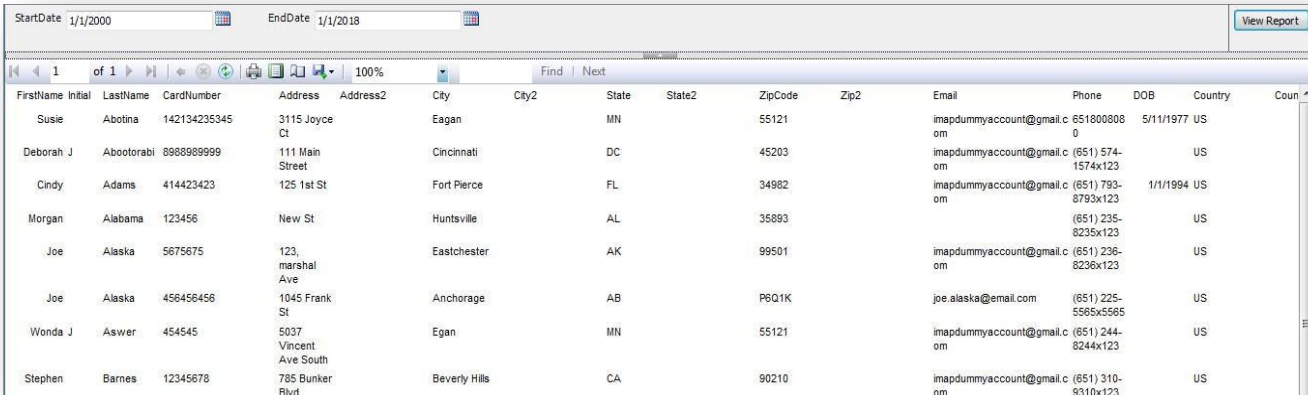
Parameters:

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:



StartDate 1/1/2000 EndDate 1/1/2018 View Report

1 of 1 100% Find | Next

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	Abootorabi	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:

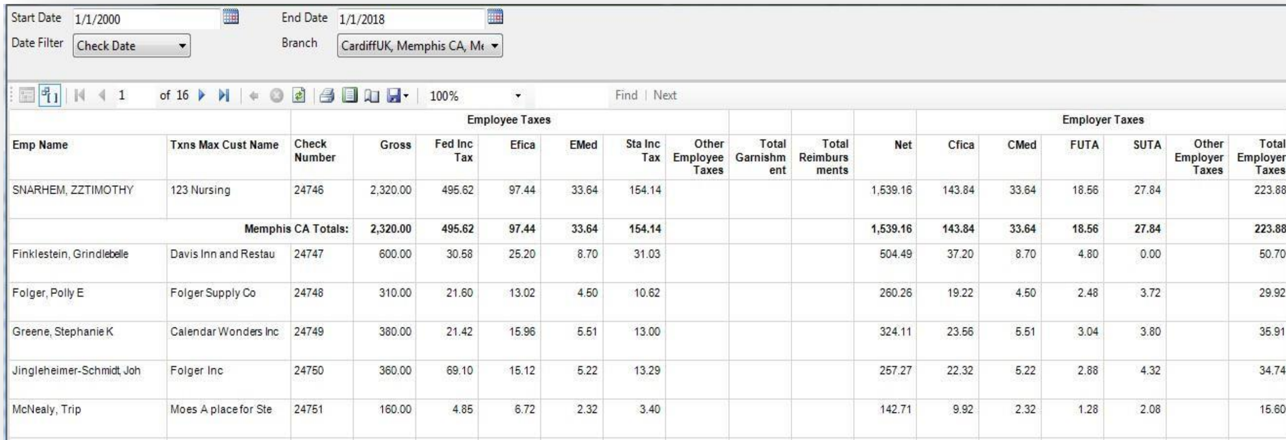
This is report is designed to be viewed and then exported. It gives you the needed info to send to Global Cash Card to setup new paycards for employees.

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:



				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 Garnishment**	**Total Reimbursments**	**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		35.91
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:

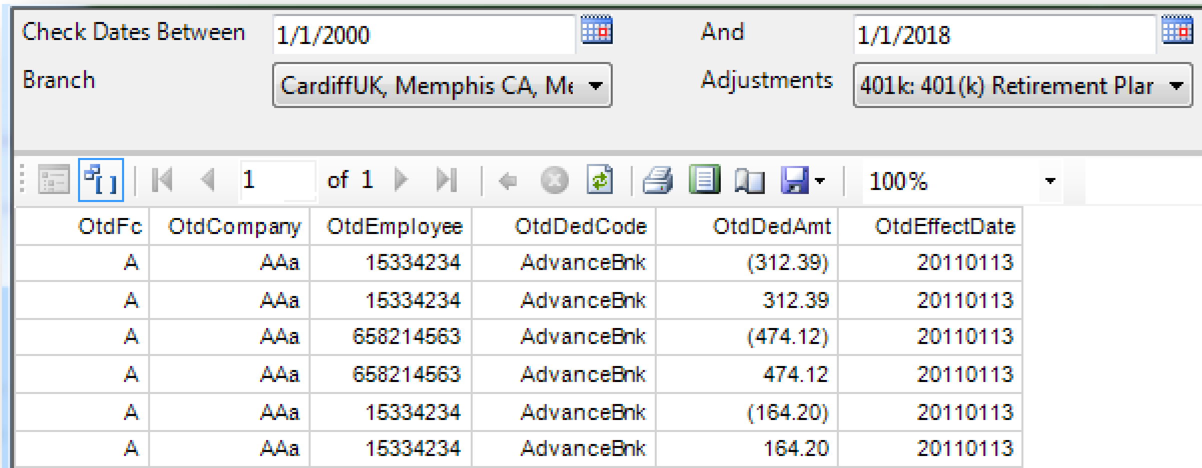
This is report is designed to be viewed and then exported. It sums all the different taxes and adjustments into buckets per check.

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:



Purpose:

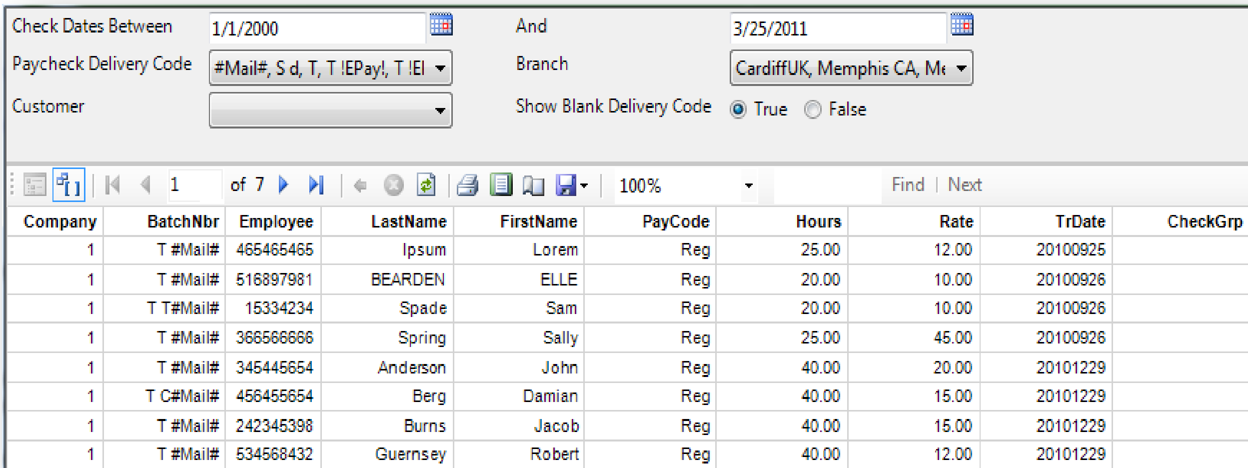
This report is designed to be sent to the payroll processing company SCI (Staffing Concepts International). It is designed to be exported to excel and sent off to them.

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:



Purpose:

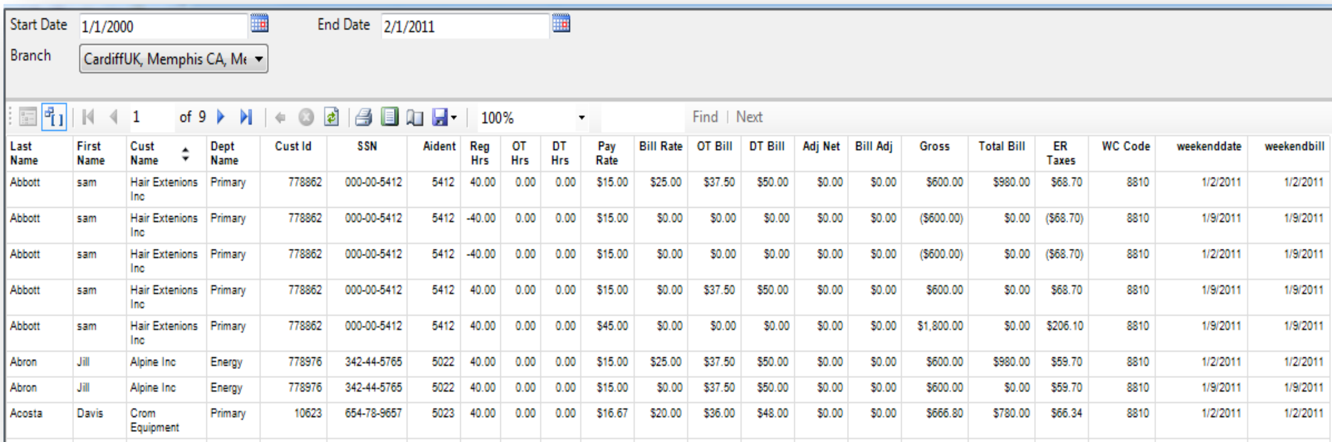
This report is designed to be sent to the payroll processing company SCI (Staffing Concepts International). It is designed to be exported to excel and sent off to them. It uses the Paycheck Deliver code to act as the BatchNbr column. This report requires some customization and specific assignment setup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

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 Extenions 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 Extenions 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 Extenions 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 Extenions 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 Extenions 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:

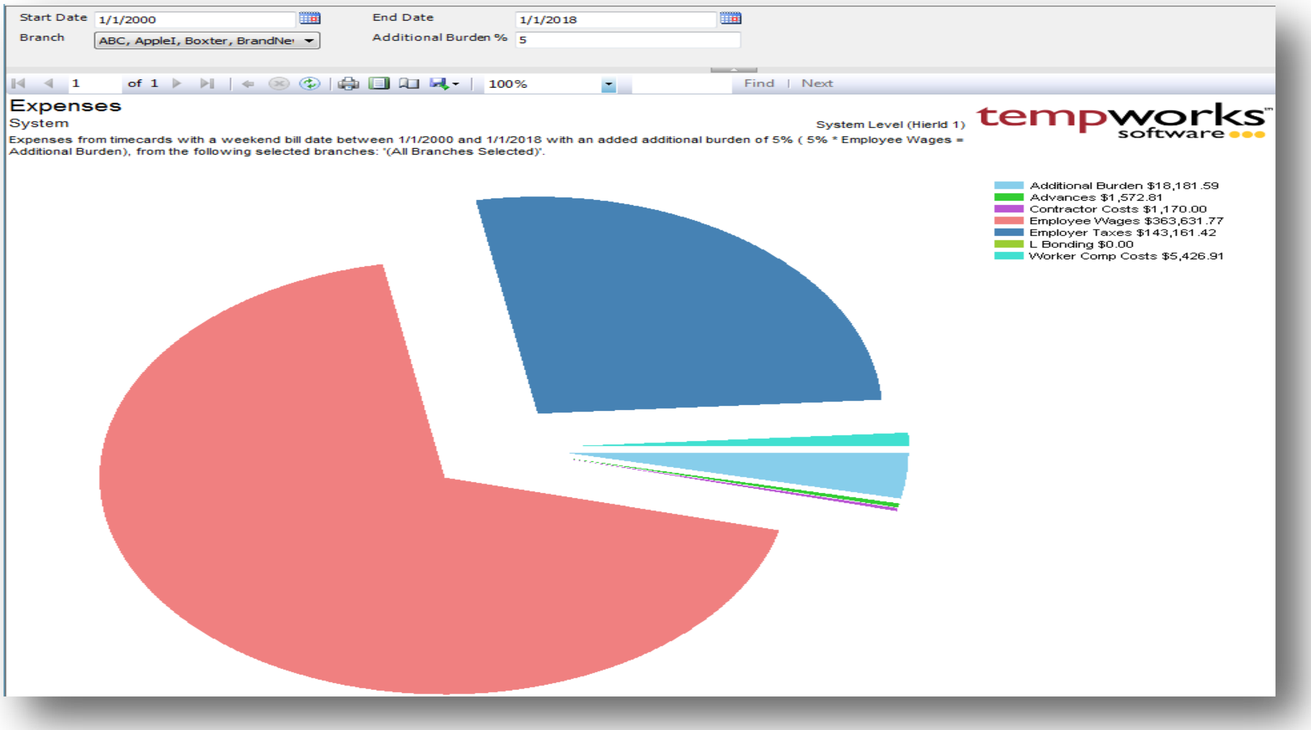
This report shows all of the main transaction information. It is designed to be used to export your information out of the system in to excel if you need it to send to an invoicing company, another payroll processing company or if you want to have it as a backup for your own purposes. This report can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

Expenses

Screen Shot:



Purpose:

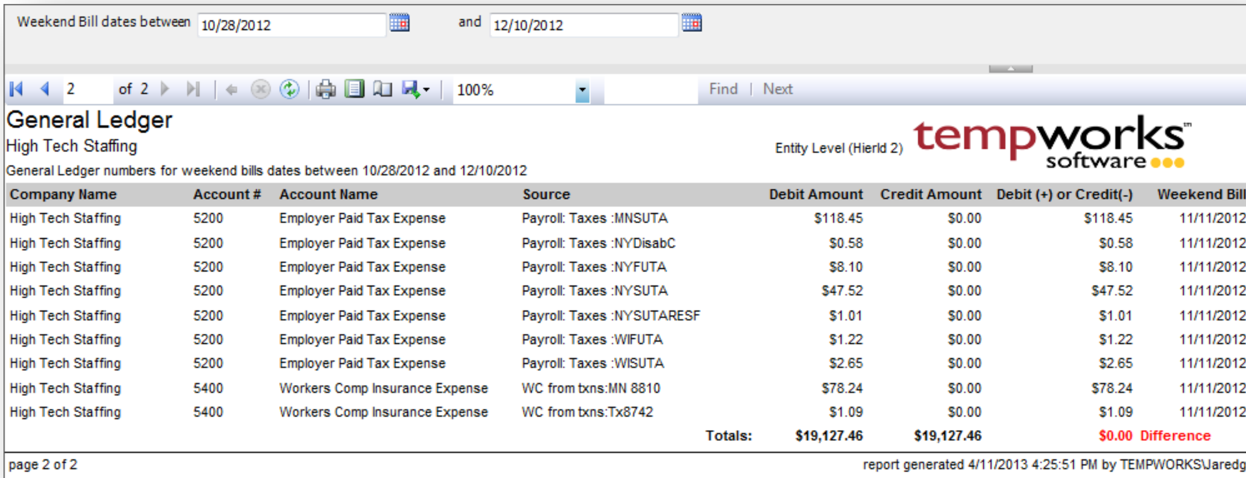
This report gives you a visual breakdown of your payroll costs/expenses that have been calculated in the system for a give weekend bill period.

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:



Weekend Bill dates between 10/28/2012 and 12/10/2012

2 of 2 100% Find | Next

General Ledger
High Tech Staffing
General Ledger numbers for weekend bills dates between 10/28/2012 and 12/10/2012

Entity Level (Hierld 2)

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:

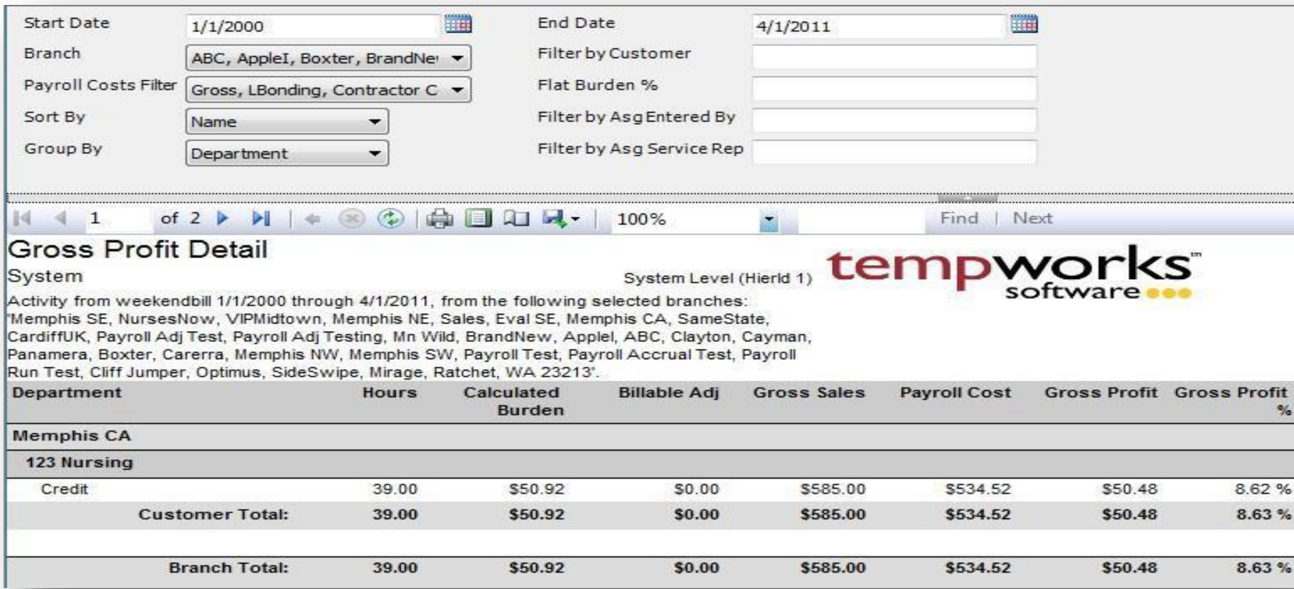
This report breaks out all of your payroll and invoicing numbers into generic GL accounts for a given weekend bill range. Report can be used to help prepare a journal entry to book your payroll and invoicing numbers in your accounting system. (Note: report uses generic account numbers. If you need to 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:



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 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 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 %**

page 1 of 1 generated 3/22/2011 12:34:30 PM by TEMPWORKS\jaredg

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 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 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

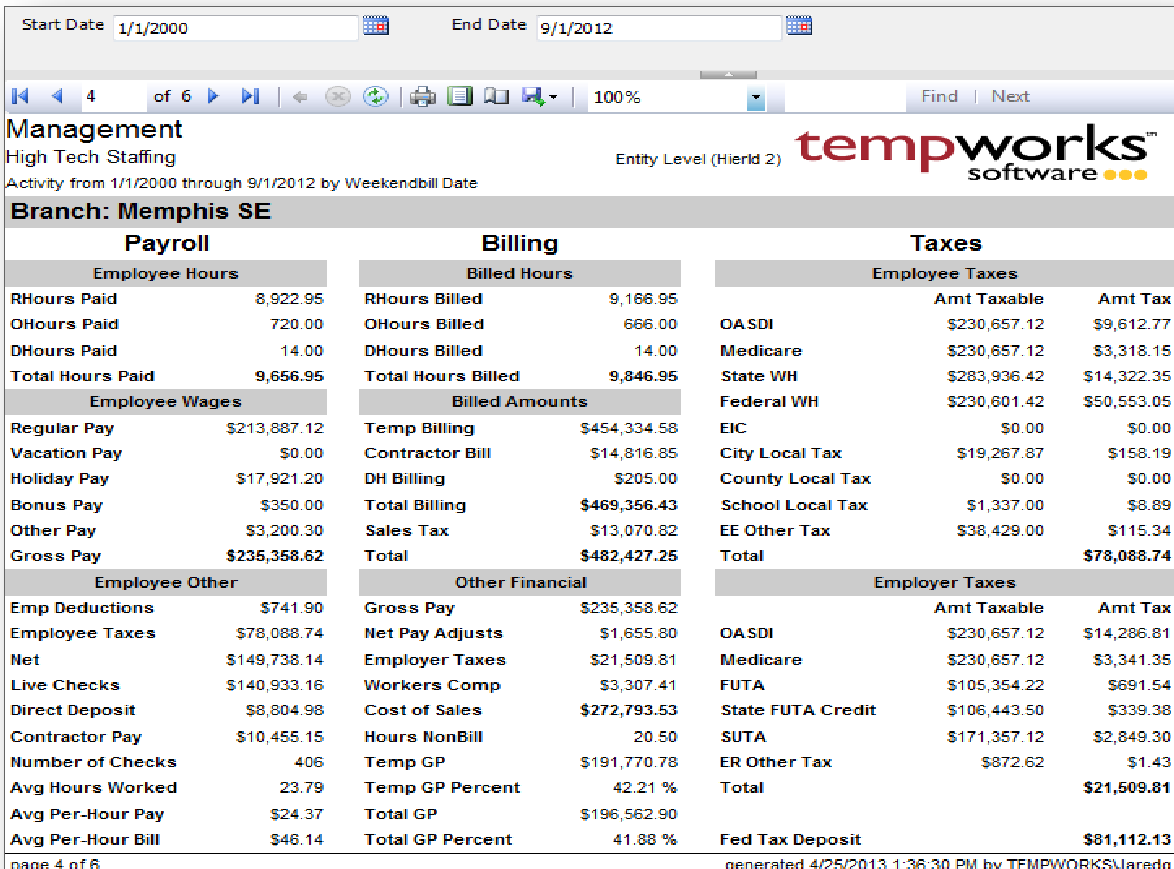
j. Asg Entered By on the assignment

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 (Hierld 2)

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\Jaredg

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

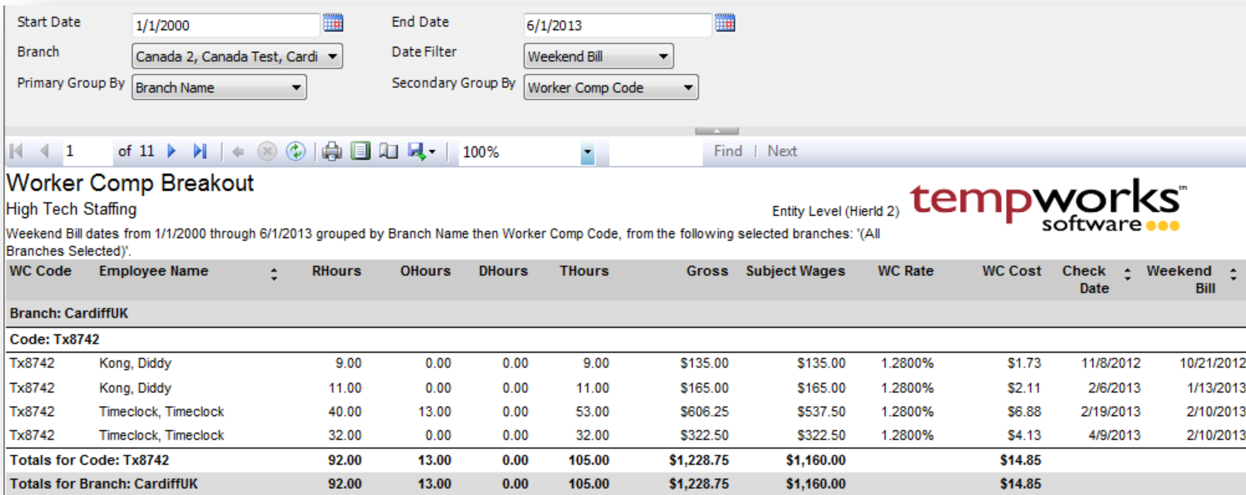
40.00 in the RHours Paid field from the above example you will be taken to the Employee Hours report so that you can see the detail of those 40 hours. You will know when a field is linked by hovering over the field and your cursor will change from a  to a 

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:



Start Date 1/1/2000 End Date 6/1/2013
Branch Canada 2, Canada Test, Cardi Date Filter Weekend Bill
Primary Group By Branch Name Secondary Group By Worker Comp Code

1 of 11 100% Find | Next

Worker Comp Breakout
High Tech Staffing
Entity Level (HierId 2)
Weekend Bill dates from 1/1/2000 through 6/1/2013 grouped by Branch Name then Worker Comp Code, from the following selected branches: '(All Branches Selected)'.

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.

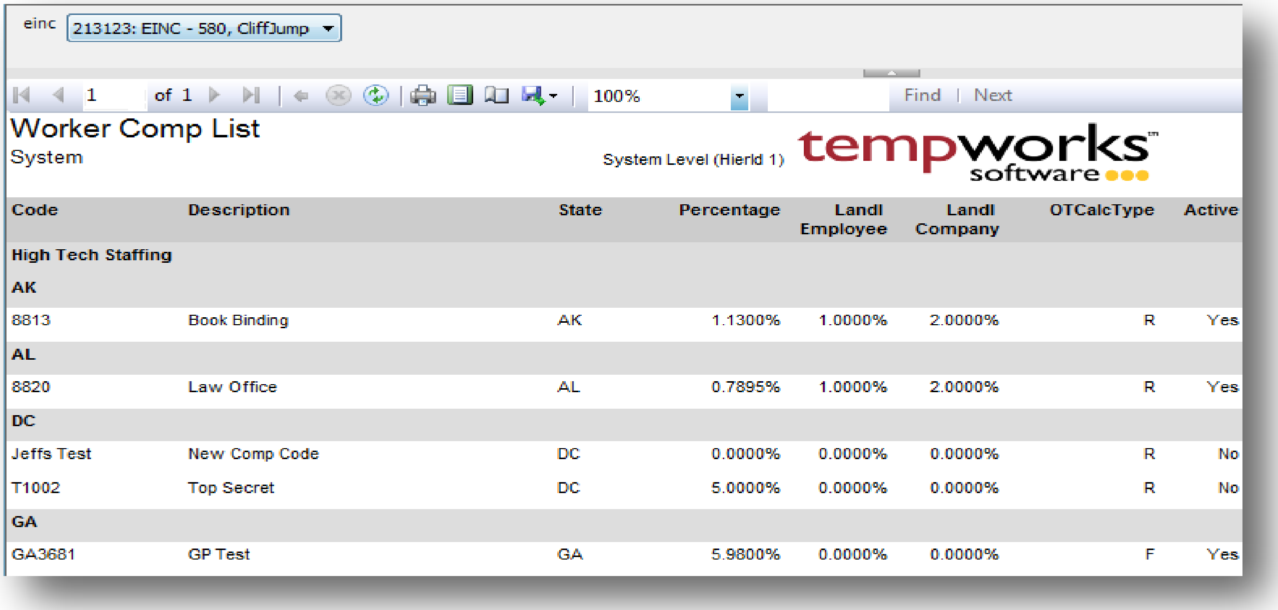
Parameters:

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

System

System Level (HierId 1)

tempworks software

Code	Description	State	Percentage	LandI Employee	LandI 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							
Jeffs 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:

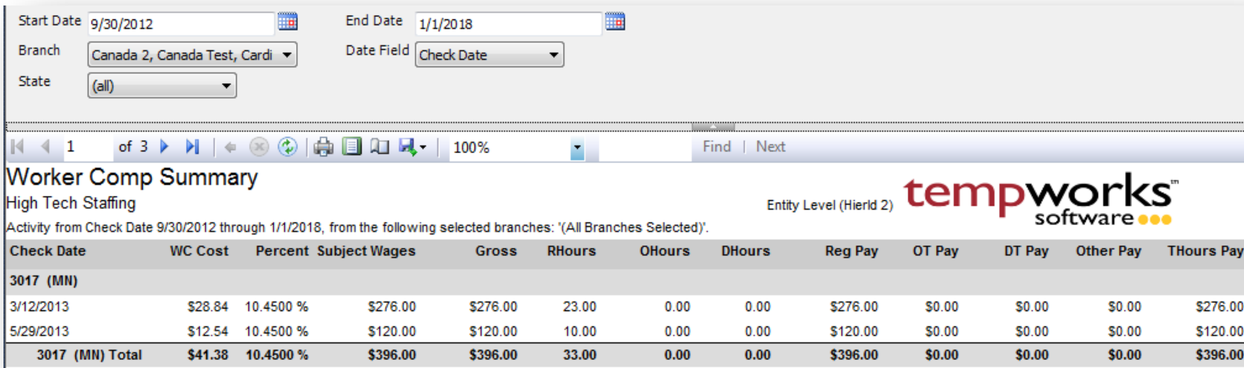
This report lists out all of your worker comp codes that are in the system with their rates and other appropriate information. The OT Calc Type determines if you weight the OT or not. R = regular, takes the regular pay rate times the total hours regardless of overtime or double time rates. F = full,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



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.

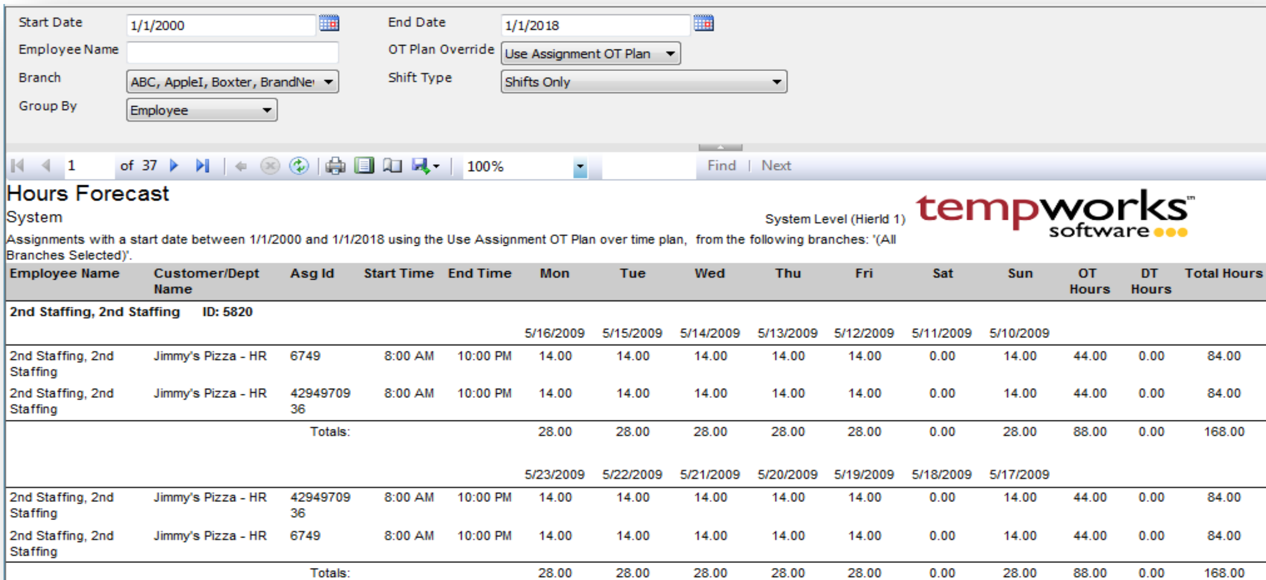
Parameters:

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:



Start Date 1/1/2000 | End Date 1/1/2018
Employee Name | OT Plan Override Use Assignment OT Plan
Branch ABC, AppleI, Boxter, BrandNe | Shift Type Shifts Only
Group By Employee

1 of 37 | 100% | Find | Next

Hours Forecast
System
System Level (HierId 1)
Assignments with a start date between 1/1/2000 and 1/1/2018 using the Use Assignment OT Plan over time plan, from the following branches: '(All Branches Selected)'.

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:

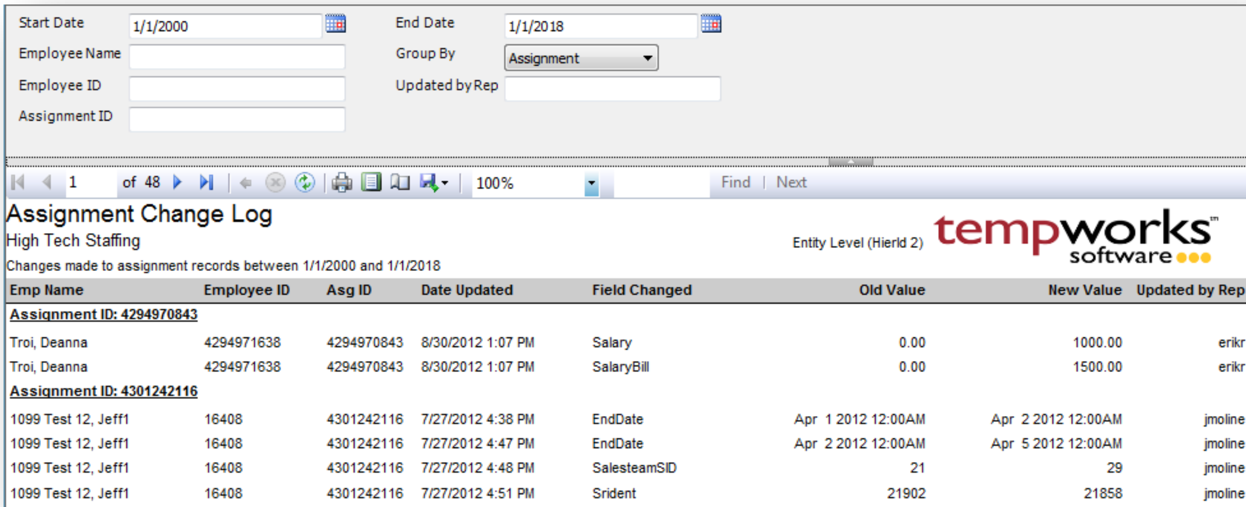
1. Start Date: Starting date of your desired assignment start date range
2. End Date: Ending date of your desired assignment start date range
3. Employee Name: Allows you to filter for a specified employee name.
4. OT Plan Override: Is a list of the different OT plans in the system. Allows you to override 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:



Start Date 1/1/2000 End Date 1/1/2018
Employee Name Group By Assignment
Employee ID Updated by Rep
Assignment ID

1 of 48 100% Find | Next

Assignment Change Log
High Tech Staffing
Changes made to assignment records between 1/1/2000 and 1/1/2018
Entity Level (HierId 2)

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	jmoline
1099 Test 12, Jeff1	16408	4301242116	7/27/2012 4:47 PM	EndDate	Apr 2 2012 12:00AM	Apr 5 2012 12:00AM	jmoline
1099 Test 12, Jeff1	16408	4301242116	7/27/2012 4:48 PM	SalesteamSID	21	29	jmoline
1099 Test 12, Jeff1	16408	4301242116	7/27/2012 4:51 PM	Srident	21902	21858	jmoline

Purpose:

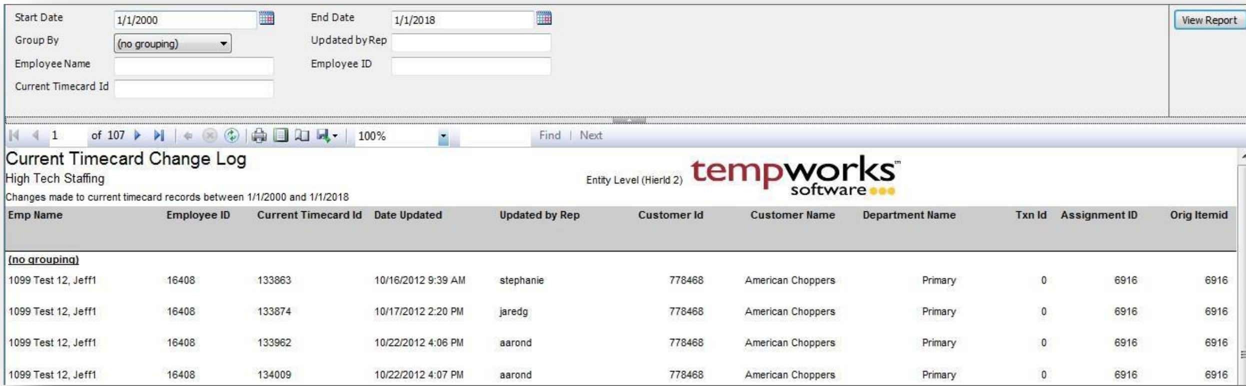
This report is designed to show you all of the logged changes made to assignments. This is a great report to see who changed a start date, pay rate, bill rate, etc. in order for you to follow up with them to see why they made the given change.

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:



Purpose:

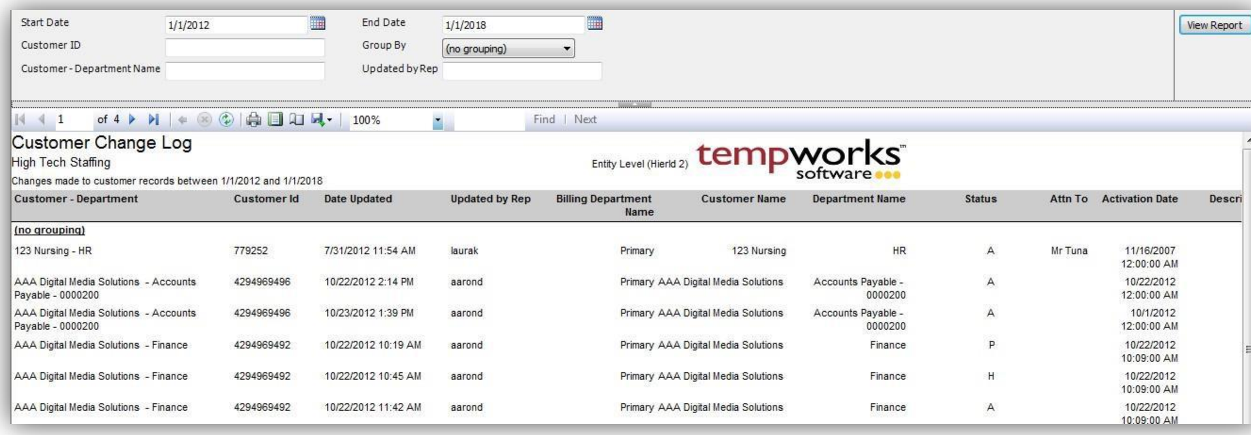
This report is designed to show you all of the logged changes made to current timecards. This is a great report to see who changed a pay rate, bill rate, etc. in order for you to follow up with them to see why they made the given change.

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	Descri
(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:

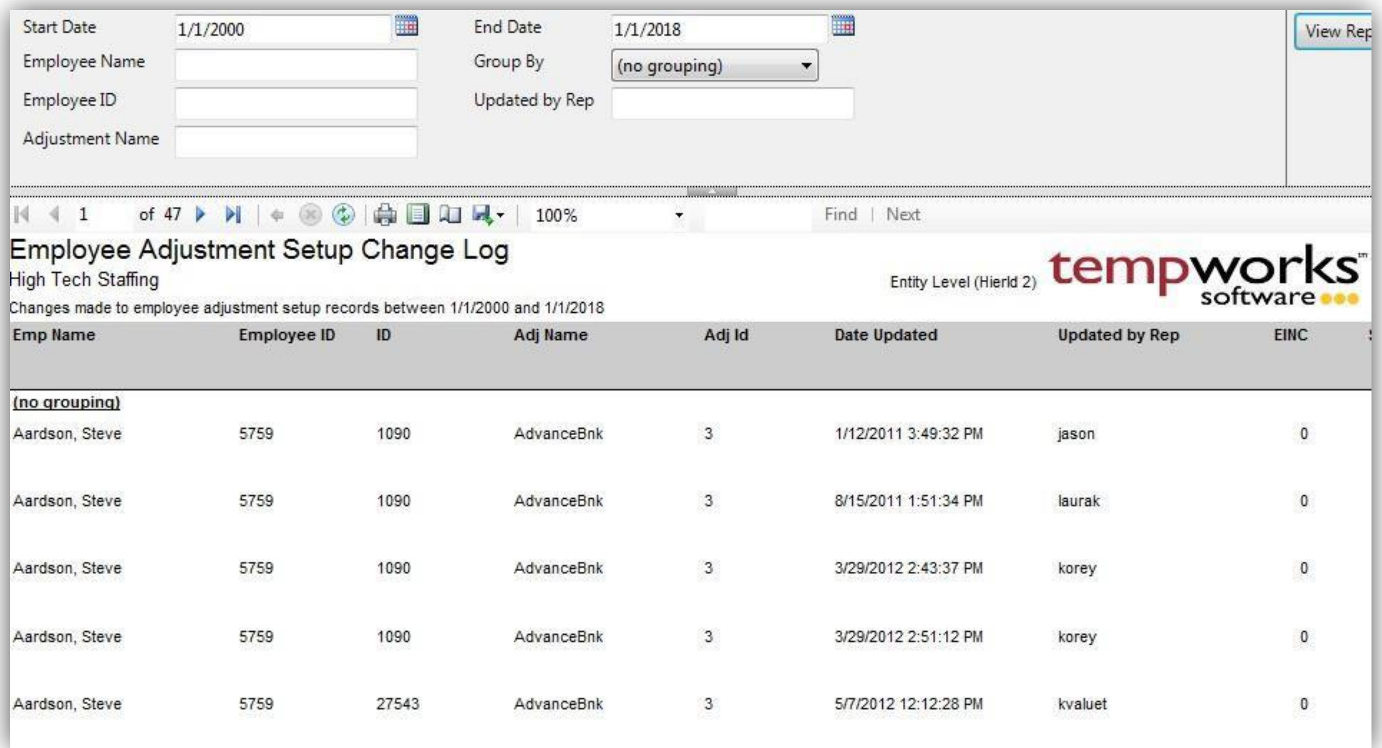
This report is designed to show you all of the logged changes made to customers. This is a great report to see who changed the remit to address, status, department name, etc. in order for you to follow up with them to see why they made the given change.

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:



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.

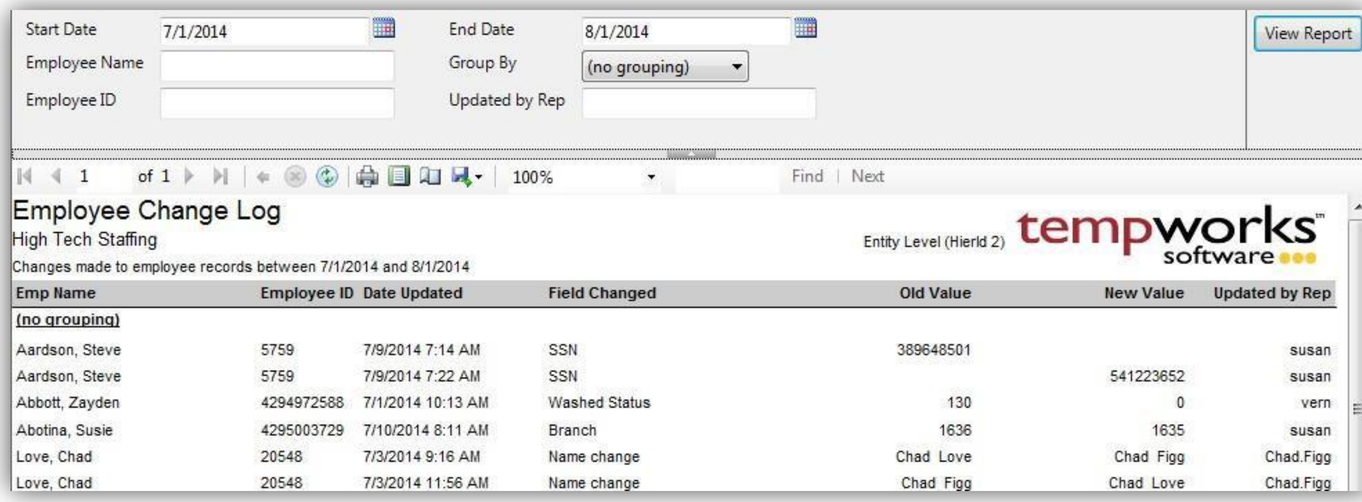
Parameters:

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:

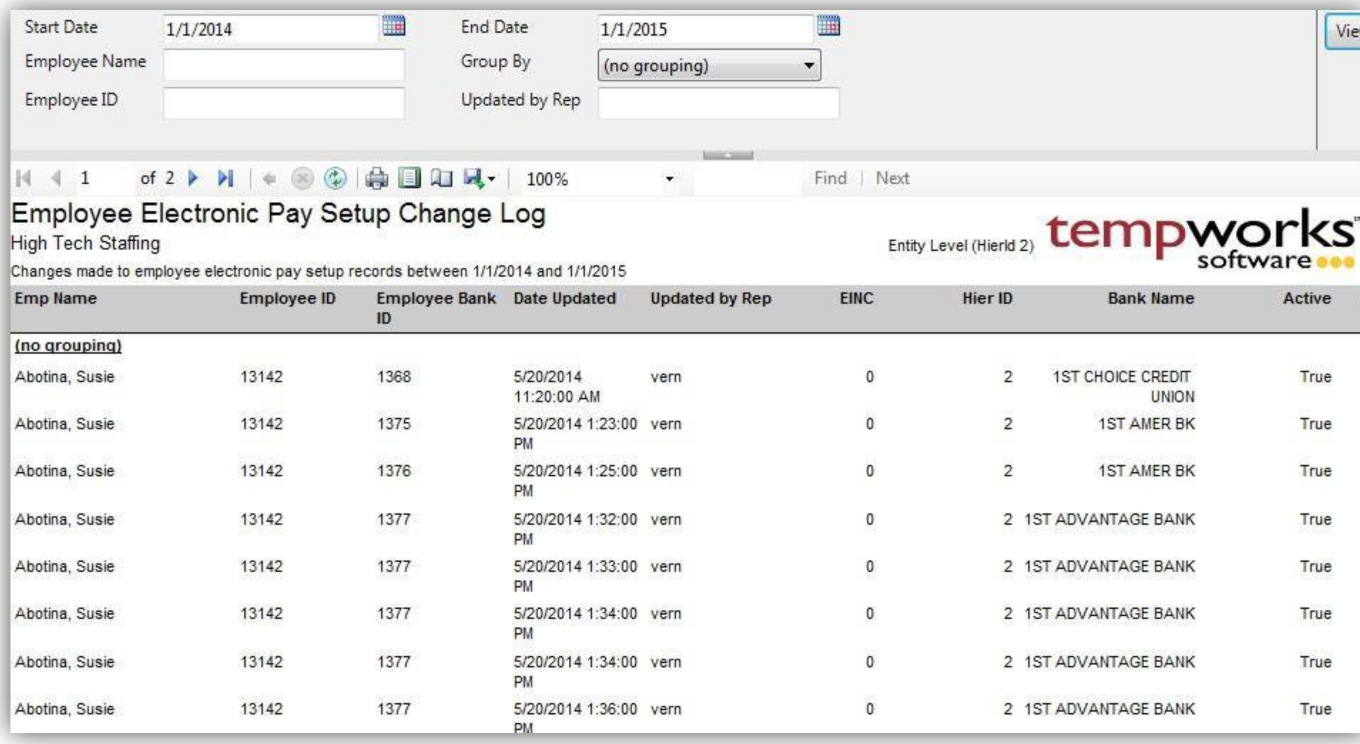
This report is designed to show you all of the logged changes made to employee records. This is a great report to see who changed the address, federal exemptions, first name, etc. in order for you to follow up with them to see why they made the given change.

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:



Employee Electronic Pay Setup Change Log

High Tech Staffing

Entity Level (HierId 2)

Changes made to employee electronic pay setup records between 1/1/2014 and 1/1/2015

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:

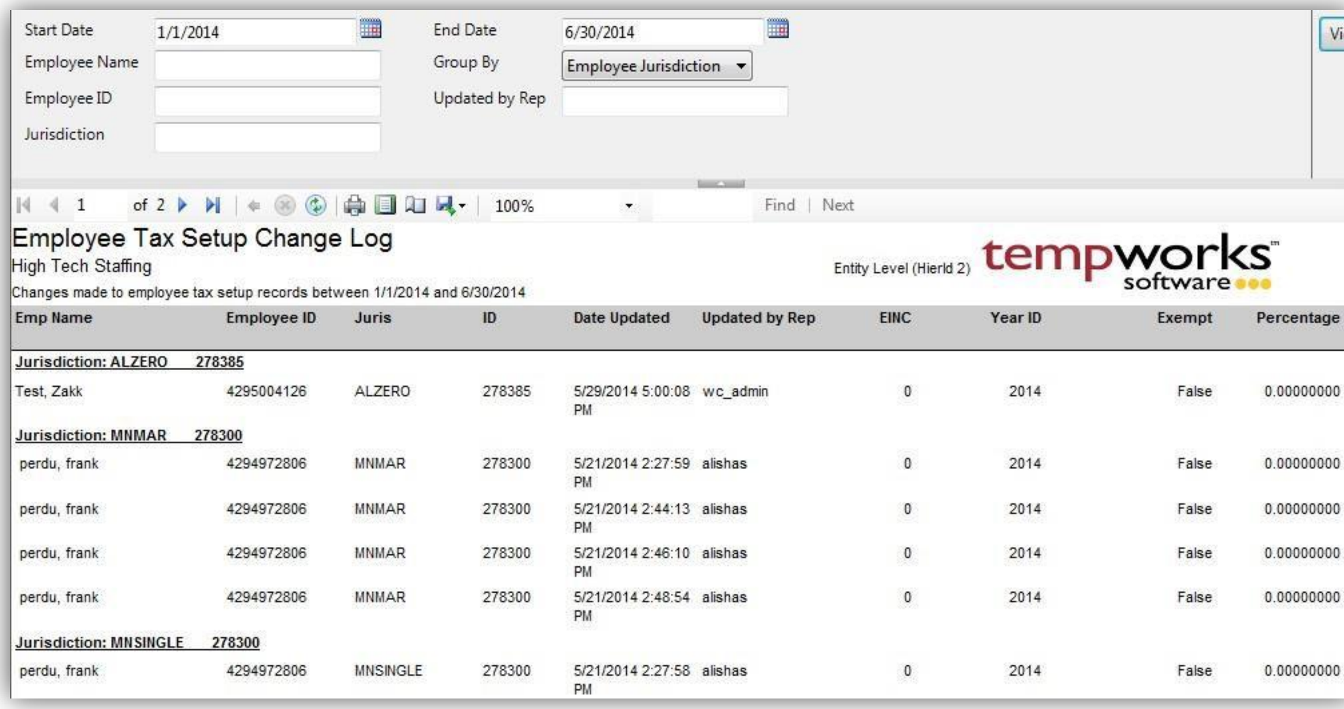
This report is designed to show you all of the logged changes made to employee's electronic pay setup records. This is a great report to see who changed the routing number, bank account number, etc. in order for you to follow up with them to see why they made the given change.

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:



Employee Tax Setup Change Log

High Tech Staffing

Changes made to employee tax setup records between 1/1/2014 and 6/30/2014

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:

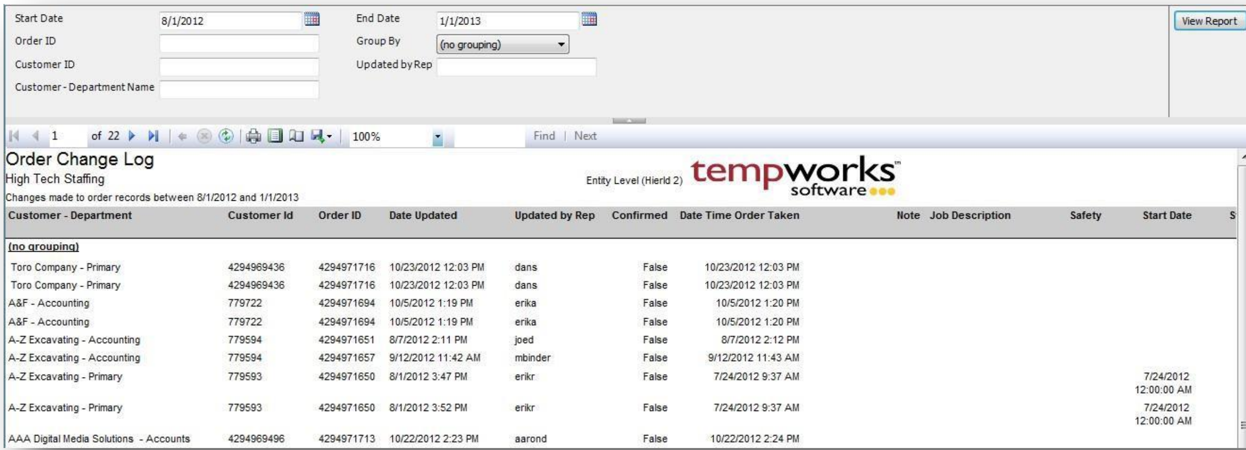
This report is designed to show you all of the logged changes made to employee's tax setup records. This is a great report to see who changed the exemptions, additional withholding, etc. in order for you to follow up with them to see why they made the given change.

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
Order ID
Group By (no grouping)
Customer ID
Updated by Rep
Customer - Department Name
View Report

1 of 22 | 100% | Find | Next

Order Change Log
High Tech Staffing
Entity Level (HierId 2)
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	S
(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:

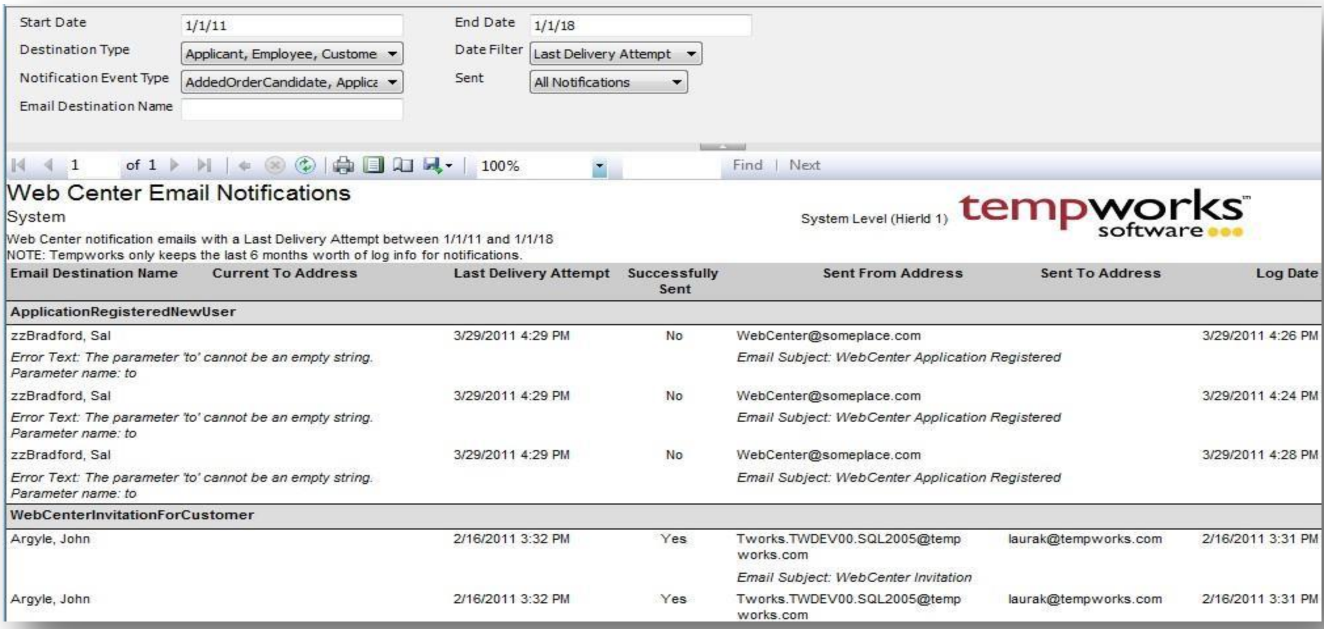
This report is designed to show you all of the logged changes made to orders. This is a great report to see who changed the start date, worker comp code, worksite, etc. in order for you to follow up with them to see why they made the given change.

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:



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:

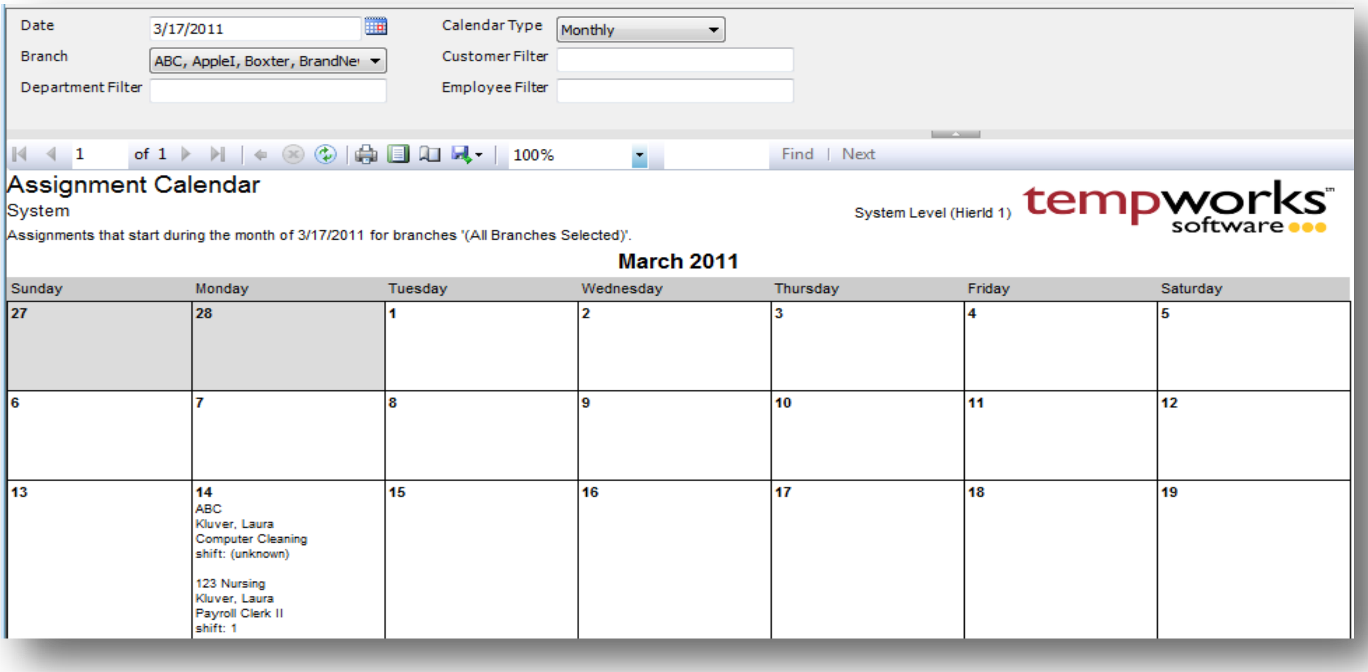
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
   a. Last Delivery Attempt
   b. Log Date
4. Destination Type: A list of different origin/record types that the emails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

Assignment Calendar

Screen Shot:



Purpose:

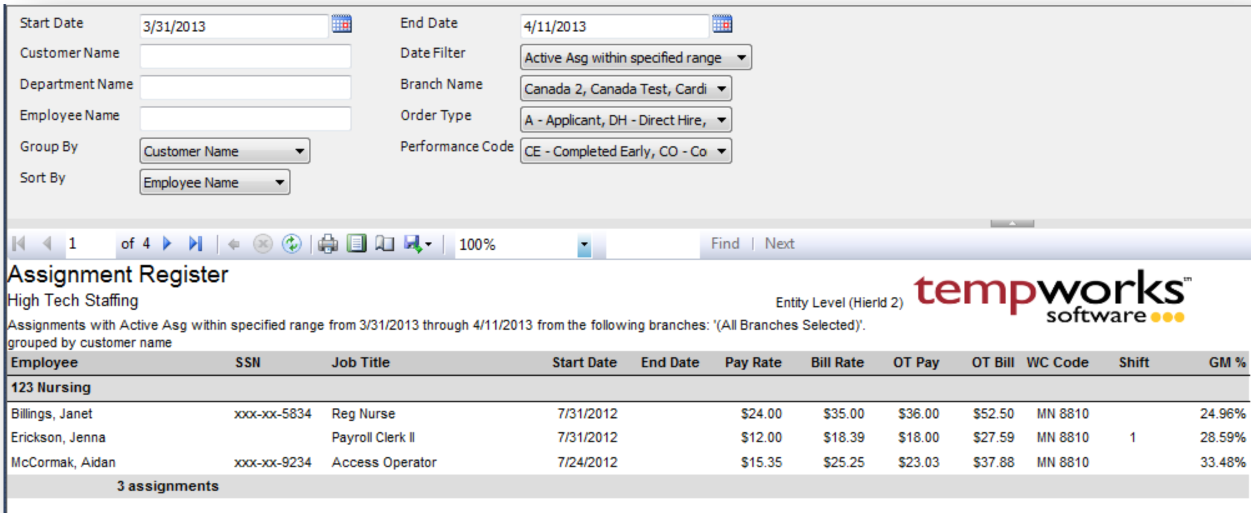
Is a visual representation of when assignments start. Allows you to view either entire the month or just one week.

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:



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

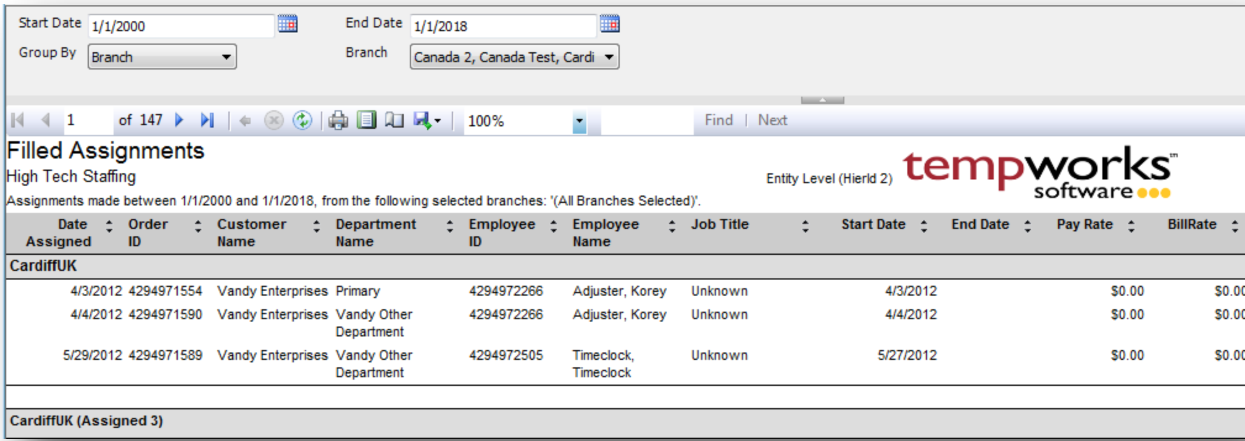
Parameters:

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:



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	**Address:**	
Customer:	Crom Equipment	400 Main Street Baltimore, MD 21202	
Customer Id:	778105		
Department:	Accounting		
Worker Comp:	Code		

Job Information

Required:	1	**Job Title:**	Forklift
Assigned:	8	**Description:**	
Order Type:	Temp	driver to deliver food boxes to hungry accounting staff	
Dress Code:			
Safety Notes:			
Start Date:	3/1/2006	**Start Time:**	7:00:00 AM
Est. End Date:	11/30/2006	**End Time:**	3:00:00 PM
Duration:	9 months	**Shift:**	12 Day

Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**

Purpose:

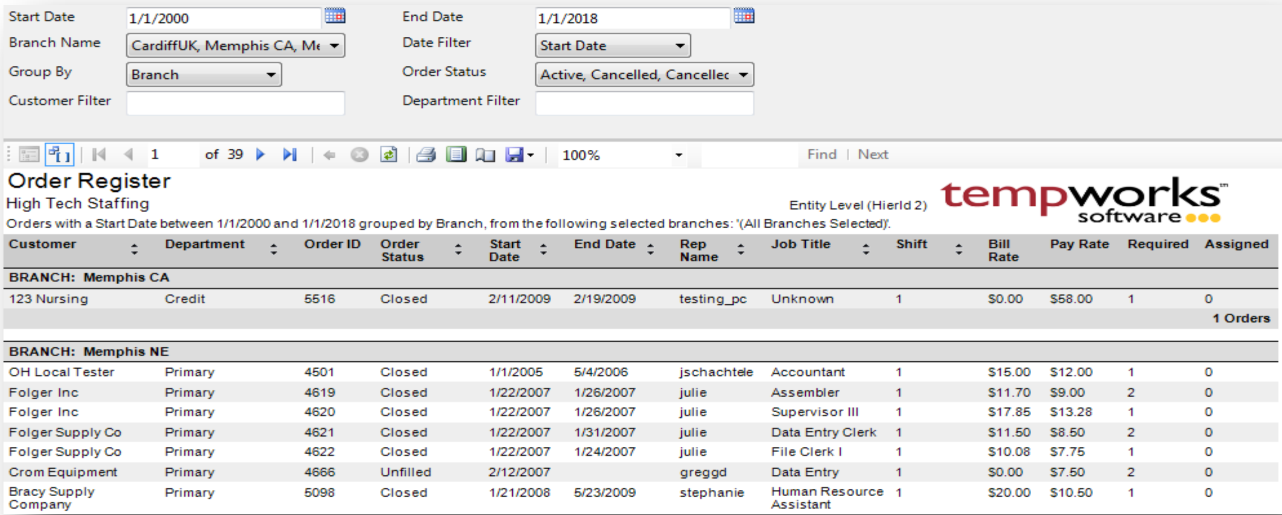
This report can be run from the orders area under the order report option . This is a printable version of all of the order details

Parameters:

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

Order Register

Screen Shot:



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, Cancellec
Customer Filter | Department Filter

1 of 39 | 100% | Find | Next

Order Register
High Tech Staffing
Entity Level (HierId 2)
Orders with a Start Date between 1/1/2000 and 1/1/2018 grouped by Branch, from the following selected branches: '(All Branches Selected)'.

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
												1 Orders
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:

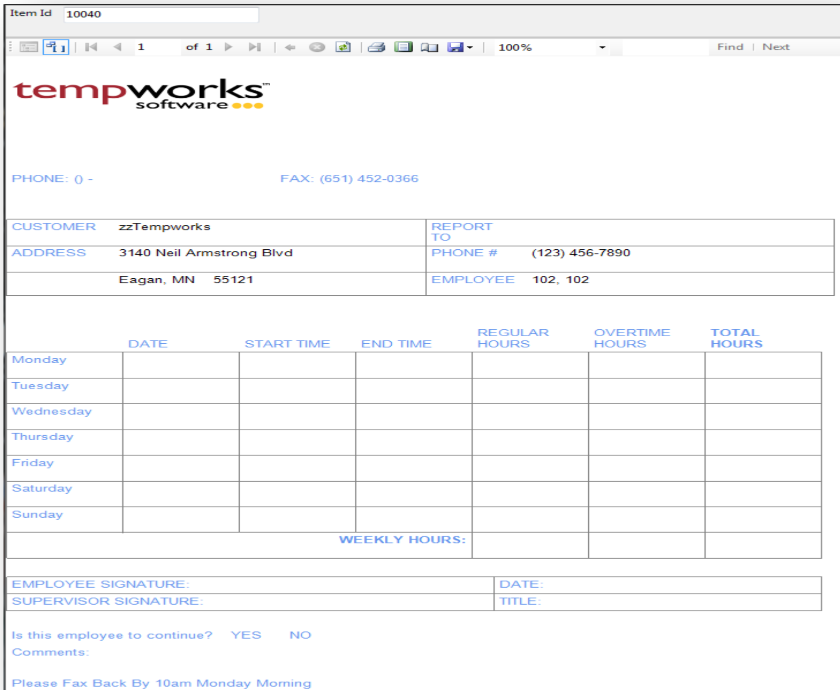
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
    a. Start Date of order
    b. End Date of order
    c. Date Opened of order
4. Branch: A drop down list of all 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

1 of 1 100% Find | Next

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:

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.

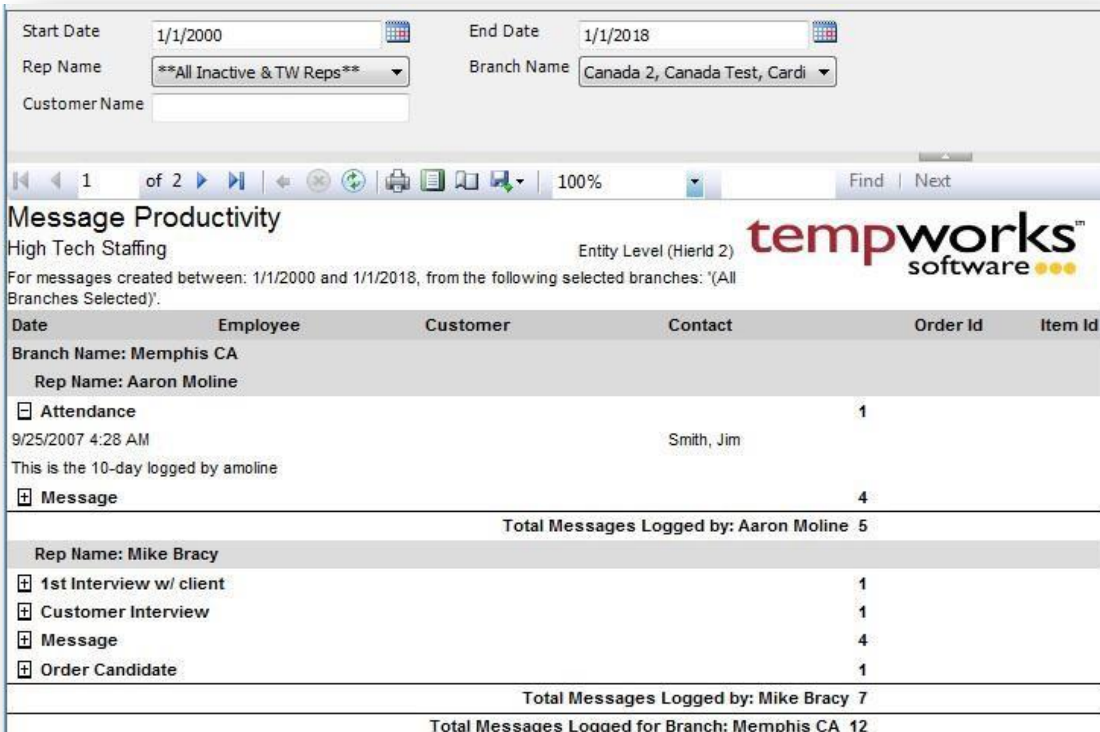
Parameters:

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:



Purpose:

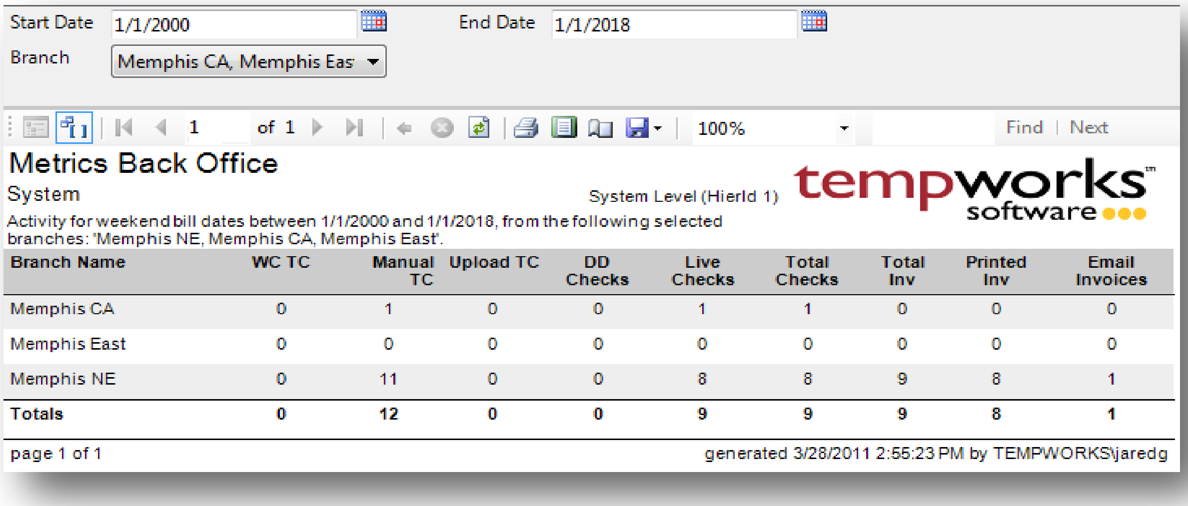
This report shows all messages a rep has logged grouped out by the message action code. This is a fantastic report for auditing your rep's activities in the system. Each action code can be expanded to see the actual message that was logged.

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 Eas

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:

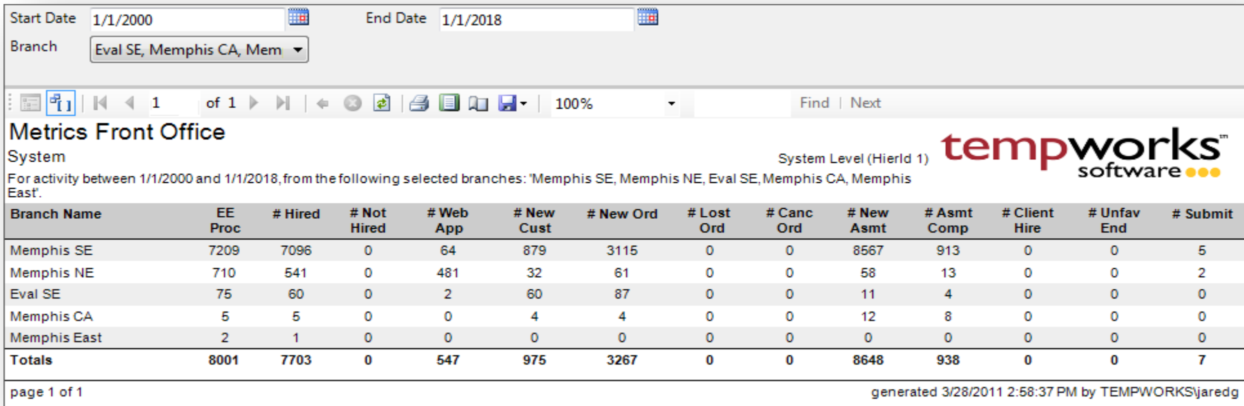
This report is designed to give you a snap shot of how much volume you are doing in your back office functions

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 (HierId 1)

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:

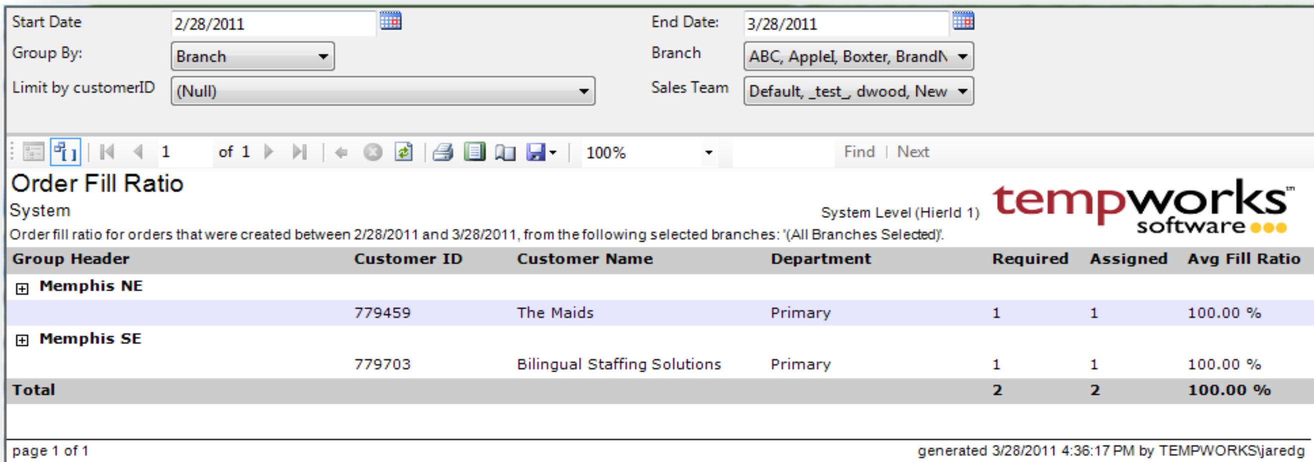
This report is designed to give you a quick snap shot of the volume of activities going on in your front office functions. Is a great report to use in conjunction with the Metrics Back Office report to see if the front office functions are really turning into employees being placed and billed for.

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 ofassignments 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:



Purpose:

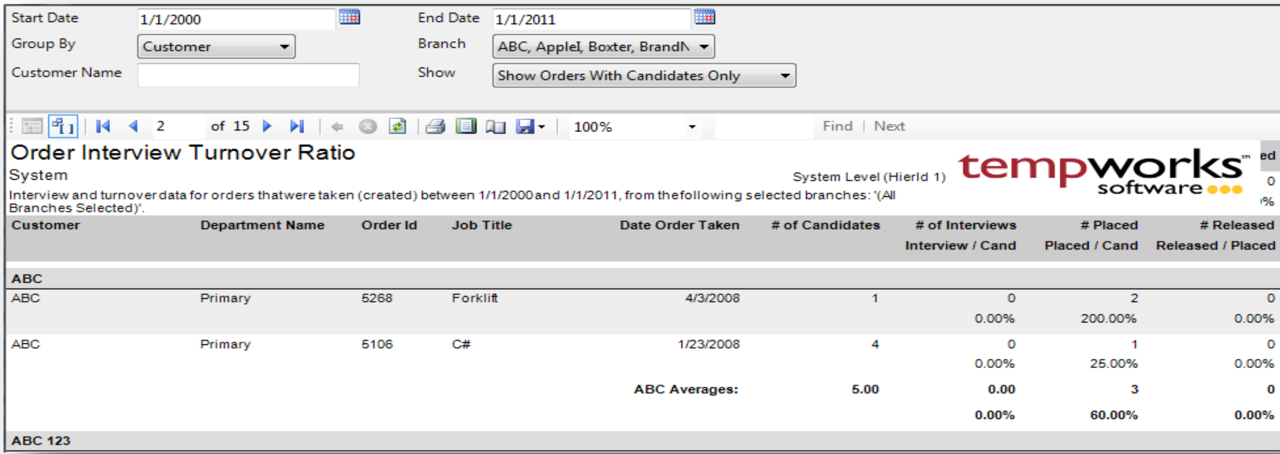
This report shows you the number of assignments on an order verse the number of required assignments for that order. Allows you to see at a glance the average percentage of spots that you filled on an order.

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:



Purpose:

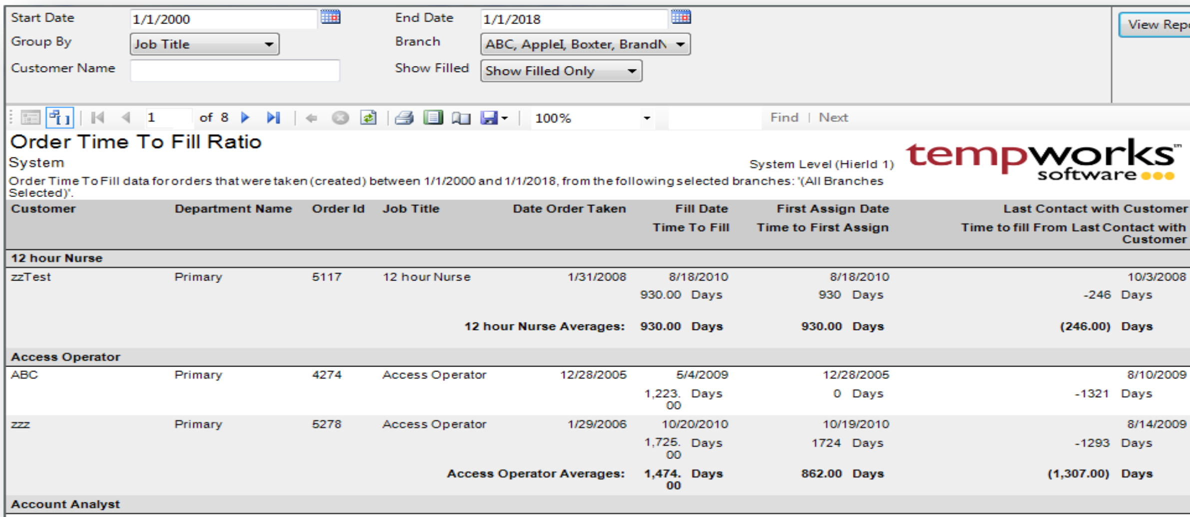
This report allows you to see how many candidates it takes to generate an assignment. Shows you the numbers from the interview all the way to employee termination. This is a great report to see how effective your recruiters are being and to see if there are trends in certain branches or customers when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



Purpose:

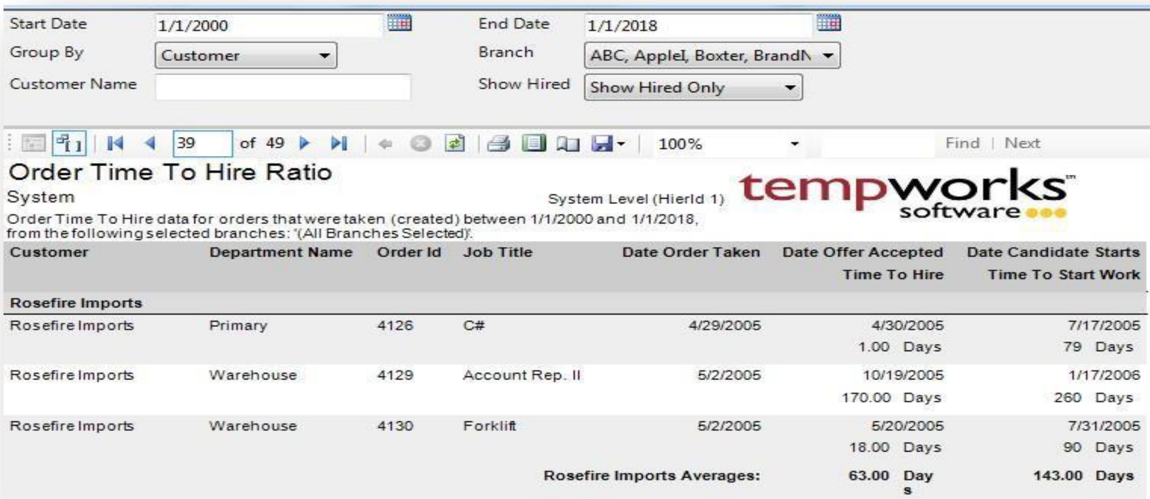
This report allows you to see how long it takes to fill an order from the time it is taken to the time you fill all the spots on it. It is a great report to see how fast your orders are being filled and find branches or customers that are having problems getting places filled once the order comes in.

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:



Purpose:

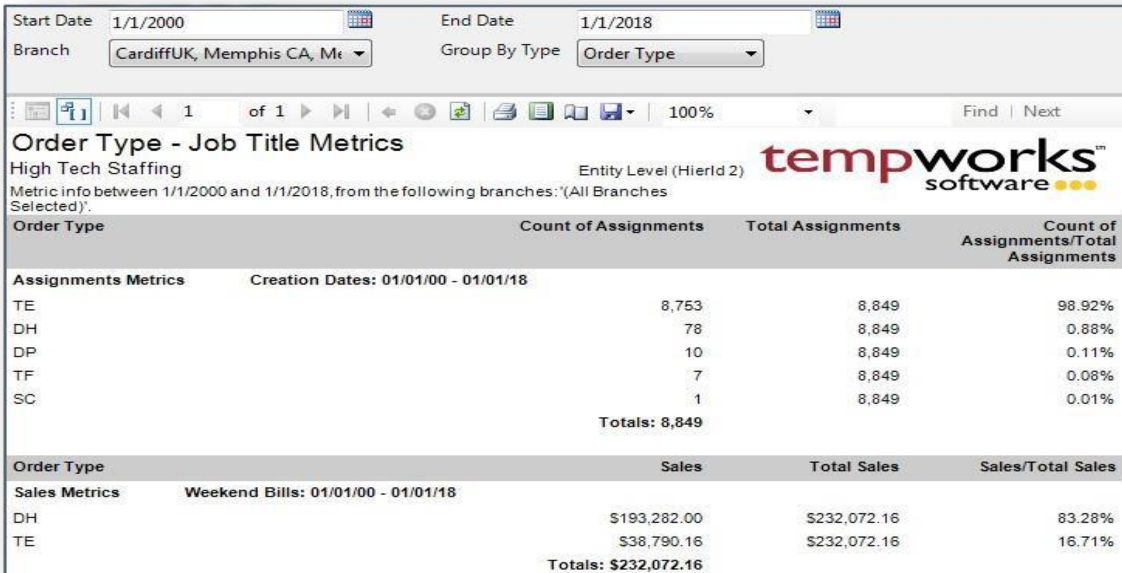
This report is designed to show you how long it takes from the time an order is placed to the time you hire the first employee for that job. Also shows how long it takes till that employee actually starts on the order.

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 (HierId 2)
Metric info between 1/1/2000 and 1/1/2018, from the following branches: '(All Branches Selected)'.

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:

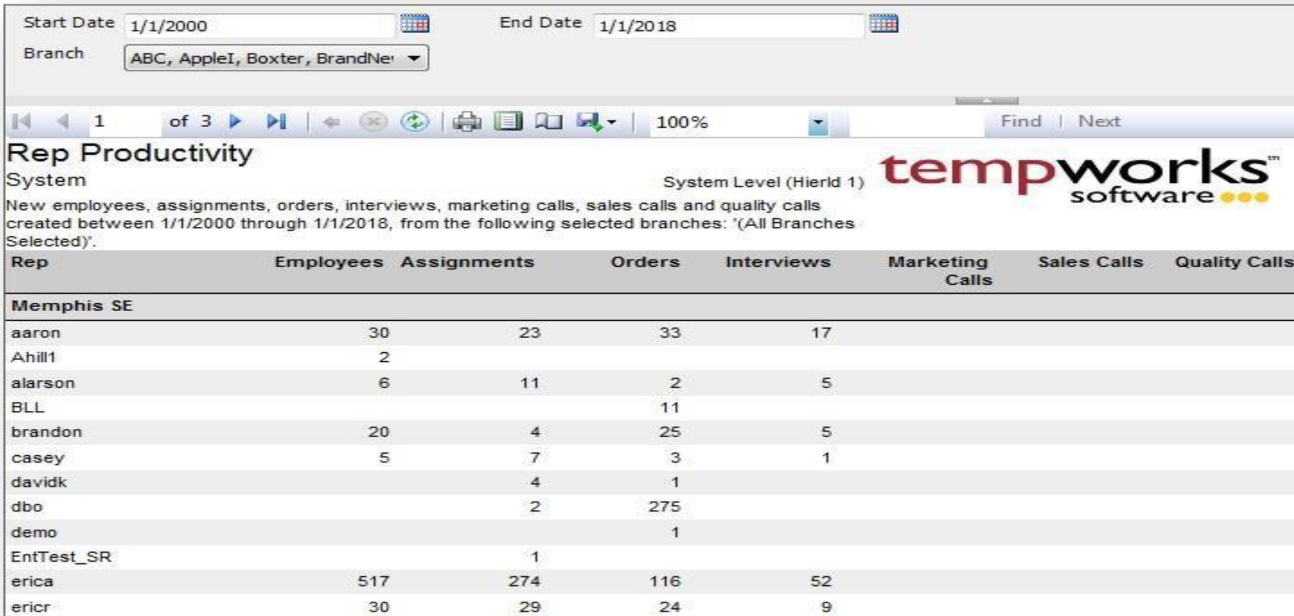
This report is designed for you to see what your most productive order type or job title is in your company. The report will show you 3 different ratios: Count of Assignments/Total Assignments, Sales/Total Sales, and Count of Timecards/Total Timecards.

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 followingoptions:
    a. Order Type
    b. Job Title

Rep Productivity

Screen Shot:


Start Date 1/1/2000 End Date 1/1/2018
Branch ABC, AppleI, Boxter, BrandNe

1 of 3 100% Find | Next

Rep Productivity
System
System Level (Hierld 1)
New employees, assignments, orders, interviews, marketing calls, sales calls and quality calls created between 1/1/2000 through 1/1/2018, from the following selected branches: '(All Branches Selected)'.

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 fieldto determine which rep did the interview

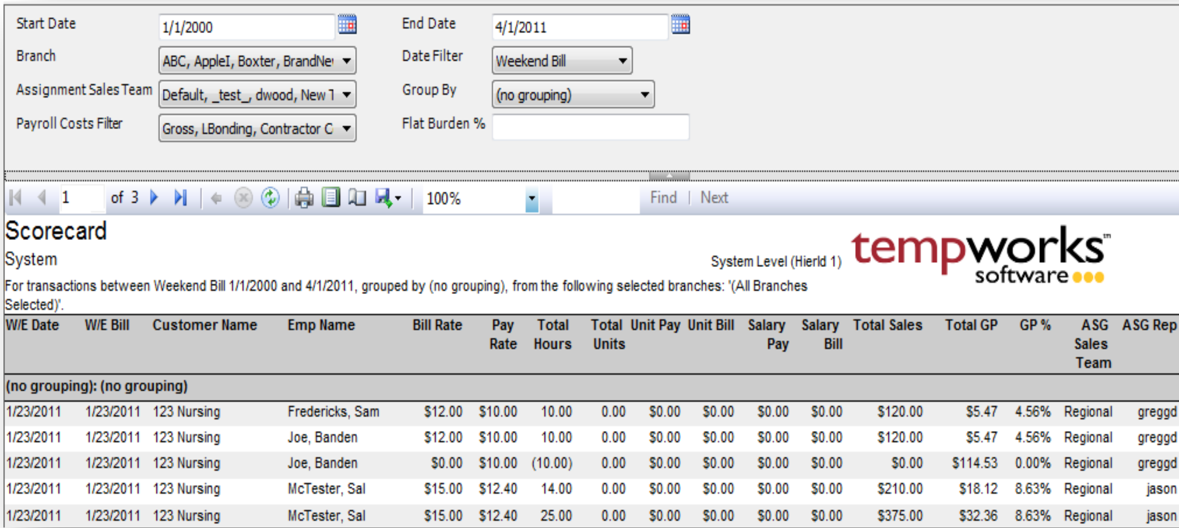
5. Marketing Calls
    a. Any message that was created in TempWorks between the date range and has a message action code with the word “Market” in the text of the action code. Therefore, action codes “Marketing Call” or “Brochure – Market” would both be included in this count.
6. Sales Calls
    a. Any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



Start Date 1/1/2000 | End Date 4/1/2011
Branch ABC, AppleI, Boxter, BrandNe | Date Filter Weekend Bill
Assignment Sales Team Default, _test_, dwood, New T | Group By (no grouping)
Payroll Costs Filter Gross, LBonding, Contractor C | Flat Burden %

1 of 3 | 100% | Find | Next

Scorecard

System

System Level (Hierld 1)

For transactions between Weekend Bill 1/1/2000 and 4/1/2011, grouped by (no grouping), from the following selected branches: '(All Branches Selected)'.

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:

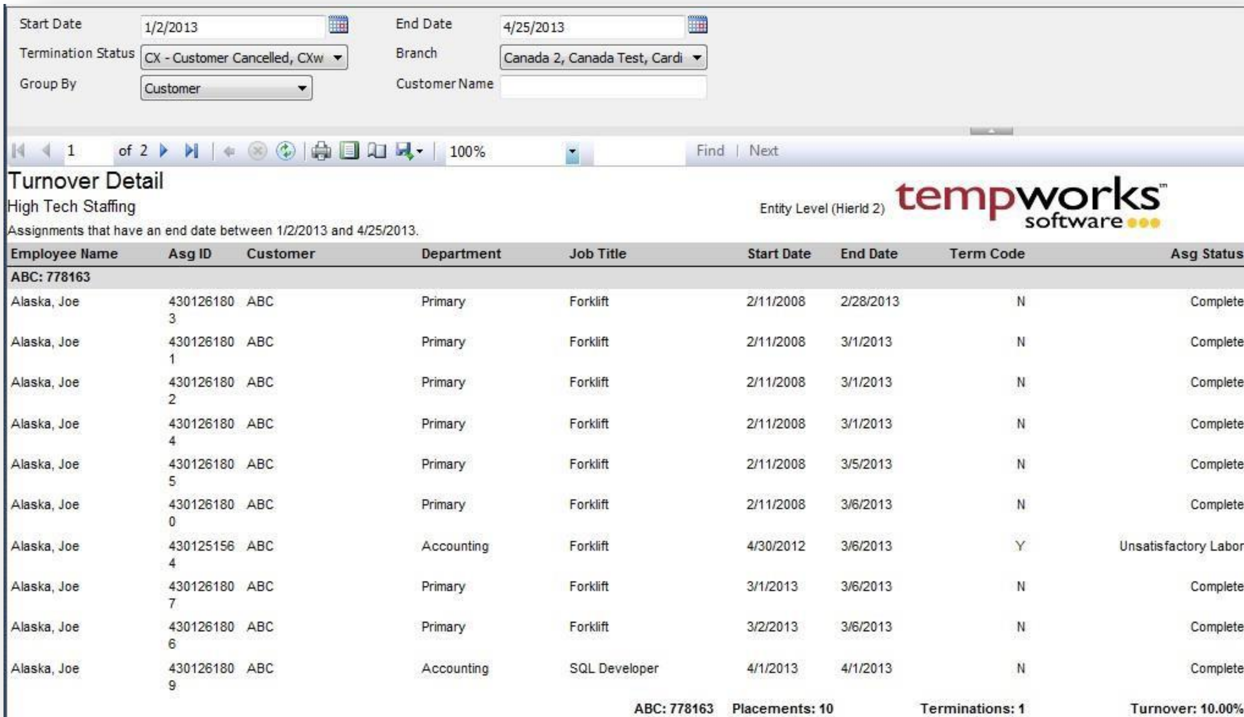
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
    a. Start Date of order
    b. End Date of order
    c. Date Opened of order
4. Branch: A drop down list of all 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 (Hierld 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	4301261803	ABC	Primary	Forklift	2/11/2008	2/28/2013	N	Complete
Alaska, Joe	4301261801	ABC	Primary	Forklift	2/11/2008	3/1/2013	N	Complete
Alaska, Joe	4301261802	ABC	Primary	Forklift	2/11/2008	3/1/2013	N	Complete
Alaska, Joe	4301261804	ABC	Primary	Forklift	2/11/2008	3/1/2013	N	Complete
Alaska, Joe	4301261805	ABC	Primary	Forklift	2/11/2008	3/5/2013	N	Complete
Alaska, Joe	4301261800	ABC	Primary	Forklift	2/11/2008	3/6/2013	N	Complete
Alaska, Joe	4301251564	ABC	Accounting	Forklift	4/30/2012	3/6/2013	Y	Unsatisfactory Labor
Alaska, Joe	4301261807	ABC	Primary	Forklift	3/1/2013	3/6/2013	N	Complete
Alaska, Joe	4301261806	ABC	Primary	Forklift	3/2/2013	3/6/2013	N	Complete
Alaska, Joe	4301261809	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:

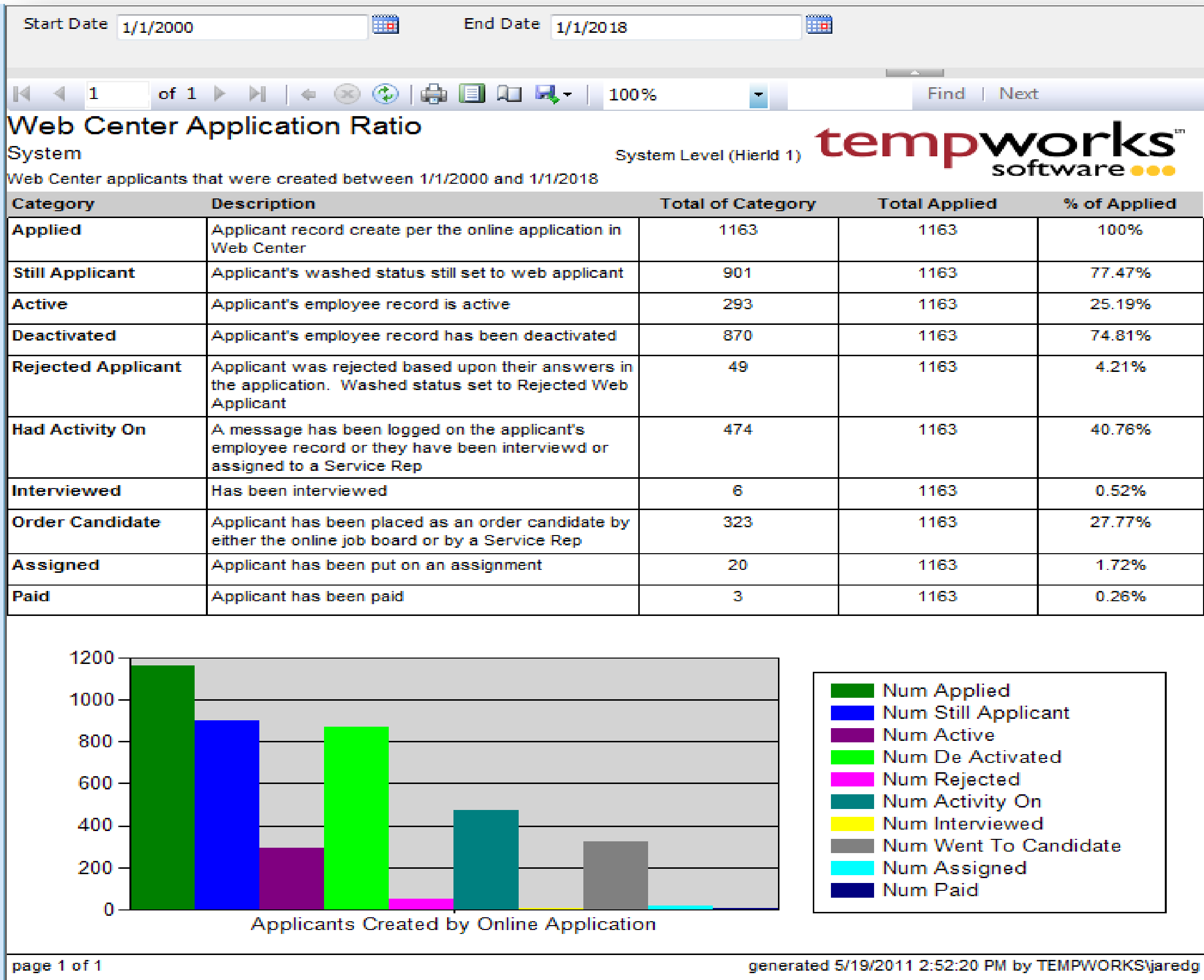
1. Start Date: Starting date of your desired date range. Date range filters on the End Date of the assignment.
2. End Date: Ending date of your desired date range. Date range filters on the End Date of the assignment.
3. Termination Status: A drop down list of the available assignment status codes. The 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:



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

1 of 1 100% Find | Next

Web Center Application Ratio

System

System Level (Hierld 1)

Web Center applicants that were created between 1/1/2000 and 1/1/2018

Category	Description	Total of Category	Total Applied	% of Applied
Applied	Applicant record create per the online application in Web Center	1163	1163	100%
Still Applicant	Applicant's washed status still set to web applicant	901	1163	77.47%
Active	Applicant's employee record is active	293	1163	25.19%
Deactivated	Applicant's employee record has been deactivated	870	1163	74.81%
Rejected Applicant	Applicant was rejected based upon their answers in the application. Washed status set to Rejected Web Applicant	49	1163	4.21%
Had Activity On	A message has been logged on the applicant's employee record or they have been interviewd or assigned to a Service Rep	474	1163	40.76%
Interviewed	Has been interviewed	6	1163	0.52%
Order Candidate	Applicant has been placed as an order candidate by either the online job board or by a Service Rep	323	1163	27.77%
Assigned	Applicant has been put on an assignment	20	1163	1.72%
Paid	Applicant has been paid	3	1163	0.26%

page 1 of 1 generated 5/19/2011 2:52:20 PM by TEMPWORKS\jaredg

Purpose:

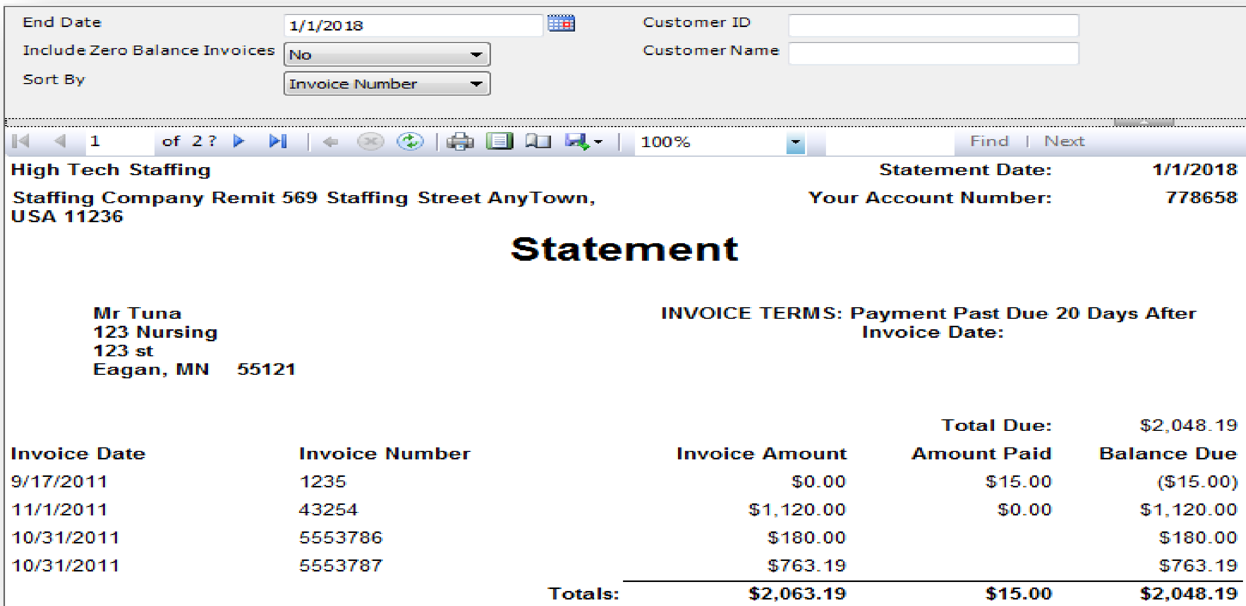
This report is designed to show you how effective your online application is. It track how many applicants came in from the online application and then walks through some major categories all the way to when the employee gets paid. This is a great report to see if you are utilizing the applicants coming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

AR Statement Summary

Screen Shot:



End Date 1/1/2018
Include Zero Balance Invoices No
Sort By Invoice Number
Customer ID
Customer Name

1 of 2 ? 100% Find | Next

High Tech Staffing
Staffing Company Remit 569 Staffing Street AnyTown, USA 11236

Statement Date: 1/1/2018
Your Account Number: 778658

Statement

Mr Tuna
123 Nursing
123 st
Eagan, MN 55121

INVOICE TERMS: Payment Past Due 20 Days After Invoice Date:

Total Due: $2,048.19

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 envelops. 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.

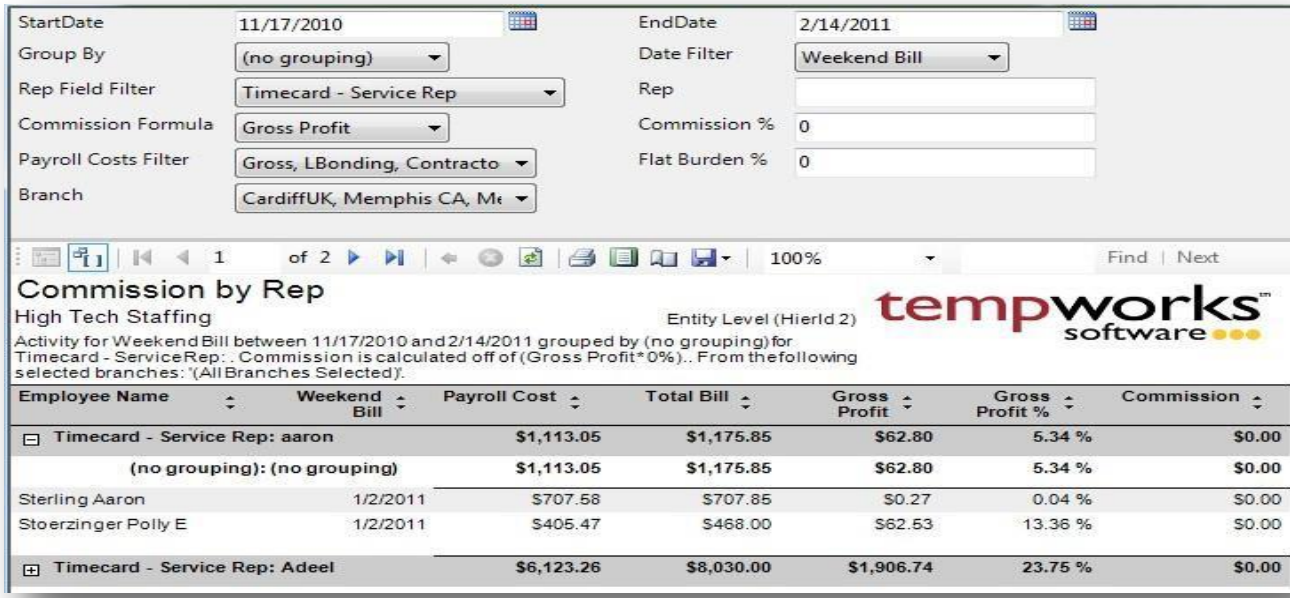
Parameters:

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 beenpaid 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:



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:

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 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 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 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))

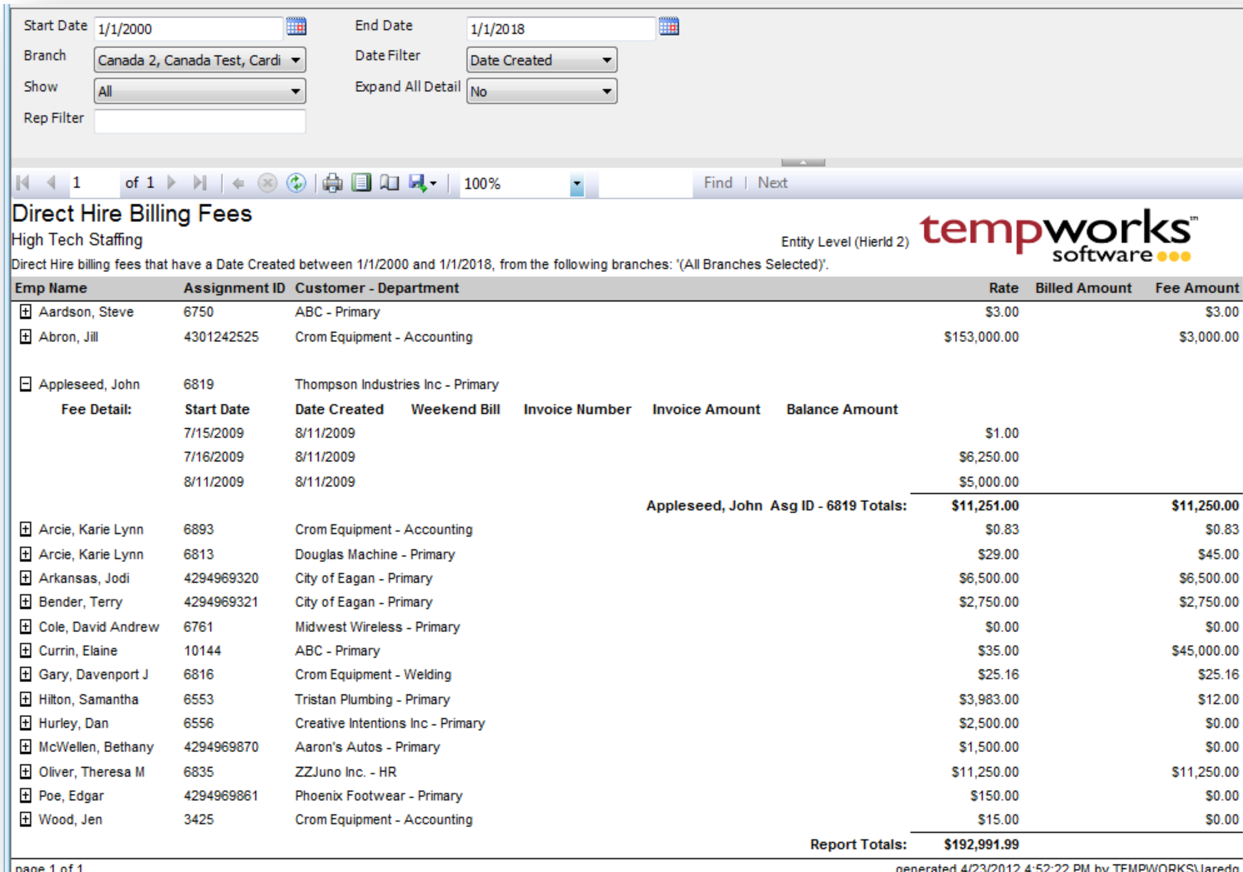
Parameters:

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	End Date	1/1/2018
Branch	Canada 2, Canada Test, Cardi	Date Filter	Date Created
Show	All	Expand All Detail	No
Rep Filter			

1 of 1 100% Find | Next

Direct Hire Billing Fees

High Tech Staffing

Entity Level (Hierld 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	Rate
	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

Emp Name	Assignment ID	Customer - Department	Rate	Billed Amount	Fee Amount
		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 TEMPWORKS\Jaredg

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.

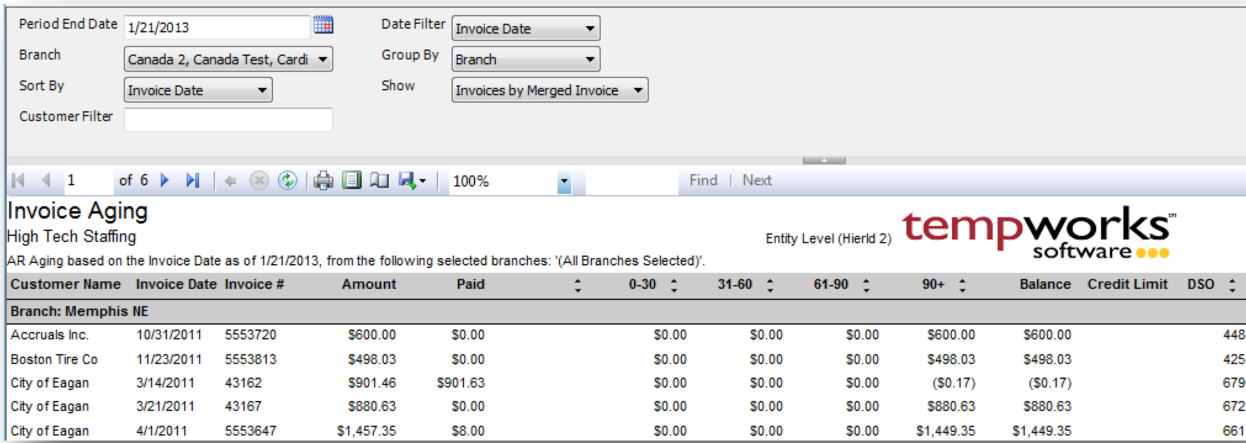
Parameters:

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:



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.

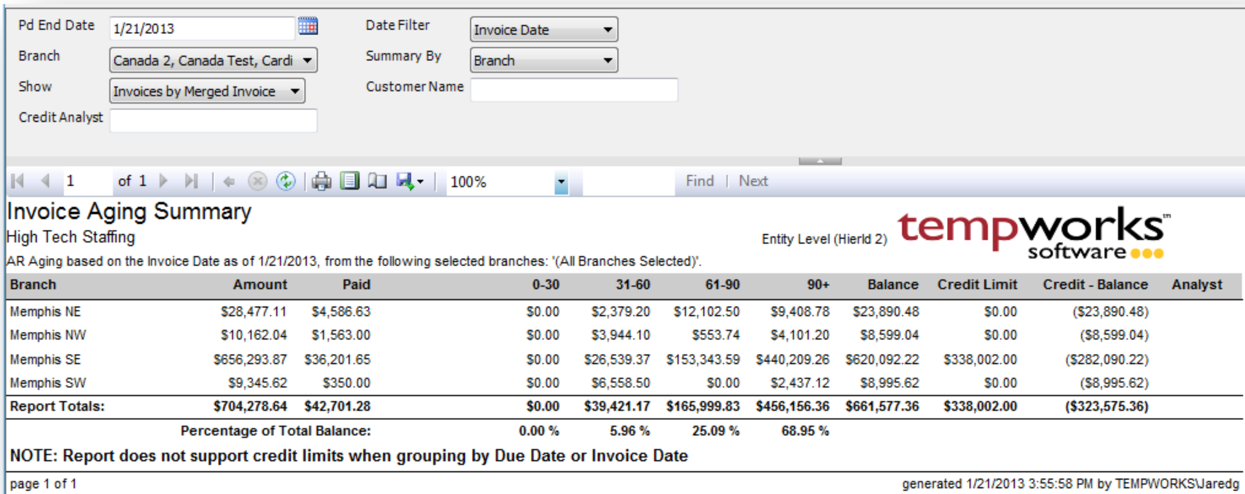
Parameters:

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
Branch Canada 2, Canada Test, Cardi
Show Invoices by Merged Invoice
Credit Analyst
Date Filter Invoice Date
Summary By Branch
Customer Name

1 of 1 100% Find | Next

Invoice Aging Summary
High Tech Staffing
Entity Level (Hierld 2)
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

page 1 of 1 generated 1/21/2013 3:55:58 PM by TEMPWORKS\Jaredg

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.

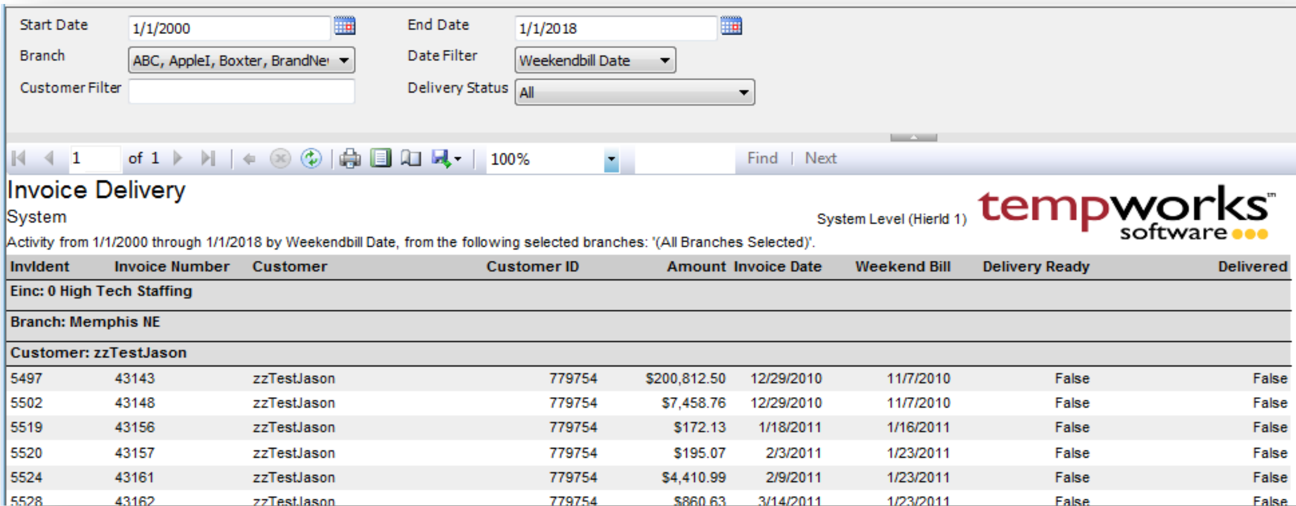
Parameters:

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:



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:

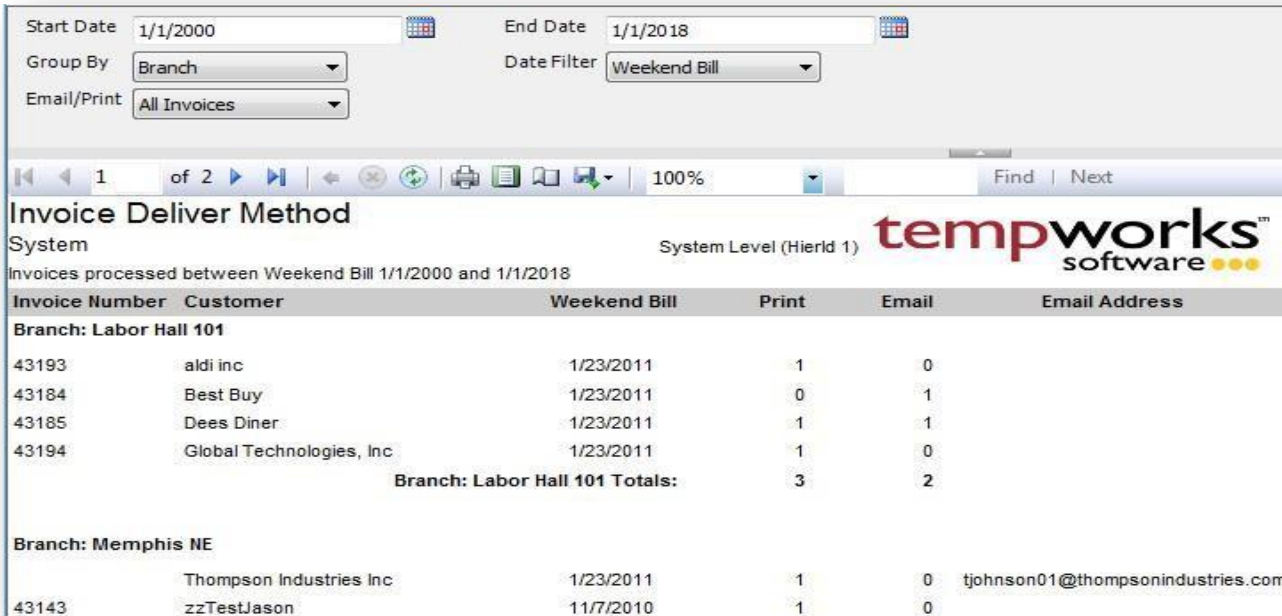
This report is to audit our Delivery system. The Delivery system allows you to post invoices without timecards attached and close your week. Then you can go back later and link timecards and send them out via email or standard mail.

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:



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:

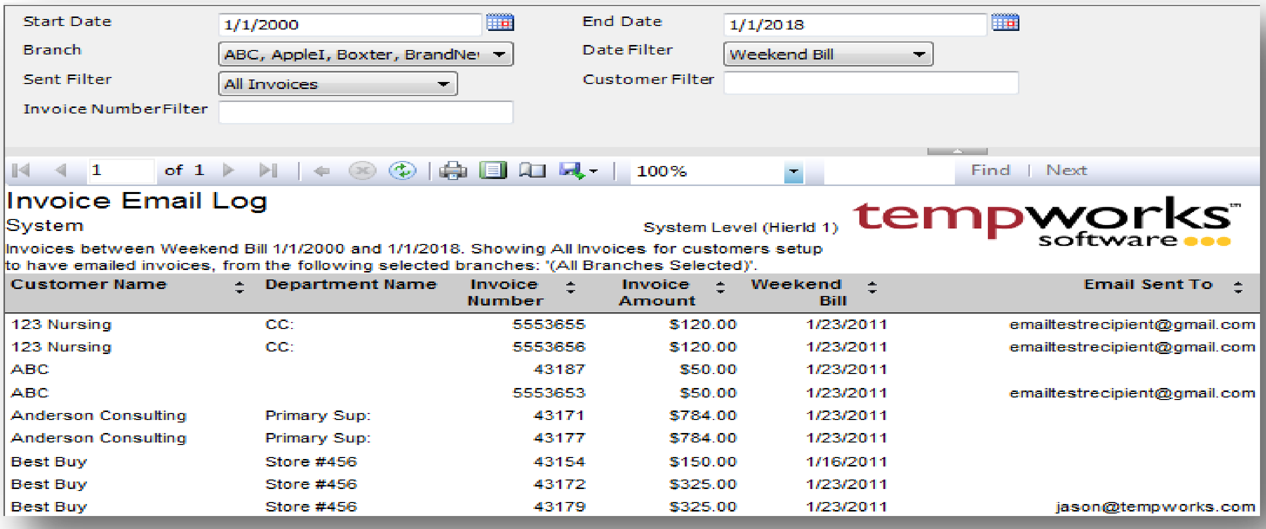
1. Start Date: Starting weekend bill date of your desired date range
2. End Date: Ending weekend bill date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
   a. Weekend Bill on the invoice
   b. Invoice Date on the invoice
1. Group By: A list 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:



Start Date 1/1/2000
End Date 1/1/2018
Branch ABC, AppleI, Boxter, BrandNe
Date Filter Weekend Bill
Sent Filter All Invoices
Customer Filter
Invoice Number Filter

1 of 1 100% Find | Next

Invoice Email Log
System
System Level (HierId 1)
tempworks software
Invoices between Weekend Bill 1/1/2000 and 1/1/2018. Showing All Invoices for customers setup to have emailed invoices, from the following selected branches: '(All Branches Selected)'.

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:

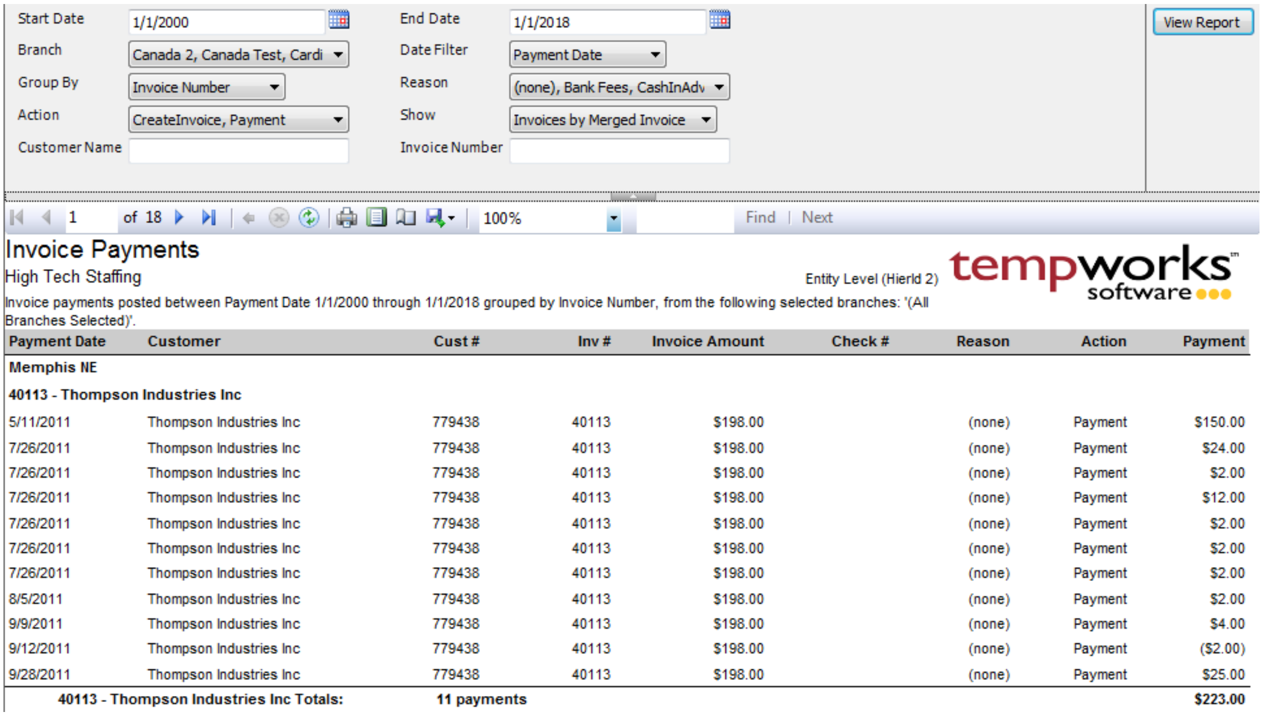
This report allows you to see all of the invoices that have been or should be sent via mail. It will show one line item per invoice and per email address the invoice is sent to. Therefore, you will see invoices listed multiple times if it is sent to multiple contacts.

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:



Invoice Payments

High Tech Staffing

Entity Level (Hierld 2)

Invoice payments posted between Payment Date 1/1/2000 through 1/1/2018 grouped by Invoice Number, from the following selected branches: '(All Branches Selected)'.

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:

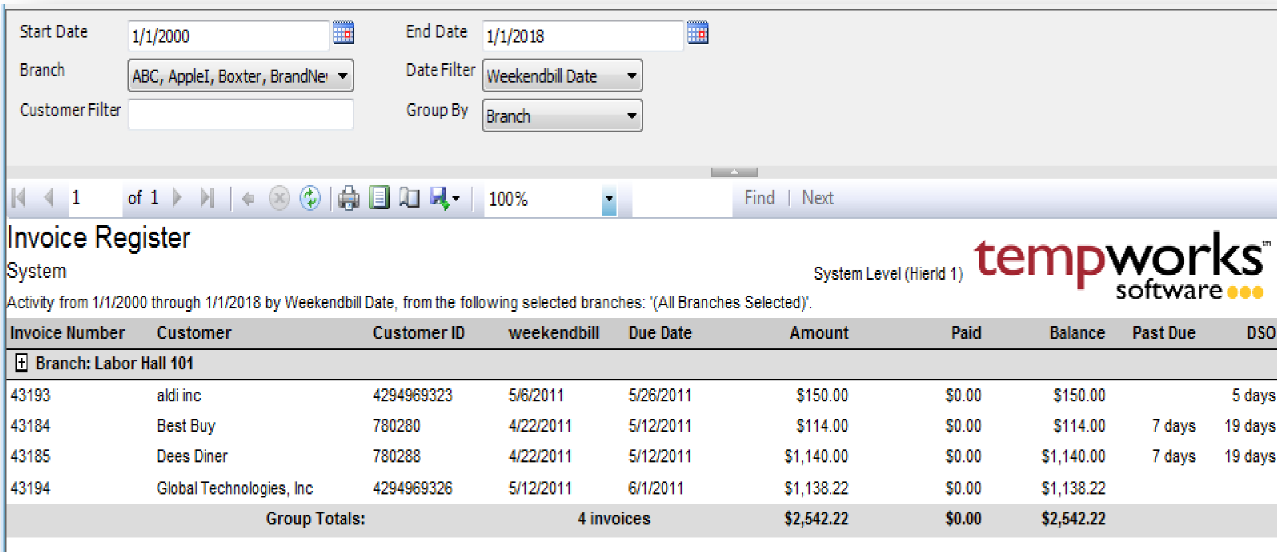
2. Start Date: Starting date of your desired date range
3. End Date: Ending date of your desired date range
4. Date Filter: A drop down determining what field your date range filters on.
    a. Weekend Bill on the payment
    b. Payment Date on the payment
5. Branch: A drop down list of all branches 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:



Purpose:

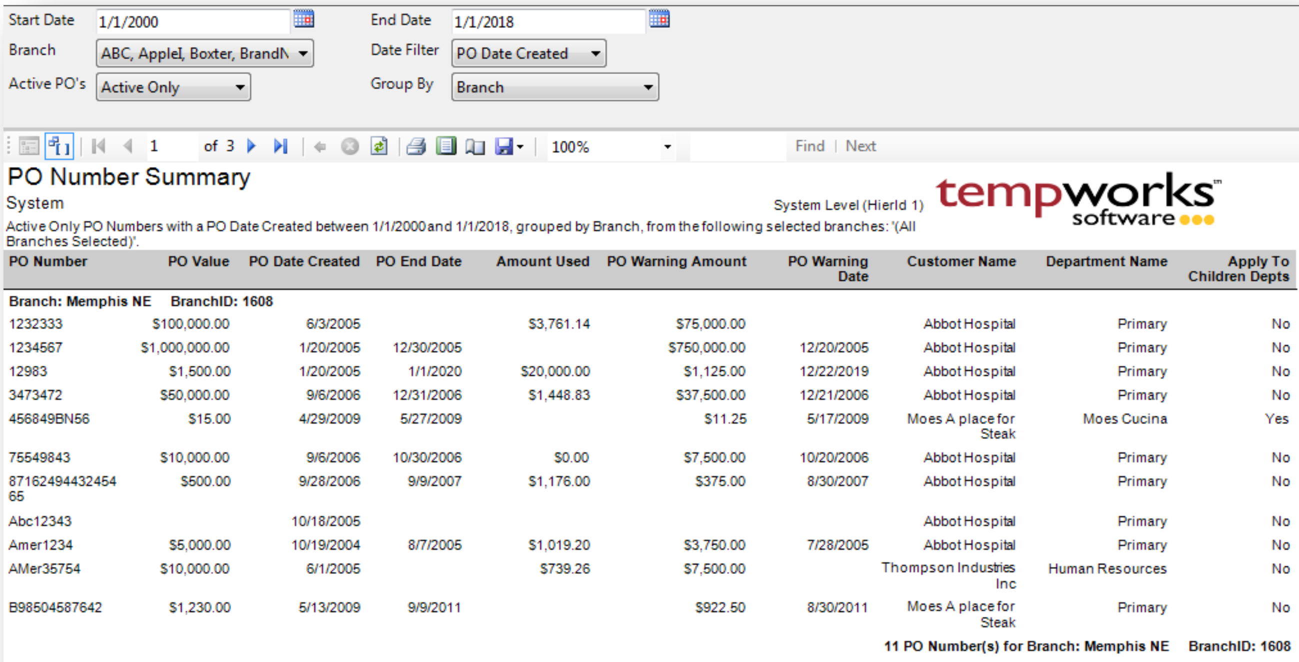
This report is designed for you to view a list of all invoices in your system. The balance amount will update as you post your payments in TempWorks. This is a great report to see the total of invoicing for a specific client for a given period.

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, Applel, Boxter, BrandN | Date Filter PO Date Created
Active PO's Active Only | Group By Branch

1 of 3 | 100% | Find | Next

PO Number Summary

System

System Level (HierId 1)

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
456849BN56	$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:

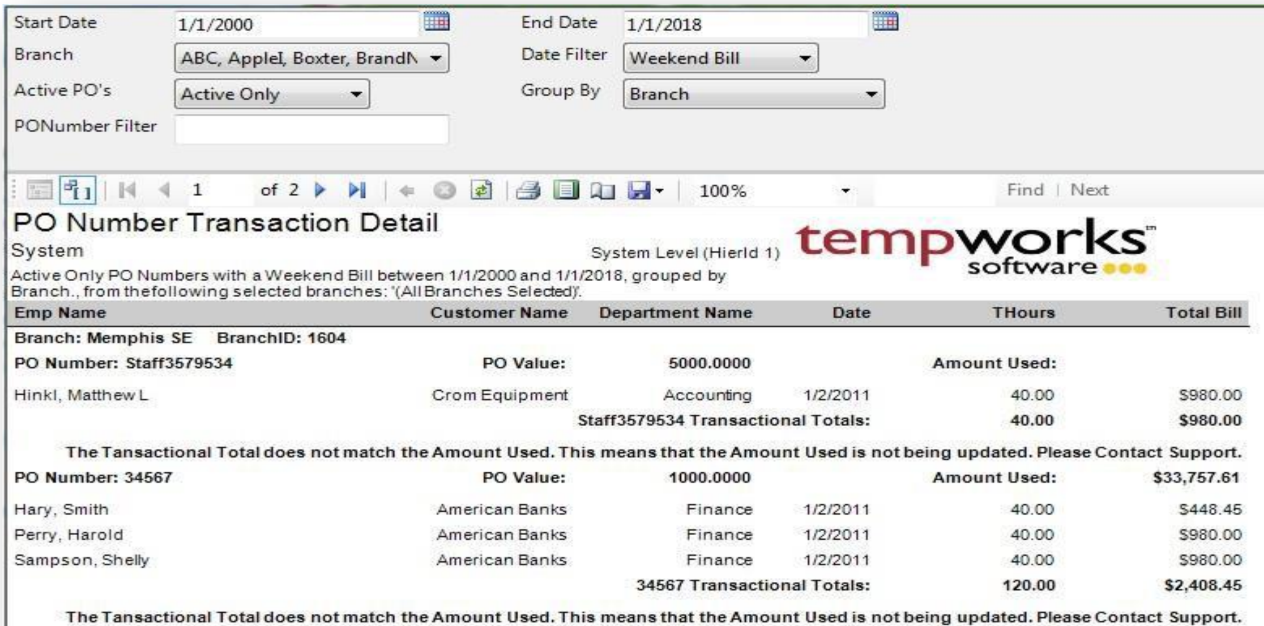
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
    a. PO Date Created on the PO
    b. PO End Date on the PO
    c. PO Warning Date on the PO
4. Branch: A drop down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



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.

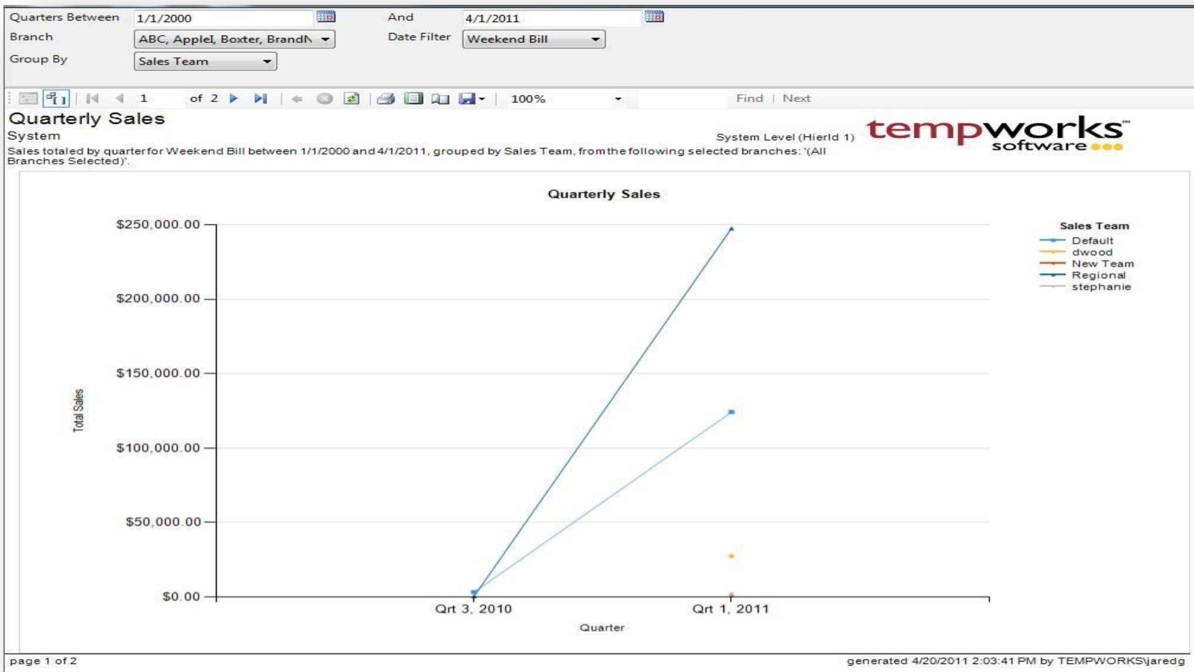
Parameters:

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:

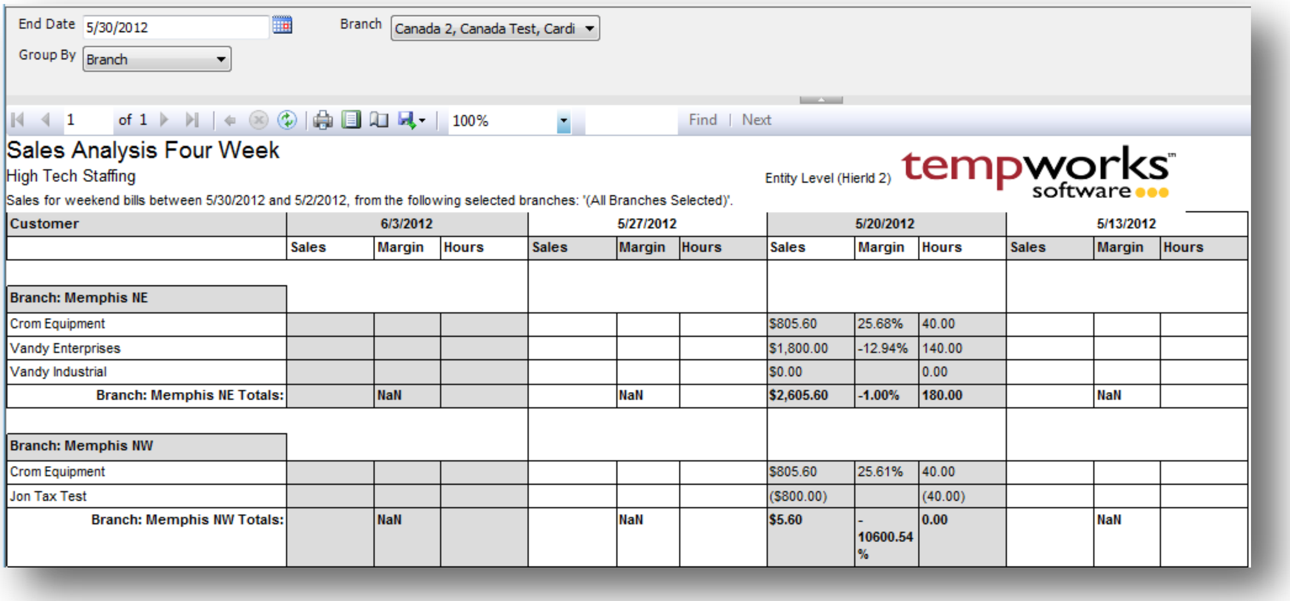
This report breaks down total sales by quarter and then by the specified group by parameter. We first show the sales in a graphical output and then display the detail in a matrix on separate pages. This report is a great tool for getting a snap shot of the trends in your company's sales cycle. The information 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, Cardi

Group By Branch

1 of 1 100% Find | Next

Sales Analysis Four Week

High Tech Staffing

Entity Level (Hierld 2)

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

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:

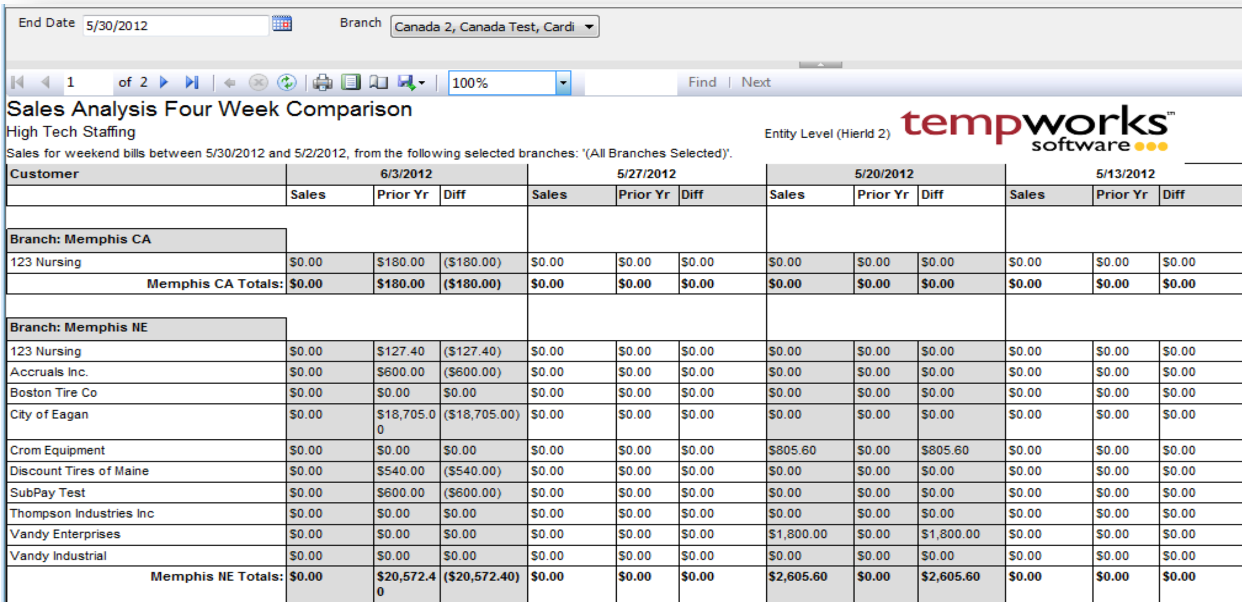
This report is a great report to view the trends in your sales on a customer by customer level. The sales column is your total bill, the margin column is your gross profit / total bill and your hours column is your total hours for the week. There is a page break between each grouping (i.e. each branch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



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

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:

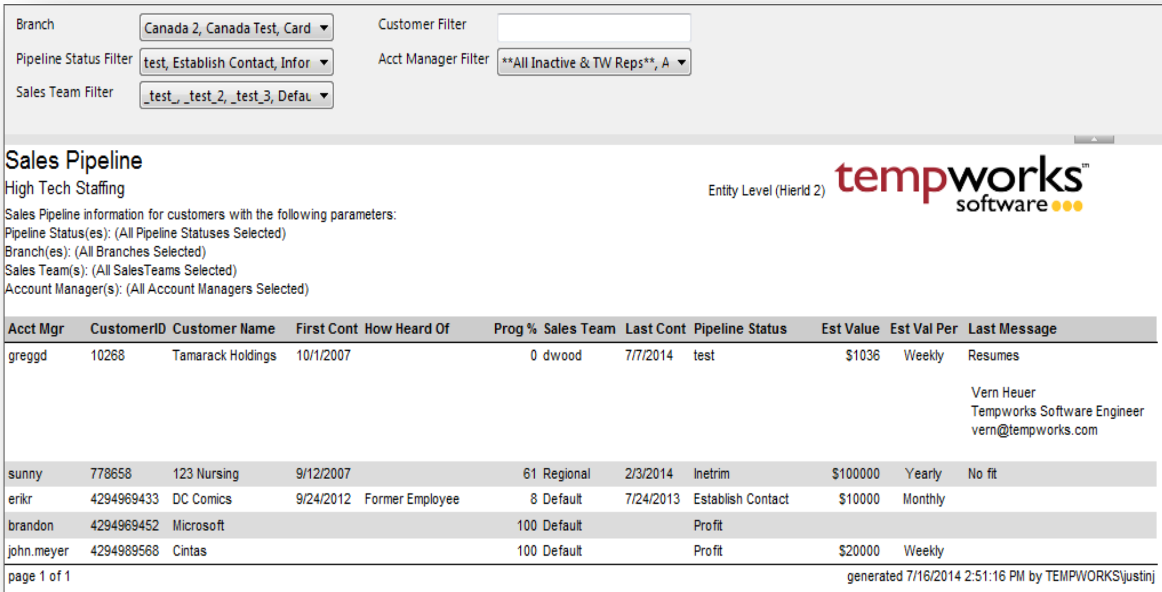
This report is a great report to compare where you were at last year compared to this year. It can also help you find customers that you have lost business from and can help you investigate why you have lost business from them. We use week number to determine the prior year week. Therefore if you look 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:



Branch: Canada 2, Canada Test, Card
Pipeline Status Filter: test, Establish Contact, Infor
Sales Team Filter: _test_, _test_2, _test_3, Defau
Customer Filter:
Acct Manager Filter: **All Inactive & TW Reps**, A

Sales Pipeline
High Tech Staffing
Sales Pipeline information for customers with the following parameters:
Pipeline Status(es): (All Pipeline Statuses Selected)
Branch(es): (All Branches Selected)
Sales Team(s): (All SalesTeams Selected)
Account Manager(s): (All Account Managers Selected)

Entity Level (Hierld 2) tempworks software

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	4294989568	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.

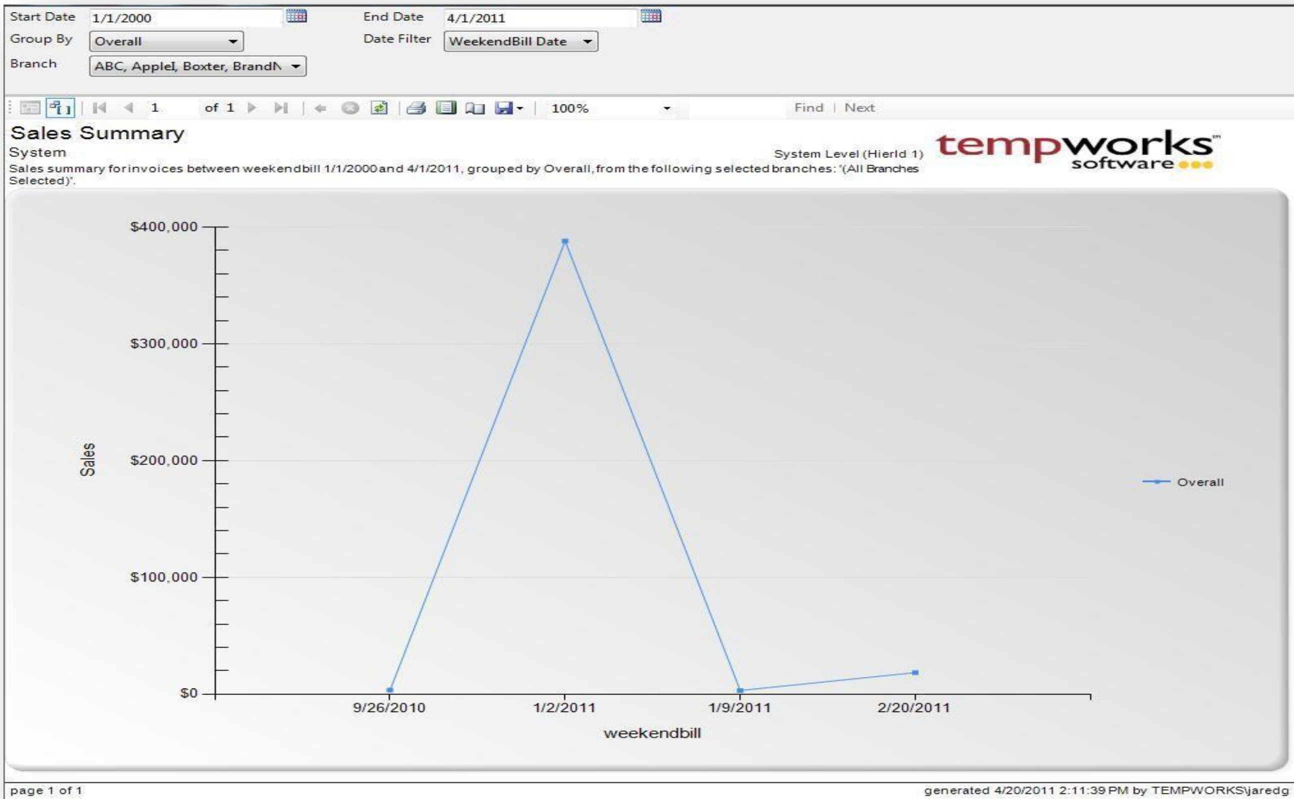
Parameters:

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.

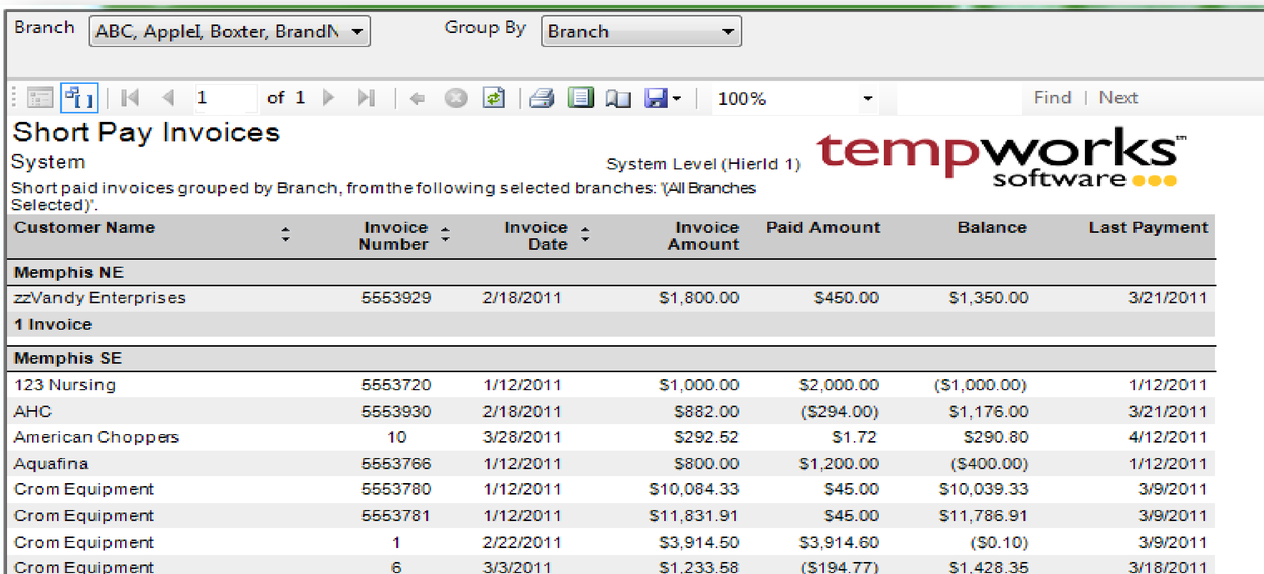
Parameters:

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, AppleI, Boxter, BrandN Group By Branch

1 of 1 100% Find | Next

Short Pay Invoices

System

System Level (HierId 1)

Short paid invoices grouped by Branch, from the following selected branches: '(All Branches Selected)'.

Customer Name	Invoice Number	Invoice Date	Invoice Amount	Paid Amount	Balance	Last Payment
Memphis NE						
zzVandy Enterprises	5553929	2/18/2011	$1,800.00	$450.00	$1,350.00	3/21/2011
1 Invoice						
Memphis SE						
123 Nursing	5553720	1/12/2011	$1,000.00	$2,000.00	($1,000.00)	1/12/2011
AHC	5553930	2/18/2011	$882.00	($294.00)	$1,176.00	3/21/2011
American Choppers	10	3/28/2011	$292.52	$1.72	$290.80	4/12/2011
Aquafina	5553766	1/12/2011	$800.00	$1,200.00	($400.00)	1/12/2011
Crom Equipment	5553780	1/12/2011	$10,084.33	$45.00	$10,039.33	3/9/2011
Crom Equipment	5553781	1/12/2011	$11,831.91	$45.00	$11,786.91	3/9/2011
Crom Equipment	1	2/22/2011	$3,914.50	$3,914.60	($0.10)	3/9/2011
Crom Equipment	6	3/3/2011	$1,233.58	($194.77)	$1,428.35	3/18/2011

Purpose:

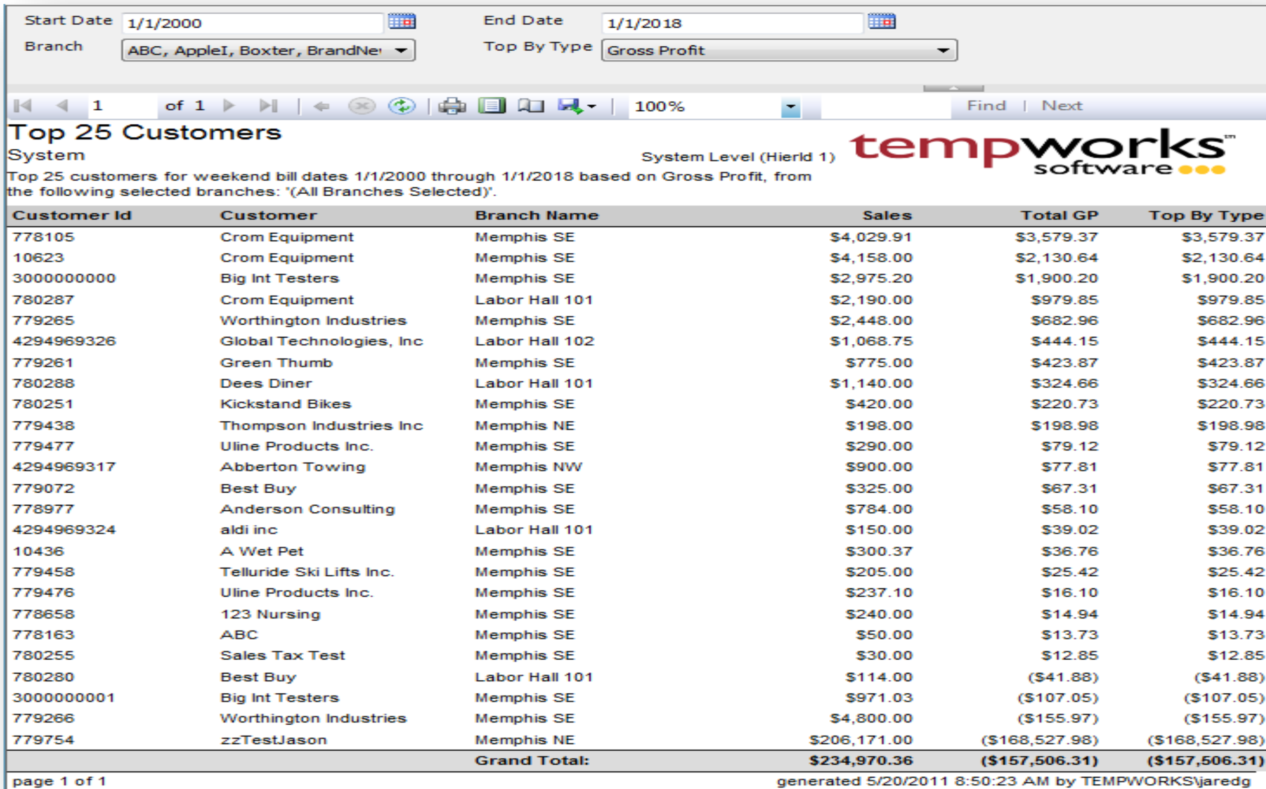
This report is designed for you to view all of your invoices that have a payment that has been applied to them but still have not been paid of yet.

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)
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:

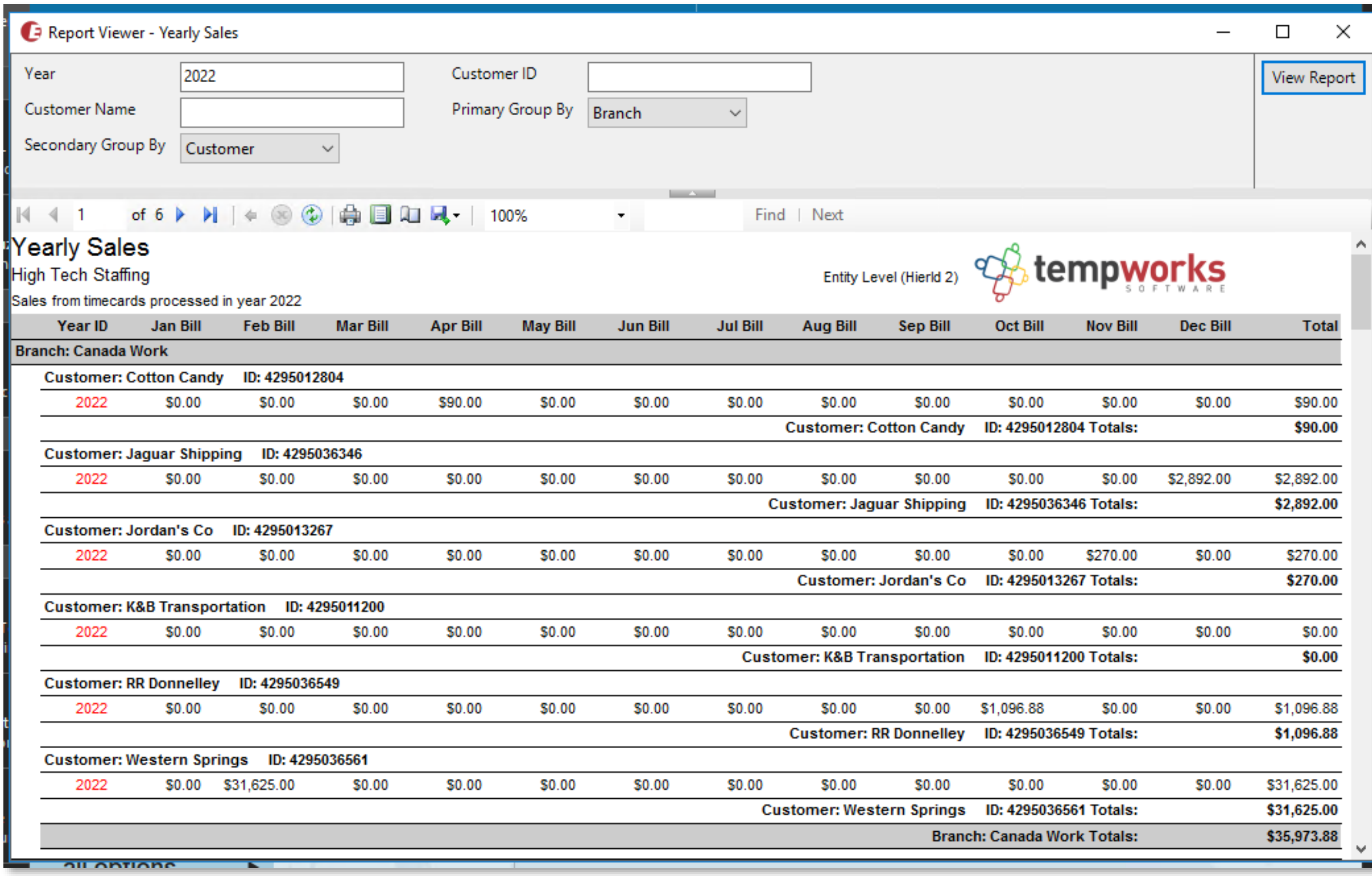
This report shows you your top 25 customers based on their total GP for a given time period.

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:



Yearly Sales
High Tech Staffing
Sales from timecards processed in year 2022
Entity Level (Hierld 2)
tempworks SOFTWARE

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: Canada Work													
Customer: Cotton Candy ID: 4295012804													
2022	$0.00	$0.00	$0.00	$90.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$90.00
								Customer: Cotton Candy ID: 4295012804 Totals:					**$90.00**
Customer: Jaguar Shipping ID: 4295036346													
2022	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,892.00	$2,892.00
								Customer: Jaguar Shipping ID: 4295036346 Totals:					**$2,892.00**
Customer: Jordan's Co ID: 4295013267													
2022	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$270.00	$0.00	$270.00
								Customer: Jordan's Co ID: 4295013267 Totals:					**$270.00**
Customer: K&B Transportation ID: 4295011200													
2022	$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: K&B Transportation ID: 4295011200 Totals:					**$0.00**
Customer: RR Donnelley ID: 4295036549													
2022	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,096.88	$0.00	$0.00	$1,096.88
								Customer: RR Donnelley ID: 4295036549 Totals:					**$1,096.88**
Customer: Western Springs ID: 4295036561													
2022	$0.00	$31,625.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,625.00
								Customer: Western Springs ID: 4295036561 Totals:					**$31,625.00**
									Branch: Canada Work Totals:				**$35,973.88**

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:

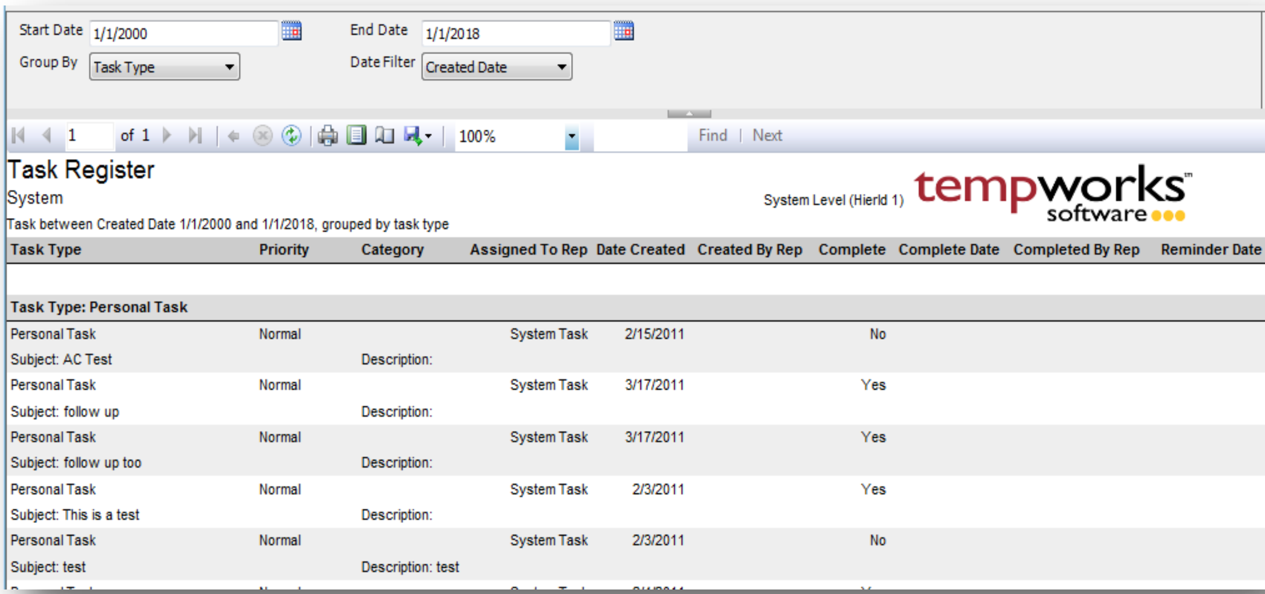
1. Year: The year in which data is being represented.
2. Primary Group By: A list of different fields to group the data into on the report. Has the following options:
    a. Branch
    b. Customer
    c. Department
3. Secondary Group By: A list of different fields to group the data into on the report. Has the following options:
    a. Branch
    b. Customer

    c. Department
4. Customer ID: Allows you to specify a specific customer id.
5. Customer Name: Allows you to specify a specific customer.

Tasks

Task Register

Screen Shot:



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.

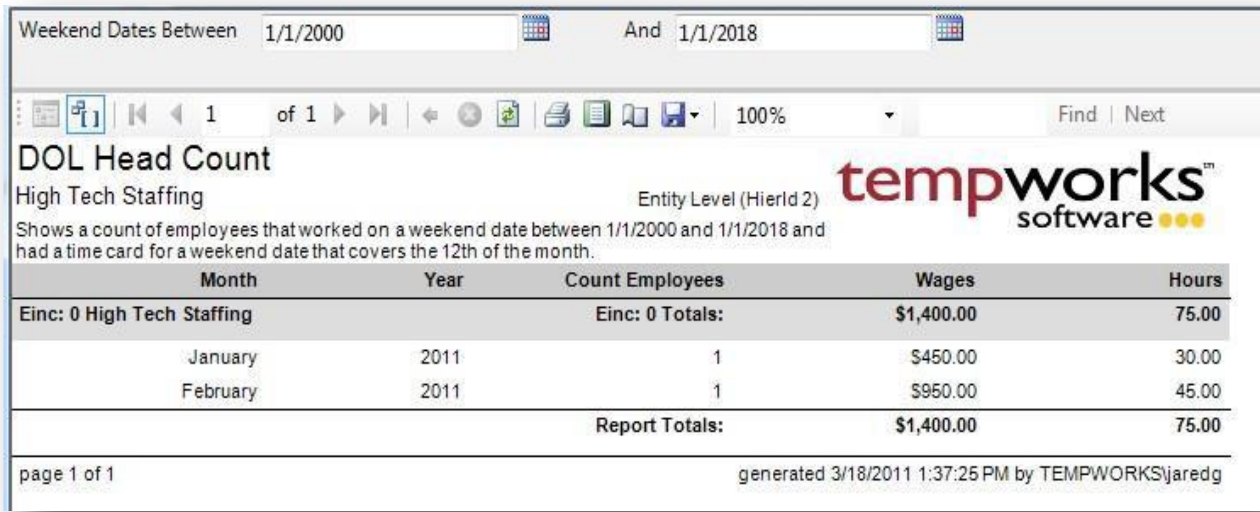
Parameters:

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)

DOL Head Count

Screen Shot:



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:

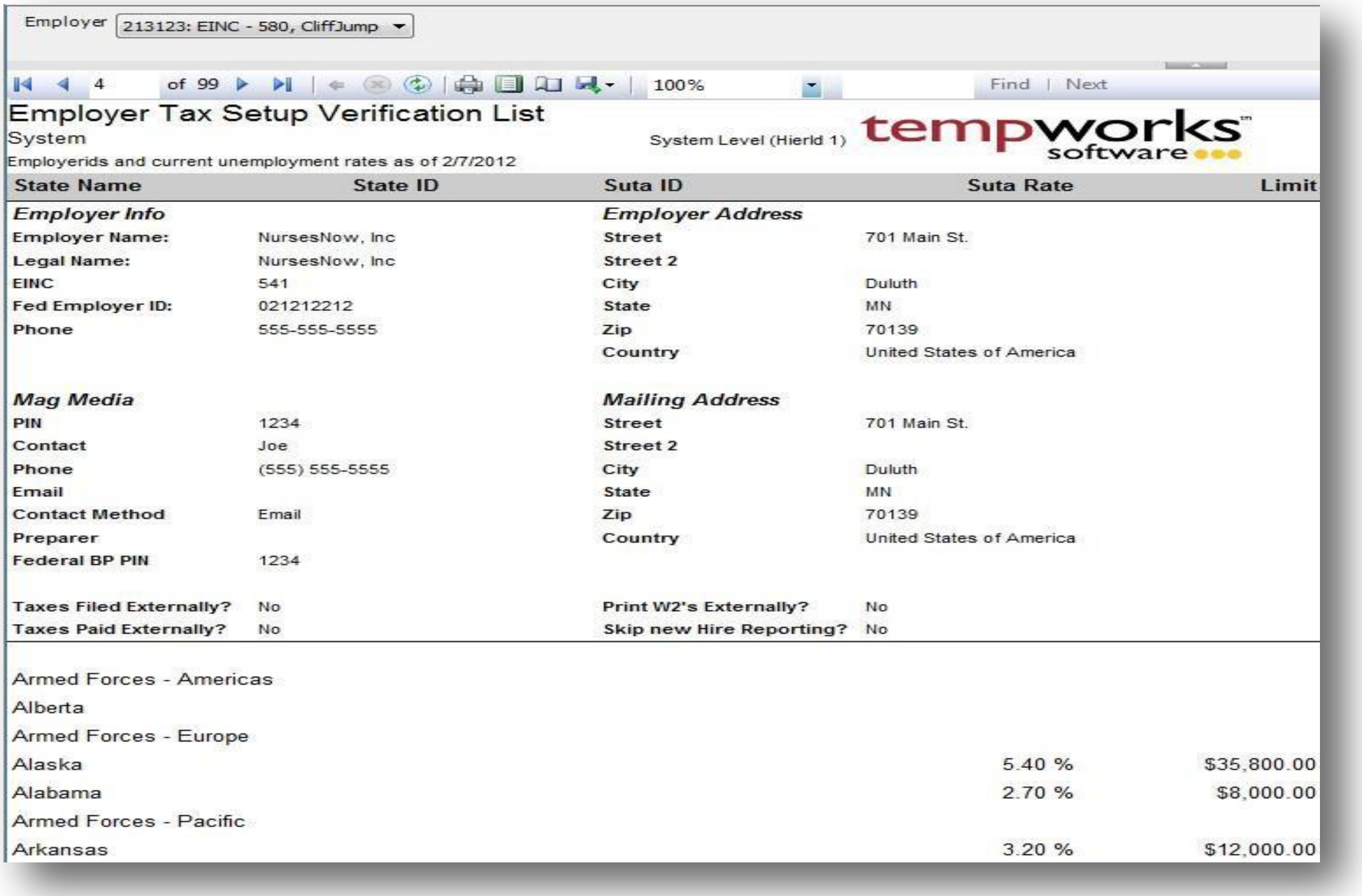
This report is used to fill out reports for the Department Of Labor. This report displays a count of employees that had federal income tax withheld from the check that had a timecard covering the 12th day of the month. Splits out each month and each year. Shows their Federal Gross wages.

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:



Employer 213123: EINC - 580, CliffJump

4 of 99 | 100% | Find | Next

Employer Tax Setup Verification List

System

System Level (Hierld 1)

Employerids and current unemployment rates as of 2/7/2012

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 / ***Mailing Address***

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

State Name	State ID	Suta ID	Suta Rate	Limit
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:

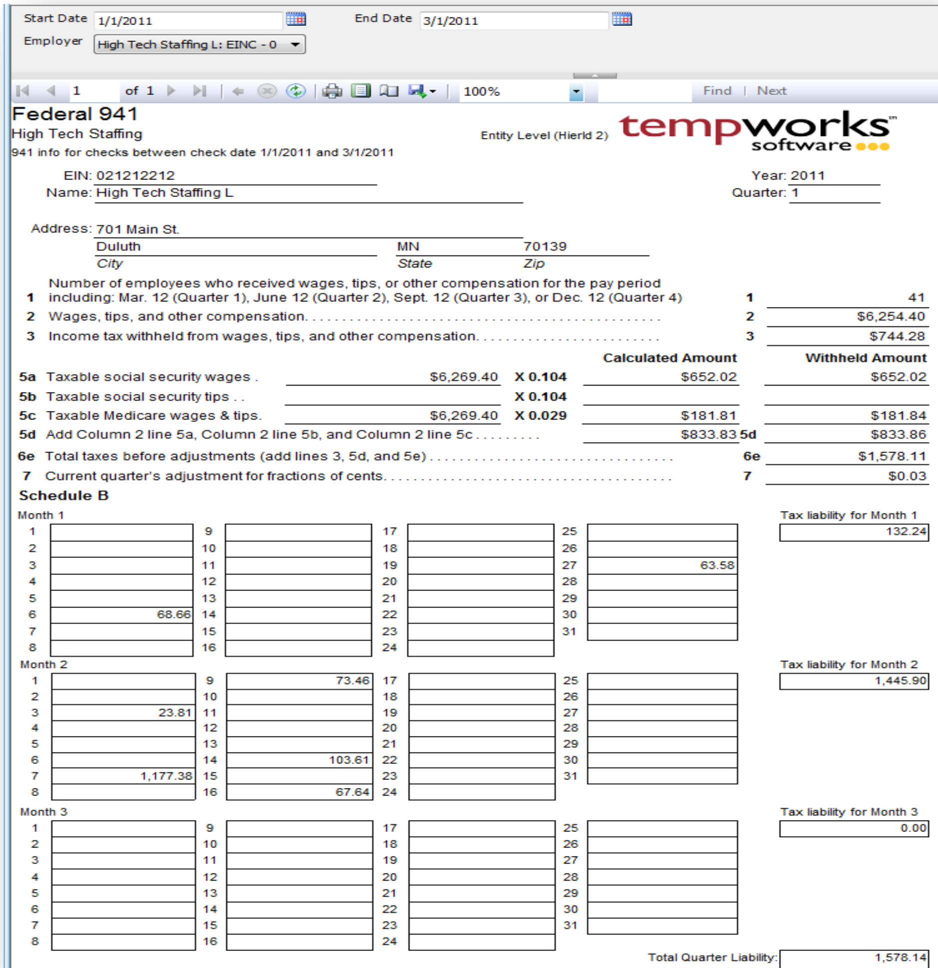
This report is designed to allow you to verify the company specific tax rates, id and mailing addresses. It lists out all of your state unemployment and income tax employer ids that are listed in the system along with your unemployment rates and limits which are active as of the date the report was created. 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

1 of 1 100% Find | Next

Federal 941
High Tech Staffing
941 info for checks between check date 1/1/2011 and 3/1/2011

Entity Level (Hierld 2)

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

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

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)			1	41
2	Wages, tips, and other compensation.			2	$6,254.40
3	Income tax withheld from wages, tips, and other compensation.			3	$744.28
			Calculated Amount		Withheld Amount
5a	Taxable social security wages .	$6,269.40	X 0.104 $652.02		$652.02
5b	Taxable social security tips . .		X 0.104		
5c	Taxable Medicare wages & tips.	$6,269.40	X 0.029 $181.81		$181.84
5d	Add Column 2 line 5a, Column 2 line 5b, and Column 2 line 5c		$833.83	5d	$833.86
6e	Total taxes before adjustments (add lines 3, 5d, and 5e)			6e	$1,578.11
7	Current quarter's adjustment for fractions of cents.			7	$0.03

Schedule B

Month 1 — Tax liability for Month 1: 132.24

1		9		17		25	
2		10		18		26	
3		11		19		27	63.58
4		12		20		28	
5		13		21		29	
6	68.66	14		22		30	
7		15		23		31	
8		16		24			

Month 2 — Tax liability for Month 2: 1,445.90

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

Month 3 — Tax liability for Month 3: 0.00

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

Total Quarter Liability: 1,578.14

Purpose:

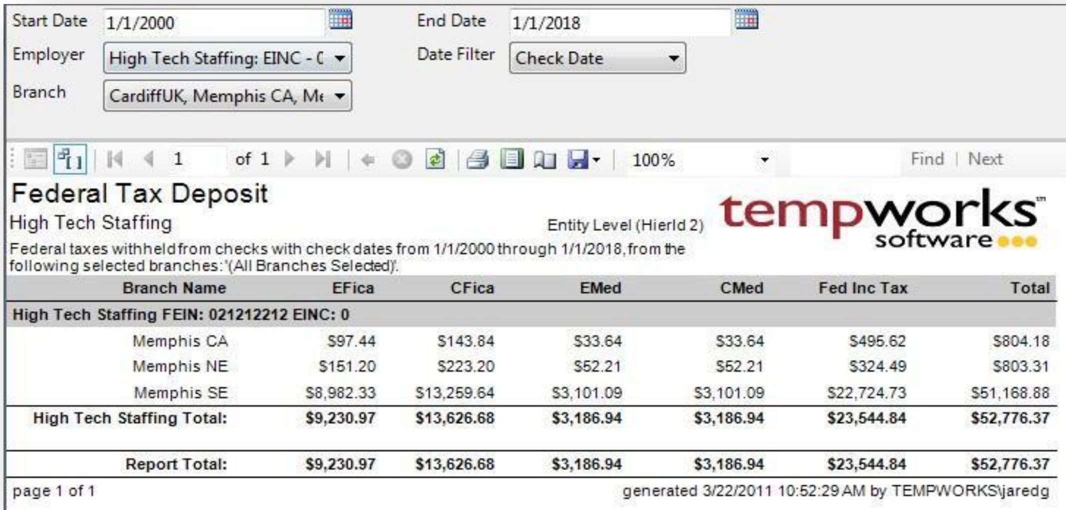
This report is designed to help you fill out your federal 941 returns. It cannot be printed and filed with the IRS since it is not in an acceptable format.

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 - (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)
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**

page 1 of 1 generated 3/22/2011 10:52:29 AM by TEMPWORKS\jaredg

Purpose:

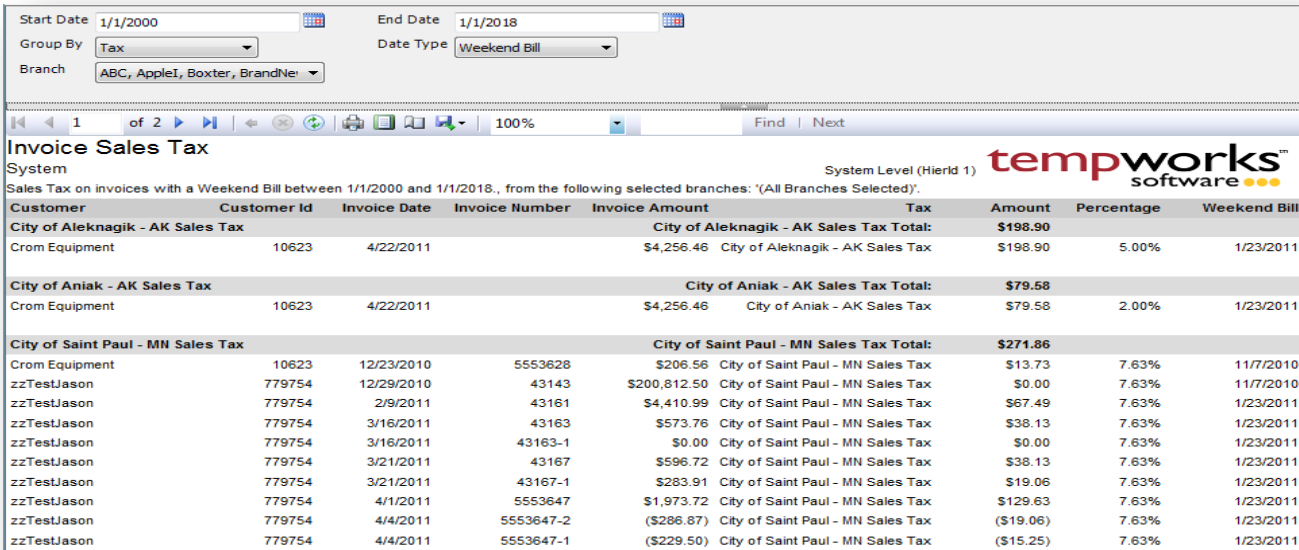
This report shows you a breakdown of your federal deposit amount. This report should always be run by check date when you are making your deposit to the IRS. The Weekend Bill date filter is to allow you to balance with your other reports such as the Management report.

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:



Invoice Sales Tax
System
System Level (HierId 1)
tempworks software
Sales Tax on invoices with a Weekend Bill between 1/1/2000 and 1/1/2018., from the following selected branches: '(All Branches Selected)'.

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:

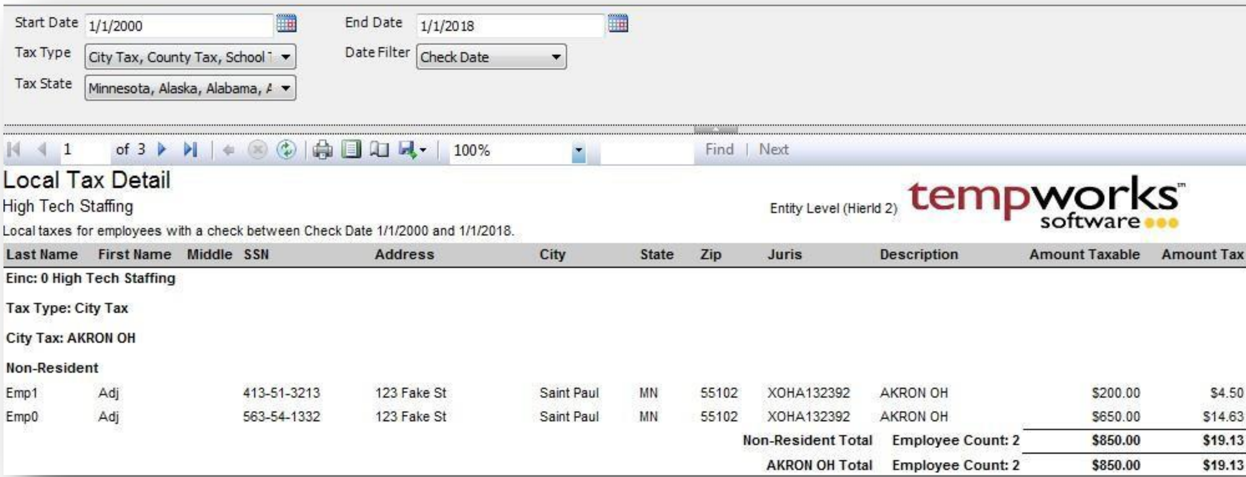
This report shows you the breakdown of the sales tax calculated on your invoices. Is designed to be the detail report of the Sales Tax Deposit report.

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:



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:

Quarter End Error List

High Tech Staffing

Quarter End Error List

Error **The following records are missing Mag Media Contact Info.**

Tables Involved: Employer

This error is from having missing the Mag Contact Info in the Employer table so the State knows who to contact if there are issues. Please update this in the Employer table.

Data Integrity Check Error Number: 14

EINC	CompanyFullName	FedEmployerID	MagContact	MagContactPhone	MagContactEmail
0	High Tech Staffing	021212212	Joe	555-555-5555	

Purpose:

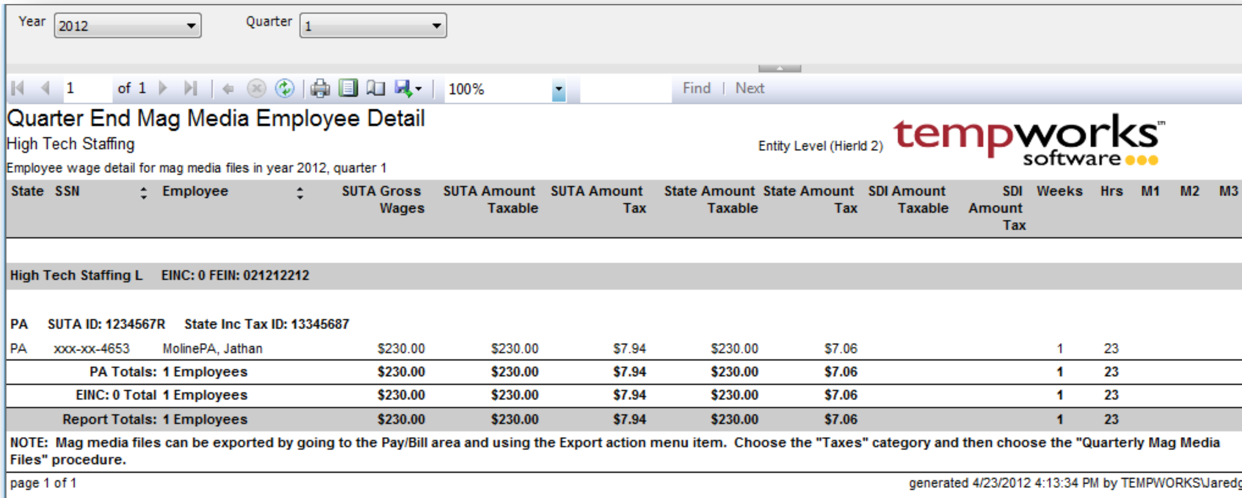
This report is designed to show you a list of errors that were created when running your mag media file export and allows you to see all of the errors for all states and companies in order for you to clear them all up at once and the re run your export to get your files.

Parameters:

None

Quarter End Mag Media Employee Detail

Screen Shot:



Year 2012 Quarter 1

1 of 1 100% Find | Next

Quarter End Mag Media Employee Detail

High Tech Staffing

Employee wage detail for mag media files in year 2012, quarter 1

Entity Level (Hierld 2)

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 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.

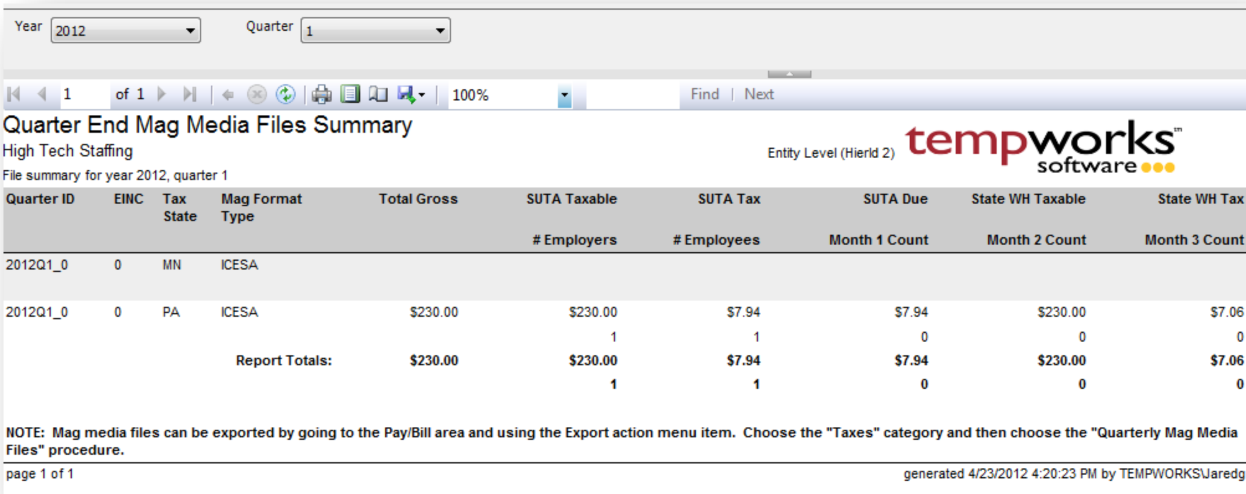
A good report to balance against this one is either the Unemployment Wage Detail or Tax Deposit report.

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

Quarter End Mag Media Files Summary

High Tech Staffing

File summary for year 2012, quarter 1

Entity Level (HierId 2)

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

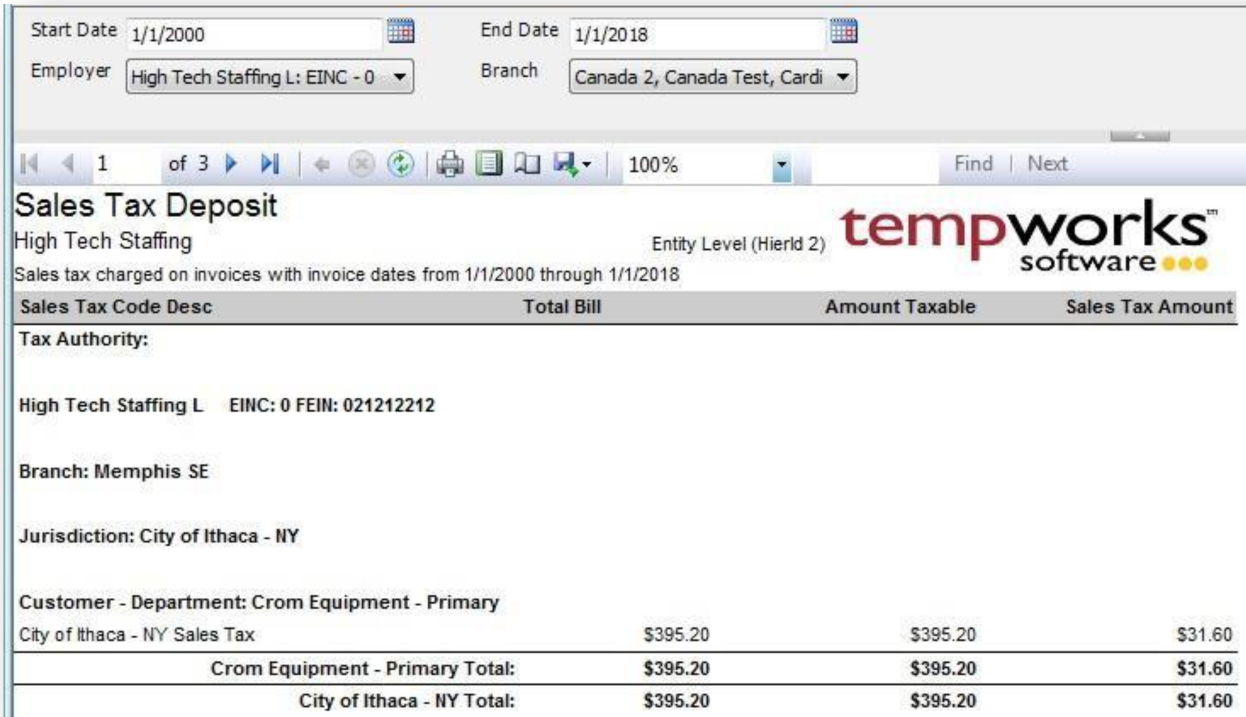
A good report to balance against this one is either the Unemployment Summary or Tax Deposit report.

Parameters:

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

Sales Tax Deposit

Screen Shot:



Purpose:

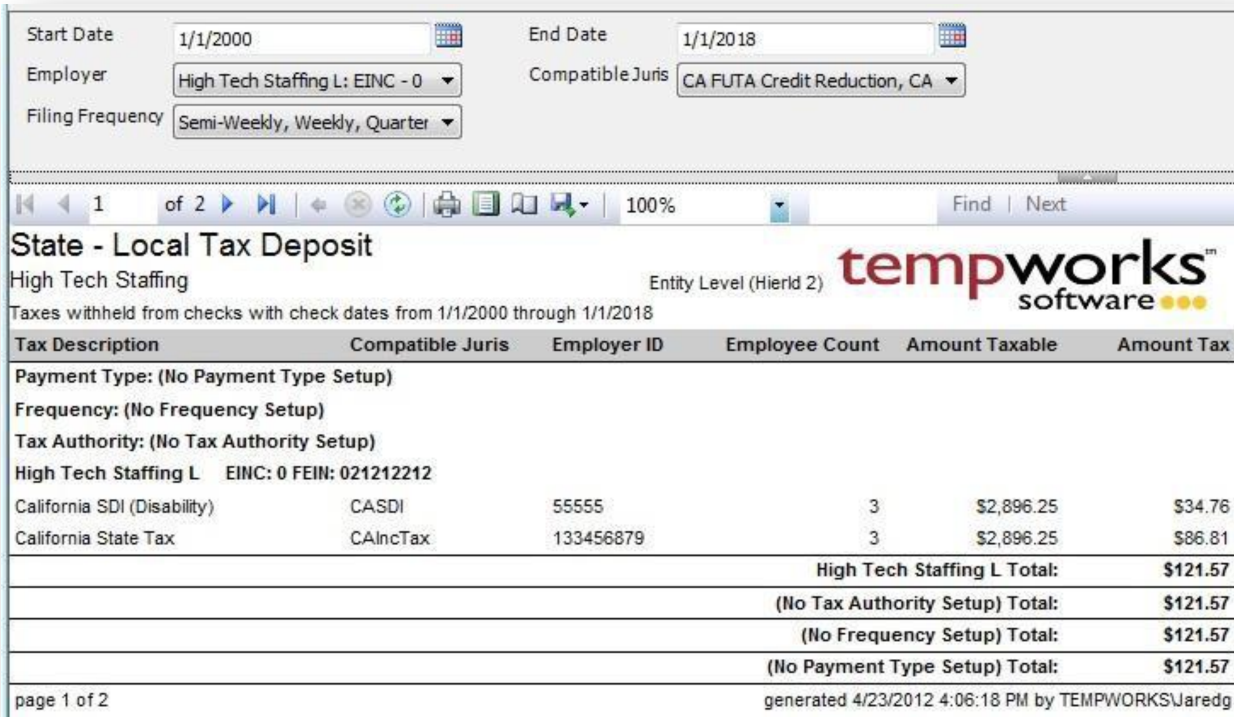
This report is designed for you to make your sales tax deposits to their respective tax authorities. The report groups by Tax Authority, Einc, and Jurisdiction.

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)
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.

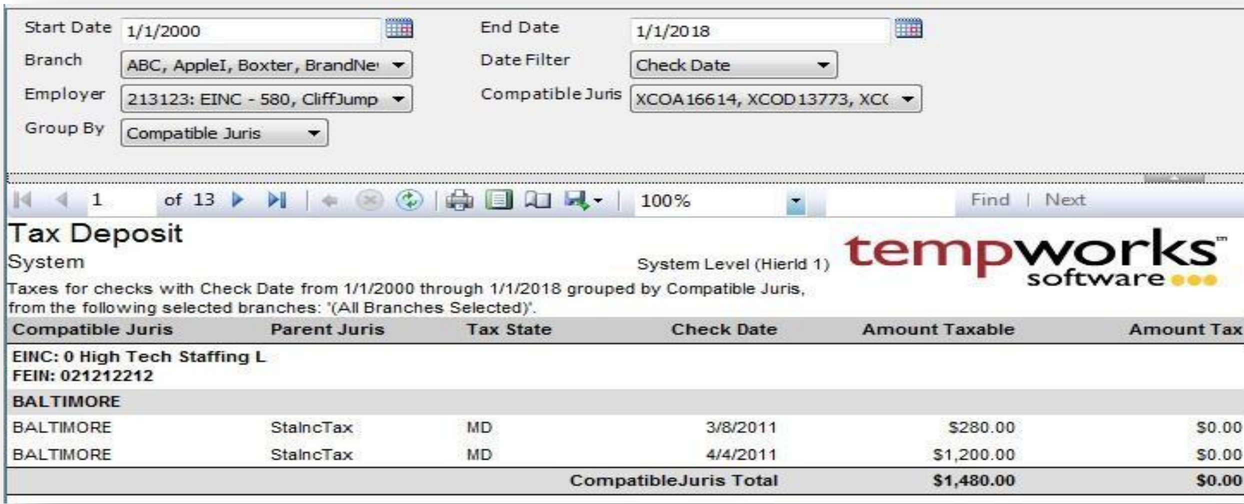
Parameters:

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:



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.

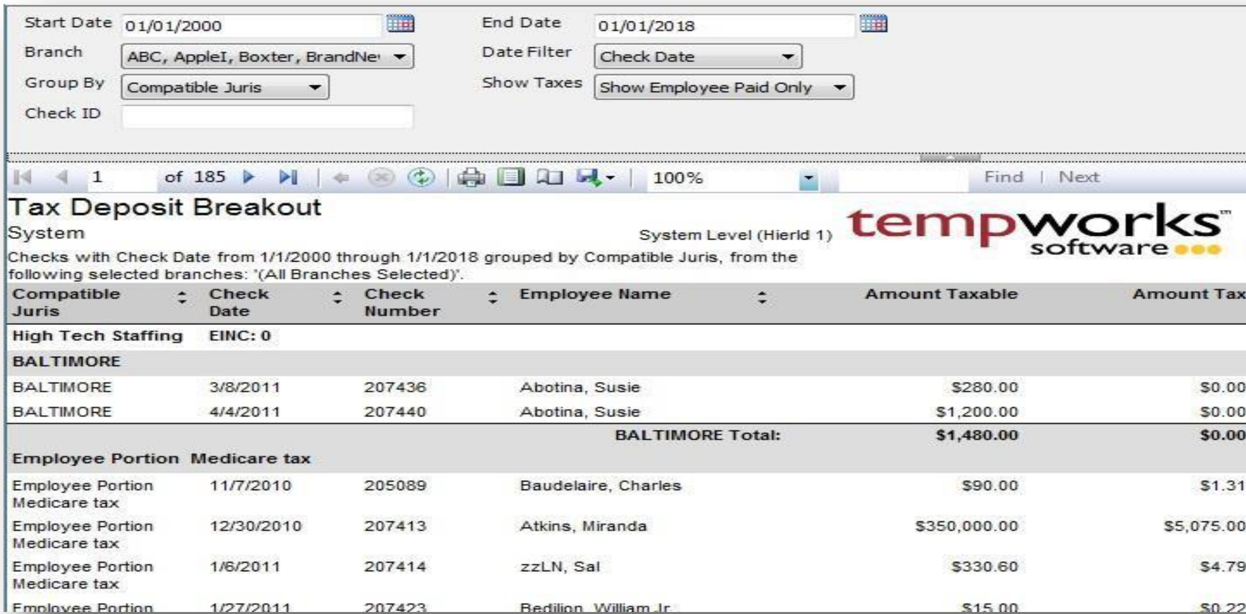
Parameters:

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:



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

System Level (HierId 1)

Summary of tax pay run id: 24524

	Taxable Wages			Tax Withheld			
Jurisdiction	Resident	Non-Resident	Total	Resident	Non-Resident	Total	Adjustments	Total Payment
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**

page 1 of 1 generated 2/8/2012 3:37:36 PM by TEMPWORKS\jaredg

Purpose:

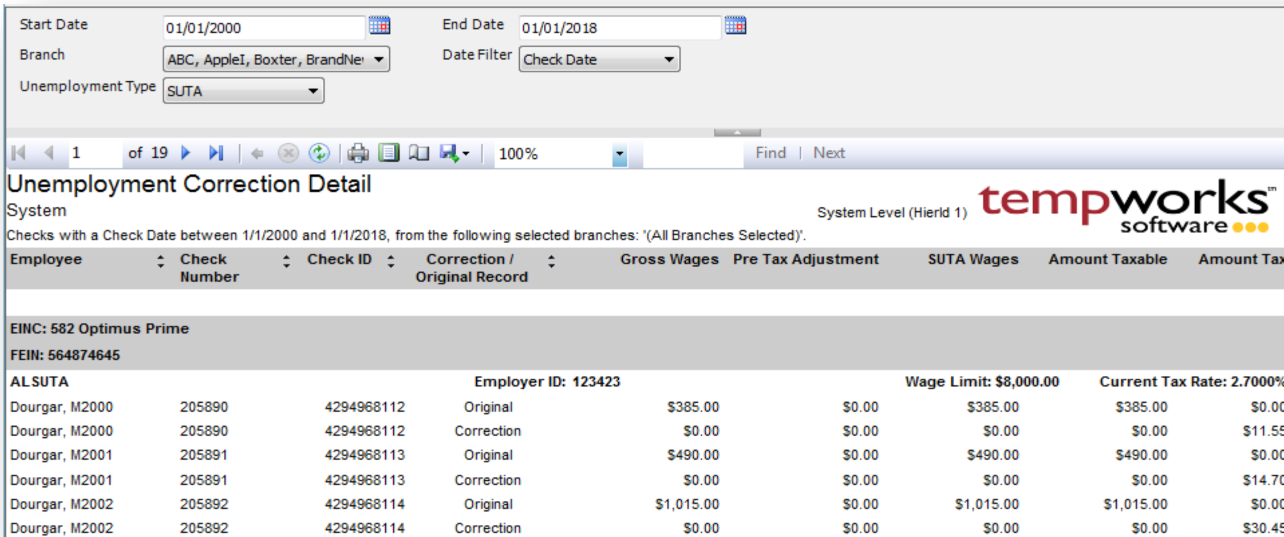
This report is designed to help with local taxes that are all paid to the same authority. It will show you the resident vs. the non-resident tax amounts so that you can file your taxes correctly. It is also a helpful report to print out the summary of any other give tax pay run.

Parameters:

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

Unemployment Correction Detail

Screen Shot:



Unemployment Correction Detail

System

System Level (HierId 1)

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								
AL SUTA			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:

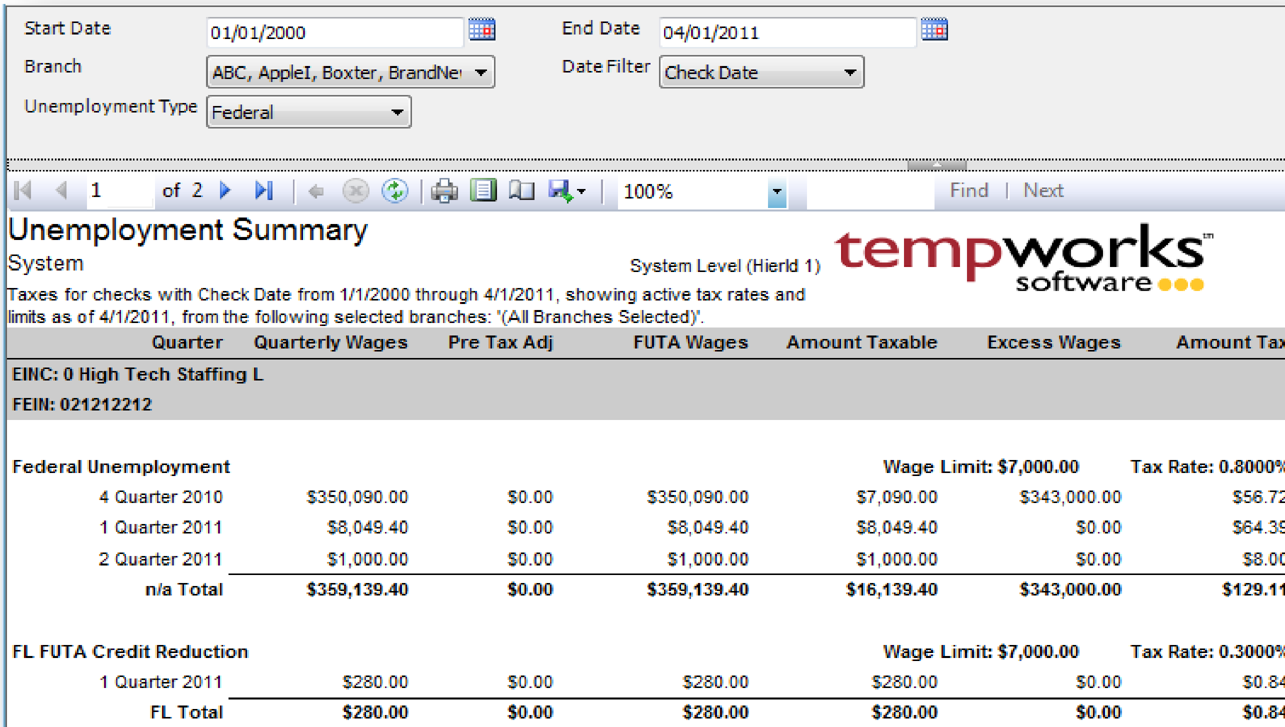
This report is designed to show you the detail of the corrections done to the unemployment calculated on each check. The main reason for a correction is, due to a rate change in your unemployment rates that is effective for the entire year and you receive the notice after the 1st of that year. Report 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

1 of 2 100% Find | Next

Unemployment Summary
System
System Level (Hierld 1)
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:

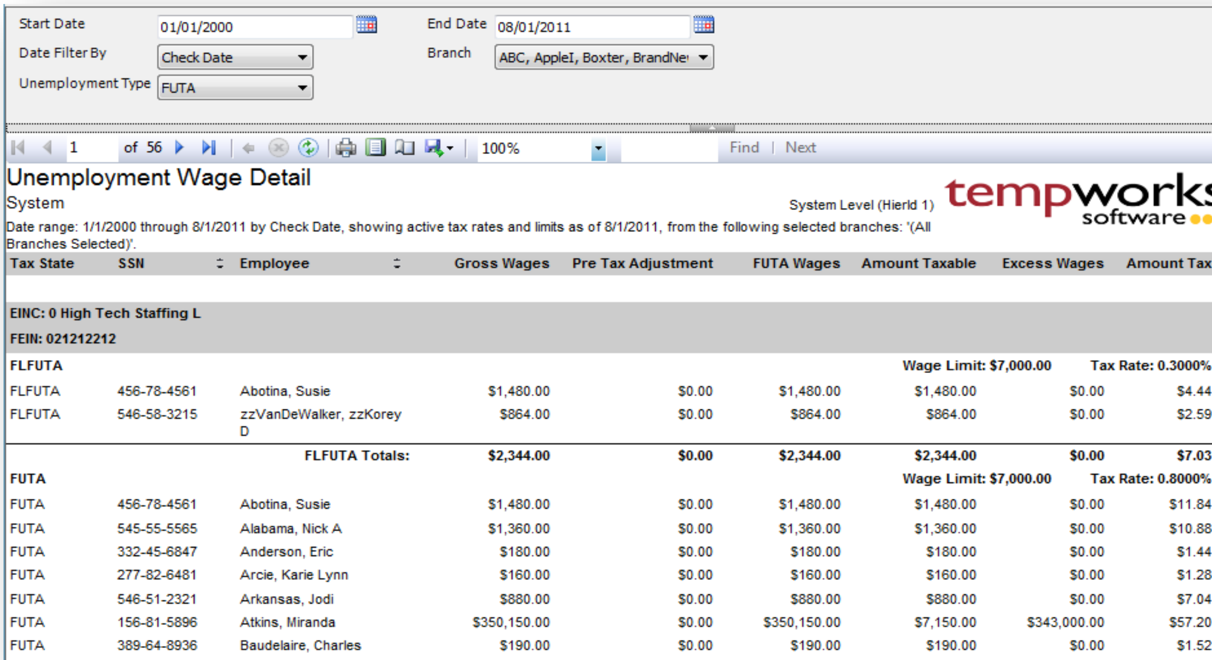
This report is designed specifically for you to use to file your quarterly unemployment returns. To fill out the wage detail worksheets use our Unemployment Tax report. The wage limit and tax rate are the ones in the system that are active as of the entered End Date parameter.

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:



Start Date 01/01/2000 End Date 08/01/2011
Date Filter By Check Date Branch ABC, AppleI, Boxter, BrandNe
Unemployment Type FUTA

1 of 56 100% Find | Next

Unemployment Wage Detail
System
System Level (Hierld 1)
tempworks software
Date range: 1/1/2000 through 8/1/2011 by Check Date, showing active tax rates and limits as of 8/1/2011, from the following selected branches: '(All Branches Selected)'.

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:

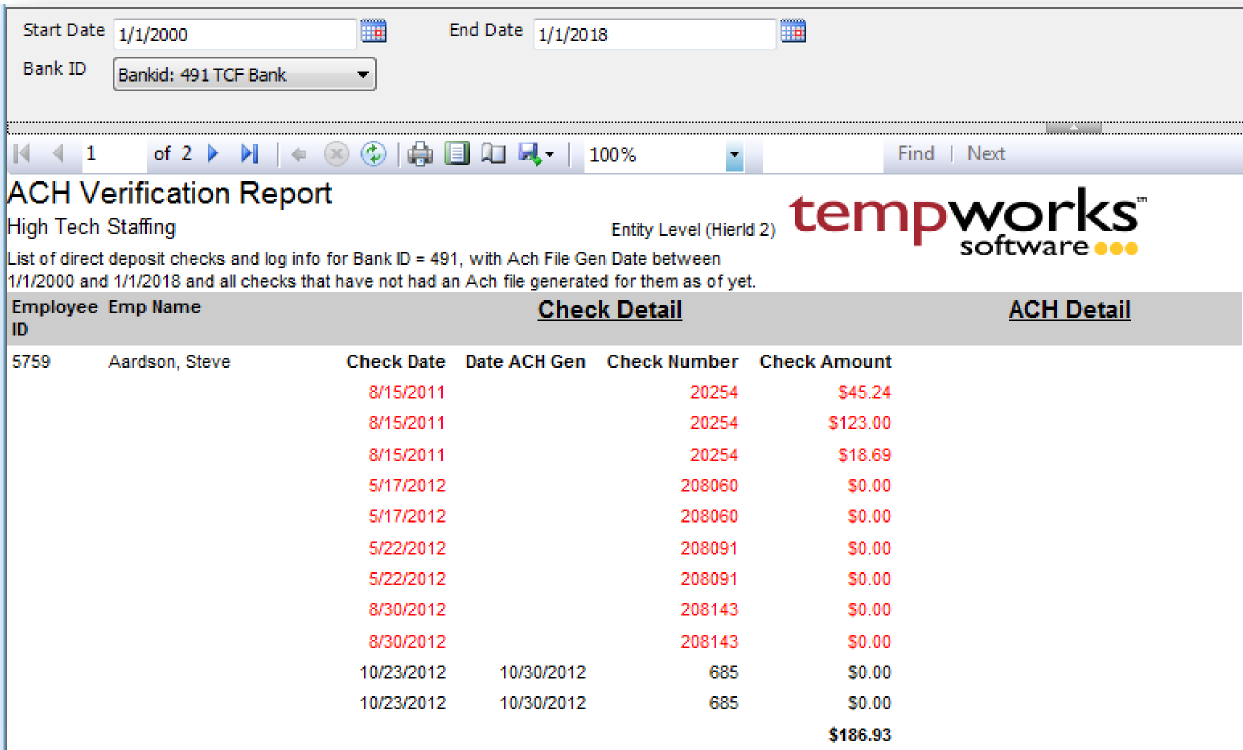
This report is designed specifically to be used to fill out the wage detail portions of your unemployment returns. This should be used in conjunction with our Unemployment Summary report. The wage limit and tax rate are the ones in the system that are active as of the entered End Date parameter. At the 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.

ACH Verification

Screen Shot:


Start Date 1/1/2000 End Date 1/1/2018
Bank ID Bankid: 491 TCF Bank

1 of 2 100% Find | Next

ACH Verification Report
High Tech Staffing
Entity Level (Hierld 2)
tempworks software
List of direct deposit checks and log info for Bank ID = 491, with Ach File Gen Date between 1/1/2000 and 1/1/2018 and all checks that have not had an Ach file generated for them as of yet.

Employee ID	Emp Name	Check Detail				ACH Detail
		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 (Hierld 2)

tempworks software

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

generated 4/23/2012 4:33:28 PM by TEMPWORKS\Jaredg

Purpose:

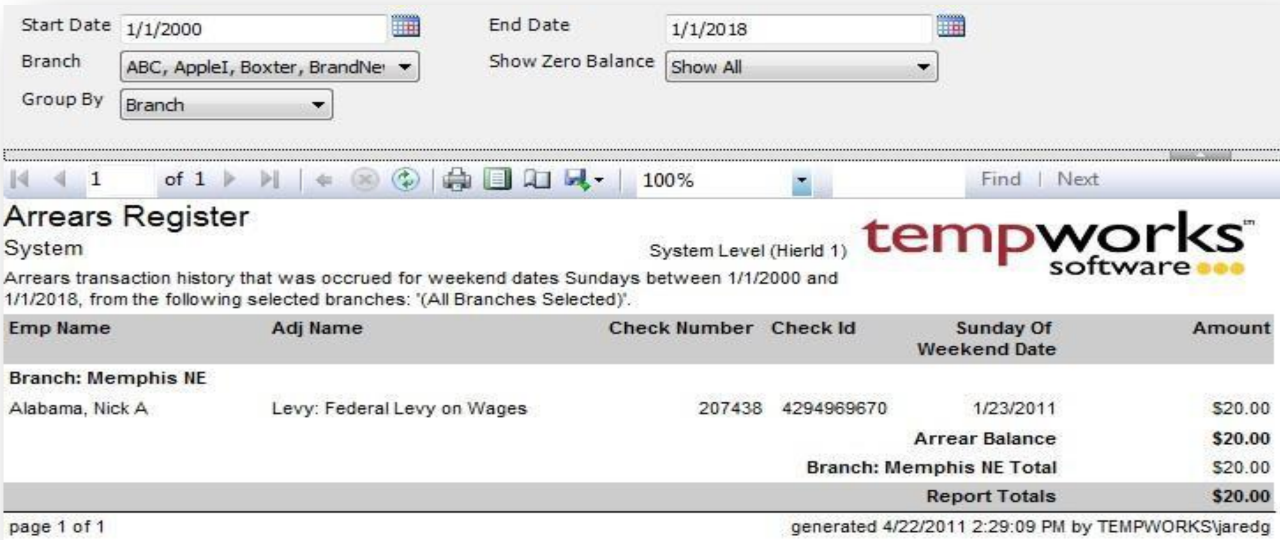
This report is designed to show you all employees that have an adjustment frequency that does not match their pay frequency on the order that they are assigned to. This is used as an audit prior to payroll to ensure that the employee's adjustment frequency matches the order pay frequency.

Parameters:

None

Arrears Register

Screen Shot:



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**

Purpose:

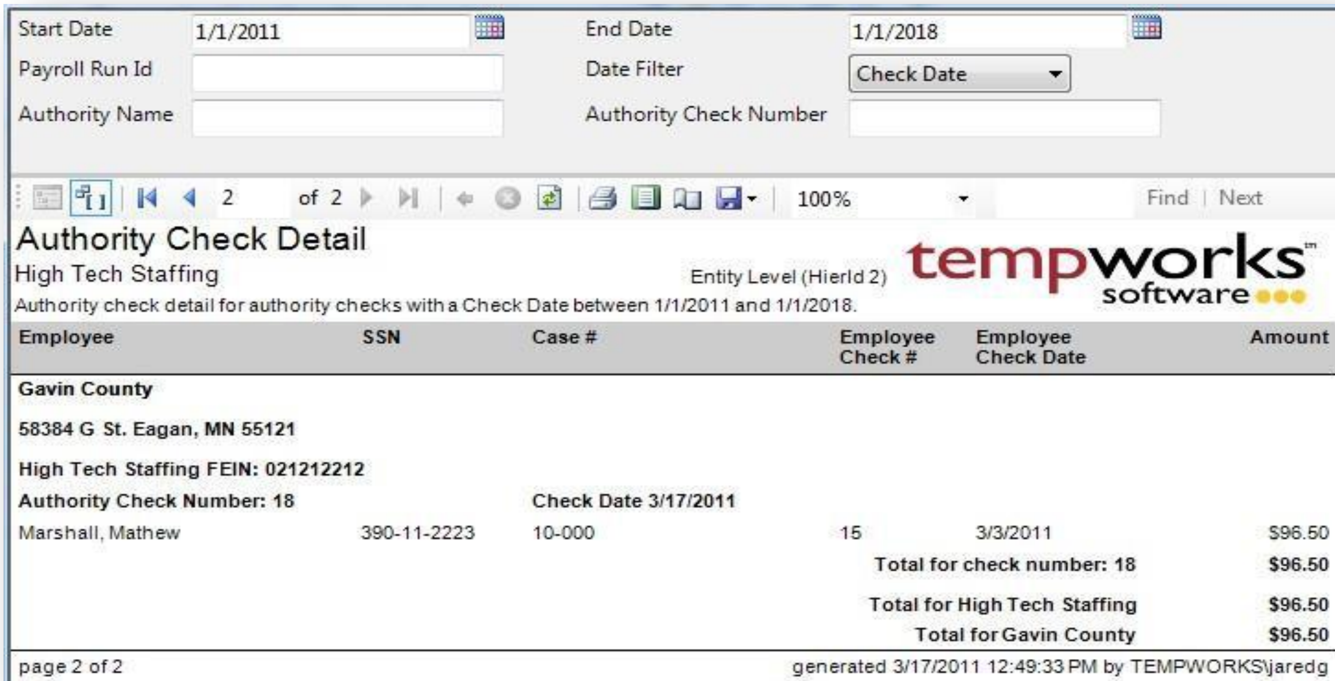
This report is designed for you to see the adjustments that have an arrear attached to them and to find out how much you have outstanding in arrears.

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:



Purpose:

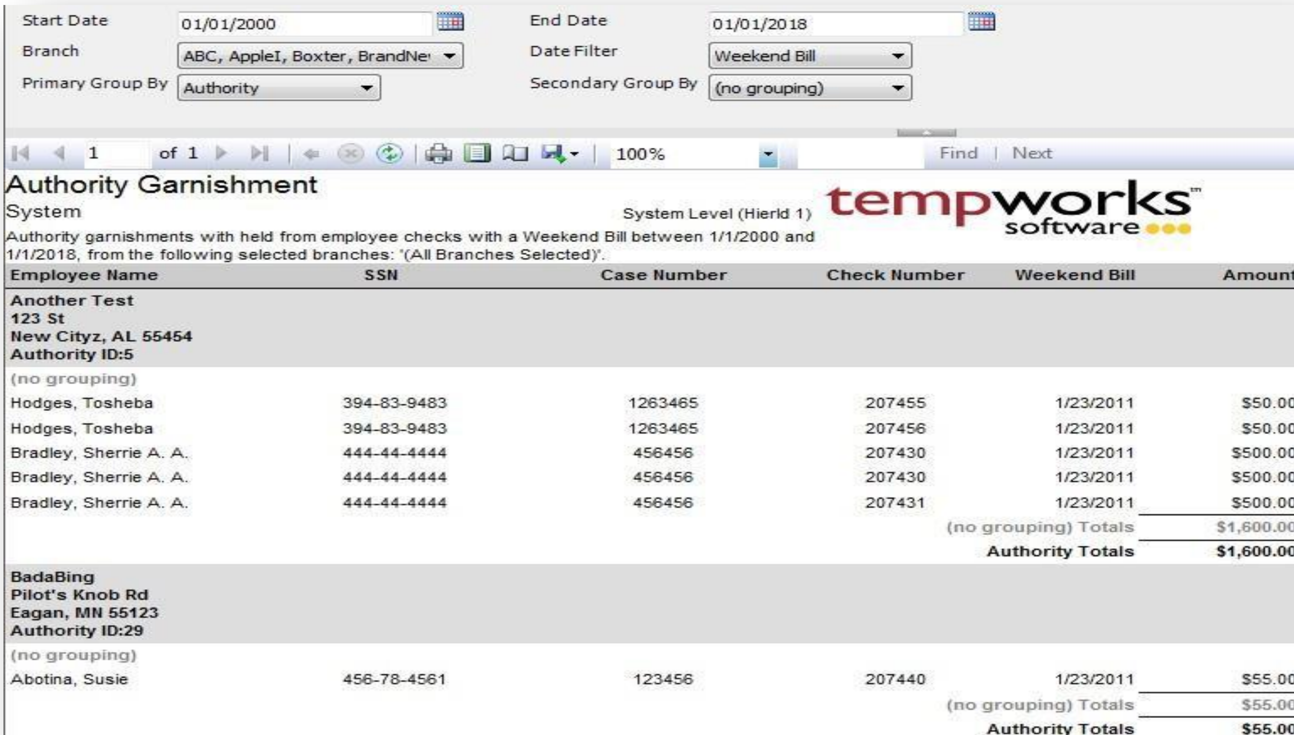
This report allows you to view the details that went into each check sent to each authority. The report will print off each authority on a separate page so it can be used to be sent into the authority along with the check, in case you do not print off the detail with the check during the payroll run. 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:



Start Date 01/01/2000 End Date 01/01/2018
Branch ABC, AppleI, Boxter, BrandNe Date Filter Weekend Bill
Primary Group By Authority Secondary Group By (no grouping)

1 of 1 100% Find | Next

Authority Garnishment
System
System Level (Hierld 1)
tempworks software

Authority garnishments with held from employee checks with a Weekend Bill between 1/1/2000 and 1/1/2018, from the following selected branches: '(All Branches Selected)'.

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.

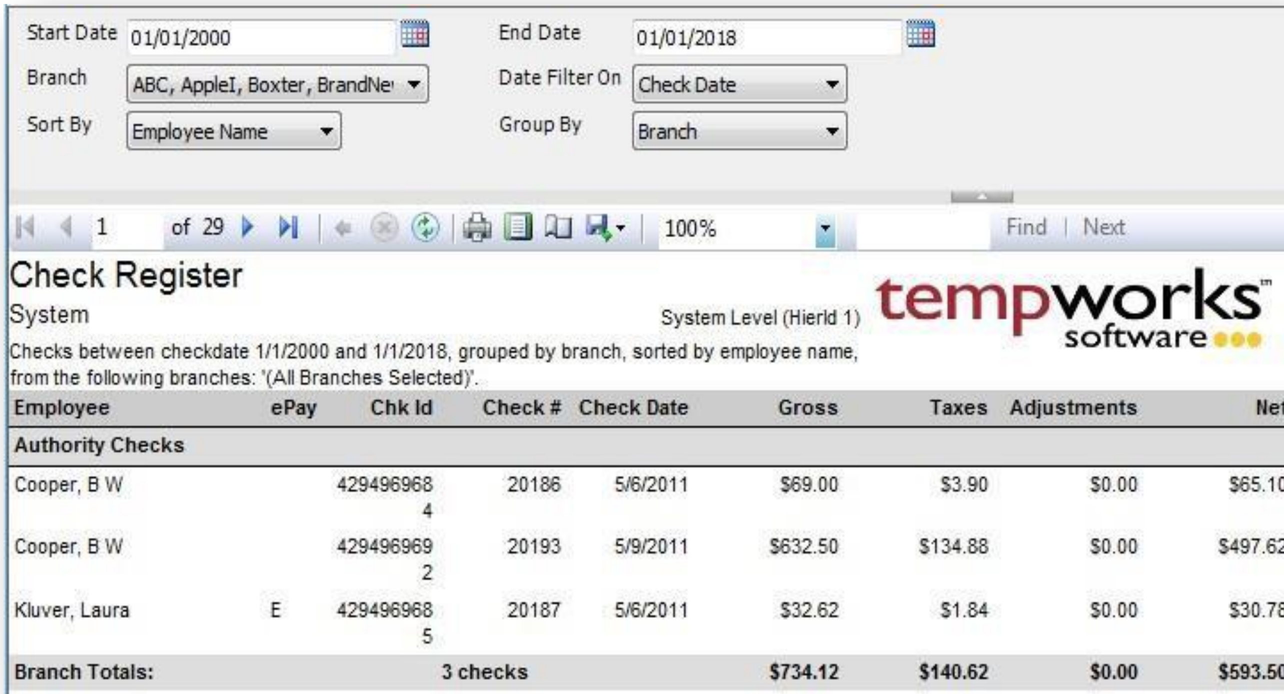
Parameters:

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:



Check Register

System

System Level (Hierld 1)

Checks between checkdate 1/1/2000 and 1/1/2018, grouped by branch, sorted by employee name, from the following branches: '(All Branches Selected)'.

Employee	ePay	Chk Id	Check #	Check Date	Gross	Taxes	Adjustments	Net
Authority Checks								
Cooper, B W		4294969684	20186	5/6/2011	$69.00	$3.90	$0.00	$65.10
Cooper, B W		4294969692	20193	5/9/2011	$632.50	$134.88	$0.00	$497.62
Kluver, Laura	E	4294969685	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:

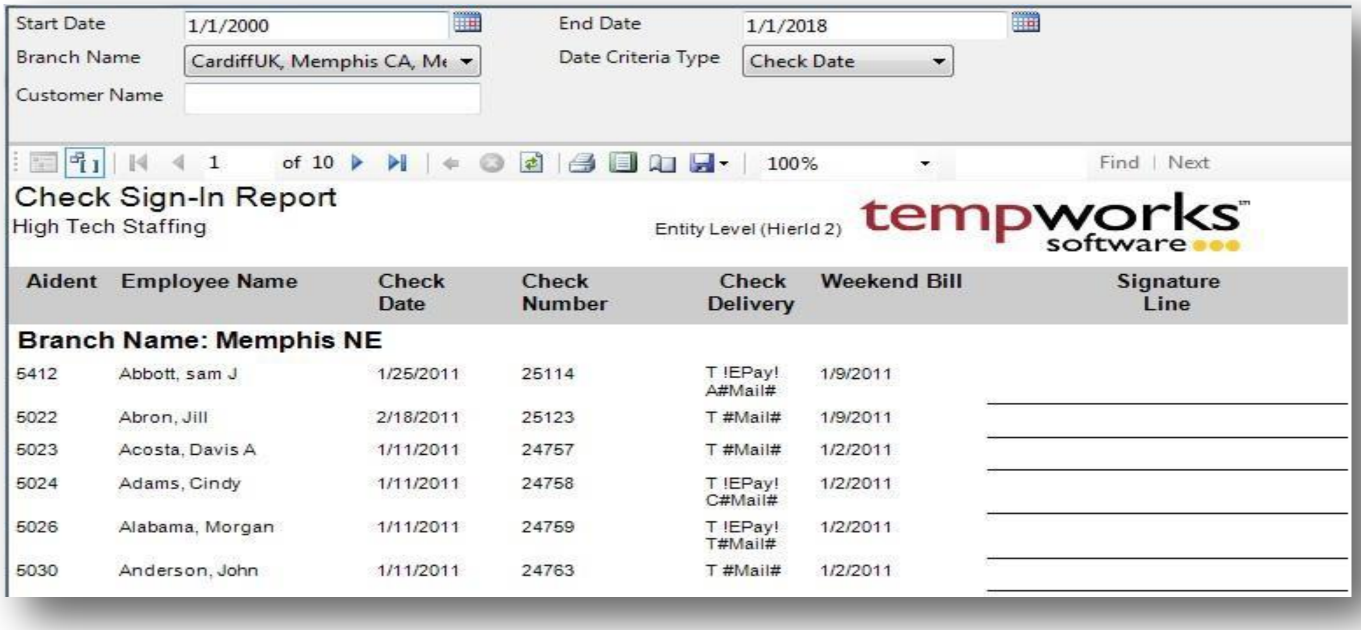
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
    a. Check Date of the check
    b. Weekend Bill of the check
4. Branch: A drop down list of all branches in the 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)

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:

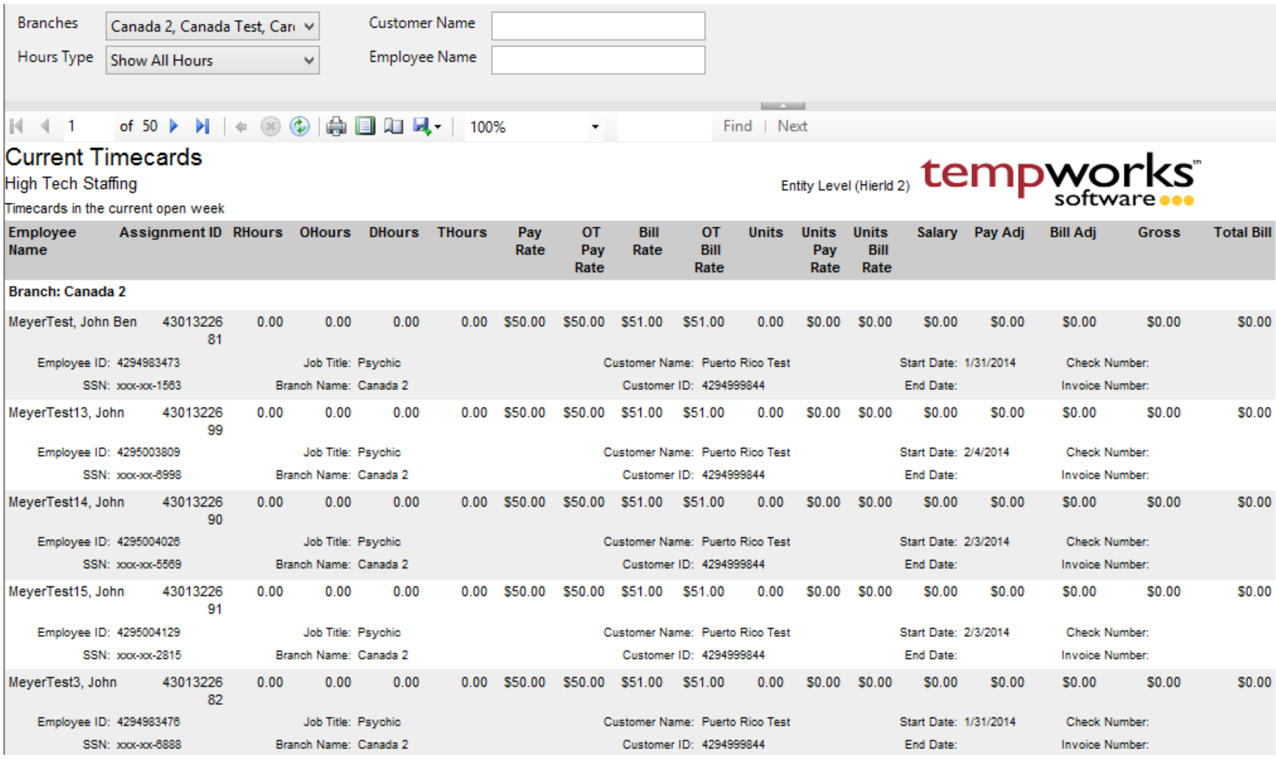
Is used for when employees come in and pick up their checks in the branch offices. The report has a page break between each branch.

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:



Current Timecards
High Tech Staffing
Timecards in the current open week

Entity Level (HierId 2)

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; SSN: xxx-xx-1563	Job Title: Psychic; Branch Name: Canada 2						Customer Name: Puerto Rico Test; Customer ID: 4294999844						Start Date: 1/31/2014; End Date:		Check Number:; 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; SSN: xxx-xx-6998	Job Title: Psychic; Branch Name: Canada 2						Customer Name: Puerto Rico Test; Customer ID: 4294999844						Start Date: 2/4/2014; End Date:		Check Number:; 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: 4295004026; SSN: xxx-xx-5569	Job Title: Psychic; Branch Name: Canada 2						Customer Name: Puerto Rico Test; Customer ID: 4294999844						Start Date: 2/3/2014; End Date:		Check Number:; 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; SSN: xxx-xx-2815	Job Title: Psychic; Branch Name: Canada 2						Customer Name: Puerto Rico Test; Customer ID: 4294999844						Start Date: 2/3/2014; End Date:		Check Number:; 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: 4294983476; SSN: xxx-xx-6888	Job Title: Psychic; Branch Name: Canada 2						Customer Name: Puerto Rico Test; Customer ID: 4294999844						Start Date: 1/31/2014; End Date:		Check Number:; 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.

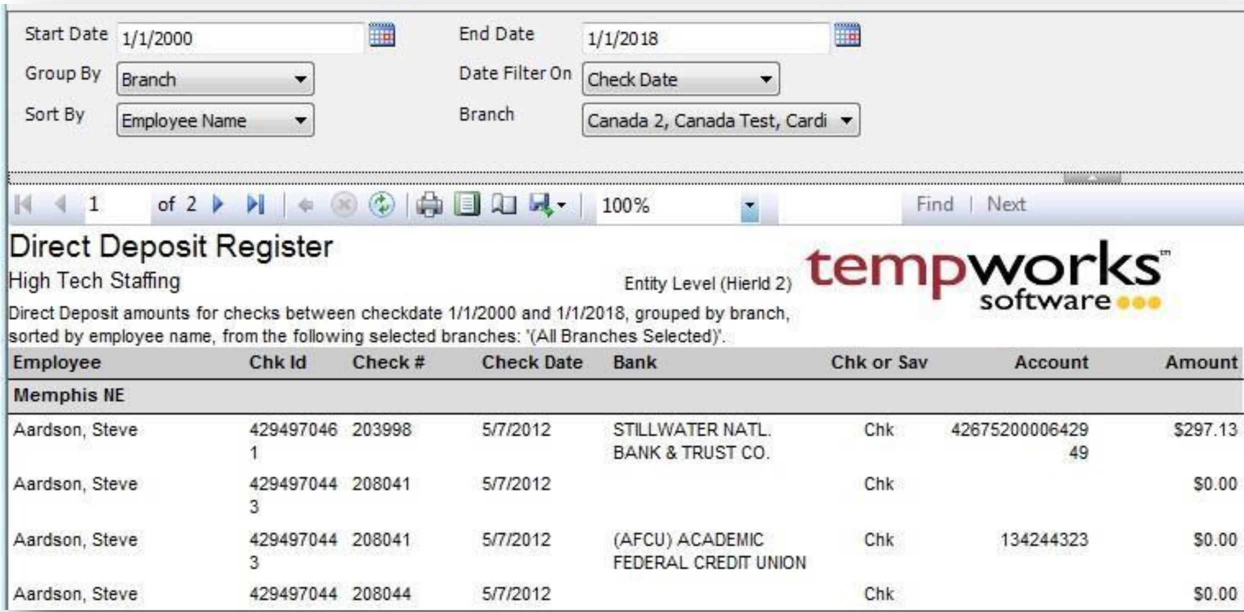
Parameters:

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 thetransaction
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:



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:

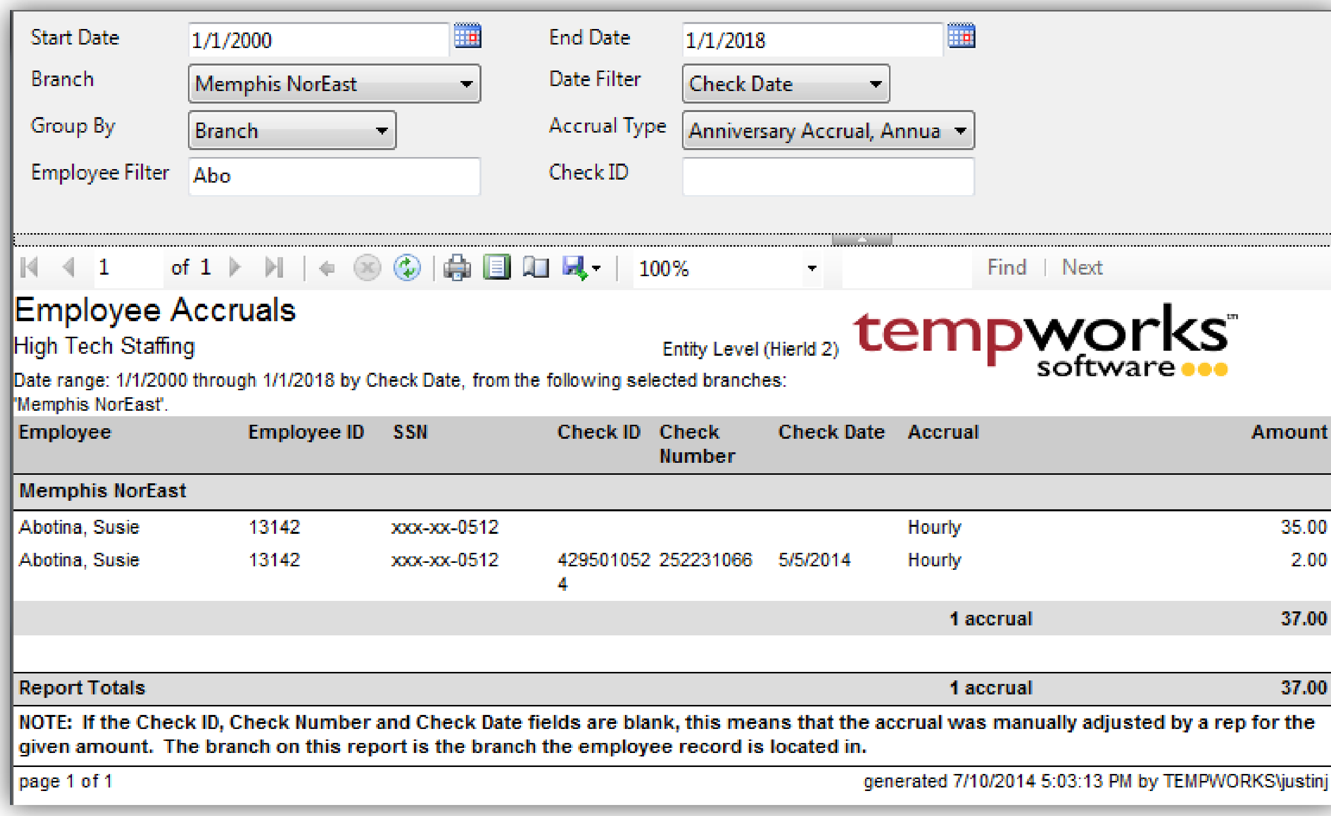
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
    a. Weekend Bill on the check
    b. Check Date on the check
4. Group By: A list of different fields to group the 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 (HierId 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	4295010524	252231066	5/5/2014	Hourly	2.00
						1 accrual	**37.00**
Report Totals						**1 accrual**	**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.

page 1 of 1 generated 7/10/2014 5:03:13 PM by TEMPWORKS\justinj

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:

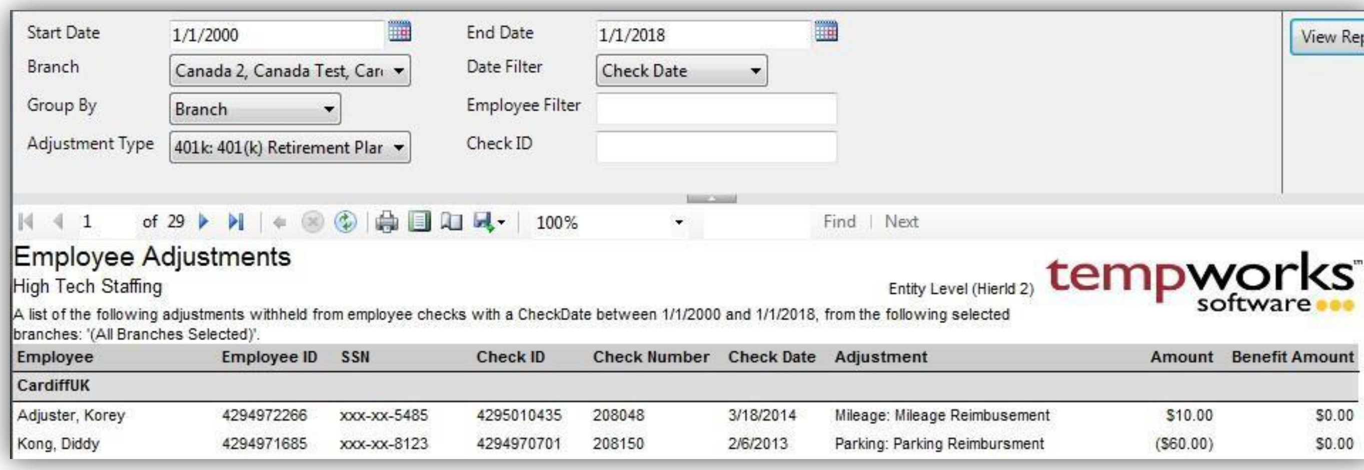
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
    a. Check Date of check
    b. Weekend Bill of check
4. Branch: A drop down list of all branches in the user's 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:



Purpose:

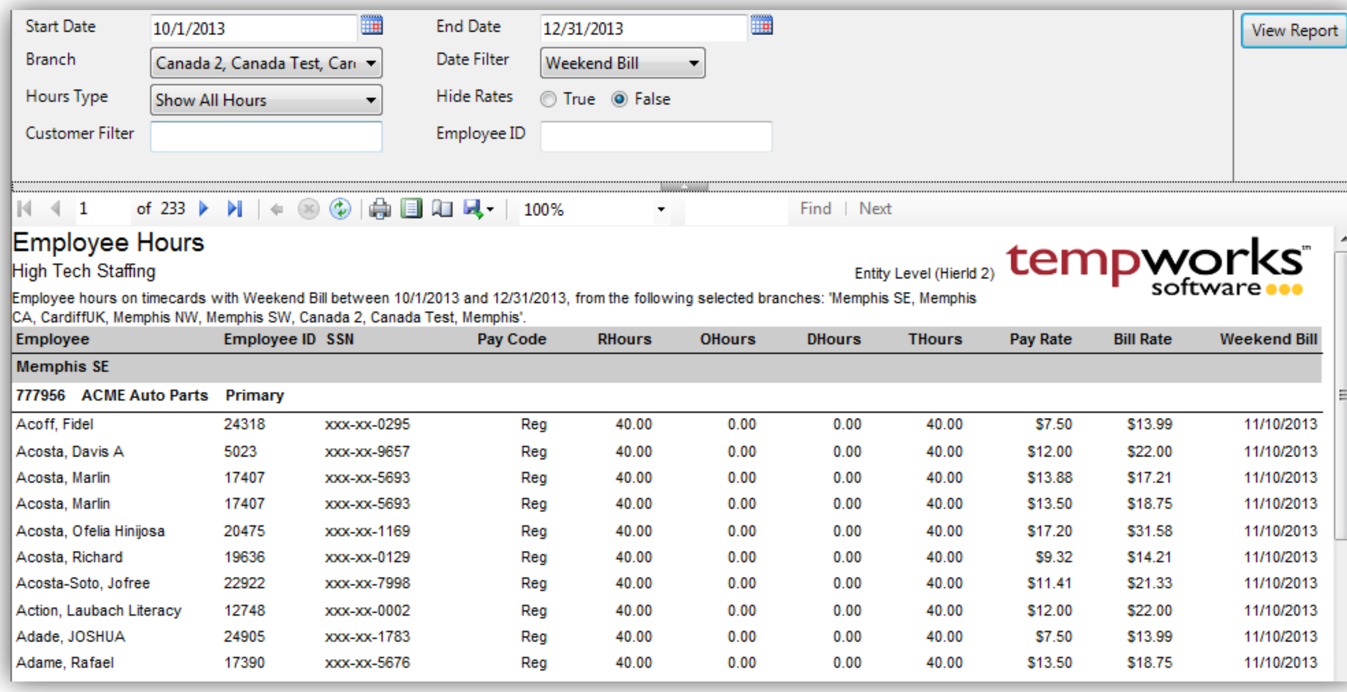
This report allows you to view all adjustments withheld from an employee's check.

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 (Hierld 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 Hinijosa	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.

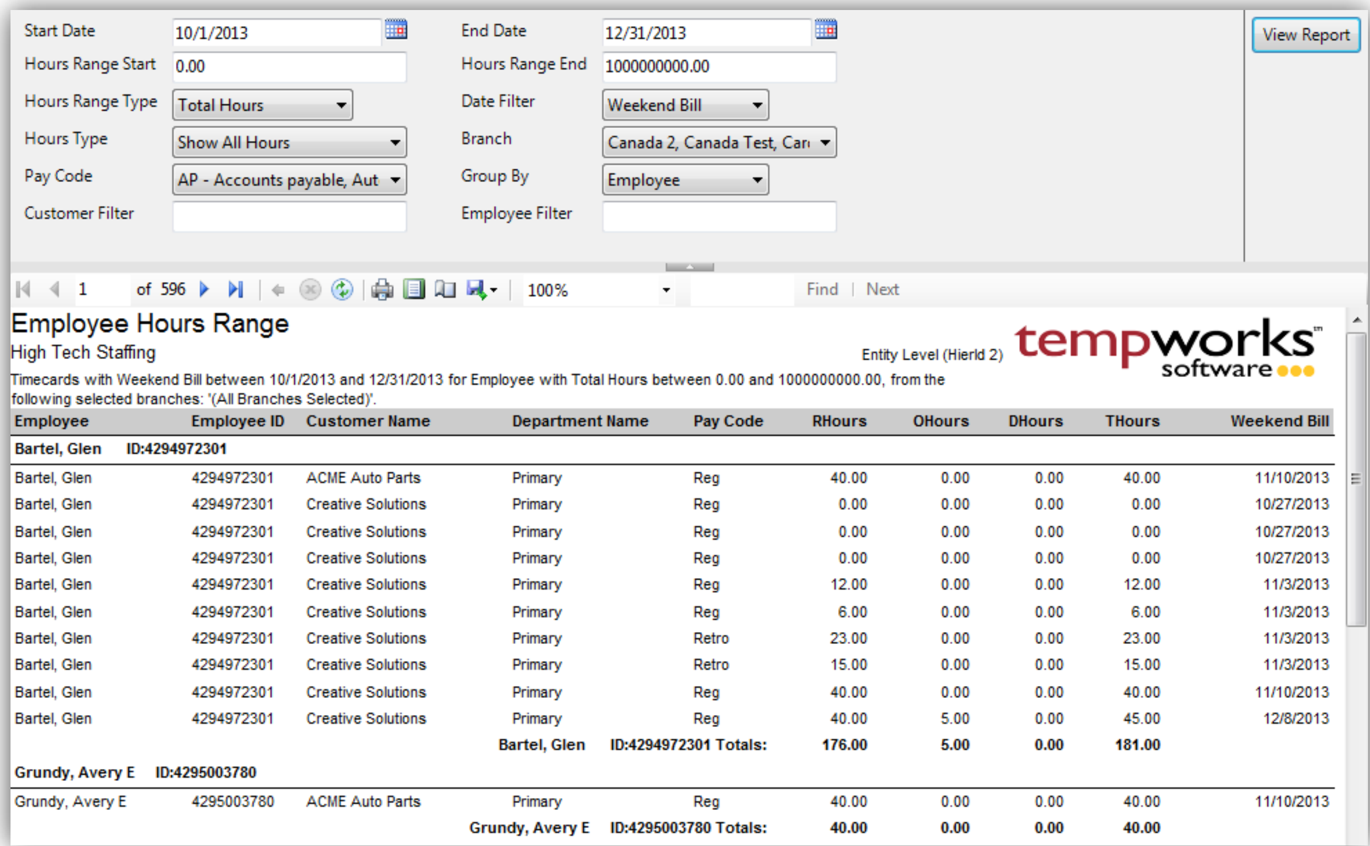
Parameters:

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 thetransaction
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:



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.

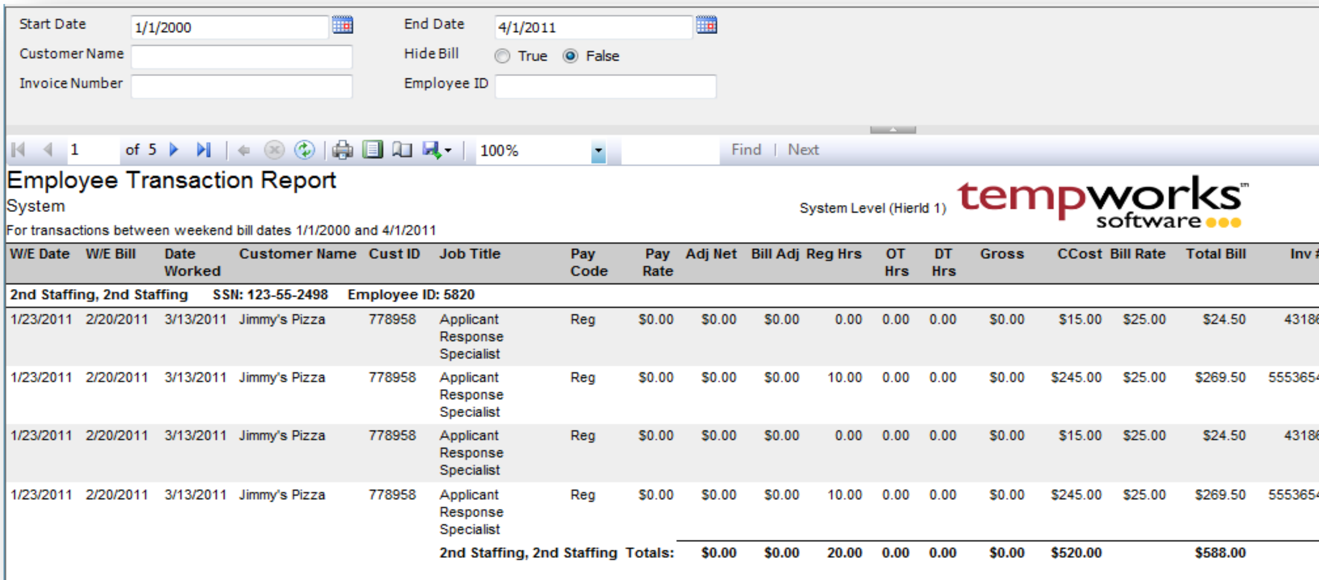
Parameters:

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:



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:

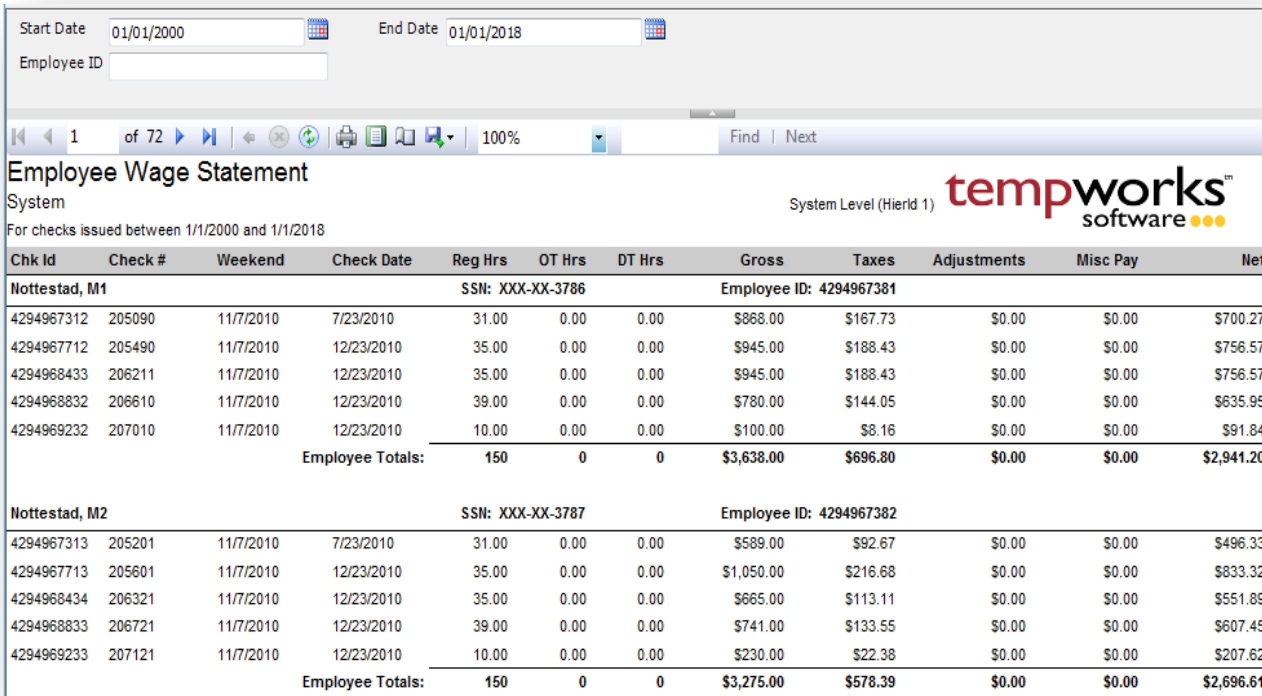
This report shows the details of an employee's timecards/transactions. It is designed to allow you to filter for one specific employee and be able to print it off and give to them if they want or need a record of their transactions. You can do this by setting the Hide Bill parameter to True so that they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

1 of 72 100% Find | Next

Employee Wage Statement
System
For checks issued between 1/1/2000 and 1/1/2018

System Level (Hierld 1) tempworks software

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:

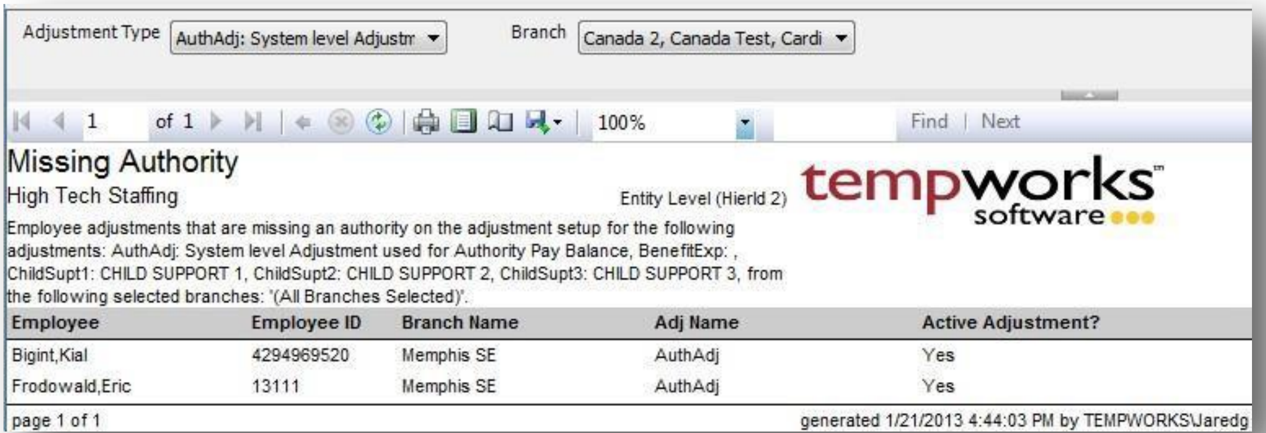
This report was originally designed to only be run from the employee reports option, however it is now part of the standard reports. It is designed to show a check history for a given employee. If you click on one of the individual Taxes or Adjustment amounts you will be taken to the detail of those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



Purpose:

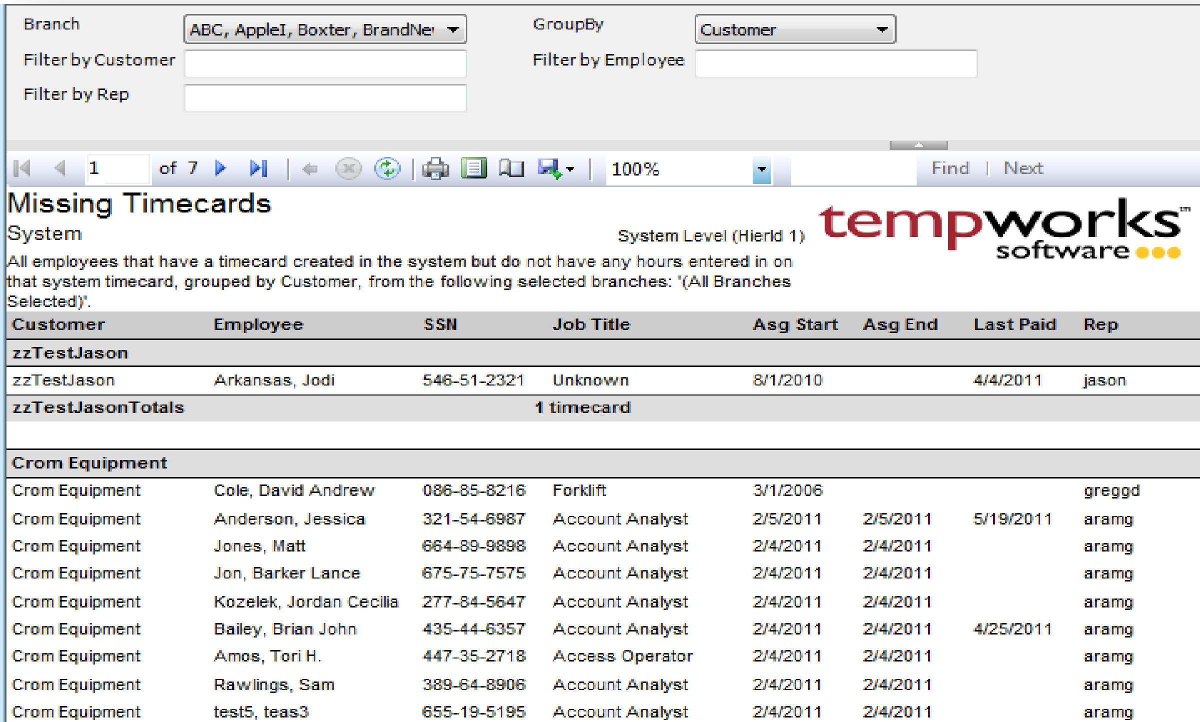
This report is designed to show you adjustments setup on employees that do not have an authority linked to them. It is best practice to only select the adjustment types that need an authority setup on them in order to limit the number of false positive results that come back in the report.

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:



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:

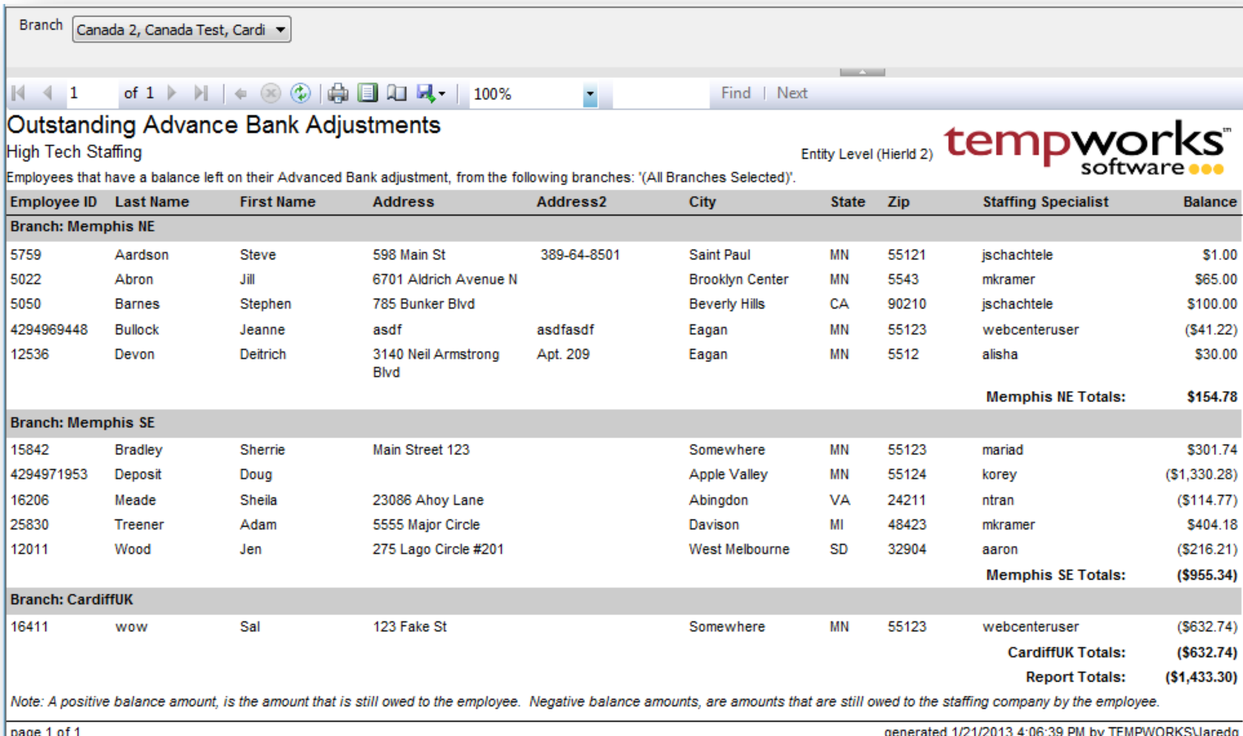
This report shows all timecards in the current week that do not have any hours entered on them yet. It is designed to show you which employees have not turned in their paper timecard or submitted their hours to you yet.

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)

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	mariad	$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:

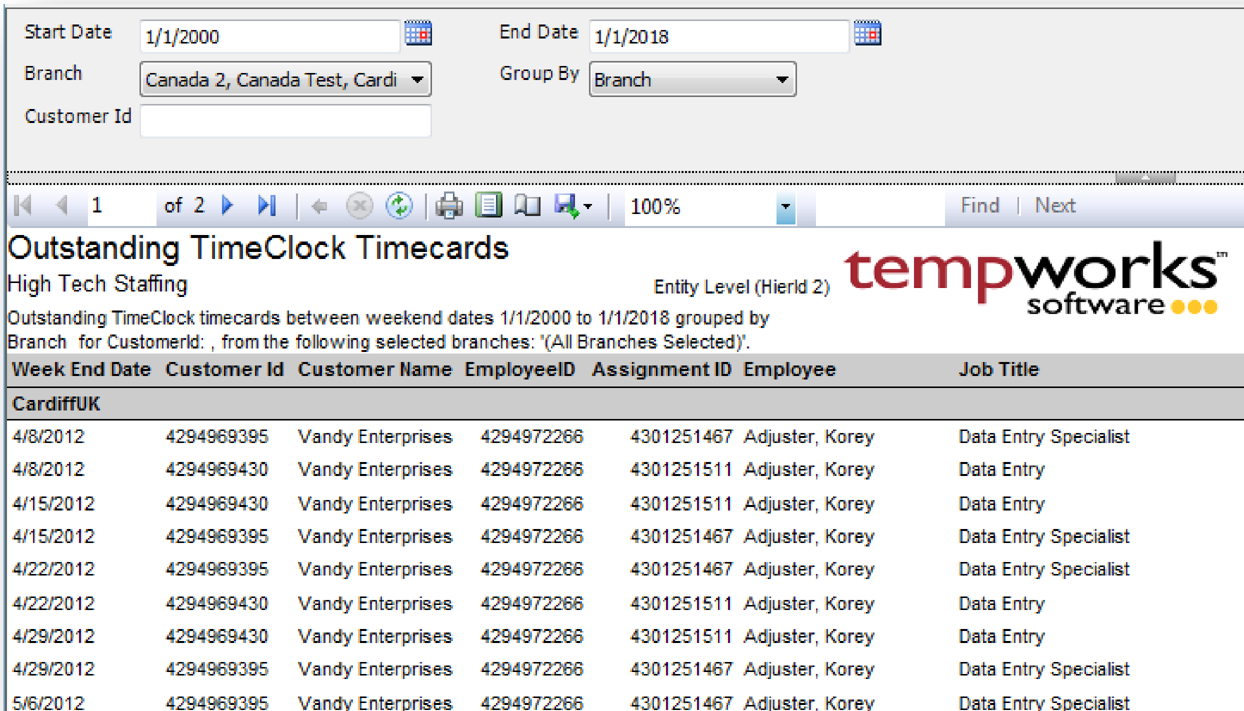
This report is designed to show you all employees that still have a balance left on their advance bank adjustment. Advance bank adjustments are adjustments that are setup by the system when reversing an employee's check due to a correction that was made to it. This is a great report to determine how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



Purpose:

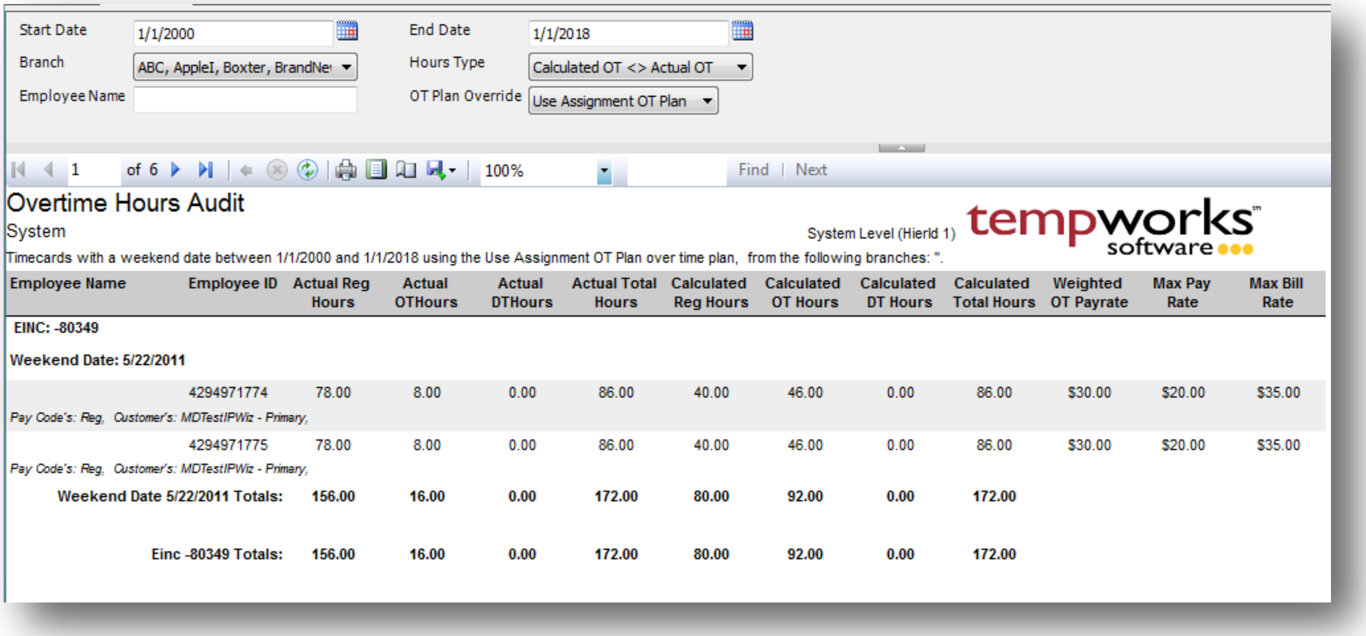
This report is designed to show you all unapproved TimeClock timecards. This is a great report for pay clerks to run before running payroll to make sure all of the TimeClock timecards have been approved.

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:



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:

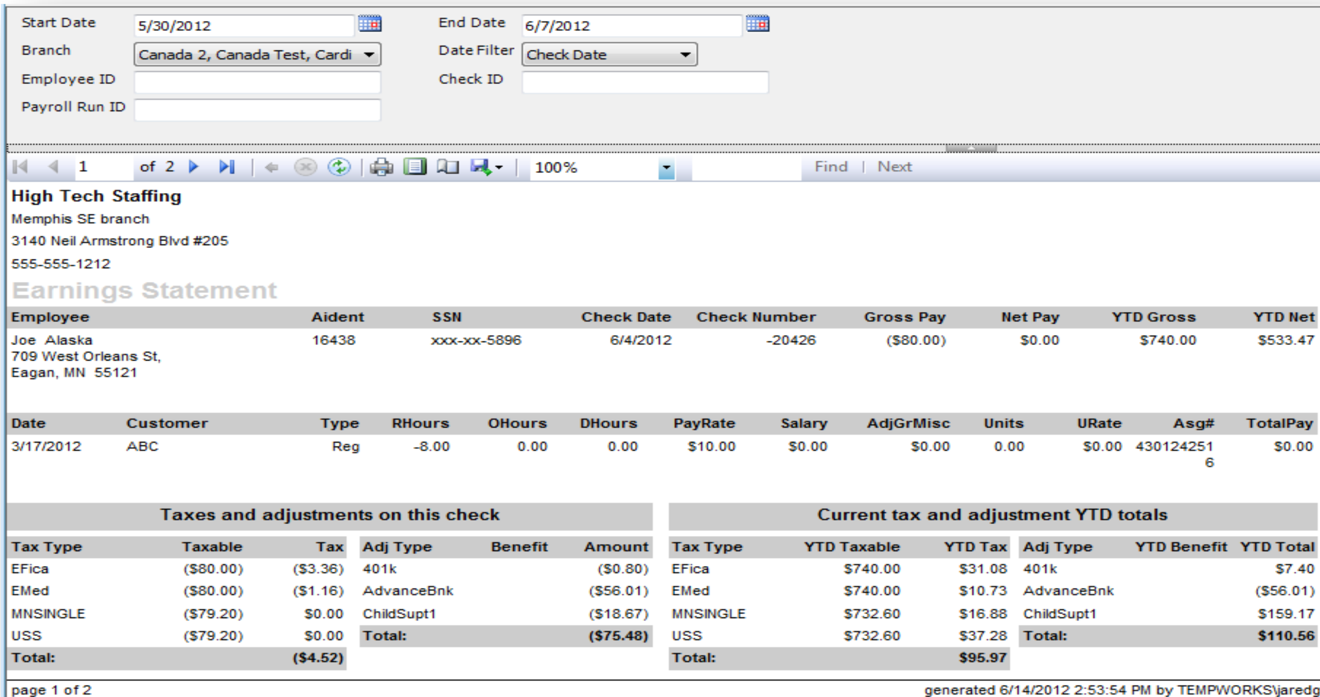
1. Start Date: Starting weekend date of your desired date range
2. End Date: Ending weekend date of your desired date range
3. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination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

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		Check 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	4301242516	$0.00

Taxes and adjustments on this check

Tax Type	Taxable	Tax	Adj Type	Benefit	Amount
EFica	($80.00)	($3.36)	401k		($0.80)
EMed	($80.00)	($1.16)	AdvanceBnk		($56.01)
MNSINGLE	($79.20)	$0.00	ChildSupt1		($18.67)
USS	($79.20)	$0.00	Total:		($75.48)
Total:		($4.52)			

Current tax and adjustment YTD totals

Tax Type	YTD Taxable	YTD Tax	Adj Type	YTD Benefit	YTD Total
EFica	$740.00	$31.08	401k		$7.40
EMed	$740.00	$10.73	AdvanceBnk		($56.01)
MNSINGLE	$732.60	$16.88	ChildSupt1		$159.17
USS	$732.60	$37.28	Total:		$110.56
Total:		$95.97			

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

Purpose:

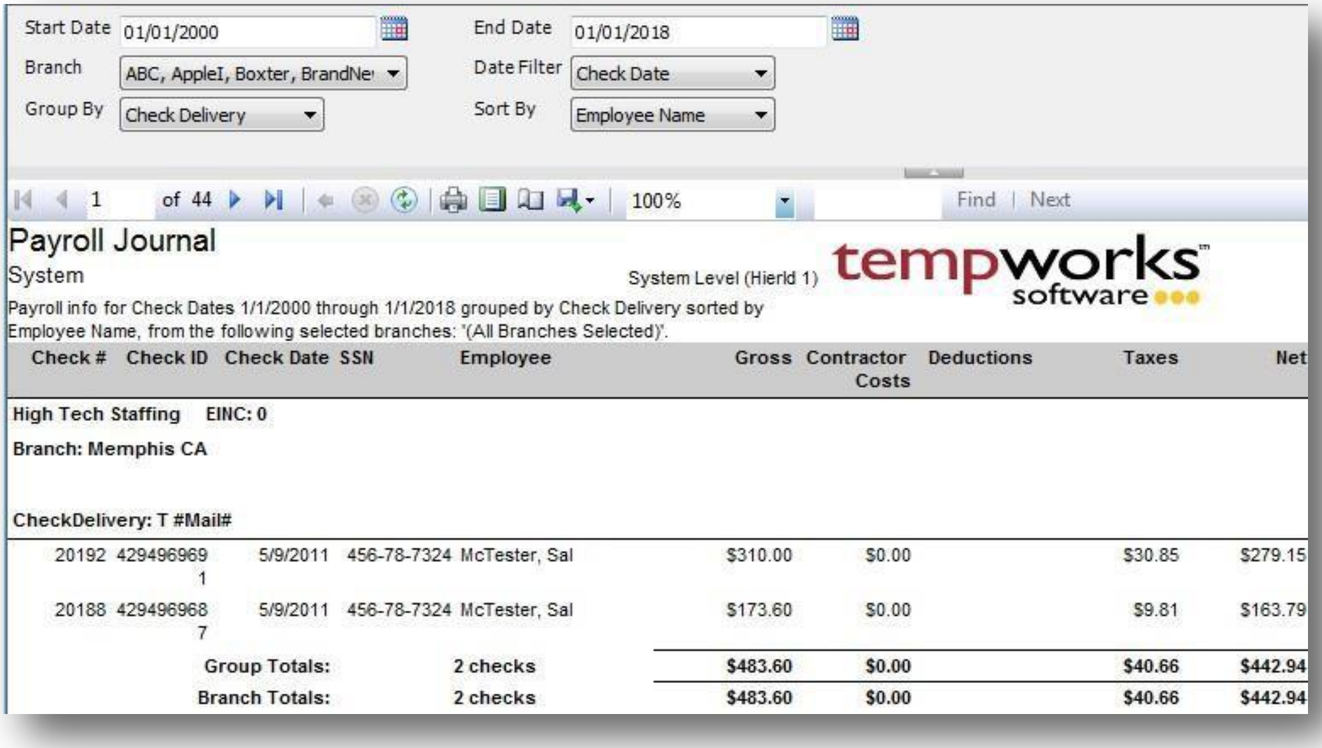
This report allows you to print off all of the check stub information for a give date range, employee, payroll run or a specific check. Is great if an employee needs all of their stubs for the past year.

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:



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:

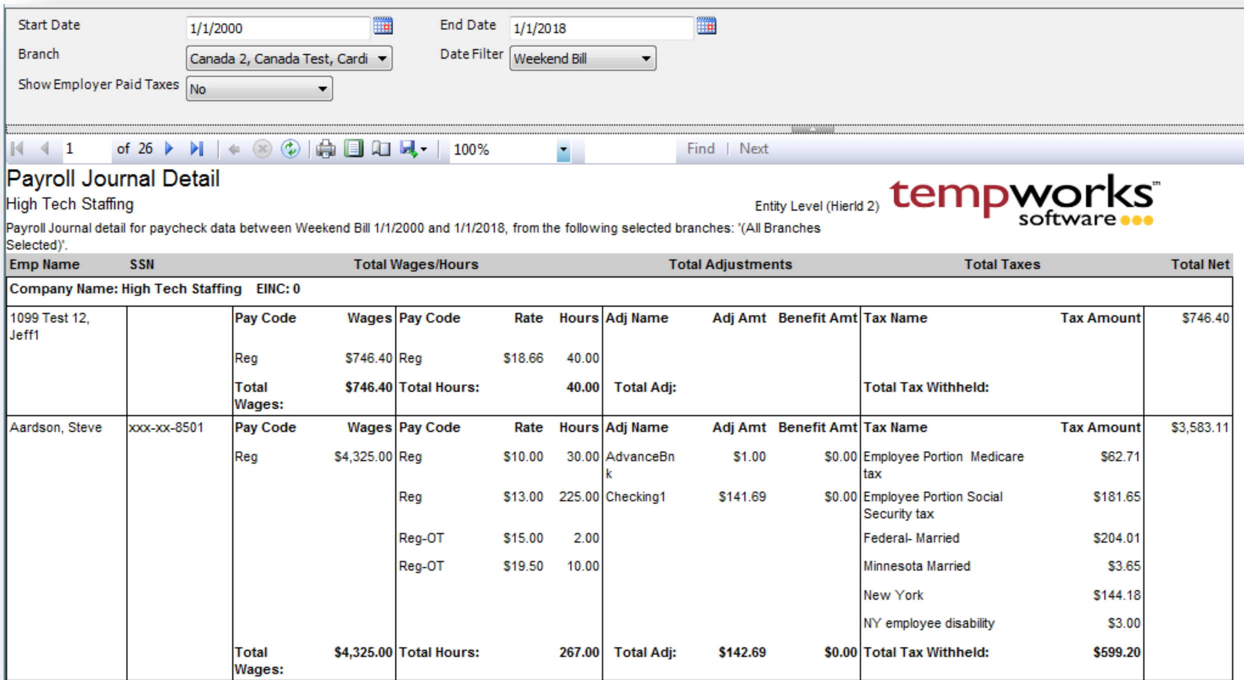
1. Start Date: Starting date of your desired date range
2. End Date: Ending date of your desired date range
3. Date Filter: A drop down determining what field your date range filters on.
   a. Weekend Bill of the check
   b. Check Date of the check
4. Branch: A drop down list of all branches in the user's 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, Cardi Date Filter Weekend Bill

Show Employer Paid Taxes No

1 of 26 100% Find | Next

Payroll Journal Detail

High Tech Staffing

Entity Level (Hierld 2) tempworks software

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

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**	$746.40
		Reg	$746.40	Reg	$18.66	40.00						
		Total Wages:	**$746.40**	**Total Hours:**		**40.00**	**Total Adj:**			**Total Tax Withheld:**		
Aardson, Steve	xxx-xx-8501	**Pay Code**	**Wages**	**Pay Code**	**Rate**	**Hours**	**Adj Name**	**Adj Amt**	**Benefit Amt**	**Tax Name**	**Tax Amount**	$3,583.11
		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:

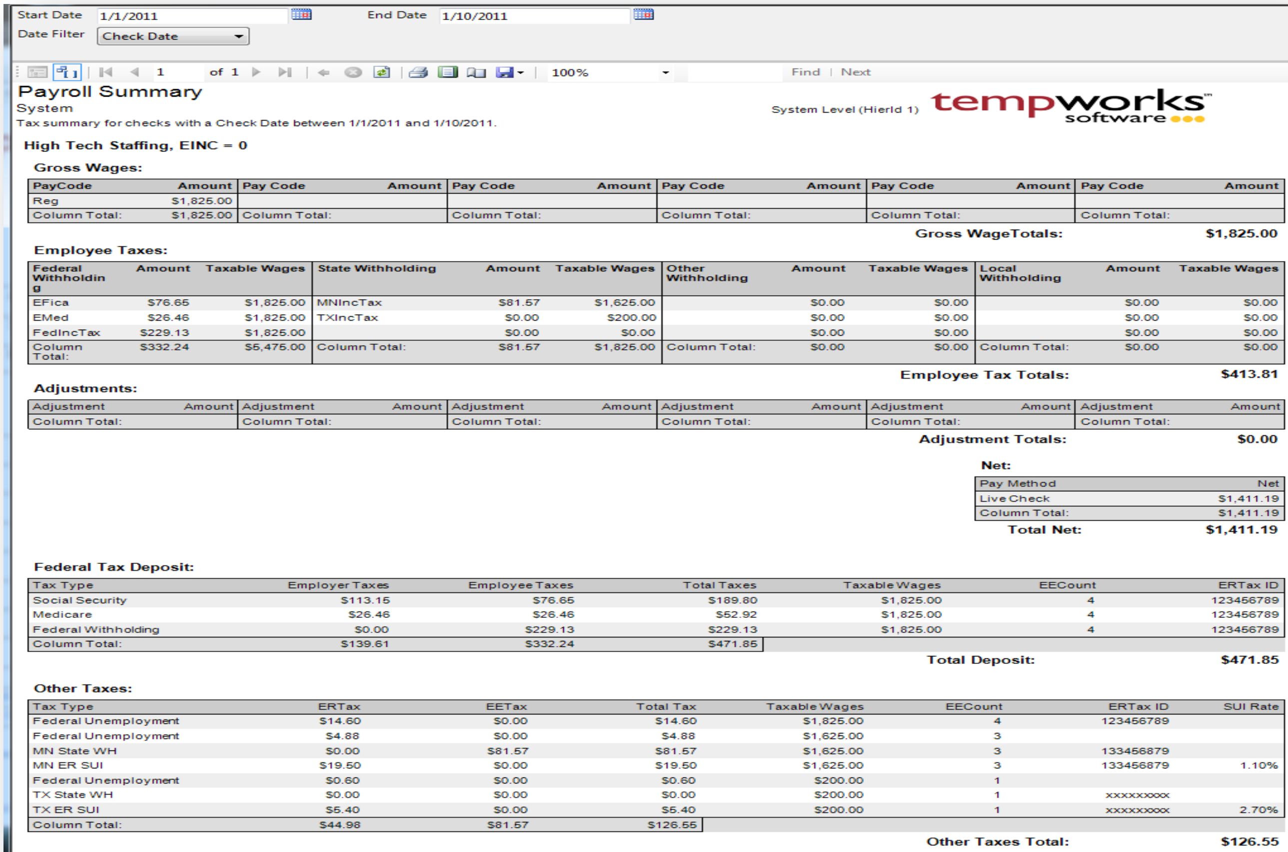
This report is designed to give you a detailed view of a of an employee's payroll information for a given time period.

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 1 100% Find | Next

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

System Level (HierId 1) tempworks software

High Tech Staffing, EINC = 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 WageTotals: $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	$1,825.00	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	Adjustment	Amount
Column Total:		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	xxxxxxxxx	
TX ER SUI	$5.40	$0.00	$5.40	$200.00	1	xxxxxxxxx	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

page 1 of 2 generated 2/7/2012 1:58:57 PM by TEMPWORKS\jaredg

Purpose:

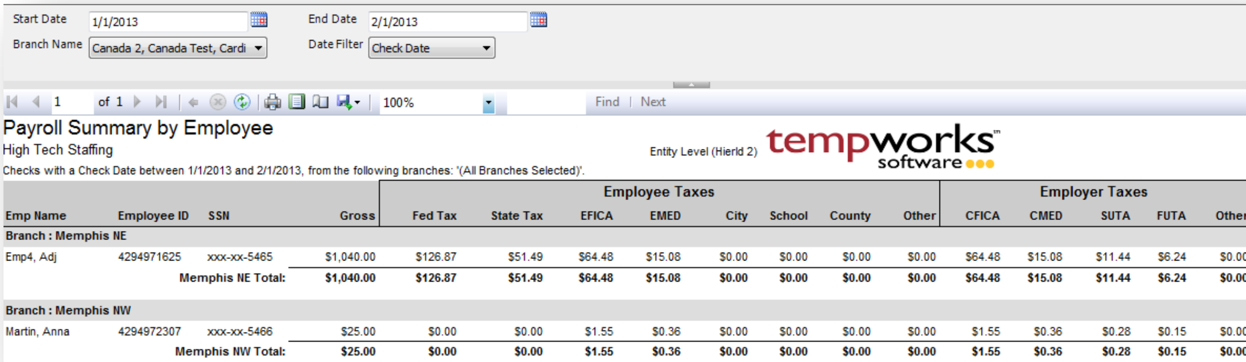
This report is designed to give you summary of everything that goes into your payroll. Can be ran for multiple employers at once and will put a page break between each employer

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

1 of 1 100% Find | Next

Payroll Summary by Employee
High Tech Staffing
Entity Level (Hierld 2)
Checks with a Check Date between 1/1/2013 and 2/1/2013, from the following branches: '(All Branches Selected)'.

				Employee Taxes									Employer Taxes				
Emp Name	Employee ID	SSN	Gross	Fed Tax	State Tax	EFICA	EMED	City	School	County	Other	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)
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:

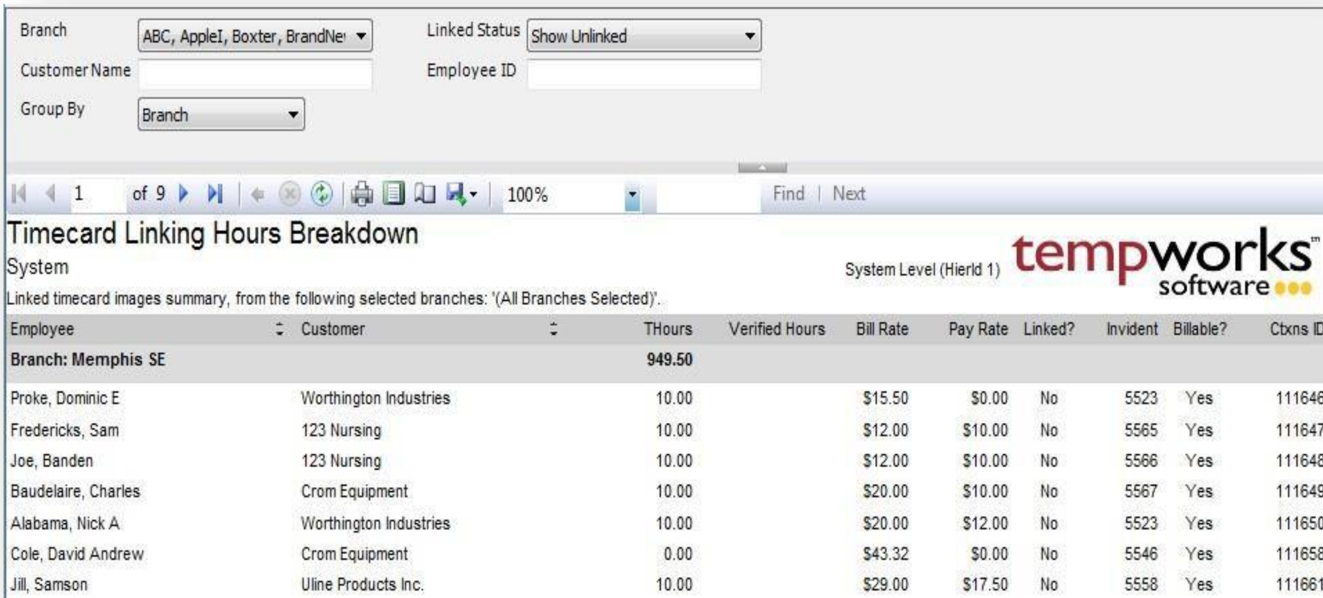
This report shows you all of your vendor employee transactions that have been pushed but have not been consolidated into a check to the vendor yet. This is a great report to run at the end of the week to make sure you have paid out all of your vendors needed.

Parameters:

None

Timecard Linking Hours Breakdown

Screen Shot:



Timecard Linking Hours Breakdown

System

System Level (HierId 1)

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

Employee	Customer	THours	Verified Hours	Bill Rate	Pay Rate	Linked?	Invident	Billable?	Ctxns 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.

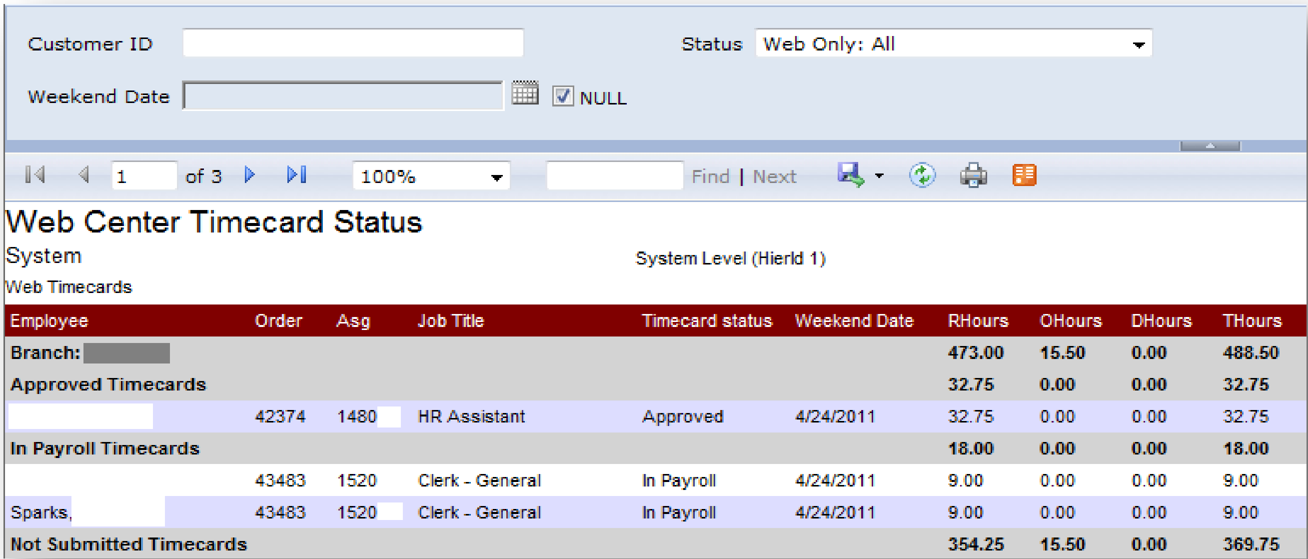
Parameters:

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:



Web Center Timecard Status

System

System Level (Hierld 1)

Web Timecards

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:

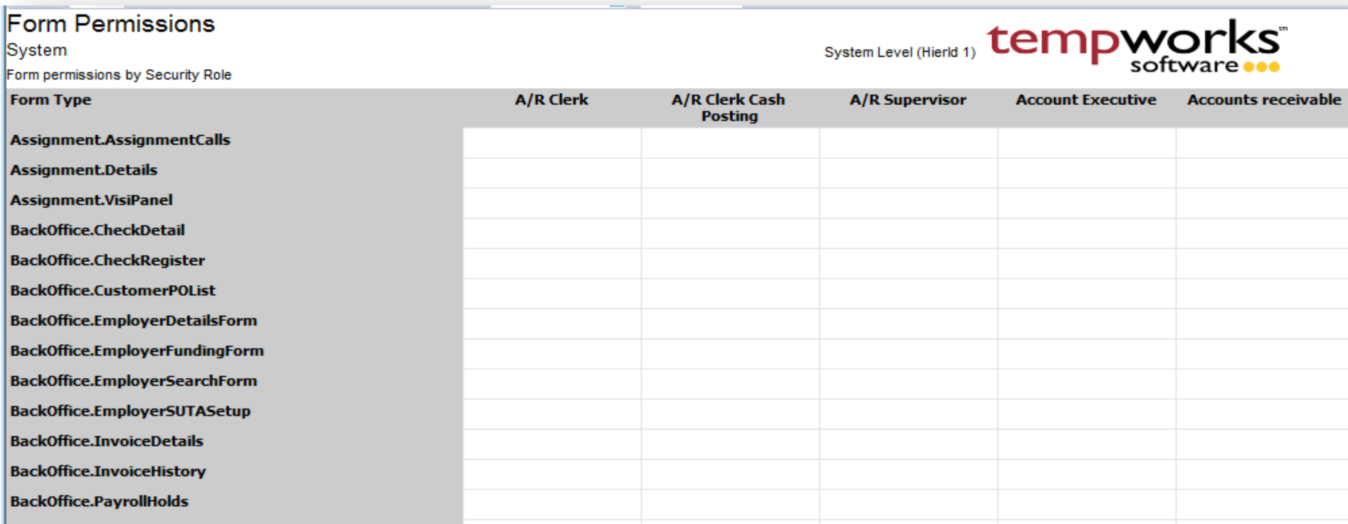
This report is designed for you to view all of your Web Center timecards in one area. It allows you to view all of the different status groups as well as lets you see those employees with a Web Center account that have an open assignment for the current processing week but have not created a timecard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

Form Permissions

Screen Shot:



Form Permissions
System
Form permissions by Security Role

System Level (HierId 1)

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

System Level (HierId 1)

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) tempworks software

		PC Payroll Clerk	SR 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

1 of 1 100% Find | Next

Report Permissions
High Tech Staffing
Report permissions by Security Role

Entity Level (HierId 2) tempworks software

Report Group	C Report Group - Customer	E Report Group - Employee	EX Report Group - Exports	F Report Group - Funding	FC Report Group - Forecast	FI Report Group - Financial
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:

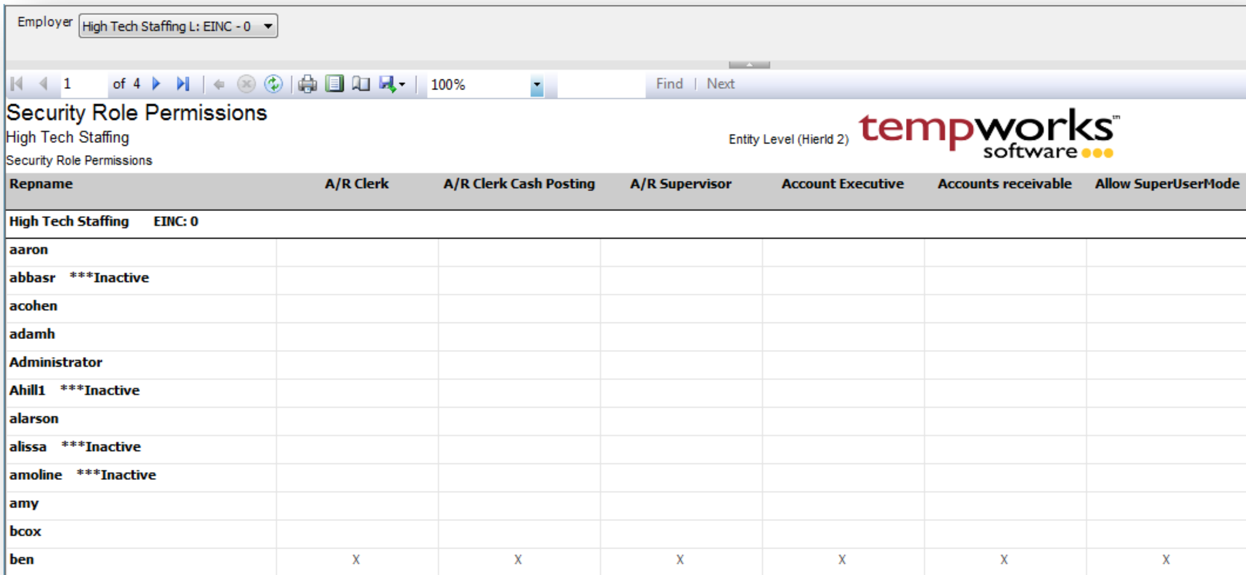
This report is designed to show you which security roles have permissions to which reports. There are 2 views of it because there are 2 different ways you can permission the reports. You can either set permission on an individual report level or permission on a group level. This is a good report to make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

Parameters:

None

Security Role Permissions

Screen Shot:



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.