Enterprise Report Manual



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| Function Permissions |
| Report Permissions |
| Security Role Permissions |

Affordable Care Act

ACA Benefit Lookback List Ins Census Mail Export

Screen Shot:

| Start Date 1/ | /1/2014 | | End Date | 3/1/2014 | | | | | | | | | | | |
|--|--|---|---|--|--|------------------------|------------------------|-------------------------|--------------------|---------------------|---------------------------------|----------------------------|------------------|-----------------------------|------------------------|
| Branch C | Canada 2, Canada Tes | t, Cardi 🔻 | Average Hours >= | 1 | 202 | ī. | | | | | | | | | |
| ihow E | EIN Records Separated | • | | | | | | | | | | | | | |
| | | | | | | | | - | | | | | | | |
| | and hold in | AAIE | | 0.94 | 12 | Fine | d Next | | | | | | | | |
| ACA Bene | efit Lookback ith an average of 1h | List Ins Ce ars or more per | nsus Mail Expo | ort and date 1/1/2 | | based up | on the Su | ınday afte | | | | | | | |
| ACA Bene mployees win reak of more | efit Lookback ith an average of 1h e than 4 weeks wher | List Ins Ce ars or more per | nsus Mail Expo week between weeke re week break is grea | ort and date 1/1/2 | 014 and 3/1/2014, | based up | on the Su cutive wo | inday afte rk weeks, | from the i | followin <u>c</u> | | | | | • |
| ACA Bene imployees wi reak of more mployee Id | efit Lookback ith an average of 1h e than 4 weeks wher | List Ins Ce ars or more per re that 4 or mor | nsus Mail Expo week between weeke re week break is grea | ort and date 1/1/2 | 014 and 3/1/2014, preceding period | based up I of conse | on the Su cutive wo | inday afte rk weeks, | from the i | followin <u>c</u> | y branches: '(A | II Branches Sele | cted)'. Showing: | EIN Records Se Avg Hours | eparated. |
| mployees wi | efit Lookback ith an average of 1h re than 4 weeks wher Last Name | List Ins Ce ors or more per re that 4 or more First Name | nsus Mail Expo week between weeke re week break is grea Branch | ort Ind date 1/1/2 Iter than the j | 014 and 3/1/2014, preceding period SSN | based up I of conse | on the Su cutive wo | inday afte rk weeks, | from the RHours | following OHours | g branches: '(Al Total Hours | II Branches Selee Gross | cted)'. Showing: | EIN Records Se Avg Hours | Address 123 Main St |

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.

- 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 multivalue 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:

| | 1/1/2014 | | End Date | 3/1/2014 | | | | | | | | |
|--|--|--|--|---|---|-----------------------------|---|------------------------------|---|---|------------|-------------------------|
| Branch | Canada 2, Canada | Test, Cardi 🔻 | Group By | (no grouping) | • | | | | | | | |
| Show | EIN Records Separa | ated 🔻 | Average Hours >= | 1 | | | | | | | | |
| ∢ ∢ 1 | of 1 🕨 🕅 | 🔹 🛞 🚯 (| 👌 🔲 ûl 🔍 - : | 100% | | Find Ne | xt | | ÷ | | | |
| CA Be | | ack List In | surance Cens | us | | E | intity Level (Hierld | 2) te | emp | WO | rks | 5 |
| ate of the time eans, they ha | ecard when weeke ave not had a 13 w | end date is not alrea eek break or more | ady a Sunday date. Em and they have not had | ate 1/1/2014 and 3/1/201 ployees listed also do no a break of more than 4 w owing branches: '(All Br | t qualify for the b veeks where that | reak in serv 4 or more v | ice rules, which veek break is | | | 3010 | | - |
| | | | | | | | | | | • " | Mar all a | |
| mployee ld | i Last Name | First Name | Mailing Address | SSN | DOB | Age Ge | nder RHours | OHours | Total Hours | Gross # | weeks | Avg Hours |
| | taffing - Einc: 0 | First Name | Mailing Address | SSN | DOB | Age Ge | ender RHours | OHours | | Gross # | Weeks | |
| ligh Tech St | taffing - Einc: 0 | First Name | Mailing Address | SSN | DOB | Age Ge | ender RHours | OHours | | Gross # | weeks | |
| ligh Tech St no grouping | taffing - Einc: 0 g) | First Name | Mailing Address 123 Main St Eagan, MN 55121 | SSN xxx-xx-54 | | Age Ge | ender RHours | 0Hours 0.00 | | Gross # \$1,186.00 | weeкs 8 | |
| ligh Tech St no grouping 294972266 | taffing - Einc: 0 g) Adjuster | | 123 Main St | | 85 | Age Ge | | | Hours | | | Hours |
| High Tech St no grouping 4294972266 4295004233 | taffing - Einc: 0 g) Adjuster Cotchery | Korey | 123 Main St Eagan, MN 55121 | хох-хх-54 | 85 | Age Ge | 87.00 | 0.00 | Hours 87.00 | \$1,186.00 | 8 | Hours 10.88 |
| Tigh Tech St ino grouping 1294972266 1295004233 1294973044 | taffing - Einc: 0 g) Adjuster Cotchery | Korey Jericho | 123 Main St Eagan, MN 55121 , MN 85 Cleary Lane | хах-хх-54 хах-хх-88 | 85 88 10 | | 87.00 256.00 | 0.00 | Hours 87.00 256.00 | \$1,186.00 | 8 | Hours 10.88 32.00 |
| ligh Tech St no grouping 294972266 | taffing - Einc: 0 g) Adjuster Cotchery | Korey Jericho | 123 Main St Eagan, MN 55121 , MN 85 Cleary Lane | хоок-хок-54 хоок-хок-88 хоок-хок-40 | 85 88 10 otal Employees | s: 3 | 87.00 256.00 59.25 | 0.00 0.00 0.00 | Hours 87.00 256.00 59.25 | \$1,186.00 \$2,560.00 \$850.88 | 8 | Hours 10.88 32.00 |
| ligh Tech St no grouping 294972266 295004233 | taffing - Einc: 0 g) Adjuster Cotchery | Korey Jericho | 123 Main St Eagan, MN 55121 , MN 85 Cleary Lane | xxx-xx-54 xxx-xx-88 xxx-xx-40 (no grouping) T High Tech Staffing T | 85 88 10 otal Employees | s: 3 s: 3 | 87.00 256.00 59.25 402.25 | 0.00 0.00 0.00 0.00 | Hours 87.00 256.00 59.25 402.25 | \$1,186.00 \$2,560.00 \$850.88 \$4,596.88 | 8 | Hours 10.88 32.00 |

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).

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- 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 multivalue 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:

| NOTE: Since one che | eck can have multiple time | ecards/transaction | is associated wi | th it, the branch on t | this report, that | the check is associated to, is only one of the pos | ssible multiple bran | ches from the |
|---|----------------------------|---------------------|-------------------|------------------------|-------------------|---|----------------------------------|--------------------------|
| amount for that emp | | ak in service mark | . Therefore, thi | s report may not ac | curately reflect | the full amount of ACA Insurance cost/expense | | |
| Report Totals NOTE: When an em | plovee does not get paid | I, there is no chec | k in the system a | nd no Employee or | Employer Cont | 18 adjustments ribution amounts, even though the Employer stil | \$468.74 I has to pay the ful | \$45.01 Linsurance |
| | | | | | | 1 adjustment | \$50.00 | \$0.00 |
| Aardson, Steve | 5759 | xxx-xx-3652 | 4295010729 | 208384 | 7/8/2014 | ACATempMed: Medical Employee Portion Temp Employees Weekly Payroll | \$50.00 | \$0.00 |
| ± 208384 | | | | | | , | | (*****) |
| | | | | | | 2 adjustments | \$6.08 | (\$6.08) |
| Abele, Kevin | 17747 | xxx-xx-6033 | 4295010720 | 208376 | 7/8/2014 | MEDCompany: ACA Employer Portion Medical Temp Employee Weekly Pay | \$0.00 | (\$6.08) |
| Abele, Kevin | 17747 | xxx-xx-6033 | 4295010720 | 208376 | 7/8/2014 | ACATempMed: Medical Employee Portion Temp Employees Weekly Payroll | \$6.08 | \$0.00 |
| ± 208376 | | | | | | | | |
| Employee | Employee ID | SSN | Check ID | Check Number | Check Date | Adjustment | Employee Contribution | Employer Contribution |
| list of the following ranches: '(All Branc | | om employee chec | ks with a Check | Date between 7/1/2 | 014 and 7/8/20 | 14, from the following selected | | |
| ligh Tech Staffing | , | | | | | Entity Level (Hierld 2) | PVC | vare ••• |
| | yee Adjustmer | nts | | | | ton | | rlo |
| 🖣 🖣 2 of | 2 ▶ ▶ ∉ ⊗ | 🕲 🌲 🔲 🛍 |] 🔍 - 🕴 100% | 6 🔹 | | Find Next | | |
| | | | | | | × 1 | | |
| Expand All Detail | Yes | • | | | | | | |
| Adjustment Type | ACA Match: Emplo | yee Pren 🔻 | Check ID | | | | | |
| Group By | Check Number | • | Employee Fi | lter | | | | |
| Branch | Canada 2, Canada | Test, Cari 🔻 | Date Filter | Check Date | | | | |
| | 7/1/2014 | | End Date | 7/8/2014 | | | | |

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.

- 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:

| | | _ | | | _ | | | | _ | | | |
|---|---|--|--|--|--|--|--|--|--|--|--|--|
| Branch | Canada 2, Canada Test, Carı 🔻 | Date Filter | | | N | leasureme | nt Period St | tart Date 🤜 | • | | | |
| ACA Status | (none), Full-Time, Part-Tim 🔻 | Insurance O |)ffering Re | sponse S | Status (r | none) | - | | | | | |
| Employee Filter | | Customer Fi | ilter | | | | | | | | | |
| Average Hours Min | 1 | Average Ho | urs Max | | 10 | 0000 | | | | | | |
| Show | All Employees | Group By | | | (r | no groupin | g) | • | | | | |
| | | | | | | | | | | | | |
| 🛛 🚽 1 of 1 | ▶ ▶ ← ⊗ ۞ ♣ 🗐 🕰 🖳 - 1009 | % | • | | Find | Next | | | | | | |
| ACA Employe | o Cyclos | | | | | | | | | | • | |
| | e oyeles | | | | | | | tor | מחמ | | rlzc¨ | |
| ligh Tech Staffing | | | | | | Entity Lev | el (Hierld 2) | | יקיי | | rks | |
| list of employees from | the following selected branches: '(All Branches Select | ted)' Showing | | vees | | | | | | softwa | ıre 🛑 | |
| | · · · · · · · · · · · · · · · · · · · | | | / | | | | | | | | |
| | | | Measu | irement | t Period | | Admin | n Period | Stabilit | v Period | Break In | Service |
| | | | | <i>irement</i> Avg Hrs | | | Admin | Period | Stabilit | y Period | Break In | Service |
| | | Hrs | | | | | Admin | Period | Stabilit | y Period | Break In | Service |
| mployee | Employee ID Hire Date ACAStatus Insurance | Hrs Worked | Weeks | Avg Hrs Per | | e End Date | | | | , | Break In Start Date | |
| | Employee ID Hire Date ACAStatus Insurance | | Weeks | Avg Hrs Per | | e End Date | | | | , | | |
| no grouping) | Employee ID Hire Date ACAStatus Insurance | | Weeks | Avg Hrs Per | Start Date | | Start Date | | Start Date | End Date | Start Date | End Date |
| no grouping) Alberico, Tacie | | Worked | Weeks Worked | Avg Hrs Per Week | Start Date | 3 10/14/2014 | Start Date | End Date | Start Date | End Date 5/31/2015 | Start Date | End Date |
| no grouping) Alberico, Tacie Busey, George | 17553 | 80.00 | Weeks Worked | Avg Hrs Per Week | Start Date 10/15/2013 10/15/2013 | 3 10/14/2014 3 10/14/2014 | Start Date | End Date | Start Date 1/1/2015 1/1/2015 | 5/31/2015 5/31/2015 | Start Date 10/8/2014 5/19/2014 | End Date 11/5/2014 6/16/2014 |
| no grouping) Alberico, Tacie Busey, George Caley, Milagros | 17553 16526 | 80.00 100.00 | Weeks Worked 51.00 51.00 | Avg Hrs Per Week 1.57 1.96 | Start Date 10/15/2013 10/15/2013 10/15/2013 | 3 10/14/2014 3 10/14/2014 3 10/14/2014 | Start Date | End Date | Start Date 1/1/2015 1/1/2015 1/1/2015 | 5/31/2015 5/31/2015 5/31/2015 5/31/2015 | Start Date 10/8/2014 5/19/2014 3/26/2014 | End Date 11/5/2014 6/16/2014 |
| no grouping) Alberico, Tacie Busey, George Caley, Milagros ohnson, Brandon | 17553 16526 4294969394 | 80.00 100.00 80.00 | Weeks Worked 51.00 51.00 51.00 | Avg Hrs Per Week 1.57 1.96 1.57 | Start Date 10/15/2013 10/15/2013 10/15/2013 10/15/2013 | 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 | Start Date | End Date | Start Date 1/1/2015 1/1/2015 1/1/2015 1/1/2015 | 5/31/2015 5/31/2015 5/31/2015 5/31/2015 5/31/2015 | Start Date 10/8/2014 5/19/2014 3/26/2014 | End Date 11/5/2014 6/16/2014 4/23/2014 5/29/2014 |
| no grouping) Alberico, Tacie Busey, George Caley, Milagros Iohnson, Brandon Iajera, Cesar | 17553 16526 4294969394 4294971938 17659 4294973044 | Worked 80.00 100.00 80.00 205.00 | Weeks Worked 51.00 51.00 51.00 51.00 | Avg Hrs Per Week 1.57 1.96 1.57 4.02 | Start Date 10/15/2013 10/15/2013 10/15/2013 10/15/2013 10/15/2013 | 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 | Start Date 10/15/2014 10/15/2014 10/15/2014 10/15/2014 10/15/2014 | End Date 12/31/2014 12/31/2014 12/31/2014 12/31/2014 12/31/2014 12/31/2014 | Start Date 1/1/2015 1/1/2015 1/1/2015 1/1/2015 1/1/2015 | 5/31/2015 5/31/2015 5/31/2015 5/31/2015 5/31/2015 5/31/2015 | Start Date 10/8/2014 5/19/2014 3/26/2014 5/1/2014 | End Date 11/5/2014 6/16/2014 4/23/2014 5/29/2014 10/24/2014 |
| mployee no grouping) Alberico, Tacie Busey, George Caley, Milagros ohnson, Brandon Iajera, Cesar Zipper, Jessica | 17553 16526 4294969394 4294971938 17659 | 80.00 100.00 80.00 205.00 80.00 | Weeks Worked 51.00 51.00 51.00 51.00 51.00 | Avg Hrs Per Week 1.57 1.96 1.57 4.02 1.57 | Start Date 10/15/2013 10/15/2013 10/15/2013 10/15/2013 10/15/2013 | 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 3 10/14/2014 | Start Date 10/15/2014 10/15/2014 10/15/2014 10/15/2014 10/15/2014 | End Date 12/31/2014 12/31/2014 12/31/2014 12/31/2014 12/31/2014 12/31/2014 | Start Date 1/1/2015 1/1/2015 1/1/2015 1/1/2015 1/1/2015 | 5/31/2015 5/31/2015 5/31/2015 5/31/2015 5/31/2015 5/31/2015 | Start Date 10/8/2014 5/19/2014 3/26/2014 5/1/2014 9/26/2014 | End Date 11/5/2014 6/16/2014 4/23/2014 5/29/2014 10/24/2014 |

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.

- 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 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 multivalue parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. All Employees
 - b. Employees Missing Cycles Only
 - c. Active Employees Only
 - d. Inactive Employees Only

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

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

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

ACA Employee Details

Screen Shot:

| Start Date | | | | | 🗓 🔽 NULL | End Da | te | | | NULL | | |
|--|--|--------------------------|--|--|---|---------|------------------------------------|--|-------------------------------|--------------|---|-----------------------|
| Branch | | Canada | 2, Canada Test | , Cari 🔻 | • | Date Fi | lter [| Hire Date | • | | | |
| Group By | | Branch | | • | _ | ACA St | atus (| none), Full-Tim | ne, Part-Tim 💌 | | | |
| Insurance Offering Re | esponse Status | Accepted | d, Not Eligible, | Not 🔻 | • | Admin | Status (| (none), Overdue | e, Break in Se 🔻 | | | |
| Declined Reason | | (none), N | Medicaid eligib | ole, M 🔻 | - - | FTE Sta | tus (| (none), FTE, App | proaching F' 🔻 | | | |
| Employee Filter | | | | - | | Custor | ner Filter | | | | | |
| Average Hours Min | | 0 | | | 1 | Averag | e Hours Max 1 | .0000 | | | | |
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| ACA Employe High Tech Staffing A list of employees, from | e Details the following sele | cted branc | | | | | | Entity Level (H | , | | oftware | ••• |
| ACA Employe High Tech Staffing A list of employees, from | e Details | cted branc | | | | | | Entity Level (H Date Offered | , | SC Insurance | oftware Last Eval Date | Admin |
| ACA Employe High Tech Staffing A list of employees, from Employee Branch: Memphis CA | e Details the following sele | cted branc | | | | | | | I Effective Insurance Date | SC Insurance | oftware Last Eval | Admin Period Start |
| ACA Employe High Tech Staffing A list of employees, from Employee | e Details the following sele Employee ID 4294971942 | ected branc Hire Date | FTE Status | Avg Hrs | | | | | I Effective | SC Insurance | oftware Last Eval | Admin Period Start |
| ACA Employe High Tech Staffing A list of employees, from Employee Branch: Memphis CA | e Details the following sele Employee ID | ected branc Hire Date | FTE Status | Avg Hrs | s ACA Status | | s Insurance | | I Effective Insurance Date | SC Insurance | oftware Last Eval | Admin Period Start |
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| ACA Employe High Tech Staffing A list of employees, from Employee Branch: Memphis CA Freeman, RAUL | e Details the following sele Employee ID 4294971942 Branch: Mem | ected branc Hire Date | FTE Status | Avg Hrs | s ACA Status | | s Insurance | | I Effective Insurance Date | SC Insurance | oftware Last Eval | Admin Period Start |
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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 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 multivalue parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. All Employees
 - b. Active Employees Only
 - c. Inactive Employees Only
 - d. Employees Missing an ACA Hire Date Only
 - e. Current Assigned Employees Only
 - f. Current Un-Assigned Employees Only

ACA Employee Details Communication Export

Screen Shot:

| Start Date | | | NULL End Date | | | | 🛄 🔽 NULL | | |
|--|---|--|--|--|--|----------------------------|---|---|--|
| Branch | Canada 2, Can | ada Test, Cari 🔻 | Date Filte | r | Hire Date | | • | | |
| ACAStatus | Full-Time, Part | -Time, Variał 🔻 | Insurance | e Offering Response Sta | tus (none), Acc | cepted, Not Elig | ik 🔻 | | |
| Admin Status | (none), Overdu | ıe, Break in S∈ ▼ | Declined | Reason | (none), Me | dicaid eligible, l | V • | | |
| FTE Status | (none), FTE, Ap | oproaching F' 🔻 | Show | | All Employ | ees | • | | |
| Average Hours Min | 0 | | Average | Hours Max | 10000 | | | | |
| Employee Filter | | | Customer | r Filter | | | _ | | |
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| ACA Employee A list of employees, from mployee | Details Cor om the followin Employee ID | nmunication E) g selected branches: Customer Name | (port '(All Branches Selected Department Name |)'. Showing: All Empl Root Customer ID | oyees, customers Customer ID | | nts that the emp FTE Status | Avg Hrs | ACAStatus |
| ACA Employee A list of employees, fro mployee perdu, frank | Details Cor om the followin Employee ID 4294972806 | mmunication Ex g selected branches: | (port '(All Branches Selected |)'. Showing: All Empl | oyees, customers | | nts that the emp FTE Status Not FTE | Avg Hrs | ACAStatus Full-Time |
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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.

- 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 multivalue 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:

| itart Date 1/ | 1/2011 | | | 3/1/2014 | | | | | | | | |
|---|--|---|--|--|--|-------------------------------|---------------------------------|-------------------------------------|--|---|---------------------------------------|---|
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| mployees wit ate. Employ | | rs or more betw ot qualify for th | ween weekend dat he break in servio | e rules, which i | means, they have | not had a 13 | week break o | r more an | d they hav | e not had a bre | ak of more | |
| mployees wit ate. Employ | th total hours of 8h ees listed also do n | rs or more betw ot qualify for th | ween weekend dat he break in servio | e rules, which i itive work week | means, they have | not had a 13 wing branches | week break o | r more and nes Selecte | d they hav ed)'. Show | e not had a bre | ak of more ds Separate | than 4 weeks where that 4 |
| mployees wit late. Employ nore week bro | th total hours of 8h ees listed also do n eak is greater than | rs or more betw ot qualify for th the preceding p | een weekend dat he break in servic period of consecu | e rules, which i itive work week | means, they have s, from the follo | not had a 13 wing branches | week break o s: '(All Branch | r more and nes Selecte | d they haved)'. Show | ve not had a bre wing: EIN Recor | eak of more i ds Separate Gross | than 4 weeks where that 4 d. |
| mployees win late. Employ nore week bro mployee Id | th total hours of 8h ees listed also do n eak is greater than Last Name | rs or more betw ot qualify for th the preceding p First Name | een weekend dat he break in servic period of consecu Branch | e rules, which r itive work week K | means, they have s, from the follo SSN | not had a 13 wing branches | week break o s: '(All Branch | r more and hes Selecte RHours | d they haved)'. Show OHours 0.00 | re not had a bre wing: EIN Recor Total Hours 87.00 | eak of more i ds Separate Gross | than 4 weeks where that 4 d. Address 123 Main St |

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 multivalue 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:

| | 1/1/2014 | | End Date 3/1/2014 | | | | | | | |
|--|--|--------------------------------------|--|--|--|--|---|-------------------------------------|---|--|
| Branch (| Canada 2, Canada Te | st, Cardi 🔻 | Group By (no grouping) | • | | | | | | |
| Show (| EIN Records Separate | d 🔻 | Total Hours >= 8 | | | | | | | |
| (∢ 1 | of 1 ▶ ▶ | + 🛞 🚱 🚑 [| 100% | | Find Next | | | <u> </u> | | |
| CA Mir igh Tech S | nimum Hours | Insurance (| Census | | Entit | ty Level (Hierld) | 2) te | m | | r ks ⁼ |
| necard when | n weekend date is not | already a Sunday da | ekend date 1/1/2014 and 3/1/2014 te. Employees listed also do not t had a break of more than 4 wee | qualify for the break in se | / after the weeke rvice rules, whic week break is gr | end date of the ch means, they reater than the | | | 00.000 | |
| | | rk weeks from the fo | pllowing branches: '(All Branches | Selected)' Showing F | N Records Sepa | rated | | | | |
| receding peri E mployee Id | | rk weeks, from the for First Name | ollowing branches: '(All Branches Mailing Address | s Selected)'. Showing: E SSN | | rated. Age Gender | RHours | OHours | Total Hours | Gross |
| receding peri imployee Id ligh Tech Si | iod of consecutive wo Last Name taffing - Einc: 0 | | · · · | | | | RHours | OHours | Total Hours | Gross |
| receding peri imployee Id ligh Tech St no grouping | iod of consecutive wo Last Name taffing - Einc: 0 | | · · · | | | | RHours 87.00 | OHours 0.00 | Total Hours 87.00 | |
| receding peri imployee Id ligh Tech Si no groupin 1294972266 | iod of consecutive wo I Last Name taffing - Einc: 0 g) | First Name | Mailing Address | SSN | | | | | | \$1,186.00 |
| receding peri E mployee Id | iod of consecutive wo Last Name taffing - Einc: 0 g) Adjuster | First Name Korey | Mailing Address 123 Main St Eagan, MN 55121 | SSN xxx-xx-5485 | | | 87.00 | 0.00 | 87.00 | \$1,186.00 \$2,560.00 |
| receding peri Employee Id ligh Tech St no groupin 1294972266 1295004233 | od of consecutive wo Last Name taffing - Einc: 0 g) Adjuster Cotchery | First Name Korey Jericho | Mailing Address 123 Main St Eagan, MN 55121 , MN 85 Cleary Lane | SSN xxx-xx-5485 xxx-xx-8888 xxx-xx-4010 | | Age Gender | 87.00 256.00 | 0.00 | 87.00 256.00 | Gross \$1,186.00 \$2,560.00 \$850.88 \$4,596.88 |
| receding peri mployee Id ligh Tech Si no groupin 294972266 295004233 | od of consecutive wo Last Name taffing - Einc: 0 g) Adjuster Cotchery | First Name Korey Jericho | Mailing Address 123 Main St Eagan, MN 55121 , MN 85 Cleary Lane | SSN xxx-xx-5485 xxx-xx-8888 xxx-xx-4010 | DOB 4 | Age Gender | 87.00 256.00 59.25 | 0.00 0.00 0.00 | 87.00 256.00 59.25 | \$1,186.00 \$2,560.00 \$850.88 |
| eceding peri mployee Id igh Tech Si no groupin 294972266 295004233 | od of consecutive wo Last Name taffing - Einc: 0 g) Adjuster Cotchery | First Name Korey Jericho | Mailing Address 123 Main St Eagan, MN 55121 , MN 85 Cleary Lane | SSN xxx-xx-5485 xxx-xx-8888 xxx-xx-4010 (no grouping High Tech Staffing | DOB 4 | Age Gender | 87.00 256.00 59.25 402.25 | 0.00 0.00 0.00 0.00 | 87.00 256.00 59.25 402.25 | \$1,186.00 \$2,560.00 \$850.88 \$4,596.88 |

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.

- 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 multivalue 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 workin 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, Canad | la Test, Cardi 🔻 | Group By | (no groupin | g) · | • | |
| Show | EIN Records Sepa | arated, Custo 👻 | Average Hours >= | = 1 | | | |
| i∢ ∢ 1 | of 1 🕨 🕨 | ¢ 🛞 🚱 🖨 | 🔲 🛍 🔍 - : | 100% | | Find Next | |
| Affordal | ole Care A | ct Benefit Loo | kback List | | 4 | | |
| ligh Tech S | Staffing | | | Entity Level | (Hierld 2) T | empwc | rks |
| ot aiready a | | ployees listed also do not | t quality for the brea ore and they have n | ot had a break | | | |
| han 4 weeks onsecutive v | where that 4 or n vork weeks, from | nore week break is great the following branches: | | | ing: EIN | | |
| han 4 weeks consecutive v Records Sepa | where that 4 or n | nore week break is great the following branches: | | | - | Customer Name | Department Name |
| han 4 weeks consecutive v Records Sepa Employee lo High Tech S | where that 4 or n vork weeks, from rrated, Customer I Last Name taffing - Einc: 0 | nore week break is great the following branches: Detail. | '(All Branches Sele | cted)'. Show | - | Customer Name | Department Name |
| nan 4 weeks consecutive v lecords Sepa Employee k High Tech S (no groupin | where that 4 or n vork weeks, from arated, Customer D Last Name taffing - Einc: 0 g) | nore week break is great the following branches: Detail. First Name | '(All Branches Sele Total Hours | cted)'. Show #Weeks | Avg Hours | | |
| nan 4 weeks consecutive v lecords Sepa Employee k High Tech S (no groupin 4294972266 | where that 4 or n vork weeks, from irated, Customer [Last Name taffing - Einc: 0 g) Adjuster | nore week break is great the following branches: Detail. First Name Korey | '(All Branches Sele | cted)'. Show | Avg Hours 1.00 | Crom Equipment | Accounting |
| han 4 weeks consecutive v Records Sepa Employee k High Tech S (no groupin 4294972266 4294972266 | where that 4 or n vork weeks, from arated, Customer D Last Name taffing - Einc: 0 g) | nore week break is great the following branches: Detail. First Name | '(All Branches Sele Total Hours 8.00 | cted)'. Show #Weeks 8 | Avg Hours 1.00 9.88 | | |
| han 4 weeks consecutive v Records Sepa Employee In High Tech S (no groupin 4294972266 4294972266 4295004233 | where that 4 or n vork weeks, from intrated, Customer [1 Last Name taffing - Einc: 0 g) Adjuster Adjuster | nore week break is great the following branches: Detail. First Name Korey Korey | *(All Branches Sele Total Hours 8.00 79.00 | Keeks #Weeks 8 8 | Avg Hours 1.00 9.88 32.00 | Crom Equipment Vandy Enterprises | Accounting Primary |
| han 4 weeks consecutive v lecords Sept Employee Id High Tech S (no groupin 4294972266 4294972266 4295004233 4294973044 | where that 4 or n vork weeks, from intrated, Customer [1 Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery | nore week break is great the following branches: Detail. First Name Korey Korey Jericho | *(All Branches Sele Total Hours 8.00 79.00 256.00 | Keeks #Weeks 8 8 8 | Avg Hours 1.00 9.88 32.00 1.13 | Crom Equipment Vandy Enterprises City Wok | Accounting Primary Primary |
| han 4 weeks consecutive v Records Sepa Employee Io | where that 4 or n vork weeks, from irated, Customer [1 Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper | nore week break is great the following branches: Detail. First Name Korey Korey Jericho Jessica | *(All Branches Sele Total Hours 8.00 79.00 256.00 9.00 | cted)'. Show #Weeks 8 8 8 8 8 | Avg Hours 1.00 9.88 32.00 1.13 1.00 | Crom Equipment Vandy Enterprises City Wok Crom Equipment | Accounting Primary Primary Accounting |
| han 4 weeks consecutive v lecords Sep Employee Id High Tech S (no groupin 4294972266 4294972266 4294972266 4294972266 4294972044 | where that 4 or n vork weeks, from intrated, Customer [<u>1 Last Name</u> taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper Zipper | nore week break is great the following branches: Detail. First Name Korey Korey Jericho Jessica Jessica | *(All Branches Sele Total Hours 8.00 79.00 256.00 9.00 8.00 | eted)'. Show #Weeks 8 8 8 8 8 8 8 8 8 | Avg Hours 1.00 9.88 32.00 1.13 1.00 1.25 | Crom Equipment Vandy Enterprises City Wok Crom Equipment Crom Equipment | Accounting Primary Primary Accounting Primary |
| han 4 weeks consecutive v lecords Sept Employee k High Tech S (no groupin 4294972266 4294972266 4294972266 4294973044 4294973044 | where that 4 or n vork weeks, from intrated, Customer I is Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper Zipper Zipper Zipper | hore week break is great the following branches: Detail. First Name Korey Korey Jericho Jessica Jessica Jessica | *(All Branches Sele Total Hours 8.00 79.00 256.00 9.00 8.00 10.00 | cted)'. Show #Weeks 8 8 8 8 8 8 8 8 8 8 8 | Avg Hours 1.00 9.88 32.00 1.13 1.00 1.25 | Crom Equipment Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Accounting Primary Primary Accounting Primary Corporate |
| han 4 weeks consecutive y lecords Sept Employee k High Tech S (no groupin 4294972266 4294972266 4295004233 4294973044 4294973044 4294973044 | where that 4 or n vork weeks, from intrated, Customer I a Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper Zipper Zipper Zipper (no grouping) | nore week break is great the following branches: Detail. First Name Korey Korey Jericho Jessica Jessica Jessica Jessica | *(All Branches Sele Total Hours 8.00 79.00 256.00 9.00 8.00 10.00 32.25 | cted)'. Show #Weeks 8 8 8 8 8 8 8 8 8 8 8 | Avg Hours 1.00 9.88 32.00 1.13 1.00 1.25 4.03 | Crom Equipment Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Accounting Primary Primary Accounting Primary Corporate |

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.

- 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 multivalue 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:

| | 1/1/2004 | | End Date | 3/1/2014 | | |
|--|--|---|--|---|------------|-------------------|
| Branch | Canada 2, 0 | Canada Test, Cardi 🔻 | Average Hours >= | 2 | | |
| Show | EIN Record | s Separated 🛛 👻 | j | | | |
| 4 4 1 | of 1 | > > = 🛞 😳 | | 00% | Find Nex | t |
| igh Tech S mployees w 1/2014, bas | Staffing with an averagesed upon the Sunday date | ge of 2hrs or more per Sunday after the week | ance Determinat week between weekend da kend date of the timecard wh anches: "(All Branches Selec | Entity Level (Hierld 2) te 1/1/2004 and hen weekend date is | soft | orks ware |
| ligh Tech S | arateo. Staffing - Eir | nc: 0 | | | | |
| ligh Tech S | Staffing - Eir | ic: 0 Last Name | First Name | Total Hours | #Weeks | Avg Hours |
| igh Tech S 3 | Staffing - Eir | | First Name William | Total Hours 2,603.00 | #Weeks | Avg Hours 4.91 |
| igh Tech S 3 Employe | Staffing - Eir ee Id | Last Name | | | | |
| ligh Tech S E Employe 15841 4294971 | Staffing - Eir ee Id | Last Name Bedilion Johnson | William | 2,603.00 | 530 | 4.91 |
| Employe 15841 4294971 Total Fu | Staffing - Eir ee Id 938 Illtime 2+ Ho | Last Name Bedilion Johnson | William Brandon | 2,603.00 1,202.00 | 530 | 4.91 2.27 |
| High Tech S Employe 15841 4294971 Total Fu ∓ Total Pa | Staffing - Eir ee Id 938 Illtime 2+ Ho | Last Name Bedilion Johnson Durs ployees FTE | William Brandon 2 | 2,603.00 1,202.00 | 530 | 4.91 2.27 |

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.

- 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 multivalue 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 workin 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:

| | 1/1/2014 | | End Date | | 3/1/2014 | + | | | | | |
|---|--|--|---|--|--|---|---|--|--|---|--|
| Branch | Canada 2, Canada | a Test, Cardi 🔻 🕴 | 4onthly Ins C | ostPerEmployee\$ | 450 | | | | | | |
| Group By | (no grouping) | • / | Average Hour | s >= | 1 | | | | | | |
| Show | EIN Records Separ | rated, Custo 💌 | | | | | | | | | |
| 1 | of 1 ▶ ▶ | 🔹 🛞 🕼 🕻 | 1 🛯 🔍 - | 100% | - | | Find Next | | | | |
| ffordab | le Care Ad | ct Financial Exp | oosure | | | | | | ton | | |
| gh Tech S | taffing | | | | | | Entity | / Level (Hierld 2) | ter | npwor | KS |
| | | hrs or more per week bet | | | | | | | | Soltwar | e ••• |
| | | end date is not already a veek break or more and ti | | | | | | | | | |
| eater than th | e preceding period | d of consecutive work we | | | | | | | | | |
| eparated, Cue | stomer Detail. | | | Pay | | | Pla | | | 1 | |
| | Loot Nome | First Name | Manthhu | , | Teur | C | | , , | Veerbulee | Customer Name | |
| nployee Id | Last Name | First Name | Monthly Tax | Estimated Monthly | Tax Penalty | Company Monthly | Monthly Ins Less | Company Yearly Ins | Yearly Ins Less | Customer Name | Department Name |
| | | | Penalty | Employer | Per 12 | Ins Cost | Employee | Cost | Employee | | |
| | | | | Tax Expense | Month Period | | Portion | | Portion | | |
| | | | | | | | | | | | |
| igh Tech St | affing - Einc: 0 | | | | | | | | | | |
| gh Tech St | affing - Einc: 0 | | | | | | | | | | |
| - | - | | | | | | | | | | |
| o groupin <u>o</u> | - | Korey | \$11.67 | \$4.67 | \$196.00 | \$ 31.50 | \$27.23 | \$378.00 | \$326.74 | Crom Equipment | Accounting |
| o grouping 94972266 | 1) | Korey Korey | \$11.67 \$155.00 | | \$196.00 ;2,604.00 | \$31.50 \$418.50 | \$27.23 \$361.79 | \$378.00 \$5,022.00 | | Crom Equipment Vandy Enterprises | Accounting Primary |
| - o groupin <u>c</u> 294972266 294972266 |) Adjuster | - | | \$62.00 \$ | | | | | | Vandy Enterprises | 2 |
| o grouping 294972266 294972266 295004233 | I) Adjuster Adjuster | Korey | \$155.00 | \$62.00 \$ | 2,604.00 | \$418.50 | \$361.79 | \$5,022.00 | \$4,340.91 \$3,819.20 | Vandy Enterprises | Primary |
| igh Tech St no grouping 294972266 294972266 295004233 294973044 294973044 |) Adjuster Adjuster Cotchery | Korey Jericho | \$155.00 \$166.67 | \$62.00 \$ \$66.67 \$ | 2,604.00 | \$418.50 \$450.00 | \$361.79 \$318.37 | \$5,022.00 \$5,400.00 | \$4,340.91 \$3,819.20 \$536.20 | Vandy Enterprises City Wok | Primary Primary |
| o grouping 294972266 294972266 295004233 294973044 294973044 | Adjuster Adjuster Cotchery Zipper | Korey Jericho Jessica | \$155.00 \$166.67 \$18.33 | \$62.00 \$ \$66.67 \$ \$7.33 | 2,604.00 2,800.00 \$308.00 | \$418.50 \$450.00 \$49.50 | \$361.79 \$318.37 \$44.69 | \$5,022.00 \$5,400.00 \$594.00 | \$4,340.91 \$3,819.20 \$536.20 \$682.44 | Vandy Enterprises City Wok Crom Equipment | Primary Primary Accounting |
| o grouping 294972266 294972266 295004233 294973044 | Adjuster Adjuster Cotchery Zipper Zipper | Korey Jericho Jessica Jessica | \$155.00 \$166.67 \$18.33 \$23.33 | \$62.00 \$ \$66.67 \$ \$7.33 \$9.33 \$8.00 | \$2,604.00 \$2,800.00 \$308.00 \$392.00 | \$418.50 \$450.00 \$49.50 \$63.00 | \$361.79 \$318.37 \$44.69 \$56.87 | \$5,022.00 \$5,400.00 \$594.00 \$756.00 | \$4,340.91 \$3,819.20 \$536.20 \$682.44 \$584.95 | Vandy Enterprises City Wok Crom Equipment Crom Equipment | Primary Primary Accounting Primary Corporate |
| o grouping 294972266 294972266 295004233 294973044 294973044 294973044 | Adjuster Adjuster Cotchery Zipper Zipper Zipper | Korey Jericho Jessica Jessica Jessica | \$155.00 \$166.67 \$18.33 \$23.33 \$20.00 \$105.00 | \$62.00 \$ \$66.67 \$ \$7.33 \$9.33 \$8.00 \$42.00 \$ | \$2,604.00 \$2,800.00 \$308.00 \$392.00 \$336.00 | \$418.50 \$450.00 \$49.50 \$63.00 \$54.00 | \$361.79 \$318.37 \$44.69 \$56.87 \$48.75 | \$5,022.00 \$5,400.00 \$594.00 \$756.00 \$648.00 | \$4,340.91 \$3,819.20 \$536.20 \$682.44 \$584.95 | Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Primary Primary Accounting Primary Corporate |
| o grouping 294972266 294972266 295004233 294973044 294973044 294973044 | Adjuster Adjuster Cotchery Zipper Zipper Zipper Zipper | Korey Jericho Jessica Jessica Jessica Jessica | \$155.00 \$166.67 \$18.33 \$23.33 \$20.00 \$105.00 \$500.00 | \$62.00 \$ \$66.67 \$ \$7.33 \$9.33 \$8.00 \$42.00 \$ \$200.00 \$ | \$2,604.00 \$2,800.00 \$308.00 \$392.00 \$336.00 \$1,764.00 | \$418.50 \$450.00 \$49.50 \$63.00 \$54.00 \$283.50 | \$361.79 \$318.37 \$44.69 \$56.87 \$48.75 \$255.94 | \$5,022.00 \$5,400.00 \$594.00 \$756.00 \$648.00 \$3,402.00 | \$4,340.91 \$3,819.20 \$536.20 \$682.44 \$584.95 \$3,070.99 | Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Primary Primary Accounting Primary Corporate |
| o grouping 94972266 94972266 95004233 94973044 94973044 94973044 | Adjuster Adjuster Cotchery Zipper Zipper Zipper Zipper | Korey Jericho Jessica Jessica Jessica (no grouping) Totals: | \$155.00 \$166.67 \$18.33 \$23.33 \$20.00 \$105.00 \$500.00 \$500.00 | \$62.00 \$ \$66.67 \$ \$7.33 \$9.33 \$8.00 \$42.00 \$ \$200.00 \$ \$200.00 \$ | <pre>i2,604.00 i2,800.00 \$308.00 \$392.00 \$336.00 i1,764.00 i8,400.00</pre> | \$418.50 \$450.00 \$49.50 \$63.00 \$54.00 \$283.50 \$1,350.00 | \$361.79 \$318.37 \$44.69 \$56.87 \$48.75 \$255.94 \$1,113.63 | \$5,022.00 \$5,400.00 \$594.00 \$756.00 \$648.00 \$3,402.00 \$16,200.00 | \$4,340.91 \$3,819.20 \$536.20 \$682.44 \$584.95 \$3,070.99 \$13,361.43 | Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Primary Primary Accounting Primary Corporate |
| o grouping 194972266 194972266 195004233 194973044 194973044 194973044 |) Adjuster Adjuster Cotchery Zipper Zipper Zipper Zipper Hig | Korey Jericho Jessica Jessica Jessica (no grouping) Totals: th Tech Staffing Totals: | \$155.00 \$166.67 \$18.33 \$23.33 \$20.00 \$105.00 \$500.00 \$500.00 | \$62.00 \$ \$66.67 \$ \$7.33 \$ \$9.33 \$ \$8.00 \$ \$42.00 \$ \$200.00 \$ \$200.00 \$ | 2,604.00 2,800.00 \$308.00 \$392.00 \$336.00 1,764.00 8,400.00 8,400.00 | \$418.50 \$450.00 \$49.50 \$63.00 \$54.00 \$283.50 \$1,350.00 \$1,350.00 \$1,350.00 | \$361.79 \$318.37 \$44.69 \$56.87 \$48.75 \$255.94 \$1,113.63 \$1,113.63 | \$5,022.00 \$5,400.00 \$594.00 \$756.00 \$648.00 \$3,402.00 \$16,200.00 \$16,200.00 | \$4,340.91 \$3,819.20 \$536.20 \$682.44 \$584.95 \$3,070.99 \$13,361.43 \$13,361.43 | Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Primary Primary Accounting Primary Corporate |

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.

- 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 multivalue parameter so they can select all options, just one specific option or any combination of different options in the list.
 - a. EIN Records Separated
 - b. EIN Records Combined (will combine all EIN's into one to pull hours for employees who work in multiple EIN's into one EIN according to the common ownership rules)
 - c. Customer Detail (will make the customer and department columns show up in the report)
 - d. Active Employees Only
 - e. Inactive Employees Only

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

Affordable Care Act Minimum Hours

Screen Shot:

| Start Date | 1/1/2014 | E | nd Date | 3/1/2014 | | |
|--|--|---|--------------------------------------|--|--|--|
| Branch | Canada 2, Canada Test, | Cardi 👻 G | Group By | (no grouping) | - | |
| Show (| EIN Records Separated, (| Custo 👻 T | otal Hours >= | 8 | | |
| i 1 | of 1 ▶ 🕅 ⇐ | I | 1 1 1 1. | 100% | | Find Next |
| ligh Tech S mployees wi pon the Sund | ble Care Act Mi Staffing th total hours of 8hrs or m day after the weekend dat Employees listed also do | iore between weel te of the timecard v | kend date 1/1/20 when weekend | date is not already | based ya | npworks software |
| ev have not | had a 40 meal basely as a | nore and they have | e not had a brea | | | |
| where that 4 o | or more week break is gre wing branches: "(All Branc | | | | weeks, | |
| where that 4 or rom the follow Customer Deta Employee Id | or more week break is gre ving branches: "(All Branc ail. I Last Name | | howing: EIN Red | cords Separated, | Customer Name | Department Name |
| where that 4 o rom the follow Customer Deta Employee Id High Tech S | or more week break is gre wing branches: '(All Branc all. I Last Name taffing - Einc: 0 | hes Selected)'. S | howing: EIN Red | cords Separated, | | Department Name |
| where that 4 c rom the follow Customer Deta Employee Id High Tech S (no groupin | or more week break is gre wing branches: '(All Branc all. I Last Name taffing - Einc: 0 | hes Selected)'. S | howing: EIN Red | cords Separated, Total Hours | | Department Name |
| where that 4 or rom the follow Customer Deta Employee Id | or more week break is gre wing branches: '(All Branc all. J Last Name taffing - Einc: 0 g) | hes Selected)'. S First Nar | howing: EIN Red | cords Separated, Total Hours 8.00 | Customer Name | |
| where that 4 c rom the follow Customer Deta Employee Id High Tech S (no groupin 4294972266 4294972266 | or more week break is gre wing branches: '(All Branc all. I Last Name taffing - Einc: 0 g) Adjuster | ches Selected)'. S First Nar Korey | howing: EIN Red | cords Separated, Total Hours 8.00 79.00 | Customer Name Crom Equipment | Accounting |
| where that 4 c rom the follow customer Deta Employee Id High Tech S (no groupin 4294972266 4294972266 4295004233 | or more week break is gre wing branches: '(All Branc ail. J Last Name taffing - Einc: 0 g) Adjuster Adjuster | ches Selected)'. S First Nar Korey Korey | howing: EIN Red | Cords Separated, Total Hours 8.00 79.00 256.00 | Customer Name Crom Equipment Vandy Enterprises | Accounting Primary |
| where that 4 c rom the follow Customer Deta Employee Id High Tech S (no groupin 4294972266 | or more week break is gre wing branches: '(All Branc all. J Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery | ches Selected)'. S First Nar Korey Korey Jericho | howing: EIN Red | cords Separated, Total Hours 8.00 79.00 256.00 9.00 | Customer Name Crom Equipment Vandy Enterprises City Wok | Accounting Primary Primary |
| where that 4 c rom the follow Customer Deta Employee Id High Tech S (no groupin 4294972266 4294972266 4295004233 4294973044 | or more week break is gre wing branches: '(All Branc ail. J Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper | hes Selected)'. S First Nar Korey Korey Jericho Jessica | howing: EIN Red | Cords Separated, Total Hours 8.00 79.00 256.00 9.00 8.00 | Customer Name Crom Equipment Vandy Enterprises City Wok Crom Equipment | Accounting Primary Primary Accounting |
| where that 4 c rom the follow Customer Deta Employee Id High Tech S (no groupin 4294972266 4294972266 4295004233 4294973044 4294973044 | or more week break is gre wing branches: '(All Branc ail. Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper Zipper | hes Selected)'. S First Nar Korey Korey Jericho Jessica Jessica | howing: EIN Red | Cords Separated, Total Hours 8.00 79.00 256.00 9.00 8.00 10.00 | Customer Name Crom Equipment Vandy Enterprises City Wok Crom Equipment Crom Equipment | Accounting Primary Primary Accounting Primary Corporate |
| where that 4 c rom the follow Customer Deta Employee Id High Tech S (no groupin 4294972266 4294972266 4295004233 4294973044 4294973044 | or more week break is gre ving branches: '(All Branc ail. 1 Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper Zipper Zipper Zipper | hes Selected)'. S First Nar Korey Korey Jericho Jessica Jessica Jessica | howing: EIN Red | Cords Separated, Total Hours 8.00 79.00 256.00 9.00 8.00 10.00 32.25 | Customer Name Crom Equipment Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Accounting Primary Primary Accounting Primary Corporate |
| where that 4 c rom the follow Customer Deta Employee Id High Tech S (no groupin 4294972266 4294972266 4295004233 4294973044 4294973044 | or more week break is gre ving branches: '(All Branc ail. Last Name taffing - Einc: 0 g) Adjuster Adjuster Cotchery Zipper Zipper Zipper Zipper (no | hes Selected)'. S First Nar Korey Korey Jericho Jessica Jessica Jessica Jessica | howing: EIN Red me Emp Count 3 | Koords Separated, Total Hours 8.00 79.00 256.00 9.00 8.00 10.00 32.25 402.25 | Customer Name Crom Equipment Vandy Enterprises City Wok Crom Equipment Crom Equipment Nissan Corporation | Accounting Primary Primary Accounting Primary Corporate |

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.

- 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 multivalue 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, Mt 🔻 | Month (all r | months) 👻 | | | | View Rep |
|-------------------------|---|-------------------------------|---|-------------|------------------|--------|---------------|------------------------------------|
| Enter Custom | er Name or leave blank for a | all | | | | | | |
| 1 1 K | | + 0 🖻 🗗 🗐 🗊 🔒 - | 100% - | Find | Next | | | |
| High Tech St | Birthday List affing pirthdays in any month | | | Entity | Level (Hierld 2) | en | npv | vorks |
| Birthday | Contact (| Customer | Address | City | S | tate Z | Zip | Office Phone |
| Memphis SE | | | | | | | | |
| January | | | | | | | | |
| 410.4 | Holcomb, Jim | ABC | 10116 Waterson Trail | Jeffe | rsontown K | Y 4 | 10299 | (651) 769-5769x123 |
| 1/31 | | | | | | | | |
| February | | | | | | | | |
| | | Amy's Software | 123 Fabulous Street | New | Haven C | T 1 | 2345 | 651-112-5112 |
| February | | Amy's Software | 123 Fabulous Street | New | Haven C | IT 1 | 2345 | 651-112-5112 |
| February 2/28 | Winfrey, Oprah | Amy's Software Green Thumb | 123 Fabulous Street 123 West Street Suite 308 | New Colu | | | 2345 13220 | 651-112-5112 (651) 146-2146x123 |
| February 2/28 May | Winfrey, Oprah | | 123 West Street | | mbus C | он 4 | | |

Purpose:

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

- 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:

| Mempins (| | 38 days | imoline | Email | Outlook, Fred | | 10623 - Crom Equip | mant | Primary |
|--------------------------|--------------|----------------|---------------------|-------------------------|-----------------------|------------------------|-------------------------|-------------------------------|------------|
| Memphis (| CA | | | | | | | | |
| Date | Time | Age | Rep | Action | Contact | Location | Customer | | Department |
| High Tech lessages lo | 9 | etween 2/2 | 4/2013 and 4/4/2013 | grouped by Branch , fro | m the following selec | ted branches: '(All Br | Entity Level (Hierld 2) | mp | software |
| Contact | t Messag | ges | | | | | to | mp | works |
| | 1000 | er owner Aller | - 🛞 🕲 🖨 🕻 |] 🖓 • 100% | | Find | Next | | |
| | | | 0.010 | | | | • • • • | International Academic States | |
| The by e | Jinder | | | Theory customer | | | | | |
| Filter by Co | L | | | Filter by Customer | - | | | | |
| Message A | Action 10-Da | y Call, 1st I | interview w/ (💌 | Filter by Rep | **All Inactive & TW | Reps**, A ▼ | | | |
| Branch | Canad | la 2, Canad | a Test, Cardi 🔻 | Group by | Branch | • | | | |
| | 2/24/2 | 2013 | | End Date | 4/4/2013 | | | | |

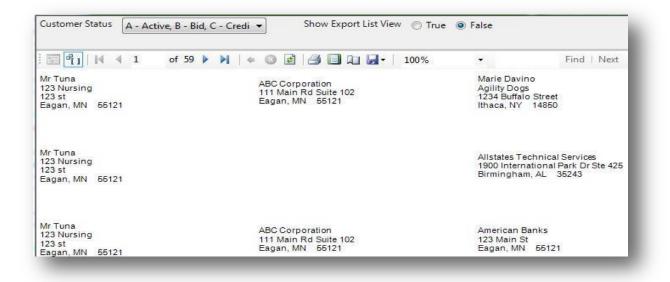
Purpose:

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.

- 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.

- 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 🔻 🛛 Custom | er Status A - Active, B - Bid | , C - Credit C 🤜 | - | | | | |
|---|--|----------------------------------|---|------------------|----------------------|----------------------|------------------------------------|----------------|-------------------|
| Group By | Branch 🔻 | Sort By | Customer Name | • | | | | | |
| Interest Coo | de | | | | | | | | |
| | | | | | | | | | |
| ∢ ∢ 1 | of 44 🕨 🔰 🛛 🦛 | 🛞 🚱 🌲 🔳 🖬 🖉 | 🖡 - 100% 🔹 | | Find Next | | | | |
| Custome | er List | | | | | | t | | |
| High Tech S | | | | | Ent | titv Level (Hierld | | pwo | rks |
| | | | | | | | | | |
| Customers wit (All Branches | | P,S1,T,W,X,Z, grouped by | branchname, sorted by cus | tomername, froi | m the following sel | ected branches | c . | SOILWA | ire 💴 |
| | | P,S1,T,W,X,Z, grouped by | branchname, sorted by cus Office Phone | | in the following set | ected branches | Account Manager | | State |
| (All Branches | Selected)'. | | | | in the following set | ected branches | • | | |
| (All Branches ID | Selected)'. | | | | ttn To A | ected branches | • | | |
| (All Branches ID Canada 2 | Selected)'. Customer Mayo Clinic | Department | | Status At | ttn To A | ctivation Date | Account Manager | City | State |
| (All Branches ID Canada 2 4294969530 | Selected)'. Customer Mayo Clinic | Department | | Status At | ttn To A | ctivation Date | Account Manager | City | State |
| (All Branches ID Canada 2 4294969530 Canada 2 (1 | Selected)'. Customer Mayo Clinic | Department | | Status At | ttn To A | ctivation Date | Account Manager | City | State |
| (All Branches ID Canada 2 4294969530 | Selected)'. Customer Mayo Clinic | Department | | Status At | ttn To A | ctivation Date | Account Manager | City | State |
| (All Branches ID Canada 2 4294969530 Canada 2 (1 CardiffUK | Selected)'. Customer Mayo Clinic customer) | Department Primary | | Status At | ttn To A 12 | ctivation Date | Account Manager | Austin | State MN |
| (All Branches ID Canada 2 4294969530 Canada 2 (1 CardiffUK 780311 | Selected)'. Customer Mayo Clinic customer) test1 | Department Primary Primary | | Status Af | ttn To A 12 12 | 2/4/2012 2/7/2010 | Account Manager mbinder jeff | City Austin | State MN MN |

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.

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

Customer Messages

Screen Shot:

| Start Date | 1/1/2000 | | End Date | 1/1/2018 | | |
|---|------------------------|---|--|----------------------------|--------------------|--------------------------------|
| Branch | CardiffUK, I | Memphis CA, Me | ➡ Group By | Branch | | |
| Customer Id | | | Action | 1st Interview w/ client, : | lst R 🔻 | |
| - - | ∢ ∢ 1 | of 487 🕨 🌶 | 4 🔕 🛃 🖪 | 100% | • | Find Next |
| Custom | er Messa | ages | | | tom | Morke |
| High Tech S | Staffing | | | Entity Level (Hierld 2) | terrip | works |
| Messages loo | aged from 1/1/2 | 000 to 1/1/2018 ar | rouped by Branch for C | SustomerId: from the | | software |
| following sele | | : '(All Branches S | | | | |
| following sele Date | | : '(All Branches S | | Rep | Action | Customer Location |
| | ected branches Time | : '(All Branches S | elected). | 100-507W | Action | Customer Location |
| Date | ected branches Time | : '(All Branches S | elected). | 100-507W | Action Message | Customer Location Eagan, MN |
| Date Memphis CA 3/17/2010 | ected branches Time | : '(All Branches S Customer Id | elected). Customer Name | Rep | | |
| Date Memphis CA 3/17/2010 test 2/15/2010 | Time 7:32 PM | :''(All Branches S Customer Id 779506 | elected). Customer Name 123 Nursing | Rep matts | Message | Eagan, MN |
| Date Memphis CA 3/17/2010 test 2/15/2010 test 2/11/2010 | 7:32 PM | Customer Id 779506 | elected). Customer Name 123 Nursing 123 Nursing | Rep matts matts | Message Message | Eagan, MN |

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.

- 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 | | | |
|--|---------------------|-------------------------|------------------------|-----------------|---------|
| 4 4 1 of 1 ▶ ▶ + ⊗ | 🕲 🚓 🔲 💷 🔍 - 1 | 100% | Find | Next | |
| Marketing Calls System Contacts within 5 miles of zip code 55161 | | System Level (Hierld 1) | temp | vork | S |
| Contact | Title | Office Phone | Last Message Date | Last Message | Rep |
| Stoerzinger Inc | 1001 E. Franklin | | M | linneapolis, MN | 55102 |
| Anderson, Jessica Message: Cold call | | (651) 555-2211x | 02/25/2009 | colin | |
| Brady, Colin Message: Follow up on promise to pay | | | 02/26/2009 | colin | |
| Dunshee, Chad Message: Cold Call | | (651) 555-2213x | 02/25/2009 | colin | |
| Stoerzinger, Elise | | | 08/24/2009 | | |
| Wells Fargo | 5353 7th Ave. S | | M | linneapolis, 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 | | generat | ed 5/11/2011 3:18:01 P | M by TEMPWORKS | \iaredr |

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.

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

Employee Info

Active Employees

Screen Shot:

| Branch Men | nphis SE | • | Group By Branch | ▼ | | | | | |
|--|--|----------------------------|------------------------------|---------------------------|------------------------|-------------------|-----------------------|-------------|----------------------|
| ∢ ∢ 1 | of 8 🕨 🎽 | e 🛞 🚱 🖶 | 0 10 🔍 - | 100% | Find Next | | | | |
| Active Employees System Active employees in the following selected branches: "Memphis SE". Grouped by Branch | | | | | | | | | |
| • | es in the following s | elected branches: | "Memphis SE". Grou | uped by Branch | System | Lever (menu 1) | | software | • |
| • | es in the following so Last | elected branches: First | "Memphis SE". Grou Middle | uped by Branch Address | City | State | Zip | software •• | Assigned |
| Active employe | Last | | | | | | | | |
| Active employe | Last | | | | | | | | |
| ctive employe | Last | First | | | City | State | Zip | | Assigned |
| Active employe | Last 12R8 Test Auth | First 38 | | | City Eagan | State | Zip 55121 | | Assigned No |
| Active employe | Last 12R8 Test Auth 2nd Staffing | First 38 138 | | | City Eagan Eagan | State MN MN | Zip 55121 55121 | | Assigned No 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.

- 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:

| Start Date Branch Name | 1/1/2000 | Canada Test, C | | End Date Employee | 1/1/2018 | 3 | | | | |
|-----------------------------------|-------------|-------------------------------|--------------|----------------------|-------------|------------------|---------------------|------------------------|---------------------|-----------------------|
| Dranen Wante | Canada 2, | Canada Test, C | ardi 💌 | Linployee | | | | | | |
| li i i | of 1 🕨 | ₩ 4 @ | (2) | I 🗊 🖳 - | 100% | - | - | Find Ne | xt | |
| Applicatio | on Surv | ey Resul | ts | | | | +00 | | | - ^m |
| | | | | | | | | | | |
| High Tech Sta | affing | | | | Entity | Level (Hierld 2) | ten | ipw | OI K: | 2 |
| High Tech Sta Survey Results I | | tween 1/1/2000 | and 1/1/2018 | 8 | Entity | Level (Hierld 2) | ten | ip vo | tware •• | • |
| | Recieved be | tween 1/1/2000 Employee ID | | nitted #De | | | # Theft Cautions | # Violence Cautions | # Fraud Cautions | # At Risk Cautions |
| Survey Results I | Recieved be | | | nitted #De | pendability | # Drug | # Theft Cautions | # Violence | # Fraud Cautions | # At Risk Cautions |

Purpose:

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

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

Deactivated Employees

Screen Shot:

| Start Date | 1/1/2000 | | End Date | 1/1/2011 | | | | | | |
|---------------------|------------------|-------------------|-------------------|-----------------------------|----------------------|--------------|---------------|--------------------|--------------------|------------------|
| Branch | CardiffUK, Mem | nphis CA, Me 🔻 | Group By | Branch 🔻 | | | | | | |
| 📰 ° n | ∢ ∢ 1 | of 1 ▶ ▶ | e 🔕 🛃 🎒 | 🔲 💷 🛃 - 📔 100% | • | Fi | nd Next | | | |
| Deactiv | ated Emp | lovees | | | | | | | | |
| High Tech S | | -, | | | | Ent | itv Level (Hi | | | 'KS |
| Employees d | eactivated by DE | ACT action code b | etween 1/1/2000 a | nd 1/1/2011 grouped by Bran | ch , from the follow | | | '(All | softwar | 'e 🔸 |
| Branches Sel SSN | | First | Middle | Address | 0.1 | 0 1-1 | - | Phone | | Last Week Worked |
| SSN | Last | First | Middle | Address | City | Stat e | Zip | Phone | Action Code | Last week worked |
| Memphis CA | 1 | | | | | | | | | |
| | zzOlson | zzRoger | | | | ON | | | Deact | |
| Memphis CA | (1 employee) | | | | | | | | | |
| Memphis NE | | | | | | | | | | |
| 068-11-5425 | Abontina | Susie | | | | AZ | 55123 | | Deact (Failed Ap | p) |
| | as;lfdkj | asd;lfkaj | | | | MN | 55121 | | Deact (Failed Ap | p) |
| | asdf | asdf | а | | | CA | 94596 | | Deact (Failed Ap | p) |
| | asdfsdf | safdsd | | | | MN | 55121 | | Deact (Failed Ap | p) |
| | asdfsoid | sas;lkdjf | | | | MN | 55121 | | Deact (Failed Ap | p) |
| 474-11-1127 | Peterson | Fran | | | | MN | 55121 | (651) 370-8370 | Deact (Failed Ap | p) 12/29/2010 |
| | safasd | sdfsadfsd | | | | MN | 55121 | | Deact (Failed Ap | p) |
| | Smith | Laura | | 111 royal rd | Eagan | MN | 55121 | (651) 478-9478x123 | Deact (Hired-on) | |
| | - in a set | | | | | 1.01 | 65404 | | Depend (England Am | |

Purpose:

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

- 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:

| 📰 👘 🕅 🖊 🖣 1 of 2 | 130 🕨 🔰 🗢 🔕 🛃 🎒 🗐 🗊 戻 - 100% | 1 | Find Next |
|--|----------------------------------|--|-------------|
| Marcus TurnerPRIVATE One Maple Avenue Lakewood, NY 14750 | zztest Zzuser , TN | ali abbas 126E 7th wabasha Winona, MN | 55987 |
| David Peters | zztest Zzuser | zzali zzvirani 3575 Lexingto | n Ave S |
| , TN | , TN | Manka, MN 5 | |

Purpose:

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

- 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 | | Ques | stionnaire Lang | uage English | | • | | | |
|--------------------|--------------|----------|-----------------|--------------|--------------|--------|-----------|-------|----------|
| Activity for 16610 | | Н | ligh Tech | Staffing | ; | | | | HierID 2 |
| | | Em | nployee l | nformati | ion | | | | |
| Employee ID | 16610 | | | | Activation [| Date | 7/13/2 | 2010 | |
| Name | Knox | | | Sandra | | | | | |
| | Last | | First | | | Middle | | | |
| Present Address | N1915 Shambe | au Trace | | Albany | | AK | | 94583 | |
| | Number | Street | | City | | State | | Zip | |
| Branch | Memphis NorE | ast | | Social Se | curity No. | | xxx-xx-58 | 62 | |
| Telephone | () - | | | | Email | | | | |

Purpose:

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

Info shown on the application:

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

Parameters:

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

Employee Birthday List

Screen Shot:

| Branch | CardiffUK, Memp | his CA, Mt 👻 Cus | stomer Filter | | | | | View Re |
|---|--|-------------------------------------|------------------------------------|--------------------|--------------|-----------------------------|--------------------|------------|
| Month | (all months) | ▼ Act | tive Status All | • | | | | L |
| Assignment St | tatus All | • | | | | | | |
| 1 1 | 4 1 of 3 🕨 | N + 💿 🖻 🖪 🕻 | 🕽 🗋 🕞 - 100% | | Fi | nd Next | | |
| Employe | e Birthday List | | | | | te | | rle |
| 0 | | from the following selected | branches: "(All Branches S | elected) | Enti | ty Level (Hierld 2) | empwo | are |
| | | from the following selected Address | branches: '(All Branches S City | elected). State | | ty Level (Hierld 2) | Current Assignment | are Status |
| Employees with | h birthdays in any month, f | - | | | | | | |
| Employees with Birthday | h birthdays in any month, f | - | | | | | | |
| Employees with Birthday Memphis NE January | h birthdays in any month, f | - | | State | | | Current Assignment | |
| Employees with Birthday Memphis NE January 1/1 | h birthdays in any month, f Employee | Address | City | State | Zip | Phone | Current Assignment | Status |
| Employees with Birthday Memphis NE January 1/1 1/1 | h birthdays in any month, f Employee West, Allison R | Address 4512 Ash str. | City | State | Zip 55460 | Phone (651) 497-8497x123 | Current Assignment | Status |

Purpose:

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

- 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 1/1/2 | 2011 | | End Date 1/1/ | 2018 | | | |
|------------------|-----------------------|-----------------|------------------|---------------------------|-------------------------------|-----------------------|-----------------------------|
| Branch Card | liffUK, Memphis CA, | Me 🔻 | | | | | |
| : 🖬 🛍 🛛 🕅 | 4 1 of 1 ▶ | | 3 🛃 📑 🗐 | 100% | ← Fir | d Next | |
| Employee | Contact Info | | | | | 4 | |
| High Tech Staff | | | | | Entit | v Level (Hierld 2) Te | mpworks [®] |
| <u> </u> | on for employees that | were created in | n Tempworks betw | een 1/1/2011 and 1/1/2018 | , from the following selected | branches: '(All | software ••• |
| Last Name | First Name | Middle | SSN | Cell Phone | Phone | Office Phone | Email Address |
| Memphis SE | | | | | | | |
| 2nd Staffing | 138 | | | | | | |
| abbas | ali | a | xxx-xx-6435 | | 5073197802 | | apnjwani09@winona.edu |
| Employee | Marvin | | xxx-xx-7123 | | | | |
| Employee1 | Dinalyn | | xxx-xx-8454 | | | | |
| Employee2 | Dinalyn | | xxx-xx-4535 | | | | |
| 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 | | 555555555 | | |
| Treener | Adam | | | | | | AdamTreener@fakeemail.com |
| zzvirani | zzali | | xxx-xx-2333 | | | | |

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.

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

Employee List

Screen Shot:

| Branch | Canada 2, (| Canada Test, Care | Group | р Ву | Branch 👻 | | | | | View Rep |
|---|-------------|---------------------|---------------------------|-------------------|---------------------------------|--------------|---------------|-------|-----------------|------------------|
| Active Status | Both | • | Assig | nment Status | Both - | | | | | |
| City Filter | | | State | Filter | | | | | | |
| Sort By | Employee I | Name 🔻 | | | | | | | | |
| | | | | - | * | | | | | |
| ₫ | of 280 🕨 | 🕨 🗧 🛞 🚱 |) 🔅 🔲 🛍 | ₩ • 100% | • | Find Next | | | | |
| Employe High Tech St All grouped by t | affing | y employee name, fi | rom the following | selected branc | hes: '(All Branches Selected)'. | Entity Leve | el (Hierld 2) | ter | | rks [™] |
| Employee ID | | Last | First | Middle | Address | City | State | Zip | Phone | Assigne |
| 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).

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

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

Employee Messages

Screen Shot:

| Start Date | 2/27/201 | 11 | End Date | 3/24/2011 | | |
|-----------------------|-------------------------|-----------------------------------|--------------------------------|-------------------------|-----------------|-------------------|
| Branch | | | | | | |
| | | 2, Canada Test, Carı | | Rep | ▼ | |
| Employee I | ID | | Message Actio | n 1st Interview w/ c | lient, 1st R 🔻 | |
| | | | | | | |
| ∢ ∢ 1 | of 2 🕨 | • 🖌 🗧 🛞 😧 | 🌐 🔲 🔍 🔍 - 1 | 00% - | Find Next | |
| Employ | ee Mess | sages | | | + | |
| High Tech S | | • | | Entity Level (Hierld 2) | tempwo | orks |
| | | | ouped by Rep for aident: , | from the following | soft | ware |
| selected bran Date | ches: '(All Bra Time | anches Selected)'. Employee ID | Employee Name | Rep | Action | Employee Location |
| jason | | 2 | 2 | | | 2 |
| 3/7/2011 | 11:26 AM | 16011 | Dravid, Carrie | jason | Order Candidate | Eagan, MN |
| Candidate | Dravid, Carri | ie OrderID: 6154 - A | Wet Pet Comments: | | | |
| | | jason Tota | als 1 message | | | |
| | | | | | | |
| jmoline | | | | | | |
| 3/15/2011 | 11:27 AM | 5474 | Aaskon, Masters F | jmoline | Placed | Eagan, MN |
| Placed Aa | askon, Master | s OrderID: 4365 - Cr | om Equipment Comments | 8: | | |
| | | jmoline Tota | als 1 message | | | |
| | | | | | | |
| laurak | | | | | | |
| 3/17/2011 | 11:38 AM | 16407 | Alisha s company LLC Compan | , Alisha s laurak | Order Candidate | Alexandria, CA |
| Candidate | Alisha s corr | npany LLC, Alisha s Co | mpan OrderID: 5719 - 12 | 3 Nursing Comments: | | |
| 3/17/2011 | 11:38 AM | 5028 | Alaska, Joe | laurak | Extend | Anchorage, AB |
| Extend Al | aska, Joe 🛛 🔾 | OrderID: 5719 - 123 Nur | sing Comments: | | | |

Purpose:

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

- 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 | |
|--|------------|--|--|
| Education | | | tempworks |
| Andover Newton M Theological School | laster | Divinity, masters | Dates Attended: - 1/1/1988 |
| Bethel College B | achelor of | Arts Philosophy, bachelors | Dates Attended: - 1/1/1984 |
| Work History | | | |
| SMART DATA SOLUTIC | DNS | 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 sy platform. | stem written in Java using MySQL RDBMS on a Windows 2000 |
| | | * Monitored systems to ensure they were running pr | operly and managed pro |
| HARLEYSVILLE INSUR COMPANY | ANCE | 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 Mir | |
| | | Production support including maintenance/enhanceme written in LIN | ent and new development of a large on-line and batch system |
| EXPRESS SCRIPTS/VA | ALUE Rx | Position Held: Programmer/Analy | est 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 an processing system written in Informix running in a Un | d new development of a large pharmacy benefits claims ix environment. Primary r |

Purpose:

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

Parameters:

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

Labor Hall Register

Screen Shot:

| Start Date | 6/21/2011 | | End Date 6/23 | 3/2011 | | | | | |
|------------------|---------------------|--------------------|------------------|------------|----------------------------|-------------------|-------------------|---------------------|-----------|
| Branch | ABC, AppleI, Boxter | , BrandNet 🔻 | Date Filter Arri | val Date 🔻 | • | | | | |
| Employee Name | | <u> </u> | SSN | | | | | | |
| Group By | Branch | | | | | | | | |
| Group by | Branch | • | | | | | | | |
| | of 1 🕨 🕅 👄 | 🛞 😨 🖨 🔲 🛛 | 🛯 🔍 - 1009 | % 🛓 | Find 1 | Vext | | | |
| System | Hall Register | | | | owing branches; "(All Bran | System Level (Hie | | | ks |
| empname | SSN | Arrival Date Time | | Start Date | Customer Name | Order Type | Shift | Note | |
| emphanie | 554 | Arrivar bate Trine | order la | Start Date | customet nume | order type | 5000 | note | |
| Branch: Labor Ha | II 101 - 1640 | | | | | | Branch: Labo | or Hall 101 - 1640 | Count: 12 |
| Employee Hall St | atus: Direct | | | | | | Employee H | lall Status: Direct | Count: 4 |
| Alabama, Nick A | 545-55-5565 | 6/23/2011 2:47 PM | | | | | | | |
| Bomett, Drew | 454-54-5445 | 6/23/2011 5:16 PM | | | | | | | |
| Clapton, Eric | 051-95-9299 | 6/23/2011 5:18 PM | | | | | | | |
| Franklin, Susie | 477-89-5645 | 6/23/2011 5:18 PM | | | | | | | |
| Employee Hall St | atus: Assigned | | | | | | Employee Hall | Status: Assigned | Count: 1 |
| Alabama, Nick A | 545-55-5565 | 6/21/2011 10:58 AM | 4294969716 | 6/21/2011 | ABC Corporation | DailyPay/Labor | | | |
| Employee Hall St | atus: Hall Cleared | | | | | | Employee Hall Sta | tus: Hall Cleared | Count: 7 |
| Alabama, Nick A | 545-55-5565 | 6/22/2011 2:18 PM | l | | | | | | |
| Alabama, Nick A | 545-55-5565 | 6/23/2011 5:18 PM | | | | | | | |
| Alaska, Joe | 683-48-7411 | 6/22/2011 2:18 PM | | | | | | | |
| Amos, Tori H. | 447-35-2718 | 6/23/2011 5:16 PM | | | | | | | |
| Anderson, Eric | 332-45-6847 | 6/23/2011 5:16 PM | | | | | | | |
| Barry, Greg | 683-45-8123 | 6/23/2011 4:09 PM | | | | | | | |
| | | | | | | | | | |

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.

- 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:

| i 📰 🗗 | 4 4 1 of 1 ▶ ▶ | + 🗿 🛃 4 | 🗿 🔲 🞑 🛃 - 100% | 15 5 0 | Find Next |
|-----------|--|-------------|----------------------|--------------------|-------------------------|
| New E | Employee | | | 4 a 100 m | |
| | h Staffing | | Entity Level (Hierld | | WORKS |
| | oyees that have a timecard but do om thefollowing selected branch | | | | software |
| Aldent | Emp Name | Branch Name | Customer Name | Department Name | Job Title |
| 1 New Em | ployee(s) for Branch: Memphis | NE | | | |
| 23896 | zzVanDeWalker, zzKorey D | Memphis NE | zzVandy Enterprises | Primary | Unknown |
| 7 New Em | ployee(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 To | tals (8 employees) | | | | |

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.

- 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 Ci | ardiffUK, Memphis CA, Me 👻 | Status | Allowed, Disallowed, Pe | endir 👻 | | |
| Group By Br | ranch 👻 | Sort By | Employee Name 👻 | | | |
| 1 1 | 4 1 of 1 ▶ ▶ | * 🗿 🛃 🎒 | 🗐 🞑 🛃 • 100% | 1. + 1 | Fi | ind Next |
| High Tech St | yment Claims affing t claims with a date filed betwee | n 1/1/2000 and 1/1/20 | Entity Level (Hierld | 2) ten | npwe | orks |
| Employee ID | Emp Name | Date Filed | Last Date Worked | Status | Job Refused | Appeal Pending |
| Hemphis C | CA | | | | | |
| 15883 | Cole, David Andrew | 9/9/2009 | | Disallowed | No | No |
| 15883 | Cole, David Andrew | 9/26/2009 | | Disallowed | No | No |
| H Memphis N | 1E | | | | | |
| 6759 | 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 |
| 5412 | and a second | 2/7/2005 | 1/6/2005 | Pending | No | No |
| | Adams, Cindy | | | | | |
| 5024 5025 | Adams, Cindy Alabama, Nick A | 7/10/2009 | | Allowed | 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.

- 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.

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

- 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 | | | Date 1/1/201 | | | | | | | | |
|------------------------|------------------------------------|--|------------|-----------------|--------|-----------------------------|---------------|-------------------------|---------|----------|------------|-----------------|
| Branch | Canada 2, Cana | da Test, Cardi 🔻 | Gro | up By Tax Sta | te | • | | | | | | |
| ∢ ∢ 1 | of 1 🕨 | H 🗧 🛞 🚱 | | 🗋 🔍 - 1 | 00% | ······ | Find N | ext | | | | |
| New Hir High Tech S | | | | | | | | Entity Level (Hierld 2) | te | m | ΡW | orks" |
| | | lata between 1/1/20 All Branches Select | | /2011 but no da | ita be | tween 12/2/1999 and 12/31/1 | 999 grouped b | y Tax State, from the | | | so | ftware 🐽 |
| SSN | | First Name | | 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 | \$ | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Hire uploadable iles" procedure | | orted by g | oing to the Pa | ay/Bil | area and using the Expo | action menu | i item. Choose the "En | nploye | e" cate | gory and | then choose the |
| page 1 of 1 | | | | | | | | generated (| 1/22/20 | 10 2-56- | 44 DM by T | EMPWORKSUaredo |

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.

- 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:

| tartDate 1/1/20 | 000 | | EndDate 1/1/2018 | | | | | | | | | View Report |
|------------------|------------|--------------|------------------------------|---------------|-------------|------------|------|------|--------------------------------|-------------------------|--------------|-------------|
| ∢ 1 o | of 1 | + 🛞 🚱 6 | 🔒 🔲 🔍 🔍 - 100% | | Find Next | * | | | | | | |
| irstName Initial | LastName | CardNumber | Address Address2 | City | City2 State | State2 Zip | Code | Zip2 | Email | Phone | DOB Country | Coun 4 |
| Susie | Abotina | 142134235345 | 3115 Joyce Ct | Eagan | MN | 55 | 121 | | imapdummyaccount@gmail.c om | 651800808 0 | 5/11/1977 US | |
| Deborah J | Abootorabi | 8988989999 | 111 Main Street | Cincinnati | DC | 45. | 203 | | imapdummyaccount@gmail.c om | (651) 574- 1574x123 | US | |
| Cindy | Adams | 414423423 | 125 1st St | Fort Pierce | FL | 34 | 982 | | imapdummyaccount@gmail.c om | (651) 793- 8793x123 | 1/1/1994 US | |
| Morgan | Alabama | 123456 | New St | Huntsville | AL | 35 | 893 | | | (651) 235- 8235x123 | US | |
| Joe | Alaska | 5675675 | 123, marshal Ave | Eastchester | AK | 99 | 501 | | imapdummyaccount@gmail.c om | (651) 236- 8236x123 | US | |
| Joe | Alaska | 456456456 | 1045 Frank St | Anchorage | AB | | Q1K | | | (651) 225- 5565x5565 | US | |
| Wonda J | Aswer | 454545 | 5037 Vincent Ave South | Egan | MN | 55 | 121 | | imapdummyaccount@gmail.c om | (651) 244- 8244x123 | US | |
| Stephen | Barnes | 12345678 | 785 Bunker Blvd | Beverly Hills | CA | 90. | 210 | | imapdummyaccount@gmail.c om | (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.

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

Payroll Summary Detail Export

Screen Shot:

| Start Date 1/1/2000 | E E | nd Date | 1/1/2018 | | | | | | | | | | | | | | |
|---------------------------|----------------------|-----------------|-----------------|----------------|--------------|-------|----------------|----------------------------|--------------------------|----------------------------|----------|--------|-------|----------|-------|----------------------------|----------------------------|
| Date Filter Check Date | ▼ E | Branch | CardiffUK, Merr | nphis CA, Me | • | | | | | | | | | | | | |
| ☐ ⁴ 1 < 1 | of 16 🕨 🎽 🗍 🖷 🔘 | 1 | 🛛 🛍 🖬 🕴 | 100% | ÷ | | Find Ne | ext | | | | | | | | | |
| | | | | Emp | oloyee Taxes | e) | | | | | | | | Employer | Taxes | | |
| Emp Name | Txns Max Cust Name | Check Number | Gross | Fed Inc Tax | Efica | EMed | Sta Inc Tax | Other Employee Taxes | Total Garnishm ent | Total Reimburs ments | 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 |
| | Memphi | s CA Tota | ls: 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.

- 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:

| Check Dates | Between 1/2 | 1/2000 | | And | 1/1/2018 | |
|-------------|-------------|-----------------------------|-------------|-------------|------------------|----------------|
| Branch | Ca | ardiffUK, Memph | is CA, Me 👻 | Adjustments | 401k: 401(k) Ret | irement Plar 🔻 |
| | | | | | | |
| - E - E 1 | ∢ ∢ 1 | of 1 $ \rangle$ $ \rangle $ | 🗧 🔕 🍦 🚍 | 🔲 🛍 🛃 - | 100% | • |
| OtdFc | OtdCompany | OtdEmployee | OtdDedCode | OtdDedAmt | OtdEffectDate | |
| А | AAa | 15334234 | AdvanceBnk | (312.39) | 20110113 | |
| А | AAa | 15334234 | AdvanceBnk | 312.39 | 20110113 | |
| А | AAa | 658214563 | AdvanceBnk | (474.12) | 20110113 | |
| А | AAa | 658214563 | AdvanceBnk | 474.12 | 20110113 | |
| А | AAa | 15334234 | AdvanceBnk | (164.20) | 20110113 | |
| A | AAa | 15334234 | AdvanceBnk | 164.20 | 20110113 | |

Purpose:

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

- 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:

| Check Dates | Between 1 | /1/2000 | | And | | 3/25/2011 | | | |
|-------------|---------------|-----------------|-------------------|-----------|------------------|----------------|---------------|----------|----------|
| Paycheck De | livery Code 🚦 | #Mail#, S d, T, | T !EPay!, T !EI 👻 | Branch | | CardiffUK, Mem | phis CA, Me 🔻 | | |
| Customer | ſ | | • | Show Bla | nk Delivery Code | True O Fals | e | | |
| | | | | | | | | | |
| | 4 4 1 | of 7 🕨 🎽 | 🗧 🙆 🛃 | a 🛛 🗤 🔒 | 100% | • | Find Next | | |
| Company | BatchNbr | Employee | LastName | FirstName | PayCode | Hours | Rate | TrDate | CheckGrp |
| 1 | T #Mail# | 465465465 | lpsum | Lorem | Reg | 25.00 | 12.00 | 20100925 | |
| 1 | T #Mail# | 516897981 | BEARDEN | ELLE | Reg | 20.00 | 10.00 | 20100926 | |
| 1 | T T#Mail# | 15334234 | Spade | Sam | Reg | 20.00 | 10.00 | 20100926 | |
| 1 | T #Mail# | 366566666 | Spring | Sally | Reg | 25.00 | 45.00 | 20100926 | |
| 1 | T #Mail# | 345445654 | Anderson | John | Reg | 40.00 | 20.00 | 20101229 | |
| 1 | T C#Mail# | 456455654 | Berg | Damian | Reg | 40.00 | 15.00 | 20101229 | |
| 1 | T #Mail# | 242345398 | Burns | Jacob | Reg | 40.00 | 15.00 | 20101229 | |
| 1 | T #Mail# | 534568432 | Guernsey | Robert | Reg | 40.00 | 12.00 | 20101229 | |

Purpose:

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

- 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 | 1/1/200 | 00 | | 😐 En | d Date 2/1/ | 2011 | | | | | | | | | | | | | | | |
|--------------|---------------|-----------------------|--------------|---------|-------------|--------|------------|-----------|-----------|-------------|-----------|----------|---------|---------|----------|------------|------------|-------------|---------|-------------|------------|
| Branch | Cardiff | UK, Memphis | CA, Me | • | | | | | | | | | | | | | | | | | |
| | M 4 | 1 of 9 | | + 🔞 | 1 4 🔳 (| ù 📕 • | 100 | % | · | | | Find I | Vext | | | | | | | | |
| 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 | weekendbil |
| 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 | 1/2/201 |
| 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 | 1/9/201 |
| 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 | 1/9/201 |
| 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 | 1/9/201 |
| 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 | 1/9/201 |
| 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 | 1/2/201 |
| 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 | 1/9/201 |
| 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 | 1/2/201 |

Purpose:

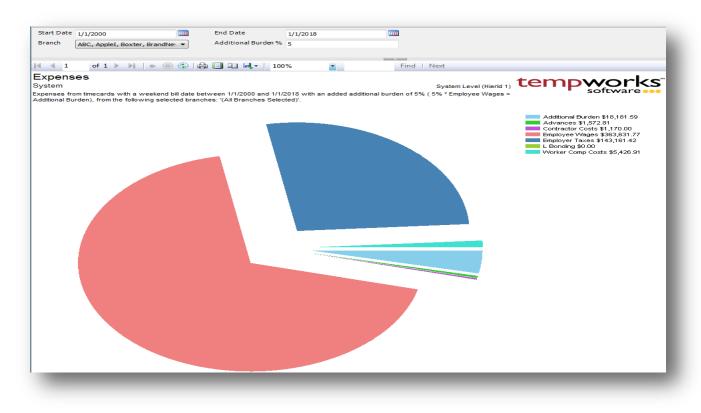
This report shows all of the main transaction information. It is designed to be used to export your information out of the system in to excel if you need it to send to an invoicing company, another payroll processing company or if you want to have it as a backup for your own purposes. This report can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

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

Financial

Expenses

Screen Shot:



Purpose:

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

- 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:

| | | | | | | | A | |
|--|---------------|--------------------------------------|----------------------------|---------|-------------------|---------------|------------------------|------------------|
| 📢 🖣 2 🛛 of 2 🕨 | ▶ ♦ 🗵 | 0 🚱 🖨 🔲 💷 🔍 - 100% | • | Find | Next | | | |
| General Ledger High Tech Staffing General Ledger numbers for | weekend bills | dates between 10/28/2012 and 12/10/2 | 012 | | Entity Level (Hie | | | <s<sup>°</s<sup> |
| 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 E |)ifference |

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)

- 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:

| Start Date | 1/1/2000 | | End Da | ate | 4/1/2011 | | | |
|---|--|---|--|--|---|--------------|-------------------------|--------------|
| Branch | ABC, AppleI, Box | cter, BrandNe | ▼ Filter b | y Customer | | | | |
| Payroll Costs Filter | Gross, LBonding, | Contractor C | Flat Bu | ırden % | | | | |
| Sort By | Name | - | Filterb | y Asg Entered By | | |] | |
| Group By | Department | •] | Filterb | y Asg Service Rep | | | Ĵ. | |
| | | | | | N | E-d I N | | |
| of I of | 2 🕨 🎽 🛉 | | | 100% | | Find Ne | ext | |
| and the second second | the second se | · · · · · · · · · · · · · · · · · · · | | 100% | | | | |
| Gross Profit | the second se | · · · · · · · · · · · · · · · · · · · | | | | | | S |
| Gross Profit System Activity from weeken | Detail | | | System Level (| mond () | | | S |
| Gross Profit System ctivity from weeken lemphis SE, Nurses andiffUK, Payroll Adj anamera, Boxter, Ca | Detail dbill 1/1/2000 throw Now, VIPMidtown, Test, Payroll Adj T irerra, Memphis NV | ugh 4/1/2011, 1 Memphis NE, S Testing, Mn Wil W, Memphis SV | from the following Sales, Eval SE, Mei d, BrandNew, App V, Payroll Test, Pay | System Level (selected branches mphis CA, SameSta lel, ABC, Clayton, yroll Accrual Test, 1 | ate, Cayman, | | | S |
| Gross Profit System Activity from weeken Memphis SE, Nurses ardiffUK, Payroll Adj Panamera, Boxter, Ca Aun Test, Cliff Jumper | Detail dbill 1/1/2000 throw Now, VIPMidtown, Test, Payroll Adj T irerra, Memphis NV | ugh 4/1/2011, 1 Memphis NE, S Testing, Mn Wil W, Memphis SV | from the following Sales, Eval SE, Mei d, BrandNew, App V, Payroll Test, Pay | System Level (selected branches mphis CA, SameSta lel, ABC, Clayton, yroll Accrual Test, 1 | ate, Cayman, | | | |
| Gross Profit System Activity from weeken Wemphis SE, Nursest CardiffUK, Payroll Adj anamera, Boxter, Ca Xun Test, Cliff Jumper Department Memphis CA | Detail dbill 1/1/2000 throw Now, VIPMidtown, Test, Payroll Adj T irerra, Memphis NV | ugh 4/1/2011, 1 Memphis NE, 5 Testing, Mn Wil W, Memphis SV vipe, Mirage, R | from the following Sales, Eval SE, Mei d, BrandNew, App V, Payroll Test, Paj atchet, WA 23213 Calculated | System Level (selected branches mphis CA, SameStr jel, ABC, Clayton, rroll Accrual Test, | ate, Cayman, Payroll | empy | oftware | Gross Profit |
| Gross Profit System Activity from weeken demphis SE, Nursest ardiffUK, Payroll Adj anamera, Boxter, Ca tun Test, Cliff Jumper Department | Detail dbill 1/1/2000 throw Now, VIPMidtown, Test, Payroll Adj T irerra, Memphis NV | ugh 4/1/2011, 1 Memphis NE, 5 Testing, Mn Wil W, Memphis SV vipe, Mirage, R | from the following Sales, Eval SE, Mei d, BrandNew, App V, Payroll Test, Paj atchet, WA 23213 Calculated | System Level (selected branches mphis CA, SameStr jel, ABC, Clayton, rroll Accrual Test, | ate, Cayman, Payroll | empy | oftware | Gross Profit |
| Gross Profit System Activity from weeken Memphis SE, Nurses CardiffUK, Payroll Adj anamera, Boxter, Ca Run Test, Cliff Jumper Department Memphis CA 123 Nursing Credit | Detail dbill 1/1/2000 throw Now, VIPMidtown, Test, Payroll Adj rerra, Memphis NV r, Optimus, SideSv | ugh 4/1/2011, 1 Memphis NE, 5 Testing, Mn Wil N, Memphis SV vipe, Mirage, R Hours 39.00 | from the following Sales, Eval SE, Mei d, BrandNew, App V, Payroll Test, Pay atchet, WA 23213 Calculated Burden \$50.92 | System Level (selected branches mphis CA, SameStr blel, ABC, Clayton, rroll Accrual Test, Billable Adj \$0.00 | ate, Cayman, Payroll Gross Sales \$585.00 | Payroll Cost | Gross Profit | Gross Profit |
| Gross Profit System Activity from weeken Memphis SE, Nursesi CardiffUK, Payroll Adj anamera, Boxter, Ca Kun Test, Cliff Jumper Department Memphis CA 123 Nursing Credit | Detail dbill 1/1/2000 throw Now, VIPMidtown, Test, Payroll Adj T irerra, Memphis NV | ugh 4/1/2011, 1 Memphis NE, 5 Testing, Mn Wil N, Memphis SV vipe, Mirage, R Hours | from the following Sales, Eval SE, Mei d, BrandNew, App V, Payroll Test, Pay atchet, WA 23213 Calculated Burden | System Level (selected branches mphis CA, SameStr blel, ABC, Clayton, rroll Accrual Test, 1 Billable Adj | ate, Cayman, Payroll Gross Sales | Payroll Cost | oftware Gross Profit | Gross Profit |

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.

- 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

- 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:

| StartDate | 1/1/2011 | E | ndDate | 2/14/2011 | |
|---|--|---|--|---|---|
| Branch | CardiffUK, Memp | his CA, Me 👻 📕 | lter by Customer | | |
| Group By | Salesteam | • F | Iter By ASG Entered By | | |
| Sales Team | Default, _test_, dw | vood, New 👻 🛛 F | Iter By ASG Service Rep | - | |
| Payroll Costs Filter | Gross, LBonding, | Contracto 👻 🖡 | at Burden % | | |
| | | | | | |
| Gross Profit | | H + O 🖻 🔿 | 🔲 💭 🚽 📔 100% | tomp | Find Next |
| Gross Profit High Tech Staffin Activity from weeken selected branches: '(| Summary g sbill 1/1/2011 through | h 2/14/2011 grouped by S d). | Entity Level (Hierld alesteam, from the following | | vorks [®] |
| Gross Profit High Tech Staffing Activity from weeken selected branches: "(| Summary g sbill 1/1/2011 through | h 2/14/2011 grouped by S | Entity Level (Hierld | | • |
| Gross Profit High Tech Staffin Activity from weeken selected branches: '(Salesteam | Summary g sbill 1/1/2011 through | h 2/14/2011 grouped by S d). | Entity Level (Hierld alesteam, from the following | | vorks [®] |
| Gross Profit High Tech Staffing Activity from weeken selected branches: "(Salesteam Default | Summary g sbill 1/1/2011 through | h 2/14/2011 grouped by S d). Payroll Cost ≎ | Entity Level (Hierld alesteam, from the following Gross Sales 🚊 | Gross Profit 😄 | Gross Profit % : |
| Gross Profit High Tech Staffing Activity from weeken selected branches: '(Salesteam Default dwood | Summary g sbill 1/1/2011 through | h 2/14/2011 grouped by S d). Payroll Cost ÷ \$70,688.67 | Entity Level (Hierld alesteam, from the following Gross Sales <u></u> \$120,983.37 | Gross Profit : \$50,294.70 | software Gross Profit % ± 41.57 % |
| Gross Profit High Tech Staffin Activity from weeken selected branches: '(Salesteam Default dwood New Team | Summary g sbill 1/1/2011 through | h 2/14/2011 grouped by S d). Payroll Cost _ \$70,688.67 \$17,484.26 | Entity Level (Hierld alesteam, from the following Gross Sales \$120,983.37 \$25,134.21 | Gross Profit ÷ \$50,294.70 \$7,649.95 | Gross Profit % ± 41.57 % 30.43 % |
| Gross Profit High Tech Staffin Activity from weeken | Summary g sbill 1/1/2011 through | h 2/14/2011 grouped by S d). Payroll Cost ↓ \$70,688.67 \$17,484.26 \$181.33 | Entity Level (Hierld alesteam, from the following Gross Sales <u></u> \$120,983.37 \$25,134.21 \$1,200.00 | Gross Profit : \$50,294.70 \$7,649.95 \$1,018.67 | Cross Profit % 2 41.57 % 30.43 % 84.88 % |

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.

- 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

- 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 | ► ► « @ | (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) | • 100% | • | Find Next | |
| Management | | | | tor | | rlzs |
| High Tech Staffing | | | Entity Leve | el (Hierld 2) | | |
| Activity from 1/1/2000 thr | | Weekendbill Date | | | 3010448 | |
| Branch: Memph | is SE | | | | | |
| Payrol | I | Billing | j (| | Taxes | |
| Employee Ho | ours | Billed Hou | irs | Em | ployee 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 Wa | ages | Billed Amo | unts | 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 Of | ther | Other Finar | ncial | Em | ployer 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 |

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 \bigcirc to a \bigcirc

- 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 | e 1/1/2000 | | End Date | 6/1 | 1/2013 | | | | | | |
|---|---|---------------------------------------|---------------------------------|-------------------------|----------------------------|---|---|--|----------------------------|---|---|
| Branch | Canada 2, Cana | da Test, Cardi 🔻 | Date Filter | We | eekend Bill | • | | | | | |
| Primary Gr | roup By Branch Name | - | Secondary | Group By Wo | orker Comp Code | 2 | | | | | |
| | | | | | | | | | | | |
| < < 1 | of 11 🕨 🔰 📔 | |] 💷 🔍 - | 100% | - | Find | d Next | | | | |
| Norker | r Comp Breako | ut | | | | | | t 0 | | | • |
| Link Teels | 0 | | | | | | Entity Level (H | | | vork | S |
| ngn Tech | Staffing | | | | | | LINULY LEVEL (II | | | | |
| Veekend Bil | Il dates from 1/1/2000 thro | ugh 6/1/2013 grouped | by Branch Nam | e then Worker | r Comp Code, fro | om the following | | | s | oftware | •• |
| High Tech Weekend Bil Branches Se WC Code | Il dates from 1/1/2000 thro | ugh 6/1/2013 grouped RHours | by Branch Nam OHours | e then Worker DHours | r Comp Code, fro THours | om the following Gross | | | WC Cost | oftware | leekend ≎ Bill |
| Weekend Bil Branches Se | Il dates from 1/1/2000 thro elected)'. Employee Name | | | | | | selected branches: ' | (All | s | Check ; W | eekend 🗧 |
| Veekend Bil Branches Se WC Code | II dates from 1/1/2000 thro elected)'. Employee Name ardiffUK | | | | | | selected branches: ' | (All | s | Check ; W | eekend 🗧 |
| Veekend Bil Branches Se WC Code Branch: Ca Code: Tx87 | II dates from 1/1/2000 thro elected)'. Employee Name ardiffUK | | | | | | selected branches: ' | (All | s | Check ; W | eekend 🗧 |
| Veekend Bil Branches Se WC Code Branch: Ca Code: Tx87 Tx8742 | II dates from 1/1/2000 thro elected)'. Employee Name ardiffUK 742 | ÷ RHours | OHours | DHours | THours | Gross | selected branches: ' Subject Wages | (All WC Rate | WC Cost | Check ÷ W Date | eekend ≎ Bill |
| Weekend Bill Branches Se WC Code Branch: Ca Code: Tx87 Tx8742 Tx8742 | II dates from 1/1/2000 thro elected)'. Employee Name ardiffUK 742 Kong, Diddy | RHours 9.00 | OHours 0.00 | DHours 0.00 | THours 9.00 | Gross \$135.00 | selected branches: ' Subject Wages \$135.00 | (All WC Rate 1.2800% | WC Cost | Check ÷ W Date | /eekend Bill 10/21/2012 |
| Veekend Bill Branches Se WC Code Branch: Ca Code: Tx87 Tx8742 Tx8742 Tx8742 | II dates from 1/1/2000 thro elected). Employee Name ardiffUK 742 Kong, Diddy Kong, Diddy | RHours 9.00 11.00 | 0Hours 0.00 0.00 | DHours 0.00 0.00 | 9.00 11.00 | Gross \$135.00 \$165.00 | selected branches: * Subject Wages \$135.00 \$165.00 | (All WC Rate 1.2800% 1.2800% | \$1.73 \$2.11 | Check : W Date 11/8/2012 2/6/2013 | Veekend Bill 10/21/2012 1/13/2013 |
| Veekend Bil Branches Se WC Code Branch: Ca Code: Tx87 Tx8742 Tx8742 Tx8742 Tx8742 Tx8742 Tx8742 | II dates from 1/1/2000 thro elected)'. Employee Name ardiffUK 742 Kong, Diddy Kong, Diddy Timeclock, Timeclock | • RHours 9.00 11.00 40.00 | 0Hours 0.00 0.00 13.00 | DHours | 9.00 11.00 53.00 | Gross \$135.00 \$165.00 \$606.25 | selected branches: * Subject Wages \$135.00 \$165.00 \$537.50 | (All WC Rate 1.2800% 1.2800% 1.2800% | \$1.73 \$2.11 \$6.88 | Check + W Date + W 11/8/2012 2/6/2013 2/19/2013 | /eekend Bill 10/21/2012 1/13/2013 2/10/2013 |

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.

- 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:

| ∢ ∢ 1 | of 1 🕨 🕅 🛊 🛞 🚱 | 🖨 🔲 🔍 🔍 - 100% | • | | Find Next | | |
|-------------------------------|------------------|------------------|--------------------|-------------------|------------------|---------------|--------|
| Worker C _{System} | | System | n Level (Hierld 1) | ten | | orks" ware | |
| Code | Description | State | Percentage | Landl Employee | Landl Company | OTCalcType | Active |
| High Tech Staf | fing | | | | | | |
| 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:

| Start Date 9/30/2012 Branch Canada 2, State (all) | Canada Test, 👻 | Cardi 🔻 | End Date 1/1/ Date Field Che | | - | 8 | | | | | | |
|--|--------------------------|----------------------------------|---------------------------------|--------------------------|----------------------------|---------------------------|------------------|-------------------------------|---------------|------------|---------------------|------------------------------|
| 🛛 🚽 1 of 3 | ▶ ▶ ♦ ♦ | 🛞 😍 🖨 | 🔲 û 🔍 - | 100% | - | 1 | Find Next | | | | | |
| | | | | | | | | | | | | |
| ligh Tech Staffing | | | rom the following | selected branch | hes: '(All Brand | ches Selected) | Entity | / Level (Hierld 2) | ten | npw | ftware | S |
| ligh Tech Staffing | | | - | selected brancl Gross | hes: '(All Brand RHours | ches Selected)' OHours | Entity DHours | r Level (Hierld 2) Reg Pay | ten ot Pay | DT Pay | ftware Other Pay | S [™] THours Pay |
| ligh Tech Staffing ctivity from Check Date : Check Date | 9/30/2012 thr | ough 1/1/2018, fi | - | | | | | | | | | |
| ligh Tech Staffing xctivity from Check Date 5 Check Date 3017 (MN) | 9/30/2012 thr | ough 1/1/2018, fi | - | | | | | | | | | |
| Norker Comp digh Tech Staffing Activity from Check Date Check Date 3017 (MN) 3/12/2013 5/29/2013 | 9/30/2012 thr WC Cost | ough 1/1/2018, fi Percent Sul | bject Wages | Gross | RHours | OHours | DHours | Reg Pay | OT Pay | DT Pay | Other Pay | THours Pay |

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.

- 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 U | se Assignmer | nt OT Plan | - | | | | | | | |
| Branch | ABC, AppleI, Boxter, Bra | ndNei 🔻 | Shift Typ | e Sł | nifts Only | | | • | | | | | | |
| Group By | Employee 🔻 | | | | | | | | | | | | | |
| 4 4 1 c | of 37 🕨 🄰 👄 🛞 | ا چ (ی | I (1) 🔍 - | 100% | • | | Find | Next | | | | | | |
| Hours Fore System Assignments with a Branches Selected) | start date between 1/1/2 | 000 and 1/1/2 | 2018 using the | Use Assign | ment OT Plar | n over time pl | an, from the | | evel (Hierld 1) anches: '(All | ter | npy | VO oftwa | rks | 5 |
| Employee Name | Customer/Dept | Asg Id | Start Time | End Time | Mon | Tue | Wed | Thu | Fri | Sat | Sun | от | DT | Total Hours |
| | Name | | | | | | | | | | | Hours | Hours | |
| 2nd Staffing, 2nd | | | | | 5/16/2009 | 5/15/2009 | 5/14/2009 | 5/13/2009 | 5/12/2009 | 5/11/2009 | 5/10/2009 | Hours | Hours | |
| 2nd Staffing, 2nd | | 6749 | 8:00 AM | 10:00 PM | 5/16/2009 14.00 | 5/15/2009 14.00 | 5/14/2009 14.00 | 5/13/2009 14.00 | 5/12/2009 14.00 | 5/11/2009 | 5/10/2009 14.00 | 44.00 | 0.00 | 84.00 |
| 2nd Staffing, 2nd Staffing 2nd Staffing, 2nd | Staffing ID: 5820 | 6749 42949709 36 | 8:00 AM 8:00 AM | 10:00 PM 10:00 PM | | | | | | | | | | 84.00 84.00 |
| 2nd Staffing, 2nd 2nd Staffing, 2nd Staffing 2nd Staffing, 2nd Staffing | Staffing ID: 5820 Jimmy's Pizza - HR | 42949709 | | | 14.00 | 14.00 | 14.00 | 14.00 | 14.00 | 0.00 | 14.00 | 44.00 | 0.00 | |
| 2nd Staffing, 2nd Staffing 2nd Staffing, 2nd | Staffing ID: 5820 Jimmy's Pizza - HR | 42949709 36 | | | 14.00 14.00 | 14.00 14.00 | 14.00 14.00 | 14.00 14.00 | 14.00 14.00 | 0.00 | 14.00 14.00 | 44.00 44.00 | 0.00 | 84.00 |
| Ind Staffing, 2nd staffing Ind Staffing, 2nd staffing | Staffing ID: 5820 Jimmy's Pizza - HR | 42949709 36 | | | 14.00 14.00 28.00 | 14.00 14.00 28.00 | 14.00 14.00 28.00 | 14.00 14.00 28.00 | 14.00 14.00 28.00 | 0.00 | 14.00 14.00 28.00 | 44.00 44.00 | 0.00 | 84.00 |
| 2nd Staffing, 2nd Staffing 2nd Staffing, 2nd | Staffing ID: 5820 Jimmy's Pizza - HR Jimmy's Pizza - HR | 42949709 36 Totals: 42949709 | 8:00 AM | 10:00 PM | 14.00 14.00 28.00 5/23/2009 | 14.00 14.00 28.00 5/22/2009 | 14.00 14.00 28.00 5/21/2009 | 14.00 14.00 28.00 5/20/2009 | 14.00 14.00 28.00 5/19/2009 | 0.00 0.00 0.00 5/18/2009 | 14.00 14.00 28.00 5/17/2009 | 44.00 44.00 88.00 | 0.00 | 84.00 |

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.

- 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 1/1/2 | 2000 | En En | d Date 1/1/2 | 2018 | | | |
|--|--|--|--|--|---|---|---|
| Employee Name | | Gr | oup By Assig | gnment 🔻 | | | |
| Employee ID | | Up | odated by Rep | | | | |
| Assignment ID | | | | | | | |
| ∢ ◀ 1 of 48 | ▶ ▶ ♦ @ @ | NA EN M | I 100% | | Find Next | | |
| Assignment Ch | | | | | | | |
| Abolghinent of | lange Log | | | | | topplace | NC ZC |
| High Tech Staffing | nant ragarda batuyaan (| 1/1/2000 and 1/1/ | 2019 | | Entity Level (Hierld 2) | tempwc | vare 😶 |
| High Tech Staffing Changes made to assignn Emp Name | nent records between f | 1/1/2000 and 1/1/ Asg ID | 2018 Date Updated | Field Changed | Entity Level (Hierld 2) Old Value | | Vare ••• Updated by Rep |
| Changes made to assignn Emp Name | Employee ID | | | Field Changed | | | |
| Changes made to assignn | Employee ID | | | | | | |
| Changes made to assignn Emp Name Assignment ID: 429497 | Employee ID 70843 | Asg ID | Date Updated | Salary | Old Value | New Value | Updated by Rep |
| Changes made to assignn Emp Name <u>Assignment ID: 429497</u> Troi, Deanna Troi, Deanna | Employee ID 70843 4294971638 4294971638 | Asg ID 4294970843 | Date Updated 8/30/2012 1:07 PM | Salary | Old Value 0.00 | New Value 1000.00 | Updated by Rep |
| Changes made to assignn Emp Name Assignment ID: 429497 Troi, Deanna Troi, Deanna Assignment ID: 430124 | Employee ID 70843 4294971638 4294971638 | Asg ID 4294970843 | Date Updated 8/30/2012 1:07 PM | Salary SalaryBill | Old Value 0.00 | New Value 1000.00 | Updated by Rep |
| Changes made to assignn Emp Name Assignment ID: 429497 Troi, Deanna | Employee ID 70843 4294971638 4294971638 42116 | Asg ID 4294970843 4294970843 | Date Updated 8/30/2012 1:07 PM 8/30/2012 1:07 PM | Salary SalaryBill EndDate | Old Value 0.00 0.00 | New Value 1000.00 1500.00 | Updated by Rep erikr erikr |
| Changes made to assignn Emp Name Assignment ID: 429497 Troi, Deanna Troi, Deanna Assignment ID: 430124 1099 Test 12, Jeff1 | Employee ID 70843 4294971638 4294971638 42116 16408 | Asg ID 4294970843 4294970843 4301242116 | Date Updated 8/30/2012 1:07 PM 8/30/2012 1:07 PM 7/27/2012 4:38 PM | Salary SalaryBill EndDate EndDate | Old Value 0.00 0.00 Apr 1 2012 12:00AM | New Value 1000.00 1500.00 Apr 2 2012 12:00AM | Updated by Rep erikr erikr 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.

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

Current Timecard Change Log

Screen Shot:

| Start Date Group By Employee Name | 1/1/2000 (no grouping) | End Date Updated by Employee II | | | | | | | | View Repor |
|---|------------------------|---------------------------------------|--|------------------|-----------------------|--|--------------------|--------|---------------|--------------|
| Current Timecard I | d 107 🕨 🔰 🗍 🍬 🎯 🖚 | | 00% | Find Next | | | | | | |
| Current Time | ecard Change Log | 9 | | | y Level (Hierld 2) te | | re s | | | |
| Emp Name | Employee ID | Current Timecard Id | Date Updated | Updated by Rep | Customer Id | Customer Name | Department Name | Txn Id | Assignment ID | Orig Itemid |
| | | | | | | | | | | |
| (no grouping) | | 133863 | 10/16/2012 9:39 AM | stephanie | 778468 | American Choppers | Primary | 0 | 6916 | 6916 |
| | 16408 | 100000 | | | | | | | | |
| (no grouping) 1099 Test 12, Jeff1 1099 Test 12, Jeff1 | 16408 | 133874 | 10/17/2012 2:20 PM | jaredg | 778468 | American Choppers | Primary | 0 | 6916 | 6916 |
| 1099 Test 12, Jeff1 | | | 10/17/2012 2:20 PM 10/22/2012 4:06 PM | jaredg aarond | 778468 778468 | American Choppers American Choppers | Primary Primary | 0 0 | 6916 6916 | 6916 6916 |

Purpose:

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

- 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:

| Start Date 1/1 Customer ID Customer - Department Name | /2012 | End Date Group By Updated by Rep | 1/1/2018 (no grouping) | • | | | | | | View Report |
|--|----------------|--|---------------------------|----------------------------|-------------------------|-------------------------------|--------|---------|---------------------------|-------------|
| | • 🛞 🕲 🖨 🔲 🕮 | ₩. • 100% | • Fi | ind Next | | | | | | |
| Customer Change Lo ligh Tech Staffing changes made to customer records b | | | | Entity Level (Hierld | | software | | | | |
| Customer - Department | Customer Id | Date Updated | Updated by Rep | Billing Department Name | Customer Name | Department Name | Status | Attn To | Activation Date | Descri |
| no grouping) | | | | | | | | | | |
| 23 Nursing - HR | 779252 | 7/31/2012 11:54 AM | laurak | Primary | 123 Nursing | HR | A | Mr Tuna | 11/16/2007 12:00:00 AM | |
| AA Digital Media Solutions - Accou Payable - 0000200 | nts 4294969496 | 10/22/2012 2:14 PM | aarond | Primary AAA | Digital Media Solutions | Accounts Payable - 0000200 | A | | 10/22/2012 12:00:00 AM | |
| AA Digital Media Solutions - Accou ayable - 0000200 | nts 4294969496 | 10/23/2012 1:39 PM | aarond | Primary AAA | Digital Media Solutions | Accounts Payable - 0000200 | А | | 10/1/2012 12:00:00 AM | |
| AA Digital Media Solutions - Financ | e 4294969492 | 10/22/2012 10:19 AM | aarond | Primary AAA | Digital Media Solutions | Finance | P | | 10/22/2012 10:09:00 AM | |
| AA Digital Media Solutions - Financ | e 4294969492 | 10/22/2012 10:45 AM | aarond | Primary AAA | Digital Media Solutions | Finance | н | | 10/22/2012 10:09:00 AM | |
| AA Digital Media Solutions - Financ | e 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.

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

Employee Adjustment Setup Change Log

Screen Shot:

| Start Date | 1/1/2000 | | End Date | 1/1/2018 | | | View Re |
|---|-----------------------------------|------|----------------------------|---------------|-------------------------|----------------|---------------|
| Employee Name Employee ID Adjustment Name | | | Group By Updated by Rep | (no grouping) | • | | |
| | 47 ▶ ▶ ∉ ⊛ @ djustment Setup | | | × | Find Next | | |
| ligh Tech Staffing | oyee adjustment setup reco | 5.2 | | | Entity Level (Hierld 2) | temp | software •••• |
| Emp Name | Employee ID | ID | Adj Name | Adj Id | Date Updated | Updated by Rep | EINC |
| no grouping) | | | | | | | |
| Aardson, Steve | 5759 | 1090 | AdvanceBnk | 3 | 1/12/2011 3:49:32 PM | jason | 0 |
| Aardson, Steve | 5759 | 1090 | AdvanceBnk | 3 | 8/15/2011 1:51:34 PM | laurak | 0 |
| Aardson, Steve | 5759 | 1090 | AdvanceBnk | 3 | 3/29/2012 2:43:37 PM | korey | 0 |
| Aardson, Steve | 5759 | 1090 | AdvanceBnk | 3 | 3/29/2012 2:51:12 PM | korey | 0 |
| | | | | | | | |

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.

- 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:

| Start Date Employee Name Employee ID | 7/1/2014 | End Date Group By Updated | / (no grouping) | ▼ ▼ | | View Repo |
|---|--|--|-----------------------------|--------------------------------------|-----------------------------|--|
| 4 | 1 🕨 🕅 🍬 🛞 🚱 | 🚓 🔲 û 🔍 - | 100% - | Find Next | | |
| Employee C | hange Log | | | | **** | |
| High Tech Staffing | 9 | 2014 and 8/1/2014 | | Entity Level (Hierld 2) | tempw | ftware ••• |
| High Tech Staffing | g ployee records between 7/1/2 | 2014 and 8/1/2014 • Date Updated | Field Changed | Entity Level (Hierld 2) Old Value | New Value | ftware •••• |
| High Tech Staffing Changes made to em | g ployee records between 7/1/2 | | Field Changed | | | |
| High Tech Staffing Changes made to em Emp Name | g ployee records between 7/1/2 | | Field Changed | | | |
| High Tech Staffing Changes made to em Emp Name (no grouping) Aardson, Steve | g ployee records between 7/1/2 Employee ID |) Date Updated | | Old Value | | Updated by Rep |
| High Tech Staffing Changes made to em Emp Name (no grouping) Aardson, Steve Aardson, Steve | g ployee records between 7/1/2 Employee ID 5759 | 7/9/2014 7:14 AM | SSN | Old Value | New Value | Updated by Rep susan |
| High Tech Staffing Changes made to em Emp Name (no grouping) Aardson, Steve Aardson, Steve Abbott, Zayden | g ployee records between 7/1/2 Employee ID 5759 5759 | 7/9/2014 7:14 AM 7/9/2014 7:22 AM | SSN SSN | Old Value 389648501 | New Value | Updated by Rep susan susan |
| High Tech Staffing Changes made to em Emp Name (no grouping) | g ployee records between 7/1/2 Employee ID 5759 5759 4294972588 | Date Updated 7/9/2014 7:14 AM 7/9/2014 7:22 AM 7/1/2014 10:13 AM | SSN SSN Washed Status | Old Value 389648501 130 | New Value 541223652 0 | Updated by Rep susan susan vern |

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.

- 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:

| Start Date | 1/1/2014 | End D | late 1/1/2 | 2015 | | | | Vi |
|--------------------|---|---------------------|--------------------------|----------------|-----------|-------------------|----------------------------|--------|
| Employee Name | | Group | o By (no g | grouping) | • | | | _ |
| Employee ID | | Upda | ted by Rep | | | | | |
| | | | | | | | | |
| ا 🖣 1 of | 2 🕨 🔰 🔹 🛞 🚱 | | 100% | - | Find Next | | | |
| ligh Tech Staffing | electronic Pay Se g ployee electronic pay setup r | | | | Entity | / Level (Hierld) | | orks |
| 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.

- 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:

| Start Date 1 | 1/1/2014 | | End Date | 6/30/2014 | | | | | V |
|-----------------------------|---------------|----------|----------------|-------------------------|----------------------|-------------------------|---------|--------------------------|------------|
| Employee Name | | | Group By | Employee Jurisdic | tion 🔻 | | | | |
| Employee ID Jurisdiction | | | Updated by Rep | | | | | | |
| | | | | | incent in the second | | | | d. |
| | | | 4. 100% | (* .) | Find | Next | | 12 | |
| High Tech Staffing | x Setup Chang | | and 6/30/2014 | | | Entity Level (Hierld 2) | tem | pwork software | (S |
| Emp Name | Employee ID | Juris | ID | Date Updated | Updated by Rep | EINC | Year ID | Exempt | Percentage |
| Jurisdiction: ALZER | 278385 | | | | | | | | |
| Fest, Zakk | 4295004126 | ALZERO | 278385 | 5/29/2014 5:00:08 PM | wc_admin | 0 | 2014 | False | 0.0000000 |
| Jurisdiction: MNMAR | 278300 | | | | | | | | |
| perdu, frank | 4294972806 | MNMAR | 278300 | 5/21/2014 2:27:59 PM | alishas | 0 | 2014 | False | 0.0000000 |
| perdu, frank | 4294972806 | MNMAR | 278300 | 5/21/2014 2:44:13 PM | alishas | 0 | 2014 | False | 0.0000000 |
| perdu, frank | 4294972806 | MNMAR | 278300 | 5/21/2014 2:46:10 PM | alishas | 0 | 2014 | False | 0.0000000 |
| perdu, frank | 4294972806 | MNMAR | 278300 | 5/21/2014 2:48:54 PM | alishas | 0 | 2014 | False | 0.0000000 |
| Jurisdiction: MNSING | SLE 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.

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

Order Change Log

Screen Shot:

| Start Date 8/1 | 2012 | End 🛙 | Date 1/1/2013 | | | | | | View F | Report |
|--|--|--|---|--|---|---|----------------------|--------|--------------------------|----------|
| Order ID | | Grou | p By (no groupin | a) 🔹 | | | | | | |
| Customer ID | | Upda | ated by Rep | | | | | | | |
| Customer - Department Name | | - | | | | | | | | |
| Customer Department Nume | | | | | | | | | | |
| | | | | | Internet in | | | | 1 | |
| 🛛 🖣 1 of 22 🕨 🔰 | + 🛞 🕲 🖨 🔲 🎞 | ₩ • 100% | . | Find Next | | | | | | |
| Order Change Log | | | | | | tompulo | al co" | | | 1 |
| High Tech Staffing | | | | Ent | ity Level (Hierld 2) | tempwoi | KS | | | |
| changes made to order records betwe | en 8/1/2012 and 1/1/2013 | | | | | softwa | re | | | _ |
| | | | | | | | | | | |
| Customer - Department | Customer Id | Order ID | Date Updated | Updated by Rep | Confirmed | Date Time Order Taken | Note Job Description | Safety | Start Date | S |
| | Customer Id | Order ID | Date Updated | Updated by Rep | Confirmed [| Date Time Order Taken | Note Job Description | Safety | Start Date | S |
| (no grouping) | Customer Id 4294969436 | Order ID 4294971716 | Date Updated | Updated by Rep dans | Confirmed I | Date Time Order Taken 10/23/2012 12:03 PM | Note Job Description | Safety | Start Date | S |
| no grouping) Toro Company - Primary | | | | | | | Note Job Description | Safety | Start Date | S |
| no grouping) Toro Company - Primary Toro Company - Primary | 4294969436 | 4294971716 | 10/23/2012 12:03 PM | dans | False | 10/23/2012 12:03 PM | Note Job Description | Safety | Start Date | S |
| no grouping) Toro Company - Primary Toro Company - Primary 4&F - Accounting | 4294969436 4294969436 | 4294971716 4294971716 | 10/23/2012 12:03 PM 10/23/2012 12:03 PM | dans dans | False False | 10/23/2012 12:03 PM 10/23/2012 12:03 PM | Note Job Description | Safety | Start Date | S' |
| no arouping) Toro Company - Primary Toro Company - Primary V&F - Accounting V&F - Accounting | 4294969436 4294969436 779722 | 4294971716 4294971716 4294971694 | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 1:19 PM | dans dans erika | False False False | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 1:20 PM | Note Job Description | Safety | Start Date | S' |
| no aroupping) Toro Company - Primary Toro Company - Primary S&F - Accounting A&F - Accounting A&F - Accounting A-Z Excavating - Accounting | 4294969436 4294969436 779722 779722 | 4294971716 4294971716 4294971694 4294971694 | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 1:19 PM 10/5/2012 1:19 PM | dans dans erika erika | False False False False | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 1:20 PM 10/5/2012 1:20 PM | Note Job Description | Safety | Start Date | <u> </u> |
| In arouping) In arouping) Toro Company - Primary Toro Company - Primary BAF - Accounting AAF - Accounting A-2 Excavating - Accounting A-2 Excavating - Accounting A-2 Excavating - Primary | 4294969436 4294969436 779722 779722 779594 | 4294971716 4294971716 4294971694 4294971694 4294971694 | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 1:19 PM 10/5/2012 1:19 PM 8/7/2012 2:11 PM | dans dans erika erika joed | False False False False False | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 12:09 PM 10/5/2012 1:20 PM 8/7/2012 2:12 PM | Note Job Description | Safety | 7/24/2012 | S |
| no aroupina) Toro Company - Primary Toro Company - Primary &&F - Accounting &&F - Accounting &~ Excavating - Accounting &~ Excavating - Accounting &~ Excavating - Primary | 4294969436 4294969436 779722 779722 779594 779594 779593 | 4294971716 4294971716 4294971694 4294971694 4294971651 4294971650 | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 12:03 PM 10/5/2012 1:19 PM 8/7/2012 2:11 PM 9/12/2012 11:42 AM 8/1/2012 3:47 PM | dans dans erika erika joed mbinder erikr | False False False False False False False | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 1:20 PM 10/5/2012 1:20 PM 8/7/2012 1:20 PM 8/7/2012 2:12 PM 8/1/22012 11:43 AM 7/24/2012 9:37 AM | Note Job Description | Safety | 7/24/2012 12:00:00 AM | S |
| no grouping) Toro Company - Primary Toro Company - Primary &&F - Accounting &&F - Accounting - Acz Excavating - Accounting &-Z Excavating - Accounting | 4294969436 4294969438 779722 779722 779594 779594 | 4294971716 4294971716 4294971694 4294971694 4294971651 4294971657 | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 1:19 PM 10/5/2012 1:19 PM 8/7/2012 2:11 PM 9/12/2012 11:42 AM | dans dans erika erika joed mbinder | False False False False False False | 10/23/2012 12:03 PM 10/23/2012 12:03 PM 10/5/2012 12:09 PM 10/5/2012 12:09 PM 8/7/2012 2:12 PM 9/12/2012 11:43 AM | Note Job Description | Safety | 7/24/2012 | S |

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.

- 1. Start Date: Starting date updated of your desired date range
- 2. End Date: Ending date updated of your desired date range
- 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:

| Start Date | 1/1/11 | End Date 1/1/18 | | | | |
|---|--|---------------------------|----------------------|--|----------------------|-------------------|
| Destination Type | Applicant, Employee, Custome 🔻 | Date Filter Last Delivery | Attempt 👻 | | | |
| Notification Event Type | AddedOrderCandidate, Applica 👻 | Sent All Notificatio | ns 👻 | | | |
| Email Destination Name | | L | | | | |
| 4 4 1 of 1) | H + @ @ 🖨 🔳 🖬 | ↓ • 100% • | | Find Next | | |
| System Veb Center notification em | nail Notifications ails with a Last Delivery Attempt betwe aps the last 6 months worth of log info | een 1/1/11 and 1/1/18 | | System Level (Hierld 1) | | ~ks " |
| Email Destination Name | | Last Delivery Attempt | Successfully Sent | Sent From Address | Sent To Address | Log Date |
| ApplicationRegistered | lewUser | | | | | |
| zzBradford, Sal | | 3/29/2011 4:29 PM | No | WebCenter@someplace.com | | 3/29/2011 4:26 PM |
| Error Text: The parameter Parameter name: to | r 'to' cannot be an empty string. | | | Email Subject: WebCenter Application | Registered | |
| zzBradford, Sal | | 3/29/2011 4:29 PM | No | WebCenter@someplace.com | | 3/29/2011 4:24 PM |
| Error Text: The parameter Parameter name: to | r 'to' cannot be an empty string. | | | Email Subject: WebCenter Application | Registered | |
| zzBradford, Sal | | 3/29/2011 4:29 PM | No | WebCenter@someplace.com | | 3/29/2011 4:28 PM |
| Error Text: The parameter Parameter name: to | 'to' cannot be an empty string. | | | Email Subject: WebCenter Application | Registered | |
| WebCenterInvitationFo | rCustomer | | | | | |
| | | 2/16/2011 3:32 PM | Yes | Tworks.TWDEV00.SQL2005@temp works.com | laurak@tempworks.com | 2/16/2011 3:31 PM |
| Argyle, John | | | | Email Subject: WebCenter Invitation | | |
| Argyle, John | | | | Enter obbject. Webbenter miniation | | |

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.

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

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

Order & Assignment

Assignment Calendar

Screen Shot:

| Date | 3/17/2011 | Calendar | Type Monthly | • | | |
|---------------------|---------------------------------|-------------------------|---------------------|-------------|--------------------|--------------|
| Branch | ABC, AppleI, Boxter, BrandNe | e 👻 Custome | er Filter | | | |
| Department Filter | | Employe | e Filter | | | |
| | | | | | | |
| | f 1 🕨 🕅 🖨 🛞 🚯 | 🚓 🔲 🛍 🔍 - | 100% - | Find Next | A | |
| Assignmen | | | | | | |
| System | | | | System | n Level (Hierld 1) | |
| Assignments that st | art during the month of 3/17/20 | 11 for branches '(All B | ranches Selected)'. | | | software ••• |
| | | | March 2 | 011 | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 27 | 28 | 1 | 2 | 3 | 4 | 5 |
| | | | | | | |
| | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | | | |
| | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | ABC Kluver, Laura | | | | | |
| | Computer Cleaning | | | | | |
| | shift: (unknown) | | | | | |
| | 123 Nursing Kluver, Laura | | | | | |
| | Payroll Clerk II | | | | | |
| | shift: 1 | | | | | |

Purpose:

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

week.

- 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:

| | 3/31/2013 | | | End Date | 4/11/2013 | | | | | | | | |
|--|-------------------------------------|-----------------|---|----------------------------------|--|----------------|--|---|---------------------------|--------------------|-----------------------------|-----------------------|------------------|
| Customer Name | | | | Date Filter | Active Asg within | specified rang | je 🔻 | | | | | | |
| Department Name | | | | Branch Name | Canada 2, Canad | la Test, Cardi | • | | | | | | |
| Employee Name | | | | Order Type | A - Applicant, DH | - Direct Hire, | • | | | | | | |
| Group By | Customer Nam | e 🔻 | | Performance Co | de CE - Completed E | arly, CO - Co | • | | | | | | |
| Sort By | Employee Nam | e 🔻 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| ▲ 1 of Assignment | | ⊨ ⊗ 🏵 i |) 🗆 û | ₩. • 100% | • | | Find Next | t | to | | | nla | . ¹⁷¹ |
| ssignment | Register | | _ | | Z013 from the follow | | Ent | tity Level (Hier | 1d 2) te | emp | softw | orks vare | 5 |
| Assignment ligh Tech Staffing ssignments with Act | Register | | _ | | | | Ent | tity Level (Hier | ld 2) te OT Pay | | Softw WC Code | orks vare shift | GM % |
| Assignment ligh Tech Staffing ssignments with Act rouped by customer | Register | specified range | | | /2013 from the follow | ing branches: | Ent '(All Branches | tity Level (Hier s Selected)'. | , | | softw | vare 🐽 | • |
| Assignment ligh Tech Staffing ssignments with Act rouped by customer imployee | Register tive Asg within name | specified range | | 2013 through 4/11. | /2013 from the follow | ing branches: | Ent '(All Branches | tity Level (Hier s Selected)'. | , | | softw | vare 🐽 | • |
| Assignment ligh Tech Staffing ssignments with Act rouped by customer imployee 23 Nursing | Register tive Asg within name | specified range | from 3/31/2 Job Title | 2013 through 4/11 | /2013 from the follow Start Date | ing branches: | Ent '(All Branches Pay Rate | tity Level (Hier s Selected)'. Bill Rate | ОТ Рау | OT Bill | SOftw WC Code | vare 🐽 | GM % |
| Assignment ligh Tech Staffing .ssignments with Act rouped by customer .mployee 123 Nursing 3illings, Janet | Register | specified range | e from 3/31/2 Job Title Reg Nurse | 2013 through 4/11, s rk II | /2013 from the follow Start Date 7/31/2012 | ing branches: | Ent '(All Branches Pay Rate \$24.00 | tity Level (Hier s Selected)'. Bill Rate \$35.00 | OT Pay \$36.00 | OT Bill \$52.50 | SOftw WC Code MN 8810 | vare 🐽 | GM % 24.96% |

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

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

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

Filled Assignments

Screen Shot:

| Start Date | 1/1/20 | 000 | | | End D | ate 1 | /1/2018 | 3 | | | | | | | | |
|--|---------|-------------|----|------------------|-----------------------|---------|----------|----------------|--------|-------------------------|-----------|------------|---------------|----------|--------------|------------|
| Group By | Brand | h | | • | Brand | h C | anada | 2, Canada Tes | st, Ca | ardi 🔻 | | | | | | |
| ∢ ∢ 1 | | f 1/17 | ы | e 🛞 🚯 | | | | 100% | | • | Find | Next | | | | |
| | | | | + 🐷 🐨 | | ~ ~ | * | 100 % | _ | | i iliu j | INEXC | | | | |
| Filled As ligh Tech S ssignments r | Staffin | ' Ig | | 100 and 1/1/2018 | s, from the f | ollowin | g selec | ted branches: | '(All | Branches Select | ed)'. | Entity Lev | el (Hierld 2) | emp | software | 5 |
| Date Assigned | | Order ID | | Customer Name | Depart Name | ment | \$ | Employee ID | | imployee 🛟 lame | Job Title | \$ | Start Date 💲 | End Date | 🗧 Pay Rate 💲 | BillRate 🛟 |
| CardiffUK | | | | | | | | | | | | | | | | |
| 4/3 | /2012 | 42949715 | 54 | Vandy Enterpris | es Primary | | | 4294972266 | 1 | Adjuster, Korey | Unknown | | 4/3/2012 | | \$0.00 | \$0.00 |
| 4/4 | /2012 | 42949715 | 90 | Vandy Enterpris | es Vandy (Departn | | | 4294972266 | / | Adjuster, Korey | Unknown | | 4/4/2012 | | \$0.00 | \$0.00 |
| 5/29/ | /2012 | 42949715 | 89 | Vandy Enterpris | es Vandy Departn | | | 4294972505 | | limeclock, limeclock | Unknown | | 5/27/2012 | | \$0.00 | \$0.00 |

Purpose:

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

- 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 Id: | | | | |
|---|----------------|---|-----------------|---------------------|
| | 4365 | Address: | | |
| Customer: | Crom Equipment | 400 Main Stree | | |
| Customer Id: | 778105 | Baltimore, MD | 21202 | |
| Department: | Accounting | | | |
| Worker Comp: | Code | | | |
| Assigned: Order Type: Dress Code: | 8 Temp | Description: driver to delive staff | er food boxes t | o hungry accounting |
| 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 | |
| | 9 months | Shift: | 12 Day | |

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, Memph | iis CA, Me 👻 | Date Filter | Sta | rt Date | • | | | | | | |
| Group By | Branch | • | Order Stat | us Act | tive, Cancelled, | Cancellec 🔻 | | | | | | |
| Customer Filter | | | Departme | nt Filter | | | | | | | | |
| i 🖬 👘 M | | ▶ ▶ 4 @ | | A | 100% | - | Find Next | | | | | |
| Order Reg High Tech Stafi Orders with a Start | | 00 and 1/1/2018 g | rouped by Bran | ch, from the fol | llowing selected | branches: '(All | Entity Level (Hi Branches Selected) | | tem | | ork | (S) |
| Customer | Department | Order ID | Order Status | Start ÷ | End Date 🛊 | Rep ÷ | Job Title 💲 | Shift | ≑ Bill Rate | Pay Rate | Required | Assigned |
| BRANCH: Memp | his 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: Memp | his NE | | | | | | | | | | | |
| • | his NE Primary | 4501 | Closed | 1/1/2005 | 5/4/2006 | jschachtele | Accountant | 1 | \$15.0 | \$12.00 | 1 | 0 |
| BRANCH: Memp OH Local Tester Folger Inc | | 4501 4619 | Closed Closed | 1/1/2005 1/22/2007 | 5/4/2006 1/26/2007 | jschachtele julie | Accountant Assembler | 1 | \$15.0 \$11.7 | | 1 2 | 0 |
| OH Local Tester | Primary | | | | | | | | | \$9.00 | | |
| OH Local Tester Folger Inc | Primary Primary Primary | 4619 | Closed | 1/22/2007 | 1/26/2007 | julie | Assembler | 1 | \$11.7 | 5 \$13.28 | 2 | 0 |
| OH Local Tester Folger Inc Folger Inc | Primary Primary Primary Primary | 4619 4620 | Closed Closed | 1/22/2007 1/22/2007 | 1/26/2007 1/26/2007 | julie julie | Assembler Supervisor III | 1 | \$11.7 \$17.8 | 0 \$9.00 5 \$13.28 0 \$8.50 | 2 | 0 |
| OH Local Tester Folger Inc Folger Inc Folger Supply Co | Primary Primary Primary Primary | 4619 4620 4621 | Closed Closed Closed | 1/22/2007 1/22/2007 1/22/2007 | 1/26/2007 1/26/2007 1/31/2007 | julie julie julie | Assembler Supervisor III Data Entry Clerk | 1 1 1 | \$11.7 \$17.8 \$11.5 | 0 \$9.00 5 \$13.28 0 \$8.50 | 2 1 2 | 0 0 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.

- 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 | I of 1 | > > > < @ 4 | 1 2 🗐 (| 21 🖬 | • 100% | • | Find Next |
|-----------------------------|-----------------|-------------|-------------|-------|------------------|-------------------|----------------|
| PHONE: () - | | FAX: (651 | I) 452-0366 | | | | |
| CUSTOMER | zzTempworks | | | REPO | ORT | | |
| ADDRESS | 3140 Neil Armst | trong Blvd | | | NE # (123) | 456-7890 | |
| | Eagan, MN 5 | 5121 | | EMP | LOYEE 102, 1 | 02 | |
| Monday | DATE | START TIME | END TIM | E | REGULAR HOURS | OVERTIME HOURS | TOTAL HOURS |
| Tuesday | | | | | | | |
| Wednesday | | | | | | | |
| Thursday | | | | | | | |
| Friday | | | | | | | |
| Saturday | | | | | | | |
| Sunday | | | | | | | |
| | | v | VEEKLY HO | OURS: | | | |
| EMPLOYEE S | SIGNATURE: | | | | DATE: | | |
| SUPERVISOR | R SIGNATURE: | | | | TITLE: | | |
| Is this employ Comments: | ee to continue? | YES NO | | | | | |

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:

| Start Date 1/27 | 2010 | | | 2/10/2013 | 1 | | | |
|--|---|---------------|-----------|--------------------------|---|-----|---------------------|------------------------|
| Rep Name **All | Inactive & TW Rep | s**, A ▼ | Linked To | Employee, Custor | ner, Contact, | • | | |
| Filter Type | | | Filter | | | | | |
| Action 10-D | ay Call, 1st Intervie | w w/ (🔻 | | | | | | |
| | | | | | | | | |
| | of 1 ▶ ▶ ¢ | ۵ 🕲 😹 | i 🗋 ûi 🔍 | 100% | | | Find Next | |
| | of 1 ▶ ▶] ⇔ | ۵ 🕲 🛞 | | • 100% | | t | Children Marchaeler | al co" |
| lessages ligh Tech Staffir | | | | | rel (Hierld 2) | tem | | ks [®] |
| lessages ligh Tech Staffir | ıg | and 2/10/2013 | | Entity Lev | vel (Hierld 2) | ten | Children Marchaeler | re •••• |
| dessages ligh Tech Staffir lessages created l | 1g between: 1/27/2013 Employee | and 2/10/2013 | | Entity Lev | 100000000000000000000000000000000000000 | tem | | N DOD WALLOW |
| Jessages ligh Tech Staffir lessages created I Date | 1g between: 1/27/2013 Employee | and 2/10/2013 | | Entity Lev | 100000000000000000000000000000000000000 | ten | | N DOD WALLOW |
| Messages ligh Tech Staffir lessages created I Date Rep Name: Brand | ng between: 1/27/2013 Employee Ion Johnson | and 2/10/2013 | | Entity Lev | 100000000000000000000000000000000000000 | | | N DOD WALLOW |

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.

- 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 multivalue parameter so they can select all different types, just one specific type or any combination of different types in the list.
- 5. Filter Type: A drop down list that determines what record type the Filter parameter will filter on
- 6. Filter: A free text field that filters on the name of the selected Filter Type parameter.

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

Message Productivity

Screen Shot:

| Start Date | 1/1/2000 | End Date 1 | /1/2018 | | |
|---------------------------------------|---|-------------------------------|----------------------------|----------------------------|-----------|
| Rep Name | **All Inactive & TW Reps** | Branch Name | Canada 2, Canada Test, Car | rdi 🔻 | |
| Customer Name | | | | | |
| l≪ 1 | of 2 🕨 🔰 🐗 🛞 🗇 | 🚓 🔲 🕮 🔍 + 1009 | % | Find Next | |
| Message F | Productivity | | | | -l " |
| High Tech Staff | S Contraction of the second | Er | ntity Level (Hierld 2) | empwor | KS |
| For messages cre Branches Selected | ated between: 1/1/2000 and 1/1/2 1)'. | 2018, from the following sele | cted branches: '(All | softwa | re |
| Date | Employee | Customer | Contact | Order Id | Item Id |
| Branch Name: M | lemphis CA | | | | |
| Rep Name: Aa | aron Moline | | | | |
| Attendance | | | | 1 | |
| 9/25/2007 4:28 AI | A | | Smith, Jim | | |
| This is the 10-day | logged by amoline | | | | |
| 🛨 Message | | | | 4 | |
| | | Total Mess | ages Logged by: Aaron | Moline 5 | |
| Rep Name: M | ike Bracy | | | | |
| + 1st Interviev | v w/ client | | | 1 | |
| 🗄 Customer In | terview | | | 1 | |
| 🛨 Message | | | | 4 | |
| 🛨 Order Candi | date | | | 1 | |
| | | Total Me | ssages Logged by: Mike | e Bracy 7 | |
| | | Total Messages Loo | | | |

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.

- 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, I | Memphis Eas | • | | | | | | | |
| - - | ∢ ∢ 1 | of 1 🕨 🕴 | (+ 6 |) 🛃 🖂 | 🗌 🛍 🛃 | 100% | - | _ | Find | Next |
| Metrics | Back Offi | се | | | | | 4-0 | | | |
| System | | | | | System L | evel (Hierld | 1) τe | mp | WO softw | rks |
| | eekend bill dates lemphis NE, Mem | | | | hefollowings | elected | | | softw | are |
| Branch Nar | ne | WC TC | Manual TC | Upload TC | DD Checks | Live Checks | Total Checks | Total Inv | Printed Inv | Email Invoices |
| Memphis C | 4 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 |
| Memphis Ea | ist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Memphis N | E | 0 | 11 | 0 | 0 | 8 | 8 | 9 | 8 | 1 |
| | | 0 | 12 | 0 | 0 | 9 | 9 | 9 | 8 | 1 |
| Totals | | | | | | | | | | |

Purpose:

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

- 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 Da | ate 1/1/201 | .8 | | | | | | | | |
|---|-----------------|---------------------------------|---------------------------------|-------------------------------|--------------------------------|------------------------------------|------------------------------------|--------------------------------|--|---|----------------------------------|---------------------------------|-------------------------------|-------------------------|
| Branch | Eval SE, Mem | phis CA, M | lem 🔻 | | | | | | | | | | | |
| - 1 | ⊴ ⊲ 1 | of 1 🕨 | - N + | 3 🛃 | a 🗆 🗤 | ₩ • 10 | 10% · | | Find | Next | | | | |
| | Front Of | fice | | | | | | | | | 4 | | | |
| | | | | | | | | | | | те | mn | WO | rks |
| System | | | | | | | | | System | Level (Hierle | d 1) | קייי | | 1.3 |
| or activity b | between 1/1/200 | 0 and 1/1/20 | 018, from the | following s | selected bran | ches: 'Memp | his SE, Memphi | is NE, Eval S | | | d 1) s | ΠP | WO softwa | re |
| For activity b East'. | | 0 and 1/1/20 EE Proc | 018, from the # Hired | following s # Not Hired | selected bran # Web App | ches:'Memp # New Cust | his SE, Memphi # New Ord | is NE, Eval S # Lost Ord | | | d 1) s #Asmt Comp | # Client Hire | softwa # Unfav End | # Submit |
| For activity b East'. Branch Nam | ne | EE | | #Not | # Web | # New | | # Lost | E, Memphis (# Canc | CA, Memphi # New | #Asmt | # Client | # Unfav | |
| For activity b East'. Branch Nam Memphis SE | ne E | EE Proc | # Hired | # Not Hired | # Web App | # New Cust | # New Ord | # Lost Ord | E, Memphis (# Canc Ord | CA, Memphi # New Asmt | # Asmt Comp | # Client Hire | # Unfav End | # Submit |
| For activity b East'. Branch Nam Memphis SE Memphis NE | ne E | EE Proc 7209 | # Hired | # Not Hired 0 | # Web App 64 | # New Cust 879 | # New Ord 3115 | # Lost Ord | E, Memphis (# Canc Ord 0 | CA, Memphi # New Asmt 8567 | # Asmt Comp 913 | # Client Hire 0 | # Unfav End 0 | # Submit |
| For activity b East'. Branch Nam Memphis SE Memphis NE Eval SE | ne E | EE Proc 7209 710 | # Hired 7096 541 | # Not Hired 0 0 | # Web App 64 481 | # New Cust 879 32 | # New Ord 3115 61 | # Lost Ord 0 | E, Memphis (# Canc Ord 0 0 | CA, Memphi. # New Asmt 8567 58 | # Asmt Comp 913 13 | # Client Hire 0 0 | # Unfav End 0 0 | # Submit |
| System For activity b East'. Branch Nam Memphis SE Memphis NE Eval SE Memphis CA Memphis Ea | ne E E | EE Proc 7209 710 75 | # Hired 7096 541 60 | # Not Hired 0 0 0 | # Web App 64 481 2 | # New Cust 879 32 60 | # New Ord 3115 61 87 | # Lost Ord 0 0 | E, Memphis (# Canc Ord 0 0 0 | CA, Memphi # New Asmt 8567 58 11 | # Asmt Comp 913 13 4 | # Client Hire 0 0 0 | # Unfav End 0 0 0 | # Submit 5 2 0 |

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.

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

Order Fill Ratio

Screen Shot:

| Start Date | 2/28/2011 | | | End Date: | 3/28/2011 | | | |
|--|----------------|--------------------------|---------------------------------|-----------------|---|----------|----------|----------------|
| Group By: | Branch 🔻 | | | Branch | ABC, AppleI, Boxter, BrandN 💌 | | | |
| Limit by customerID | (Null) | | • | Sales Team | Default, _test_, dwood, New 🔻 | | | |
| i 🖬 🔁 M 🔺 🗆 | 1 of 1 🕨 🕅 🕯 | • 0 2 3 a | 100% | • | Find Next | | | |
| Order Fill Rat System Order fill ratio for order | | n 2/28/2011 and 3/28/201 | 1, from the following | g selected bran | System Level (Hierld 1) iches: '(All Branches Selected). | ten | | orks" |
| Group Header | | Customer ID | Customer Nam | - | Department | Required | Assigned | Avg Fill Ratio |
| aroup neuder | | | | | | | | nug nin name |
| Memphis NE | | | | | | • | | |
| - | | 779459 | The Maids | | Primary | 1 | 1 | 100.00 % |
| - | | 779459 | The Maids | | Primary | | | - |
| Memphis NE ■ | | 779459 779703 | The Maids Bilingual Staffing | g Solutions | Primary Primary | | | - |

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.

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

Order Interview Turnover Ratio

Screen Shot:

| Start Date | 1/1/2000 | Ш Е | End Date | 1/1/2011 | | | | |
|---------------|----------------------------|------------------|------------------|---|------------------------|--|--|---|
| Group By | Customer - | E | Branch | ABC, AppleI, Boxter, BrandN 👻 | | | | |
| Customer Name | | S | Show | Show Orders With Candidates Only | • | | | |
| 🖬 👘 I 🖬 🔹 | 2 of 15 🕨 🔰 | + 🖸 🛃 | 80 | 🔲 🛃 • 100% 🔹 | Find Ne | ext | | |
| Order Inter | view Turnover Ra | atio | | | | t | | |
| System | | | | | System Level (I | Hierld 1) Ter | npwo | orks 🖁 |
| | | aken (created) I | between 1/ | 1/2000 and 1/1/2011, from the following | selected branches: '(A | | soft | ware •••• % |
| | | | | | | | | |
| Customer | Department Name | Order Id | Job T | itle Date Order Taken | # of Candidates | # of Interviews | # Placed | # Released |
| Customer | Department Name | Order Id | Job Ti | itle Date Order Taken | # of Candidates | # of Interviews Interview / Cand | # Placed Placed / Cand | |
| | Department Name | Order Id | Job Ti | itle Date Order Taken | # of Candidates | | | |
| ABC | Department Name Primary | 5268 | Job Ti Forkli | | # of Candidates | | | Released / Placed |
| ABC ABC | | | | | # of Candidates | Interview / Cand | Placed / Cand | # Released Released / Placed 0 0.00% |
| ABC ABC | | | | | # of Candidates | Interview / Cand | Placed / Cand | Released / Placed 0 |
| ABC ABC | Primary | 5268 | Forkli | ft 4/3/2008 | 1 | Interview / Cand 0 0.00% | Placed / Cand 2 200.00% | Released / Placed 0 0.00% 0 |
| ABC | Primary | 5268 | Forkli | ft 4/3/2008 | 1 | Interview / Cand 0 0.00% 0 | Placed / Cand 2 200.00% 1 | Released / Placed |
| ABC ABC | Primary | 5268 | Forkli | ft 4/3/2008 1/23/2008 | 1 | Interview / Cand 0 0.00% 0 0.00% | Placed / Cand 2 200.00% 1 25.00% | Released / Placed 0 0.00% 0 0.00% |

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.

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

Order Time To Fill Ratio

Screen Shot:

| Start Date | 1/1/2000 | | End Date | 1/1/2018 | | | | View Rep |
|-----------------|-----------------|-------------|--------------------|----------------------------|-------------------|--|---------------------------|-------------------------|
| Group By | Job Title 🔻 | | Branch | ABC, AppleI, Boxter, Br | andN 👻 | | | <u> </u> |
| Customer Name | | | Show Filled | Show Filled Only | • | | | |
| E - 1 | 1 of 8 🕨 🔰 | e 🖸 🛃 | 1 / 2 🖬 🖬 | I00% | - | Find Next | | |
| System | To Fill Ratio | n (created) | between 1/1/2000 : | and 1/1/2018, from the fol | lowing selected b | System Level (Hierld 1) ranches: '(All Branches | tempwor | °ks ™ re |
| Customer | Department Name | Order Id | Job Title | Date Order Taken | Fill Date | First Assign Date | Last Contact with | h Customer |
| | | | | | Time To Fill | Time to First Assign | Time to fill From Last Co | ontact with Customer |
| 12 hour Nurse | | | | | | | | |
| zzTest | Primary | 5117 | 12 hour Nurse | 1/31/2008 | 8/18/2010 | 8/18/2010 | | 10/3/2008 |
| | | | | | 930.00 Days | 930 Days | -246 | Days |
| | | | 12 | hour Nurse Averages: | 930.00 Days | 930.00 Days | (246.00) | Days |
| Access Operator | | | | | | | | |
| ABC | Primary | 4274 | Access Operato | or 12/28/2005 | 5/4/2009 | 12/28/2005 | | 8/10/2009 |
| | | | | | 1,223. Days 00 | 0 Days | -1321 | Days |
| 777 | Primary | 5278 | Access Operato | or 1/29/2006 | 10/20/2010 | 10/19/2010 | | 8/14/2009 |
| | | | | | 1,725. Days 00 | 1724 Days | -1293 | Days |
| | | | Acce | ss Operator Averages: | 1,474. Days 00 | 862.00 Days | (1,307.00) | Days |
| Account Analyst | | | | | | | | |

Purpose:

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

- 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:

| Start Date | 1/1/2000 | | End Date | 1/1/2018 | | |
|--|--|----------|-----------------------|-------------------------|--|---|
| Group By | Customer 👻 | | Branch | ABC, AppleI, Boxter, Br | andN 🔻 | |
| Customer Name | | | Show Hired | Show Hired Only | • | |
| | 4 39 of 49 ▶ ▶ | + 0 | 1 / a 🔲 🔉 | ⊳ • 100% | - | Find Next |
| Order Time | To Hire Ratio | | | | | |
| System | | | Syst | em Level (Hierld 1) | empw | |
| | e data for orders that were tak selected branches: "(All Bran | | | 00 and 1/1/2018, | sof | tware |
| Customer | Department Name | Order Id | Job Title | Date Order Taken | Date Offer Accepted | Date Candidate Starts |
| | | | | | Time To Hire | Time To Start Work |
| | | | | | | |
| Rosefire Imports | | | | | | |
| Rosefire Imports Rosefire Imports | Primary | 4126 | C# | 4/29/2005 | 4/30/2005 | 7/17/2005 |
| | Primary | 4126 | C# | 4/29/2005 | 4/30/2005 1.00 Days | |
| Rosefire Imports | Primary Warehouse | 4126 | C# Account Rep. II | | | 79 Days |
| Rosefire Imports | • | | | | 1.00 Days | 79 Days 1/17/2006 |
| Rosefire Imports Rosefire Imports Rosefire Imports Rosefire Imports | • | | | | 1.00 Days 10/19/2005 | 79 Days 1/17/2006 260 Days |
| Rosefire Imports | Warehouse | 4129 | Account Rep. II | 5/2/2005 | 1.00 Days 10/19/2005 170.00 Days | 79 Days 1/17/2006 260 Days 7/31/2006 |

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.

- 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, M | emphis CA, Me 🔻 | Group By Type | Order Type | • | |
| - T | ⊲ ⊲ 1 | of 1 ▶ ▶ ♦ | 022 | 100% | • | Find Next |
| Order T | vpe - Jo | b Title Metrics | 1 | | | |
| High Tech S | | | | Entity Level (Hierld 2 | temp | works |
| Metric info be Selected)'. | tween 1/1/2000 | 0 and 1/1/2018, from the | following branches:" | All Branches | | software |
| Order Type | | | Coun | t of Assignments | Total Assignments | Count of Assignments/Total Assignments |
| Assignment | s 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 Metric | s Wee | kend Bills: 01/01/00 - 0 | 1/01/18 | | | |
| DH | | | | \$193,282.00 | \$232,072.16 | 83.28% |
| TE | | | | \$38,790.16 | \$232,072.16 | 16.71% |
| | | | To | tals: \$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.

- 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 1/1/20 Branch ABC, A | 000 AppleI, Boxter, BrandNe | | e 1/1/2018 | | | | |
|------------------------------------|---|-------------|------------------|---------------------|--------------------|-------------|---------------|
| 🛯 🖣 1 of | f 3 🕨 🎽 🖷 🛞 | ت 🗈 🖨 🕲 | ⊳. 100% | s 💌 | F | ind Next | |
| Rep Produc System | tivity | | Syst | em Level (Hierld 1) | tem | PWO | orks" |
| | signments, orders, interv I/2000 through 1/1/2018, | | | | | Softw | are 🚥 |
| 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 | | | |
| Lasey | | 4 | 1 | | | | |
| davidk | | 4 | | | | | |
| | | 2 | 275 | | | | |
| davidk | | | 275 1 | | | | |
| davidk dbo | | | | | | | |
| davidk dbo demo | 517 | 2 | | 52 | | | |

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
 - 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
 - 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.

- 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 | e | 1/1/2000 | | End Date | 4/1/2 | 011 | | | | | | | | | | |
|---|---|---|--|---------------------------------|-----------------------------------|----------------------------------|-----------------------------------|---------------------|---------------------|---|------------------------------------|-------------------------------------|------------------------------|---------------------------------|--|-------------------|
| Branch | | ABC, AppleI, Boxte | er, BrandNei 🔻 | Date Filter | Weel | end Bill | • | | | | | | | | | |
| Assignme | ent Sales Tea | ^m Default, _test_, dw | vood, New 1 🔻 | Group By | (no g | rouping) | | • | | | | | | | | |
| Payroll Co | osts Filter | Gross, LBonding, C | ontractor C 🔻 | Flat Burden | % | | | | | | | | | | | |
| ∢ ∢ 1 | . of 3 | ▶ ▶ ♦ ⊛ 🤅 |) 🖨 🔳 💷 🔍 | 100% | | • | | Find | Next | | | | | | | |
| Scored | card | | | | | | | | | | | | | | | |
| System For transact | | n Weekend Bill 1/1/200 | 10 and 4/1/2011, group | ed by (no gro | uping), fro | om the folk | owing selec | cted bran | Syste iches: '(A | m Level (Il Branch | Hierld 1) es | tem | PW sof | O twar | ks [®] | |
| System For transact Selected)'. | | n Weekend Bill 1/1/200 Customer Name | 0 and 4/1/2011, group Emp Name | eed by (no gro Bill Rate | uping), fro Pay Rate | om the follo Total Hours | owing selec Total Un Units | | icnes: (A | m Level (Il Branch Salary Pay | Hierld 1) es Salary Bill | tem Total Sales | Total GP | twar | ASG Sales Team | ASG Rep |
| System For transact Selected)'. W/E Date | tions betwee | Customer Name | | | Pay | Total | Total Un | | icnes: (A | Salary | Salary | | | | ASG Sales | ASG Rep |
| System For transact Selected)'. W/E Date (no groupi | W/E Bill | Customer Name | | | Pay | Total | Total Un | | icnes: (A | Salary | Salary | | | | ASG Sales | ASG Rep greggd |
| System For transact Selected)'. W/E Date (no groupi 1/23/2011 | W/E Bill | Customer Name puping) 123 Nursing | Emp Name | Bill Rate | Pay Rate | Total Hours | Total Un Units | nit Pay l | Jnit Bill | Salary Pay | salary Bill | Total Sales | Total GP | GP % | ASG Sales Team | |
| System For transact Selected)'. W/E Date (no groupi 1/23/2011 1/23/2011 | W/E Bill W/E Bill ing): (no gro 1/23/2011 | Customer Name puping) 123 Nursing 123 Nursing | Emp Name Fredericks, Sam | Bill Rate | Pay Rate | Total Hours 10.00 | Total Un Units | nit Pay L \$0.00 | Jnit Bill \$0.00 | Salary Pay \$0.00 | Salary Bill \$0.00 | Total Sales \$120.00 | Total GP \$5.47 | GP % | ASG Sales Team Regional | greggd |
| Selected)'. W/E Date | tions betwee W/E Bill ing): (no gro 1/23/2011 1/23/2011 | Customer Name buping) 123 Nursing 123 Nursing 123 Nursing | Emp Name Fredericks, Sam Joe, Banden | Sill Rate \$12.00 \$12.00 | Pay Rate \$10.00 \$10.00 | Total Hours 10.00 10.00 | Total Un Units 0.00 0.00 | \$0.00 \$0.00 | S0.00 | Salary Pay \$0.00 \$0.00 | Salary Bill \$0.00 \$0.00 | Total Sales \$120.00 \$120.00 | Total GP \$5.47 \$5.47 | GP % 4.56% 4.56% 0.00% | ASG Sales Team Regional Regional | greggo greggo |

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.

- 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 C | Cancelled, CXw 🔻 | Branch | Canada 2, Canada Test, | Cardi 🔻 | | | |
| Group By | Customer | • | Customer Name | | | | | |
| 🛛 🗐 🔰 of | 2 🕨 🌬 🐗 | 🛞 🕲 🌧 🔲 I | 100% | | Find Next | | | |
| Turnover De High Tech Staffing Assignments that hav | l | ween 1/2/2013 and 4/ | 25/2013. | | Entity L | evel (Hierld 2) | | orks" |
| Employee Name | Asg ID | Customer | Departmen | t Job Title | Start Dat | e End Date | Term Code | Asg Status |
| ABC: 778163 | | 2010 | | | | | | |
| Alaska, Joe | 430126180 3 | ABC | Primary | Forklift | 2/11/2008 | 2/28/2013 | N | Complete |
| Alaska, Joe | 430126180 1 | ABC | Primary | Forklift | 2/11/2008 | 3/1/2013 | N | Complete |
| Alaska, Joe | 430126180 2 | ABC | Primary | Forklift | 2/11/2008 | 3/1/2013 | Ν | Complete |
| Alaska, Joe | 430126180 4 | ABC | Primary | Forklift | 2/11/2008 | 3/1/2013 | Ν | Complete |
| Alaska, Joe | 430126180 5 | ABC | Primary | Forklift | 2/11/2008 | 3/5/2013 | Ν | Complete |
| Alaska, Joe | 430126180 0 | ABC | Primary | Forklift | 2/11/2008 | 3/6/2013 | Ν | Complete |
| Alaska, Joe | 430125156 4 | ABC | Accounting | Forklift | 4/30/2012 | 3/6/2013 | Y | Unsatisfactory Labor |
| Alaska, Joe | 430126180 7 | ABC | Primary | Forklift | 3/1/2013 | 3/6/2013 | Ν | Complete |
| Alaska, Joe | 430126180 6 | ABC | Primary | Forklift | 3/2/2013 | 3/6/2013 | Ν | Complete |
| Alaska, Joe | 430126180 9 | ABC | Accounting | SQL Develope | er 4/1/2013 | 4/1/2013 | Ν | Complete |
| | | | | AB | C: 778163 Placement | s: 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.

- 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:

| Web Center / System | L ▶ ▶ . ← ⊗ | stem Level (Hierld 1) | | |
|--|--|-----------------------|--|--|
| 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% |
| 1200 - 1000 - 800 - 600 - 400 - 200 - | | | Num Applied Num Still Appli Num Active Num De Activa Num Rejected Num Activity O Num Activity O Num Interviewe Num Went To O Num Assigned | icant ited In ed Candidate |
| 0 | | | Num Paid | |
| • | Applicants Created by Online Applicatio | - | | |

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.

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

Sales & Invoicing

AR Statement Summary

Screen Shot:

| End Date | 1/1/2018 | Customer ID | | |
|--|--|---|---|--|
| Include Zero Balance Inv | voices No | Customer Name | |] |
| Sort By | Invoice Number 🔻 | | | |
| | ▶ ▶ ♦ ⊗ ۞ ♣ 🔲 🕰 | 🔍 • 100% 👱 | Find New | ct. |
| High Tech Staffing | | | Statement Date: | 1/1/2018 |
| Staffing Company R USA 11236 | Remit 569 Staffing Street AnyTov | wn, Your A | Account Number: | 778658 |
| | 64 | atement | | |
| | 31 | atement | | |
| Mr Tuna 123 Nursing 123 st Eagan, MN | 55121 | INVOICE TERMS: Pa | ayment Past Due 20 nvoice Date: |) Days After |
| 123 Nursing 123 st | | INVOICE TERMS: Pa | | Days After \$2,048.19 |
| 123 Nursing 123 st Eagan, MN | | INVOICE TERMS: Pa | nvoice Date: | - |
| 123 Nursing 123 st Eagan, MN Invoice Date | 55121 | INVOICE TERMS: Pa II | nvoice Date: Total Due: | \$2,048.19 |
| 123 Nursing 123 st Eagan, MN Invoice Date 9/17/2011 | 55121 Invoice Number | INVOICE TERMS: Pa II Invoice Amount | nvoice Date: Total Due: Amount Paid | \$2,048.19 Balance Due |
| 123 Nursing 123 st | 55121 Invoice Number 1235 | INVOICE TERMS: Pa In Invoice Amount \$0.00 | Total Due: Amount Paid \$15.00 | \$2,048.19 Balance Due (\$15.00) |
| 123 Nursing 123 st Eagan, MN Invoice Date 9/17/2011 11/1/2011 | 55121 Invoice Number 1235 43254 | INVOICE TERMS: Pa In Invoice Amount \$0.00 \$1,120.00 | Total Due: Amount Paid \$15.00 | \$2,048.19 Balance Due (\$15.00) \$1,120.00 |

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.

- 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:

| StartDate | 11/17/2010 | | EndDate | 2/14/2011 | | |
|---|---|--|---|---|---------------------------------|------------------------|
| Group By | (no grouping) 👻 | | Date Filter | Weekend Bill | - | |
| Rep Field Filter | Timecard - Service Rep | p 👻 | Rep | | | |
| Commission Formula | Gross Profit 🔹 | | Commission % | 0 | | |
| Payroll Costs Filter | Gross, LBonding, Cont | tracto 👻 | Flat Burden % | 0 | | |
| Branch | CardiffUK, Memphis C | CA, Mt 👻 | | | | |
| Commission b High Tech Staffing Activity for Weekend Bill | of 2 | | Entity Level (H | inorra L) | mpw | Find Next |
| Commission b High Tech Staffing Activity for Weekend Bill Timecard - Service Rep: selected branches: '(All E | y Rep between 11/17/2010 and Commission is calculate granches Selected). | 2/14/2011 grouped | Entity Level (H | ierld 2) tei | Gross + | |
| Commission b High Tech Staffing Activity for Weekend Bill Timecard - Service Rep: selected branches: '(All E | between 11/17/2010 and Commission is calculate Granches Selected). Weekend Bill | 2/14/2011 grouped ed off of (Gross Pro | Entity Level (H by (no grouping)for fit*0%) From the fo | lierId 2) tel | so | ftware |
| Commission b High Tech Staffing Activity for Weekend Bill Timecard - Service Rep: selected branches: '(All Employee Name | between 11/17/2010 and Commission is calculate Granches Selected). Weekend Bill | 2/14/2011 grouped ed off of (Gross Pro Payroll Cost 🛟 | Entity Level (H by (no grouping)for fit*0%) From the fo Total Bill \$ | lierld 2) Collowing Gross Profit | Gross Profit % | Commission : |
| Commission b High Tech Staffing Activity for Weekend Bill Timecard - Service Rep: selected branches: '(All Employee Name | between 11/17/2010 and Commission is calculate Granches Selected). Weekend ÷ F Bill ÷ F Rep: aaron | 2/14/2011 grouped ed off of (Gross Pro Payroll Cost ÷ \$1,113.05 | Entity Level (H by (no grouping)for fit*0%) From the fo Total Bill ÷ \$1,175.85 | lierld 2) tel Mowing Gross Profit ÷ \$62.80 | Gross Profit % ÷ 5.34 % | Commission : \$0.00 |
| Commission b High Tech Staffing Activity for Weekend Bill Timecard - ServiceRep: selected branches: '(All Employee Name Timecard - Service (no grouping) | between 11/17/2010 and Commission is calculate anches Selected). Weekend Bill ÷ F Rep: aaron ng): (no grouping) | 2/14/2011 grouped ed off of (Gross Proi Payroll Cost \$1,113.05 \$1,113.05 | Entity Level (H by (no grouping)for fit*0%) From the fo Total Bill \$1,175.85 \$1,175.85 | Gross Profit ÷ \$62.80 \$62.80 | Gross + Profit % + 5.34 % | Commission : \$0.00 |

Purpose:

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

- 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))

- 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:

| Start Date | 1/7/2011 | | End Date | 2/14/2011 | | |
|--|--|--|---|--|--|--|
| Group By | (no grouping) | - | Date Filter | Weekend Bill | - | |
| Sales Team Field Filter | Timecard - Sales Te | am 🔻 | Sales Team | | | |
| Commission Formula | Gross Profit | • | Commission % | 0 | | |
| Payroll Costs Filter | Gross, LBonding, Co | ontracto 👻 | Flat Burden % | 0 | | |
| Branch | CardiffUK, Memphi | is CA, Mt 👻 | | | | |
| ित्ति नि । 🛛 🚽 1 | of 1 🕨 🔤 | * 🗿 🖻 🖂 🛛 | | | | Find Next |
| Commission b High Tech Staffing Activity for Weekend Bill Sales Team: Commiss branches: '(All Branches | between 1/7/2011 and : ion is calculated offof ((selected). | n 2/14/2011 grouped by Gross Profit*0%). Fro | Entity Level (F (no grouping) for om the following se | Hierld 2) Timecard Hected | so | ftware |
| Commission b High Tech Staffing Activity for Weekend Bill Sales Team: Commiss branches: '(All Branches | by Sales Tean | n 2/14/2011 grouped by | Entity Level (H | Hierld 2) Timecard | Gross ÷ | 7 . |
| Commission b High Tech Staffing Activity for Weekend Bill Sales Team: . Commiss branches: '(All Branches | between 1/7/2011 and 2 on is calculated offor (Selected): Weekend Bill \$ | n 2/14/2011 grouped by Gross Profit*0%). Fro | Entity Level (F (no grouping) for om the following se | Hierld 2) Timecard Hected | Gross | Commission : |
| Commission b High Tech Staffing Activity for Weekend Bill Sales Team: Commiss Franches: '(All Branches Employee Name | between 1/7/2011 and 2 on is calculated offor (Selected): Weekend Bill \$ | n 2/14/2011 grouped by Gross Profit * 0%). Fro Payroll Cost ÷ | Entity Level (H (no grouping) for om the following se Total Bill 🗧 | terid 2) Timecard lected Gross Profit | Gross ÷ Profit % | Commission : \$0.00 |
| Commission b High Tech Staffing Activity for Weekend Bill Sales Team: Commiss Franches: '(All Branches Employee Name Timecard - Sales T (no group) | between 1/7/2011 and 2 ion is calculated offor (Selected): Weekend Bill ÷ eam: Default | n 2/14/2011 grouped by Gross Profit * 0%). Fro Payroll Cost ÷ \$1,479.66 | Entity Level (H r (no grouping) for om the following se Total Bill ÷ \$2,853.49 | Hierld 2) Timecard Hected Gross Profit ÷ \$1,373.83 | Gross + Profit % + 48.15 % | Commission ÷ |
| Commission b High Tech Staffing Activity for Weekend Bill Sales Team: Commissi branches: '(All Branches Employee Name Timecard - Sales T (no groupi Avery Marcelle | between 1/7/2011 and 2 ion is calculated off of (0 selected): Weekend Bill ¢ eam: Default ng): (no grouping) | n 2/14/2011 grouped by Gross Profit * 0%). Fro Payroll Cost ÷ \$1,479.66 \$1,479.66 | Entity Level (H r (no grouping) for om the following se Total Bill ÷ \$2,853.49 \$2,853.49 | Gross ÷ S1,373.83 \$1,373.83 | Gross Profit % 48.15 % 48.15 % | ftware |
| Commission b High Tech Staffing Activity for Weekend Bill Sales Team: Commiss branches: '(All Branches Employee Name | between 1/7/2011 and 2 ion is calculated offor (Selected): Weekend Bill ÷ eam: Default ng): (no grouping) 1/9/2011 | n 2/14/2011 grouped by Gross Profit * 0%). Fro Payroll Cost ÷ \$1,479.66 \$1,479.66 \$337.89 | Entity Level (H r (no grouping) for om the following se Total Bill ÷ \$2,853.49 \$2,853.49 \$450.00 | Gross * S1,373.83 \$1,373.83 \$1,373.83 \$1,373.83 \$1,373.83 \$112.11 | Gross Profit % 48.15 % 48.15 % 24.91 % | Commission : \$0.00 \$0.00 \$0.00 |

Purpose:

This report allows you to calculate commission for your sales teams. It is designed to allow you dynamically choose what costs go into making up your payroll costs and to determine if you want the commission calculated 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))

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

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

Direct Hire Billing Fees

Screen Shot:

| Start Date 1/1/2000 Branch Canada 2, C Show All Rep Filter | Canada Test, Card | Date Filter Date Created Date Created Sepand All Detail No | | |
|--|-------------------|---|-------------------|--------------------------|
| 🛛 🚽 1 of 1 |) + ® | ③ ♣ □ □ ↓ ↓ 100% Find Next | | |
| Direct Hire Billin ligh Tech Staffing irect Hire billing fees that | • | Entity Level (Hier ed between 1/1/2000 and 1/1/2018, from the following branches: '(All Branches Selected)'. | | software ••• |
| mp Name | | 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 Amou | nt | |
| | 7/15/2009 | 8/11/2009 | \$1.00 | |
| | 7/16/2009 | 8/11/2009 | \$6,250.00 | |
| | 8/11/2009 | 8/11/2009 | \$5,000.00 | |
| | | Appleseed, John Asg ID - 6819 Tot | als: \$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 |
| E Cole, David Andrew | 6761 | Midwest Wireless - Primary | \$0.00 | \$0.00 |
| Eurrin, 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 Tota | als: \$192,991.99 | |

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.

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

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

Invoice Aging

Screen Shot:

| Period End Date | 1/21/2013 | | 🛄 Date | Filter Invoice I | Date 🔻 | | | | | | | |
|---|--|---------------------------------|--------------------------------|---------------------------|-------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------------|--------------|-------|
| Branch | Canada 2, Can | ada Test, Cardi | Grou | p By Branch | • | | | | | | | |
| Sort By | Invoice Date | • | Show | w Invoices | by Merged Invoi | ce 🔻 | | | | | | |
| Customer Filter | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| ∮ ¶ 1 c | of 6 🕨 🕅 🛛 | 🔶 🛞 🌘 | 🖨 🔲 🔎 🗟 | • 100% | - | Fi | nd Next | | | | | |
| Invoice Agi | ng | | | | | | | | tom | | - rel co | |
| Invoice Agin High Tech Staffin AR Aging based on | ng | e as of 1/21/2013 | 3, from the follow | wing selected bra | anches: '(All Brar | nches Selected) | Entity | r Level (Hierld 2) | tem | | orks" | , |
| High Tech Staffin AR Aging based on | ng the Invoice Date | | 3, from the follov Amount | wing selected bra Paid | anches: '(All Brar ‡ | nches Selected)' 0-30 🛟 | Entity 31-60 ‡ | 61-90 🛟 | tem | | credit Limit | DSO 🛟 |
| High Tech Staffin | the Invoice Date | | | - | | | | | | | | |
| High Tech Staffin AR Aging based on Customer Name Branch: Memphis | the Invoice Date | | | - | | | | | | | | |
| High Tech Staffin AR Aging based on Customer Name Branch: Memphis Accruals Inc. | the Invoice Date Invoice Date s NE | Invoice # | Amount | Paid | | 0-30 ‡ | 31-60 🛟 | 61-90 🛟 | 90+ ‡ | Balance | | DSO 🛟 |
| High Tech Staffin AR Aging based on C ustomer Name Branch: Memphis Accruals Inc. Boston Tire Co | the Invoice Date Invoice Date s NE 10/31/2011 | Invoice # 5553720 | Amount \$600.00 | Paid \$0.00 | | 0-30 ‡ \$0.00 | 31-60 \$ | 61-90 ¢ | 90+ ‡ \$600.00 | Balance \$600.00 | | DSO 🛟 |
| High Tech Staffin AR Aging based on Customer Name | ng the Invoice Date Invoice Date s NE 10/31/2011 11/23/2011 | Invoice # 5553720 5553813 | Amount \$600.00 \$498.03 | Paid \$0.00 \$0.00 | | 0-30 \$ \$0.00 \$0.00 | 31-60 ‡ \$0.00 \$0.00 | 61-90 🛟 \$0.00 \$0.00 | 90+ \$600.00 \$498.03 | Balance \$600.00 \$498.03 | | DSO 🛟 |

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.

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

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

Invoice Aging Summary

Screen Shot:

| Pd End Date | 1/21/2013 | 🛄 Date | e Filter Invoice D | ate 🔻 | | | | | | |
|--|---|--|-------------------------|---|---|---|--|--|---|---------|
| Branch | Canada 2, Canada Test, Cardi | - Sum | mary By Branch | • | | | | | | |
| Show | Invoices by Merged Invoice | Cust | tomer Name | | <u>.</u> | | | | | |
| Credit Analyst | | | | | | | | | | |
| | | | | | | | | | | |
| ∢ ∢ 1 | of 1 🕨 🕅 🛊 🛞 🚱 | 🌧 🔲 🛍 | ₩,• 100% | • | Find I | | | | | |
| | ging Summary | | | | | | - T 4 | חחחב | MOrks | |
| High Tech Sta AR Aging based | iffing on the Invoice Date as of 1/21/2 | 013, from the fol | llowing selected branch | es: '(All Branci | nes Selected)'. | Entity Level | (Hierld 2) | mp | software | |
| 0 | 0 | 013, from the fol Paid | llowing selected branch | | nes Selected)'. 31-60 61-90 | Entity Level | (Hierld 2) Balance | Credit Limit | Software ••• | Analyst |
| AR Aging based Branch | on the Invoice Date as of 1/21/2 | | - | 0-30 | | | | | | |
| AR Aging based Branch Memphis NE | on the Invoice Date as of 1/21/2 Amount | Paid | : | 0-30 0.00 \$2,3 | 31-60 61-90 | 90+ | Balance | Credit Limit | Credit - Balance | |
| AR Aging based Branch Memphis NE Memphis NW | on the Invoice Date as of 1/21/2 Amount \$28,477.11 | Paid \$4,586.63 | - | 0-30 0.00 \$2,3 | 31-60 61-90 79.20 \$12,102.50 44.10 \$553.74 | 90+ \$9,408.78 | Balance \$23,890.48 | Credit Limit \$0.00 | Credit - Balance (\$23,890.48) | |
| AR Aging based | on the Invoice Date as of 1/21/2 Amount \$28,477.11 \$10,162.04 | Paid \$4,586.63 \$1,563.00 | | 0-30 50.00 \$2,3 50.00 \$3,9 50.00 \$26,5 50.00 \$26,5 | 31-60 61-90 79.20 \$12,102.50 44.10 \$553.74 | 90+ \$9,408.78 \$4,101.20 | Balance \$23,890.48 \$8,599.04 | Credit Limit \$0.00 \$0.00 | Credit - Balance (\$23,890.48) (\$8,599.04) | |
| AR Aging based Branch Memphis NE Memphis NW Memphis SE | on the Invoice Date as of 1/21/2 Amount \$28,477.11 \$10,162.04 \$656,293.87 \$9,345.62 | Paid \$4,586.63 \$1,563.00 \$36,201.65 | | 0-30 50.00 \$2,3 50.00 \$3,9 50.00 \$26,5 50.00 \$26,5 | 31-60 61-90 79.20 \$12,102.50 44.10 \$553.74 39.37 \$153,343.59 58.50 \$0.00 | 90+ \$9,408.78 \$4,101.20 \$440,209.26 | Balance \$23,890.48 \$8,599.04 \$620,092.22 | Credit Limit \$0.00 \$0.00 \$338,002.00 | Credit - Balance (\$23,890.48) (\$8,599.04) (\$282,090.22) | |
| AR Aging based Branch Memphis NE Memphis NW Memphis SE Memphis SW | on the Invoice Date as of 1/21/2 Amount \$28,477.11 \$10,162.04 \$656,293.87 \$9,345.62 | Paid \$4,586.63 \$1,563.00 \$36,201.65 \$350.00 \$42,701.28 | | 0-30 50.00 \$2,3 50.00 \$3,9 50.00 \$26,5 50.00 \$6,5 50.00 \$39,4 | 31-60 61-90 79.20 \$12,102.50 44.10 \$553.74 39.37 \$153,343.59 58.50 \$0.00 | 90+ \$9,408.78 \$4,101.20 \$440,209.26 \$2,437.12 | Balance \$23,890.48 \$8,599.04 \$620,092.22 \$8,995.62 | Credit Limit \$0.00 \$0.00 \$338,002.00 \$0.00 | Credit - Balance (\$23,890.48) (\$8,599.04) (\$282,090.22) (\$8,995.62) | |
| AR Aging based Branch Memphis NE Memphis NW Memphis SE Memphis SW Report Totals: | on the Invoice Date as of 1/21/2 Amount \$28,477.11 \$10,162.04 \$656,293.87 \$9,345.62 \$704,278.64 | Paid \$4,586.63 \$1,563.00 \$36,201.65 \$350.00 \$42,701.28 tal Balance: | 0 | 0-30 50.00 \$2,3 50.00 \$3,9 50.00 \$26,5 50.00 \$6,5 50.00 \$39,4 00 % 5 | 31-60 61-90 79.20 \$12,102.50 44.10 \$553.74 39.37 \$153,343.59 58.50 \$0.00 21.17 \$165,999.83 .96 % 25.09 % | 90+ \$9,408.78 \$4,101.20 \$440,209.26 \$2,437.12 \$456,156.36 | Balance \$23,890.48 \$8,599.04 \$620,092.22 \$8,995.62 | Credit Limit \$0.00 \$0.00 \$338,002.00 \$0.00 | Credit - Balance (\$23,890.48) (\$8,599.04) (\$282,090.22) (\$8,995.62) | |

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.

- 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:

| Start Date | 1/1/2000 | | End Date 1/ | 1/2018 | | Ì | | | |
|--|---|---|---------------------------|----------------------------|--|---------------------------------------|-------------------------------------|-------------------------|--------------------------------------|
| Branch | ABC, AppleI, Box | ter, BrandNer 🔻 | Date Filter | eekendbill Dat | e 🔻 | | | | |
| Customer F | | | Delivery Status A | | | • | | | |
| | | | | | | | | | |
| | of 1 🕨 🕅 | 🔶 🛞 🌚 🕌 🖡 |] 🔍 🔍 - 📔 100% | - | | Find Next | | | |
| System | Delivery | 018 by Weekendbill D | ate, from the following s | elected branc | hes: '(All Branche | | stem Level (Hierld 1) | tempy | vorks [®] |
| | | | | | | | | | |
| Invident | Invoice Number | Customer | Custo | mer ID | Amount I | nvoice Date | Weekend Bill | Delivery Ready | Delivered |
| | Invoice Number Tech Staffing | Customer | Custo | mer ID | Amount I | nvoice Date | Weekend Bill | Delivery Ready | Delivered |
| | Tech Staffing | Customer | Custo | mer ID | Amount I | nvoice Date | Weekend Bill | Delivery Ready | Delivered |
| Einc: 0 High Branch: Mer | Tech Staffing | Customer | Custo | mer ID | Amount I | nvoice Date | Weekend Bill | Delivery Ready | Delivered |
| Einc: 0 High Branch: Mer Customer: : | Tech Staffing mphis NE | Customer zzTestJason | Custo | mer ID 779754 | Amount \$200,812.50 | 12/29/2010 | Weekend Bill | Delivery Ready | |
| Einc: 0 High Branch: Mer Customer: 2 5497 | Tech Staffing mphis NE zzTestJason | | Custo | | | | | | False |
| Einc: 0 High Branch: Mer Customer: 2 5497 5502 | Tech Staffing mphis NE zzTestJason 43143 | zzTestJason | Custo | 779754 | \$200,812.50 | 12/29/2010 | 11/7/2010 | False | Delivered False False False |
| Einc: 0 High Branch: Mer Customer: 2 5497 5502 5519 | Tech Staffing mphis NE zzTestJason 43143 43148 | zzTestJason zzTestJason | Custo | 779754 779754 | \$200,812.50 \$7,458.76 | 12/29/2010 12/29/2010 | 11/7/2010 11/7/2010 | False False | False False |
| Einc: 0 High Branch: Mer | Tech Staffing mphis NE zzTestJason 43143 43148 43156 | zzTestJason zzTestJason zzTestJason | Custo | 779754 779754 779754 | \$200,812.50 \$7,458.76 \$172.13 | 12/29/2010 12/29/2010 1/18/2011 | 11/7/2010 11/7/2010 1/16/2011 | False False False | False False 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.

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

Invoice Delivery Method

Screen Shot:

| Start Date 1/1/ | 2000 | End Dat | e 1/1/2018 | | | |
|-------------------|---------------------------------|---|-------------------|------------------|-------|-----------------------------------|
| Group By Bran | nch 👻 | Date Fill | er Weekend Bill | • | | |
| Email/Print All I | nvoices 🔻 | | <u></u> | | | |
| 4 4 1 · | of 2 🕨 🎽 🐗 🛞 | (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) | ↓ • 100% | • | | Find Next |
| Invoice De | liver Method | | | | to | mpworks [®] |
| System | | | System | Level (Hierld 1) | Le | software |
| nvoices processed | d between Weekend Bill 1 | /1/2000 and 1/1/2018 | | | | soltware |
| Invoice Number | Customer | We | ekend Bill | Print | Email | Email Address |
| Branch: Labor Ha | all 101 | | | | | |
| 43193 | aldi inc | 81 | /23/2011 | 1 | 0 | |
| 43184 | Best Buy | 10 | /23/2011 | 0 | 1 | |
| 43185 | Dees Diner | 1 | /23/2011 | 1 | 1 | |
| 43194 | Global Technologies, Inc | : 1 | /23/2011 | 1 | 0 | |
| | | Branch: Labor Hall | 101 Totals: | 3 | 2 | |
| | | | | | | |
| Branch: Memphi | s NE | | | | | |
| Branch: Memphi | s NE Thompson Industries Inc | រុ ខា | /23/2011 | 1 | 0 | tjohnson01@thompsonindustries.com |

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.

- 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 | E E | nd Date 1 | 1/1/2018 | |
|--|---|--|--|--|-----------------------------------|
| Branch | ABC, AppleI, Boxter, Bran | ndNer 👻 🛛 | ate Filter | Weekend Bill | • |
| Sent Filter | All Invoices | - 0 | ustomer Filter | | |
| Invoice NumberFilter | | | | | |
| | | | | | |
| 🛛 🖣 1 of 1 | ▶ N + ⊗ 😳 i | 🚓 🔲 🛍 🔫 | 100% | - | Find Next |
| nvoice Email | Log | | | | |
| System | 0 | | | τ. | empworks |
| Jy Storn | | | System Let | vel (Hierld 1) | |
| nvoices between Week | end Bill 1/1/2000 and 1/1/20 | | voices for custor | ners setup | software ••• |
| nvoices between Week o have emailed invoices | , from the following selected | d branches: '(All E | voices for custor ranches Selecte | mers setup d)'. | software ••• |
| nvoices between Week | | | voices for custor | ners setup | Email Sent To 🗧 |
| nvoices between Week o have emailed invoices Customer Name | , from the following selected | d branches: '(All E Invoice 🔶 | voices for custor ranches Selecter Invoice | mers setup d)'. Weekend ≎ Bill | software ••• |
| nvoices between Week o have emailed invoices Customer Name 123 Nursing | from the following selected Department Name | d branches: "(All E Invoice ‡ Number | voices for custor ranches Selecter Invoice Amount | mers setup d)'. Weekend ÷ Bill 0 1/23/2011 | ■ software ●●● Email Sent To ÷ |
| nvoices between Week o have emailed invoices | from the following selected Department Name CC: | d branches: '(All E Invoice Number 5553655 | voices for custor ranches Selecter Invoice ¢ Amount \$120.00 | mers setup d)'. Weekend ÷ Bill) 1/23/2011) 1/23/2011 | Email Sent To ÷ |
| nvoices between Week o have emailed invoices Customer Name 123 Nursing 123 Nursing | from the following selected Department Name CC: | d branches: '(All E Invoice Number 5553655 5553656 | voices for custor ranches Selecter Invoice Amount \$120.00 \$120.00 | Weekend * 0 1/23/2011 0 1/23/2011 0 1/23/2011 0 1/23/2011 | Email Sent To ÷ |
| nvoices between Week o have emailed invoices Customer Name 123 Nursing 123 Nursing ABC ABC | from the following selected Department Name CC: | d branches: '(All E Invoice Number 5553655 5553656 43187 | voices for custor ranches Selecter Invoice ÷ Amount \$120.00 \$120.00 \$50.00 | mers setup d)'. Weekend ÷ Bill 1/23/2011 1/23/2011 1/23/2011 1/23/2011 | Email Sent To ÷ |
| vivoices between Week o have emailed invoices Customer Name 123 Nursing 123 Nursing ABC ABC Anderson Consulting | to from the following selected Toppartment Name CC: CC: CC: | d branches: '(All E Invoice Number 5553655 5553656 43187 5553653 | voices for custor ranches Selecter Invoice ÷ Amount \$120.00 \$120.00 \$50.00 \$50.00 | mers setup dy. Weekend ÷ 1/23/2011 1/23/2011 1/23/2011 1/23/2011 1/23/2011 | Email Sent To ÷ |
| nvoices between Week o have emailed invoices Customer Name 123 Nursing 123 Nursing ABC ABC Anderson Consulting Anderson Consulting | trian the following selected Teppartment Name CC: CC: Primary Sup: | d branches: '(All E Invoice Number 5553655 5553656 43187 5553653 43171 | voices for custor ranches Selecter Invoice ÷ Amount \$120.00 \$120.00 \$50.00 \$50.00 \$784.00 | Weekend * With the second secon | Email Sent To ÷ |
| nvoices between Week o have emailed invoices Customer Name 123 Nursing 123 Nursing ABC | trian the following selected Teppartment Name CC: CC: Primary Sup: Primary Sup: | d branches: '(All E Invoice Number 5553655 5553656 43187 5553653 43171 43177 | voices for custor ranches Selecte Invoice ÷ Amount ÷ \$120.00 \$120.00 \$50.00 \$50.00 \$50.00 \$784.00 \$784.00 | mers setup d): Weekend ÷ Bill 1/23/2011 1/23/2011 1/23/2011 1/23/2011 1/23/2011 1/23/2011 1/23/2011 1/23/2011 | Email Sent To ÷ |

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.

- 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:

| Start Date | 1/1/2000 | End Date 1/ | 1/2018 | | | | | View Report |
|--|--|--|---|--|-------------------------|--|--|--|
| Branch | Canada 2, Canada Test, Cardi 🔻 | Date Filter Pa | yment Date | • | | | | |
| Group By | Invoice Number 🔻 | Reason (n | one), Bank Fees, | CashInAdv 🔻 | | | | |
| Action | | | | | | | | |
| | CreateInvoice, Payment 🔹 | 111 | voices by Merged | Invoice 🔻 | | | | |
| Customer Name | | Invoice Number | | | | | | |
| 4 1 | of 18 🕨 🎽 🗧 🛞 🚱 🖨 | 🔲 🔍 🔍 - 100% | - | Find | Next | | l | |
| nvoice Pay | yments | | | | | to 100 | | ہما دہ" |
| ligh Tech Staffi | ng | | | | Entity Level (Hierld 2) | ten | ID MO | rks |
| | bosted between Payment Date 1/1/2000 |) through 1/1/2018 groupe | d by Invoice Numb | per, from the following se | lected branches: '(All | | software | are |
| ranches Selected | I)'. | | | | | | | |
| | | | | | | | | |
| Payment Date | Customer | Cust# | Inv # | Invoice Amount | Check # | Reason | Action | Paymen |
| Memphis NE | | Cust# | Inv # | Invoice Amount | Check # | Reason | Action | Paymer |
| Memphis NE | Customer on Industries Inc | Cust # | Inv # | Invoice Amount | Check # | Reason | Action | Paymen |
| Memphis NE 40113 - Thompso | | Cust# 779438 | Inv # 40113 | Invoice Amount \$198.00 | Check # | Reason (none) | Action Payment | |
| Memphis NE 40113 - Thompso 5/11/2011 | on Industries Inc | | | | Check # | | | \$150.0 |
| Memphis NE 40113 - Thompso 5/11/2011 7/26/2011 | o n Industries Inc Thompson Industries Inc | 779438 | 40113 | \$198.00 | Check # | (none) | Payment | \$150.0 \$24.0 |
| Memphis NE 40113 - Thompso 5/11/2011 7/26/2011 7/26/2011 | o n Industries Inc Thompson Industries Inc Thompson Industries Inc | 779438 779438 | 40113 40113 | \$198.00 \$198.00 | Check # | (none) (none) | Payment Payment | \$150.0 \$24.0 \$2.0 |
| Memphis NE 40113 - Thompso 5/11/2011 7/26/2011 7/26/2011 7/26/2011 | on Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc | 779438 779438 779438 | 40113 40113 40113 | \$198.00 \$198.00 \$198.00 | Check # | (none) (none) (none) | Payment Payment Payment | \$150.0 \$24.0 \$2.0 \$12.0 |
| Memphis NE 10113 - Thompso 1/11/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 | on Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc | 779438 779438 779438 779438 779438 | 40113 40113 40113 40113 | \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 | Check # | (none) (none) (none) (none) | Payment Payment Payment Payment | \$150.0 \$24.0 \$2.0 \$12.0 \$2.0 |
| Memphis NE 10113 - Thompso 1/11/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 | on Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc | 779438 779438 779438 779438 779438 779438 | 40113 40113 40113 40113 40113 | \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 | Check # | (none) (none) (none) (none) (none) | Payment Payment Payment Payment Payment | \$150.0 \$24.0 \$12.0 \$12.0 \$2.0 \$2.0 |
| Memphis NE 10113 - Thompso 5/11/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 | on Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc Thompson Industries Inc | 779438 779438 779438 779438 779438 779438 779438 | 40113 40113 40113 40113 40113 40113 | \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 | Check # | (none) (none) (none) (none) (none) (none) | Payment Payment Payment Payment Payment Payment | \$150.0 \$24.0 \$2.0 \$12.0 \$2.0 \$2.0 \$2.0 |
| Memphis NE 10113 - Thompso 5/11/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 1/26/2011 3/5/2011 | on Industries Inc Thompson Industries Inc | 779438 779438 779438 779438 779438 779438 779438 779438 | 40113 40113 40113 40113 40113 40113 40113 | \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 | Check # | (none) (none) (none) (none) (none) (none) (none) | Payment Payment Payment Payment Payment Payment | \$150.0 \$24.0 \$12.0 \$12.0 \$2.0 \$2.0 \$2.0 \$2.0 |
| Memphis NE 10113 - Thompso 5/11/2011 7/26/2011 7/26/2011 7/26/2011 7/26/2011 7/26/2011 8/5/2011 8/5/2011 | on Industries Inc Thompson Industries Inc | 779438 779438 779438 779438 779438 779438 779438 779438 779438 | 40113 40113 40113 40113 40113 40113 40113 40113 | \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 | Check # | (none) (none) (none) (none) (none) (none) (none) (none) | Payment Payment Payment Payment Payment Payment Payment | \$150.0 \$24.0 \$2.0 \$12.0 \$2.0 \$2.0 \$2.0 \$2.0 \$2.0 \$4.0 |
| Memphis NE | on Industries Inc Thompson Industries Inc | 779438 779438 779438 779438 779438 779438 779438 779438 779438 779438 | 40113 40113 40113 40113 40113 40113 40113 40113 40113 | \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 \$198.00 | Check # | (none) (none) (none) (none) (none) (none) (none) (none) | Payment Payment Payment Payment Payment Payment Payment Payment | Paymen \$150.00 \$24.00 \$12.00 \$12.00 \$2.000 \$2.000 \$2.000 \$2.000 \$2.000\$\$2.000 |

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.

- 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:

| Start Date 1 | 1/1/2000 | End Date | 1/1/2018 | | | | | | |
|--|--|---|--|---|---|--------------------------------|---------------------------------|----------------------------|--------------------------|
| Branch A | ABC, AppleI, Boxter, BrandNe | Date Filter | Weekendbill Date | • | | | | | |
| Customer Filter | | Group By | Branch | • | | | | | |
| | | | | | | | | | |
| 🛛 🖣 1 🔹 of | f 1 🕨 🕅 🐗 🛞 🚯 🕯 | 🍦 🔲 🔎 🔍 - 📔 | 100% | | Find Next | | | | |
| nvoice Reg | | | | | System Leve | | emp | vor | ′ks [∞] |
| nvoice Reg _{System} | | | | | System Leve s Selected)'. Amount | I (Hierld 1) te Paid | Balance | NOP softwar Past Due | |
| nvoice Reg System Activity from 1/1/200 | Jister 10 through 1/1/2018 by Weekend Customer | Ibill Date, from the folio | wing selected bran | ches: '(All Branche | s Selected)". | | | | ks ^{DSO} |
| nvoice Reg System Activity from 1/1/200 Invoice Number | Jister 10 through 1/1/2018 by Weekend Customer | Ibill Date, from the folio | wing selected bran | ches: '(All Branche | s Selected)". | | | | |
| nvoice Reg System Activity from 1/1/200 Invoice Number E Branch: Labor | jister 10 through 1/1/2018 by Weekend Customer Hall 101 | Ibill Date, from the follo Customer ID | wing selected bran weekendbill | ches: '(All Branche Due Date | Amount | Paid | Balance | | DSO |
| nvoice Reg System Activity from 1/1/200 Invoice Number Branch: Labor 43193 | jister 10 through 1/1/2018 by Weekend Customer Hall 101 aldi inc | Ibill Date, from the follo Customer ID 4294969323 | wing selected bran weekendbill 5/6/2011 | ches: '(All Branche Due Date 5/26/2011 | Amount \$150.00 | Paid \$0.00 | Balance \$150.00 | Past Due | DSO 5 days |
| nvoice Reg System Activity from 1/1/200 Invoice Number I Branch: Labor 43193 43184 | Jister 10 through 1/1/2018 by Weekend Customer Hall 101 aldi inc Best Buy | Ibill Date, from the folio Customer ID 4294969323 780280 | wing selected bran weekendbill 5/6/2011 4/22/2011 | ches: '(All Branche Due Date 5/26/2011 5/12/2011 | \$ Selected). Amount \$150.00 \$114.00 | Paid \$0.00 \$0.00 | Balance \$150.00 \$114.00 | Past Due 7 days | DSO 5 days 19 days |

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.

- 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 AB | C, AppleI, Boxter, | BrandN 👻 | Date Filter P(| Date Created | • | | | | |
| Active PO's Act | tive Only | • | Group By Br | anch | | | | | |
| 🖬 👘 M | | ▶ H ¢ ③ | 2 4 🔳 🛙 | 100% | • | Find Next | : | | |
| System | | | n 1/1/2000 and 1/1 | 1/2018, grouped by E | Branch, from the following | System Level (H selected branche | liona i) | Pwork | (S [°] |
| 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: Memphi | s NE BranchID: | 1608 | | | | | | | |
| 1232333 | \$100,000.00 | 6/3/2005 | | \$3,761.14 | \$75,000.00 | | Abbot Hospital | Primary | Na |
| 1234567 | \$1,000,000.00 | 1/20/2005 | 12/30/2005 | | \$750,000.00 | 12/20/2005 | Abbot Hospital | Primary | Na |
| 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 |
| 87162494432454 65 | \$500.00 | 9/28/2006 | 9/9/2007 | \$1,176.00 | \$375.00 | 8/30/2007 | Abbot Hospital | Primary | Na |
| 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 |
| 898504587642 | \$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.

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

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

PO Number Transaction Detail

Screen Shot:

| Start Date | 1/1/2000 | End Date | 1/1/2018 | | | |
|---|--|---|---|---|--|---|
| Branch | ABC, AppleI, Boxter, Brand | N 👻 Date Filte | er Weekend Bill | • | | |
| Active PO's | Active Only 🔹 | Group By | Branch | • | | |
| PONumber Filter | | | · · · · · · · · · · · · · · · · · · · | | | |
| n 🔁 🖓 1 🛛 🖓 | 1 of 2 🎽 🔰 🗸 | • • • • • | 100% | 5 5 | Find Nex | t |
| PO Numbe | r Transaction Det | ail | | | la se | |
| - | | | System Level (Hierld 1 | , tem | npwork | <s s<="" td=""></s> |
| System | | | | | software | |
| | mbers with a Weekend Bill betw blowing selected branches: '(A | | 018, grouped by | | solella | |
| Active Only PO Nu | | | 018, grouped by Department Name | Date | THours | Total Bill |
| Active Only PO Nu Branch., from the fo Emp Name | bllowing selected branches; "(A | All Branches Selected). | 130.14 50 | Date | THours | Total Bill |
| Active Only PO Nu Branch., from the fo | SE BranchID: 1604 | All Branches Selected). | 130.14 50 | Date | THours Amount Used: | Total Bill |
| Active Only PO Nu Branch., from the fo Emp Name Branch: Memphis | SE BranchID: 1604 | All Branches Selected). Customer Name | Department Name | Date 1/2/2011 | | |
| Active Only PO Nu Branch., from the fo Emp Name Branch: Memphis PO Number: Staff | SE BranchID: 1604 | All Branches Selected): Customer Name PO Value: Crom Equipment | Department Name | 1/2/2011 | Amount Used: | Total Bill \$980.00 \$980.00 |
| Active Only PO Nui Branch., from the fo Emp Name Branch: Memphis PO Number: Staff Hinkl, Matthew L | SE BranchID: 1604 | All Branches Selectedy. Customer Name PO Value: Crom Equipment St | Department Name 5000.0000 Accounting aff3579534 Transactio | 1/2/2011 onal Totals: | Amount Used: 40.00 40.00 | \$980.00 \$980.00 |
| Active Only PO Nui Branch., from the fo Emp Name Branch: Memphis PO Number: Staff Hinkl, Matthew L | SE BranchID: 1604 3579534 tional Total does not match t | All Branches Selectedy. Customer Name PO Value: Crom Equipment St | Department Name 5000.0000 Accounting aff3579534 Transactio | 1/2/2011 onal Totals: | Amount Used: 40.00 40.00 | \$980.00 \$980.00 |
| Active Only PO Nui Branch., from the fo Emp Name Branch: Memphis PO Number: Staff Hinkl, Matthew L The Tansac | SE BranchID: 1604 3579534 tional Total does not match t | All Branches Selectedy. Customer Name PO Value: Crom Equipment St the Amount Used. This | Department Name 5000.0000 Accounting aff3579534 Transaction means that the Amou | 1/2/2011 onal Totals: | Amount Used: 40.00 40.00 being updated. Please C | \$980.00 \$980.00 Contact Support. |
| Active Only PO Nui Branch., from the fo Emp Name Branch: Memphis PO Number: Staff Hinkl, Matthew L The Tansac PO Number: 3456 | SE BranchID: 1604 3579534 tional Total does not match t | All Branches Selectedy. Customer Name PO Value: Crom Equipment St the Amount Used. This PO Value: | Department Name 5000.0000 Accounting aff3579534 Transaction means that the Amon 1000.0000 | 1/2/2011 onal Totals: unt Used is not | Amount Used: 40.00 40.00 being updated. Please C Amount Used: | \$980.00 \$980.00 Contact Support. \$33,757.61 |
| Active Only PO Nui Branch., from the fo Emp Name Branch: Memphis PO Number: Staff Hinkl, Matthew L The Tansac PO Number: 3456 Hary, Smith | SE BranchID: 1604 3579534 tional Total does not match t | All Branches Selectedy. Customer Name PO Value: Crom Equipment St Ste Amount Used. This PO Value: American Banks | Department Name 5000.0000 Accounting aff3579534 Transaction means that the Amou 1000.0000 Finance | 1/2/2011 onal Totals: unt Used is not 1/2/2011 | Amount Used: 40.00 40.00 being updated. Please C Amount Used: 40.00 | \$980.00 \$980.00 Contact Support. \$33,757.61 \$448.45 |

Purpose:

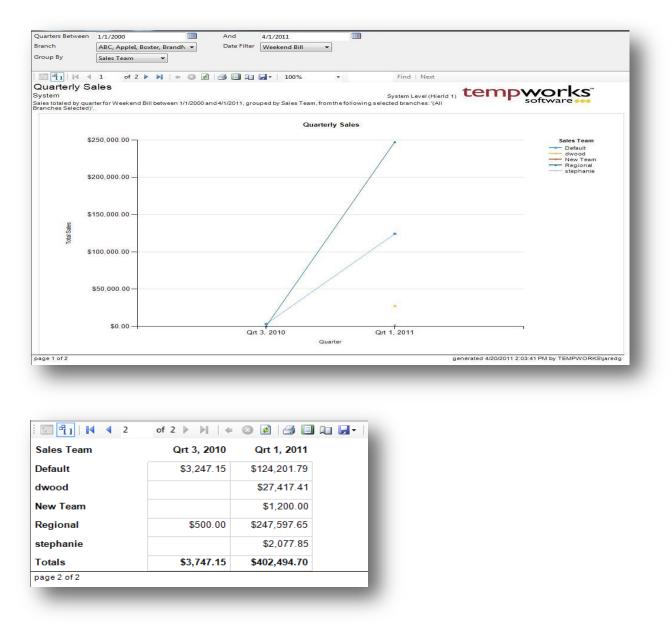
This report shows you all of the transactions processed that were linked to a PO. It is a great report to make sure that the amount used on PO matches the amount of the transactions processed for it. A message will show up when the transactional total does not match the amount used on the PO record itself.

- 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:



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.

- 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 | Bran | Canada | a 2, Canada Te | st, Cardi 🔻 | | | | | | | | |
|---|-------|-------------|----------------|-------------|------------|---|-----------------|---------------|---------|-------|-----------|-------|
| Group By Branch 💌 | | | | | | | | | | | | |
| ≪ |) 🏟 🔲 | 11 M | 100% | • | | Find Ne | xt | | | | | |
| Sales Analysis Four Week High Tech Staffing Sales for weekend bills between 5/30/2012 and | | | | | Branches S | Selected)'. | Entity Level (F | Hierld 2) | em | PW | ork | S |
| Customer | | 6/3/2012 | | | 5/27/2012 | 1 C C C C C C C C C C C C C C C C C C C | | 5/20/2012 | | | 5/13/2012 | 2 |
| | 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).

- 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:

| Image: off 2 Image: off 2 Sales Analysis Four Week High Tech Staffing | | | | - | | Find N | ext | | | | | |
|---|-----------------|-----------------|-----------------|----------------|-----------|---|-----------------|-----------|------------|--------|-----------|--------|
| Sales for weekend bills between 5/30/2012 and | | | | ranches: '(All | Branches | elected)' | Entity Level (H | lierld 2) | em | | ork | 5 |
| Customer | 3 3/2/2012, 110 | 6/3/2012 | ning selected b | | 5/27/2012 | 1 A A A A A A A A A A A A A A A A A A A | | 5/20/2012 | | 1 | 5/13/2012 | |
| | Sales | Prior Yr | Diff | Sales | Prior Yr | | Sales | Prior Yr | - | Sales | Prior Yr | |
| | L | | L | | | | | 1 | 1 | | | |
| Branch: Memphis CA | 1 | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| | \$0.00 | \$127.40 | (\$127.40) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$0.00 | \$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 | \$18,705.0 0 | (\$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 | \$20.572.4 | (\$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.

- 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:

| Pipeline Sta | atus Filter test | , Establish Contact, I | nfor 🔻 | Acct Manager Filter | **All Inactive & TW I | Reps**, A 🔻 |] | | | |
|--|--|--|--|---------------------|------------------------------|-----------------------|-------------------------|---------------------|-----------------------|--|
| Sales Team | Filter _tes | it_, _test_2, _test_3, D | efau 🔻 | | | | , | | | |
| igh Tech S | information for | customers with the fo | | meters: | | | Entity Level (Hierld | 2) te i | mp | works" software ••• |
| ranch(es): (ales Team(s | All Branches Se): (All SalesTea | elected) | | | | | | | | |
| ales Team(s | All Branches Se): (All SalesTea ager(s): (All Ac | elected) ms Selected) | ted) | How Heard Of | Prog % Sales Team | Last Cont | Pipeline Status | Est Value | Est Val Per | Last Message |
| ranch(es): (ales Team(s account Man Acct Mgr | All Branches Se): (All SalesTea ager(s): (All Ac | elected) ms Selected) count Managers Selec | ted) | How Heard Of | Prog % Sales Team 0 dwood | Last Cont 7/7/2014 | Pipeline Status test | Est Value \$1036 | Est Val Per Weekly | Last Message Resumes Vern Heuer Tempworks Software Engineer vern@tempworks.com |
| ranch(es): (ales Team(s .ccount Man Acct Mgr yreggd | All Branches Se): (All SalesTea ager(s): (All Ac CustomerID | elected) ms Selected) count Managers Selec Customer Name | tted) First Cont | How Heard Of | 2 | | • | | | Resumes Vern Heuer Tempworks Software Engineer |
| iranch(es): (ales Team(s account Man | All Branches Se): (All SalesTea ager(s): (All Ac CustomerID 10268 | elected) ms Selected) count Managers Selec Customer Name Tamarack Holdings | ted) First Cont 10/1/2007 9/12/2007 | How Heard Of | 0 dwood | 7/7/2014 | test | \$1036 | Weekly | Resumes Vern Heuer Tempworks Software Engineer vern@tempworks.com |
| ranch(es): (ales Team(s account Man Acct Mgr greggd | All Branches Se): (All SalesTea ager(s): (All Ac CustomerID 10268 778658 | elected) ms Selected) count Managers Selec Customer Name Tamarack Holdings 123 Nursing DC Comics | ted) First Cont 10/1/2007 9/12/2007 | | 0 dwood 61 Regional | 2/3/2014 | test | \$1036 \$100000 | Weekly Yearly | Resumes Vern Heuer Tempworks Software Engineer vern@tempworks.com |

Purpose:

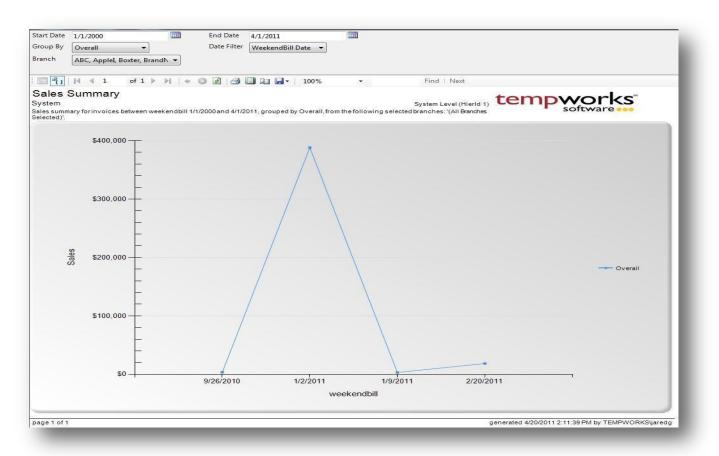
This report shows a list of customers and current information related to the Sales Pipeline features in Enterprise. The Sales Pipeline is a way to track prospects by keeping track of contact, and estimating their progress toward a sale and the estimated value of the contract.

- 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.

- 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, Boxt | ter, BrandN 👻 G | roup By Branch | • | | | |
|--|-----------------------------|--------------------|----------------------|----------------|--------------------------|--------------|
| 📰 📲 I | of 1 ▶ ▶ ⇐ 《 | 3 🖬 🎒 🗐 🛛 | 🔲 🛃 - 🕴 1009 | % - | Fir | nd Next |
| Short Pay Invoic | es | | | t op | | |
| System | | s | System Level (Hie | | npwc | Drks |
| Short paid invoices grouped Selected)'. | d by Branch, from the follo | wing selected bran | ches: '(All Branches | | soft | ware |
| 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.

- 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 1/1/20 | 000 | End Date 1/1/2018 | | | |
|-------------------|--|--------------------------|------------------|----------------|---------------------------|
| Branch ABC, A | AppleI, Boxter, BrandNe 👻 | Top By Type Gross Profit | | - | |
| | | | | | |
| 4 4 4 | | | | | |
| | f 1 🕨 🕅 🖨 🛞 🍪 🕯 | 🗦 🔲 🔍 🔍 - 100% | - | Find Next | |
| Fop 25 Cus | tomers | | tor | | rle |
| System | | System | Level (Hierld 1) | npwo | |
| | or weekend bill dates 1/1/2000 th d branches: '(All Branches Sele | | s Profit, from | 301044 | are |
| Customer Id | Customer | Branch Name | Sales | Total GP | |
| 778105 | Crom Equipment | Memphis SE | \$4.029.91 | \$3,579,37 | Top By Type \$3,579.37 |
| 10623 | Crom Equipment | Memphis SE | \$4,025.51 | \$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) |
| 300000001 | 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) |

Purpose:

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

- 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 |
|--------|-------|
| JULEEN | SHOL. |

| C Report Viewe | er - Yearly Si | ales | | | | | | | | | | _ | | × |
|---------------------|----------------|----------------|-----------|-----------|------------|----------|--------------|-----------------------|----------------|-----------------------|-------------|------------|--------------------------|------|
| Year | 2022 | ! | | Custor | ner ID | | | | | | | | View Re | port |
| Customer Name | | | | Primar | y Group By | Branch | ~ | | | | | | | |
| Secondary Group | p By Cust | tomer | ~ | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 4 4 1 o | of 6 🕨 🕨 | + 🛞 🤹 | | ü 🔍 - 🛛 1 | 00% | - | Find | d Next | | | | | | |
| Yearly Sales | s | | | | | | | | | - B - | | | | ^ |
| High Tech Staffin | | | | | | | | Entity Le | vel (Hierld 2) | 🍫 te | empw | orks | | |
| Sales from timecard | | | | | | | | | | P | | | | |
| 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 | Tota | al |
| Branch: Canada W | | 10,4005044 | | | | | | | | | | | | - 11 |
| Customer: Co | | • | | 600.00 | eo oo | C0.00 | 60.00 | 60.00 | 60.00 | 50.00 | 60.00 | 60.00 | e00.0 | _ |
| 2022 | \$0.00 | \$0.00 | \$0.00 | \$90.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 Customer: C | \$0.00 | \$0.00 ID: 4295012 | \$0.00 | \$0.00 | \$90.0 \$90.0 | |
| Customer: Ja | aguar Shini | oing ID: 4295 | 036346 | | | | | customer. c | otton canuy | 10. 4235012 | 004 10(a)s. | | 350.0 | - |
| 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 | \$2,892.0 | 0 |
| | | | | | | | | ustomer: Jaqu | | ID: 4295036 | | 42,002.00 | \$2,892.0 | _ |
| Customer: Jo | ordan's Co | ID: 42950132 | 67 | | | | | | | | | | | - |
| 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 | \$270.0 | 0 |
| | | | | | | | | Customer: | Jordan's Co | ID: 4295013 | 267 Totals: | | \$270.0 | 0 |
| Customer: K8 | &B Transpo | ortation ID: 4 | 295011200 | | | | | | | | | | | - |
| 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 | \$0.0 | 0 |
| | | | | | | | Custo | omer: K&B Tra | nsportation | ID: 4295011 | 200 Totals: | | \$0.0 | 0 |
| Customer: RF | R Donnelle | / ID: 4295036 | 549 | | | | | | | | | | | _ |
| 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 | \$1,096.8 | |
| | | | | | | | | Customer: R | R Donnelley | ID: 4295036 | 549 Totals: | | \$1,096.8 | 8 |
| Customer: W | | - | | | | | | | | | | | | _ |
| 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 | \$31,625.0 | _ |
| | | | | | | | Cu | stomer: West | | ID: 4295036 | | | \$31,625.0 \$35,973.8 | - 11 |
| | | | | | | | | | branc | ini Canada W | ork rotals: | | \$30,913.0 | ~ |

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.

- 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:

| Start Date 1/1/2000 | | End Date 1/1/20 | 18 | | | | | | |
|--|-----------|--------------------|-----------------|--------------|----------------|-------------------|---------------|------------------|---------------|
| Group By Task Type | • | Date Filter Create | ed Date 🔻 | | | | | | |
| ≪ 1 of 1 ▶ ▶ | 🗧 🛞 🚱 🖨 | i 🔲 🔎 🔍 - 1 | .00% 💌 | | Find Next | | | | |
| Task Register System Task between Created Date 1/1/2 | | | _ | | System | ı Level (Hierld 1 | , tem | Pwor | ks" |
| Task Type | Priority | Category | Assigned To Rep | Date Created | Created By Rep | Complete | Complete Date | Completed By Rep | Reminder Date |
| Task Type: Personal Task Personal Task | Normal | | System Task | 2/15/2011 | | No | | | |
| Subject: AC Test | Norman | Description: | oyatom ruak | 2/13/2011 | | 110 | | | |
| Personal Task | Normal | | System Task | 3/17/2011 | | Yes | | | |
| Subject: follow up | | Description: | | | | | | | |
| Personal Task Subject: follow up too | Normal | Description: | System Task | 3/17/2011 | | Yes | | | |
| Personal Task | Normal | | System Task | 2/3/2011 | | Yes | | | |
| | | Description: | | | | | | | |
| Subject: This is a test | | | | | | | | | |
| Subject: This is a test Personal Task | Normal | | System Task | 2/3/2011 | | No | | | |

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.

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

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

Tax Administration

DOL Head Count

Screen Shot:

| end Dates Between 1/ | 1/2000 | | And 1/1/2018 | | |
|--|---------------|---------|---------------------------|------------------------|-----------------------|
| ⁶⁷ [] € € 1 o | of 1 ▶ ▶ ← | 0 2 4 1 | 100% | * | Find Next |
| L Head Count | | | | toman | |
| Tech Staffing | | | Entity Level (Hierld 2) | temp | works oftware |
| s a count of employees tha time card for a weekend da | | | 1/1/2000 and 1/1/2018 and | i S | software •••• |
| Month | Yea | r Cour | nt Employees | Wages | Hours |
| 0 High Tech Staffing | | E | inc: 0 Totals: | \$1,400.00 | 75.00 |
| | 201 | 1 | 1 | \$450.00 | 30.00 |
| January | | | | | |
| February | 201 | 1 | 1 | \$950.00 | 45.00 |
| | 201 | 10 | 1 Report Totals: | \$950.00 \$1,400.00 | 45.00 75.00 |

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.

- 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:

| 🛯 🖣 4 of 99 🖡 | 🕨 🌬 🗢 🛞 🚱 🖨 🔲 | 100% | Find Next | |
|---|----------------------|--------------------------|--------------------------|-------------|
| System | etup Verification Li | System Level (Hierld 1) | tempwo | rks |
| State Name | State ID | Suta ID | Suta Rate | Limit |
| Employer Info | | Employer Address | | |
| 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 | |
| Armed Forces - Americ Alberta Armed Forces - Europe | | | | |
| Alaska | | | 5.40 % | \$35,800.00 |
| Alabama | | | 2 70 % | |
| | | | 2.70 % | \$8,000.00 |
| Armed Forces - Pacific | 18 | | | |
| 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:

| Star | t Date 1/1/2011 | | En En | d Dat | e 3/1/2011 | | | | | |
|-----------------------|--------------------------------|----------------------|--------------------------|----------------|-----------------|--------------|---------|--------------------|----------|--------------------------|
| | loyer High Tech Staffir | ng L: | | | | | | | | |
| | | - | | | | | | | | |
| 14 | 4 1 of 1 ▶ | H I | e 🛞 🕲 🚔 🗉 | | ₩ • 100% | | - | Find | Next | |
| | deral 941 | | | | | | | | | |
| | Tech Staffing | | | | Enti | ty Level (Hi | erid 2) | temp | \sim | orks |
| | fo for checks between o | heck | date 1/1/2011 and 3/1/2 | 2011 | | | , | | sof | tware 🚥 |
| | EIN: 021212212 | | | | | | | | Year | 2011 |
| I | Name: High Tech Staf | fing | L | _ | | | | Qu | arter | 1 |
| | | | | | | | | | | |
| Ad | Idress: 701 Main St. Duluth | | | N | IN | 70139 | | | | |
| | City | | | | state | Zip | | | | |
| | Number of employees | s wh | o received wages, tip | s, or (| other compens | ation for t | ne pay | period | | |
| | including: Mar. 12 (Qu | | | | | | | | | 41 |
| | Wages, tips, and othe | | | | | | | | | \$6,254.40 |
| 3 | Income tax withheld fr | ٥m ۱ | wages, tips, and othe | r com | pensation | | | 3 | 3 | \$744.28 |
| | | | | | | | С | alculated Amount | | Withheld Amount |
| 5a 1 | Taxable social securit | y wa | ges. | | \$6,269.40 | X 0.104 | | \$652.02 | | \$652.02 |
| 5b 1 | Taxable social securit | y tips | s | | | X 0.104 | | | | |
| | Taxable Medicare wag | | | | \$6,269.40 | | | \$181.81 | | \$181.84 |
| 5d / | Add Column 2 line 5a, | Col | umn 2 line 5b, and C | olumi | n 2 line 5c | | | \$833.83 50 | d | \$833.86 |
| 6e 1 | Total taxes before adju | ıstm | ents (add lines 3, 5d, | and | 5e) | | | 6 | 6e | \$1,578.11 |
| 7 (| Current quarter's adju | stme | ent for fractions of cen | ts | | | | | · | \$0.03 |
| Sch | edule B | | | | | | | | | |
| Month | h 1 | - 1 | | 1 | | | _ | | 1 | ax liability for Month 1 |
| 1 | | 9 10 | | 17 18 | | 2 | - | | L | 132.24 |
| 3 | | 10 | | 18 | | 2 | | 63.58 | | |
| 4 | | 12 | | 20 | | 2 | | 00.00 | | |
| 5 | | 13 | | 21 | | 2 | 9 | | | |
| 6 | 68.66 | 14 | | 22 | | 3 | | | | |
| 7 | | 15 16 | | 23 24 | | 3 | 1 | | | |
| Mont | th 2 | 10 | | 24 | | | | | 1 | ax liability for Month 2 |
| 1 | | 9 | 73.46 | 17 | | 2 | 5 | | ſ | 1,445.90 |
| 2 | | 10 | | 18 | | 2 | | | | |
| 3 | 23.81 | 11 12 | | 19 20 | | 2 | | | | |
| 5 | | 12 | | 20 | | 2 | | | | |
| 6 | | 14 | 103.61 | 22 | | 3 | | | | |
| 7 | 1,177.38 | 15 | | 23 | | 3 | 1 | | | |
| 8 | | 16 | 67.64 | 24 | L | | | | | |
| Mont | th 3 | | [| 1 | r | | | | 1 | ax liability for Month 3 |
| 1 | | 9 10 | | 17 18 | | 2 | - | | L | 0.00 |
| 2 | 1 | | | 19 | | 2 | - | | | |
| 2 | | 11 | | | H | | 8 | | | |
| _ | | 11 12 | | 20 | | 2 | | 1 | | |
| 3 4 5 | | 12 13 | | 21 | | 2 | 9 | | | |
| 3 4 5 6 | | 12 13 14 | | 21 22 | | 2 | 9 | | | |
| 3 4 5 6 7 | | 12 13 14 15 | | 21 22 23 | | 2 | 9 | | | |
| 3 4 5 6 | | 12 13 14 | | 21 22 | | 2 | 9 | Total Quarter Liat | bility:[| 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.

- 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: I | EINC - C 🔻 | Date Filter | Check Date | • | | |
| Branch | CardiffUK, Memphis | CA, Me 🔻 | | | | | |
| - R | 4 4 1 of 1 | . ▶ 4 | 0 2 3 | 🗐 🕼 💭 - 100 | 0% → | Fin | d Next |
| Federa | I Tax Deposit | 5 | | | 400 | npwc | |
| | 12.2 Sec. 2.3 | | | | Ter | nnwc | rks |
| High Tech | Staffing | | | Entity Level (Hi | ierld 2) | 11011 | 1172 |
| | Staffing as withheld from checks elected branches:'(All B | | | | | soft | ware •••• |
| Federaltaxe | es withheld from checks | | | | | Fed Inc Tax | ware |
| Federal taxe following se | es withheld from checks elected branches: '(All B | ranches Selected EFica | /. | nrough 1/1/2018, fron | n the | software | ware 🐽 |
| Federal taxe following se | es withheld from checks elected branches:'(All B Branch Name | ranches Selected EFica | /. | nrough 1/1/2018, fron | n the | software | ware •••• Total |
| Federal taxe following se | es withheldfrom checks elected branches:"(All B Branch Name Staffing FEIN: 0212122 | EFica | /. CFica | nrough 1/1/2018, from EMed | n the CMed | Fed Inc Tax | ware •••• Total |
| Federal taxe following se | es withheld from checks elected branches:'(All B Branch Name Staffing FEIN: 0212122 Memphis CA | ranches Selected EFica 212 EINC: 0 \$97.44 | r. CFica \$143.84 | 533.64 | n the CMed | Fed Inc Tax \$495.62 | vare •••• Total \$804.18 |
| Federal taxe following se High Tech | es withheld from checks elected branches: (All B Branch Name Staffing FEIN: 0212122 Memphis CA Memphis NE | ranches Selected EFica 212 EINC: 0 \$97.44 \$151.20 |). CFica \$143.84 \$223.20 | EMed \$33.64 \$52.21 | CMed \$33.64 \$52.21 | Fed Inc Tax \$495.62 \$324.49 | Vare •••• Total \$804.18 \$803.31 |

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.

- 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:

| Start Date | 1/1/2000 | | End Date | 1/1/2018 | | | | | |
|-------------------------|----------------------|----------------|-------------------|------------------------|----------------|-----------------------------------|-----------|------------|------------|
| Group By | Tax | • | Date Type | e Weekend Bill | • | | | | |
| Branch | ABC, AppleI, Boxter, | , BrandNei 🔻 | | | | | | | |
| ∢ ∢ 1 | of 2 🕨 🔰 | - | 🖨 🔲 🛍 🖡 | ↓- 100% | | Find Next | | | |
| nvoice System | Sales Tax | | | | | System Level (Hierld 1 | , ten | npwg | orks |
| Sales Tax on i | invoices with a Week | end Bill betwe | en 1/1/2000 and 1 | /1/2018., from the fol | - | ches: '(All Branches Selected)'. | | - soit | ware |
| Customer | Ci | ustomer Id | Invoice Date | Invoice Number | Invoice Amount | Tax | Amount | Percentage | Weekend Bi |
| City of Alek | nagik - AK Sales Ta | ix | | | City of A | leknagik - AK Sales Tax Total: | \$198.90 | | |
| Crom Equipme | ent | 10623 | 4/22/2011 | | \$4,256.46 | City of Aleknagik - AK Sales Tax | \$198.90 | 5.00% | 1/23/201 |
| City of Anial | k - AK Sales Tax | | | | City | of Aniak - AK Sales Tax Total: | \$79.58 | | |
| Crom Equipme | ent | 10623 | 4/22/2011 | | \$4,256.46 | City of Aniak - AK Sales Tax | \$79.58 | 2.00% | 1/23/201 |
| City of Saint | Paul - MN Sales Ta | ix | | | City of S | aint Paul - MN Sales Tax Total: | \$271.86 | | |
| Crom Equipme | ent | 10623 | 12/23/2010 | 5553628 | \$206.56 | City of Saint Paul - MN Sales Tax | \$13.73 | 7.63% | 11/7/201 |
| zzTestJason | | 779754 | 12/29/2010 | 43143 | \$200,812.50 | City of Saint Paul - MN Sales Tax | \$0.00 | 7.63% | 11/7/201 |
| zzTestJason | | 779754 | 2/9/2011 | 43161 | \$4,410.99 | City of Saint Paul - MN Sales Tax | \$67.49 | 7.63% | 1/23/201 |
| zzTestJason | | 779754 | 3/16/2011 | 43163 | \$573.76 | City of Saint Paul - MN Sales Tax | \$38.13 | 7.63% | 1/23/201 |
| zzTestJason | | 779754 | 3/16/2011 | 43163-1 | \$0.00 | City of Saint Paul - MN Sales Tax | \$0.00 | 7.63% | 1/23/201 |
| zzTestJason | | 779754 | 3/21/2011 | 43167 | \$596.72 | City of Saint Paul - MN Sales Tax | \$38.13 | 7.63% | 1/23/201 |
| zzTestJason | | 779754 | 3/21/2011 | 43167-1 | \$283.91 | City of Saint Paul - MN Sales Tax | \$19.06 | 7.63% | 1/23/201 |
| zzTestJason | | 779754 | 4/1/2011 | 5553647 | \$1,973.72 | City of Saint Paul - MN Sales Tax | \$129.63 | 7.63% | 1/23/201 |
| zzTestJason | | 779754 | 4/4/2011 | 5553647-2 | (\$286.87) | City of Saint Paul - MN Sales Tax | (\$19.06) | 7.63% | 1/23/201 |
| zzTestJason | | 779754 | 4/4/2011 | 5553647-1 | (\$229.50) | City of Saint Paul - MN Sales Tax | (\$15.25) | 7.63% | 1/23/201 |

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.

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

Local Tax Detail

Screen Shot:

| Start Date Tax Type Tax State | City raxy cours | | \equiv | | • | | | | | | |
|--|-----------------|-----------------|---|-------------------|----------------------|-------|-------|----------------------------------|-------------------------------|----------------|--------------------|
| ∢ ∢ 1 | of 3 🕨 | H # 🛞 | (2) (2) (2) (2) (2) (2) (2) (2) (2) (2) | ↓ - 100% | - | | Find | Next | | | |
| ligh Tech | - | th a check bety | veen Check Date 1/1/2 | 000 and 1/1/2018. | | | | Entity Level (Hierk | | software | (S |
| Last Name | | Middle SSN | Addr | ress Cit | ty | State | Zip | Juris | Description | Amount Taxable | Amount Tax |
| Einc: 0 Hig | h Tech Staffing | | | | | | | | | | |
| Тах Туре: | City Tax | | | | | | | | | | |
| | KRON OH | | | | | | | | | | |
| City Tax: A | lant | | | | | | | | | | |
| 51 | lent | | 2101020021 002001 | NUMBER 01 | | MN | 55102 | X0HA132392 | AKRON OH | \$200.00 | \$4.50 |
| Non-Resid | Adj | 413- | 51-3213 123 F | ake St Sa | int Paul | 111.4 | | | | | |
| Non-Resid Emp1 | | 207 | | | int Paul int Paul | MN | 55102 | X0HA132392 | AKRON OH | \$650.00 | \$14.63 |
| City Tax: A Non-Resid Emp1 Emp0 | Adj | 207 | | | 1 | | 55102 | XOHA132392 Ion-Resident Total | AKRON OH Employee Count: 2 | | \$14.63 \$19.13 |

Purpose:

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

- 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:

| Company Name: TEMPO | check between Check Date 1/1/2011 | ana 5/51/2011. | | |
|---------------------|-----------------------------------|----------------------|---------------------|--------------|
| 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 | | _ | \$287,814.25 |
| | Disability Insurance withheld | this quarter totaled | | \$549.05 |
| | | | | \$461,230.77 |

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.

- 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 Ta |
|-----------------|--------------------|--------|------|--------------------------|-------------------|-------|-------|-------------|---------------|-----------|
| nc: 0 High Tech | Staffing | | | | | | | | Total: | \$0.0 |
| | | | | | | | | | Total: | \$0.0 |
| Brell | Anders | | 0 | 3312 Sage Avenue | Palm Bay | FL | 32908 | | | \$0.0 |
| Devon | Deitrich | Jack | 0 | 3140 Neil Armstrong Blvd | Eagan | MN | 55121 | | | \$0.0 |
| Helgren | Richard | | 0 | 45 US Route 42 | West Jefferson | ОН | 43162 | | | \$0.0 |
| Wood | Jen | | 0 | 275 Lago Circle #201 | Saint Paul | MN | 55121 | | | \$0.0 |
| zzaptestuser24 | zzaptestuser 24 | | 0 | | | MN | 55123 | | | \$0.0 |
| | | | | | | | | | Report Total: | \$0.0 |

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.

- 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:

| Juarter E | End Error Lis | st | | | | | tor | 20014 | orle | |
|-----------------|--------------------------------------|---|---------------------|---------------------------------|--|------------------------|--------------------|--------------------|-------|--|
| ligh Tech St | taffing | | | | | Entity Level (H | erld 2) | TIP VV | orks | |
| luarter End Err | ror List | | | | | | | • SOI | tware | |
| Error | The following | records are missing M | ag Media Contac | t Info. | | | | | | |
| | | | | | | | | | | |
| | Tables Involved | : Employer | | | | | | | | |
| | This error is fro Employer table. | : Employer m having missing the Mag I neck Error Number: 14 | Contact Info in the | Employer table so | the State knows who | to contact if there ar | e issues. Please i | update this in the | | |
| | This error is fro Employer table. | m having missing the Mag (| | Employer table so MagContact | the State knows who MagContactPhone | | e issues. Please i | update this in the | | |

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:

| 4 4 1 | of 1 | ▶ N € | 🛞 🚯 [| 🌐 🔲 🔍 🔍 - | 100% | • | Find Next | A | | | | | | | |
|---------------------------------|---------------------------------------|------------------------------|--------------------------|---------------------|------------------------|--------------------------|----------------------|-------------------------|-------|---------------|-----------|----------|----|----|----|
| Quarter ligh Tech | End Ma Staffing | | a Empl | oyee Detai | | - | E | intity Level (Hierld 2 | , ter | npy | NO | rk | S. | | |
| | - | Employee | \$ III year 20 | SUTA Gross Wages | SUTA Amount Taxable | SUTA Amount Tax | | State Amount S Tax | | SDI Amount | Weeks | Hrs | | M2 | M3 |
| itate SSN | | | | - | | | | | | Тах | | | | | |
| | Staffing L | EINC: 0 FEIN: | 021212212 | - | | | | | | Тах | | | _ | _ | |
| ligh Tech : | Staffing L ID: 12345671 | | 021212212 Tax ID: 133 | 45687 | | | | | | Tax | | | | | |
| | ID: 12345671 | | Tax ID: 133 | 45687 \$230.00 | \$230.00 | \$7.94 | \$230.00 | \$7.06 | | Tax | 1 | 23 | | | |
| ligh Tech : PA SUTA | ID: 12345671 xx-4653 | R State Inc | Tax ID: 133 han | | | \$7.94 \$7. 94 | \$230.00 \$230.00 | \$7.06 \$7.06 | | Tax | 1 | 23 23 | | | |
| ligh Tech PA SUTA PA XXX- | ID: 12345671 xx-4653 PA Totals: | R State Inc MolinePA, Jat | Tax ID: 133 han | \$230.00 | \$230.00 | | • | | | Tax | | | | | |

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.

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

Quarter End Mag Media File Summary

Screen Shot:

| ligh Tech St | taffing | lag M | edia Files Sun | 100% <u>100%</u> 100% 100% | | Find Next | y Level (Hierld 2) | | ∼ks ™ |
|-------------------------------|---------|--------------|--------------------|-------------------------------|--------------|-------------|--------------------|------------------|---------------|
| file summary fo Quarter ID | EINC | Tax State | Mag Format Type | Total Gross | SUTA Taxable | SUTA Tax | SUTA Due | State WH Taxable | State WH Tax |
| | | State | Type | | # Employers | # Employees | Month 1 Count | Month 2 Count | Month 3 Count |
| 2012Q1_0 | 0 | MN | ICESA | | | | | | |
| 2012Q1_0 | 0 | PA | ICESA | \$230.00 | \$230.00 | \$7.94 | \$7.94 | \$230.00 | \$7.06 |
| | | | | | 1 | 1 | 0 | 0 | 0 |
| | | | Report Totals: | \$230.00 | \$230.00 | \$7.94 | \$7.94 | \$230.00 | \$7.06 |
| | | | | | 1 | 1 | 0 | 0 | 0 |

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.

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

Sales Tax Deposit

Screen Shot:

| Start Date 1/1/2000 End | Date 1/1/2018 | | |
|--|---------------------------|----------------------------|--------------------|
| Employer High Tech Staffing L: EINC - 0 Bra | nch Canada 2, Canada Test | , Cardi 🔻 | |
| 🕅 4 1 of 3 🕨 🕅 🐳 🛞 😨 🖨 🔲 | 🔎 🖳 - 100% | • Find | Next |
| Sales Tax Deposit High Tech Staffing Sales tax charged on invoices with invoice dates from 1/1/21 | Entity Level (H | | works [®] |
| | | | |
| Sales Tax Code Desc Tax Authority: High Tech Staffing L EINC: 0 FEIN: 021212212 | Total Bill | Amount Taxable | Sales Tax Amount |
| Tax Authority: | Total Bill | Amount Taxable | Sales Tax Amount |
| Tax Authority: High Tech Staffing L EINC: 0 FEIN: 021212212 Branch: Memphis SE | Total Bill | Amount Taxable | Sales Tax Amount |
| Tax Authority: High Tech Staffing L EINC: 0 FEIN: 021212212 Branch: Memphis SE Jurisdiction: City of Ithaca - NY Customer - Department: Crom Equipment - Primary | Total Bill \$395.20 | Amount Taxable \$395.20 | Sales Tax Amount |
| Tax Authority: High Tech Staffing L EINC: 0 FEIN: 021212212 Branch: Memphis SE Jurisdiction: City of Ithaca - NY | \$395.20 | | |

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.

- 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 Redu | ction, CA | | |
| Filing Frequency | Semi-Weekly, Week | ly, Quarter 🔻 | | | | | |
| ∢ ∢ 1 of | f 2 🕨 🕅 👄 | 8 🕼 🖨 🗐 | 🗋 属 - 100% | | | Find Next | |
| State - Loca | al Tax Depo | sit | | + | or | | >rlc= |
| ligh Tech Staffing | g | | Ent | iity Level (Hierld 2) | .CI | npwc | orks |
| aver withheld from | checks with check | dates from 1/1/2000 t | hrough 1/1/2018 | | | SOIL | ware |
| aves minutein trotti | Checks with check | | | | | | |
| | | Compatible Juris | Employer ID | Employee Cou | nt An | nount Taxable | Amount Tax |
| Tax Description | | Compatible Juris | Employer ID | Employee Cou | nt An | nount Taxable | Amount Tax |
| Tax Description Payment Type: (No | o Payment Type S | Compatible Juris | Employer ID | Employee Cou | nt An | nount Taxable | Amount Tax |
| Tax Description Payment Type: (No Frequency: (No Fr Tax Authority: (No | o Payment Type S equency Setup) | Compatible Juris Setup) | Employer ID | Employee Cou | nt An | nount Taxable | Amount Tax |
| Tax Description Payment Type: (No Frequency: (No Fr | o Payment Type S equency Setup) Tax Authority Se | Compatible Juris Setup) tup) | Employer ID | Employee Cou | int An | nount Taxable | Amount Tax |
| Tax Description Payment Type: (No Frequency: (No Fr Tax Authority: (No | o Payment Type S equency Setup) Tax Authority Se g L EINC: 0 FEIN: | Compatible Juris Setup) tup) | Employer ID | Employee Cou | nt An | s2,896.25 | Amount Tax \$34.76 |
| Tax Description Payment Type: (No Frequency: (No Fra Tax Authority: (No High Tech Staffing California SDI (Disab | o Payment Type S equency Setup) Tax Authority Se J L EINC: 0 FEIN: oility) | Compatible Juris Setup) tup) 021212212 | | Employee Cou | | | |
| Tax Description Payment Type: (No Frequency: (No Fr Tax Authority: (No High Tech Staffing | o Payment Type S equency Setup) Tax Authority Se J L EINC: 0 FEIN: oility) | Compatible Juris Setup) tup) 021212212 CASDI | 55555 | | 3 3 | \$2,896.25 | \$ 34.76 |
| Tax Description Payment Type: (No Frequency: (No Fra Tax Authority: (No High Tech Staffing California SDI (Disab | o Payment Type S equency Setup) Tax Authority Se J L EINC: 0 FEIN: oility) | Compatible Juris Setup) tup) 021212212 CASDI | 55555 | High | 3 3 Tech St | \$2,896.25 \$2,896.25 | \$34.76 \$86.81 |
| Tax Description Payment Type: (No Frequency: (No Fra Tax Authority: (No High Tech Staffing California SDI (Disab | o Payment Type S equency Setup) Tax Authority Se J L EINC: 0 FEIN: oility) | Compatible Juris Setup) tup) 021212212 CASDI | 55555 | High (No Tax A | 3 3 Tech St | \$2,896.25 \$2,896.25 taffing L Total: | \$34.76 \$86.81 \$121.57 |

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.

- 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:

| Taxes for chi from the follo Compatible | 1 Tech Staffing L 2212 | | d by Compatible Juris, Check Date 3/8/2011 4/4/2011 | Amount Taxable \$280.00 \$1,200.00 | Amount Tax \$0.00 \$0.00 |
|--|---|-----------------------------|--|--|--------------------------------|
| Taxes for chi from the follo Compatible EINC: 0 High FEIN: 021212 BALTIMORE | wing selected branches: '(All Branch Juris Parent Juris 1 Tech Staffing L 2212 : | es Selected)'. Tax State | Check Date | | |
| Taxes for chi from the follo Compatible EINC: 0 High FEIN: 021212 | wing selected branches: '(All Branch y Juris Parent Juris 1 Tech Staffing L 2212 | es Selected)'. | - | Amount Taxable | Amount Tax |
| Taxes for cho from the follo Compatible EINC: 0 High | wing selected branches: '(All Branch Juris Parent Juris Tech Staffing L | es Selected)'. | - | Amount Taxable | Amount Tax |
| Taxes for chi from the follo | wing selected branches: "(All Branch | es Selected)'. | - | Amount Taxable | Amount Tax |
| Taxes for ch | | | - | 301 | tware |
| Tax De System | posit | | System Level (Hierld 1 | tempw | orks |
| 1 | of 13 🕨 🔰 🐐 🛞 🚱 | | 100% | Find Ne | ort |
| Group By | Compatible Juris 👻 | | | | |
| Employer | 213123: EINC - 580, CliffJump 👻 | Compatible Juris | XCOA16614, XCOD13 | 773, XC(👻 | |
| Dranch | ABC, AppleI, Boxter, BrandNe [,] 👻 | Date Filter | Check Date | • | |
| Branch | 1/1/2000 | End Date | 1/1/2018 | | |

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.

- 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:

| Start Date 01/01/ | /2000 | | End Date | 01/01/2018 | | | |
|--|---------------------------------------|------------------|----------------------|---|-----------------|-------------------------------------|-----------------------------------|
| Branch ABC, A | AppleI, Boxter, Bra | andNe 🔻 | Date Filter | Check Date | - | | |
| Group By Compa | atible Juris 🔻 |] | Show Taxes | Show Employee | Paid Only 🔻 |] | |
| 🛛 🖣 1 of | f 185 🕨 🔰 | * 🛞 🚱 | e 🗆 û 🖻 | ↓- 100% | | Find N | lext |
| Tax Deposit System Checks with Check D | | through 1/1/20 | 19 grouped by (| | i or (morna i) | tempw | orks |
| following selected br | | | | compatible Juris, | from the | | |
| Compatible ; Juris | Check Date | Check Number | Employ | ee Name | : | Amount Taxable | Amount Tax |
| High Tech Staffing | EINC: 0 | | | | | | |
| | | | | | | | |
| BALTIMORE | | | | | | | |
| | 3/8/2011 | 207436 | Abotina, | Susie | | \$280.00 | \$0.00 |
| BALTIMORE BALTIMORE BALTIMORE | 3/8/2011 4/4/2011 | 207436 207440 | Abotina, Abotina, | | | \$280.00 \$1,200.00 | \$0.00 \$0.00 |
| BALTIMORE BALTIMORE | 4/4/2011 | 2000 2 K 2000 C | | | Total: | Caller Contractor | \$0.00 |
| BALTIMORE BALTIMORE Employee Portion Employee Portion | 4/4/2011 | 2000 2 K 2000 C | Abotina, | Susie | Total: | \$1,200.00 | |
| BALTIMORE BALTIMORE Employee Portion Employee Portion Medicare tax Employee Portion | 4/4/2011 Medicare tax | 207440 | Abotina, | Susie BALTIMORE | Total: | \$1,200.00 \$1,480.00 | \$0.00 \$0.00 \$1.31 |
| BALTIMORE | 4/4/2011 Medicare tax 11/7/2010 | 207440 | Abotina, Baudela | Susie BALTIMORE [•] ire, Charles /liranda | Total: | \$1,200.00 \$1,480.00 \$90.00 | \$0.00 \$0.00 |

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.

- 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 ▶ | ₩ ¢ (| 8 🕲 🖨 🛙 | 1 Al 4 | 100% | - | Find | Next | |
| Tax Pay Run Sui _{System} | mmary | | | System Lev | rel (Hierld 1) | emp | software | KS [™] |
| Summary of tax pay run id: 2 | 4524 | | | 104 000 WHERE | | | software | |
| Summary of tax pay run id: 2 | 24524 | Taxable Wage | es | | Tax Withheld | | software | |
| | 24524 Resident | | | Resident | | Total | | Total Payment |
| Jurisdiction | Resident | | Total | | Tax Withheld | | | |
| Jurisdiction Tax Authority: LauraTest | Resident | | Total | Resident | Tax Withheld | | | Total Payment |
| Summary of tax pay run id: 2 Jurisdiction Tax Authority: LauraTest Georgia State Tax Report Totals: | Resident Company | Non-Resident | Total Due Date | Resident | Tax Withheld Non-Resident | Total | | |

Purpose:

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

Parameters:

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

Unemployment Correction Detail

Screen Shot:

| Start Date | 01/01/2000 | | End Date 01/01/ | 2018 |) | | | |
|---|--------------------------------------|--|------------------------------------|--|-------------------|--|--------------------------------|-----------------------------|
| Branch | ABC, AppleI, Box | ter, BrandNer 🔻 | Date Filter Check | Date 🔻 | | | | |
| Unemployment Ty | | | | | | | | |
| | | | | | | | | |
| 🕅 🖣 1 🛛 of | f 19 🕨 🔰 🐗 (| 🛞 😳 🖨 🔲 🛍 | 🔍 - 100% | - | Find Next | | | |
| Jnemploym | ent Correctio | on Detail | | | | 4.0.00 | | |
| System | | | | | System Lev | el (Hierld 1) ten | npwo | rks |
| hecks with a Check | k Date between 1/1/20 | 000 and 1/1/2018, from | the following selected | I branches: '(All Branches S | Selected)'. | | softw | are 🐽 |
| Employee | Check Number | • • • • • | Correction / 🔶 | Gross Wages Pi | re Tax Adjustment | SUTA Wages A | mount Taxable | Amount Tax |
| | | | | | | | | |
| INC: 592 Optimus | Drimo | | | | | | | |
| EINC: 582 Optimus | Prime | | | | | | | |
| FEIN: 564874645 | Prime | | | | | | | |
| EIN: 564874645 | | | Employer ID: | | | Wage Limit: \$8,000.00 | | : Rate: 2.7000% |
| FEIN: 564874645 ALSUTA Dourgar, M2000 | 205890 | 4294968112 | Original | \$385.00 | \$0.00 | \$385.00 | \$385.00 | \$0.00 |
| EIN: 564874645 ALSUTA Dourgar, M2000 Dourgar, M2000 | 205890 205890 | 4294968112 | Original Correction | \$385.00 \$0.00 | \$0.00 | \$385.00 \$0.00 | \$385.00 \$0.00 | \$0.00 \$11.55 |
| EIN: 564874645 ALSUTA Dourgar, M2000 Dourgar, M2000 Dourgar, M2001 | 205890 205890 205891 | 4294968112 4294968113 | Original Correction Original | \$385.00 \$0.00 \$490.00 | \$0.00 \$0.00 | \$385.00 \$0.00 \$490.00 | \$385.00 \$0.00 \$490.00 | \$0.00 \$11.55 \$0.00 |
| FEIN: 564874645 ALSUTA Dourgar, M2000 | 205890 205890 205891 205891 | 4294968112 4294968113 4294968113 | Original Correction | \$385.00 \$0.00 \$490.00 \$0.00 | \$0.00 | \$385.00 \$0.00 \$490.00 \$0.00 | \$385.00 \$0.00 | \$0.00 \$11.55 |
| FEIN: 564874645 ALSUTA Dourgar, M2000 Dourgar, M2000 Dourgar, M2001 | 205890 205890 205891 | 4294968112 4294968113 | Original Correction Original | \$385.00 \$0.00 \$490.00 | \$0.00 \$0.00 | \$385.00 \$0.00 \$490.00 | \$385.00 \$0.00 \$490.00 | \$0.00 \$11.55 \$0.00 |

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.

- 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 | En c | d Date 04/01/2011 | | | |
|---|----------------------------|------------------|--------------------------|----------------------------------|-------------------------|---|
| Branch AB | C, AppleI, Boxter, Bran | dNei 👻 🛛 Dai | te Filter Check Date | • | | |
| Unemployment Type Fee | deral 🔹 | | | | | |
| 🛛 🖣 🔰 of 2 🕨 | ▶ ♦ ⑧ 🚱 | 🖨 🔲 🛍 🔍 - | 100% | • F | ind Next | |
| Jnemployment System | - | | System Level (Hi | | | |
| axes for checks with Cheo mits as of 4/1/2011, from th | | - | - | and | | |
| Quarter | Quarterly Wages | Pre Tax Adj | FUTA Wages | Amount Taxable | Excess Wages | Amount Tax |
| FEIN: 021212212 Federal Unemployment | | | | Wage Li | mit: \$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 |
| 4 Quarter 2010 | | | | | | \$64.39 |
| 4 Quarter 2010 1 Quarter 2011 | \$8,049.40 | \$0.00 | \$8,049.40 | \$8,049.40 | \$0.00 | |
| | \$8,049.40 \$1,000.00 | \$0.00 \$0.00 | \$8,049.40 \$1,000.00 | \$8,049.40 \$1,000.00 | \$0.00 \$0.00 | \$8.00 |
| 1 Quarter 2011 | | | | | | |
| 1 Quarter 2011 2 Quarter 2011 | \$1,000.00 \$359,139.40 | \$0.00 | \$1,000.00 | \$1,000.00 \$16,139.40 | \$0.00 | \$129.11 |
| 1 Quarter 2011 2 Quarter 2011 n/a Total | \$1,000.00 \$359,139.40 | \$0.00 | \$1,000.00 | \$1,000.00 \$16,139.40 | \$0.00 \$343,000.00 | \$8.00 \$129.11 Tax Rate: 0.3000% \$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.

- 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 | 01/01/2 | 000 | End Date 08/01/20 | 11 | | | | |
|--|---|---|--|--|--|--|--|--|
| Date Filter | By Check D | ate 🔻 | Branch ABC, App | leI, Boxter, BrandNer 🔻 | | | | |
| Unemploy | ment Type FUTA | • | | | | | | |
| ∢ ∢ 1 | of 56 🕨 🕨 | 🔶 🛞 🕼 📘 | 🔎 🔍 - 📔 100% | - | Find Next | | | |
| System | | ge Detail /2011 by Check Date, showir | ng active tax rates and limit | s as of 8/1/2011, from the | -, | | npw | ork |
| Fax State | SSN | CEMPloyee | Cross Wages | Pre Tax Adjustment | FUTA Wages | Amount Taxable Exe | cess Wages | Amount Tax |
| EINC: 0 High | n Tech Staffing L | | | | | | | |
| FEIN: 02121 | - | | | | | | | |
| | | | | | | | | |
| FLFUTA | | | | | | Wage Limit: \$7,00 | 00.00 Tax | Rate: 0.3000% |
| | 456-78-4561 | Abotina, Susie | \$1,480.00 | \$0.00 | \$1,480.00 | Wage Limit: \$7,00 \$1,480.00 | 00.00 Tax \$0.00 | |
| FLFUTA | 456-78-4561 546-58-3215 | Abotina, Susie zzVanDeWalker, zzKore D | | \$0.00 \$0.00 | \$1,480.00 \$864.00 | - | | \$4.44 |
| FLFUTA | | zzVanDeWalker, zzKore | ey \$864.00 | | | \$1,480.00 | \$0.00 | Rate: 0.3000% \$4.44 \$2.59 \$7.03 |
| FLFUTA | | zzVanDeWalker, zzKore D | ey \$864.00 | \$0.00 | \$864.00 | \$1,480.00 \$864.00 | \$0.00 \$0.00 \$0.00 | \$4.44 \$2.59 |
| FLFUTA FLFUTA FUTA | | zzVanDeWalker, zzKore D | ey \$864.00 | \$0.00 | \$864.00 | \$1,480.00 \$864.00 \$2,344.00 | \$0.00 \$0.00 \$0.00 | \$4.44 \$2.59 \$7.03 |
| FLFUTA FLFUTA F UTA FUTA | 546-58-3215 | zzVanDeWalker, zzKore D FLFUTA Tota | ey \$864.00 | \$0.00 \$0.00 | \$864.00 \$2,344.00 | \$1,480.00 \$864.00 \$2,344.00 Wage Limit: \$7,00 | \$0.00 \$0.00 \$0.00 \$0.00 Tax | \$4.44 \$2.59 \$7.03 Rate: 0.8000% |
| ELFUTA ELFUTA EUTA EUTA EUTA | 546-58-3215 456-78-4561 | zzVanDeWalker, zzKore D FLFUTA Tota Abotina, Susie | y \$864.00 Ils: \$2,344.00 \$1,480.00 | \$0.00 \$0.00 \$0.00 | \$864.00 \$2,344.00 \$1,480.00 | \$1,480.00 \$864.00 \$2,344.00 Wage Limit: \$7,00 \$1,480.00 | \$0.00 \$0.00 \$0.00 \$0.00 Tax \$0.00 | \$4.44 \$2.59 \$7.03 Rate: 0.8000% \$11.84 \$10.88 |
| FUFUTA FUTA FUTA FUTA FUTA FUTA | 546-58-3215 456-78-4561 545-55-5565 | zzVanDeWalker, zzKore D FLFUTA Tota Abotina, Susie Alabama, Nick A | y \$864.00 Ils: \$2,344.00 \$1,480.00 \$1,360.00 | \$0.00 \$0.00 \$0.00 \$0.00 | \$864.00 \$2,344.00 \$1,480.00 \$1,360.00 | \$1,480.00 \$864.00 \$2,344.00 Wage Limit: \$7,00 \$1,480.00 \$1,360.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$4.44 \$2.59 \$7.03 Rate: 0.8000% \$11.84 |
| FUFUTA FUTA FUTA FUTA FUTA FUTA FUTA | 546-58-3215 456-78-4561 545-55-5565 332-45-6847 | zzVanDeWalker, zzKore D FLFUTA Tota Abotina, Susie Alabama, Nick A Anderson, Eric | ey \$864.00 Ils: \$2,344.00 \$1,480.00 \$1,360.00 \$180.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$864.00 \$2,344.00 \$1,480.00 \$1,360.00 \$180.00 | \$1,480.00 \$864.00 Wage Limit: \$7,00 \$1,480.00 \$1,360.00 \$180.00 | \$0.00 \$0.00 \$0.00 Tax \$0.00 \$0.00 \$0.00 | \$4.44 \$2.59 \$7.03 Rate: 0.8000% \$11.84 \$10.88 \$1.44 \$1.28 |
| FLFUTA FLFUTA FUTA FUTA FUTA FUTA FUTA FUTA FUTA | 546-58-3215 456-78-4561 545-55-5565 332-45-6847 277-82-6481 | zzVanDeWalker, zzKore D FLFUTA Tota Abotina, Susie Alabama, Nick A Anderson, Eric Arcie, Karie Lynn | y \$864.00 is: \$2,344.00 \$1,480.00 \$1,360.00 \$180.00 \$160.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$864.00 \$2,344.00 \$1,480.00 \$1,360.00 \$180.00 \$160.00 | \$1,480.00 \$864.00 \$2,344.00 Wage Limit: \$7,00 \$1,480.00 \$1,360.00 \$180.00 \$160.00 | \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$4.44 \$2.59 \$7.03 Rate: 0.8000% \$11.84 \$10.88 \$1.44 |

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.

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

Time & Pay

ACH Verification

Screen Shot:

| Start Date | 1/1/2000 | E | ind Date 1/1/201 | 8 | | |
|------------|---------------------|--|------------------------------|---------------------|--------------|----------------|
| Bank ID | Bankid: 491 TCF Ban | ık 🔻 | | | | |
| 4 1 | -6.2 N N | | | 000% | C | |
| | of 2 🕨 🔰 | |] µ] ⋈, • 1 | .00% | Find | Next |
| | erification Re | port | | | temr | works |
| gh Tech : | - | | | Entity Level (Hierk | | software ••• |
| | | og in fo for Bank ID = 491 oks that have not had an | | | | selental e eee |
| | Emp Name | | | <u>k Detail</u> | а | ACH Detail |
| | Aardson, Steve | Check Date | Date ACH Gen | Check Number | Check Amount | |
| | , | 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.

- 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:

| frequency on the | | yee's adjustmer | nt frequency does | not match the pay period | Soleware | ks | |
|------------------|---------------|-----------------|-------------------|--------------------------|-------------------------------|-------------------|--|
| Aident | Employee Name | ItemID | OrderID | Adjustment Name | Employee Adjustment Frequency | Order Pay Periods | |
| 25830 | | 4294969886 | 4294969575 | | | | |
| 12861 | | 4301251407 | 4294971519 | | | | |
| 12861 | | 4301251407 | 4294971519 | | | | |

Purpose:

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

Parameters:

None

Arrears Register

Screen Shot:

| Start Date 1/1/2000 Branch ABC, App | eI, Boxter, BrandNer 💌 | End Date Show Zero Balar | 1/1/2018 | | - | | |
|--|---|------------------------------|-----------------|----------------------------------|--------------------------------------|---------------------|-------------------------------|
| Group By Branch | • | | | | | | |
| 4 4 1 of 1 | ▶ N + ⊗ � | | 100% | | Find | Next | Name - Annual |
| | tor | | | | | | im |
| | ory that was occrued for v | | | . (| temp | softwa | rks are |
| System Arrears transaction hist | | All Branches Selected) | /s between 1/1/ | 2000 and | Sunday C Weekend Da | softwa | rks are •••• Amount |
| System Arrears transaction hist /1/2018, from the follow | ory that was occrued for v ving selected branches: '(A Adj Name | All Branches Selected) | vs between 1/1/ | 2000 and | Sunday C | softwa | are |
| System Arrears transaction hist /1/2018, from the follow Emp Name | ory that was occrued for v ving selected branches: '(A Adj Name | All Branches Selected) Cl | vs between 1/1/ | 2000 and | Sunday C Weekend Da | softwa Of Ite | are |
| System Arrears transaction hist /1/2018, from the follov Emp Name Branch: Memphis NE | ory that was occrued for v ving selected branches: '(A Adj Name | All Branches Selected) Cl | vs between 1/1/ | 2000 and Check Id | Sunday C Weekend Da | softwa of ite | are •••• Amount |
| System Arrears transaction hist /1/2018, from the follov Emp Name Branch: Memphis NE | ory that was occrued for v ving selected branches: '(A Adj Name | All Branches Selected) Cl | vs between 1/1/ | 2000 and Check Id 42949696 | Sunday C Weekend Da 70 1/23/20 | softwa Df ite | are •••• Amount \$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.

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

Authority Check Detail

Screen Shot:

| Start Date | 1/1/2011 | | End Date | 1/1/2018 | | |
|---|---|------------------|--------------------------------|--|------------------------|-------------------|
| Payroll Run Id | | | Date Filter | Check Dat | te 🔻 | |
| Authority Name | | | Authority Check Nu | mber | | |
| i 📰 🖭 🖂 🔹 | 2 of 2 | ▶ ▶ ♦ € |) 🖻 🏼 🖨 🖬 🖬 🖬 🖬 - | 100% | ✓ Find | I Next |
| Authority C | heck Detai | l | | A | | |
| High Tech Staff | | | Entity Lev | rel (Hierld 2) | empwc | orks |
| | | | ak Data batwaan 1/1/2011 and | 1/1/2018 | softw | vare |
| Authority check de | tail for authority ch | ecks with a Cheo | ck Date between 1/1/2011 and | 1/1/2010. | | |
| Authority check de Employee | 1. | SSN | Case # | Employee Check # | Employee Check Date | Amount |
| and the second second | 1. | | | Employee | Employee | |
| Employee | | | | Employee | Employee | |
| Employee Gavin County 58384 G St. Eagar | , MN 55121 | SSN | | Employee | Employee | |
| Employee Gavin County | , MN 55121 g FEIN: 021212212 | SSN | | Employee | Employee | |
| Employee Gavin County 58384 G St. Eagar High Tech Staffin | , MN 55121 g FEIN: 021212212 lumber: 18 | SSN | Case # | Employee | Employee | |
| Employee Gavin County 58384 G St. Eagar High Tech Staffin Authority Check I | , MN 55121 g FEIN: 021212212 lumber: 18 | SSN | Case # Check Date 3/17/2011 | Employee Check # | Employee Check Date | Amount |
| Employee Gavin County 58384 G St. Eagar High Tech Staffin Authority Check I | , MN 55121 g FEIN: 021212212 lumber: 18 | SSN | Case # Check Date 3/17/2011 | Employee Check # 15 Total for | Employee Check Date | Amount \$96.50 |

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.

- 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 | En | d Date | 01/01/2018 | | | |
|---|-----------------------------|-------------|--------------------|-----------------|------------|----------------------|------------|
| Branch | ABC, AppleI, Boxter, Bra | andNe 👻 Da | te Filter | Weekend Bill | • | | |
| Primary Group By | Authority - | Ser | condary Group By | (no grouping | | | |
| | [had lone] | | | (in grouping | ,] | | |
| 4 4 1 of | f1 🕨 🕅 🐗 🛞 (| 🕲 🚓 🔲 🛍 🖬 | ↓ • 100% | - | I | ind Next | |
| Authority Ga | | | | | | | _177 |
| System | | | System L | evel (Hierld 1) | tem | pwork | S |
| Authority garnishmer | nts with held from employed | | ekend Bill between | | | software | |
| Employee Name | \$5 | SN | Case Numb | ber | Check Numb | er Weekend Bill | Amount |
| Another Test 123 St New Cityz, AL 554 Authority ID:5 | 54 | | | | | | |
| (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.

- 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:

| Start Date | 01/01/2000 | | | End Date | 01/01/201 | в | | | |
|--|--|-------------------|---|-----------------------------|---|-------------------------------|------------------------|------------------------|---------------------------------------|
| Branch | ABC, AppleI, E | Boxter, B | randNe 🔻 | Date Filte | er On Check Date | e 🔻 | | | |
| Sort By | Employee Nam | ie 🖣 | • | Group By | Branch | • | | | |
| 4 1 | of 29 🕨 | M | * 🛞 🗘 | | ↓ 100% | • | 1000 | Find Next | |
| | and the second | - 40 - - 1 | | | | | | | 100 |
| опеск г | Register | | | | | | tom | | r/c" |
| | | | | | K-STOTAL STATE | an end available needs are so | | | KN |
| System | | | | | System | Level (Hierld 1) | ten | IDMOI | KS |
| System Checks betwo | een checkdate | | | | System anch, sorted by e | | ten | softwa | ire ••• |
| System Checks betwo from the follov | | | | ed)'. | CONTRACTOR OF THE OWNER OF THE | | Taxes | Adjustments | ire 🐽 |
| System Checks betwe | een checkdate wing branches: | '(All Bra | nches Selecte | ed)'. | anch, sorted by e | mployee name, | | softwa | ire 🐽 |
| System Checks betwo from the follov E mployee | een checkdate wing branches: hecks | '(All Bra | nches Selecte | ed)'. | anch, sorted by e | mployee name, | | softwa | Net |
| System Checks betwe from the follov Employee Authority Cl | een checkdate wing branches: hecks | '(All Bra | nches Selecte Chk Id | ed)'. Check # | anch, sorted by e Check Date | mployee name, Gross | Taxes | Softwa Adjustments | Net \$65.10 |
| System Checks betwe from the follov Employee Authority Cl Cooper, B W | een checkdate wing branches: hecks | '(All Bra | Anches Selecte Chk Id 429496968 4 429496969 | ed)'. Check # 4 20186 | anch, sorted by e Check Date 5/6/2011 | Gross S69.00 | Taxes \$3.90 | Adjustments | Net \$65.10 \$497.62 \$30.78 |

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.

- 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 | 1/1/20 | 18 | |
|-------------------------------|----------------------------|------------------------|-------------------------|----------------------------------|----------------------|--------------------|
| Branch Name | CardiffUK, Memp | his CA, Me 👻 | Date Criteria T | /pe Check | Date 👻 | |
| Customer Nar | ne | | | | | |
| | | ▶ ▶ ← ◎ | B B D D | 🚽 - 100° | % • | Find Next |
| Check S | ign-In Report | | | | tom | |
| High Tech St | affing | | Enti | ty Level (Hier | | pworks software |
| Aident Er | nployee Name | Check Date | Check Number | Check Delivery | Weekend Bill | Signature Line |
| Branch N | ame: Memphis N | IE | | | | |
| 5412 Ab | bott, sam J | 1/25/2011 | 25114 | T !EPay! A#Mail# | 1/9/2011 | |
| | | | | A DELATION | | |
| | ron, Jill | 2/18/2011 | 25123 | T #Mail# | 1/9/2011 | <u>}}</u> |
| 5022 Ab | ron, Jill osta, Davis A | 2/18/2011 1/11/2011 | 25123 24757 | | 1/9/2011 1/2/2011 | <u>.</u> |
| 5022 Ab 5023 Ac | Seale a factor A in | | | T #Mail# | | |
| 5022 Ab 5023 Ac 5024 Ad | osta, Davis A | 1/11/2011 | 24757 | T #Mail# T #Mail# T !EPay! | 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.

- 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:

| | | | | | | •• | | | | | | | | | | | | |
|------------------|---------------|----------------|------------|------------|----------|---------|-------------|-------------------|--------------|--------------------|-----------|----------------------|-----------------------|-------------|-----------|------------|--------|------------|
| Branches | Canada | 2, Canad | a Test, Ca | n Y | Custome | er Name | | | | | | | | | | | | |
| Hours Type | Show A | ll Hours | | ~ | Employe | e Name | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| ∉ ∉ 1 | of 50 | | 4 X | ۵ 🏟 | 🔲 💷 🐱 | - 100 | % | • | | Fi | nd N | | | | | | | |
| Current Ti | imeca | ards | | | | | | | | | | | | 4.0 | | | | |
| High Tech Sta | affing | | | | | | | | | | E | ntity Leve | el (Hierld 2 | $, \tau e$ | emp | 0,WO | rks" | |
| Timecards in the | current o | pen week | | | | | | | | | | | | | - | softw | are | |
| Employee Name | Assig | nment 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: Canad | la 2 | | | | | | | | | | | | | | | | | |
| MeyerTest, Johr | n Ben | 43013226 81 | 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 | : 4294983 | 473 | | Job Title: | Psychic | | | С | ustomer N | ame: Puerto | Rico Test | | s | tart Date: | 1/31/2014 | Check Nu | mber: | |
| SSN | l: xxxx-xxx-1 | 563 | Bra | anch Name: | Canada 2 | | | | Custome | r ID: 42949 | 99844 | | | End Date: | | Invoice Nu | mber: | |
| MeyerTest13, Jo | ohn | 43013226 99 | 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 | | | | Job Title: | | | | С | | ame: Puerto | | | | start Date: | 2/4/2014 | Check Nu | | |
| | l: xxxx-xxx-8 | | | anch Name: | | | | | | r ID: 42949 | | | | End Date: | | Invoice Nu | | |
| MeyerTest14, Jo | ohn | 43013226 90 | 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 | | | | Job Title: | | | | С | | ame: Puerto | | | | start Date: | 2/3/2014 | Check Nu | | |
| | l: xxxx-xx-5 | | | anch Name: | | | | | | r ID: 42949 | | | | End Date: | | Invoice Nu | | |
| MeyerTest15, Jo | onn | 43013226 91 | 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 | | | | Job Title: | | | | С | | ame: Puerto | | | | start Date: | 2/3/2014 | Check Nu | | |
| | 1: xxxx-xx-2 | | Bra | anch Name: | Canada 2 | | | | Custome | r ID: 42949 | 99844 | | | End Date: | | Invoice Nu | mber: | |
| MeyerTest3, Joh | n | 43013226 82 | 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 | | | | Job Title: | | | | C | | ame: Puerto | | | | start Date: | 1/31/2014 | Check Nu | | |
| SSN | l: xxx-xx-8 | 888 | Bra | anch Name: | Canada 2 | | | | Custome | r ID: 42949 | 99844 | | | End Date: | | Invoice Nu | mber: | |

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.

- 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:

| Start Date | 1/1/2000 | | | End Date | 1/1/2018 | | | |
|--|---|----------------------------|------------------------------------|--|---|-------------------|---------------------------------------|--------------------|
| Group By | Branch | • | | Date Filter On | Check Date 🔹 | | | |
| Sort By | Employee Name | • • | | Branch | Canada 2, Canada Test, Caro | di 🔻 | | |
| ∢ ∢ 1 | of 2 🕨 | ▶ ♦ @ | 9 🕲 🖨 | | 100% | Fir | nd Next | |
| | Deposit R | - 9.0.01 | | | 1 | rom | Dwork | C |
| sorted by em | it amounts for ch | om the followi | ng selected l | branches: '(All Bra | 2018, grouped by branch, nches Selected)'. | | software | |
| Direct Deposi | it amounts for ch ployee name, fro | | | | 2018, grouped by branch, | Chk or Sav | | |
| Direct Deposi sorted by em Employee | it amounts for ch ployee name, fro IE | om the followi | ng selected i Check # | branches: '(All Bra | 2018, grouped by branch, nches Selected)'. | | software | Amount \$297.13 |
| Direct Deposi sorted by em Employee Memphis N | it amounts for ch ployee name, fro IE eve | om the followi Chk Id | ng selected l Check # 203998 | branches: '(All Bra Check Date | 2018, grouped by branch, nches Selected)'. Bank STILLWATER NATL. | Chk or Sav | Software Account 42675200006429 | Amount |
| Direct Deposi sorted by em Employee Memphis N Aardson, Ste | it amounts for ch ployee name, fro IE eve eve | 29497046 1 429497044 | 203998 208041 | branches: '(All Brai Check Date 5/7/2012 | 2018, grouped by branch, nches Selected)'. Bank STILLWATER NATL. | Chk or Sav Chk | Software Account 42675200006429 | Amount \$297.13 |

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.

- 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 | | | | | | | | |
|---|-------------------------|--|-------------------------------------|------------------------------------|-----------------|------------------------------------|-------------|---------------------------------|
| Start Date | 1/1/2000 | | End Date | 1/1/2018 | } | | | |
| Branch | Memphis NorEast | • | Date Filter | Check D | ate 🔹 | | | |
| Group By | Branch | • | Accrual Type | Anniver | sary Accrual, A | nnua 🔻 | | |
| Employee Filter | Abo | | Check ID | | | | | |
| | | | | | | | | |
| ≪ 1 o | f1 ▶ ▶ ∉ ⑧ |) 🚯 🏟 🔲 🕻 | 📜 🔍 - 10 | 0% | • | | Find Next | |
| Employee A High Tech Staffin | | | | Entity Level | (Hierld 2) | em | | rks |
| Date range: 1/1/2000 'Memphis NorEast'. | 0 through 1/1/2018 by C | heck Date, from th | e following sele | cted branche | es: | | SOILWA | are 🚥 |
| | | | | | | | | |
| Employee | Employee ID | SSN | Check ID | Check Number | Check Date | Accrual | | Amount |
| Employee Memphis NorEast | | SSN | | | Check Date | Accrual | | Amount |
| | | SSN xxx-xx-0512 | | | Check Date | Accrual Hourly | | Amount 35.00 |
| Memphis NorEast | t | | | Number | | | | |
| Memphis NorEast Abotina, Susie | t 13142 | хох-хх-0512 | 429501052 2 | Number | | Hourly Hourly | crual | 35.00 |
| Memphis NorEast Abotina, Susie | t 13142 | хох-хх-0512 | 429501052 2 | Number | | Hourly Hourly 1 act | crual | 35.00 2.00 |
| Memphis NorEast Abotina, Susie Abotina, Susie Report Totals NOTE: If the Chec | t 13142 | xxx-xx-0512 xxx-xx-0512 and Check Date | 429501052 2 4 fields are blan | Number 252231066 k, this mea | 5/5/2014 | Hourly Hourly 1 acc 1 acc | crual | 35.00 2.00 37.00 37.00 |

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.

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

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

Employee Adjustments

Screen Shot:

| Start Date Branch Group By | 1/1/2000 Canada 2, Canada T Branch | est, Carı 🔹 | End Date Date Filter Employee Filter | 1/1/2018 Check Date | • | | | View Re |
|---|--|------------------|--|------------------------|-----------------|---------------------------------|---------|----------------|
| Adjustment Type | 401k: 401(k) Retirem | ent Plar 🔻 | Check ID | | | | | |
| | | | | 1000 | | | | |
| 🕅 🖣 1 of | 29 🕨 🔰 🗍 🐐 🛞 | | 100% | • | | Find Next | | |
| Employee A | | | | | | Entity Level (Hierld 2) te | mpw | <i>i</i> orks |
| A list of the following pranches: '(All Branch | | om employee cheo | cks with a CheckDa | te between 1/1/2000 | 0 and 1/1/2018, | from the following selected | - SC | ontware •••• |
| Employee | Employee ID | SSN | Check ID | Check Number | Check Date | Adjustment | Amount | Benefit Amount |
| CardiffUK | | | | | | | | |
| ourumon | | | | 208048 | 3/18/2014 | Mileage: Mileage Reimbusement | \$10.00 | \$0.00 |
| Adjuster, Korey | 4294972266 | xxx-xx-5485 | 4295010435 | 200046 | 3/10/2014 | initeage. Initeage Reinbusement | \$10.00 | 30.00 |

Purpose:

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

- 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 Repo |
|--|---|---|--|--|--|--|---|---|---|--|
| Branch Car | nada 2, Canada T | est, Care 🔻 | Date Filter W | eekend Bill | • | | | | | |
| Hours Type Sho | w All Hours | | Hide Rates 💿 | True 💿 False | | | | | | |
| Customer Filter | | | Employee ID | | | | | | | |
| ▲ 1 of 23 | 3 🕨 🎽 🖕 | 🛞 🚱 🖨 🗐 | 💷 🔍 - 100% | • | | Find Nex | t | | | |
| Employee Hou High Tech Staffing | | d Bill between 10/1/2 | 2013 and 12/31/2013 | 3, from the followin | ig selected brai | | y Level (Hierld 2 s SE, Memphis | ten | IPW | orks [®] |
| | | | | | | | | | | |
| CA, CardiffUK, Memphis I Employee | | Canada 2, Canada T | | RHours | OHours | DHours | THours | Pay Rate | Bill Rate | Weekend Bill |
| CA, CardiffUK, Memphis N | W, Memphis SW, | Canada 2, Canada T | est, Memphis'. | | | DHours | THours | Pay Rate | Bill Rate | Weekend Bill |
| CA, CardiffUK, Memphis I Employee Memphis SE | IW, Memphis SW, Employee | Canada 2, Canada T | est, Memphis'. | | | DHours | THours | Pay Rate | Bill Rate | Weekend Bill |
| CA, CardiffUK, Memphis M Employee Memphis SE 777956 ACME Auto P | IW, Memphis SW, Employee | Canada 2, Canada T | est, Memphis'. | | | DHours 0.00 | THours 40.00 | Pay Rate | Bill Rate \$13.99 | Weekend Bill 11/10/2013 |
| CA, CardiffUK, Memphis I Employee Memphis SE 777956 ACME Auto P Acoff, Fidel | IW, Memphis SW, Employee arts Primary | Canada 2, Canada T ID SSN | est, Memphis'. Pay Code | RHours | OHours | | | | | |
| CA, CardiffUK, Memphis I Employee Memphis SE 777956 ACME Auto P Acoff, Fidel Acosta, Davis A | IW, Memphis SW, Employee arts Primary 24318 | Canada 2, Canada 1 ID SSN xxx-xx-0295 | rest, Memphis'. Pay Code Reg | RHours 40.00 | 0Hours 0.00 | 0.00 | 40.00 | \$7.50 | \$13.99 | 11/10/2013 |
| CA, CardiffUK, Memphis I Employee Memphis SE 777956 ACME Auto P Acoff, Fidel Acosta, Davis A Acosta, Marlin | IW, Memphis SW, Employee arts Primary 24318 5023 | Canada 2, Canada 1 ID SSN xxx-xx-0295 xxx-xx-9657 | rest, Memphis'. Pay Code Reg Reg | RHours 40.00 40.00 | 0Hours 0.00 0.00 | 0.00 | 40.00 40.00 | \$7.50 \$12.00 | \$13.99 \$22.00 | 11/10/2013 11/10/2013 |
| CA, CardiffUK, Memphis I Employee Memphis SE 777956 ACME Auto P Acoff, Fidel Acosta, Davis A Acosta, Marlin Acosta, Marlin | IW, Memphis SW, Employee arts Primary 24318 5023 17407 | Canada 2, Canada T ID SSN xxx-xx-0295 xxx-xx-9657 xxx-xx-5693 | rest, Memphis'. Pay Code Reg Reg Reg | RHours 40.00 40.00 40.00 | 0Hours 0.00 0.00 0.00 | 0.00 0.00 0.00 | 40.00 40.00 40.00 | \$7.50 \$12.00 \$13.88 | \$13.99 \$22.00 \$17.21 | 11/10/2013 11/10/2013 11/10/2013 |
| CA, CardiffUK, Memphis I Employee Memphis SE 777956 ACME Auto P Acoff, Fidel Acosta, Davis A Acosta, Marlin Acosta, Marlin Acosta, Ofelia Hinijosa | IW, Memphis SW, Employee arts Primary 24318 5023 17407 17407 | Canada 2, Canada 1 ID SSN xxx-xx-0295 xxx-xx-9657 xxx-xx-5693 xxx-xx-5693 | Test, Memphis'. Pay Code Reg Reg Reg Reg | RHours 40.00 40.00 40.00 40.00 | OHours 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | 40.00 40.00 40.00 40.00 | \$7.50 \$12.00 \$13.88 \$13.50 | \$13.99 \$22.00 \$17.21 \$18.75 | 11/10/2013 11/10/2013 11/10/2013 11/10/2013 |
| CA, CardiffUK, Memphis I Employee Memphis SE 777956 ACME Auto P Acoff, Fidel Acosta, Davis A Acosta, Marlin Acosta, Marlin Acosta, Marlin Acosta, Ofelia Hinijosa Acosta, Richard | Primary 24318 5023 17407 20475 | Canada 2, Canada 1 ID SSN xxx-xx-0295 xxx-xx-9657 xxx-xx-5693 xxx-xx-5693 xxx-xx-1169 | Test, Memphis'. Pay Code Reg Reg Reg Reg Reg | RHours 40.00 40.00 40.00 40.00 40.00 40.00 | 0Hours 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 | 40.00 40.00 40.00 40.00 40.00 | \$7.50 \$12.00 \$13.88 \$13.50 \$17.20 | \$13.99 \$22.00 \$17.21 \$18.75 \$31.58 | 11/10/2013 11/10/2013 11/10/2013 11/10/2013 11/10/2013 |
| CA, CardiffUK, Memphis I Employee Memphis SE 777956 ACME Auto P Acoff, Fidel Acosta, Davis A Acosta, Marlin Acosta, Marlin Acosta, Marlin Acosta, Ofelia Hinijosa Acosta, Richard Acosta-Soto, Jofree | IW, Memphis SW, Employee arts Primary 24318 5023 17407 17407 20475 19636 22922 1922 | Canada 2, Canada 1 ID SSN xxx-xx-0295 xxx-xx-9657 xxx-xx-5693 xxx-xx-5693 xxx-xx-1169 xxx-xx-0129 | Test, Memphis'. Pay Code Reg Reg Reg Reg Reg Reg | RHours 40.00 40.00 40.00 40.00 40.00 40.00 40.00 | 0Hours 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 | 40.00 40.00 40.00 40.00 40.00 40.00 | \$7.50 \$12.00 \$13.88 \$13.50 \$17.20 \$9.32 | \$13.99 \$22.00 \$17.21 \$18.75 \$31.58 \$14.21 | 11/10/2013 11/10/2013 11/10/2013 11/10/2013 11/10/2013 11/10/2013 |
| CA, CardiffUK, Memphis I Employee | IW, Memphis SW, Employee arts Primary 24318 5023 17407 17407 20475 19636 22922 1922 | Canada 2, Canada 1 ID SSN xxx-xx-0295 xxx-xx-9657 xxx-xx-5693 xxx-xx-5693 xxx-xx-1169 xxx-xx-0129 xxx-xx-7998 | Test, Memphis'. Pay Code Reg Reg Reg Reg Reg Reg Reg | RHours 40.00 40.00 40.00 40.00 40.00 40.00 40.00 40.00 | 0Hours 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0. | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 40.00 40.00 40.00 40.00 40.00 40.00 40.00 | \$7.50 \$12.00 \$13.88 \$13.50 \$17.20 \$9.32 \$11.41 | \$13.99 \$22.00 \$17.21 \$18.75 \$31.58 \$14.21 \$21.33 | 11/10/2013 11/10/2013 11/10/2013 11/10/2013 11/10/2013 11/10/2013 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.

- 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:

| Start Date | 10/1/2013 | | End Date | 12/31/2013 | | | | | View Repo |
|---|--|---|--|---|---|---|---|--|---|
| Hours Range Star | t 0.00 | | Hours Range End | 100000000.00 | | | | | |
| Hours Range Type | e Total Hours | - | Date Filter | Weekend Bill 🗸 | | | | | |
| Hours Type | | | Branch | | | | | | |
| riouis type | Show All Hours | • | branch | Canada 2, Canada Test, C | Jari 🔻 | | | | |
| Pay Code | AP - Accounts p | payable, Aut 🔻 | Group By | Employee 👻 | | | | | |
| Customer Filter | | | Employee Filter | | | | | | |
| | | | | | | | | | |
| 🕅 🖣 1 of | f 596 🕨 🔰 👄 | 🛞 😳 🏟 🔲 🎗 | 100% | - | Find Net | xt | | | |
| High Tech Staffing | 5 | 1/2013 and 12/31/2013 | for Employee with Tota | I Hours between 0.00 and 10 | | ty Level (Hierld) from the | | sof | ftware ••• |
| | anches: '(All Branche | es Selected)'. | | | | | | | |
| | | es Selected)'. Customer Name | Department | t Name Pay Code | RHours | OHours | DHours | THours | Weekend Bill |
| ollowing selected bra Employee | anches: '(All Branche | | Department | t Name Pay Code | RHours | OHours | DHours | THours | Weekend Bill |
| following selected bra Employee Bartel, Glen ID:4 | anches: '(All Branche Employee ID | | Department Primary | t Name Pay Code Reg | RHours 40.00 | OHours 0.00 | DHours 0.00 | THours 40.00 | Weekend Bill 11/10/2013 |
| iollowing selected bra Employee Bartel, Glen ID:4 Bartel, Glen | anches: '(All Branche Employee ID 4294972301 | Customer Name | • | | | | | | |
| iolowing selected bri Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 4294972301 4294972301 | Customer Name ACME Auto Parts | Primary | Reg | 40.00 | 0.00 | 0.00 | 40.00 | 11/10/2013 |
| following selected bra Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 1294972301 4294972301 4294972301 | Customer Name ACME Auto Parts Creative Solutions | Primary Primary | Reg Reg | 40.00 0.00 | 0.00 | 0.00 | 40.00 | 11/10/2013 10/27/2013 |
| iollowing selected bra Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 4294972301 4294972301 4294972301 4294972301 | Customer Name ACME Auto Parts Creative Solutions Creative Solutions | Primary Primary Primary | Reg Reg Reg | 40.00 0.00 0.00 | 0.00 0.00 0.00 | 0.00 0.00 0.00 | 40.00 0.00 0.00 | 11/10/2013 10/27/2013 10/27/2013 |
| following selected bri Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 4294972301 4294972301 4294972301 4294972301 4294972301 | Customer Name ACME Auto Parts Creative Solutions Creative Solutions Creative Solutions | Primary Primary Primary Primary | Reg Reg Reg Reg | 40.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | 40.00 0.00 0.00 0.00 | 11/10/2013 10/27/2013 10/27/2013 10/27/2013 |
| iolowing selected bri Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 | Customer Name ACME Auto Parts Creative Solutions Creative Solutions Creative Solutions Creative Solutions | Primary Primary Primary Primary Primary | Reg Reg Reg Reg Reg | 40.00 0.00 0.00 0.00 12.00 | 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 | 40.00 0.00 0.00 0.00 12.00 | 11/10/2013 10/27/2013 10/27/2013 10/27/2013 10/27/2013 11/3/2013 |
| iolowing selected bri Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 1294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 | Customer Name ACME Auto Parts Creative Solutions Creative Solutions Creative Solutions Creative Solutions Creative Solutions | Primary Primary Primary Primary Primary Primary | Reg Reg Reg Reg Reg Reg | 40.00 0.00 0.00 0.00 12.00 6.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | 40.00 0.00 0.00 12.00 6.00 | 11/10/2013 10/27/2013 10/27/2013 10/27/2013 11/3/2013 11/3/2013 |
| iolowing selected bri Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 1294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 | Customer Name ACME Auto Parts Creative Solutions Creative Solutions Creative Solutions Creative Solutions Creative Solutions Creative Solutions | Primary Primary Primary Primary Primary Primary Primary | Reg Reg Reg Reg Reg Reg Retro | 40.00 0.00 0.00 12.00 6.00 23.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 40.00 0.00 0.00 12.00 6.00 23.00 | 11/10/2013 10/27/2013 10/27/2013 10/27/2013 11/3/2013 11/3/2013 11/3/2013 |
| iolowing selected bri Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 1294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 | Customer Name ACME Auto Parts Creative Solutions | Primary Primary Primary Primary Primary Primary Primary Primary | Reg Reg Reg Reg Reg Retro Retro | 40.00 0.00 0.00 12.00 6.00 23.00 15.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 40.00 0.00 0.00 12.00 6.00 23.00 15.00 | 11/10/2013 10/27/2013 10/27/2013 10/27/2013 11/3/2013 11/3/2013 11/3/2013 11/3/2013 |
| iolowing selected bri Employee Bartel, Glen ID:4 Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen Bartel, Glen | anches: '(All Branche Employee ID 1294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 4294972301 | ACME Auto Parts Creative Solutions Creative Solutions Creative Solutions Creative Solutions Creative Solutions Creative Solutions Creative Solutions Creative Solutions | Primary Primary Primary Primary Primary Primary Primary Primary Primary | Reg Reg Reg Reg Reg Retro Retro Retro Reg | 40.00 0.00 0.00 12.00 6.00 23.00 15.00 40.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 40.00 0.00 0.00 12.00 6.00 23.00 15.00 40.00 | 11/10/2013 10/27/2013 10/27/2013 10/27/2013 11/3/2013 11/3/2013 11/3/2013 11/3/2013 11/3/2013 11/10/2013 |
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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.

- 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:

| | | | | | | | | | | | 4/1/2011 | End Date | | 1/1/2000 | Start Date |
|------------------|---------------------|-----------|----------|------------------|-----------|-----------|---------------|------------------|------------------|------------------|---|------------------------------|-------------------------|-------------------|-----------------------|
| | | | | | | | | | | | 🔘 True 🔘 False | Hide Bill | | | Customer Name |
| | | | | | | | | | | | > (| Employee | | | Invoice Number |
| | | | | | | | | | | | | | | | |
| | | | | | | <u> </u> | | nd Ne | F | | 100% - | 🔲 û 🔍 - | e 🛞 🕲 🖨 | of 5 🕨 🔰 | 4 1 0 |
| | | | | | | | | | | | | | | Transacti | Employee [·] |
| | rks " | NO | ηDΛ | ten | ld 1) 1 | el (Hier | ystem Lev | s | | | | | onnopon | nanoaou | System |
| | re | softwa | S | | | | | | | | | and 4/1/2011 | d bill dates 1/1/2000 a | tween weekend | |
| Inv # | Total Bill | Bill Rate | CCost | Gross | DT Hrs | OT Hrs | Reg Hrs | Bill Adj | Adj Net | Pay Rate | tle Pay Code | e CustID Job | Customer Name | ll Date Worked | W/E Date W/E Bi |
| | | | | | | | | | | | | mployee ID: 5820 | SN: 123-55-2498 Er | Staffing SS | 2nd Staffing, 2nd |
| 43186 | \$24.50 | \$25.00 | \$15.00 | \$0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 | \$0.00 | nse | 778958 Appli Resp Spec | Jimmy's Pizza | 011 3/13/2011 | 1/23/2011 2/20/20 |
| | | 005.00 | | | | | | | | | | 770050 4 5 | Jimmy's Pizza | 011 3/13/2011 | 1/23/2011 2/20/20 |
| 5553654 | \$269.50 | \$25.00 | \$245.00 | \$0.00 | 0.00 | 0.00 | 10.00 | \$0.00 | \$0.00 | \$0.00 | nse | 778958 Appli Resp Spec | | | |
| 5553654 43186 | \$269.50 \$24.50 | | \$245.00 | \$0.00 \$0.00 | 0.00 | 0.00 | 10.00 0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 | nse list ant Reg nse | Resp | Jimmy's Pizza | | 1/23/2011 2/20/20 |
| | • | \$25.00 | | | | | | | | | nse liist Ant Reg nse liist Ant Reg nse | 778958 Appli Resp | | 011 3/13/2011 | |

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.

- 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 II | | | | | | | | | | | |
| | of 72 🕨 | ₩ # ⊗ | © 🖨 🔲 🖬 🗖 | . 100% | | | Find Nex | t | | | |
| System | • | Statemer | | | | | Sys | tem Level (Hier) | | PWO softwar | |
| Chk ld | Check # | Weekend | Check Date | Reg Hrs | OT Hrs | DT Hrs | Gross | Taxes | Adjustments | Misc Pay | Net |
| Nottestad, M | 11 | | | 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, M | 12 | | | 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.

- 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:

| | uthAdj: System level Adj | iustrr 👻 Branch | Canada 2, Canada Test, C | Cardi 🔻 |
|--|--|---|---|--------------------|
| ┥ 🖣 1 of : | () > > + ⊛ @ |) 4 1 4 | 100% | Find Next |
| Missing Autho High Tech Staffing | ority | | Entity Level (Hierld 2) | tempworks |
| | | | | |
| adjustments: AuthAdj: : ChildSupt1: CHILD SUP | System level Adjustment | ority on the adjustment setu used for Authority Pay Ba .D SUPPORT 2, ChildSupt3: Selected)'. | up for the following Ilance, Benefi <mark>t</mark> Exp: , | - software |
| adjustments: AuthAdj: : ChildSupt1: CHILD SUP | System level Adjustment PORT 1, ChildSupt2: CHIL | used for Authority Pay Ba D SUPPORT 2, ChildSupt3: | up for the following Ilance, Benefi <mark>t</mark> Exp: , | Active Adjustment? |
| adjustments: AuthAdj: 9 ChildSupt1: CHILD SUP the following selected I | System level Adjustment PORT 1, ChildSupt2: CHIL pranches: '(All Branches | used for Authority Pay Ba D SUPPORT 2, ChildSupt3: Selected)'. | up for the following Ilance, BenefitExp: , : CHILD SUPPORT 3, from | |
| adjustments: AuthAdj: 1 ChildSupt1: CHILD SUP the following selected I Employee | System level Adjustment PORT 1, ChildSupt2: CHIL pranches: '(All Branches Employee ID | used for Authority Pay Ba D SUPPORT 2, ChildSupt3 Selected)'. Branch Name | up for the following lance, BenefitExp: , : CHILD SUPPORT 3, from Adj Name | Active Adjustment? |

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.

- 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:

| Filter by Customer | | | Filter by Employee | | | | |
|--|--|--|---|--|--|-----------|---|
| Filter by Rep | | | | | | | |
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| Missing Tim | ecards | | | - | | | |
| System | | | System Leve | el (Hierld 1) T | emi | DWC | orks" |
| | ave a timecard created in the s , grouped by Customer, from | | | | | SOITV | vare ••• |
| 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 |
| | | | | | | | |
| zzTestJasonTotal | S | | 1 timecard | | | | |
| | \$ | | 1 timecard | | | | |
| Crom Equipment | s Cole, David Andrew | 086-85-8216 | 1 timecard Forklift | 3/1/2006 | | | greggd |
| Crom Equipment Crom Equipment | - | | | 3/1/2006 2/5/2011 | 2/5/2011 | 5/19/2011 | greggd aramg |
| Crom Equipment Crom Equipment Crom Equipment | Cole, David Andrew | 086-85-8216 | Forklift | | 2/5/2011 2/4/2011 | 5/19/2011 | |
| Crom Equipment Crom Equipment Crom Equipment Crom Equipment | Cole, David Andrew Anderson, Jessica | 086-85-8216 321-54-6987 | Forklift Account Analyst | 2/5/2011 | | 5/19/2011 | aramg |
| Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment | Cole, David Andrew Anderson, Jessica Jones, Matt | 086-85-8216 321-54-6987 664-89-9898 | Forklift Account Analyst Account Analyst | 2/5/2011 2/4/2011 | 2/4/2011 | 5/19/2011 | aramg aramg |
| Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment | Cole, David Andrew Anderson, Jessica Jones, Matt Jon, Barker Lance | 086-85-8216 321-54-6987 664-89-9898 675-75-7575 | Forklift Account Analyst Account Analyst Account Analyst | 2/5/2011 2/4/2011 2/4/2011 | 2/4/2011 2/4/2011 | 5/19/2011 | aramg aramg aramg |
| Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment | Cole, David Andrew Anderson, Jessica Jones, Matt Jon, Barker Lance Kozelek, Jordan Cecilia | 086-85-8216 321-54-6987 664-89-9898 675-75-7575 277-84-5647 | Forklift Account Analyst Account Analyst Account Analyst Account Analyst | 2/5/2011 2/4/2011 2/4/2011 2/4/2011 | 2/4/2011 2/4/2011 2/4/2011 | | aramg aramg aramg aramg |
| zzTestJasonTotal Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment Crom Equipment | Cole, David Andrew Anderson, Jessica Jones, Matt Jon, Barker Lance Kozelek, Jordan Cecilia Bailey, Brian John | 086-85-8216 321-54-6987 664-89-9898 675-75-7575 277-84-5647 435-44-6357 | Forklift Account Analyst Account Analyst Account Analyst Account Analyst Account Analyst | 2/5/2011 2/4/2011 2/4/2011 2/4/2011 2/4/2011 | 2/4/2011 2/4/2011 2/4/2011 2/4/2011 | | aramg aramg aramg aramg 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.

- 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:

| N 1 | of 1 🕨 🕅 | 🗧 🛞 🚱 🖨 | a 🔲 🔍 🔍 - 100% | - | Find Next | | | | |
|-------------------------------|----------|-------------|---|----------------------|-----------------|--------------|------------|---------------------|--------------|
| High Tech Sta | affing | ce Bank Adj | ustments Bank adjustment, from the foi | lowing branches: '// | | intity Level | (Hierld 2) | | rks" |
| Employees that Employee ID | | First Name | Address | Address2 | City | State | Zip | Staffing Specialist | Balance |
| Branch: Mem | ohis 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: Mem | ohis 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: Cardi | ffUK | | | | | | | | |
| 16411 | wow | Sal | 123 Fake St | | Somewhere | MN | 55123 | webcenteruser | (\$632.74) |
| | | | | | | | | CardiffUK Totals: | (\$632.74) |
| | | | | | | | | Report Totals: | (\$1,433.30) |

Purpose:

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

Parameters:

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

Outstanding TimeClock Timecards

Screen Shot:

| Start Date 1 | /1/2000 | | End Date | 1/1/2018 | | |
|---|---|---|--|---|--|--|
| Branch C | Canada 2, Canad | a Test, Cardi 🔻 | Group By | Branch | • | |
| Customer Id | | | | | | |
| ∢ ∢ 1 | of 2 🕨 🔰 | 🗧 🛞 🚱 🖨 | i 🔲 💷 🖳 | 100% | | Find Next |
| Outstandir | ng TimeC | lock Timeca | rds | | + | |
| High Tech Staf | fing | | | Entity Lev | el (Hierld 2) | empworks |
| - | | between weekend da | | | • | software ••• |
| branch für Custo | mena., nom me | following selected b | ranches: (All B | ranches Selected |). | |
| | | Customer Name | | | · | Job Title |
| Week End Date | | | | | · | Job Title |
| Week End Date CardiffUK | | | | Assignment ID | · | |
| Week End Date CardiffUK 4/8/2012 | Customer Id | Customer Name | EmployeeID | Assignment ID 4301251467 | Employee | y Data Entry Specialist |
| | Customer Id 4294969395 | Customer Name Vandy Enterprises | EmployeeID 4294972266 | Assignment ID 4301251467 4301251511 | Employee Adjuster, Kore | y Data Entry Specialist y Data Entry |
| Week End Date CardiffUK 4/8/2012 4/8/2012 4/15/2012 | Customer Id 4294969395 4294969430 | Customer Name Vandy Enterprises Vandy Enterprises | EmployeeID 4294972266 4294972266 | Assignment ID 4301251467 4301251511 4301251511 | Employee Adjuster, Kore Adjuster, Kore | y Data Entry Specialist y Data Entry y Data Entry |
| Week End Date CardiffUK 4/8/2012 4/8/2012 | Customer Id 4294969395 4294969430 4294969430 | Customer Name Vandy Enterprises Vandy Enterprises Vandy Enterprises | EmployeeID 4294972266 4294972266 4294972266 | Assignment ID 4301251467 4301251511 4301251511 4301251467 | Employee Adjuster, Kore Adjuster, Kore Adjuster, Kore | y Data Entry Specialist y Data Entry y Data Entry y Data Entry y Data Entry Specialist |
| Week End Date CardiffUK 4/8/2012 4/8/2012 4/15/2012 4/15/2012 4/15/2012 4/22/2012 | Customer Id 4294969395 4294969430 4294969430 4294969395 | Customer Name Vandy Enterprises Vandy Enterprises Vandy Enterprises Vandy Enterprises | EmployeeID 4294972266 4294972266 4294972266 4294972266 | Assignment ID 4301251467 4301251511 4301251511 4301251467 4301251467 | Employee Adjuster, Kore Adjuster, Kore Adjuster, Kore Adjuster, Kore | y Data Entry Specialist y Data Entry y Data Entry y Data Entry y Data Entry Specialist y Data Entry Specialist |
| Week End Date CardiffUK 4/8/2012 4/8/2012 4/15/2012 4/15/2012 4/15/2012 4/22/2012 4/22/2012 | Customer Id 4294969395 4294969430 4294969430 4294969395 4294969395 | Customer Name Vandy Enterprises Vandy Enterprises Vandy Enterprises Vandy Enterprises Vandy Enterprises | EmployeeID 4294972266 4294972266 4294972266 4294972266 4294972266 | Assignment ID 4301251467 4301251511 4301251511 4301251467 4301251467 4301251511 | Employee Adjuster, Kore Adjuster, Kore Adjuster, Kore Adjuster, Kore | y Data Entry Specialist y Data Entry y Data Entry y Data Entry Specialist y Data Entry Specialist y Data Entry |
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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.

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

Overtime Hours Audit

Screen Shot:

| Start Date | 1/1/2000 | | End Date | 1/1/2 | 2018 | | | | | | | |
|---|--|---------------------------------|-----------------|---------------|-----------------|--------------------|---------------------------|------------------------------------|----------------------|-----------------------|-----------------|-----------------|
| Branch | ABC, AppleI, Boxter, Br | andNei 🔻 | Hours Typ | calci | ulated OT <> Ad | tual OT 👻 | | | | | | |
| Employee Name | | | OT Plan O | verride Use | Assignment OT F | Plan 🔻 | | | | | | |
| | | <u></u> | | | | _ | | | | | | |
| | of 6 🕨 🎽 🐗 🛞 | 🌝 🖨 🗉 | I VI M- I | 100% | • | Fir | id Next | | | | | |
| System | Hours Audit | 1/2000 and 1/1 | 1/2018 using th | e Use Assigni | ment OT Plan ov | ertime plan, fr | Syster om the followir | n Level (Hierld 1g branches: ". | , ten | npw | ork | (S |
| Employee Name | Employee ID | Actual Deg | Actual | Actual | Actual Total | Calculated | Calculated | Calculated | Calculated | Weighted | Max Pay | Max Bill |
| | Employee ib | Hours | OTHours | DTHours | Hours | Reg Hours | OT Hours | DT Hours | | | Rate | Rate |
| EINC: -80349 | Linployee is | _ | | | | | | | | | | |
| | | _ | | | | | | | | | | |
| EINC: -80349 | | _ | | | | | | | | | | |
| EINC: -80349 Weekend Date: 5 | 5/22/2011 | Hours 78.00 | OTHours | DTHours | Hours | Reg Hours | OT Hours | DT Hours | Total Hours | OT Payrate | Rate | Rate |
| EINC: -80349 Weekend Date: 5 | 5/22/2011 4294971774 | Hours 78.00 | OTHours | DTHours | Hours | Reg Hours | OT Hours | DT Hours | Total Hours | OT Payrate | Rate | Rate |
| EINC: -80349 Weekend Date: 5 Pay Code's: Reg, Cu | 5/22/2011 4294971774 Istomer's: MDTestIPWiz - Prim | Hours 78.00 ary; 78.00 | OTHours 8.00 | 0.00 | Hours 86.00 | Reg Hours 40.00 | OT Hours 46.00 | 0.00 | Total Hours 86.00 | OT Payrate \$30.00 | Rate \$20.00 | Rate \$35.00 |
| EINC: -80349 Weekend Date: 5 Pay Code's: Reg, Cu Pay Code's: Reg, Cu | 5/22/2011 4294971774 vstomer's: MDTestiPWiz - Prim 4294971775 | Hours 78.00 ary; 78.00 | OTHours 8.00 | 0.00 | Hours 86.00 | Reg Hours 40.00 | OT Hours 46.00 | 0.00 | Total Hours 86.00 | OT Payrate \$30.00 | Rate \$20.00 | Rate \$35.00 |

Purpose:

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

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

- 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 | Ē | | | | | | |
|--|---|--|--|-----------------------|---|---|--|---|---|--|---------------------------------|--|
| Branch | Canada 2, Canada | Test, Cardi | Date | e Filter Che | ck Date | - | | | | | | |
| Employee I | · · · | , | | ck ID | | | _ | | | | | |
| Payroll Run | | | | | | | | | | | | |
| Payroll Run | D | | | | | | | | | | | |
| ∢ ∢ 1 | of 2 🕨 🎽 🔺 | - 🛞 🚱 | | 🚽 - 10 | 0% | - | Find | Next | A | | | |
| High Tech | | | | | 070 | | | , | | | | |
| Memphis SE b | • | | | | | | | | | | | |
| | nstrong Blvd #205 | | | | | | | | | | | |
| 555-555-1212 | - | | | | | | | | | | | |
| | - qs Statement | | | | | | | | | | | |
| | gs statement | | | | | | | | | - | | |
| Employee | | Aiden | | | Check Dat | te Check I | Number | Gross Pay | | | D Gross | YTD Net |
| | | | | | | | | | | | | |
| Joe Alaska 709 West Ork | eans St | 16438 | XXX-> | ox-5896 | 6/4/201 | 12 | -20426 | (\$80.00) | s | 60.00 | \$740.00 | \$533.47 |
| Joe Alaska 709 West Ork Eagan, MN 55 | | 16438 | XXX-3 | ox-5896 | 6/4/201 | 12 | -20426 | (\$80.00) | S | 60.00 | \$740.00 | \$533.47 |
| 709 West Orle | | 16438 | X00(-) | ox-5896 | 6/4/201 | 12 | -20426 | (\$80.00) | S | \$0.00 | \$740.00 | \$533.47 |
| 709 West Orle | | 16438 Туре | | 0Hours | 6/4/20 DHours | PayRate | -20426 Salary | (\$80.00) AdjGrMisc | S Units | | \$740.00 Asg# | |
| 709 West Ork Eagan, MN 55 Date | 5121 | | RHours | | | | | | | URate | Asg# 430124251 | TotalPay |
| 709 West Orle Eagan, MN 55 | 5121 Customer | Туре | RHours | OHours | DHours | PayRate | Salary | AdjGrMisc | Units | URate | Asg# | \$533.47 TotalPay \$0.00 |
| 709 West Ork Eagan, MN 55 Date | S121 Customer ABC | Type Reg | RHours -8.00 | OHours 0.00 | DHours | PayRate | Salary \$0.00 | AdjGrMisc \$0.00 | Units 0.00 | URate \$0.00 | Asg# 430124251 6 | TotalPay |
| 709 West Ork Eagan, MN 55 Date | 5121 Customer | Type Reg | RHours -8.00 | OHours 0.00 | DHours | PayRate | Salary \$0.00 | AdjGrMisc | Units 0.00 | URate \$0.00 | Asg# 430124251 6 | TotalPay |
| 709 West Ork Eagan, MN 55 Date | S121 Customer ABC | Type Reg djustmen | RHours -8.00 | OHours 0.00 | DHours | PayRate | Salary \$0.00 Cur | AdjGrMisc \$0.00 Frent tax and | Units 0.00 adjustr | URate \$0.00 | Asg# 430124251 6 | TotalPay \$0.00 |
| 709 West Ork Eagan, MN 53 Date 3/17/2012 Tax Type | 5121 Customer ABC Taxes and a | Type Reg djustmen Tax | RHours -8.00 ts on this ch | OHours 0.00 eck | DHours 0.00 | PayRate \$10.00 | Salary \$0.00 Cur YTD T | AdjGrMisc S0.00 Frrent tax and Faxable YT | Units 0.00 adjustr | URate \$0.00 ment YTD to | Asg# 430124251 6 otals | TotalPay \$0.00 |
| 709 West Ork Eagan, MN 59 Date 3/17/2012 Tax Type EFica | 5121 Customer ABC Taxes and a Taxable | Type Reg djustmen Tax (\$3.36) | RHours -8.00 ts on this ch Adj Type | OHours 0.00 eck | DHours 0.00 Amount | PayRate \$10.00 Tax Type | Salary \$0.00 Cur YTD T | AdjGrMisc \$0.00 Trent tax and Taxable Y1 \$740.00 | Units 0.00 adjustr D Tax \$31.08 | URate \$0.00 ment YTD to Adj Type | Asg# 430124251 6 otals | TotalPay \$0.00 YTD Total |
| 709 West Ork Eagan, MN 54 Date 3/17/2012 | 5121 Customer ABC Taxes and a Taxable (\$80.00) | Type Reg djustmen Tax (\$3.36) (\$1.16) | RHours -8.00 ts on this ch Adj Type 401k | OHours 0.00 eck | DHours 0.00 Amount (\$0.80) | PayRate \$10.00 Tax Type EFica | Salary \$0.00 Cur YTD T | AdjGrMisc \$0.00 Frent tax and axable Y1 \$740.00 | Units 0.00 adjustr D Tax \$31.08 \$10.73 | URate \$0.00 ment YTD to Adj Type 401k | Asg# 430124251 6 otals | TotalPay \$0.00 YTD Total \$7.40 |
| 709 West Ork Eagan, MN 59 Date 3/17/2012 Tax Type EFica EMed | 5121 Customer ABC Taxes and a Taxable (\$80.00) (\$80.00) | Type Reg djustmen Tax (\$3.36) (\$1.16) \$0.00 | RHours -8.00 ts on this ch Adj Type 401k AdvanceBnk | OHours 0.00 eck | DHours 0.00 Amount (\$0.80) (\$56.01) | PayRate \$10.00 Tax Type EFica EMed | Salary \$0.00 Cur YTD T \$ | AdjGrMisc \$0.00 Trent tax and axable Y1 \$740.00 \$740.00 | Units 0.00 adjustr DTax \$31.08 \$10.73 \$16.88 | URate \$0.00 ment YTD to Adj Type 401k AdvanceBnk | Asg# 430124251 6 otals | TotalPay \$0.00 YTD Total \$7.40 (\$56.01) |

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.

- 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:

| Start Date | 01/01/2000 | | | End Date | 01/01/2018 | | | | | |
|--|--|---|-----------------------|---|----------------|-------------------|---------------------------|-------------|------------------|-------------------------------------|
| Branch | ABC, AppleI, | Boxter, Bran | dNe 🔻 | Date Filter | Check Date | • | | | | |
| Group By | Check Deliver | y •] | | Sort By | Employee N | lame 🔻 | | | | |
| ∢ ∢ 1 | of 44 🕽 | M + | ® 🕲 🕯 | | . 1009 | % - | | Find Next | | |
| avroll | Journal | | | | | | | | | , |
| vstem | | | | | Syste | em Level (Hierld | | mpwo | orks | |
| Culture and and and | | 4/4/2000 the | ough 1/1/2018 | arouned by (| Check Deliver | y sorted by | | soft | ware | |
| ayroll info for | or Check Dates | 1/1/2000 111 | ough 1/1/2010 | digabog of | | | | | | |
| nployee Nam | me, from the fo | llowing sele | cted branches: | "(All Branche | | | | | | |
| nployee Nam | | llowing sele | cted branches: | | | | Contractor | | Taxes | Ne |
| nployee Nan Check # | ne, from the fo Check ID C | llowing sele heck Date | cted branches: | "(All Branche | | | Contractor Costs | | Taxes | Ne |
| nployee Nam Check # ligh Tech S | ne, from the fo Check ID C Staffing EIN | llowing sele heck Date | cted branches: | "(All Branche | | | | | Taxes | Ne |
| nployee Nan Check # | ne, from the fo Check ID C Staffing EIN | llowing sele heck Date | cted branches: | "(All Branche | | | | | Taxes | Ne |
| nployee Nam Check # ligh Tech S Granch: Mer | ne, from the fo Check ID C Staffing EIN mphis CA | llowing sele heck Date | cted branches: | "(All Branche | | | | | Taxes | Ne |
| nployee Nam Check # ligh Tech S Granch: Mer CheckDelive | ne, from the fo Check ID C Staffing EIN mphis CA ery: T #Mail# | llowing sele heck Date C: 0 | cted branches: SSN | : '(All Branche Employee | es Selected)'. | Gross | Costs | | | |
| nployee Nam Check # ligh Tech S Granch: Mer CheckDelive | ne, from the fo Check ID C Staffing EIN mphis CA | llowing sele heck Date C: 0 | cted branches: | : '(All Branche Employee | es Selected)'. | | Costs | | Taxes \$30.85 | |
| mployee Nam Check # ligh Tech S Granch: Mer CheckDelive 20192 4 | ne, from the fo Check ID C Staffing EIN mphis CA ery: T #Mail# | llowing sele heck Date C: 0 5/9/2011 | cted branches: SSN | "(All Branche Employee McTester, Sa | es Selected)'. | Gross | Costs \$0.00 | | | \$279.1 |
| mployee Nam Check # ligh Tech S Granch: Mer CheckDelive 20192 4 | ne, from the fo Check ID C Staffing EIN mphis CA ery: T #Mail# 429496969 1 429496968 7 | llowing sele heck Date C: 0 5/9/2011 | 456-78-7324 | "(All Branche Employee McTester, Sa | es Selected)'. | Gross \$310.00 | Costs \$0.00 \$0.00 | | \$30.85 | Ne \$279.1 \$163.7 \$442.9 |

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.

- 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 | 1/1/2 | | | End Date | -1-1-0 | | | | | | | |
|-------------------------------------|--------------------|-----------------|---------------|-----------------|-------------|-----------|----------------|------------------|-------------------|---|-------------|------------|
| Branch | | da 2, Canada Te | st, Cardi 🔻 | Date Filt | er Weeke | end Bill | • | | | | | |
| Show Employer F | Paid Taxes No | | - | | | | | | | | | |
| | | | | | | | | | | | | |
| ∢ ∢ 1 (| of 26 🕨 🔰 🛛 | 🗧 🛞 🍪 🛙 | 🔒 🔲 🛍 | ₩. 100% | | - | | Find Next | | | | |
| Payroll Jou | rnal Detail | | | | | | | | | t o p o p 1 | | m |
| High Tech Staffi | | | | | | | | Ent | tity Level (Hierk | | <i>orks</i> | |
| Payroll Journal deta Selected)'. | il for paycheck da | ta between Wee | kend Bill 1/1 | 2000 and 1/1/20 | 18, from tł | ne follow | ing selected b | ranches: '(All B | ranches | • sc | ottware 🐽 | |
| Emp Name | SSN | | Total | Nages/Hours | | | То | otal Adjustme | nts | Total Taxes | | Total Net |
| Company Name: | High Tech Staff | ing 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 | AdvanceBn k | \$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 | |
| | 1 | Total | | Total Hours: | | 267.00 | Total Adj: | \$142.69 | e 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.

- 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:

| ate Filter Che | 2011 | | End Date | 1/10/2011 | | | | | | | |
|--|------------------------------------|----------------|--|---|-------------------------------------|---|---|--|---|--|---|
| (enc | ck Date | • | | | | | | | | | |
| 🖅 🔁 I 🖂 | ⊲ 1 | of 1 ▶ ▶∥ | 🔶 🙆 🛃 🛛 | I 🖬 🖬 - | 100% | - | Find Ne | t | | | |
| avroll Su | mmarv | | | | | | | | | | 171 |
| vstem | | | | | | | System Level (| Hierld 1) te | mpv | vork | (S |
| | checks with | a Check Date b | etween 1/1/2011 and 1 | /10/2011. | | | 0,51011 20101 (| incind ity | s | software | |
| - | | | | | | | | | | | |
| ligh Tech Sta | affing, EIN | IC = 0 | | | | | | | | | |
| Gross Wage | s: | | | | | | | | | | |
| PayCode | | ount Pay Code | e Amount | Pay Code | Amount | Pay Code | Amount | Pay Code | Amount | Pay Code | Amoun |
| Reg | \$1,82 | | | | | | | | | | |
| Column Total: | \$1,82 | 5.00 Column T | otal: | Column Total: | | Column Total: | | Column Total: | | Column Total: | |
| Employee Ta | axes: | | | | | | | Gross V | VageTotals: | | \$1,825.00 |
| Federal Withholdin | | Taxable Wages | State Withholding | Amount | Taxable Wages | Other Withholding | Amount | Taxable Wages | Local Withholding | Amount | Taxable Wages |
| g | | | | | | inolung | | | | | |
| EFica | \$76.65 | \$1,825.00 | | \$81.57 | \$1,625.00 | | \$0.00 | \$0.00 | | \$0.00 | \$0.00 |
| EMed | \$26.46 | \$1,825.00 | | \$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 |
| Adjustments | s: | | - | | | | | Employee | a Tax Totals: | | \$413.81 |
| Adjustment | Am | ount Adjustme | nt Amount | Adjustment | Amount | Adjustment | Amount | Adjustment | Amount | Adjustment | Amoun |
| Column Total: | | Column T | otal: | Column Total: | | Column Total: | | Column Total: | | Column Total: | |
| | | | | | | | | Adjust | nent Totals: | | \$0.00 |
| | | | | | | | | | Net: | | |
| | | | | | | | | | Pay Method | | |
| | | | | | | | | | | | Ne |
| | | | | | | | | | Live Check | | |
| | | | | | | | | | | | \$1,411.19 |
| | | | | | | | | | Live Check | rt: | \$1,411.19 \$1,411.19 |
| | | | | | | | | | Live Check Column Total: | t: | \$1,411.19 \$1,411.19 |
| Federal Tax | Deposit: | | | | | | | | Live Check Column Total: | t: | \$1,411.19 \$1,411.19 |
| Federal Tax | Deposit: | En | nploverTaxes | EmployeeTa | axes | Total Taxes | Та | ableWages | Live Check Column Total: | | \$1,411.19 \$1,411.19 \$1,411.1 9 |
| Тах Туре | Deposit: | En | nployer Taxes \$113.15 | Employee Ta \$7 | 1X 05 6.65 | Total Taxes \$189.80 | Та | able Wages \$1,825.00 | Live Check Column Total: Total Ne | | \$1,411.15 \$1,411.15 \$1,411.1 9 ERTax ID |
| | Deposit: | En | | \$7 | | | Ta | | Live Check Column Total: Total Ne | ount | \$1,411.19 \$1,411.19 \$1,411.1 9 ERTax ID 123456789 |
| Tax Type Social Security | - | En | \$113.15 | \$7 \$2 | 6.65 | \$189.80 | Тал | \$1,825.00 | Live Check Column Total: Total Ne | ount 4 | \$1,411.15 \$1,411.19 \$1,411.19 ERTax ID 123456785 123456785 |
| Tax Type Social Security Medicare | - | En | \$113.15 \$26.46 | \$7 \$2 \$22 | 6.65 6.46 | \$189.80 \$52.92 | Ta | \$1,825.00 \$1,825.00 | Live Check Column Total: Total Ne | ount 4 4 | Ne \$1,411.15 \$1,411.19 \$1,411.19 ERTax IC 123456785 123456785 123456785 |
| Tax Type Social Security Medicare Federal Withho | - | En | \$113.15 \$26.46 \$0.00 | \$7 \$2 \$22 | 6.65 6.46 9.13 | \$189.80 \$52.92 \$229.13 | Tax | \$1,825.00 \$1,825.00 \$1,825.00 | Live Check Column Total: Total Ne | ount 4 4 | \$1,411.15 \$1,411.15 \$1,411.19 ERTax ID 123456785 123456785 123456785 |
| Tax Type Social Security Medicare Federal Withho Column Total: | olding | En | \$113.15 \$26.46 \$0.00 | \$7 \$2 \$22 | 6.65 6.46 9.13 | \$189.80 \$52.92 \$229.13 | Tax | \$1,825.00 \$1,825.00 \$1,825.00 | Live Check Column Total: Total Ne EECc | ount 4 4 | \$1,411.11 \$1,411.15 \$1,411.15 ERTax ID 123456784 123456784 123456784 |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: | olding | En | \$113.15 \$26.46 \$0.00 \$139.61 | \$7 \$2 \$22 \$33 | 6.65 6.46 9.13 2.24 | \$189.80 \$52.92 \$229.13 \$471.85 | | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Column Total: Total Ne EECo | ount 4 4 4 | \$1,411.11 \$1,411.15 \$1,411.15 ERTax ID 123456781 123456781 123456781 \$471.85 |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type | biding | En | \$113.15 \$26.46 \$0.00 \$139.61 ERTax | \$7 \$2 \$33 EETax | 6.65 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 | Taxable Wages | \$1,825.00 \$1,825.00 \$1,825.00 | Live Check Column Total: Total Ne EECc Deposit: | event 4 4 4 ERTax ID | \$1,411,15 \$1,411,15 \$1,411,15 ERTax ID 123456785 123456785 123456785 \$471.85 |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type Federal Unemp | olding : | En | S113.15 S26.46 S0.00 S139.61 ERTax S14.60 | 57 52 522 533 EETax 50.00 | 6.65 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 ial Tax \$14.60 | Taxable Wages \$1,825.00 | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Column Total: Total Ne EECc Deposit: ount 4 | ount 4 4 4 | \$1,411,15 \$1,411,15 \$1,411,15 ERTax ID 123456785 123456785 123456785 \$471.85 |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type Federal Unemp Federal Unemp | olding : | En | S113.15 S26.46 S0.00 S139.61 ERTax S14.60 S4.88 | 57 52 522 533 EETax 50.00 \$0.00 | 6.65 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 ial Tax \$14.60 \$4.88 | Taxable Wages \$1,825.00 \$1,625.00 | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Column Total: Total Ne EECc Deposit: | ERTax ID 123456789 | \$1,411,15 \$1,411,15 \$1,411,15 ERTax ID 123456785 123456785 123456785 \$471.85 |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type Federal Unemp Federal Unemp MN State WH | olding : | En | \$113.15 \$26.46 \$0.00 \$139.61 ERTax \$14.60 \$4.88 \$0.00 | EETax \$0.00 \$0.00 \$1.57 | 6.65 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 \$471.85 \$14.60 \$4.88 \$81.57 | Taxable Wages \$1,825.00 \$1,625.00 \$1,625.00 | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Column Total: Total Ne EECo Deposit: | ERTax ID 123456789 133456879 | \$1,411.15 \$1,411.15 \$1,411.15 ERTax ID 123466765 123466765 123466765 \$471.85 \$471.85 SUI Rate |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type Federal Unemp Federal Unemp MN State WH MN ER SUI | i i i oloyment ioyment | En | \$113.16 \$266.46 \$0.00 \$139.61 ERTax \$14.60 \$4.88 \$0.00 \$19.60 | EETax \$0.00 \$0.00 \$0.00 \$1.67 \$0.00 | 6.65 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 \$14.60 \$4.88 \$81.57 \$19.60 | Taxable Wages \$1,825.00 \$1,625.00 \$1,625.00 \$1,625.00 \$1,625.00 | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Goiumn Total: Total Ne EECc Deposit: 0 3 3 3 3 | ERTax ID 123456789 | \$1,411.15 \$1,411.15 \$1,411.15 ERTax ID 123466765 123466765 123466765 \$471.85 \$471.85 SUI Rate |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type Federal Unemp MN State WH MN ER Sui Federal Unemp | i i i oloyment ioyment | En | S113.16 S26.46 S0.00 S139.61 ERTax S14.60 S4.88 S0.00 S19.60 S19.60 S0.60 | EETax \$0.00 \$0.00 \$1.57 \$0.00 \$31.57 \$0.00 \$0.00 | 6.65 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 \$14.60 \$4.88 \$14.60 \$4.88 \$81.57 \$19.50 \$0.60 | Taxable Wages \$1,025.00 \$1,625.00 \$1,625.00 \$1,625.00 \$1,626.00 \$200.00 | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Column Total: Total Ne EECc Deposit: a 3 3 1 | 4 4 4 ERTax ID 123456789 133456879 133456879 | \$1,411.15 \$1,411.15 \$1,411.15 ERTax ID 123466765 123466765 123466765 \$471.85 \$471.85 SUI Rate |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type Federal Unemp Federal Unemp MN State WH MN ER SUI Federal Unemp Tx State WH | i i i oloyment ioyment | En | \$113.16 \$254.6 \$0.00 \$139.61 ERTax \$14.60 \$14.60 \$14.88 \$0.00 \$19.50 \$0.60 \$0.60 \$0.00 | EETax \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | 6.65 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 \$14.60 \$4.88 \$61.57 \$19.50 \$0.60 \$0.00 | Taxable Wages \$1,825.00 \$1,625.00 \$1,625.00 \$1,625.00 \$1,625.00 \$200.00 \$200.00 | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Column Total: Total Ne EECc Deposit: 0 3 3 3 1 1 | 20011 4 4 4 1 23466789 133456879 133456879 133456879 | \$1,411.15 \$1,411.19 \$1,411.19 ERTax ID 123466785 123466785 123466785 \$471.85 \$471.85 SUI Rate |
| Tax Type Social Security Medicare Federal Withho Column Total: Other Taxes: Tax Type Federal Unemp MN State WH MN ER Sui Federal Unemp | i i i oloyment ioyment | En | S113.16 S26.46 S0.00 S139.61 ERTax S14.60 S4.88 S0.00 S19.60 S19.60 S0.60 | EETax \$0.00 \$0.00 \$1.57 \$0.00 \$31.57 \$0.00 \$0.00 | 6.66 6.46 9.13 2.24 Tot | \$189.80 \$52.92 \$229.13 \$471.85 \$14.60 \$4.88 \$14.60 \$4.88 \$81.57 \$19.50 \$0.60 | Taxable Wages \$1,025.00 \$1,625.00 \$1,625.00 \$1,625.00 \$1,626.00 \$200.00 | \$1,825.00 \$1,825.00 \$1,825.00 Total | Live Check Column Total: Total Ne EECc Deposit: a 3 3 1 | 4 4 4 ERTax ID 123456789 133456879 133456879 | \$1,411.15 \$1,411.15 \$1,411.19 ERTax ID 12346678 12346678 12346678 \$1234678 \$123678 \$123678 \$123678 \$123678 \$123678 \$123678 \$12367 |

| Transaction | Amount | Taxable Wages |
|-------------------|----------|---------------|
| t Direct Deposits | | \$0.00 |
| let Live Checks | \$597.79 | \$0.00 |
| ederal Taxes | \$211.44 | \$5,190.50 |
| Other Taxes | \$55.43 | \$4,167.40 |
| ect Deposit Other | \$14.13 | \$0.00 |
| Column Total: | \$878.79 | |
| sh Flow Total: | \$878.79 | |
| /2012 1:58 | \$878.79 | ORKS\iaredg |

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

- 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 T | est, Cardi 🔻 | Date Filter | Check Date | • | | | | | | | | | | | |
| i | of 1 ▶ ▶ ♦ | 🛞 🕲 🌲 🗉 | 1 🖬 🔍 - | 100% | • | Find | Next | | | | | | | | | |
| ligh Tech Sta | affing heck Date between 1. | | from the follo | wing branches: '(A | Branches Selec | ted)'. | Entity Lev | el (Hierld 2) | ter | npv | VOľ oftwar | <u>ks</u> | | | | |
| | | | , | | | | ployee Tax | es | | | | | Emplo | oyer Taxe | s | |
| | Employee ID | SSN | Gross | Fed Tax | State Tax | EFICA | EMED | City | School | County | Other | CFICA | CMED | SUTA | FUTA | Othe |
| Emp Name | Employee ID | | | | | | | | | | | | | | | |
| Emp Name Branch : Mem | | | | | | | | | | | | | | | | |
| | | 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 |
| Branch : Mem | 4294971625 | xxx-xx-5465 | \$1,040.00 \$1,040.00 | | \$51.49 \$51.49 | \$64.48 \$64.48 | \$15.08 \$15.08 | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 | \$0.00 \$0.00 | \$64.48 \$64.48 | \$15.08 \$15.08 | \$11.44 \$11.44 | \$6.24 \$6.24 | \$0.00 \$0.00 |
| Branch : Mem | phis NE 4294971625 Me | | | | | | | | | | | | | • | | |
| Branch : Mem Emp4, Adj | phis NE 4294971625 Me | | | \$126.87 | | | | | | | | | | • | | |

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.

- 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:

| Subcontracto System Current outstanding trai | r - Outstanding Transactions | System Level (Hierld 1) | tempworks" | | | |
|--|------------------------------|-------------------------|------------------------|-----------------|--|--|
| 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 | | | |

Purpose:

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

Parameters:

None

Timecard Linking Hours Breakdown

Screen Shot:

| Branch ABC, Apple | eI, Boxter, BrandNe 🔻 | Linked Status | Show Unlinked | | • | | | | | | |
|--|--|-----------------|-------------------|----------------------------------|---------------|-------------------------------|-------------------------------|----------------|----------------------|-------------------|--|
| Customer Name | | Employee ID | | | = | | | | | | |
| Group By Branch | • | | | | | | | | | | |
| | | | | | | | | | | | |
| 🛛 🖣 1 of 9 🕨 🕽 | X 🗧 🛞 🛞 🏟 🛽 | 1 💷 🔍 - 10 | 0% | | Find | Vext | | | | | |
| Timecard Linking System .inked timecard images summa | | | Iranches Selected | γ. | | System Leve | el (Hierld 1) | ten | np | | re s |
| Employee | Customer | , | | 10100 AP.0 | erified Hours | Bill Rate | Pay Rate | Linked? | Invident | Billable? | Ctxns ID |
| | | | | | | | | | | | |
| Branch: Memphis SE | | | 3 | 949.50 | | | | | | | |
| | Worthington Ir | dustries | 3 | 10.00 | | \$15.50 | \$0.00 | No | 5523 | Yes | 111646 |
| Proke, Dominic E | Worthington Ir 123 Nursing | idustries | 3 | | | \$15.50 \$12.00 | \$0.00 \$10.00 | No No | 5523 5565 | Yes Yes | |
| Proke, Dominic E Fredericks, Sam | | dustries | | 10.00 | | | | | | 1000 | 111647 |
| Proke, Dominic E Fredericks, Sam Joe, Banden | 123 Nursing | | | 10.00 10.00 | | \$12.00 | \$10.00 | No | 5565 | Yes | 111647 111648 |
| Proke, Dominic E Fredericks, Sam Joe, Banden Baudelaire, Charles | 123 Nursing 123 Nursing | nt | | 10.00 10.00 10.00 | | \$12.00 \$12.00 | \$10.00 \$10.00 | No No | 5565 5566 | Yes Yes | 111646 111647 111648 111649 111650 |
| Branch: Memphis SE Proke, Dominic E Fredericks, Sam Joe, Banden Baudelaire, Charles Alabama, Nick A Cole, David Andrew | 123 Nursing 123 Nursing Crom Equipme | nt Idustries | | 10.00 10.00 10.00 10.00 | | \$12.00 \$12.00 \$20.00 | \$10.00 \$10.00 \$10.00 | No No No | 5565 5566 5567 | Yes Yes Yes | 111647 111648 111649 |

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.

- 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:

| Customer ID | | | | Status W | eb Only: All | | | - | |
|--|----------------|-------------|---------------------------|--------------------------|---------------------------|--|-------------------------------------|------------------------------|--|
| Weekend Date | | | | ULL | | | | | |
| 🕅 🖣 1 of 3 | | 100 | % 🔹 | Find Nex | d 🛃 • 📀 | | | _ | ▲ |
| Neb Center Tin | necard | Statu | ls | System Level (Hie | rld 1) | | | | |
| 2 · | | | | -, | | | | | |
| Veb Timecards | Order | Asg | Job Title | Timecard status | Weekend Date | RHours | OHours | DHours | THours |
| Veb Timecards Employee | Order | Asg | Job Title | | | RHours 473.00 | OHours 15.50 | DHours 0.00 | THours 488.50 |
| Veb Timecards Employee Branch: Approved Timecards | Order | Asg | Job Title | | | | | | |
| Veb Timecards Employee Branch: | Order 42374 | Asg 1480 | Job Title HR Assistant | | | 473.00 | 15.50 | 0.00 | 488.50 |
| Veb Timecards Employee Branch: Approved Timecards | | | | Timecard status | Weekend Date | 473.00 32.75 | 15.50 0.00 | 0.00 0.00 | 488.50 32.75 |
| Veb Timecards Employee Branch: Approved Timecards | | | | Timecard status | Weekend Date | 473.00 32.75 32.75 | 15.50 0.00 0.00 | 0.00 0.00 0.00 | 488.50 32.75 32.75 |
| Veb Timecards Employee Branch: | 42374 | 1480 | HR Assistant | Timecard status Approved | Weekend Date 4/24/2011 | 473.00 32.75 32.75 18.00 | 15.50 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | 488.50 32.75 32.75 18.00 |

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.

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

User Security Setup

Form Permissions

Screen Shot:

| Form Permissions _{System} | | | System Level (Hierld 1) tempworks" | | | | |
|---------------------------------------|-----------|---------------------------|------------------------------------|-------------------|---------------------|--|--|
| Form permissions by Security Role | | | software ••• | | | | |
| 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 | | | System Lev | |)WOLKS |
|--|-----------|------------------------|----------------|-------------------|---------------------|
| Function permissions by Security Role | | | - | • | software |
| 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 | х | X | Х | х | Х |
| 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 | | | System Level (Hierld 1) tempworks" |
|-------------------------------------|---------------------|---------------------------|------------------------------------|
| Report permissions by Security Role | | | Solettal e |
| | PC Payroll Clerk | SR Staffing Specialist | |
| Account Breakdown | x | X | |
| ACH Verification | x | X | |
| Active Employees | x | X | |
| AR Statement Summary | x | х | |
| Arrears Register | x | х | |
| Assignment Calendar | x | х | |
| 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 | х | |
| Customer Messages | x | X | |
| Deactivated Employees | x | х | |
| Direct Deposit Register | X | X | |

Report Permissions Per Report Group

| eport Permissions gh Tech Staffing | | | Entity Level (Hierid 2) tempworks" | | | | | | |
|---------------------------------------|-------------------------|-------------------------|------------------------------------|------------------------|-------------------------|--------------------------|--|--|--|
| eport permissions by Security Role | | | | | | | | | |
| | С | E | EX | F | FC | FI | | | |
| Report Group | Report Group - Customer | Report Group - Employee | Report Group - Exports | Report Group - Funding | Report Group - Forecast | Report Group - Financial | | | |
| Customer | Х | | | | | | | | |
| Employee | | X | | | | | | | |
| Exports | | | Х | | | | | | |
| Financial | | | | | | X | | | |
| Forecast | | | | | х | | | | |
| Funding | | | | X | | | | | |
| Log Information | | | | | | | | | |
| Order & Assignment | | | | | | | | | |
| Productivity | | | | | | | | | |
| Sales & Invoicing | | | | | | | | | |
| Tasks | | | | | | | | | |
| Tax Administration | | | | | | | | | |
| Fime & Pay | | | | | | | | | |
| User Security Setup | | | | | | | | | |

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:

| ≪ ≪ 1 of 4 🕨 🏹 🔃 | 🛞 🚱 🌲 🔲 💷 🔍 - | 100% | Find Next | | | | | |
|--|-----------------|------------------------|------------------------------------|-------------------|---|---------------------|--|--|
| Security Role Permissi High Tech Staffing | | | Entity Level (Hierid 2) tempworks" | | | | | |
| Security Role Permissions Repname | A/R Clerk | A/R Clerk Cash Posting | A/R Supervisor | Account Executive | | 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 | Х | X | Х | 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.