




Dayforce Powerpay Plus Advanced Reporting Guide



Training Guide Icons

| Icon | Use |
|---|---|
|  | Where to find more information on the subject. |
|  | Tip |
|  | Failure to heed the warning can lead to loss of data. |

5JU4

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Overview

Welcome to Dayforce Powerpay Plus Advanced Reporting. This guide is intended for Dayforce Powerpay Plus customers who require reports from Payroll and HR data. By reviewing this guide, you will learn how to use the Standard Reports in the Advanced Reporting module.

The following sections are included in this course:

| Section | Description |
|-------------------------------|--|
| Getting Started | This topic is an overview of how to access Data as a Service and the different user roles. |
| My Reports | In this section, you will learn where to locate the standard reports |
| Profile & Settings | Describes how to update your profile. |
| Administration | This section discusses setting up and maintaining user access, maintaining folders and custom reports, and user access to the product and folders. |

Learning Objectives

By reviewing this guide, you will be able to:

- Understand Identity and Access Management (IAM)
- Log into Advanced Reporting through IAM and Powerpay Plus
- Understand user roles and access
- Run standard reports from My Reports
- Export report results to Excel
- Maintain user profiles
- Set up user access

Prerequisites

Participants must have:

- Strong navigation skills in the Windows™ environment
- Solid understanding of Powerpay Plus pages and fields

Available Resources

Dayforce Powerpay Plus Advanced Reporting has extensive online Help available specific to each role (Client Administrator or Client User).

Getting Started

Dayforce Advanced Reporting provides users access to run and/or create reports using near real-time data from the Dayforce Powerpay database and the data from the payroll engine after payroll is processed.

- Users log in to IAM (Identity and Access Management) to access both Powerpay and Advanced Reporting (Single Sign On).
- When a user's IAM credentials are entered and saved, they will have the flexibility to launch either the DaaS Portal or Powerpay without the need to enter their credentials a second time.
- This removes the requirement for users to maintain separate login credentials for each product.
- Powerpay users who are implementing Advanced Reporting will receive an email with their IAM Login details including the URL, User ID, and Customer ID for their organization (Not Payroll ID).



The IAM credentials in the email may not be the same as the current Powerpay user credentials.

Logging In

Use the following steps to log into IAM and establish your Single Sign On (SSO) credentials

1. Navigate to the IAM login page: <https://iam.dayforce.com>.
2. Click **First Time User**.

3. Enter the **User ID** from the welcome email.



Your User Name and Customer ID must be entered in the correct format which is UserName_CustomerID. The customer ID is the same as the organization, as shown on the login page.

First Time User

[? Back To Login](#)

Please enter your UserID received in the welcome email. If you have not received a welcome email, please contact your system administrator.

UserID *

Submit

Cancel

4. Click **Submit**. A confirmation message displays.

Email Sent

An email has been sent to the email address on file with further instructions.

OK

5. Click **OK**. The sign-in page appears again.
6. Open the email that was sent with your security code and click on the URL.

A screenshot of an email from Dayforce. The header shows the Dayforce logo and the text "Dayforce Account Security Code". Below this is a purple circular profile picture with a white "I" and the email address "IAMSUPPORT@dayforce.com". The "To" field shows a blurred name. The date and time "Tue 2024-04-23 4:30 PM" are in the top right. The body of the email starts with "Hi [blurred name]," followed by a paragraph stating that a security code has been generated for user ID H71***_pp2***. The security code "1470011300" is displayed in a blue box. Below the code, there is a link to "Create Your Profile" and a warning that the code expires in 15 minutes and can only be used once. The email concludes with instructions to contact the IAM administrator if received in error and a note that replies are not monitored. The footer reads "Dayforce - Makes Work Life Better™".

7. On the Security Code page, enter the security code you received in the email.

Security Code

?

[Back To Login](#)

Please enter the security code you received from Dayforce.

UserID

1470011300

Security Code *

1470011300

Submit

Cancel

- Click **Submit**.
- On the Set New Password page, enter your **New Password** and **Confirm New Password**.

10. Click **Save and Proceed**. IAM will send you an email confirming the password change.

11. Complete the **Select Secret Questions** page. Select a question and enter an answer for each question on the page. The same question cannot be selected more than once.

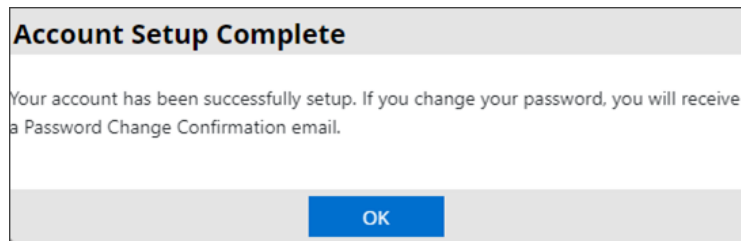
| | Questions | Answers |
|---|------------|---------|
| 1 | Select One | |
| 2 | Select One | |
| 3 | Select One | |
| 4 | Select One | |
| 5 | Select One | |
| 6 | Select One | |
| 7 | Select One | |



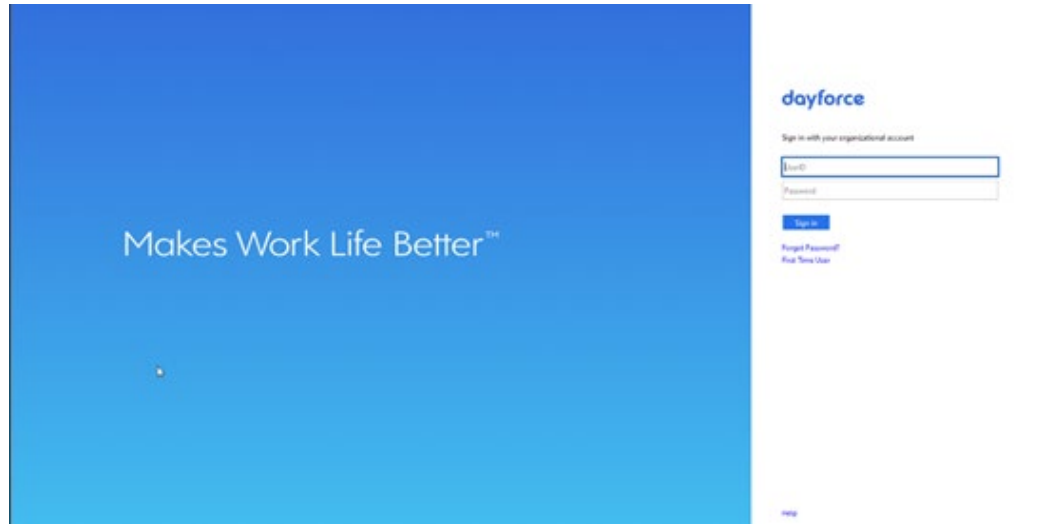
These questions are to establish IAM security for Single Sign On and are not the same as those included in the initial security setup.

IAM uses the answers to these questions to verify your identity when you use the *Forgot Password?* Link to reset your password.

12. Click **Save and Proceed**. You will receive a message indicating the Account setup is complete.



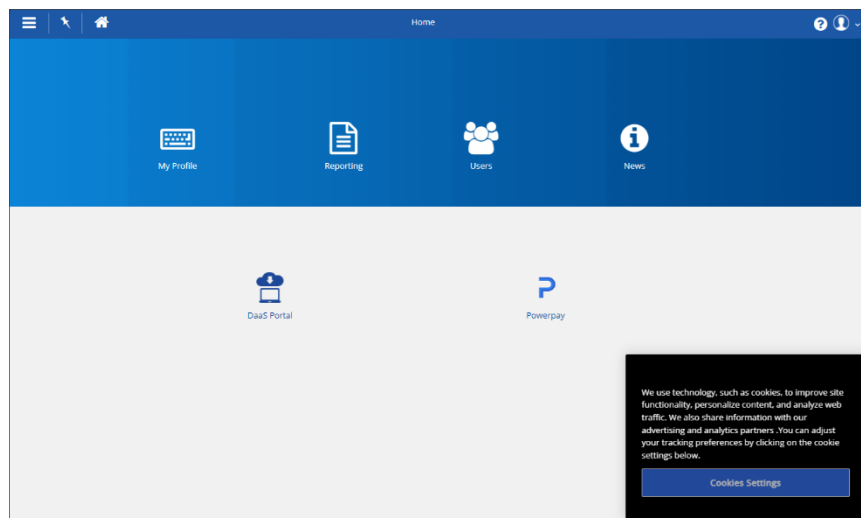
13. Click **OK**. This brings you back to the sign in page.



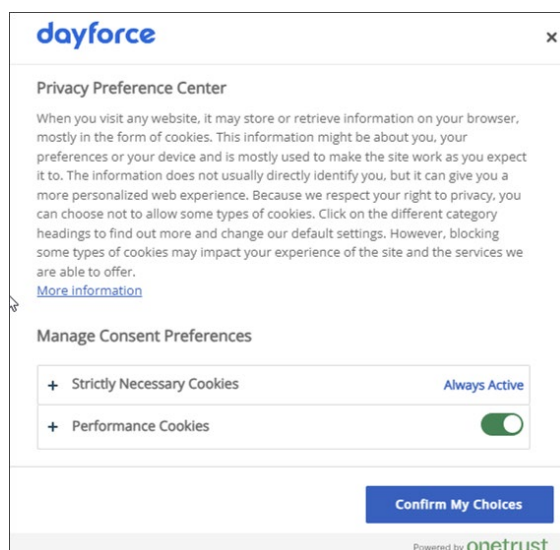
14. Enter your **User ID** and **Password**.

15. Click **Sign in**.

The IAM Home page appears with links to open the DaaS Portal and Powerpay.



16. Select **Cookie Settings**, then click **Confirm My Choices**.



Choosing your new password and selecting the secret questions is a one-time process. See the topic *IAM User Tasks* for information about changing your password and updating your secret questions and answers at a future date.



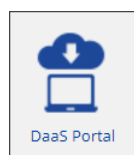
Clients using the multi-factor authentication process, such as requiring a user to authenticate with the Authy App, or phone/text message as part of their login procedure, will see those additional features on the Dayforce Identity and Access Management page that follows the Sign In page.



If the session times out, users must close all IAM related browsers and re-launch the URL for the subsequent login to be successful.

How to Open Data as a Service from IAM

Once your Single Sign On has been established in IAM, you can access Data as a Service by clicking on the DaaS Portal icon on the IAM Home page.



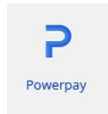
How to Open Data as a Service from Powerpay Plus

By logging in to Powerpay Plus through IAM, you will be able to access Advanced Reporting from within Powerpay Plus, on the Reports menu.

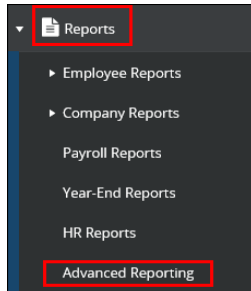
1. Navigate to the IAM login page <https://iam.dayforce.com>.
2. Enter your **User Name** with **Customer ID**.
3. Enter your **Password**.
4. Click **Sign in**.

If prompted for MFA, complete the information.

- Click the **Powerpay** icon on the IAM Home page.



- In Powerpay, click **Reports**, then click **Advanced Reporting**. The Advanced Reporting Home page will appear.



IAM User Tasks

Users can change their IAM password, update secret questions, enter an email address, and update the security image if the feature is used by their organization.

Changing the Password

IAM passwords expire periodically. The default is every 90 days, although your company's security policy may be different. As the expiration date nears, a warning message appears when you log in.

You can change your password before it expires through the *Change/Reset Password?* link on the log in page or on the Change Password page within IAM. However, once the password expires, IAM will require that you change the password on the Set Password page during login.

Forgot Your Password?

If you forget your password, click the **Forgot Password?** link on the Sign In page.

- Enter your **User ID** and click **Submit**.

- An email will be sent to the email address on file with further instructions.



Once you are logged into IAM, you can enter or change your email address, change the password, update or change your secret questions, and update or change your security image and keyword. Refer to *IAM Logging In and Using Identity and Access Management* quick reference guide for more information.

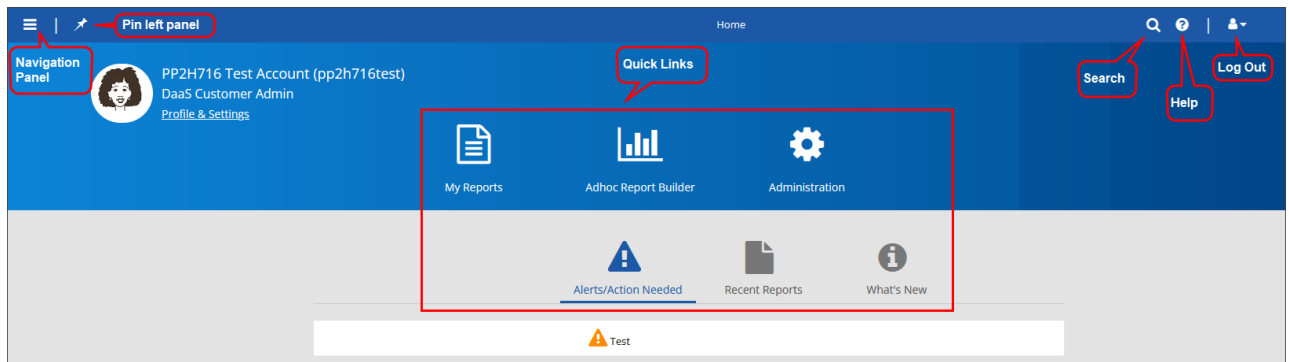
User Roles and Access in Advanced Reporting

Your access to Advanced Reporting/DaaS will either be as a Client Administrator or a Client User. Those with the Client Administrator role will have access to all features, including the ability to set access for other users. Those with the Client User role will have access to My Reports.

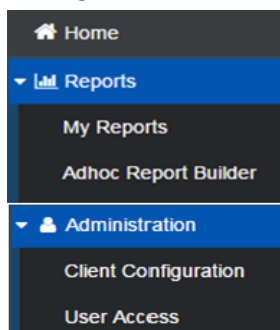
Advanced Reporting Home Page

The Advanced Reporting Home page displays icons to access additional menu options, search, help, and log out. The user's security role determines what menu and reporting options display on the Home page.

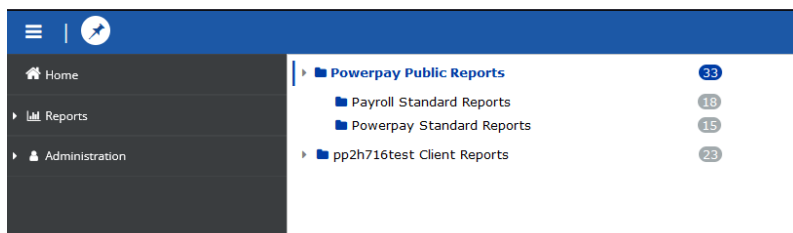
When you log into Advanced Reporting, the Home page displays.



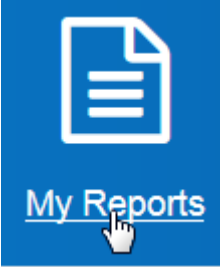

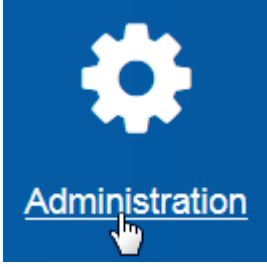
Click the **Navigation Panel** to access additional menu options (based on security role and access settings).






Use the Pin to toggle on or off keeping the navigation panel visible.





Review Quick Links

| | | |
|--|---|---|
|  <p>My Reports</p> |  <p>Adhoc Report Builder</p> |  <p>Administration</p> |
| <p>Access Dayforce and/or Powerpay Public and Standard Reports categories.</p> | <p>Access the Report Builder to create custom reports. View lists of data sets (fields) based on user role access levels.</p> | <p>Quick view of Client configuration Products & Services:</p> <ul style="list-style-type: none"> • My Report Access • Adhoc Access |

Alerts/Action Needed




 Alerts/Action Needed
  Recent Reports
  What's New


 You have reports ready for viewing.





 System Maintenance will occur from 10 pm ET - midnight on July 26, 2018

Recent Reports




Shows the last 10 reports run by the user. Click **Link** to open the report.


 Alerts/Action Needed
  Recent Reports
  What's New

 Reports

| Link | Report Name |
|---|---|
|  | Employee Address |
|  | Employee Register Details by Code |
|  | Anniversary Report |
|  | Deduction and Contribution - 3rd Party Benefits |

What's New

 Alerts/Action Needed
  Recent Reports
  What's New

 Release 1.0 is coming soon! Watch for details.

My Reports

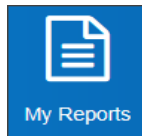
The most commonly used feature of Advanced Reporting is My Reports. Here, you will be able to access the library of pre-defined standard reports. Filters allow you to narrow the report results.

My Reports also allows you to run any customer report created in Adhoc Report Builder.

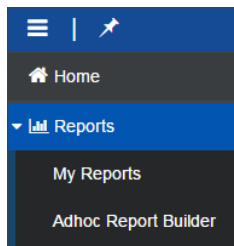
How to Access My Reports

You can access the standard and custom reports stored in My Reports in three ways.

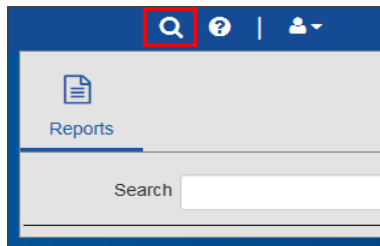
Click **My Reports** on the Home page.



Select **Reports > My Reports** on the navigation panel.

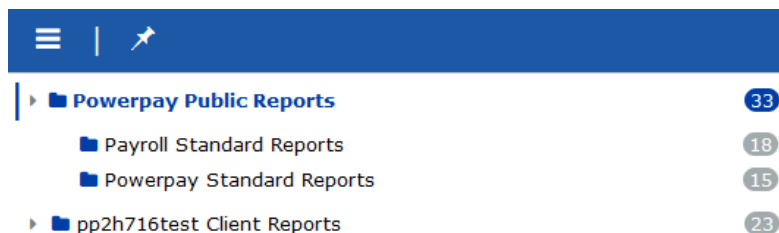


Click **Search** on the toolbar at the top of the Home page and enter a keyword for the report title or report type.





You will find the available standard reports under Powerpay Public Reports. Available reports include Dayforce Payroll and Powerpay Standard Reports. The numbers indicate how many reports are available in each category.

Any custom reports created in Adhoc Report Builder will be listed in the Client Reports folder. Access to the Client Reports folder is granted by the administrator at your company.



Dayforce Payroll Standard Reports

There are 18 Dayforce Payroll Standard Reports available. Each report is pre-defined for you and includes one or more filters to narrow down your results. You can change the sort of the listing by report name or description.

| Name  | Description  |
|--|---|
| Anniversary Report | Employees with a 1 month, 1 year, 3 year, or 5 year anniversary based on months of service. |
| Cheque Detail Report | Detailed cheque history information for one or more employees during the specified date range by employee number, pay group, and department |
| Deduction Summary | Summarized cheque deduction amounts during the specified date range by pay group, department, and deduction code. |
| Earning Code Summary and Employee Detail Trends | Summary and detailed hours and earning information during the specified date range by pay group. |
| Employee Address | Addresses for employees by pay group and department. |
| Employee Pay Period Register | Detailed employee payroll information for the specified pay periods by pay group and department. |
| New Hire Report | New hire information during the specified date range by pay group and department. |
| Paid Terminated | Terminated employees who received a paycheque during the specified date range. |

Powerpay Standard Reports

There are 15 Powerpay Standard Reports available. Each report is pre-defined for you and includes one or more filters to narrow down your results. You can change the sort to list by report name or description.

| Report Name  | Description  |
|---|---|
| Deduction and Contribution - 3rd Party Benefits | Detailed information for the 3rd Party Benefits that Dayforce has created for a payroll. |
| Deduction and Contribution - Basic Setups | Detailed basic setup information for the Deduction and Contribution Codes that Dayforce has created for a payroll. |
| Deduction and Contribution - Group Retirement Plans | Detailed information for the Group Retirement Plans that Dayforce has created for a payroll. |
| Deduction and Contribution - Percentage of another Deduction | A report that displays the Group 8 Deduction and Contribution Codes that Dayforce has created for a payroll. |
| Deduction and Contribution - Special Selections | A report that displays the details of the Special type codes that Dayforce has created for a payroll. |
| Deduction and Contribution - Summary | Detailed summary information for the Deduction and Contribution Codes that Dayforce has created for a payroll. |
| Direct Deposit Report | Detailed direct deposit information for active employees who are associated with the active pay period by payroll ID. |
| Earning Code Report | Detailed earning code information by payroll ID. |
| Employee Deductions and Contributions | Permanent deduction and contribution information for employees by payroll ID. |

How to Run the Employee Address Report

The values you see in the parameters list are based on your security access in Powerpay Plus.

To run the Employee Address Report:

1. Log into **Advanced Reporting/DaaS**.
2. Select **My Reports** on the Home page.
3. Select **Payroll Standard Reports**.
4. Click **Employee Address**.
5. Select the **Pay Group(s)** for the report. For this report, all Pay Groups are selected.

Employee Address

File Home View

Export Parameters

Pay Group: PH7192, PH7772

Excel Tabs: No

View report

Department: Select All, PH7192, PH7772

6. Based on the Pay Group selection, additional options and fields will be displayed depending on the report selected. For Employee Address, all departments are selected.

Employee Address

File Home View

Export Parameters

Pay Group: PH7192, PH7772

Excel Tabs: No

View report

Department: 100, 200, 300, 400

7. If you want to export this data to Microsoft Excel and would like each Pay Group to be on a separate tab, select **Yes** from the Excel Tabs drop-down. The default option is No.

Employee Address

File Home View

Export Parameters

Pay Group: PH7192, PH7772

Excel Tabs: No

View report

Department: 100, 200, 300, 400



Not all reports will display information on separate tabs in Excel. Depending on the report, you may see separate tabs by Pay Group, by Pay Period, or for each employee.

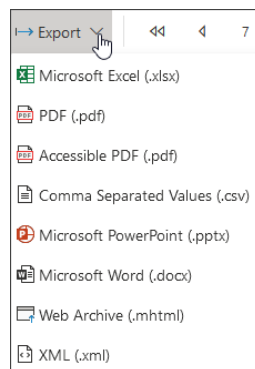
8. Click **View Report**.

| Employee Address | | | | | | | |
|--|------------|-----------------------|-----------------------------|---------------------------|----------|----------------|-------------|
| <div> File Home View </div> <div> I→ Export 7 Parameters </div> <div> Pay Group: PH7162, PH7182 Excel Tabs: No View report </div> <div> Department: 100, 200, 300, 350, 375, 4... </div> <div> Pay Group: All Department: All Employee Address Report Run: 28-04-2024 Report Name: Employee Address Run By: H716Kbrya@pp2h716test Locale: en-ca </div> | | | | | | | |
| Pay Group | Department | Clock/Employee Number | Employee Name (Last, First) | Street 1 | City | State/Province | Postal Code |
| PH7162 | 500 | 000000001 | SWINGLE, JERRY | 130 MARK ROAD | WINNIPEG | MB | R2R0B8 |
| PH7162 | 500 | 000000002 | BROWN, MARY | 123 ANY PLACE | WINNIPEG | MB | R2J2M6 |
| PH7162 | 500 | 000000003 | LEPAGE, ELIZABETH | 24 LAKEWOOD CRESCENT | WINNIPEG | MB | R2J2M6 |
| PH7162 | 500 | 000000030 | ANDERSON, MATTHEW | 3283 BONAVENTURE DRIVE | WINNIPEG | MB | R2J0K2 |
| PH7162 | 500 | 000000101 | JUST, PETER | 10 ELLICE AVE. | WINNIPEG | MB | R1B2S4 |
| PH7162 | 500 | 000000127 | ANDERSON, DEREK-FRED | 3283 102ND AVENUE | WINNIPEG | ON | R7L1P9 |
| PH7162 | 500 | 000001803 | ST PIERRE, JOHN | | WINNIPEG | MB | |
| PH7162 | 500 | 000001804 | ST JAMES, THERESA | 123 LAZY WAY | WINNIPEG | MB | R3C1W2 |
| PH7162 | 500 | 000001805 | ST JAMES, FRED | 123 SMITH DRIVE | WINNIPEG | MB | R3C1Y5 |
| PH7162 | 500 | 000001806 | ST HENRY, STEPHEN FRED | 5 1ST AVE | WINNIPEG | MB | R3C1P9 |
| PH7162 | 500 | 000001812 | MACMILLAN, ROBERT | 68 YVES ST LAURENT STREET | WINNIPEG | MB | R2N3W8 |
| PH7162 | 500 | 000001813 | HOPKINS, JOHN | 65 FORT GARRY RD | SELKIRK | MB | R6J5K2 |
| PH7162 | 500 | 000001814 | KENTUCKY, CRAIG | 62 ST MARY'S ROAD | WINNIPEG | MB | R6J1Q8 |
| PH7162 | 500 | 000001815 | ALEXANDER, KHANDI | | WINNIPEG | MB | |
| PH7162 | 500 | 000001816 | NELSON, DANI | 64 1236 ST ANNES RD | WINNIPEG | MB | |
| PH7162 | 500 | 000001817 | CLARKE, SEAN | 25 ROSEWOOD PL | WINNIPEG | MB | R2N1E5 |
| PH7162 | 500 | 000001819 | PENSKE, JILL | 43 TULIP DR | WINNIPEG | MB | R2G3X5 |
| PH7162 | 500 | 000001822 | DEMPSY, JODY | RR 2 | STARBUCK | MB | R2N6G4 |
| PH7162 | 500 | 000001823 | ELLICE, SHARON | 6 FIELD RD | SELKIRK | MB | R3S0O9 |
| PH7162 | 500 | 000001824 | THOMPSON, ERIKA | 17-146 ELLICE AVE | WINNIPEG | MB | R1A5S9 |

9. Scroll or page through the report to the last page to see the pre-defined footers.

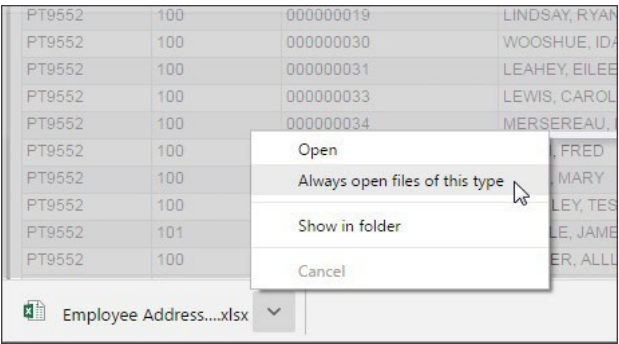
| | | | | | |
|---|-----|-----------|----------------|---------------------|-------------|
| PT9567 | 123 | 000000040 | AMANDA, WALLER | 999 BELLE REV RD | HALIFAX |
| PT9567 | 666 | 000000041 | LAWTON, FLOYD | 9B-999 BULLET COURT | THUNDER BAY |
| Pay Group: PT9567 PRIVACY NOTICE: Report contains private/proprietary data and may not be distributed without prior written consent. DATA NOTICE: Report contains synchronized data. Edits may take 20 minutes to appear in report. | | | | | |

10. To export the data to another format such as Microsoft Excel or to save it as a PDF file for printing, click the **Export Options** icon.





Depending on your browser and the version of Microsoft Office, when you select to export the data from a report, the application may not open automatically. Instead, you may see a file available to open at the bottom of the screen. Click the arrow next to the file name, then select **Always open files of this type**. Next time you select the Microsoft Excel export option the report will open automatically in the application.



Dayforce recommends exporting the report results to Microsoft Excel. Many standard reports have columns or rows of data that will display beyond the borders of a single printed page. Once in Excel, you can control the page setup options for printing.



For a listing of parameter fields per report, see Appendix A.

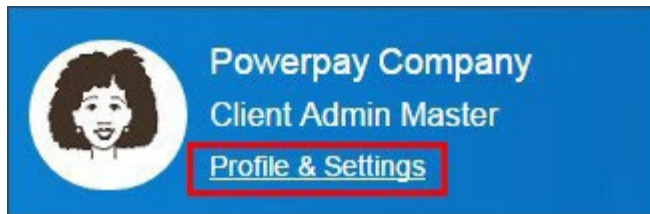
Profile & Settings

Advanced Reporting users can enter and maintain their personal information such as address and phone numbers, as well as emergency contact information. You can also upload a picture that will appear on your Home page and the Logout screen.

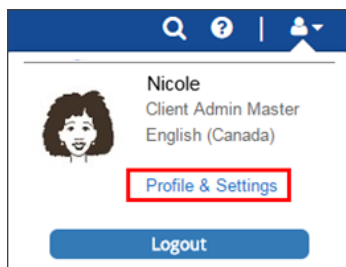
How to Update Your Profile


You can access the Profile & setting page two ways.

Click **Profile & Settings** on the Home page.



Select the Logout icon on the toolbar and click **Profile & Settings**.



Click **Edit** () to enter addresses, phone numbers, email, and emergency contacts.

A screenshot of the 'Profile & Settings' page. The page has a blue header with the title 'Profile & Settings' and search, help, and user icons. The main content area is white. At the top, there is a profile picture of a woman, an 'Edit Picture' button, and the text 'Powerpay Company Client Admin Master'. Below this is a section titled 'Contact Information' with an information icon. This section is divided into three columns: 'Addresses', 'Contact Information', and 'Emergency Contacts'. Each column has an 'Edit' (pencil) icon. The 'Addresses' column shows 'Primary Address' and 'Secondary Address', both with the text 'No [primary/secondary] address available'. The 'Contact Information' column shows 'Phone Numbers' and 'Email Addresses'. The 'Emergency Contacts' column shows 'Primary Emergency Contact' and 'Secondary Emergency Contact', both with the text 'No [primary/secondary] emergency contact available'.

Addresses

Addresses

Address Type

Primary

Address

City

Country

Canada

State/Province

Alberta

Zip/Postal Code

Save

Cancel

Contact Information

Contact Information

Phone Numbers

+ Add New Phone Number

| Type | Country Code | Phone Number | Extension | Delete |
|------|--------------|--------------|-----------|--------|
| Home | | | | |

Email Addresses

+ Add New Email Address

| Type | Email Address | Delete |
|----------------|---------------|--------|
| Business Email | | |

Online Profiles

+ Add New Online Profile

| Type | Profile Address | Delete |
|---------|-----------------|--------|
| Twitter | | |

Save

Cancel

Emergency Contacts

Emergency Contacts

Contact Type

Primary

First Name

Last Name

Relationship

Husband

Email Address

Mobile Phone Number

Home Phone Number

Save

Cancel

Administration

Users with the Client Administrator role will be able to assign and maintain access for users such as field-level access to view Social Insurance Numbers or bank account numbers.

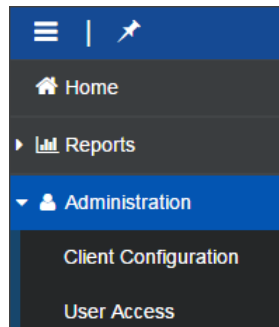
Setting Up and Maintaining User Access

You can access the Administration page in two ways.

Click the **Administration** quick link on the Home page to access the Client Configuration page.



Open the Navigation panel, select **Administration**, then select **User Access**.



User Access page

Administrators control user access to the components of Advanced Reporting such as field access to view Social Insurance Numbers and/or bank account information.

Michelle Schenk
Last Login on Jun 12 2018 7:00PM

> **User Information**

| | | |
|------------------------|-----------------------------|------------------------------|
| IAM User ID mschenk | Role Client Admin Master | PSIDs ⓘ Canada (PH7772) |
|------------------------|-----------------------------|------------------------------|

> **Product Access**

Powerpay

| | |
|---|---|
| Overall Access <input checked="" type="checkbox"/> My Reports <input checked="" type="checkbox"/> Adhoc Report Builder | Field Access <input checked="" type="checkbox"/> Social Insurance Numbers <input checked="" type="checkbox"/> Bank Account Numbers |
|---|---|

> **Folder Access**

| |
|---|
| Folder Access <input type="checkbox"/> entourage Client Reports <input checked="" type="checkbox"/> Custom Reports |
|---|

Product Access

Client Administrators can assign access to the components within Advanced Reporting/DaaS in the Overall Access section. The Field Access section controls visibility of confidential information for users.

Appendix A: Standard Report Parameters

Payroll Standard Reports

| Report Name | Available Filters |
|-------------------------------------|---|
| Anniversary Report | Pay Group Department As of Date |
| Cheque Detail Data File Report | Pay Group Pay Period Cheque Date (Start) Cheque Date (end) Employee Name Employee Number Cheque Type |
| Cheque Detail Report | Pay Group Pay Period Cheque Date (Start) Cheque Date (end) Employee Name Employee Number Cheque Type SIN Masking |
| Deduction Detail Employee Crosstab | Cheque Start Date Cheque End Date Pay Group Department Deduction Code |
| Deduction Detail Employee Data File | Cheque Start Date Cheque End Date Pay Group Department Deduction Code |
| Deduction Summary | Cheque Start Date Cheque End Date Pay Group Department Deduction Code |

| Report Name | Available Filters |
|--|---|
| Earning Code Employee Detail | Pay Group Cheque Date (Start) Cheque Date (End) Earning Code Employee Name Employee Number |
| Earning Code Employee Detail Crosstab | Pay Group Cheque Date (Start) Cheque Date (End) Earning Code Employee Name Employee Number |
| Earning Code Employee Detail Crosstab Amount | Pay Group Cheque Date (Start) Cheque Date (End) Earning Code Employee Name Employee Number |
| Earning Code Employee Detail Crosstab Hrs | Pay Group Cheque Date (Start) Cheque Date (End) Earning Code Employee Name Employee Number |
| Earning Code Employee Detail Data File | Pay Group Cheque Date (Start) Cheque Date (End) Earning Code Employee Name Employee Number |
| Earning Code Summary | Pay Group Cheque Date (Start) Cheque Date (End) Earning Code Employee Name Employee Number |
| Employee Address | Pay Group Department |

| Report Name | Available Filters |
|-------------------------------------|--|
| Employee Pay Period Register | Pay Group Pay Period Employee Name Employee Number Department |
| Employee Pay Period Register Totals | Pay Group Pay Period Employee Name Employee Number Department |
| Employee Register Details by Code | Pay Group Pay Period Employee Name Employee Number Record Type Code |
| New Hire Report | Pay Group Hire Date (Start) Hire Date (End) Department |
| Paid Terminated | Pay Group Cheque Date (Start) Cheque Date (End) |

Powerpay Standard Reports

| Report Name | Available Filters |
|---|---|
| Deduction and Contribution – 3 rd Party Benefits | Pay Group Deduction/Contribution Element Employee Deduction 1 st Language Employer Deduction 1 st Language Benefit Vendor |
| Deduction and Contribution – Basic Setups | Pay Group Deduction/Contribution Element Employee Deduction 1 st Language Employer Deduction 1 st Language |

| Report Name | Available Filters |
|--|---|
| Deduction and Contribution – Group Retirement Plans | Pay Group Deduction/Contribution Element Employee Deduction 1 st Language Employer Deduction 1 st Language Benefit Vendor |
| Deduction and Contribution – Percentage of another Deduction | Pay Group Deduction/Contribution Element Employee Deduction 1 st Language Employer Deduction 1 st Language |
| Deduction and Contribution – Special Selections | Pay Group Deduction/Contribution Element Employee Deduction 1 st Language Employer Deduction 1 st Language |
| Deduction and Contribution – Summary | Pay Group Code Employee Deduction 1 st Language Employer Deduction 1 st Language |
| Direct Deposit Report | Pay Group Employee Name Employee Number |
| Earning Code Report | Pay Group |
| Employee Deductions and Contributions | Pay Group Employee Name Employee Number Employee Status |
| Employee Payroll Register Preview | Pay Group Employee Name Employee Number Entry Type |
| Employee Profile Report | Pay Group Employee Name Employee Number Employee Status |
| Government Numbers | Pay Group |

| Report Name | Available Filters |
|------------------------------------|---|
| New Hire Report | Pay Group First Day Worked (Start) First Day Worked (End) Employee Name Employee Number |
| Permanent Earnings | Pay Group Employee Name Employee Number Employee Status |
| Regular Payment Employee Timesheet | Pay Group Employee Name Employee Number Employee Status |