

# Reports Legend

The **Receive Time** option generates the following report as part of the “**TIME**” group:

| Report Name | Report Description                 | Details   |
|-------------|------------------------------------|---|
| AUDERROR    | Error Report – Time Cards          | Lists time card audit errors.   |
| AUDIT       | Audit and Calc Report – Time Cards | Lists employees by employee number with their calculated hours and earnings.  |
| BALINPUT    | Time Cards -- Balance              | Lists the hours and earnings by department and employee number within each department to balance to the time collection system. |
| TCLOAD      | Receive/Post Time File Errors      | Lists any error messages for the timecard upload.   |
| WARNINGS    | Warning Messages                   | List any warning messages that may or may not need to be corrected.   |

The **Receive From HR** option generates the following report as part of the “**HR**” group:

| Report Name | Report Description                          | Details  |
|-------------|---|--|
| HRLOADI     | Info HR Employee Master Conversion Errors   | Lists any error messages for the human resources upload using Info HR.   |
| HRLOADC     | Clearview Employee Master Conversion Errors | Lists any error messages for the human resources upload using Clearview. |

Option **2. Calculate Pay** generates the following reports as part of the “**CALCULATE**” group:

| Report Name | Report Description                 | Details   |
|-------------|------------------------------------|---|
| ACCRROVR    | Employee Accrual Rate Override     | Listing of an Accrual Type that lists employees who have an override accrual rate in their Employee Profile. The only time an employee will appear on this report is when the employee has reached the next threshold for the calculation of the accrual. |
| ADJUSTMT    | Employee Year to Date Adjustments  | Lists employee year-to-date adjustments.  |
| AUDERROR    | Error Report – Time Cards          | Lists time card audit errors.   |
| AUDIT       | Audit and Calc Report – Time Cards | Lists employees by employee number with their calculated hours and earnings.  |
| AUDSUM      | Earnings Report                    | Custom programming (N/A for most clients)   |
| ERRORS      | Error Messages                     | Lists any error messages for the current payroll.   |

| Report Name | Report Description                               | Details   |
|-------------|--|---|
| OPTIONS     | Payroll Run Options Report                       | Displays the options that were selected when <b>2. Calculate Pay</b> was selected. (N/A for PW clients)                 |
| OVRRIDES    | Employee Overrides Listing                       | Gives you a total of all of the benefit & deduction overrides for a current payroll run.                                |
| PAYREG      | Payroll Register                                 | Lists each employee's net pay by department and employee number within each department. Gives sub totals by department. |
| PAYSTUBS    | Statement of Earnings and Deductions (Pay Stubs) | A one page report for each employee, listing the earnings and deduction details with current and year-to-date balances. |
| WARNINGS    | Warning Messages                                 | List any warning messages that may or may not need to be corrected.   |

Option 4. **Close Payroll** generates the following reports as part of the “**CLOSE**” group:

| Report Name | Report Description                                     | Details  |
|-------------|--|--|
| DEPTBEN     | Payroll Distribution By Department                     | Listing by department of the totals for all taxable benefits for the current pay only. (DEPTDIST has a column that displays the total benefits.)                                 |
| DEPTDED     | Payroll Distribution By Department                     | Listing by department of the totals for all deductions for the current pay only.   |
| DEPTDIST    | Payroll Distribution By Department                     | Listing by department of the payroll totals, separating the expenses into a column (COMPY SHARE) for the current pay only.   |
| DEPTREG     | Summary of Earnings and Deductions by Department       | Lists the total current and year-to-date amounts by department based on the employee's home department.  |
| EIREPORT    | E.I. Record of Employment (ROE) Detail                 | Detailed E.I. history used as reference when generating/calculating the Actual ROE.  |
| EMPLCHG     | Employee Profile Updates                               | Lists any changes made to the Employee Profile from one pay run to the next.   |
| EMPLDED     | Deduction Listing                                      | Individual deduction listing; includes current and year-to-date amounts and limits.  |
| EMPLDIST    | Wage Distribution by Employee                          | The report shows total hours and amount by Employee by General Ledger Number.  |
| EMPLJOB     | Wage Distribution by Employee                          | List total gross wages by Employee by Job number.  |
| EMPLREG     | Deduction & Year to Date Register                      | Lists the current and year to date amounts for each employee.  |
| FUNDSOUT    | Total Funds Withdrawn                                  | Lists total funds withdrawn – broken down by fees, net pay, and remittances.   |
| GLDIST      | Wage Distribution by General Ledger Account            | The report subtotals the hours and amount by General Ledger Account Number. Within each General Ledger Account Number the report displays by department then by employee number. |
| GLDISTS     | Wage Distribution by General Ledger Account -- Summary | The report shows total hours and amount by each .  |
| GLREPORT    | General Ledger Report                                  | General ledger allocation listing gross earnings, net earnings, and all expenses.  |
| INVOICE     | Invoice for Fees                                       | Listing of fees and charges.   |

| Report Name | Report Description                 | Details  |
|-------------|------------------------------------|--|
| JOBDIST     | Wage Distribution by Job Number    | The report subtotals the hours and amount by Job Number. Within each job number the report displays by department then by employee number. |
| JOBDIST     | Wage Distribution by Job Number    | The report shows total hours and amount by each job number.  |
| REMITT      | Remittance To Receiver General     | Listing of totals by department with a grand total used to determine the required remittance amounts.                                      |
| VACACCRL    | Vacation Pay Report                | Listing of employees by employee number showing the vacation accrual and payment history and displaying the net owing.                     |
| WCB         | Workers' Compensation Board Report | Lists the employees by department and WCB code rate as well as by province. Will list the assessable earnings as well as the payable.      |

Option 4. **Close Payroll** generates the following reports as part of the “**MONTH**” group:

| Report Name | Report Description                               | Return to Service Provider?   |
|-------------|--|---|
| DEPTDIST    | Payroll Distribution By Department               | Listing by department of the payroll totals, separating the expenses into a column (COMPY SHARE) for the month.                                     |
| DPREGMTD    | Summary of Earnings and Deductions by Department | Lists the total current and month to-date amounts by department.  |
| EMREGMTD    | Deduction & Year to Date Register                | Lists the current and month to date amounts for each employee.  |
| GLDIST      | Wage Distribution by General Ledger Account      | Lists by all gross wages of employees in each for the month.  |
| REMITT      | Remittance To Receiver General                   | Listing of totals by department with a grand total used to determine the required remittance amounts.   |
| WCB         | Workers' Compensation Board Report               | Lists the employees by department and WCB code rate as well as by province. Will list the assessable earnings as well as the payable for the month. |

**NOTE: You will only receive these reports when 1) You are setup for monthly reports and 2) Month End Y/N field on the Calculate Pay option is flagged to Y.**

The **Manual Cheque** option generates the following reports as part of the “**MAN CHQ**” group:

| Report Name | Report Description                               | Details   |
|-------------|--|---|
| ADJUSTMT    | Employee Year to Date Adjustments                | Lists employee year-to-date adjustments.  |
| AUDERROR    | Error Report – Time Cards                        | Lists time card audit errors.   |
| AUDIT       | Audit and Calc Report – Time Cards               | Lists employees by department with their hours and earnings.  |
| AUDSUM      | Earnings Report                                  | Custom Report (N/A PAYweb.ca)   |
| EARNADJ     | YTD Hours/Earnings Adjustment Listing            | Lists all year-to-date adjustments.   |
| EIREPORT    | E.I. Record of Employment Detail                 | Detailed E.I. history used to generate the actual ROE.  |
| ERRORS      | Error Messages                                   | Lists any error messages for the current payroll.   |
| OVERRIDES   | Employee Overrides Listing                       | Gives you a total of all of the benefit & deduction overrides for a current payroll run.                                |
| PAYSTUBS    | Statement of Earnings and Deductions (Pay Stubs) | A one page report for each employee, listing the earnings and deduction details with current and year-to-date balances. |
| WARNINGS    | Warning Messages                                 | List any warning messages that may or may not need to be corrected.   |

The **YTD Entry** option generates the following report as part of the “**ADJUSTMENT**” group:

| Report Name | Report Description                    | Details   |
|-------------|---------------------------------------|---|
| EARNADJ     | YTD Hours/Earnings Adjustment Listing | Lists all earnings details for the year-to-date adjustment. (Deduction details will appear on the ADJUSTMT report as part of the next payroll you process. The ADJUSTMT report appears in the CALCULATE group.) |

The **Additional Reports** option generates the following reports as part of the “**MISC**” group. These reports will remain on the **Display Reports** screen until you overwrite them.

| Button             | Report Name | Report Description                       | Details   |
|--------------------|-------------|--|---|
| Name & Address     | EMPLADDR    | Employee Address Listing                 | Listing of employees with name and address only.<br>“Y” – sorted by employee number<br>“N” – sorted by employee name  |
| Profile Updates    | EMPLCHG     | Employee Profile Updates                 | Lists any changes made to the employee profile. This option is to be selected only if you need to see the employee profile changes before closing the current payroll.  |
| Seniority List     | SENIORTY    | Employee Seniority Listing               | Listing of employees sorted in sequence of seniority date.  |
| Vacation Pay       | VACACCRL    | Vacation Pay Report                      | Listing of employees’ vacation accrual and payment history, displaying the net owing.   |
| Remittance         | REMITHST    | Remittance Report                        | Lists the remittances paid by NEBS PAYweb.ca on your behalf.  |
| Selected YTDs      | YTDDDED     | Deductions Summary Rpt. By Dept/Emp/Ded. | Provides a summary of employee YTD deductions, listed in department number sequence with employee # sub-sequences. This report contains subtotals by department.  |
|                    | YTDEARN     | Earnings Summary Report by Dept/Emp/Earn | Provides a summary of the YTD hours and earnings listed in department number sequence with employee sub-sequences, containing department subtotals.   |
| Employee Rate      | RATELIST    | Employee Rate Listing                    | Listing of employee rates by employee number. Displays current rate and date of last rate change.   |
| Taxable Benefit    | TAXBEN      | Taxable Benefit Report                   | Provides a detailed breakdown of the current and year to date employee taxable benefits. NOTE: does not display benefits that are automatically calculated based on other parameters.   |
| Telephone #        | PHONELST    | Employee Phone # Listing                 | Listing of employees with phone number.   |
| Employee Birthdays | BIRTHLST    | Employee Birthday List                   | A listing of employees and their birthdays<br><b>NOTE: This option allows you to produce a report for only ACTIVE employees OR ALL employees.</b><br><b>At the prompt:</b><br>“YES” = Only Active Employees<br>“NO” = ALL Employees   |
| PIER Report        | PIER        | E.I. / C.P.P. Year End Audit             | Lists by employee # within each department any discrepancies in CPP or EI. (Note: This report is not available from the <b>Additional Reports</b> menu until new year processing is complete. Until then, you must generate the report from the <b>Year End Processing</b> menu). |
| Standard Earnings  | AUDIT       | Audit & Calc Report-Time Cards           | Lists each employee’s standard earnings information by department with his/her hours and earnings.  |

Note: When you generate the reports REMITHST, YTDDDED and YTDEARN, you are not taken directly into the **Display Reports** screen as you are with the other reports. To view these three reports, you will have to click **View Reports**.

The **Additional Reports 2** option generates the following reports as part of the “**MISC2**” group. These reports will remain on the **Display Reports** screen until you overwrite them.

| Report Name | Report Description                | Details  |
|-------------|-----------------------------------|--|
| ACCRSUM     | Accrual Management Summary Report | Listing of an Accrual Type that lists employees YTD Accrual amounts by employee name.                      |
| ACCRDEPT    | Departmental Accrual Report       | Listing of an Accrual Type that lists employees YTD Accrual amounts by department and group if applicable. |

The **Statutory Holidays** option generates the following reports as part of the “**STAT**” group:

| Report Name | Report Description            | Details  |
|-------------|-------------------------------|--|
| BALINPUT    | Time Cards -- Balance         | Lists the stat holiday hours and earnings, along with regular earnings to balance the payroll run.                           |
| STATLIST    | Statutory Holiday Eligibility | Lists the employees who are eligible for stat holiday pay, as well as the dollar value and hours to which they are entitled. |

The following reports are generated at the year end reset as part of the “YREND” group:

| Report Name              | Report Description                               | Return to Service Provider?   |
|--------------------------|--|---|
| YEQUESTN                 | Year End Questionnaire                           | NO  |
| VACACCRL                 | Vacation Pay Report (before the RESET)           | NO  |
| ACCRREST                 | Accrual Reset Report (if on new Accrual feature) | NO  |
| YEPURGE                  | Year End Purge Report                            | NO  |
| YEEEXEMPT                | Year End Exemption Update Report                 | NO  |
| VACACCRL                 | Vacation Pay Report (after the RESET)            | NO  |
| PIER                     | EI/ CPP Year End Audit                           | NO  |
| T4AUDIT                  | T4 Audit - Authorization For T4 Processing       | <b>YES</b> The last page, after you confirm that T4 totals are correct      |
| T4ERRORS                 | T4 Errors (only if applicable)                   | NO  |
| T4AAUDIT                 | T4A Audit (only if applicable)                   | <b>YES</b> The last page, after you confirm that T4A totals are correct     |
| T4AAUD2                  | T4A Errors (only if applicable)                  | NO  |
| REL1AUD<br>(Quebec only) | RL - 1 Audit (only if applicable)                | <b>YES</b> The last page, after you confirm that Relevé1 totals are correct |
| REL1ERRS                 | RL - 1 Errors (only if applicable)               | NO  |
| T5018AUD                 | T5018 Audit (only if applicable)                 | <b>YES</b> The last page, after you confirm that T5018 totals are correct   |
| PPERLIST                 | PAY PERIOD LIST                                  | NO  |