



1. Navigate to the Payroll Documents tab under the Documents Portal.

The screenshot shows the Pay-Net interface. At the top, the user is logged in as '9000 - Pay-Net Solutions Inc'. Below this is a navigation bar with tabs: Home, DOCUMENTS (highlighted with a red box), ESS, Employee, HR, Reporting, Payroll, Company, HR Support Center, and System. Under the 'DOCUMENTS' tab, there is a sub-menu with 'Documents Portal', 'My Documents', PAYROLL DOCUMENTS (highlighted with a red box), 'Tax Documents', 'Notices', 'Miscellaneous', and 'Accounting Documents'. The main content area is titled 'Payroll' and includes a 'Download' section with a 'Check Date' dropdown menu set to '03/20/2020 - 2020032001' and a 'Download All' button. Below this is a table of payroll documents.

NAME	DESCRIPTION	CATEGORY	EFFECTIVE DATE	EXPIRATION DATE
Labor Distribution - Summary	Labor Distribution	Payroll	03/20/2020	03/18/2021
Payroll Summary Report	Payroll Summary Report	Payroll	03/20/2020	03/18/2021
Check Register	Check Register	Payroll	03/20/2020	03/18/2021

2. Select the check date you are looking for from the available dropdown.

This screenshot shows the same 'Payroll' document list as the previous image. The 'Check Date' dropdown menu is open, showing a list of available dates. The date '03/20/2020 - 2020032001' is highlighted in blue. The list of dates includes: 03/20/2020 - 2020032001, 05/05/2020 - 2020050501, 02/29/2020 - 2020022901, 02/20/2020 - 2020022001, 02/05/2020 - 2020020501, 01/31/2020 - 2020013101, 01/17/2020 - 2020011701, 01/03/2020 - 2020010301, 01/03/2020 - 2020010302, 12/20/2019 - 2019122001, 12/05/2019 - 2019120501, 11/30/2019 - 2019113001, 11/20/2019 - 2019112001, 11/05/2019 - 2019110501, 10/31/2019 - 2019103101, 10/18/2019 - 2019101801, 10/04/2019 - 2019100401, 09/30/2019 - 2019093001, 09/20/2019 - 2019092001, and 09/05/2019 - 2019090501.

NAME	DESCRIPTION	CATEGORY	EFFECTIVE DATE	EXPIRATION DATE
Labor Distribution - Summary	Labor Distribution	Payroll	03/20/2020	03/18/2021
Payroll Summary Report	Payroll Summary Report	Payroll	03/20/2020	03/18/2021
Check Register	Check Register	Payroll	03/20/2020	03/18/2021
Invoice	Invoice	Payroll	03/20/2020	03/18/2021
Payroll Register	Payroll Register	Payroll	03/20/2020	03/18/2021
LCP Tracker Export	LCP Tracker Export	Payroll	03/20/2020	03/18/2021
Simple Summary Report	Simple Summary Report	Payroll	03/20/2020	03/18/2021
Employee Profile	Employee Profile	Payroll	03/20/2020	03/18/2021
Employee Profile	Employee Profile	Payroll	03/20/2020	03/18/2021

3. Click the links provided to bring up individual reports, or Download All into a ZIP folder.

9000 - Pay-Net Solutions Inc ▾

Home **DOCUMENTS** ESS Employee HR Reporting Payroll Company HR Support Center System

Documents Portal My Documents **PAYROLL DOCUMENTS** Tax Documents Notices Miscellaneous Accounting Documents

Payroll

Types Download

All Reports Check Date: 03/20/2020 - 2020032001 [Download All](#)

Payroll Processing

Expense Receipts

NAME	DESCRIPTION	CATEGORY	EFFECTIVE DATE	EXPIRATION DATE
Labor Distribution - Summary	Labor Distribution	Payroll	03/20/2020	03/18/2021
Payroll Summary Report	Payroll Summary Report	Payroll	03/20/2020	03/18/2021
Check Register	Check Register	Payroll	03/20/2020	03/18/2021
Invoice	Invoice	Payroll	03/20/2020	03/18/2021
Payroll Register	Payroll Register	Payroll	03/20/2020	03/18/2021
LCP Tracker Export	LCP Tracker Export	Payroll	03/20/2020	03/18/2021
Simple Summary Report	Simple Summary Report	Payroll	03/20/2020	03/18/2021
Employee Profile	Employee Profile	Payroll	03/20/2020	03/18/2021
Employee Profile	Employee Profile	Payroll	03/20/2020	03/18/2021