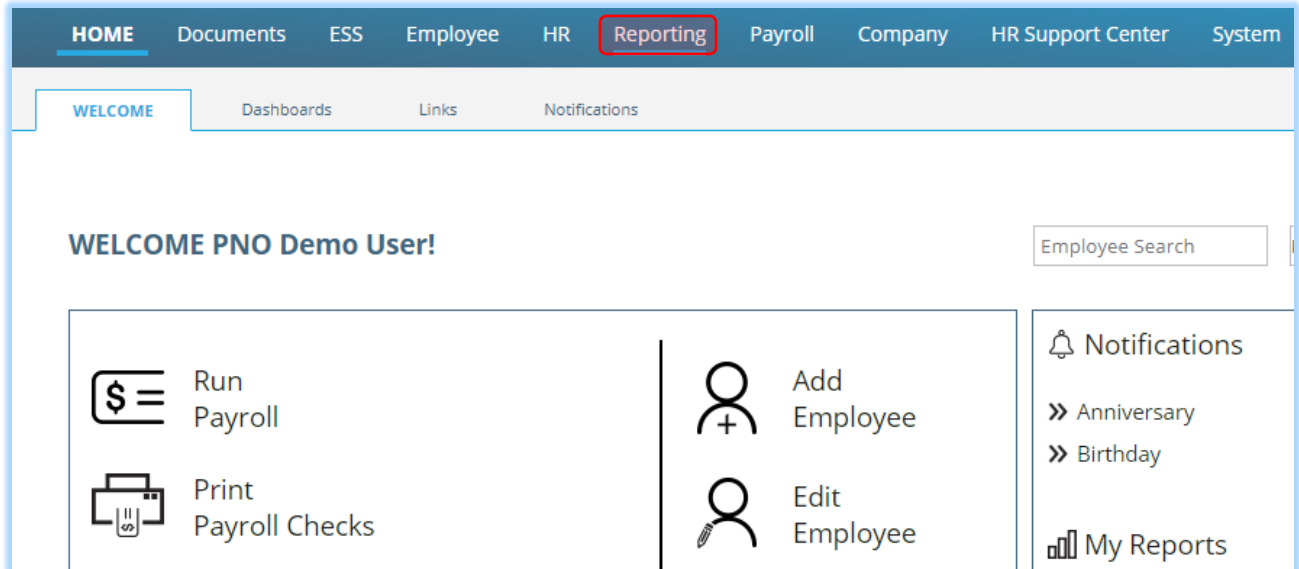


1. Log in to Pay-Net Online and click on the **Reporting** tab.



2. Once on the Reporting tab you will already be on the **Standard Reports** section. Here you can scroll through the reports to find one you are searching for. Another option is using the filtering options, outlined below. After you use the filter options click **Search**. Once you find the report you would like to run, click on the Report Title of that report.
 - a. **Category**: You can select the type of report you are looking for based on the information you need.
 - b. **Sub Category**: This helps narrow down the reports based on the information you are looking for.
 - c. **Title**: If you know the name of the report or would like to filter based on a key word you may type it here.
 - d. **Tag**: This is another option to search for key words or information you would like to see in a report.
 - e. Report Type and Report ID you can leave alone.

See screen shot below



Home Documents ESS Employee HR **REPORTING** Payroll Company HR Support Center System

STANDARD REPORTS Report Writer Saved Company Reports My Reports My Completed Reports

Category Title Report Type

Sub Category Tag Report ID

REPORT TITLE	DESCRIPTION	REPORT CATEGORY
0662 Census Excel		Company
125 Payroll Deductions		Company
3rd Party Sick Pay	This report is designed to display all of the third party sick pay...	Pay Run Reports
401K McGladrey Format		Exports
401k Report	This report was designed to show current and year to date 401k inf...	Pay Run Reports
401k Report (HCB)	This report was designed to show current and year to date 401k inf...	Pay Run Reports
ABC CCC Contributions		Labor/Job Costing/Expense Tracking
ABC NorCal Training Trust	This report is designed to be a supplemental addition to the Certi...	Labor/Job Costing/Expense Tracking
ABC NorCal Training Trust	This report is designed to be a supplemental addition to the Certi...	Labor/Job Costing/Expense Tracking
ABC San Diego Training Trust	This report is designed to be a supplemental addition to the Certi...	Labor/Job Costing/Expense Tracking
ABC San Diego Training Trust	This report is designed to be a supplemental addition to the Certi...	Labor/Job Costing/Expense Tracking

Page size: 25 308 items in 13 pages

3. In the **Date Selection** box you are able to pick from three options for date ranges.
 - a. Using the drop down next to **Date Selection** you can pick from pre-set date ranges, for the current year.
 - b. Click the **Override Dates** box first before selecting your **Begin and End Date**, dates based off payroll check dates.
 - c. Click the **Override Dates** box first before inputting your **Custom Begin and End Date**. This will bring in payroll data within the time frame also based on check dates.

Date Selection

Date Selection Most Recent Pay Period

Override Dates

Begin Date

End Date

Custom Begin Date

Custom End Date

4. In the **Output Format** box you can select how you would like the report to appear.

Output Format

Print Orientation

Paper Size

5. In the **Filtering** box you can change how you filter the report. Use the drop down next to **Filter 1**, and **Filter 2** if you need it, to change how you would like to filter the report, the **From and Thru** section will be different depending on the filter. ***Note: To use Filter 2 select AND or OR.**

Filtering

Filter 1 From Thru

Filter 2 From Thru

6. **Do not** change anything in the **Company Filter**.

Company Filter

Current Company
 All Companies

Continued Below



7. Scrolling down the page, in the **Sorting and Sub-Totals** box you can change how the data is sorted on the report.

***Note: The options available will be different per report.**

Sorting and Sub-Totals

Sort Order

Dept Id ▼

Use Custom Sort

Report Format

Detail

Summary

Totals

Show All Totals

Customize

Page Breaks

No Page Breaks

After Totals

Before and After Totals

Custom

Main Sorts			Sub Sorts (Not Totaled)	
Groups (Totaled)	Show	Before	After	Sort By
CC1 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee ID ▼
CC2 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Then By ▼
CC3 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Then By ▼
CC4 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Then By ▼
CC5 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Then By ▼
Report Totals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Then By ▼

8. In the **Additional Options** box you can adjust more options depending on the report you are running.

Additional Options

NAME	DESCRIPTION	VALUE
Employee Line 1	This setting is used to specify which piece of employee data is displayed in the first column of employee information.	Employee Id ▼
Employee Line 2	This setting is used to specify which piece of employee data is displayed in the second column of employee information.	Employee SSN ▼
Include All Reviews	This setting is used to select which review information is displayed on the report. If Yes is selected, all reviews will be displayed, if No is selected, only reviews that took place in the date range specified when running the report will be displayed.	No ▼
Review Line 1	This setting is used to specify which piece of review data is displayed in the first column of review information.	Reviewer ▼

9. In the **Output Options** you can change in what format you would like to have it in. ***Note: Some reports do not easily export to Excel or other formats besides PDF. Some reports have limited *Output Format* types.**

Output Options

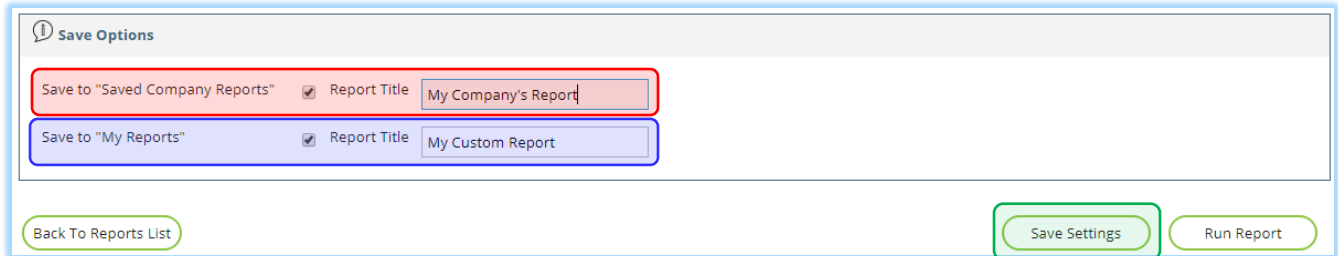
Output Format Portable Document Format (PDF) ▼

Notify Me When Completed Report will open up in a new window and will display when complete.

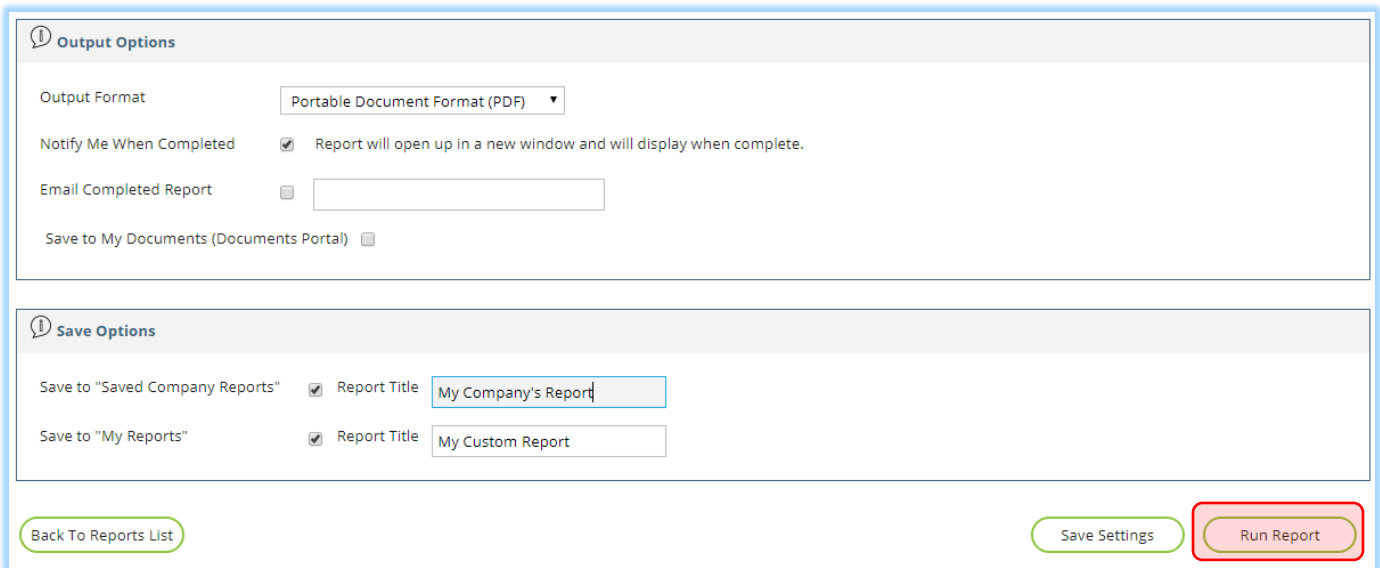
Email Completed Report

Save to My Documents (Documents Portal)

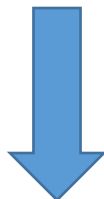
10. In the **Save Options** box you can choose to save a report into the **Saved Company Reports** tab and/or **My Reports** tab, at the top of the page, for easy access later. Clicking **Save Settings** will save the reports and the setting you have input.



11. When you have all the information you would like selected, click **Run Report** in the bottom right of the page.

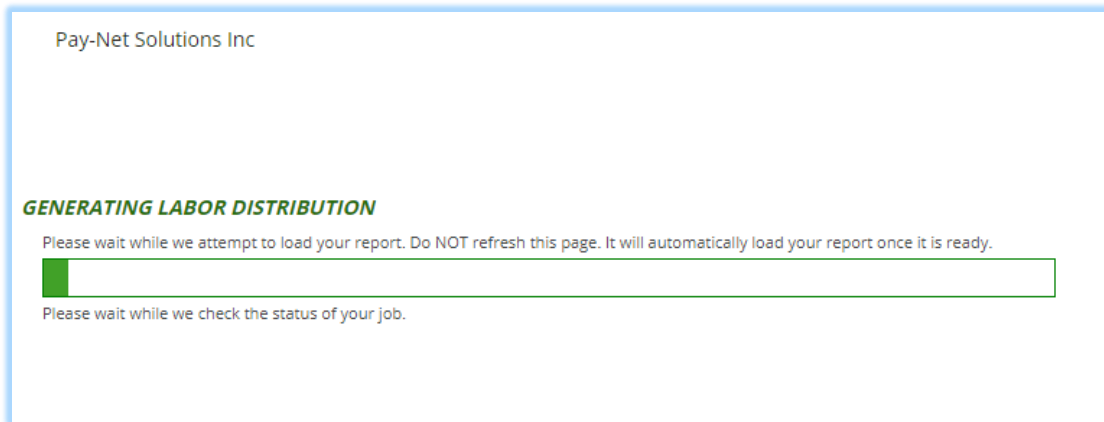


Continued Below



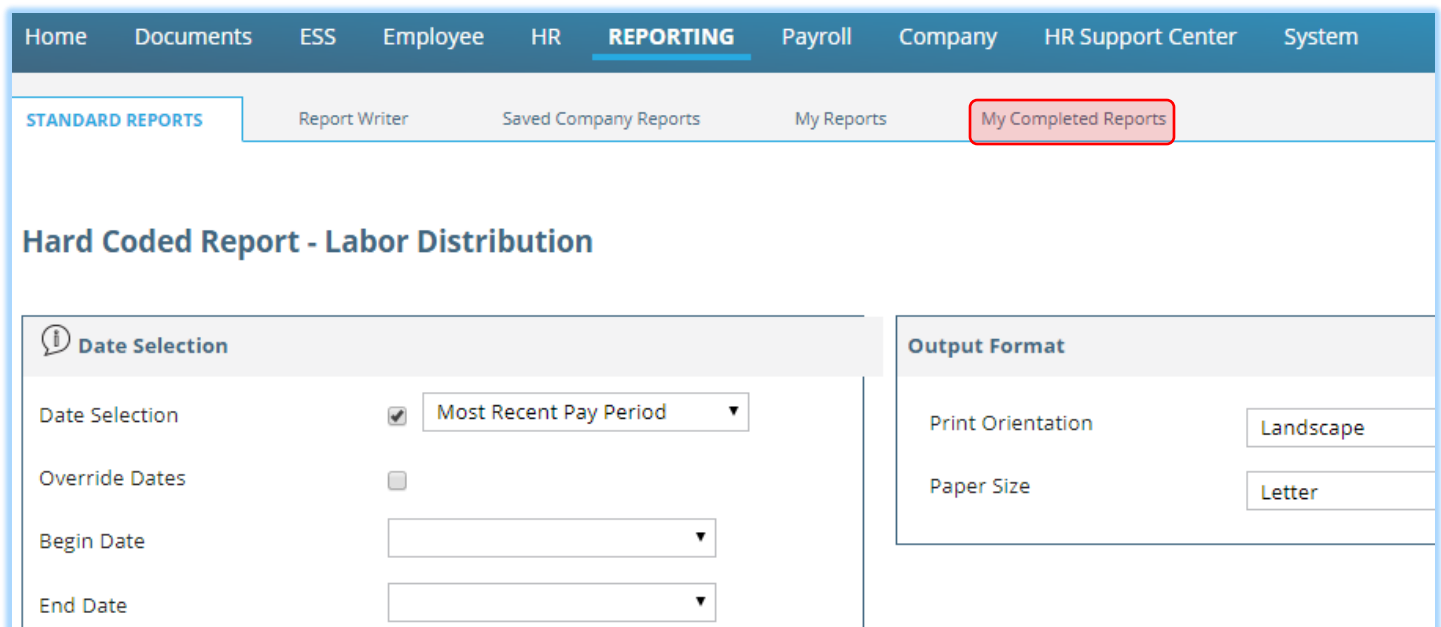
12. A new tab will open indicating the report is generating. If the report is a PDF it should eventually pull up in that tab. If it is excel it should automatically download. You can then save and/or print the report and you are done.

***Note: See step 13 if the report does not pop-up or download.**

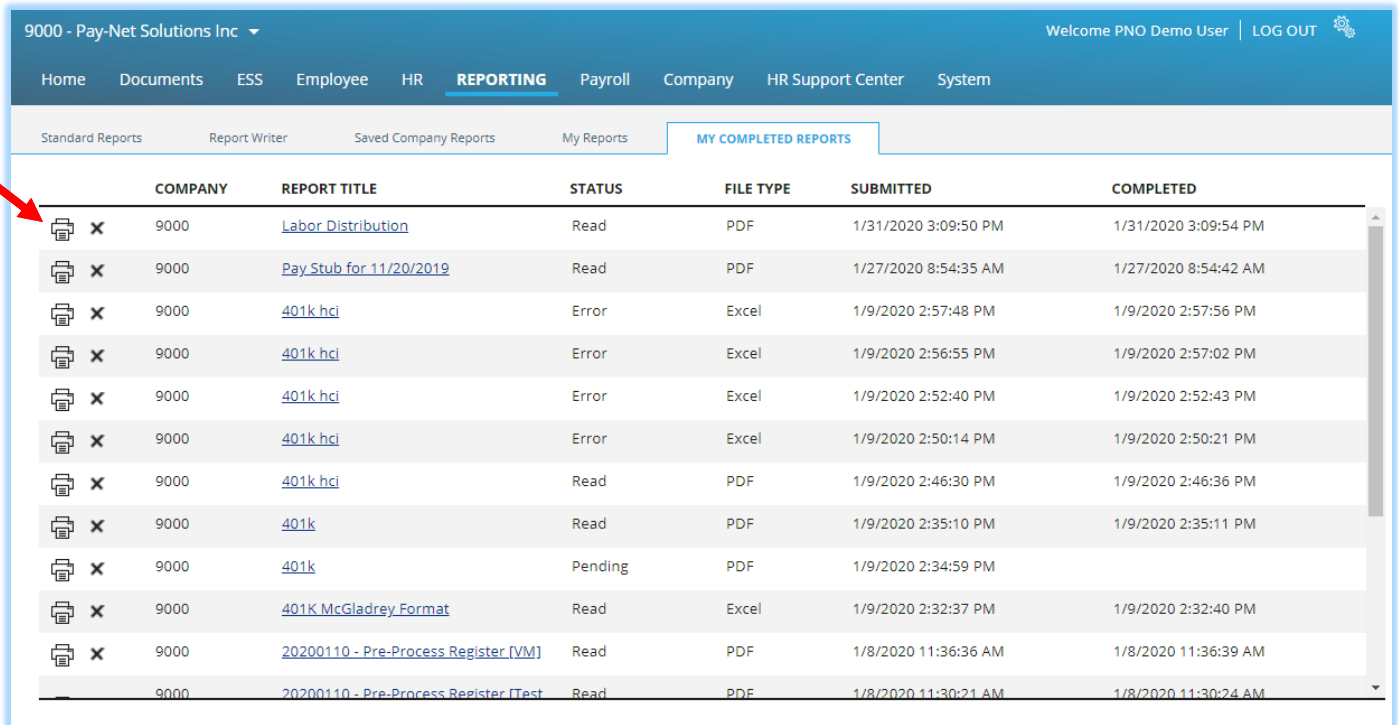


If you have a pop-up blocker on then the report will not generate here. See your IT manager to remove the blocker and rerun the report. See below to see another place to retrieve the report that was run.

13. Back on Pay-Net Online click on the **My Completed Reports** tab.



14. Once here you will see any reports you have run. The most recent will be the **first option**. You will see it as Pending. Click the **Report Title** of this report and it will pull it up in another tab or download it. You can then save and/or print the report and you are done.



























9000 - Pay-Net Solutions Inc

Welcome PNO Demo User | LOG OUT

Home Documents ESS Employee HR **REPORTING** Payroll Company HR Support Center System

Standard Reports Report Writer Saved Company Reports My Reports **MY COMPLETED REPORTS**

	COMPANY	REPORT TITLE	STATUS	FILE TYPE	SUBMITTED	COMPLETED
 	9000	Labor Distribution	Read	PDF	1/31/2020 3:09:50 PM	1/31/2020 3:09:54 PM
 	9000	Pay Stub for 11/20/2019	Read	PDF	1/27/2020 8:54:35 AM	1/27/2020 8:54:42 AM
 	9000	401k hcj	Error	Excel	1/9/2020 2:57:48 PM	1/9/2020 2:57:56 PM
 	9000	401k hcj	Error	Excel	1/9/2020 2:56:55 PM	1/9/2020 2:57:02 PM
 	9000	401k hcj	Error	Excel	1/9/2020 2:52:40 PM	1/9/2020 2:52:43 PM
 	9000	401k hcj	Error	Excel	1/9/2020 2:50:14 PM	1/9/2020 2:50:21 PM
 	9000	401k hcj	Read	PDF	1/9/2020 2:46:30 PM	1/9/2020 2:46:36 PM
 	9000	401k	Read	PDF	1/9/2020 2:35:10 PM	1/9/2020 2:35:11 PM
 	9000	401k	Pending	PDF	1/9/2020 2:34:59 PM	
 	9000	401K McGladrey.Format	Read	Excel	1/9/2020 2:32:37 PM	1/9/2020 2:32:40 PM
 	9000	20200110 - Pre-Process Register [VM]	Read	PDF	1/8/2020 11:36:36 AM	1/8/2020 11:36:39 AM
 	9000	20200110 - Pre-Process Register [Test	Read	PDF	1/8/2020 11:30:21 AM	1/8/2020 11:30:24 AM