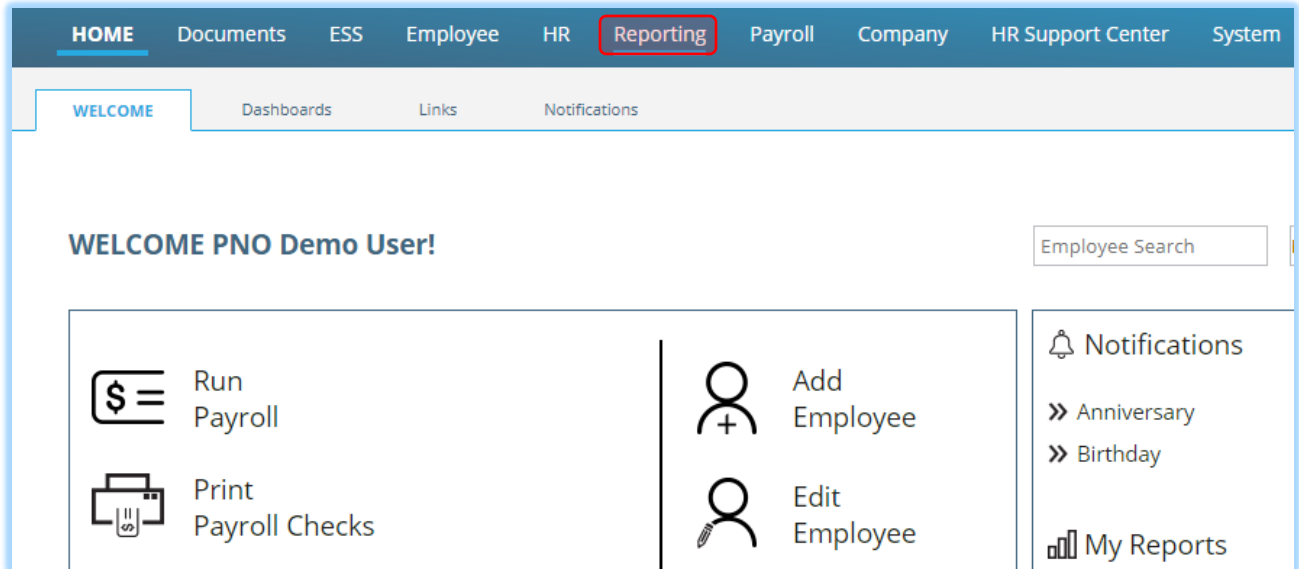
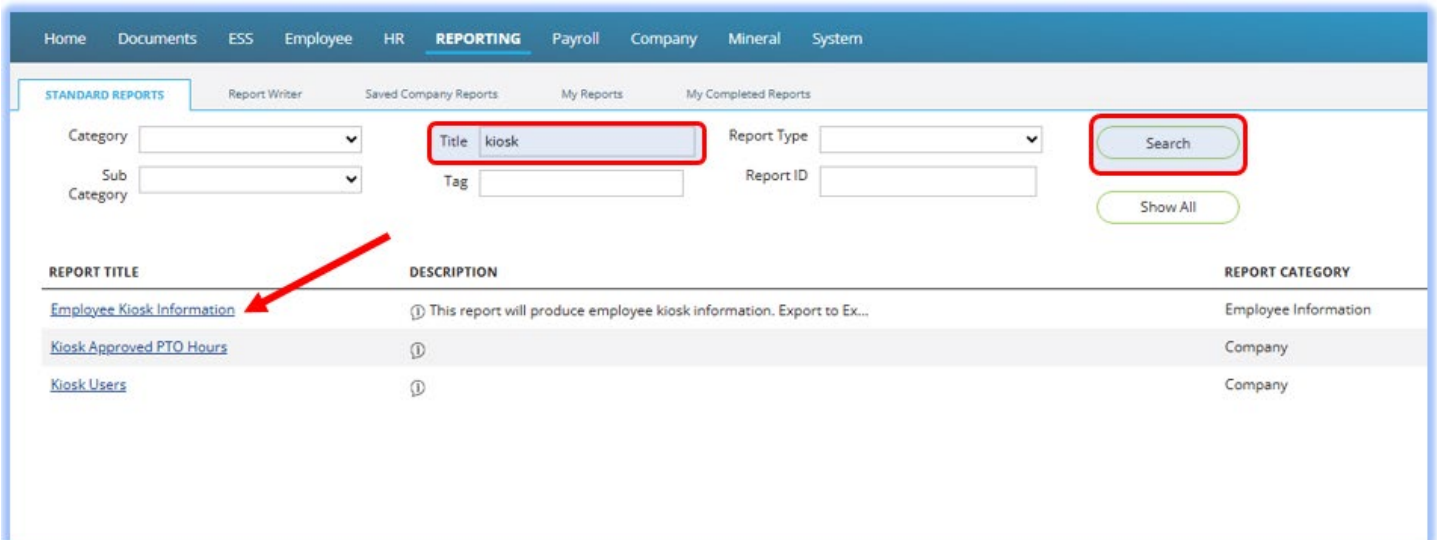


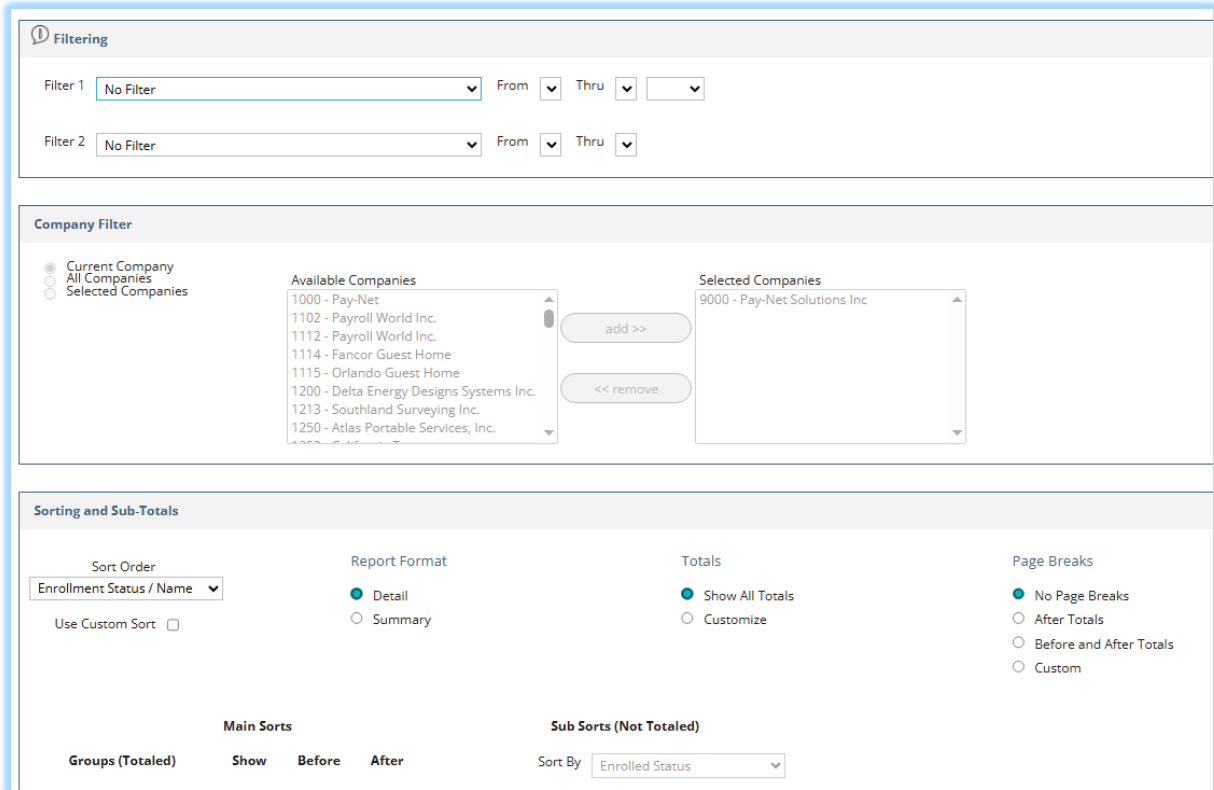
1. Log in to Pay-Net Online and click on the **Reporting** tab.



2. Once on the Reporting tab you will already be on the **Standard Reports** section. Type the keyword 'kiosk' into the title search field and click 'Search'. Then select 'Employee Kiosk Information' from the list that appears below.



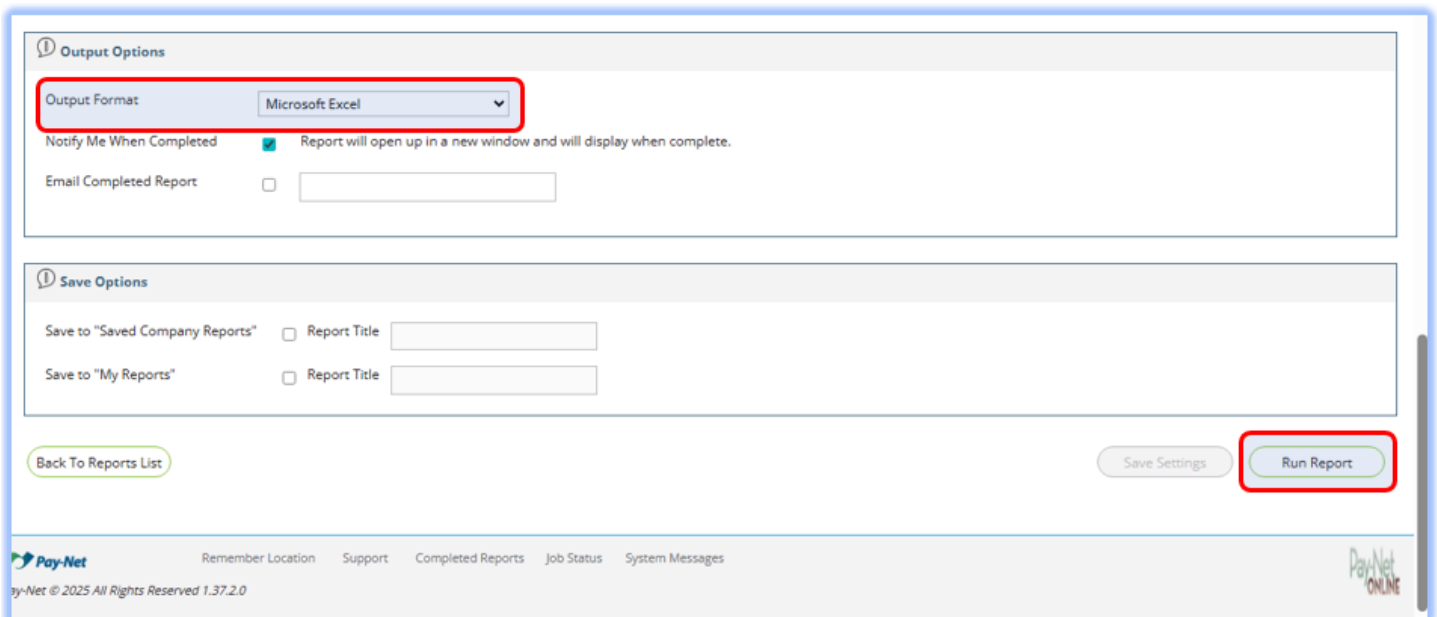
- On the report settings page that appears, certain sections (like the Date Selection) will be grayed out, since this is a point in time report. Set any filters and/or sorting you want, then scroll to the bottom of the page.



The screenshot displays the report settings interface, which is divided into three main sections:

- Filtering:** Contains two filter rows. Filter 1 and Filter 2 both have a dropdown menu set to "No Filter". Each filter row includes "From" and "Thru" dropdown menus.
- Company Filter:** Features three columns: "Current Company" with radio buttons for "All Companies" and "Selected Companies"; "Available Companies" with a list of company names (e.g., "1000 - Pay-Net", "1102 - Payroll World Inc."); and "Selected Companies" with a list containing "9000 - Pay-Net Solutions Inc". "add >>" and "<< remove" buttons are positioned between the available and selected lists.
- Sorting and Sub-Totals:** Includes options for "Sort Order" (set to "Enrollment Status / Name"), "Report Format" (radio buttons for "Detail" and "Summary"), "Totals" (radio buttons for "Show All Totals" and "Customize"), and "Page Breaks" (radio buttons for "No Page Breaks", "After Totals", "Before and After Totals", and "Custom"). It also has sections for "Main Sorts" (Groups (Totalled), Show, Before, After) and "Sub Sorts (Not Totalled)" (Sort By: Enrolled Status).

- For best results, ensure the Output Format is set to Excel, then click 'Run Report'.

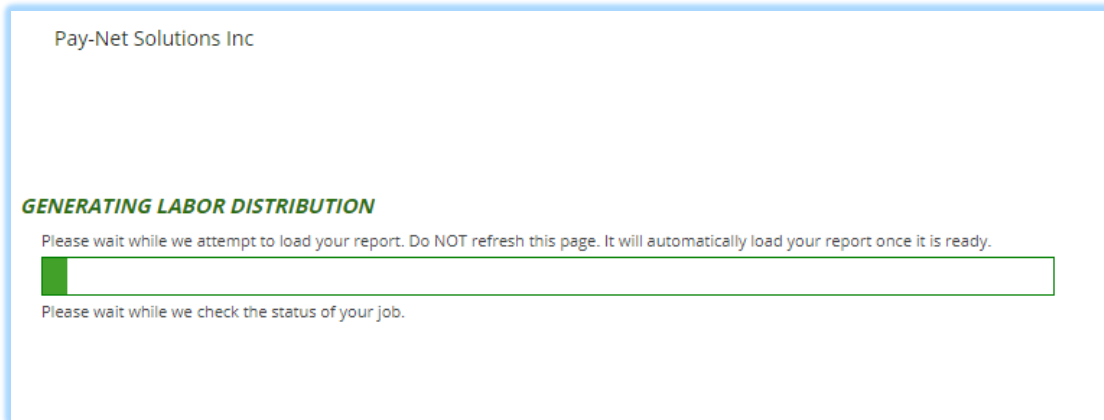


The screenshot displays the report settings interface, focusing on the bottom sections:

- Output Options:** The "Output Format" dropdown menu is highlighted with a red box and set to "Microsoft Excel". Below it, there are checkboxes for "Notify Me When Completed" (checked) and "Email Completed Report" (unchecked).
- Save Options:** Contains two rows for saving reports. The first row is "Save to 'Saved Company Reports'" with a checkbox and a "Report Title" input field. The second row is "Save to 'My Reports'" with a checkbox and a "Report Title" input field.
- Buttons:** At the bottom, there are buttons for "Back To Reports List", "Save Settings", and "Run Report". The "Run Report" button is highlighted with a red box.

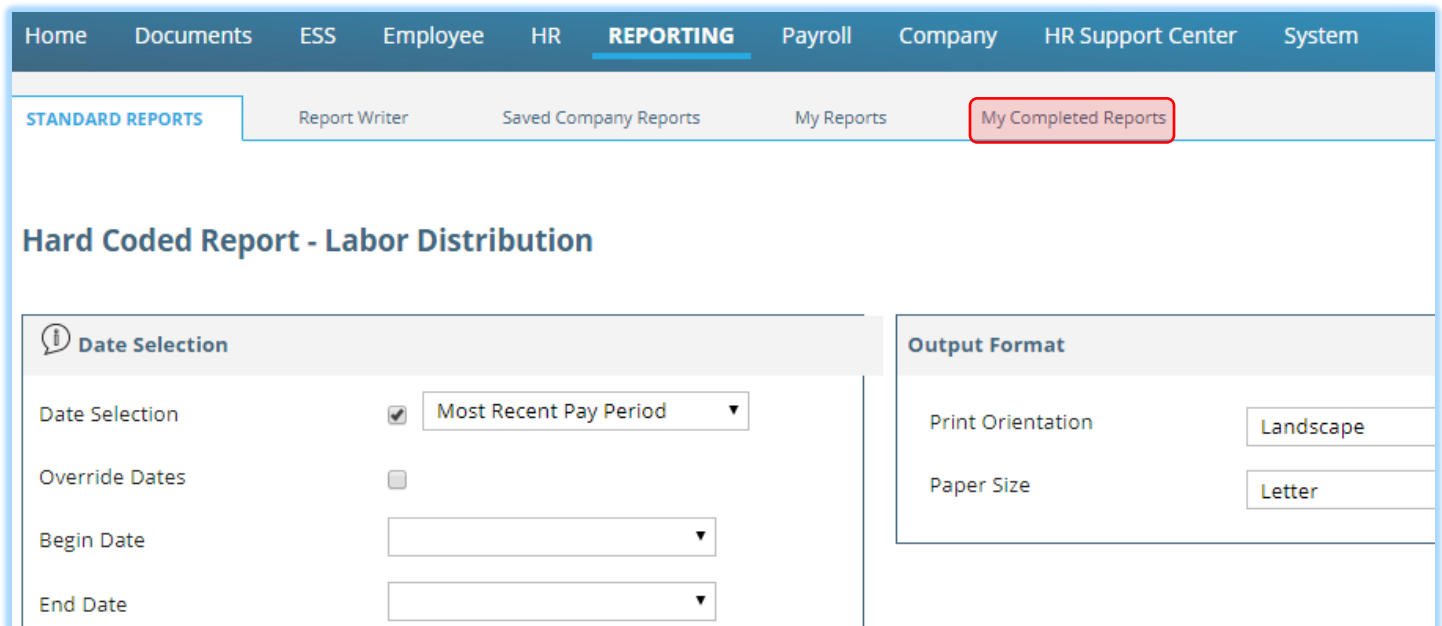
At the bottom of the page, there is a footer with the Pay-Net logo, navigation links (Remember Location, Support, Completed Reports, Job Status, System Messages), and a copyright notice: "Pay-Net © 2025 All Rights Reserved 1.37.2.0".

5. A new tab or window 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, depending on your browser settings.



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.

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













- Once here you will see any reports you have run. The most recent will be the **first option (at the top of the list)**. 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.hci	Error	Excel	1/9/2020 2:57:48 PM	1/9/2020 2:57:56 PM
 	9000	401k.hci	Error	Excel	1/9/2020 2:56:55 PM	1/9/2020 2:57:02 PM
 	9000	401k.hci	Error	Excel	1/9/2020 2:52:40 PM	1/9/2020 2:52:43 PM

- This report will display some basic information about how employees are enrolled in the kiosk, including: **Last Login Date, Username, and the email that's attached to their user (their "Enroll E-M")**; and will also **indicate if the employee is enrolled in Electronic Vouchers for Paystubs, Tax Forms, or both**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee Kiosk Information													
2	Onepoint Solutions													
3	9000													
4	Run Date: 10/7/2025													
5	Last Name	First Name	Id	Status	Hire Date	Position	Enrolled?	Last Login	User Name	Electronic V	Paystub	Tax	Enroll E-M	Work Email
6	Aardvark	Aaron	348	A	01/10/2023		No			No	No	No		
7	Accrual	Imma	abcdfg	A	07/08/2019		No			No	No	No		
8	Adam	Henry	19096	A	03/03/2015	Sales	Yes	09/28/2025	HAJr9000	Yes	Yes	Yes	operations@pay-net.net	operations@pay-net.net
9	Anderson	Karly	MR-1	A	09/19/2011	Operation 4	Yes	02/26/2023	KAnderson9000	No	No	No	hlee@pay-net.net	hlee@pay-net.net
10	Attempt	Fifth	19103	A	04/20/2015		Yes	04/01/2024	FiAttempt9000	Yes	Yes	No	hlee@pay-net.net	hlee@pay-net.net
11	Attempt	First	19087	A	12/05/2014	Operation 3	Yes	08/05/2024	fAttempt	No	No	No	jlee@pay-net.net	
12	Attempt	Larry	19106	A	06/10/2015		Yes	09/07/2017	LAttempt9000	Yes	Yes	No	hollisiii@gmail.com	hollisiii@gmail.com
13	Avicenna	Socrates	abcdej	A	09/28/2017	Sales	No			No	No	No		fake@gmail.com
14	Baker	Robert	2	A	11/21/1998	Mkrt	Yes	05/30/2025	RBaker9000	No	No	No	ccox@pay-net.net	operations@pay-net.net
15	Bear	Fozzie	abc123	A	01/15/2019	Coffee	No			No	No	No		
16	Benjamin	Bigg	19061	A	12/27/2010		Yes	11/15/2017	bentest	No	No	No	rbaker@pay-net.net	hollisiii@gmail.com
17	Beta	User	MR-38	A	03/18/2016	ADMIN ASSISTANT-EXEC	No			No	No	No		hlee@pay-net.net
18	Bicknell	Andrew	19040	A	01/15/2012		No			No	No	No		
19	Bond	James	19072	A	07/18/2013		No			No	No	No		
20	Boss	Hugo	CVD125	A	09/01/2020	Executive	No			No	No	No		
21	Brown	Gerald	34	A	04/12/2016		Yes	09/23/2024	GBrown9000	No	No	No	ccox@pay-net.net	
22	Brown	Jake	19060	A	08/01/2010	Operation 3	Yes	04/24/2018	JBrown9000	No	No	No	jlee@pay-net.net	
23	Carlson	Joseph	MR-62	A	11/18/2016	Mgr	No			No	No	No		
24	Charles	Test	abcdet	A	05/10/2018		No			No	No	No		
25	Chef	Swedish	335	A	05/28/2021	Coffee	No			No	No	No		
26	CONNOR	ANNE	D12	A	12/16/2022		No			No	No	No		lhollingshead@tasl
27	CONNOR	ANNE	D12	A	12/16/2022		No			No	No	No		