












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## Reporting – Payroll Modules

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### *Menu Items* *New Report Base*

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1.  New – This is used to create a new Report.
2.  Delete – This is used to delete an existing Report.
3.  Save – This is used to save a new Report or a change after modifying a Report.
4.  Additional Information which lists Created by, Last Modified by, Last Processed by along with the corresponding dates for each.
5.  Print – This prints the report directly to the default printer.
6.  Print Preview – This previews the report to the screen.
7.  Undo – This will undo a change made to a Report if it has not been saved by pressing the Save icon. You cannot undo deleting a Report.
8.  Manage Filters – This allows the creation and editing of existing filters to be used to create a view of specific reports.
9.  Options – This is used to create default report which can be done by user.
10.  Application Help – Will take you to the online help guide.
11.  What's this Help – When clicked, this will give you an explanation of any field you hover over.

## Report Options Tab

Caselle Connect® 2021.08.86 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > Payroll > Reports > Leave Report

Caselle Connect® Pay Codes Payroll Register Leave Report

Definition: Leave Report - by Department w/o Liability [Caselle Master] Filter: All 4 of 7

Report Options Columns Print Settings

Report dates

From: 04/19/2021 To: 05/02/2021

[Advanced options...](#)

☐ Include terminated employees

☒ Suppress repeated employee names and numbers

Pay codes:

Pay Code
<input checked="" type="checkbox"/> 3-00 (Vacation Pay)
<input checked="" type="checkbox"/> 4-00 (Sick Leave)
<input checked="" type="checkbox"/> 7-00 (Holiday Pay)
<input checked="" type="checkbox"/> 9-00 (Comp Time Pay)
<input checked="" type="checkbox"/> 15-00 (FMLA)

Selection criteria:

Column	Value	Compare
Employee.Name	All	Entire field
Employee.Employee number	All	Entire field
Department.Department	All	Entire field

Report order:

Section: Main

Column	Sort	Title	Total	Line	Page	Use
[Report].Department	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
Employee.Name	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Pay code	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Main	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pay Code Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Report Dates – Allows the selection of a date range. The Advanced options hyperlink allows selection of a date type such as Pay Period Date, Check Issue Date and Calendar dates like Calendar Month. Note the report is based on check issue date when using any Calendar type.
2. Other Criteria – This provides additional filters specific to the report.
3. Pay Codes – This allows for quick filtering on pay codes to include.
4. Report Section – This section moved from its own tab to report options. It allows for filtering of report sections and information.
5. Add a Filter icon – Another place to add a filter which creates a view of specific reports.

## Columns Tab

Caselle Connect® 2021.08.86 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > Payroll > Reports > Leave Report

Caselle Connect® Pay Codes Leave Report

Definition: Leave Report - by Department w/o Liability [Caselle Master] Filter: All 4 of 7

Report Options Columns Print Settings

Section: Main 1 Width: 7.53" Section width: 7.53" Line width: 7.53" Total lines: 1

2 Line: All Advanced options...

Column	Heading	Format	Width	Justification	Total	Font	Bor...
1 Employee.Employee numb...	Employee,Number	#####0;;		Right			
1 Employee.Name	,Name	25 ch		Left			
3 Report].Pay code	Pay,Code	5 ch		Right			
Pay Code.Title	Pay Code,Title	10 ch		Left			
1 [Report].Hours beginning ...	Hours,Beg Bal	##,###.00 ;##,###.00-;		Right	Sum		
1 [Report].Hours accrued	Hours,Accrued	##,###.00 ;##,###.00-;		Right	Sum		
1 [Report].Hours used	Hours,Used	##,###.00 ;##,###.00-;		Right	Sum		
1 [Report].Hours remaining	Hours,Remaining	##,###.00 ;##,###.00-;		Right	Sum		
1 [Report].Hourly rate	Hourly,Rate	##,###.0000		Right			
1 [Report].Message	,Msg	4 ch		Left			

4 Column 4

Column: Employee.Employee number

Report line: 1

Heading: Employee Number

Justification: Right

Totals

☐ Sum ☐ Count records

Borders

☐ Left ☐ Right ☐ Top ☐ Bottom

Format

☐ Default: #####0

☒ Custom: #####0;;

Width

☒ Based on format

☐ Specific: Characters

Font

☐ Bold ☐ Italic ☐ Underline

Name:

Size: 0

Export

Filler:

Drill-down: Employee Inquiry

1. Some reports will have multiple sections. Select the various sections to edit by using the drop down. Or review the report section for the proper page width.
2. Column Selection Control – Double green arrows in opposite directions – Add and Remove columns in a Selection Window.
3. Columns – Shows which fields/columns will appear on the report and how the fields are formatted
4. Column Details – Includes Heading, Justification, Totals, Borders, Format, Width of field, Font and Export.

## Print Settings Tab

### Print Subtab

Caselle Connect® 2021.08.86 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > Payroll > Reports > Leave Report

Caselle Connect® Pay Codes Leave Report [X]

Definition: Leave Report - by Department w/o Liability [Caselle Master] Filter: All

Report Options Columns **Print Settings**

Output options: ☒ Print ☐ Save as ☐ Export ☐ Send to Document Management

Print Save As Export

Print options

1 ☒ Include page header on report

☐ Use this report title: \_\_\_\_\_

☒ Use this report footer: \_\_\_\_\_

☒ Include selection criteria at beginning of report

☐ Include selection criteria at end of report

Print profile

Print profile name: None [Y]

☒ Use Windows default printer ☐ Use print profile values

Printer

Printer name: Adobe PDF

Paper source: Automatically Select

☐ Duplex

Page range

☒ All pages

☐ Pages

From: 0 To: 0

Copies

Number of copies: 1

☒ Collate

1 2 3 1 2 3

Page setup

Paper size: Letter

Width: 8.50

Height: 11.00

☒ Portrait ☐ Landscape

2 ☒ Fit to 1 pages wide

Margins

Left: 0.50 Top: 0.50

Right: 0.50 Bottom: 0.50

Font

Name: Arial

Size: 7

☐ Italics

☐ Bold











1. Include header on report and Use this report title – These were moved from the Sections tab on the old report base to the Print tab on the new report base.
2. Fit to – This is a scaling tool. A report can be made to fit one page or can be spread out across multiple pages. Scaling a report across multiple pages can make the report easier to read.

## *Print Settings Tab Save as Subtab*


The Save/Export tab has been separated in the new report tab. Each has their own subtab.

Caselle Connect® 2021.08.86 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close          

Caselle Connect® > Payroll > Reports > Leave Report

Caselle Connect® Pay Codes Leave Report  Pay Code Transaction Report 941 Report

Definition: Leave Report - by Department w/o Liability [Caselle Master]


Report Options Columns **Print Settings**


Output options: ☒ Print ☒ Save as ☐ Export ☐ Send to Document Management

**Print** **Save As** Export

Save as type: PDF

Image type: JPEG

File name:  Browse...  **1**

**2** Email:  

1. Insert variable to a file name options- Options are Insert Counter, Insert Date, Insert Time.
2. Email – Enter a valid email address to send the report to.

## Print Settings Tab Export Subtab

The layout of the text and check boxes was changed from horizontal to vertical in the new report base.

Caselle Connect® 2021.08.86 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > Payroll > Employees > Leave Report

Caselle Connect® Leave Report [X]

Definition: Leave Report - by Department w/o Liability [Caselle Master] Filter: All

Report Options Columns Print Settings

Output options: ☐ Print ☐ Save as ☒ Export ☐ Send to Document Management

Print Save As Export

File type: Delimited

File name: :LLP\Documents\\_Symposium 2021\Payroll Reporting\Leave Report {Date}.txt Browse... [Dropdown]

Email: mskarha@civicsystems.com [Icon] 1

2 List one Record per line

3 Delimited options

Field delimiter: ,

Surround character: "

Line break character:

End of field:

End of record:

Include

☐ Column headings

☐ Selection criteria

☐ Multiple line text

1. Insert variable to a file name options- Options are Insert Counter, Insert Date, Insert Time.
2. Email – Enter a valid email address to send the report to.
3. List one Record/Field per line. This used to be check boxes and now is a dropdown list.

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## Payroll Reports

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### *Pay Period Report Descriptions*

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#### **940 Report**

Prints the Annual Federal Unemployment Tax Act (FUTA).

#### **941 Report**

This report is used to file the Federal Quarterly Income Tax, Social Security and Medicare. It prints a detailed wage report by employee. Then prints the 941 form and schedule B using a calculation which applies the SS and Medicare percentages to the total SS and Medicare wages. The revised April 2020 report has new lines which are setup on the Fields tab of the report. Enter the sick leave act pay codes into the 5ai and 5aii boxes by clicking on Select, selecting the family sick leave pay codes and clicking OK to close. Enter amounts in the applicable text boxes corresponding to the new 941 instructions and worksheets.

#### **945 Report**

Prints the Annual Return of Withheld Federal Income Tax.

#### **Benefits Register**

Two types of reports Detail and Summary. The Detail report has reference and sequence/GL account detail by employee, pay code and sub code. In the report order specify department, employee name, employee number along with summarizing the amount. The Summary report summarizes by employee, pay code, GL Account.

#### **Check Register**

Lists employee and/or transmittal checks by pay period or check issue date.

#### **Custom Forms/Letters**

Custom forms can be used to Reprint Check Stubs or Leave Balance Statements or (Benefits Statements).

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## EFTPS Report

Prints a calculated total for employee/employer Social Security and Medicare and the amount of federal tax withheld on employees. It uses the same method to calculate the SS and Medicare tax amounts as the 941 uses. First the subject to wages are totaled and then the percentages for SS and Medicare applied. A warning will print if the calculated total does not match what was calculated on the individual employees. If a warning prints on this report, contact support to see why. Most of the time the employer/benefit side of SS or Medicare is off. This can be fixed by recalculating benefits.

## Employee Compensation Report

Is a useful and versatile report because it shows both employee check and employer transactions/amounts combined in the same report which can be summarized a printed in GL account detail.

## Employee List

Prints employee information from Modify Existing Employees.

## Employee Tax Summary

This report is useful for balancing taxes because it prints gross wages, subject to wages, taxes computed and benefits totals by employee. This is not a calculated report list the EFTPS report and the 941. Instead it is referred to as an *actual* report because it prints what is on an employee's check(s).

## FUTA Report

Prints the information needed to file the Federal Unemployment Tax Act report.

## Leave Register

Prints calculated and manually entered leave accrual transactions.

## Leave Report

Prints beginning of period leave balances, accrued and used leave hours and ending leave balances as well as liabilities if needed.



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## **Pay by Exception Report**

Prints all hours and amounts keyed into Enter Employee Checks. This report can be used to validate data entered.

## **Pay Schedules Report**

Prints all information schedule settings in Organization - Pay Schedules.

## **Payroll History**

Prints employee check history by pay code type. The summary section is used to balance to W-2s at year-end.

## **Pay Code Transaction Report**

This report is used for a variety of purposes because it includes employee check transactions as well as employer transactions. The report also summarizes by employee which means one row prints for each employee regardless of the date range is used which is great for exporting to a .csv file. The most common use is to list pay code amounts calculated on employees that are then paid out to transmittal vendors. This report also has the ability to print wages subject to taxes and retirement. This makes this helpful for balancing taxes and retirement. In addition, hours subject to a pay code can be printed so it is ideal for the WRS annual report. This report is frequently used for WC Audits because it prints gross wages and hours as well as overtime. Finally it is used for reporting wages to health insurance companies and for open records requests because employee information like hire date, hourly rate, annual salary, position, etc. can also be included.

## **Pay Schedules Report**

Prints all information setup in Organization - Pay Schedules.

## **Payroll Checks**

Prints check stubs for both direct deposit and live checks.

## **Payroll History**

Prints employee check history by pay code type such as gross, taxes, deduction and fringe benefits. The summary section is used to balance to W-2s at year-end.

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## **Payroll Register – Detail**

Prints pay period employee check pay code and GL detail. Also has several summary sections including total hours, pay code totals, GL account amounts in debit/credit format and debits and credits by fund.

## **Payroll Register Pay Code Summary**

Prints pay period employee check information by pay code.

## **Payroll Register – Single Line Summary**

Prints pay period employee check information by type with one line per employee.

## **Retirement Report**

Creates generic retirement reports and electronic files for retirement plans like ICMA.

## **State Combined Report**

Prints State Withholding, State Unemployment and Workers Compensation information and related forms for the quarter.

## **State Combined Wage List**

Prints Quarterly State Unemployment and Workers Compensation reports and forms.

## **State Retirement Report**

Prints State Retirement information by reporting period and creates the related electronic files for uploading to State Retirement websites. State Retirement plans that use electronic files include PERA, IPERS, IMRF, MERS and OPERS. Police and Fire in Ohio and Iowa are also included. It also creates the WRS Annual Report.

## **SUTA Report**

Prints quarterly State Unemployment wages by employee. Also prints a form with the number of employees worked per month in the quarter.

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## **SUTA Wage List**

Prints quarterly State Unemployment wages by employee as well as the SUTA form. Also creates electronic files for uploading to state website. In Illinois also creates the monthly State Unemployment employee detail report and electronic file. Note: The SUTA form must be previewed to create electronic file.

## **SUTA Worksite Report**

Prints employees and the months they worked in as well as a worksite form.

## **SWT Report**

Prints quarterly state withholding information.

## **Timesheets**

Prints a timesheet form with the employee's wage pay codes and dates in the pay period.

## **Transmittal Register**

Prints calculated transmittal transactions. The totals by vendor should match the totals on the corresponding pay code transaction reports usually printed in the Batch Reports step on the payroll checklist.

## **Transmittal Checks**

Prints electronic and live checks for transmittal vendors for sites that calculate transmittal amounts and the Create transmittal invoice on the Accounts Payable tab on the Interfaces tab is not checked.

## **Batch Reports**

Prints a group of reports one after the other without opening each report and manually printing it. Used in processing payroll for printing pay code transaction reports.

## **Management Tracking Report**

Prints tracked field changes such as Names and Hourly Rates. Also prints deleted records.

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## **Report Writer**

Reporting tool for creating custom report using query wizard.

## **Table Lists**

Reporting tool for creating custom report in the old format.

## **Workers Compensation List**

## **Workers Compensation Report**

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## Payroll Reporting – Common Field Names

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### *Payroll Reporting – Common Field Names*

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Field Names are of the form **Table Name.Field Name**. For example the employee's name field name is **Employee.Name**. Their anniversary date is **Employee.Anniversary Date**.

#### **Employee Table**

- Name
- Employee Number
- Start Date
- Hire Date
- Anniversary Date
- Termination Date
- Address 1
- Address 2
- City
- State
- Zip
- Country
- Email
- Payroll Type
- Status
- Telephone 1
- Telephone 2

#### **Employee Position Table**

- Employee Type
- Pay Period Frequency
- Primary Position
- Annual Wage
- Hourly Rate
- Start Date (position)
- End Date (position)

#### **Position Table**

- Title
- Position Type (Full Time, Part Time)

#### **Department Table**

- Department
- Description

#### **Employee Pay Code Table**

- Employee Allocation Method
- Employee Amount Rate Percent
- Employee Amount Rate Percent Code
- Employee Begin Date
- Employee End Date
- Employee Extra Amount
- Employee Allocation Method
- Employee Amount Rate Percent
- Employee Begin Date
- Employee End Date
- Employee Extra Amount
- GL Account (Employee tab)
- Standard Hours (Employee tab)
- Employer Allocation Method
- Employer Amount Rate Percent
- Employer Amount Rate Percent Code
- Employer Begin Date
- Employer End Date
- Employer Extra Amount
- Employer Allocation Method
- Employer Amount Rate Percent
- Employer Begin Date
- Employer End Date
- Employer Extra Amount
- GL Credit Account (Employer tab)
- GL Debit Account (Employer tab)

## Pay Period Table

- Pay period begin date
- Pay period end date
- Check issue date

## Pay Code Type Table

- Category (Gross, Deduction, Fringe Benefit, Expense, Tax, Net, Informational)

## Pay Code Table

- Pay Code
- Sub Code
- Title
- Employee Amount Rate Percent
- Employee Amount Rate Percent Code
- Employer Amount Rate Percent
- Employer Amount Rate Percent Code
- Standard Hours
- Summarization Code
- Employee Allocation Method
- Employer Allocation Method
- GL Account (Employee tab)
- GL Debit Account (Employer tab)
- GL Credit Account (Employee tab)
- Allocation Percent

## Employee Transaction Table (Check Transactions)

- Amount
- Check Issue Date
- Check Number
- Entry Type
- GL Account
- GL Activity
- GL Updated
- Reference
- Units
- Void

## Employer Transaction (Benefit Transactions)

- Amount
- Check Issue Date
- GL Activity
- GL Debit Account
- GL Credit Account
- GL Updated
- Payee
- Reference

## Leave Rate Table

- Rate Number
- Description
- Pay Periods

## Leave Rate Level Table

- Accumulation Limit
- Carryover Limit
- Description
- Level Number
- Rate Hours

## Workers Compensation Class Table

- Class Code
- Description

## Bank Table

- Bank Number
- Name
- Routing Number

## Disbursement Table (Direct Deposit Banks)

- Account Number
- Description
- Transaction Type
- Type